

BORMAN



ASTROS

**STUDENT/PARENT
HANDBOOK**

Frank Borman Elementary School

Frank Borman School Mission: The mission of Frank Borman School is to ensure high levels of learning for all students.

FRANK BORMAN ELEMENTARY SCHOOL



Frank Borman is an American astronaut who, with James A. Lovell and William A. Anders, made the first manned flight around the moon in December 1968. Three years earlier Borman and Lovell had made the Gemini 7 endurance flight in which they remained in space for 330 hours and 35 minutes.

FRANK BORMAN SCHOOL HOURS

Frank Borman School office is open Monday – Friday, 7:30 am – 4:00 pm

Parents will not be able to check out their student 15 minutes prior to dismissal (2:45-3:00 on M, T, W, F; 1:00-1:15 on Thursdays).

Monday, Tuesday, Wednesday, Friday

Grades K-6 8:30 am - 3:00 pm

Grades 7-8 8:00 am - 3:00 pm

*Students arriving later than the above start times will be considered TARDY.

Thursday (Early Release Day)*

Grades K - 6 8:30 am - **1:15 pm**

Grades 7-8 8:00 am - **1:15 pm**

*Students arriving later than the above start times will be considered TARDY.

*The Early Release Day throughout the Cartwright School District each Thursday is to allow time for the district to provide access to continuous professional development for all staff as part of the Strategic Plan for the Cartwright District.

Half Days

On the following days, students will be released at **11:45AM** for either conferences or teacher professional development.

- Friday, August 17
- Thursday, October 4
- Friday, October 5
- Friday, October 19
- Wednesday, December 19
- Thursday, March 7
- Friday, March 8
- Friday, March 22
- Friday, May 3

Breakfast

Students should arrive to school by the following times, where their teachers will pick them up from their designated spots to walk them to class for breakfast in the classroom:

Grades K-6	8:10 am
Grades 7-8	7:45 am

SCHOOL CALENDAR 2018-2019

August

- 6 Staff ID Pictures
- 6 K-8 Meet the Teacher Night 3-6 pm
- 7 All Students Return
- 13 Student Picture Day (Individual pictures K-8)
- 17 Early Dismissal at 11:45 am
- 27 ESSA meeting 4:30-5:30 PD Room
- 29 Back to School Family Dance 3:15-5:15 pm

September

- 3 Labor Day (No School)
- 7 Progress Reports Issued
- 28 Coffee Talk 9am-10am Cafeteria

October

- 3-4 Parent-Teacher Conferences
- 4-5 Early Dismissal at 11:45 am
- 5 First Quarter Ends
- 5 Report Cards Issued
- 8-12 Fall Break – No School
- 19 Early Dismissal at 11:45 am
- 19 Fall Carnival 5-7 pm
- 23 Fall Picture Retakes
- 26 Coffee Talk 9am-10am Coffee Talk
- 30 Peter Piper Pizza 4-8pm (Boo Bash, Costume Night)

November

- 12 Veterans Day Holiday (No School)
- 16 Progress Reports Issued
- 21-23 Thanksgiving Recess (No School)

December

- 7 Coffee Talk 9am-10am Cafeteria
- 11 Mid-year Borman Astros Awards Night (K-8), 5-6pm, Cafeteria
- 18 Winter Wonderland Formal 5th - 8th Grade 4:00-6:00 pm
- 19 Early Dismissal at 11:45 am
- 20 Quarter Ends
- 20 Report Cards Issued
- 21-31 Winter Recess

January

- 1-4 Winter Recess (No School)
- 7 Classes Resume
- 21 Martin Luther King Jr. Day (No School)
- 23 Curriculum Night K-8 4:30-6:30 pm
- 25 Coffee Talk 9am-10am Cafeteria

February

- 13 Valentine's Day 5th - 8th Grade Dance 3:15-5:15 pm
- 7 Spring Individual and Class Pictures
- 7 Peter Piper Pizza Night 4-8pm (Sports Night)
- 8 Progress Reports Issued
- 18 President's Day (No School)
- 22 Coffee Talk 9am-10am Cafeteria

March

- 6-7 Parent Teacher conferences
- 7-8 Early Dismissal at 11:45 am
- 8 Report Cards Issued
- 8 Quarter Ends
- 11-15 Spring Break (No School)
- 20 Peter Piper Pizza 4-8pm (Hawaiian Luau Night)
- 22 Early Dismissal at 11:45 am

April

- 5 Coffee Talk 9am-10am Cafeteria
- 10 Spring Family Dance 3:15-5:15 pm
- 18 Promotion Pictures (Kinder & 8th)
- 19 Mid-Quarter Break (No school)
- 26 Progress Reports Issued

May

- 3 Early Dismissal at 11:45 am
- 17 8th Grade Report Cards Issued
- 17 8th Annual Career Day
- 20 Borman Astros Awards Night (K-8), 5pm, Cafeteria
- 21 8th Grade Promotion, 9:00 am Gymnasium
- 22/23 Kinder Promotion Ceremonies, 9:00am Cafeteria
- 24 Grade Report Cards Issued
- 24 Last Day of School, 11:45 Dismissal

PARENT-TEACHER CONFERENCES

Conferences are scheduled for Thursday, October 3 and Thursday, March 6. Many of our grade level teams hold Data Meetings in lieu of traditional conferences, so these meetings may differ from the conference dates above. Parents are encouraged to confer with teachers on an individual basis at any other time. Because we prefer not to disturb a teacher during class time, we ask that you not visit a classroom unless you have made prior arrangements with the teacher. Any time you wish to have a conference with your child's teacher, please call the school office and the teacher will return your call and set up a conference.

REGISTRATION AND WITHDRAWAL

When you register your student, we require:

1. Birth Certificate
2. Documentation of current immunizations/shot records
3. Documentation showing proof of residence (i.e. rental agreement, mortgage papers, or a utility bill)
4. Parent identification
5. Withdrawal documents from previous school

If you withdraw a student from this school, *please provide 24 hours notice* prior to 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.
4. Parent identification

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 main office and obtain a VISITOR PASS. This pass must be worn visibly at all times during your visit, as staff has been directed to question strangers who are not identified by a pass. This is for student safety. Loitering on the school grounds at any time by students not enrolled or adults who are not parents or legal guardians of students enrolled at this school is not permitted (ARS 13-992).

BIRTHDAY CELEBRATIONS

At Frank Borman Elementary School, every minute of the day presents an opportunity for important learning to take place. In an effort to reduce unnecessary interruption to the learning environment, Borman has implemented a designated time each month to allow students to celebrate their birthdays with their classmates. On the last Thursday of each month, any student whose birthday occurred during that month is welcome to bring in a small store bought treat or party favor, such as pencils, stickers, small trinkets, erasers, etc. for the students in the class. Please take this policy into consideration when making any purchases or arrangements regarding birthday celebrations. You can drop off the items at the front office or just send it in with your child. Please note, that any birthday treat sent in on any other day will NOT be accepted in the office and will be sent back home with your child. It is certainly not mandatory to send anything in. Please let your teacher know if you will be sending something in so that the class doesn't get 3 sets of cupcakes and no juice. The dates for the birthday celebrations can be found below:

August 30

September 27

October 25

November 29

December 20

January 31

February 28

March 28

April 25

May 23 * All June and July birthdays will be celebrated on May 23th

USE OF FACILITIES

Community groups who wish to use the school facility must visit the the district office website at www.csd83.org to fill out a Use of Facilities. All proof of insurance will need to be provided directly to the district office. Please contact Dawn Mayfield at 623-691-4000 for specific information regarding insurance requirements. The school contact for availability information is Mrs. McAllister, Assistant Principal and requests will be approved based on availability.

TELEPHONE USE

In order to keep the phone lines open, 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. Parents should make arrangements with students prior to the start of the day regarding how they will be getting home each day.

ATTENDANCE

For students to get the most out of school, punctual and regular attendance is important. Arizona law (ARS 15-802 & 803) 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 as per the CUTS (Court Unified Truancy Suppression) program. Parents may be cited as well, since they bear the responsibility to see that their children are in school and attending regularly. Excessive absenteeism is when a student is absent 10% of the school year (18 absences). Truancy is the unexcused absences of a day or any part of a day by a student. After only 5 days truant, a student may be cited or referred to the courts.

ABSENCES

1. Parents are to call the attendance line each morning of an absence by 9:00 am. The attendance line phone number is (623) 691-5005. We also have a voice mail system to take calls during off-school hours.
2. Failure to report an absence will result in a phone call to the parent at the designated number in our system.
3. If you have not contacted the school by phone, a note from the parent must be presented to the attendance office 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 may require a doctor's excuse. Medical and dental appointments should be scheduled after school hours and/or during breaks, 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 officer and administration will determine if an absence or tardy is excused or unexcused. Students have the responsibility to make up all class work missed because of an absence.

NOTE: Consecutive unexcused 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.

***Tardiness**

If a student comes late to school, the student **MUST** sign in at the attendance desk in the office. The child will receive a tardy slip 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, funerals and court dates may be required for the tardy to be excused. School Administration and the Attendance Officer will deal with these on a case-by-case basis.

CLOSED CAMPUS

Our school is a closed campus. No one is to leave during school hours unless the student has been signed out at the front office by a parent, legal guardian, or a person listed on the child's pink 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.

AM Closed Campus

All students are to enter at the cafeteria parking lot drop-off/pick-up gate if arriving to school between 7:45-8:25 am. This will be the only entrance for students to come on campus and students must remain in the cafeteria until dismissed. Students will only be allowed elsewhere on campus if they have a pass. Parents will no longer be allowed in the cafeteria or morning recess area in an effort to ensure a safe, secure campus.

PM Closed Campus

Kinder and 1st grade students will be dismissed based upon our hand-to-hand policy below. All other students must exit campus immediately after dismissal.

DISMISSAL

Dismissal is at 3:00 pm for all students Monday, Tuesday, Wednesday, & Friday, at 1:15 pm on Thursdays, and at 11:45 on half days.

Hand-to-Hand Policy: All Kinder and 1st grade students must be picked up by a parent or guardian at the child's classroom.

All **2nd-8th grade** students must make arrangements with parents or older siblings for pick-up. They will be dismissed at the bell. At 3:15 pm (or 1:30 pm on Thursdays) staff will sweep any remaining students to the front office to make contact with parents for pick-up.

LATE ARRIVAL AND EARLY DISMISSAL

To promote learning time, we ask that appointments which remove a student from class 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 office. 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.

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 school has positive proof that the parent having custody or the legal guardian has given permission for such a release. Parents/guardians must have identification to sign their student out early. You can help by keeping your emergency contact information updated in the office so we know whom you wish your child be released to.

HEALTH SERVICES

A healthy child is very important to each of us. The nurse 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 teacher. (A pass is NOT required for a medical emergency!)
2. Follow nurse's office rules.
3. Return directly to class.

NOTE: Any medications, prescribed or not, MUST be kept in the nurse's office. **Examples of items that students may give to the nurse, but may NOT have on their person include, but are not limited to (inhalers, prescription medication, over the counter cough syrup, over the counter headache/pain relief medication, allergy medication, etc.)**

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 nurse 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.

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, this school has established procedures for ensuring 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 turning on a false alarm or emergency report may be subject to prosecution/disciplinary action.

CAFETERIA

Students should line up as soon as the whistle blows. Students should go through the lunch line and proceed to their assigned tables. Students are reminded of the cafeteria expectations:

Be Responsible

- Voice Level 2
- Clean up after yourself including dropped food
- Get condiments, spoon, straws before sitting down
- Ask permission to use the restroom

Be Respectful

- Practice good table manners
- Raise your hand to ask for needs

Be Safe

- Keep hands, feet, and objects to yourself
- Eat your own food
- Use walking feet
- Stay seated (legs tucked under the table) until dismissed

BREAKFAST & LUNCH

BREAKFAST

All students, Grades K-8, will have free breakfast offered daily. It is imperative students arrive to school ON TIME in order to receive breakfast. School will start promptly with the serving of breakfast to all present students. Breakfast will be served from 7:45-7:55am for 7th and 8th grade students, and from 8:10-8:25am for K-6th grade students. Breakfast will be served in the homeroom class.

LUNCH

Lunch times vary according to grade level.

***ALL** students who attend Frank Borman Elementary receive free breakfast and lunch.

I.D.s

K-8th grade students should wear their IDs at all times. Students will be issued an identification card. If a student loses or breaks their ID, additional copies can be purchased in the library for \$3.00.

STUDENT DRESS/CONDUCT CODE

We have adopted a uniform dress code for students in Kinder-8th grade. 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:

The required dress code for Borman Elementary School students includes:

Tops: Borman t-shirts, navy blue, light blue, grey, or white collared shirts are allowed. Undershirts must be white, gray, navy blue, or light blue as well, and free of visible designs. If the weather is cool and your child must wear a sweatshirt, please make sure it matches our school uniform colors.

Bottoms: Plain blue denim jeans, khaki, or navy blue (shorts, pants, or skirts). **Jeans must NOT have holes.**

Shorts, skirts, or skorts must be knee length. All clothing must be properly hemmed. No cut-offs. No baggy or oversized uniforms are acceptable. Sagging is not allowed.

Shoes: Closed-toed shoes only that meet P.E. safety requirements. **Sandals, flip-flops, dress shoes or boots are not allowed.**

Hats and bandanas are not to be worn on campus.

Any fashion styles or fads that detract from the educational process will not be allowed.

The school administration will make the final decision on dress code issues.

Borman t-shirts are on sale in the school office for \$10.00.

Uniform Violations:

Consequences for violations are as follows:

1st Violation: Student may have parent bring change of clothing or “borrow” school owned uniform item for the day, and takes home a WARNING notice to be signed by parent and returned next day.

2nd Violation: Student 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 next day.

3rd Violation: Student 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. Any further violations will result in administrative decision for consequences.

NOTE: If a student cannot reach a parent for a change to an appropriate item of clothing for any reason, he or she may “borrow” a uniform item (if size is available) from our Borman clothes 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

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.

Jewelry

Students may not wear excessive jewelry or jewelry with inappropriate or offensive designs. Students may be asked to remove jewelry during PE due to safety concerns.

NOTE: The school is not responsible for lost, stolen, or damaged jewelry. The school discourages the wearing of jewelry.

Tattoos

Tattoos should not be visible and will be asked to be covered.

Spirit Days

Our school will still have Student Council sponsored spirit days, during which the dress code may be changed. Students will be notified in advance of such days.

Non-Uniform Days/Pay for Non-Uniform

Occasionally, administration may use a non-uniform day as a reward, incentive, or fundraiser. All dress must be school appropriate on these days.

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 administration 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.

The school **strongly discourages** students from bringing the following items. The school is not responsible if these items are lost, stolen or damaged. Administration or staff members may temporarily confiscate items if used inappropriately or during educational time. If items are taken from a student, they may only be returned to a

parent/guardian.

1. Cell phones, tablets, game systems, headphones
*Cell phones should be turned OFF and stored in backpacks at all times once the school day begins
3. Skateboards, Scooters, Bicycles or “shoe” skates (cannot be ridden on school grounds)
4. Hats, visors, sweat bands
5. Cologne/perfume, nail polish, hair spray, make-up
6. Sunglasses

Parents/Guardians, please do not call or text your child’s phone during the day. Students are unable to access their phones during the school day. In case of an emergency, call the office. Students should not use their phone until they are OFF CAMPUS for the day.

PROHIBITED ITEMS

The following items are not allowed at school for any reason and will result in disciplinary action by administration.

1. Drugs, alcohol or related paraphernalia
2. Weapons (knives, guns-toy or real, etc.)
3. Combustibles (lighters, fireworks, smoke bombs, etc.)
4. Items associated with graffiti (permanent markers, spray paint, etc.)

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 report to the office for sign in and get a visitor’s pass before entering campus.

Parents and other visitors may not be out on the playground with children for security reasons.

The main pick-up, drop off area is the parking lot located off of 55th Avenue near the cafeteria. This area may be used in the morning and in the afternoon.

Students may NOT be in the area of the classrooms before school without a pass from a teacher, unless a parent who has signed in to see a teacher accompanies them. Parents please drop your children off and direct them to the cafeteria where they can

be supervised!

All students are to report directly to the cafeteria in the morning where they will be supervised. The gates will not open until 7:30am when staff members are on duty to supervise. **Please do not drop your student off before 7:30am for safety reasons.**

When picking up students early, adults are REQUIRED to have valid state or federal ID. Students must be signed out in the office and the adult must show appropriate ID to the office staff. The person picking up the student must be 18 years or older in age and on the approved pick-up list. This serves as protection for our students.

WALKING TO AND FROM SCHOOL

Below are a few tips for students and parents who walk to/from Borman 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 through the parking lot. Use sidewalks to walk around for safety reasons.
4. Use marked crosswalks and wait for the crossing guard to assist you across the street safely. Please be patient and respectful to the crossing guards and passing vehicles. Remember that the crossing guard is in charge, and his or her authority should never be questioned. The guards are city and district trained to ensure your child's safety. If a crossing guard is not present, please look both ways before safely crossing the street.
5. 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.

NOTE: ALL students should be off campus by 3:15 pm M-T-W-F, and by 1:30 pm on Thursdays (Early Release Day). 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.

AFTER SCHOOL TUTORING

Teachers are not required to provide after school tutoring, as interventions are provided throughout the school day, but we have many that choose to do so. Please talk to your child's teacher if you have any concerns about after school tutoring. They can let you know what, if anything is available at that time.

If the issue is not resolved, then come to the office and ask to speak to an administrator.

AFTER SCHOOL DETENTION

An administrator may assign students after school detention. You will be notified prior to the detention date; this will be done either by a phone call home or written notification. Failure to attend after school detention may result in the assignment of additional after school detentions, Friday Night School, or other consequences.

BICYCLES/SCOOTERS/SKATEBOARDS

NOTE: Students who disobey the crosswalk safety rules on campus will be subject to possible loss of bike riding privileges, and/or detentions.

Students are to have their own locks. They need to lock their bike/scooter up individually. If a bike/scooter/skateboard is stolen, you may notify police. The school will assist parents and police in trying to locate the bike. However, the school is not liable for lost or stolen property. We recommend that bicycles/scooters/skateboards should bear some type of distinctive marking for recovery purposes in the event it is stolen.

Students are to **WALK** their bikes/scooters/skateboards on campus in the morning and in the afternoon for the safety of the riders and other students. Failure to follow these rules may result in consequences such as loss of privileges and/or detentions.

TALKING TO STRANGERS

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

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.

DISCIPLINE PHILOSOPHY

School is a place where children, parents and educators work together to create an atmosphere, which encourages and promotes learning. Effective discipline comes from the belief that teaching students to take responsibility for their behavior is more important than simply enforcing the rules. Educators at Borman help students to become effective problem-solvers and decision-makers.

PBIS (Positive Behavior Interventions & Supports)

PBIS is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

CLASSROOM DISCIPLINE

All students will be taught within the first few weeks of school appropriate behavior at each location throughout the school as part of the PBIS philosophy.

FRIDAY NIGHT SCHOOL

In an effort to avoid students missing academic content through suspension, we have implemented Friday Night School. A student may be assigned Friday Night School by an administrator. Friday Night School is assigned in 1 hr. increments and is held from 3:00-6:00 pm on specific Fridays throughout the school year. If your child must attend Friday Night School, you will be notified in writing or through parent phone call. Failure to report to Friday Night School may result in additional detention time assigned or suspension, at the discretion of the administrator. Friday Night School is an option for 5th, 6th, 7th and 8th grade students (and sometimes younger at the agreement of administration and parent/guardian).

PLAYGROUND POLICY

1. Follow directions of teachers and ALL other adults employed at the school.

Students should follow the PBIS matrix for the playground.

Be Responsible

- Voice level 4
- Play on grade level equipment
- Line up as soon as whistle is blown
- Return equipment when done
- Stay in designated area
- Throw trash in trash cans

Be Respectful

- Take turns and share equipment
- Obey the adult on duty and follow directions quickly
- Be kind with words and actions

Be safe

- Keep hands, feet, and objects to yourself
- Use equipment for its intended purpose and in designated areas
- Report problems to an adult immediately
- Keep sand on the ground
- Be aware of surroundings
- Run only in designated areas

Only K-4 students are allowed on the playgrounds. In addition, students should not bring hard balls or wall balls as these are safety concerns.

LARGE PLAYGROUND EQUIPMENT

BARS (K-4 only): These are for hanging by hands only; do not stand or sit on top. For safety purposes, only one student should use the bars at a time.

SLIDES (K-4 only): Slide DOWN, SITTING, FEET FIRST! Do not walk, nor run UP the slide part! Only ONE at a time should be on the slide. For safety, do not slide down if someone is still at the bottom.

SWINGS: Always swing straight, sitting, with your bottom in the seat. DO NOT JUMP OFF THE SWING while swinging. While waiting your turn, please keep your distance from the front and back of the swing area to avoid head injuries.

NOTE: No running in sand areas of the playground.

HALLWAY/WALKING IN LINE PROCEDURES

Students are expected to follow the PBIS matrix for hallways/walkways

Be Responsible

- Voice Level 1

- Arrive and return promptly
- Accept your place in line
- Throw trash in trash cans

Be Respectful

- Follow directions quickly
- Keep surroundings neat

Be Safe

- Keep hands, feet, and objects to yourself
- Walk single file (stay together, straight line, face forward)
- Use walking feet
- Stay to one side
- Be aware of yellow lines and doors

LUNCH DETENTION

Students with a written lunch detention slip will serve the assigned number of days in the detention room during recess and will be let go in time to line up for lunch.

Misbehavior in the lunch detention will earn additional consequences.

IMPROPER LANGUAGE

Students are not to use obscene language, curse or use racial slurs at school. Disciplinary action will be taken and may include suspension for improper language being directed at another person.

“NO VIOLENCE” POLICY

Students who hit another person with the intent of harming that person or fight with another person will be suspended from school. This is mutual combat. It is not the philosophy of the school to “get even”. We promote a peaceful school atmosphere where every student should be safe from any kind of violence. Problems can be worked out with duty personnel, teachers, administrators and parents in a preventative manner.

Violent acts will not be tolerated.

DISCIPLINE PROTOCOL

Minor Offenses (including, but not limited to):

Lunchroom Disturbance
Classroom Disturbance
Talking/off task behavior during instruction
Tardiness (Unexcused)
Lying
Abusive Language (not directed to anyone)
Non-defiant failure to complete assignments
Non-defiant failure to carry out directions
Loitering in unauthorized areas
Gum Chewing/Seeds
Horse Play
Disrespect and/or insubordination (minor)
Petty Theft
Plagiarism
Inappropriate use of school technology
Inappropriate use of social media (i.e. being on Facebook during instruction)

Minor Consequences consist of, but are not limited to: classroom level consequence such as: warning with redirection & re-teach of expectations, relocation of student in the classroom, removal of student from the situation (timeout), lunch detention (with a phone call to parents), privileges taken away or office referral if necessary for repeated behaviors.

Major Offenses

Possession of obscene materials or viewing pornography
Ditching class
Destruction of property
Abusive Language (Specifically directed at someone)
Bullying
Threats to others
Theft
Falsifying or forging school documents
Gambling
Failure to heed directions of crossing guard
Assault
Smoking or possession
Use of Drugs/alcohol

Possession or intent to sell drugs/alcohol
Setting off fire alarms
Sexual Harassment
Fighting
Biting
Possession or use of a weapon
Vandalism
Theft (high value items)
Gang Activity
Defiance with severe disrespect
Intimidation
Cyberbullying
Lost ipad

Major offenses always result in a referral to the office. Consequences include, but are not limited to: after school detention, Friday night school, suspension, loss of privileges or possible expulsion.

All suspensions are at the discretion of the administrator.

Every child has the right to due process.

PLEASE REREAD THE DISCIPLINE, WEAPONS AND GANG POLICIES AS STATED IN THE DISTRICT HANDBOOK. OUR SCHOOL FOLLOWS THESE SAME POLICIES AND HAS NO TOLERANCE FOR GANG-LIKE BEHAVIOR OR WEAPONS ON OUR SCHOOL GROUNDS.

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, Borman has a Silent Witness Program, in which students with knowledge of any inappropriate behaviors or concerns regarding others may come to see or write to the principal, assistant principal or office staff, 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 members shall be subject to disciplinary action including suspension.

Any student who videotapes or is in possession of a video of a fight on or off school campus may be subject to disciplinary action.

ATHLETIC CODE OF CONDUCT

6th-8th grade students who participate in athletics are expected to demonstrate excellent behavior. Students who participate in athletics and receive a referral may also receive further disciplinary action on their team including, but not limited to: sitting out of game/s and removal from the team.

SEXUAL HARASSMENT POLICY

Cartwright District will not tolerate sexual harassment by any student. 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.

BULLYING POLICY

Cartwright District will not tolerate BULLYING type behaviors by any student. BULLYING is a form of aggression in which: (1) the behavior is intended to harm or cause distress, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power or strength among parties. This imbalance of power may be physical or psychological. Bullying may be physical (hitting, pushing), verbal (name-calling, threats), or psychological (shunning, exclusion, manipulating friendships, starring, following). Consequences for bullying may include, but are not limited to detention, parent phone calls, suspension, and expulsion.

STUDENT PASSES

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

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 and academic requirements in a particular subject area. Please request homework for extended, excused absences 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. Share assignments and homework with parents.
2. Establish a regular time to have homework completed.
3. Show your parents! They should regularly check to see that your homework is completed.
4. Return completed assignments, done neatly, to your teacher as directed.

PARENTS AS PARTNERS

Parents are asked to become partners with the school in monitoring student homework and study. Please provide your child with a regular and quiet place to complete his/her homework, talk to your child about 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. Please contact your child's teacher if you have questions regarding homework.

PARENT INVOLVEMENT POLICY/PLAN

Statement of Purpose:

Frank Borman School is committed to its mission of ensuring high levels of learning for all students. We want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement of our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success. Goals for children in

the form of School-Parent Compacts/Contracts along with a School-Parent Policy/Plan will be sent home, with the expectation that all students will work toward these goals.

We recognize that some students may need the extra assistance to reach these goals. Frank Borman Elementary School intends to include parents in all aspects of the educational setting. The goal is a school-home partnership that will help all students in the district to succeed.

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. Found items are stored in the lost and found box in the nurse's office so that their owners may claim them. All unclaimed items are donated. Please visit the lost and found box at school if something is lost. Many items, especially clothing, go unclaimed all year.

STAFF-PARENT COMMUNICATION

Parent-teacher conferences will be held in the fall and again in the spring of the school year. Parents are encouraged to contact their child's teacher when they are concerned about a problem. Translation is available by contacting the school office. As much as possible, publications and other notices will be made available in the home language.

TYPES OF PARENT INVOLVEMENT

Frank Borman Elementary School offers a variety of parent involvement opportunities. We have a community liaison that organizes our parent volunteer room. Parents are able to come into the volunteer room and help our teachers prepare academic materials, participate in a variety of workshops to help our students, and take classes. Parents can sign up to help with school activities. Call our liaison Mrs. Velasco at 623-691-3033 to find out how to get involved.

COFFEE TALKS

These informal chat sessions are held monthly in our cafeteria. Please look at calendar of events for exact dates. Join our administrators and parent liaison in informal conversation about whatever is going on at school and in our community. You will have opportunity to ask questions, share input and get to know us better. We invite

you to come once or every time! Our parent liaison invites special guests in from the community to share resources and answer your questions. This event is for parents only. Watch for flyers and reminders!