



TOMAHAWK WHERE THE WARRIORS COME TO LEARN!

**Student Handbook
2020-2021**

Tomahawk Elementary School

7820 W Turney Ave Phoenix, Arizona 85033

(623) 691-5800 Fax (623) 691-5820

Marilyn A. Bond, Principal

Diane Corley, Assistant Principal

TOMAHAWK ELEMENTARY SCHOOL

TO REPORT YOUR CHILD ABSENT, PLEASE CALL.....(623) 691-5805
SCHOOL OFFICE PHONE.....(623) 691-5800
NURSE’S OFFICE.....(623) 691-5815
CAFETERIA.....(623) 691-5830

Principal	Mrs. Marilyn A. Bond
Assistant Principal	Mrs. Diane Corley
Administrative Assistant	Mrs. Carrie Thomas
Administrative Specialist	Mrs. Maria Coronel
Parent Liaison	Mrs. Neri Pedroza
Nurse	Ms. Sheila Villalobos
Psychologist	Dr. Natalie Hurd
Cafeteria Manager	Mrs. Patricia Rodriguez
Move On When Reading	Mrs. Emily Smith
Instructional support Specialist	Mrs. Tricia Scott

OFFICE HOURS7:30 AM – 4:00 PM

CARTWRIGHT SCHOOL DISTRICT MISSION STATEMENT

Cartwright School District No.83 is a leading urban district that provides a first-class education to ALL students and prepares them with life skills to become independent, confident, lifelong learners.

TOMAHAWK MISSION STATEMENT

Tomahawk Elementary School commits to create a community of positive relationships that promote the growth of visible learners who can think critically and are successfully prepared for the changing world.

TOMAHAWK SCHOOL HOURS

Monday, Tuesday, Wednesday and Thursday 7:55-2:30

REGISTRATION AND WITHDRAWAL

When you register your student, we require:

1. Birth Certificate
2. Completed shot record - 5 DTP, 4 OPV, 2 MMR - Kindergarten and 1st grade - Hepatitis B series initiated prior to registration
3. Proof of Residence - rental agreement, mortgage papers, or a utility bill.

If you **withdraw** a student from Tomahawk, please plan to come by the office at least a day before the student's last day. To withdraw a student, you need to:

1. Sign a withdrawal form.
2. Return books and materials.
3. Clear outstanding debts.

NOTE: School records may be withheld until all debts are repaid to the school and/or district.

VISITORS AND GUESTS

All visitors on campus **MUST** sign the Visitor Registration Book in the office and obtain a VISITORS' PASS. This pass must be worn visibly at all times during your visit, our staff has been directed to question strangers who are not identified by a pass. This is for students' safety. If you are visiting to have lunch with your child, we welcome you in the cafeteria with a Visitors' Pass, **but you may NOT go to the playground.** This is an area for students and supervising staff only.

USING OUR FACILITIES

Community groups who wish to use the Tomahawk facility must contact the district office for information regarding procedures, insurance, fees etc., and then go online to request a Use of Facilities for the school, pending availability. Loitering on school grounds at any time by students not enrolled, or adults who are not parents or legal guardians of students enrolled at Tomahawk is not permitted (ARS 13-992).

TELEPHONE USE

Students may use the designated telephone inside the office for **EMERGENCIES ONLY.** This phone is not to be used for purposes such as asking to go home with a friend, or asking parents to bring forgotten books, homework and supplies...These concerns must be taken care of in advance.

ATTENDANCE

For students to get the most out of school, punctual and regular attendance is important. Arizona law (ARS 15-802) requires all children, ages 6-16 to attend school regularly. Students found to be truant or with excessive absences may be cited and referred to the courts along with receiving other consequences. Parents may be cited as well, since they bear the responsibility to see that their children are in school and attending regularly.

Excessive absenteeism when a student is absent ten percent (10%) of the school year. **Truancy** is the unexcused absences of a day or any part of a day by a student.

The Federal Government and the State of Arizona hold each school accountable for a 95% or better attendance rate in order to even begin to qualify for our A-F Grade, which is part of the current formula for school labeling.

Therefore, it is critical that we count on parent support in having all students to school regularly and on time and to stay ALL day.

ABSENCES

1. **Parents need to call the attendance line each morning of an absence by 8:00 am (623) 691-5805). You can leave a message at any time on this phone line.**
2. Failure to report an absence will result in a phone call to the parent at home or work.
3. If you have not contacted the school by phone, a note from the parent must be presented to the attendance secretary the day the student returns to school. The note must contain the student's name, date of absence and the parent/guardian's signature.

Absences will be excused only for necessary and important reasons. Such reasons may include illness, bereavement and observance of major religious holidays of the family's faith. **Excessive absences due to illness require a doctor's excuse and or a letter with specific medical diagnosis.** Medical and dental appointments should be scheduled after school hours except in cases of emergency. Family vacations and extended weekend trips should be scheduled during school vacation and/or intersession periods.

Babysitting, lack of transportation, oversleeping or other non- medical reasons will be considered as UNEXCUSED absences or tardiness. The school attendance secretary and administration will determine if an absence or tardy is excused or not.

NOTE: Consecutive absences of 10 days will result in a student being automatically dropped from school roster. Excessive absences might also affect educational progress, and promotion to the next grade level. Suspensions from school are considered unexcused absences and do contribute to a truancy record.

TARDINESS

If a student comes late to school, the student **MUST** sign in at the attendance desk in the front office. The child will receive a stamp on his/her hand to let the teacher know that the child has checked in through the office. If a pattern of tardiness occurs, then verification of doctor/dentist appointments. School Administration and the Attendance Clerk will deal with these on a case-by-case basis.

Excessive tardiness, when a student arrives at school after 8:00 a.m., more than 5 times will result in earned lunch detention for each additional tardy.

CLOSED CAMPUS

Tomahawk School is a closed campus. Students will not be permitted to leave during school hours unless they have been signed out at the front office by a parent, legal guardian, or a person listed on the child's emergency information card. As an additional security measure please have a picture ID ready when signing a student out early. **All visitors MUST sign in at the office upon arrival.**

LATE ARRIVAL AND LEAVING EARLY

To promote learning time, we ask that appointments which remove a student from class, tardiness (**i.e. - a student is tardy if not in the classroom by 8:00 AM**) and missed time be held to an absolute minimum. Students who arrive late, or who are to be dismissed early, must bring a note of explanation from parent or guardian to the attendance secretary. Excessive tardiness can affect grades, may result in disciplinary action and may contribute to a truancy record. **Extreme tardiness is covered under Arizona Law (ARS 15-803 "fails to attend school during hours school is in session").**

1. A late arrival is an unexcused tardy unless a note accompanies the student AND is approved by administration. ***NOTE: If a student accumulates 5 unexcused tardies, the 6th unexcused tardy will result MANDATORY LUNCH DETENTION**

Remember that your child's education is our priority, and we cannot educate your child unless he/she is at school regularly and on time!

2. Students may only be released to custodial parents, legal guardians, or their designees. No student shall be released from the school to any person other than the legal custodian (except police, probation officers, or any other lawful representative of the State of Arizona), unless the school has positive proof that the parent having custody or the legal guardian has given permission for such a release. **You can help by providing accurate, complete names, and phone numbers of the responsible adult(s) to whom you wish your child be released.**

HEALTH SERVICES

A healthy child is very important to each of us. The nurse's office at Tomahawk School is available to all students in an effort to make sure that we are teaching healthy children at our school.

Procedures for visiting the nurse:

1. Have a pass from the teacher. (A pass is **NOT** required for a medical emergency!)
2. Follow the nurse's office expectations.
3. Return **directly** to class.

NOTE: ALL medications MUST be kept in the nurse's office.

It is a parent's responsibility to provide the medication necessary for their students during school hours.

The school nurse will determine if a student needs to leave school because of illness or injury. Students may **NOT** leave on their own, if they believe they are ill. **The office always calls Parents/Guardians before an ill child is dismissed!** Parents or Guardians will be asked to come and pick up the student, or to make appropriate arrangements. A student who is ill **WILL NOT** be released to walk home before the end of the school day.

Because illnesses and injuries can happen at school, it is **VERY IMPORTANT that the HEALTH INFORMATION UPDATE sheet be filled out COMPLETELY and returned as soon as possible during the first week of school.** Any changes in medical information, phone or address during the year need to be provided to the nurse's office in a timely manner, in case there is an emergency at school.

EMERGENCY PROCEDURES

As required by Arizona State Law, Tomahawk School has established procedures for assuring student safety in the unlikely event of a fire or other emergency. These procedures are practiced on a regular basis. Students are expected to cooperate fully during these drills.

False alarms: Anyone who is found guilty of causing a false alarm (911 call or fire alarm etc.) or emergency report may be subject to prosecution/disciplinary action.

CAFETERIA

Our cafeteria, the "Warrior Cafe", is operated as a service to our students. Students are expected to help maintain an atmosphere of courtesy and neatness, as in **any** restaurant or cafeteria.

Students are requested to follow these expectations in the cafeteria:

1. Enter and leave quietly. Go immediately to your assigned area to sit.
2. Keep hands and feet to self, and always walk IN LINE in the CAFETERIA.
3. Keep the cafeteria lines orderly. "Cuts" are **never** allowed without a special pass.
4. Be courteous and respect the authority of **ALL** cafeteria workers.
5. Have everything needed before you leave the lunch line. Only one time through the line!
6. Throwing food or objects will result in students receiving consequences.
7. Eat and visit! Enjoy your meal.
8. **Raise your hand for permission to leave your seat.**
9. **Each table must clean their area (table and floor) before permission is given to leave.**
10. **You must get permission to use the restroom. It is not a place to play.**

NOTE: NO ONE IS TO WAIT FOR FRIENDS NEAR THE DOORS! This causes traffic congestion, and can trigger possible accidents!

BREAKFAST AND LUNCH

For your convenience, breakfast will be served in the classroom.

Breakfast is served every day in the class AT NO COST TO OUR FAMILIES for all students arriving at 8:00 AM.

Lunch times vary according to grade level. Lunch is served in the cafeteria. **Lunch is at no cost to our families for all of our students.**

STUDENT DRESS/CONDUCT CODE

At Tomahawk School, we have adopted a uniform dress code. The following is a list of the specific guidelines for our dress code, as set up by an open committee of parents, teachers and administrators:

Uniform Colors and Style

Students will wear **solid white, light blue, or navy blue** shirts with collars, mock turtlenecks, or turtlenecks or school spirit shirts. Buttons must match or blend with the color of the shirt. All shirts must have short or long sleeves (no sleeveless tops). **Shirts must be worn tucked into the bottoms.**

The uniform bottoms will consist of navy blue or khaki pants, shorts, skirts, skorts, rompers, capri or cropped pants or jumpers.

Belts may be worn. Belts must be worn through loops with **no 'tail' hanging down.**

A **solid colored** navy blue or white sweatshirt or sweater may be worn over the collared shirt, mock turtleneck, or turtleneck while in class (no print or pictures may be on this sweater or sweatshirt or it will be considered OUTERWEAR.). **The collar of the shirt must be visible from underneath the sweatshirt or sweater.**

T-shirts , cutoff legs or body hugging clothing, bell-bottoms and denim jeans or jeans type pants or shorts will not be allowed.

If a t-shirt or undershirt is worn under a shirt it must be short sleeved (except in cold weather) or sleeveless solid white, light or navy blue.

Overalls may **NOT** have metal hardware to give it a jeans look.

Size and Length of Outfits - All pieces of clothing must fit the child. Students will be permitted to wear outfit's **no more than one size larger** to allow for growth.

Pants must fit at the waist and may not drag the ground. No bagging or sagging. Skirts and jumpers must not be shorter than mid thigh or longer than mid calf.

LEGGINGS will only be allowed **UNDER PANTS OR SKIRTS.**

The length of skirts, rompers, and shorts (on boys and girls) must not be shorter than the middle of the thigh and must not be longer than just below the bottom of the knee.

Foot Wear - Students must wear closed toe shoes **for safety reasons. No open toe shoes, boots or sandals.** The **heel of the shoe may be no higher than one inch...**No high platform-type of shoe may be worn. **Heels higher than 1 inch are unstable and unsafe for students running on playground areas as well as in PE classes.**

NOTE: If the shoes have laces, these must be tied correctly (for safety).

OuterWear - Outerwear is **designed to be worn outside of the building**, as the weather dictates. Administration will announce 'no outerwear' if the temperatures become excessively high during outside periods, for the health and safety of all students.

Students may wear windbreakers, jackets, sweaters, or sweatshirts as outerwear. Different colors, patterns, and emblems are acceptable as long as they are appropriate and not gang related. Expensive jackets are discouraged; as the school is not liable for damaged, lost, or stolen outerwear.

Outerwear may be no more than TWO sizes larger for the child.

Hats, beanies and caps of any kind are not permitted at Tomahawk School in grades K-6 except in extremely cold morning weather or special cases of medical need. * If a cap is worn for a school event, it must be worn visor forward, in correct fashion.

Please put your child's name and room number on all outerwear so that it might be returned if misplaced or forgotten.

***NOTE:** If a child is under a doctor's care for an ear infection etc., and a hat is required for a certain length of time, please contact the nurse's office and provide written direction from your child's doctor, indicating how long the hat will need to be worn. A pass will be issued to the student for that time period, with administration approval for the hat to be worn for medical reasons only, and outside the buildings only.

All students must wear their school uniforms tucked in during school hours as well as at after school activities while on school grounds, including the Phoenix Parks and Recreation PAC program.

Please see the parent liaison if you are having difficulty obtaining appropriate uniforms for your child.

Uniform Violations - Parents will be required to sign a form stating that they will conform to the uniform policy. If a student violates the uniform policy, the office will issue a notice to the parents, which must be signed and returned to the office. **Consequences for violations are as follows:**

1st Violation: Students may have parents bring change of clothing or 'borrow ' school owned uniform items for the day, and take home a WARNING notice to be signed by the parent and returned the next day.

2nd Violation: Students may be required to change and be given 1 day of lunch detention. Parents will be notified by phone AND/OR written form to be signed and returned the next day.

3rd Violation: Students may be required to change and be given 2 days of lunch detention. Parents will be notified by phone AND/OR written form to be signed and returned the next day.

Any further violations will result in administrative decision for consequences.

NOTE: If a student cannot reach a parent to change to an appropriate item of clothing for any reason, he or she may 'borrow' a uniform item (if size is available) from our Tomahawk closet. Usually, children will change back to their own clothing at the end of the school day, but, if worn home, the item must be returned the following day for washing, as we have only a limited number of items for emergency use. We appreciate your assistance with this.

Hair Styles -

NO Mohawks are allowed as they are a distraction and call attention to the students.

NO - hair color will be allowed that is not a natural human color.

Hair and eyebrows should not be styled to promote negative reactions or be a distraction from the educational process. Decisions on unusual hairstyles will be made by the administration on an individual basis. There are no restrictions on hair accessories, as long as these are in good taste and **do not** cover a great portion of the head.

Bandanas will not be permitted.

Jewelry - Students may not wear excessive jewelry or offensive designs. The "TWO" rule is used here.... two rings, two bracelets. (Bracelets/accessories worn on the upper arm are **not** permitted.)

NOTE: only ONE necklace, worn INSIDE the shirt on a small chain is permitted. No 'choker-style or cord necklaces on the neck are allowed.

Small earrings in pierced ears are permitted, but the "TWO" rule holds for each ear. * **Hoop style earrings must be small** because they could be ripped out during play if too large, and they are a distraction as well.

No piercing through the nose, brows or other visible parts of the body. These are excessive, promote distraction to the educational process and are not appropriate for school uniform wear.

***NOTE Consequences: Inappropriate, oversized, or dangerous jewelry will be removed and returned to a parent only, or to the student on the last day of school. Likewise, excessive jewelry will be removed and returned to a parent only, or the student on the last day of school**

NOTE: The school is not liable for lost, stolen, or damaged jewelry, and we discourage the wearing of any with the uniform, particularly any of personal or great value for this reason.

Make-up and Fingernails - No make-up is to be brought to school.

Make-up may not be worn at school, unless it is required for a special program. This includes lipstick, lip-gloss, eye make-up, glitter, body glitter and hair paint. Students wearing make-up will be required to wash it off immediately and will also receive a uniform code violation form and appropriate consequence.

Fingernails must be an appropriate short/sport length for safety reasons, and must be an appropriate color. Acrylic or gel nails are discouraged because the length is usually too long for safety. Children may be scratched during play.

NOTE: Consequence:

Nails that are too long will be required to be filed down to an appropriate length for safety at an elementary school.

Spirit Days - Tomahawk will still have Student Council sponsored community service projects and even spirit days during which the dress code may be changed. Students will be notified in advance of such days. Student Council officers are 6th graders. Classroom representatives come from grades 3-4-5.

Non-Uniform Days - Occasionally, administration may use a non-uniform day as a reward or incentive. Students will be notified if they qualify for such an occasion, and will be issued a special pass for the day.

NOTE: If your child must wear a hat or dark glasses for medical reasons, a note from the doctor is required. The note must include the length of time the hat needs to be worn as well as the reason. Bring this to the office. The hat is to be worn PROPERLY for the duration of need.

PERSONAL ITEMS

Students are permitted to bring to school only those items, which pertain to the educational process. If a student brings the following items, the administration or any staff member may temporarily confiscate it. Contraband or dangerous items will not be returned:

The following are NOT ALLOWED in the possession of students in backpacks, pockets, desks, etc.:

- 1. Cell phones/pagers (if a parent needs the child to have one, it MUST be checked in daily at the office since classrooms have telephones for emergencies).**
2. Video/Electronic games.
3. Skateboards
4. Athletic head (sweat) bands, "do-rags", male hairnets, hair picks in hair, oily balm.
5. Cologne, make-up, nail polish, hair spray, lipstick or lip gloss
6. Sunglasses (without a Doctor's note)
7. Purses and mini backpacks (considered and sold as handbags)
8. Excessive jewelry (small earrings, rings and small Chain necklaces are permitted, but the school is not liable for lost, stolen or damaged jewelry (See Uniform Code))
9. No Trading or playing cards or related paraphernalia
10. **Students are not allowed to sell any item on campus except in connection with activities authorized by the principal's office.**
11. **No toys** are to be brought to school.
12. Pocket knives, lighters, matches or camping tools (Subject to Suspension)

13. **No balls or sports equipment may be brought from home**, since school cannot be responsible for damage or theft of these items. We have plenty of sports equipment at school for use by students at play.

13. **NO MARKERS ARE TO BE BROUGHT TO SCHOOL OR TO BE IN STUDENT POSSESSION OUT OF THE CLASSROOM!**

14. No gambling.

15. Students are not allowed to sell personal items to other students. School personnel will not be responsible.

NOTE: Younger students MAY bring a non- dangerous item to a teacher organized classroom SHOW and TELL ONLY, if the item is in a closed sack marked with the child's name, grade and "Show and Tell". Such items will be confiscated if they are brought out from the bag or classroom to the cafeteria or playground. (We do not want items stolen or damaged in any way).

NO MAKE-UP IS TO BE BROUGHT TO SCHOOL OR WORN AT SCHOOL, UNLESS IT IS REQUIRED FOR A SPECIAL PROGRAM. THIS INCLUDES LIP GLOSS AND LIPSTICK, CLEAR OR COLORED!!!

STUDENT DROP OFF AND PICK UP

For the security of all Cartwright Schools, our district has provided security fencing which requires all visitors to campus to go through the front office to sign in and get a visitor's pass before moving around campus.

Parents and other non-students or non-employees of the district may not be out on the playground or around campus with children, again, for security reasons.

NEW - Parents are only allowed in the office from 2:00-2:30 when conducting business with the front office staff. PARENTS WILL NOT BE ALLOWED TO WAIT IN THE OFFICE FROM 2:00-2:30. Please wait outside the doors as it disrupts the running of the school.

FROM 2:00-2:30 you are welcome to wait in the PARENT'S ROOM (during extreme temperatures).

Parents may DROP OFF and PICK UP students in the DROP OFF/PICK UP section of the Sells parking lot. An additional drop off spot on Turney, south of the cafeteria may be used in the **mornings only**. PLEASE do not drop off and pick up in the little DAY CARE WAITING RAMADA in the Turney parking lot. This "Van Clan" waiting area is for DAY CARE STUDENTS ONLY. We have 9 licensed day care facilities that drop off and pick up students on a daily basis. Therefore, this area is closed to regular vehicles from 7:30 AM -8:00 AM and again 2:15 PM -2:45 PM daily. (1:00-1:30 PM on Thursdays).

There is an aide to supervise this area during the afternoon dismissal times only. The 'tunnel' entry way on the southwest corner of the school is NOT a waiting/pickup place for rides, as it is not a supervised area. It also causes traffic to back up and it is dangerous for students to cross the street.

STUDENTS WILL NOT BE ALLOWED TO CROSS THE STREET WITHOUT A PARENT.

Please do not use the bus zone found north of the Sells parking lot. Police will give out citations to violators and they do patrol this area off and on throughout the year.

The **inner and outer fenced parking lots** are just that, PARKING lots! These should **not** be congested by being used to drop students off or pick them up, as visitors and staff are unable to get in and out of the lot with their vehicles. Please be considerate! Also, this is a dangerous area for pedestrians, and we do not want accidents involving our students and community members.

Students are not allowed to be by the classrooms before school Parents please drop your children off and direct them always to the playground where they can be supervised!

For the security of our students, we ask parents not to wait right outside of the classrooms for children unless you have signed in at the office. You will need to wait for them in the front of our school or in the sidewalk areas to the north and south of the grounds. Parents who have parked their cars may wait outside the breezeways near the SELLS parking lot for their children. We appreciate your cooperation in this matter.

WALKING TO AND FROM SCHOOL

Below are a few tips for students and parents who walk to/from Tomahawk each day:

1. Start early enough to arrive (5 - 15 minutes before the bell) without rushing.
2. Walk on the sidewalks.
3. Never walk or run between parked cars OR IN PARKING LOTS.
4. Look in all directions before crossing the street. **Use marked crosswalks at all times.**
5. **ALWAYS** remember that **the crossing guard is in charge** and his or her authority should be never questioned. The guards are city and district trained to insure your child's safety.
6. There are always questions as to when school authority begins and ends. State Law suggests that the school has jurisdiction over students from the time they leave their house in the morning until they return home after school. **Students should arrive at school NO EARLIER than 7:30 school starts at 7:50 am.** Teachers are on duty starting at 7:30. Students should normally leave the school grounds immediately after they have been dismissed.

NOTE: Primary and intermediate students should be off campus by 2:40 pm M-T-W-T,). Teachers are dismissed from duty at this time. If students are staying on campus for a school-sponsored activity, they must leave campus immediately after the activity is completed.

Students who must wait for a sibling who is involved in an afterschool activity **MUST** be enrolled in the **Phoenix Parks and Recreation After-School 'Drop-In' Program (PAC), which begins at 2:30 pm and runs until 6:00 PM Monday-Thursday.** Students **must** be enrolled to attend. It is **NOT** day care. **As a 'DROP- IN' Program, PAC students are supervised, but may leave to go home without being picked up by a parent. They may not hang out on school grounds unsupervised, however, and will be required to have a pass from the PAC program to indicate to others that they are registered for the program. They are not required to stay on school grounds.** Waiting students may meet up with registered siblings there after -school activities are dismissed.

A teacher or an administrator may request a student to stay after school for help with assignments or for disciplinary reasons. **You will be notified if your child is staying after school for longer than 10 minutes.**

SKATEBOARDS, BICYCLES, SKATES, SCOOTERS

No skateboards, skates are allowed at Tomahawk at any time.

NOTE: Students who disobey the bike and crosswalk safety rules will be subject to possible loss of bike riding privileges as well as playtime detention.

Bike and scooter riders are to have their own locks. They need to lock their bike up individually. The bike rack will be locked during school hours. If a bike is stolen, the police will be notified. The school will assist parents and police in trying to locate the bike. However, **the school is not liable for lost or stolen bikes or scooters.** We recommend that bicycles should bear some type of distinctive marking for recovery purposes in the event it is stolen. Bike riders are to **WALK their bikes or scooters into and out of the bike rack area and past the school grounds** before riding for the safety of the riders and students on the sidewalks. Students are **NOT** to ride double. **Only students with bikes or scooters are to be IN the bike rack area.** Friends or siblings of riders must move directly to the playground or wait outside the bike rack.

TALKING TO STRANGERS

Below are a few simple tips that would make us all feel more comfortable as students travel to and from Tomahawk:

1. Do not stop and talk to strangers. **Walk with a friend.**
2. Do not follow a stranger anywhere, no matter what he or she says, or what treat is promised.
3. Do not accept gifts, food, or anything else from a stranger.
4. Do not get into a vehicle with a stranger.
5. **Report immediately** any problem you encounter with strangers.
6. Remember Stranger Dangers!

TOMAHAWK SCHOOL WIDE DISCIPLINE PLAN

Tomahawk is a place where students, parents, and school personnel work together to create an atmosphere in which learning is promoted and encouraged. Effective discipline comes from the belief that teaching students to take responsibility for their behavior is more important than simply enforcing the rules.

PBIS: POSITIVE BEHAVIOR INTERVENTION SUPPORT

PBIS is a framework for creating safer and more effective schools. It is a systematic approach for enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. It provides a common language across the campus for discipline. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a set of unified rules. You will see these rules posted throughout the school and your child will be learning them during his or her first few days at school. Our unified rules, found in every classroom and non-classroom setting in the school are as follows:

Be Safe, Be Respectful, Be Responsible

Boys Town Social (Life Skills)

The following is a list of the school-wide social skills that will be taught throughout the school year in every classroom:

Following Instructions	Having a Conversation
Accepting Criticism or a Consequence	Asking for Help
Accepting "No" for and Answer	Asking Permission
Greeting Others	Staying on Task
Getting the Teacher's Attention	Sharing Something
Disagreeing Appropriately	Working with Others
Making an Apology	Listening
Accepting Compliments	Appropriate Voice Tone

TOMAHAWK BEHAVIOR EXPECTATIONS

At the beginning of the school year, each teacher will be modeling the expected behavior. All the students will get an opportunity to show their understanding of the school expectations.

Classroom/School Rules

1. Be Safe
2. Be Respectful
3. Be Responsible



Clip Chart System

Everyone starts at GREEN "Ready to Learn"

Positive Behavior

*Student will move their clip up on the behavior chart

Move up 1: Showing Pride (blue)

Move up 2: Outstanding (purple)

Move up 3: Role Model (pink)

Pink
Purple
Blue
Green
Yellow
Orange
Red

Negative Behavior

*Student will move their clip down on the behavior chart

Move down 1: Tier 1 Intervention (yellow)

Move down 2: Tier 2 Intervention (orange)

Move down 3: Tier 3 Intervention (red)

***To receive more information on what the tier interventions are, you may speak with your child's teacher or with administration

TOMAHAWK

School-Wide Behavioral Expectations

To ensure all students' success A.R.S. 15-841 (A) (1-2) provides disciplinary remedies for students who have repeatedly or seriously "interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn." **Disruptive students not only lose learning time, but deprive other students of learning time too.** Parents, teachers, and administration must be united in setting high expectations for behavior and academics.

	Walkways	Classroom	Cafeteria	Playground	Office Spaces	Bathroom	Pick Up Areas
Safe	*Use designated pathways *Stay on right side *Let others pass	*Use furniture and classroom materials appropriately	*Walk *Ask to leave seat *Report spills	*Stay where adults can see you *Use equipment appropriately.	*Walk inside	*Use designated bathroom *Wash hands with soap *Use equipment and materials appropriately	*Use sidewalks & crosswalks
Respectful	*Be kind to others in school and community *Keep hands to yourself *Walk quietly	*Active Listening *Take turns and include everybody *Getting the teacher's attention appropriately	*Stand in line *Wait your turn *Keep hands to yourself *Use Appropriate Voice Tone	*Following game rules *Disagree appropriately *Display sportsmanship	*Sit and wait silently	*Use inside voices *Wait for your turn *Close door to stall	*Wait quietly
Responsible	*Leave and return on time *Use hall pass	*Staying on task *Follow instructions from staff	*Follow Instructions from staff	*When bell rings/whistle blows, stop and line up. *Return balls to cart (leave no trace behind) *Accept the risk *Follow Instructions from staff	*Wait for adult directions	*Put toilet paper in toilet and flush *Sign in and out of bathroom log	*Follow instructions from staff *Sit/ stand in designated area * Watch for your ride

NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING OR SAFETY OF OTHER STUDENTS, NOR DOES ANY STUDENT HAVE THE RIGHT TO INTERFERE IN THE TEACHING PROCESS.

REINFORCEMENT SYSTEM

Students have opportunities to receive positive reinforcement for following the school expectations of Be Safe, Respectful, and Responsible. Students may be recognized with positive praise that may be accompanied by a Bee Buck. Our Bee Buck system will be electronic this year! Parents can follow their child's activity and see when they got a Bee Buck and what they received it for! Bee Bucks can be used in our Bee Buck Store, Monthly Mystery Box Raffles, or School Raffles.

Discipline Steps

Our students are responsible for creating and maintaining a classroom environment conducive to learning. We expect them to conduct themselves at all times in a manner bringing credit to themselves, their parents/guardians, and our school. Each teacher has a system of positive reinforcement and a plan developed for rewarding appropriate behavior.

When students are referred to the office due to behavior, an investigation will be conducted and the facts will be gathered. Administration will take all information and determine the next steps that need to be taken in order to correct the situation. Consequences are earned based on offense, intensity of the offense, and the frequency of occurrence for the offense. We ask that you support our efforts to provide an environment that truly encourages student success.

Students who choose to disregard our school rules will have consequences.

The severity of the consequence is based upon the severity and/or frequency of the rule infraction. Some of the common consequences that can be earned are conference with administration, mediation, phone call home, community service, loss of recess, in school suspension, out school suspension.

Students suspended from school may not be on the school campus at any time for any reason during the suspension period unless accompanied by a parent or guardian. Students suspended from school are responsible for making up all missed work. A parent conference may be required in person for re-admittance to school.

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

DISCIPLINE: SEVERE MISBEHAVIOR (SUSPENSION) POLICY

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

- Continuous or open defiance of rules and/or authority of school staff.
- Fighting/Hitting with intent to harm.
- Bullying or bully like behavior (see District Policy on bullying)
- Vandalism of school property or destroying another person's property.
- Obscene language used toward an employee.
- Sexual Harassment.

"Sexual harassment may include, but is not limited to: suggestive or obscene letters/notes, invitations, derogatory comments, slurs, jokes, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures or cartoons, sexual statements or actions which intimidate or demean others."

- Racial comments.
- Theft.
- Possession of any object that may be construed as dangerous or any violation of the district weapon policy.
- Severe violation of any school rule, which is deemed threatening to the school climate by the administration, including gang-type behavior.

DETENTION

Teachers may assign student detention for minor offenses, to be served before or after school or at recess, in the homeroom classroom, or in a "buddy" teacher's room. In addition, administrators may assign before school detention in the office. Minor infractions in the cafeteria may find the student assigned to 'time out table' in the cafeteria for that lunch period.

Students with a written detention referral will serve the assigned number of days in the Detention Room. Here the child eats lunch and remains for the length of his or her play period, returning to class at line up time. Students are required to bring a book to read or an assignment to complete when they are finished eating.

Misbehavior in Detention will earn:

- 1) WARNING for the first infraction,
- 2) 1 extra day for the second infraction,
- 3) A 2nd extra day added, (because the child has not completed this day of detention) and student will be sent to OFFICE to see an administrator **Failure to serve an assigned detention is an automatic referral.

NOTE: Noontime **written detentions will need a parent signature**, so that parents are simply aware of the referral, since parents are NOT PHONED for notification of these minor incidents. **(Please understand that this is not to give or deny permission for the detention. School authority has the right to exercise reasonable discipline with students as needed.)**

Students **MUST** return the yellow parent slip to the office the day following the referral. **1 day of detention is added each day the signed slip does not come back**, until some kind of parent contact is made with the office. This type of detention referral is **only** issued with Administrator approval.

STUDENT SILENT WITNESS PROGRAM

In an effort to maintain a safe climate for all students, free of fear and intimidation, as well as to provide a campus to be proud of, Tomahawk has a **Silent Witness Program**, in which students with knowledge of any inappropriate behaviors or concerns regarding others may come to see, phone or write to the principal, assistant principal or parent liaison, in order to share the information without a fear of being 'named' or retaliation by another student. This program has been very successful in helping to unravel problems on campus, and to intervene and mediate problems before they get out of hand.

Any student who has knowledge of the presence of a dangerous instrument or a deadly weapon being transported to or from school or on school grounds and does not report such to school staff shall be subject to disciplinary action including suspension.

STUDENT PASSES

Students **MUST** have a pass when they leave the classroom, even to a special area class. Teachers will provide these to students. **Students must have a pass to enter the classroom area, office area or nurse's office.** The only exception is an emergency. Any student may come to the office to report an EMERGENCY without a pass.

BEFORE SCHOOL STUDENTS MUST HAVE A PASS TO GO TO THEIR CLASSROOM.

LOST AND FOUND

Please put names on clothing and personal things brought to school. Taking some time to do this now may save the cost of buying replacements. Please visit the Lost and Found box at school if something is lost. Many items, especially clothing, go unclaimed all year.

HOMEWORK

The purpose of homework is to provide practice to supplement classroom instruction. An additional purpose of homework is to help the student to develop good, consistent study habits. The student is responsible for understanding homework expectations before leaving school and for completing the assignment on time. The amount of homework assigned varies, based on the student's grade level, how much work they do not complete at school, and academic requirements in a particular subject area. If you phone for your child's homework, please request it when you report the absence, so teachers have time to put the work together. They cannot take away instructional time to do this. If your child regularly has difficulty completing his or her homework, we urge you to contact your child's teacher to arrange a conference.

RESPONSIBILITIES FOR HOMEWORK

1. Regular use of **Agenda Planner in grades 1-6**.
2. Share assignments and homework with parents.
3. Establish a regular time to have homework completed.
4. Show your Parents! They should regularly check to see that your homework is completed.
Use the agenda as a communication tool.
5. Return completed assignments, done neatly, to your teacher as directed.

PARENTS AS PARTNERS

Parents are asked to become partners with the school monitoring student homework and study. Please provide your child with a regular and quiet place to complete his/her homework, quiz the child on what he or she is learning, and check to see that the agenda planner is used daily. Parents are encouraged to sign off when they see completed work. Ask your child to show you what they are learning in math and ask them to explain their strategies for solving problems. Please contact your child's teacher if you have questions regarding homework.

"SECOND CUP OF COFFEE"

These informal chat sessions are held monthly in our cafeteria or parent room, from 8:00-9:00 AM. Join our administrators and Parent Liaison in informal conversations about what is going on at school and in our community. You will have the opportunity to ask questions, share input and get to know us better. We invite you to come once or every time! This year we will have special guests from the community to share resources and answer your questions for parents only! Students will go to the playground and on to class. Watch for fliers and reminders.

BECOME A PARENT VOLUNTEER

One hour, one day or **every** day, join our Parent Liaison and our group of parent volunteers who already work for teachers, with the nurse, in the classroom and help in so many ways! Our parent volunteers help at our evening events and PTO events and even have their own special room at Tomahawk! They are celebrated annually! Whether you speak English or Spanish, we need YOU!

In order to ensure an environment conducive to learning, the following policy regarding parent volunteers in the classroom has been established:

- Each parent is allowed to be in the classroom assisting the teacher for a maximum of 2 hours a week. This must be prearranged with the teacher with the understanding that the parent is there to assist the teacher and the entire class not just their student.

-Only one parent may volunteer in the classroom at a time.

-Parent volunteers are not allowed in student bathrooms including with their own child.

-When a parent comes to volunteer, they cannot bring other children with them into the classroom.

Call our parent support Mrs. Pedroza at 623-691-3873 to find out how to get involved!

Your children will be so proud of you!

**PARENT VERIFICATION OF RECEIPT OF
TOMAHAWK HANDBOOK**

I have read and discussed all of the discipline rules outlined in the Tomahawk Student Handbook with my child.

I understand that I can call the school for clarification and ask questions regarding the discipline programs and procedures at Tomahawk.

Student's Name _____ Grade _____

Teacher's Name _____

Parent's Signature

Date

**VERIFICACION DE QUE LOS PADRES RECIBIERON
EL MANUAL DE LA ESCUELA TOMAHAWK**

Yo he leído y conversado con mi hijo/a las normas de disciplina y los procedimientos que están incluidos en el manual.

Yo entiendo que puedo llamar a la escuela para clarificar o preguntar acerca del programa de disciplina y procedimientos de la escuela Tomahawk.

Nombre del Estudiante _____ Grado _____

Nombre de la Maestra _____

Firma del Padre o Tutor

Fecha