

# Redfield Elementary School



## Redfield Family Handbook

*Redfield is an A+ School of Excellence™*

## **REDFIELD FACULTY & STAFF**

### **Administration and Office Staff**

Dr. Amanda Rand – Principal

Ms. Melissa Faeh – Assistant Principal

Marissa Kolanko – Administrative Support Coordinator/Principal's Secretary

Melissa Bibb – Administrative Support Technician / Registrar

Heather Morse – Registered Nurse, Health Office

TBA –School Psychologist

Haley Passarella- Social Worker

### **Support Staff**

Ramiro Ibarra – Facilities Coordinator

Pedro Encinas- Facilities Assistant

Kathy Mutschler - Cafeteria Manager

Heather Hotta – Library Resource Specialist

Caroline Craig – Literacy Support Specialist

Kat Schulz – Academic Instruction Interventionist

Sean Moran - Permanent Substitute

Gadie Cummings – Noon Aide

Brittany Hartman – Noon Aide

Lisa Hevesy – Noon Aide

– Noon Aide/Crossing Guard

Brenda Slaney – Gifted Instructional Support Assistant

Jennifer Ross - Gifted Instructional Support Assistant

Clare Fusaro – SCA Paraprofessional

Jackie Harris – SCA Paraprofessional

Christina Ramsey – SCA Paraprofessional

Tori Rapkin– SCA Paraprofessional

Megan Carologos – LRC Paraprofessional

- LRC Paraprofessional

### **Classroom Teachers**

**Pre-Kindergarten** –Neli Nikolov

**Kindergarten** –Ali Ellis, Kira McSwain, Sidney Rand

**1<sup>st</sup> grade** –Sarah Cincinelli, Mandy Graham, Elayne Nevins

**K/1<sup>st</sup> Comprehensive Gifted Program**–Nicole Quadrini

**2<sup>nd</sup> grade** –Megan Kraatz, Johanna Rose-Kamprath, Kelly Vandenheuvel

**3<sup>rd</sup> grade** – Amy Ahart, Brooke Johnson, Brynn Sorensen

**2<sup>nd</sup>/3<sup>rd</sup> grade Comprehensive Gifted Program** – Mrs. Debbie Newman

**4<sup>th</sup> grade** – Kelly Acridge, Rilie Feeley, Cathy Skinner

**4<sup>th</sup>/ 5<sup>th</sup> grade Comprehensive Gifted Program** – Nancy Cavanaugh, Nicole Andrews

**5<sup>th</sup> grade** – Darci Aronson, Ashley Briganti

**Special Area Teachers –**

**Art** - Rachel Householder

**Music** - Deb Shaeffer

**P.E.** – Krystin Brush

**Band/Strings** - Alberto Allende

**English Language Development** – (ELD) Laura Henry, Ginna Cummings

**Gifted Specialist/PACT** – Jill Schadt

**Special Education-**

Madison Zinn – SCA

Madison Jennett- SCA

Beth Hindenburg- LRC

Kris Picard – ½ LRC

Kristen Churchill – Speech & Language Pathologist

Rachel Ernle – Speech & Language Pathologist

Toni Davie – Occupational Therapist

Jeanine Van Cott – Occupational Therapist

Anna Brennan – Physical Therapist

Kathy Anderson – Adaptive P.E.

**Core Purpose:**

To ensure all individual learners reach their full potential.

**Vision:**

Achieving academic excellence in a community of engaged learners.

**Mission:**

The students, staff and parents of Redfield Elementary School achieve excellence in education through high quality instruction, effective collaboration and active community involvement.

Our safe, caring environment meets the diverse intellectual, social and emotional needs of each individual student. Redfield equips students with a solid foundation to become reflective, lifelong learners and successful leaders of a global community.

**Core Values:**

- Growth-Minded
- Humble
- Responsive
- Student-Focused



**Mascot and Colors**

Redfield’s mascot is Rocky Rockstar the Cardinal. Our school colors are black and red. Every Friday is School Pride Day, we wear our school colors or school t-shirts. Redfield spirit shirts may be purchased by visiting [www.Redfieldspiritwear.com](http://www.Redfieldspiritwear.com)

**Redfield Song**

**REDFIELD ROCKS**

Redfield’s a learning place  
 Teachers who inspire us to do our best  
 Students with desire  
 We’re the Cardinal Crew  
 We are here to tell you  
 REDFIELD ROCKS  
 REDFIELD ROCKS  
 REDFIELD ROCKS

Working hand in hand  
 Knowledge in demand  
 We all do our part  
 We have heart

Redfield’s a learning place  
 Teachers who inspire us to do our best  
 Students with desire  
 We’re the Cardinal Crew  
 We are here to tell you  
 REDFIELD ROCKS  
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## **FRONT OFFICE PROCEDURES**

**REDFIELD OFFICE HOURS: 8:00 A.M. – 3:30 P.M.**

**Main Office 480-484-4000**

**Attendance Line 480-484-4000 Option 1**

**Registrar 480-484-4002**

**Principal Secretary 480-484-4050**

**Health Office 480-484-4011**

### **Daily Schedule:**

Pre-K 4's 8:30-2:45

Grades K - 5<sup>th</sup> grade - 8:45-3:15

Early Release Dismissal – 1:15 (see District calendar for list of Early Release dates [SUSD District Calendar](#) )

- **8:40 a.m.** First bell – Students walk from playground to their classroom. GATES CLOSE.
- **8:45 a.m.** Second bell -The school day begins – children **arriving on or after campus at 8:45 a.m. will be considered tardy**, as there is no way they will make it to class on time.
- All gates (except cafeteria) are locked until 8:20 a.m. each morning. Any adult entering campus at any time must sign in at the front office.
  - Between 6:30 a.m. – 8:00 a.m., families enrolled in Kids Club may enter the campus through the east parking lot gate nearest the cafeteria.
  - At 8:00, the cafeteria gate is locked and parents signing in for Kids Club must enter campus through the office. Adults will need to sign in. Always bring your photo ID when visiting the campus.
- Before school playground supervision begins at 8:20 a.m. each morning. Any student arriving on campus before 8:20 must be registered with Kids Club Early Bird program through SUSD Community Schools department. Do not leave your child unattended.
- Students must go directly to the playground area before school. Students may not drop off belongings nor wait at their classroom door or other areas of campus.
- Students are dismissed at 3:15 p.m. All students must leave the school grounds as soon as possible and report directly to their homes or after school activities.

## ATTENDANCE POLICY

### ATTENDANCE

**First Bell rings at 8:40 a.m.**

**Tardy Bell rings at 8:45 a.m.**

It is important that students are on time every day. If a student is habitually tardy consequences may be assigned. Per Scottsdale Elementary School Code of Conduct, "ARTICLE E: ATTENDANCE REGULATIONS", page 50.

#### **ELEMENTARY (K-8) SCHOOL - TARDIES**

Number of Tardies	Consequence
1 to 4	- Administrator discretion.
5	- Parent notification. - Disciplinary consequence, such as lunch detention, etc., may occur (administrator's discretion).
10	- Parent contact by administrator. - Disciplinary consequence, such as lunch detention, etc., may occur.
15	- Parent meeting. - Disciplinary consequence, such as lunch detention, etc., may occur. - Notification of future consequences.
18 (or above)	- Parent meeting. - Disciplinary consequence, such as lunch detention, etc., may occur. - Possible referral to law enforcement for citation.

\*\*\*If a student arrives late, a parent MUST accompany the student to the office to sign their child in and collect a late pass.

### Student Absences

When your child is absent or tardy for any reason, leave a message on the Redfield Attendance Line (480-484-4000 and Press 1). Please, include your name and relationship to the child, your child's name, the name of the child's teacher, and the specific reason for the absence (e.g., illness, travel, or appointment). For student safety, any absence not reported by 9:00 a.m. will receive a call from our automated attendance system.

### Student Attendance

Arizona law requires students between the ages of six and sixteen to attend a school. The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students. Excessive Absences - Per A.R.S. §15-803(B), absences may be considered excessive when the number of absent days (excused and unexcused absences combined) exceeds ten percent (18 days) of the number of required attendance days prescribed in A.R.S. §15-802(B)(1). Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences. If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten consecutive school days The Governing Board may take disciplinary action that may lead to expulsion pursuant to A.R.S. 15-342. Pursuant to A.R.S. 15-805(B)(1) at attendance officer may issue a citation to the guardian or the child that is in violation of A.R.S. 15-803.

### **Custody**

In most cases, custodial parents continue to have equal access to school information about their children. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring the most current copy of the court order to the school office. It is the parents' responsibility to provide the school any updated or amended court documents. The school must follow what is on record in our office. **Unless a notarized court order is on file with us, we must provide equal rights and access to both legal guardians and/or parents listed on a student's birth certificate.** All court paperwork will be adhered to by school personnel.

### **Signing Students Out of School Early**

We ask parents to schedule student appointments outside the school day so that children do not miss instructional time. We also realize that, on occasion, you may need to take your child out of class for a short period of time or for an early dismissal. The front office will call the classroom to dismiss the student from class **when the parent has arrived** to sign the student out. **\*PLEASE do not call the front office or the teacher to ask your child to come to the office early.\***

If a student is being picked up early by someone other than a custodial parent, the parent must notify the school office in advance. The parent may contact the front office at 480-484-4002 via phone or email [RedfieldOffice@susd.org](mailto:RedfieldOffice@susd.org) to notify school that the child will be picked up early. Whomever picks up the child **must also be** listed on the emergency contact list and must be prepared to show a valid photo ID before the student is released. **Parents should update emergency contacts on ParentVue.** Leaving early will be noted on a student's attendance record.

### **Emergency Dismissal**

If it is necessary to evacuate school because of an emergency, (i.e., flood, fire, loss of facilities, national emergency, etc.), we will follow District policy and the Incident Command Structure (ICS) set forth by the school district.

### **NURSE/HEALTH INFORMATION**

Heather Morse – RN  
480-484-4011

**HEALTH CENTER HOURS:** The health office will be open from 8:20 a.m. until 3:30 p.m. It is closed for lunch, but the nurse or support staff will be available for students with urgent needs, such as a fever, vomiting, asthma, and emergency situations.

**HEALTH CONDITIONS:** If your child has an underlying or chronic health condition, please request a chronic health condition form, to be completed by a physician. Also, let us know when your child has a significant injury or visits an urgent care/emergency room during non-school hours so we can follow-up and monitor during the school day.

**ILLNESS/INJURY:** If your child becomes ill or injured during the school day he/she can be seen and evaluated by the school nurse, or on occasion, a substitute nurse. The health office staff will contact you, if needed, about your child's illness/injury.

To prevent spread of illnesses/conditions and to help reduce overall absences, **DO NOT send your child to school with the following:**

- fever of 100 degrees or higher within 24 hours of the start of the school day
- vomiting or diarrhea episode(s) during the night or in the morning before school
- persistent cough, large amount of nasal drainage, discolored nasal drainage
- unidentified or contagious rash or open, draining sores

If a student has a fever, he/she must be fever free (with no medication) for 24 hours before returning to school.

**MEDICATION:** A parent/guardian must provide and deliver to the Health Office any medication (prescription and over-the-counter) a child might need to take during the school day. The medication must be in its original packaging; if it is prescription medication, the pharmacy label must be attached. You will need to complete and sign a medication administration form for each medication you provide. Per district policy (with very few exceptions - such as diabetic supplies, some inhalers and EpiPens), students may not have any medication in their possession on campus; all medication must be kept in the health office. Cough drops must be dropped off in the nurse's office.

#### **EMERGENCY/MEDICAL INFORMATION CARDS:**

Health History is a part of the enrollment and annual enrollment verification process.

**Emergency information should be kept current online through ParentVUE.**

Emergency Contacts – The names and current phone numbers of emergency contacts (those people who a parent authorizes to pick up a child in the event of an emergency or if a parent cannot be reached) are maintained in our database (ParentVUE). ***Please keep emergency contacts updated at all times. Children will only be released to those adults listed on the emergency list in the student database with prior consent of the guardian.***

## **ARRIVING ON CAMPUS AND DISMISSAL**

### **Bicycles, Scooters, Skateboards**

In order to protect the safety and well-being of students, faculty and others, students are prohibited from using scooters, skateboards, roller blades/shoes, hover-boards or similar devices used as a means of transportation on campus at any time. Violation of this rule will subject the student to discipline as set forth in Article B of the SUSD Uniform Code of Conduct.

For safety reasons, students in Grades K-1 may ride bicycles, only when accompanied by an adult. Students in Grades 2-5 may ride bicycles to school. Any student riding a bicycle to school must wear a helmet. If a student does not wear a helmet to school, he/she will not be permitted to ride home.

Bicycles are to be walked by students on campus from the point of entry to the bike parking area. Students may not ride their bike on school grounds. Students must lock their bicycles in the area provided and leave them there until they go home.



Students who violate bicycle safety rules and procedures while traveling to or from school, or while on school grounds will be requested to leave their bikes at home.

### **Crossing Guards**

Crossing guards monitor and escort students across the street at the intersection of 92<sup>nd</sup> Street & Redfield Road and Thunderbird Road & 91<sup>st</sup> Street. The Crossing Guard is on duty from 8:20 a.m. - 8:40 a.m. and from 3:10 p.m. - 3:30 p.m. Students and parents are asked to cross the streets at these locations. Bike riders must walk their bikes across the crosswalks. All students must follow the crossing guard's directions to ensure safety in crossing the street.

## **BEFORE SCHOOL DROP OFF PROCEDURES**

### **Gate to Gate Procedures**

At Scottsdale Unified School District, the safety of students and staff is a top priority. All of our campuses are secure facilities and implement a "gate-to-gate" philosophy. This includes, among other things, following visitor identification procedures, closely monitoring all access points to the campus, requiring all visitors to show photo ID, etc.

Under the gate-to-gate concept, all campuses will remain closed until 8:20 am. At that time, staff will open the gates and welcome students onto the school grounds where they will be supervised until the start of school. If any adult wishes to enter campus, the adult must come through the front office, sign in, and provide a valid state or federally issued photo identification (license, passport, etc.) to the front office. Visitors must be preapproved. Volunteers must be approved through district before volunteering. Volunteers must wear their district issued volunteer badge while on campus.

Please note – for the first day of school, parents or guardians may escort students to class without having to sign in. Two main gates will be open to allow parents to walk their child to class. The campus will close at 8:40. Starting Thursday, August 4th, and for the remainder of the school year, only students will be permitted to enter through the gates. All parents wishing to enter campus must enter campus through the front office and follow our sign in procedures.

### **Parking Lots**

To provide more parking for parents, the east parking lot off Redfield Road is designated as the parent/visitor parking lot. The west parking lot is reserved for faculty and staff. Please be vigilant when parking as we have several handicap parking spots that are for families with special needs and preschool families who must park and walk their child to the gate.

**West Parking Lot (recommended for grades K-2)**- Beginning at 8:20 a.m. each day, students may be dropped off on the west side at the gate near the basketball court entrance. This is a "kiss and go" drop off and parents are NOT to exit their vehicle. A staff member will assure your student is

greeted and walks safely to the gate. **There is no parking on the curb.** Please follow the direction of the staff member on duty and abide by the posted signs which ensure safety in the pull through lanes. If you need more time or your child is not able to get out on their own, please choose to park and walk your child to the gate.

**East Parking Lot** (recommended for grade 3-5) - For morning drop off on the east side, please have your child enter campus through the gate nearest the cafeteria. This is a “kiss and go” drop off and parents are NOT to exit their vehicle. A staff member will assure your student is greeted and walks safely to the gate. **There is no parking on the curb.** Please follow the direction of the staff member on duty and abide by the posted signs which ensure safety in the pull through lanes.

### **Drop Off and Pick Up Procedures**

#### **Before School Procedures**

- All students must exit their vehicle from the **passenger side**. No exceptions.
- Students must be prepared to exit the car independently as soon as it stops.
- Students must go directly to their designated playground when they arrive on campus.
- Students must remain on the playground until the bell rings at 8:40 unless they are going to the cafeteria to purchase breakfast or to add money to their lunch accounts.
- Students are not permitted to drop their backpacks off at the classroom (kinder excluded) nor wait near their classrooms. Backpacks must be placed in the designated area for their grade level.
- Students MAY NOT be dropped off at school prior to 8:20 a.m. (supervision begins at this time) unless they are enrolled in Kids Club.
- If a student has a meeting for student council or another club prior to 8:20 they must enter through the front office.
- Use designated crossing areas.

#### **Afterschool School Procedures**

- Students not riding the bus or attending Kids Club, must be picked up on either the east or west side.
- Kindergarten students whose parents are picking them up must utilize the west parking lot where a teacher will be waiting with the students.
- Students must leave campus promptly after school and may not loiter on campus or at the park.
- Please follow the directions of the staff members on duty.
- Please do not use your phone while in the parking lot.
- Park in parking spots only. Do not park on the curb.
- Use designated crossing areas.
- Please remember to model respectful, responsible, safe and kind behavior while in our parking lots and on campus.

- If your child is not able to enter and safely secure themselves independently, please park and pick your child up at the gate.
- All students must enter on the passenger side due to safety concerns.
- All cars need to have the **orange name placard** on the passenger side windshield

## **COMMUNICATION-GENERAL**

Communication is an essential part of the educational program. We feel it is very important for parents and teachers to keep in close contact regarding a student's progress. Your child is being provided a red vinyl **Teacher/Parent Communicator** folder which should be used daily/weekly to carry information and homework home. We ask that families make a routine of checking the folder and your child's backpack each day.

**\*\*PLEASE** do not 'unsubscribe' from receiving email from SUSD. Once you place your email address on the global block list, you will not be able to add it back. This will cause you to miss important information from the district as well as email from the principal.

### **Announcements**

Announcements are sent out to all families via email. Please be sure to check your email for important updates/information etc.

### **Peach Jar**

SUSD utilizes Peach Jar digital system for school flyers. We rarely send home paper flyers.

This initiative will save our schools tons of paper and reduce copy costs by thousands of dollars. In addition, digital flyers remove a significant administrative burden from teachers, office staff and volunteers.

Parents receive a welcome email from Peachjar that includes a username and password. This is provided to give you the opportunity to manage your account and flyer delivery preferences. You do not need to log in to receive or view school digital flyers. When you receive your first digital flyer email, be sure to click "always display images." This system is used exclusively for distribution of school-approved flyers. ***Your email address will not be shared or used for any other purpose.*** Thank you for supporting our efforts to ensure parents are well-informed about school programs, activities, and events.

### **Social Media**

Check our web page for announcements and calendar events.

Please like us on Facebook & follow us on Twitter to stay up-to-date on important information:

[Redfield Facebook](#)

[Redfield Twitter](#)

# COMMUNICATION - TEACHER

## Conferences

While we emphasize the importance of teachers and parents communicating whenever necessary, we will have dedicated times for parent teacher conferences in Fall and Spring but teachers are available by appointment.

## Email and Telephone Messages

Phone calls into the classroom are disruptive to the learning environment. In addition, teachers may not see an email until students are dismissed for the day. Please be sure your child knows his/her after school plans. Daily schedule changes are discouraged. All teachers also have voice mail available and will check it at the end of the school day. Teachers are unable to receive outside phone calls in the classroom until after 3:15 p.m.


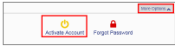
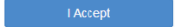




Per district policy, phone calls should be returned within 24 business hours and email responses within 48 business hours.

## Report Card Grading Periods

SUSD elementary schools utilize a quarter schedule. Report cards will be provided at the end of each grading quarter via ParentVue and StudentVue. Teachers will also provide a mid-quarter update using a paper document. Please see the SUSD calendar for grading quarter dates.

## How to Access Parent Vue

To create an account, you need the activation key provided by the school district.

New Users: Create an Account	Existing Users: Log In
<ol style="list-style-type: none"><li>Go to the address provided by the school district in your web browser, or open the mobile app.</li><li>Click I am a parent or I am a student, as appropriate.</li></ol>  <ol style="list-style-type: none"><li>Click More Options.</li><li>Click Activate Account.</li></ol>  <ol style="list-style-type: none"><li>Read the Privacy Statement and click I Accept.</li></ol>  <ol style="list-style-type: none"><li>Enter your name and activation key exactly as they appear in your letter from the school, and click Continue to Step 3.</li></ol>  <ol style="list-style-type: none"><li>Choose a user name and password (at least 6 characters), provide an email address, and click Complete Account Activation.</li></ol> 	<ol style="list-style-type: none"><li>Go to the address provided by the school district in your web browser, or open the mobile app.</li><li>Click I am a parent or I am a student, as appropriate.</li></ol>  <ol style="list-style-type: none"><li>Enter your user name and password, and click Login.</li></ol> 
<h3>Mobile Apps</h3>	
<p>Download the ParentVue and StudentVue iPhone apps from the iTunes Store.</p> <ul style="list-style-type: none"><li><a href="https://itunes.apple.com/us/app/parentvue/id12054615">https://itunes.apple.com/us/app/parentvue/id12054615</a></li><li><a href="https://itunes.apple.com/us/app/studentvue/id12050327">https://itunes.apple.com/us/app/studentvue/id12050327</a></li></ul> <p>Compatible with iPhone and iPad. Check the Apple App Store for hardware and software requirements.</p> <p>Download the ParentVue and StudentVue Android apps from Google Play.</p> <ul style="list-style-type: none"><li><a href="https://play.google.com/store/apps/details?id=com.FreeLance.ParentVUE">https://play.google.com/store/apps/details?id=com.FreeLance.ParentVUE</a></li><li><a href="https://play.google.com/store/apps/details?id=com.FreeLance.StudentVUE">https://play.google.com/store/apps/details?id=com.FreeLance.StudentVUE</a></li></ul> <p>Compatible with Android phones and tablets. Check the Google Play Store for hardware and software requirements.</p>	

### **Standards Based Report Card:**

SUSD elementary schools use Standards Based Report Cards to report a student's academic growth and progress. The Standards Based Report Card allows parents to see the specific standards and objectives that students in a particular grade level are expected to know and how their child is progressing toward mastery.

### **Assessment**

In addition to regular classroom assessments, the following are the assessments administered throughout the year:

- **District Assessments** – Students will be formally assessed in reading, writing & math throughout the year. These tests will be administered to all SUSD students. The results of all assessments allow teachers to meet the academic needs of all students and to create effective and meaningful instruction.
- **AASA**, Arizona State standardized tests, occurs each year for students in grades 3-5 in ELA, Math, and Science (5<sup>th</sup> only). More information on our state-wide assessment will be forthcoming.

### **Behavior Expectations**

It is a basic expectation of the Redfield Elementary Community (parents, students, and staff) that every student has the right to learn, and every teacher has the right to teach in a safe, positive, respectful environment.

All students, staff and visitors follow our Redfield Expectations.

#### **REDFIELD CARDINALS ARE:**

- **RESPECTFUL**
- **RESPONSIBLE**
- **SAFE**
- **READY TO LEARN**

PBIS is a school-wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments.

This includes:

- School-wide expectations of student behavior
- Consistency throughout the school and the staff
- Recognizing students for demonstrating expected behavior
- Being proactive, not reactive
- Modeling and teaching... and re-modeling and re-teaching!

## **Discipline**

Most reinforcements/discipline is handled by the classroom teacher. However, if expectations are not followed continually, a student may be referred to the Administration for further support. In this case, the administration will follow the Scottsdale Unified School District Elementary School Uniform Code of Conduct guidelines. Please familiarize with the SUSD Uniform Code of Student Conduct. It is available on our district web page at [www.susd.org](http://www.susd.org).

## **BREAKFAST AND LUNCH**

Breakfast is served at 8:20 a.m. in the cafeteria.

Information about our school lunch program can be found here - [Nutritional Services](#)

Applications to apply for our free & reduced lunch program can be found on the [Nutritional Services](#) website as well.

Redfield menus can be found here [Redfield Menus](#)

There are a few ways to put money on your child's cafeteria account.

We strongly recommend and prefer that funds are added to student lunch accounts through the Titan School Solutions site. Please click here for more information: [Titan School Solutions](#)

You will have the convenience of adding money to your student's account and will also receive email reminders when your account is running low.

If a student needs to bring lunch money to school on a daily or weekly basis, he/she MUST bring it to the cafeteria no later than 8:40 a.m. Students CANNOT pay with cash during lunch time!

## **BUS SAFETY AND BEHAVIOR EXPECTATIONS**

### **Bus Transportation**

Bus transportation will be available for all eligible students based on their home address. Please see the transportation page on the SUSD web site for more information about modification and exception forms. Bus routes may be found on our webpage under the 'parents' tab. The bus driver is responsible for control and discipline while the bus is in operation. The driver may recommend bus suspension for misbehavior occurring prior to loading at the bus stop, while on the bus or after leaving the bus. Students are reminded to be respectful of other students and the driver. SUSD has surveillance equipment installed on all school buses.

Riding a school bus is a **privilege** that will be withdrawn if a child cannot meet the set behavioral expectations. As set forth in the SUSD Code of Conduct, it is also expected that children will conduct themselves properly at their designated bus stops. Bus privileges may also be withdrawn if a student causes any damage to private property or is bothering other students at the bus stop. The first responsibility of the bus driver is to drive safely and obey the rules of the highway. Inappropriate behavior at the bus stop before or after school or inappropriate behavior while riding the bus is sufficient for bus privileges to be discontinued.

### **Bus Rider Rules and Regulations:**

Prior to Loading:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Enter and leave the bus in an orderly manner.
5. Students are expected to conduct themselves in a safe manner while waiting for the bus.
6. Settle differences peacefully, without fighting, threats, name-calling, or insults.

### **While on the Bus:**

1. Remain seated at all times and keep arms, legs, and head inside the bus at all time.
2. Assist in keeping the bus safe and sanitary at all times.
3. Treat bus equipment as you would valuable furniture in your own home. Damage must be paid for by the offender.
4. Keep bodies, books, packages, coats, and all other objects out of the bus aisles.
5. Talk quietly. Shouting, singing, etc. are not permitted.
6. The following activities are not allowed: eating, drinking, littering, fighting, quarreling, and/or throwing objects.
7. Electronic devices may not be used on the bus.
8. Bus riders are expected to be courteous to fellow pupils and to the bus driver.
9. Children are to remain on the bus in case of a road emergency.

***Please Note:*** Kindergarten students will *only* be let off the bus into the care of an adult. In the event there is no one to meet the child, he/she will be returned to Redfield and the parent/guardian will be contacted for pick up.

### **After Leaving the Bus:**

1. Cross the road, when necessary, after getting off the bus, at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction
2. Help look after the safety and comfort of smaller children
3. Be alert to any danger signal from the driver
4. The driver will not discharge riders at places other than their regular bus stops, unless by proper authorization from the parent or school official

### **Bus Disciplinary Action**

When inappropriate or unacceptable behavior occurs on the bus, the bus driver will issue a bus conduct report: (consequence may be given in any order, based on severity of infraction.) Site administration will be notified and contact parents. Any consequences will be determined by the [SUSD Code of Conduct](#) (p. 20 and 21).

### **CELL PHONES AND TECHNOLOGY**

Students are permitted to bring their personal cell phone onto campus. Students may be permitted to use their phone for an instructional activity, otherwise, the phone must remain OFF (not on vibrate or silent) and must always remain in the student's backpack.

Students wearing Smart Watches must follow the same guidelines cell phones. **Please note students bring these devices at their own risk and we are not liable or responsible for any damaged, lost, or stolen items.** All phone calls or messages must be made/communicated through the front office.

### **CLASS CELEBRATIONS**

Throughout the year, classes may have brief classroom celebrations. Your child's teacher or homeroom parent will notify you of these events. ALL FOOD MUST BE PRE-APPROVED BY THE CLASSROOM TEACHER PRIOR TO THE CLASS EVENT. Redfield adheres to SUSD's wellness policy and asks that there is a healthy option. The classroom teacher must approve all activities, food etc. that is planned by homeroom parent.

### **FIELD TRIPS**

Students must have **written** parent permission to participate in any off-campus field trips. If students have not provided written permission prior to a field trip, they will remain at school. Students are to be transported to and from school-sponsored activities by District-operated school buses. Teachers or parents are not authorized to transport students at any time.

### **LOST AND FOUND**

Lost and found is located in the cafeteria. Valuable items should be brought to the office when found. Please be sure your child's name is marked on all apparel, lunch boxes, and other personal items which are brought to school. Lost, stolen, and/or damaged personal property cannot be replaced at District expense. **At the end of each quarter, unclaimed items will be donated to a local charity.**

### **PARENT/TEACHER ORGANIZATION (PTO)**

We encourage you to support the Redfield PTO. PTO plans a variety of events such as PTO meetings, restaurant fundraising events, community events such as RINGO ( Redfield BINGO), Fun Run and our Arts Walk.

Studies show that student success in school is directly related to parental involvement in the school. The PTO provides an excellent way to be involved, to know what is really going on at school, to participate in decisions that will directly affect your student(s) and to become friends with others who share your interests. Whatever your talents and availability, there is something for you. Whether you have a passion for planning big events, have only a few hours to spare, or just want to provide support financially, there is a place for you in the PTO. What brings us together is the common goal of making Redfield the best place for our children.



## **VISITORS/VOLUNTEERS**

\*District and State COVID Policies, Procedures, and Guidelines may impact visitors and volunteers

### **Visitors on Campus**

We believe that our students deserve the maximum possible uninterrupted instructional time during the school day. We request your help and cooperation in limiting interruptions. Therefore, parents and other authorized adults are invited to visit their students' classes only for special events and occasions or with prior approval from teacher and administration.

All parents and visitors are required to enter through the office, sign the guest register, and present a valid state or federally issued photo ID (driver's license, passport). Visitors without a valid photo ID will not be permitted on campus.

When visiting classrooms, teachers must give their attention to their students, so we ask that parents arrange conferences outside school hours rather than when they visit the classroom.

Student visitors from other schools in or out of SUSD are not allowed at Redfield during school hours. Students wanting to visit after school hours must pre-arrange a visit with staff members.

Parents are invited and encouraged to participate in the school as volunteers and/or PTO volunteers. Many programs and special events depend on voluntary participation of parents. If you interested in volunteering, refer to district procedures [apply to volunteer here](#) . Our school secretary is available for help as well at 480-484-4050.

We love our parent volunteers and visitors but please adhere to these guidelines:

- Siblings or other children are not permitted to accompany a parent who is volunteering in the classroom.
- Please dress accordingly when on campus. Please follow Code of Conduct for appropriate dress. Adults who are dressed inappropriately will be asked to leave campus.
- Due to food allergies and nutritional requirements, please do not bring or share food with any child except your own.
- Please do not discipline children who are not yours. Please let school staff know if you witness any inappropriate behavior so it can be addressed by our staff.
- Please try not to use your cell phone while on campus, especially if working with students.
- Model our positive behavior expectations while on campus with students.

### **Volunteers**

For information about the process to become an SUSD volunteer, please visit the district web page –[apply to volunteer here](#) [SUSD Volunteer Handbook](#)

## **Animals**

No live animals, including insects and reptiles, may be brought onto campus. No small insects, reptiles, or pets may be transported on the school bus. Parents are respectfully requested not to bring pets when visiting on campus. Certified Service Animals are permitted.

## **Birthdays**

A student's birthday is a special day. At school, we will recognize students' birthdays, but we do not celebrate birthdays with parties in the classroom. **Treats for your child's birthday should be approved by the classroom teacher and respect dietary restriction of other students.** Treat must be commercially pre-packaged (no homemade goodies). Please consider sending in a non-edible token of your child's special day. We **do not permit** students to receive delivery of balloons, flowers, gifts that are sent from the family to school.

## **SAFETY**

**Redfield has procedures to create a safe and secure campus.**

- Students must have permission to leave the classroom.
- Daily calls are made for every unexcused absence.
- Parents are required to escort their child to the office and sign-in when tardy.
- Children are never allowed to leave campus during the day without an adult escort and sign-out from the office.
- Access to the campus is limited to the office during school hours. All other gates are locked.
- Signs are posted at entryways requesting visitors to check in.
- Adults are NOT permitted to use any student restroom.
- Staff members will direct any visitor without a visitor badge to the office.
- Staff members wear identification badges and orange safety vests when on duty.
- Staff is assigned to supervision of students before and after school each day.
- Trained noon playground and cafeteria personnel are on duty daily.
- Procedures for boundaries and safety guidelines are communicated to students regularly.
- Emergency evacuation, fire and lock down drills are practiced regularly.
- The Facilities Coordinator makes rounds regularly throughout the day, reporting any unusual circumstances and maintaining cleanliness.
- Redfield's Scottsdale School Resource Officer (SRO) is available upon call.
- Each staff member has a written crisis/emergency plan.
- Administrators have received Emergency Crisis training from the Police Department and the District.
- Administrators constantly monitor and adjust safety concerns.