



**TOMAHAWK WHERE THE WARRIORS COME TO LEARN!**

**Student Handbook  
2018-2019**

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. Jennae Brittain
Community Educator	Mrs. Maria Coronel
Administrative Specialist	Mrs. Carrie Thomas
Administrative Assistant	Mrs. Irma Shurtleff
Nurse	Ms. Sheila Villalobos
Psychologist	Ms. Natalie Hurd
Cafeteria Manager	Mrs. Patricia Rodriguez
Instructional support Specialist	Ms. Paula Rico
Instructional support Specialist	Mrs. Tricia Scott

OFFICE HOURS .....7:30 AM – 4:00 PM  
BEST TIME TO COME TO THE OFFICE.....9:00 AM – 3:25 PM

CARTWRIGHT SCHOOL DISTRICT MISSION STATEMENT

Our mission as the Cartwright School District is to ensure high levels of academic achievement for all with a focus on learning tailored to the individual needs of all students.

TOMAHAWK MISSION STATEMENT

Tomahawk Elementary School commits to maintaining a positive learning environment for every community member where student success is measured by exceeding the Common Core Standards through data driven instruction and collaboration.

## TOMAHAWK SCHOOL HOURS

Monday, Tuesday, Wednesday, Friday

Grades K – 5      7:45 am - 2:30 pm

Thursday (Early Release Day)\*

Grades K – 5      7:45 am - **1:15 pm**

**\*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**

Cartwright District goals are: 1) To improve student achievement, 2) To provide exceptional customer service and 3) To provide opportunities for innovations.

## SCHOOL CALENDAR 2018-2019

### August

2      Meet the Teacher Night 5:30-6:30

7      First Day of School

17     Early Dismissal (11:15)

24     2<sup>nd</sup> Cup of Coffee 8:00 AM

### September

3      Labor Day (no school)

7      Progress reports go home

10     Picture Day

21     2<sup>nd</sup> Cup of Coffee

### October

5      First Quarter Ends

1-5    Parent-Teacher Conferences (K-5)

4-5    Early Dismissal (11:15)

8-12   Fall Break (NO school)

17     Tomahawk Celebrations

19     Early Dismissal (11:15)

24     Picture Re-Takes

26     2<sup>nd</sup> Cup of Coffee

### November

12     Veterans Day Holiday (NO school)

16     Progress Reports go home

20     Turkey Trot

21-23 Thanksgiving Recess (NO school)

### December

5      Chorus and Music Concert 5:30 PM

11     CRAFT Night 5:00 PM

13     Volunteer Breakfast 10:00 AM

19     Early Dismissal (11:15)

20     Second quarter ends - Report Cards Issued

21-31 Winter Recess (NO school)

### January

1-4    Winter Recess (NO school)

7      Classes Resume

11     Tomahawk Celebrations

21     Martin Luther King Jr. Day (NO School)

25     2<sup>nd</sup> Cup of Coffee 8:00 AM

### February

4      Spring Pictures

8      Progress reports go home

18     President's Day (NO SCHOOL)

22     Second Cup of Coffee 8:00 AM

### March

4-8    Parent-Teacher Conferences

7-8    Early Dismissal 11:15

8      Quarter Ends – Report Cards go home

11 -15 Spring Break (NO regular classes)

20     Tomahawk Celebrations

22     Early Dismissal (11:15)

22     Second Cup of Coffee 8:00 AM

### April

4      PEP Rally

11     Kinder Registration 4:00 P.M.

19     Mid- Quarter Break

23     Kinder Pictures

26     Progress Reports go home

22-26 LITERACY WEEK

25     LITERACY PARADE

26     Second Cup of Coffee 8:00 AM

30     Band and Chorus Concert

### May

3      Picture – 5<sup>th</sup> grade Panoramic

3      Early Dismissal (11:15)

16     Volunteer Luncheon

16     Gold and special awards 5:30 PM

21     Kinder Graduation + 1<sup>st</sup> Grade

22     Kinder graduation + 2<sup>nd</sup> Grade

23     Tomahawk Celebrations

23     5<sup>th</sup> Grade Dance

24     LAST DAY OF SCHOOL

Report Cards go home

## Tomahawk Elementary School

7820 W Turney Ave Phoenix, Arizona 85033

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

Marilyn A. Bond, Principal

Jennae Brittain, Assistant Principal

August 7<sup>th</sup>, 2018

Dear Parents:

Welcome to Tomahawk Elementary School. We hope you've had a wonderful summer. We are very excited for the beginning of the school year. Teachers are even now working in their classrooms to get ready for the students to come. This school year we will be focusing on engaging students in observing and thinking about their own learning. This year your students will continue to learn what their learning targets are and how they will know when they have learned those targets. This learning strategy will help your students focus on what they are learning about.

Please read the following Tomahawk Student Handbook with your child. It is important for every child and their parents to be aware of our procedures and guidelines, which enable us to work together to create a safe environment. We want your child to have the opportunity for a successful year. By combining our efforts, this can be an exciting time for learning and growth for your child.

**When you have read and discussed the Student Handbook with your child during the first week of school, please sign and return the last page of the handbook to your child's teacher verifying that it has been done. ALL students are required to have this page on file.**

Sincerely,

Marilyn A. Bond  
Principal  
Office (623) 691-5810

### **Mission**

Tomahawk Elementary School commits to maintaining a positive learning environment for every community member where student success is measured by exceeding the Common Core Standards through data driven instruction and collaboration.

### **PARENT-TEACHER CONFERENCES**

Conferences are scheduled for **Oct. 1-5th and March 4-8**. Teachers also schedule conferences earlier those weeks to accommodate parent work schedules. Parents are encouraged to confer with teachers on an individual basis at any other time. Since 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 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. 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 fill out a Use of Facilities form at 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** is when a student is absent fifteen percent (15%) 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.

Students have the responsibility to **make up all class work** missed because of an absence.

**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.

### CLOSED CAMPUS

**Tomahawk 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 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 7:50 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 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 teacher. (A pass is **NOT** required for a medical emergency!)
2. Follow 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 turning in a false alarm 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 cash register. Only one time through the register area!
6. Throwing food or objects will result in student 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. Sitting quietly with hands folded at a clean table will signal the aides that your table is ready for dismissal at the appropriate time.
11. **You must get permission to use restroom. It is not a place to play.**

**NOTE: NO ONE IS TO WAIT FOR FRIENDS NEAR THE CASH REGISTER OR 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 7:50 AM.**

Lunch times vary according to grade level. Lunch is served in the cafeteria. **Lunch is free to 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.

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, but the **buckles must be plain**. 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 (other than 'Warrior' spirit shirts worn on Fridays), 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 during WINTER in NAVY BLUE, WHITE and BLACK **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).**



**Socks - MUST be worn!** Socks MUST be predominately white.

Long socks pulled up to the calves or knees on boys will not be allowed. They must be crew, ankle or sport length. (Girls may wear regular girls' knee-high socks or tights but not THIGH high socks, must be white, navy or light blue)

**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 safety of all students.

**Outerwear should not be worn in the buildings, in the classroom and during assemblies.**

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. Students may NOT wear flannel shirts as outerwear.**

**Hats, beanies and caps of any kind are not permitted at Tomahawk School in grades K-5 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 the medical reason 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.**

**Uniform Sales -** For your convenience, Tomahawk recommends the following shops for extended sizes and reasonably priced uniform pieces. There is a good selection of all sizes at **Collette's Uniform Company**, 5212 W. Camelback Road. Call (623) 931-1793 for store hours. Also, Target, Wal-Mart, and other department stores carry a selection of uniform throughout the year.

**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:** 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 noontime 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 2 days of noontime 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 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 5th 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 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.** 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 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 hair nets, 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** to 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 without a pass from a teacher or unless they are accompanied by a parent who has signed in to see a teacher. 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-F, and by 1:25 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.

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-Friday. (On Thursday / Early Release Day, the program runs from 1:15 pm -6:00 pm).** 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 when 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 scooters, 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 daytime detention.**

**Bike 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.** 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 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 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’s Behavioral 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

Pink
Purple
Blue
*Green
*
Yellow
Orange
Red

**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)

**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.

	All Settings	Entering/ Exiting Campus	Walkways	Stairs	Classrooms	Bathrooms	Cafeteria	Playground	Nurse	Office	Parking Lot	Van Clan	Dismissal
<b>Safe</b>	<ul style="list-style-type: none"> <li>*Follow all staff directions.</li> <li>*Walk at all times.</li> <li>*Report concerns to a staff member.</li> </ul>	<ul style="list-style-type: none"> <li>*Use crosswalks, sidewalks, and designated entry ways.</li> <li>*Look both ways when crossing.</li> <li>*Walk bike/scooter etc.</li> <li>*Go to and stay in pick up area.</li> <li>*If not picked up, go to office.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay on sidewalks.</li> <li>*Use designated pathways.</li> <li>*Stay outside of yellow circles.</li> <li>*Keep to the right.</li> <li>*Let others pass.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay on the right.</li> <li>*Single file line.</li> <li>*Hold handrail.</li> </ul>	<ul style="list-style-type: none"> <li>*Push in chairs.</li> <li>*Keep floors clear.</li> <li>*Use furniture properly (four on the floor).</li> </ul>	<ul style="list-style-type: none"> <li>*Report concerns.</li> <li>*Use designated bathroom.</li> <li>*Wash hands with soap.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep both hands on tray.</li> <li>*Report spills.</li> </ul>	<ul style="list-style-type: none"> <li>*Use playground equipment correctly</li> <li>*Follow the school rules of all recess games.</li> <li>*Play the game with honor.</li> <li>*Control your body.</li> </ul>	<ul style="list-style-type: none"> <li>*Sit down on the bench.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk to the counter.</li> <li>*Wait for an adult’s directions.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk. Use crosswalks.</li> <li>*Use only designated entries and exits.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay on sidewalks, use designated pathways, *Stay to the right, keep hands, feet and objects to self.</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>*Use kind words.</li> <li>*Use appropriate language.</li> <li>*Throw away trash.</li> <li>*Keep hands, feet, and objects to yourself.</li> <li>*Use appropriate volume.</li> </ul>	<ul style="list-style-type: none"> <li>*Be polite to community members.</li> <li>*Leave animals and private property alone.</li> </ul>	<ul style="list-style-type: none"> <li>*Hold the door open for the person behind you.</li> <li>*Keep hands off walls.</li> </ul>	<ul style="list-style-type: none"> <li>*Soft steps.</li> <li>*Stay quiet.</li> </ul>	<ul style="list-style-type: none"> <li>*Active Listening.</li> <li>*Take turns and include everybody.</li> <li>*Silently raise hand and wait to be called on.</li> </ul>	<ul style="list-style-type: none"> <li>*Respect privacy.</li> <li>*Use quiet voices.</li> <li>*Wait for your turn.</li> <li>*Close door to stall.</li> <li>*Use toilets appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>*Stand in line.</li> <li>*Wait your turn.</li> <li>*Say please and thank you.</li> <li>*Raise hand to leave seat.</li> </ul>	<ul style="list-style-type: none"> <li>*Resolve conflict peacefully.</li> <li>*Be aware of activities/games around you.</li> <li>*Share and take care of the equipment.</li> </ul>	<ul style="list-style-type: none"> <li>*Wait silently</li> </ul>	<ul style="list-style-type: none"> <li>*Wait silently</li> <li>*Ask permission to use the phone and wait your turn.</li> <li>*Sit in chair correctly.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk with your group.</li> <li>*Use appropriate words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>*Listen to staff.</li> </ul>	<ul style="list-style-type: none"> <li>*Remember your manners,</li> <li>*Use kinds actions.</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>*Uniform Policy.</li> <li>*Be on time.</li> <li>*Self-monitor.</li> </ul>	<ul style="list-style-type: none"> <li>*Arrive and leave campus on time.</li> <li>*Let staff know when car is identified.</li> <li>*Follow your pick up plan.</li> </ul>	<ul style="list-style-type: none"> <li>*Return promptly.</li> <li>*Quiet.</li> <li>*Use hall-pass.</li> </ul>	<ul style="list-style-type: none"> <li>*One step at a time.</li> <li>*Keep moving.</li> </ul>	<ul style="list-style-type: none"> <li>*Return paperwork when it’s due.</li> <li>*Share and use materials properly.</li> <li>*Follow quiet signals.</li> </ul>	<ul style="list-style-type: none"> <li>*Put toilet paper in toilet and flush.</li> <li>*Use equipment as intended.</li> <li>*Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>*Be ready to make your food choice.</li> <li>*Use table manners.</li> <li>*Eat food in cafeteria only.</li> <li>*Follow dismissal</li> </ul>	<ul style="list-style-type: none"> <li>*Include everyone who wants to play</li> <li>*Line up quickly on the signal</li> <li>*Play approved games only.</li> <li>*Inform an adult if equipment gets stuck or lost.</li> </ul>	<ul style="list-style-type: none"> <li>*Return to class promptly.</li> <li>*Enter hallway door.</li> <li>*Take yellow pass home to parent.</li> <li>*Wash and return</li> </ul>	<ul style="list-style-type: none"> <li>*Use hall pass</li> <li>*Know why you are in the office</li> <li>*Clean up your area before leaving the office.</li> </ul>	<ul style="list-style-type: none"> <li>*Wear backpack properly.</li> </ul>	<ul style="list-style-type: none"> <li>*Watch for your ride.</li> </ul>	<ul style="list-style-type: none"> <li>*Wait until teacher dismisses your class to leave,</li> <li>*leave promptly.</li> </ul>

					*Complete daily objectives and assignments. *Talk on topic.	*Sign in and out of bathroom log. *Take bathroom pass.	steps (3 fingers). *Put lunchboxes and leftover food in crate.	*Stay in assigned area. *Accept the risk. *Inform adults of conflicts.	borrowed items..				
--	--	--	--	--	--	---	---	---	------------------	--	--	--	--

## REINFORCEMENT SYSTEM

Reinforcement	When	What
<b>Frequent</b> (daily)	A student is demonstrating a PBIS expectation/rule  Teachers are expected to give out 10 (minimum) to 20 (maximum) Bee Bucks each week.	Bee Buck Positive Praise Positive Behavior Announcements
<b>Intermediate</b> (weekly)	When a student has accumulated 1 or more Bee Bucks, then they can go to the store.  The Bee Bucks store will be open <u>Thursday morning</u> and <u>Friday after school</u> .  The store will also be open all-day 1-2 times every quarter. Teachers will have to sign-up for a 15 min. time slot to take their class.  The principal will choose student name each week from PBIS Mystery Box raffle.	<b>Bee Bucks Store</b> - items, snacks, goodies, or tickets for privileges around campus (coupons* see bottom for list).  <b>PBIS Mystery Box</b> -(students can use their Bee Buck in the raffle to earn items and privileges ex: <ul style="list-style-type: none"> <li>● free dress day</li> <li>● helping staff/assistant</li> <li>● shadowing principal</li> <li>● reading book to another class</li> <li>● lunch dismissal person</li> <li>● equipment use (power-pump cars)</li> <li>● dance w/principal (during lunch)</li> </ul> <b>Positive Notes Home</b> - teachers may give these as needed in their own classroom (I am BEEing: _____)
<b>Long Term</b> (monthly/yearly)		Pizza with Principal (Monthly) Most Improved Behavior Certificate (Quarterly) Student Picture on TV announcements PBIS bulletin board

**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.**

### 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.

### **IMPROPER LANGUAGE**

Students are not to use obscene language, curse or use racial slurs at Tomahawk 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 will be suspended from school. 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.**

### **SEVERE MISBEHAVIOR/SUSPENSION**

Students will be referred to the office and may be suspended from school as per the Cartwright District Discipline Matrix, for the following offenses among others:

- Defiance of rules and/or authority of school staff.
- Stopping a class from functioning.
- Hitting with intent to harm, or fighting.
- Vandalism of school property or destroying another person's property, including graffiti.
- Theft.
- **Possession of matches or a lighter.**
- Possession, use or sale of tobacco, paint, alcohol or drugs or other inhalant.
- Possession of drug paraphernalia.
- **Possession of any object that may be construed as dangerous (such as a laser pointer)**

**PLEASE REREAD THE DISCIPLINE MATRIX, WEAPONS POLICY AND GANGS POLICIES AS STATED IN THE DISTRICT HANDBOOK. TOMAHAWK 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, 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.**



## SEXUAL HARASSMENT POLICY

Cartwright School District and Tomahawk Elementary 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, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures or cartoons.

## 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. All unclaimed items are sent to the Cartwright School District Family and Community Resource Center on 51st Avenue north of Indian School Rd. As items become too numerous. Please visit the Lost and Found box at school if something is lost. Many items, especially clothing, go unclaimed all year.

## GUIDELINES FOR ACADEMIC SUCCESS

Students are responsible for turning in assignments on time. Learning is an ongoing process and homework provides students with the opportunity of practice, exploration and application beyond the classroom. It also provides parents with the opportunity to become involved with their children's education, by observing what topics are being studied in school and by sharing in their children's curiosity and discovery as educational goals are met. Homework does carry with it responsibilities for both students and parents. Please assist your children in establishing a place and time for daily homework in which your child studies, or reads

## 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. **Students who have been absent or who have been sent home from school by the administration for disciplinary consequences will have 2 days for each day absent to make up work missed at school.**

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 1-5.**
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.

## Incomplete Work

Incomplete work will result in loss of credit unless arrangements for completion are contracted between teacher and student. Parents need to be involved in this process!

### **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.

### **"A 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 Community Educator 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 playground and on to class. Watch for fliers and reminders.

### **BECOME A PARENT VOLUNTEER**

One hour, one day or **every** day, join our Community Educator 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 pre-arranged 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. Coronel at 623-691-5826 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

-----  
**VERIFICACIÓN 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