

Redfield Elementary School



ARIZONA EDUCATIONAL FOUNDATION
A+ SCHOOL OF EXCELLENCE™

Redfield Family Handbook

2019-2020

Redfield is an A+ School of Excellence™

REDFIELD FACULTY & STAFF 2019-20

Administration & Office Staff–

Mrs. Christine Bonow – Principal
Ms. Melissa Faeh – Assistant Principal
Mrs. Michelle Jennings – Administrative Support Coordinator
Mrs. Julia Rash – Administrative Support / Registrar
Ms. Marisa Carter - School Nurse
Ms. Sasha Mendoza –School Psychologist*

Support Staff –

Ms. Lerinda Beeler – Facilities Coordinator
Ms. Jolene Heinrichs- Facilities Coordinator Assistant
Mrs. Sherry Gossen – Cafeteria Manager
Mrs. Heather Hotta – Library Instructional Resource Specialist
Mr. Larry Sheridan – Noon Aide / Crossing Guard
Mrs. Shirley Mercado – Noon Aide
– Noon Aide
– Noon Aide

Classroom Teachers-

Gifted Pre-Kindergarten Academy – Mrs. Kristine Martinez & Ms. Tanya Garagulova
Kindergarten – Mrs. Ali Ellis, Ms. Adrienne Graziano (Comprehensive Gifted), Ms. Melissa Ryan, Mrs. Jennifer Turner
1st grade – Ms. Lindsey Buckner Mrs. Mandy Graham (Comprehensive Gifted), Mrs. Elayne Nevins, Mrs. Dana Rhoades
2nd grade –Ms. Amy Ahart, Mrs. Megan Kraatz, Ms. Kelly Miles-Vandenheuvel, Ms. Jill Schadt (Comprehensive Gifted),
3rd grade –, Mrs. Autumn Mattos, Ms. Brynn Sorensen (Comprehensive Gifted), Ms. Kira McSwain, Ms. Aimee Wood
4th grade –Mrs. Ashley Briganti, Ms. Debbie Newman (Comprehensive Gifted), Mrs. Lori Soble, Mrs. Cathy Skinner
5th grade –Mrs. Darci Aronson, Ms. Eileen Hauptman, Mrs. Brooke Johnson (Comprehensive Gifted), Ms. Nicole King

Special Area Teachers –

Art - Mrs. Rachel Householder
Music - Ms. Deb Shaeffer
P.E. - Ms. Angela Gilliam
Strings - Mr. Alberto Allende*
Band - Mrs. Molly May*

EIS –

Mrs. Laura Henry- English Language Development Teacher

Gifted Specialist –

Ms. Maria Harfouche

Special Education-

Mrs. Danette Imafidon – SHINE Teacher

Mrs. Jessica Aronowitz – SHINE Teacher

Ms. Dani Mikel –SCA Teacher

Ms. Irene Johnson – SCA Teacher

Mrs. Beth Hindenburg- LRC Teacher

Nurse Renee Watts– Registered Nurse - SHINE

Nurse Brittany Devault – Registered Nurse - SHINE

Mrs. Fayelyn Magenheim- Paraprofessional

Ms. Crystal Tribble– Paraprofessional

Ms. Nahid Rassti – Paraprofessional

Ms. Diane Owen– Paraprofessional

Ms. Sue Kupinewicz– Paraprofessional

Mrs. Diane Rimsa – Paraprofessional

Mrs. Clare Fusaro - Paraprofessional

Mrs. Jackie Harris – Paraprofessional

Ms. Monica Cavalliere – Paraprofessional

Mrs. Brenda Slaney - Paraprofessional

Mr. Sean Moss – Paraprofessional

Mrs. Olga Burke –Paraprofessional

–Paraprofessional

Ms. Melissa Hardy – Occupational Therapist*

Mrs. Jeanine Van Cott – Occupational Therapist*

Ms. Anna Brennan – Physical Therapist*

Ms. Bonnie Gursh – Vision Therapist*

Ms. Phyllis Lopez – Speech & Language

McKenzie Zinn - Speech & Language*

Mrs. Kathy Anderson – Adaptive P.E.*

*- Works at more than one school

Redfield Elementary School

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, & 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 Redfield the Cardinal. Our school colors are black & red. Every Friday is School Pride Day, and school colors or school T-shirts are worn. Redfield Spirit shirts may be purchased by visiting www.Redfieldspiritwear.com

REDFIELD ROCKS (sung to the tune of "Let it Rock" by Kevin Rudolf)

**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
REDFIELD ROCKS
REDFIELD ROCKS**

SCHOOL DAY

REDFIELD OFFICE HOURS: 7:30 A.M. – 4:00 P.M.

Daily Schedule:

Gifted Pre-Kindergarten Academy– 8:45-3:00

Grades K - 5th grade - 8:45-3:15

Early Release Dismissal – 1:15 (see District calendar for list of early release dates)

8:40 a.m. First bell – Students walk from playground to their classroom.

8:45 a.m. Second bell -The school day begins – children arriving after this time will be considered tardy.

- All gates are locked until 8:20 each morning. Any adult entering campus at any time must sign in at the front office.
- Before school supervision begins at 8:20am each morning. Any student arriving on campus before 8:20 must be registered with Kids Club Early Bird program through SUSD Community Schools department.
- Between 6:30-7:50, families enrolled in Kids Club may enter the cafeteria through the east parking lot gate nearest the cafeteria.
- At 7:50, the gate is locked and parents signing in for Kids Club must enter campus through the office. Adults will need to sign in through the front office and leave a photo ID while accessing the cafeteria.
- Students must go directly to the playground area before school. Students may not drop off belongings nor wait at their classroom door.
- Students are dismissed at 3:15. All students must leave the school grounds as soon as possible and report directly to their homes or after school activities.

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 (5 tardies in a 45 day period unexcused or excused), consequences will be assigned. (Please see the Scottsdale Elementary School Code of Conduct, "Attendance" Article "C")

*****If a student arrives late, a parent MUST accompany the student to the office in order to receive a late pass!**

Student Absences

If your child will be absent or tardy for any reason, please leave a message on the Redfield Attendance Line (480-484-4000). Please give your name, your child's name, the name of the child's teacher, and the specific reason for the absence (i.e., illness or personal). To ensure each child's safety, we will call to check on absences if an absence is not called in.

Student Attendance

Every person who has custody of a child between the ages of six and sixteen years shall send the child to a public school for the full time school is in session. (Provisions are made for exemption from this law. If you have a question regarding this, please contact the school office). Students are required to attend school through 10th grade. (Please see the Scottsdale Elementary School Code of Conduct, "Attendance" Article "C"). Any issues regarding excessive truancy will be referred to the Scottsdale Police Department. Excuse notes, following an absence, are not required. A student will automatically be unenrolled from Redfield after ten consecutive days of unexcused absences.

Students who exhibit chronic non-consecutive absences may also be unenrolled and will be required to re-enroll through the district office. In this case, parents will be notified prior to the student being unenrolled. Chronic absenteeism may also put a student's open enrolled status in jeopardy

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 a 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.

****Students will not be called to the office until the parent has arrived in the office. 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 Julia Rash 480-484-400 via phone or email (jrash@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. Leaving early will be noted on a student's attendance record.

Parents are not permitted to pick the child up from the classroom!

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

Redfield School Nurse – Marissa Carter, RN
480-484-4011

HEALTH CENTER HOURS: The health office will be open from 8:20 a.m. until 3:20 p.m. It is closed for lunch from 1:00-1:40 p.m. but the health office will be available for students with urgent needs, such as a fever, vomiting, asthma, and emergency situations.

HEALTH CONDITIONS: Inform us by phone or in person if your child has an underlying or chronic health condition. 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 has to be in its original packaging; if it is prescription medication, the pharmacy label has to 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 nurse's office.

EMERGENCY/MEDICAL INFORMATION CARDS:

Complete both sides of the emergency card and return it to your child's **teacher NO LATER THAN Wednesday, AUGUST 7**. If you need to update or change the information on your child's emergency card, please visit our school office. Changes to emergency cards cannot be made over the phone.

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. ***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.***

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 main east gate nearest the school office during school hours. All other gates are locked.
- Signs are posted at entryways requesting visitors to check in.
- Signs are posted on restroom doors warning that they are monitored.
- **Adults are NOT permitted to use any student restroom. Restrooms for adults are located in the front office.**
- Staff members will direct any visitor without a visitor badge to the office
- Staff members carry whistles to be used in case of emergency.
- 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 or people.
- 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.

Bicycles, Scooters, skateboards

For safety reasons, students in Grades K-1 may ride bicycles, scooters, skateboards to school only when accompanied by an adult. Students in Grades 2-5 may ride bicycles to school. Any student riding a bicycle or scooter 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 and scooters are to be walked by students on campus from the point of entry to the bike parking area. Students may not ride their scooter, bike, on school grounds. Students should lock their bicycles or scooters in the area provided and leave them there until they go home.

Students who violate bicycle and scooter safety rules and procedures while traveling to or from school, or while on school grounds will be requested to leave their bikes or scooters at home for a period of time.

Crossing Guards

A crossing guard monitors and escorts students across the street at the intersection of 92nd Street & Redfield Rd. Crossing guards are on duty from 8:15a.m. - 8:45 a.m. and from 3:10pm - 3:30 p.m. Students and parents are asked to cross the streets at this 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 streets.

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. 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 accompany his/her child onto campus, the adult must come through the front office, sign in, and leave a valid state or federally issued photo identification (license, passport, etc.) with the front office staff for the duration of the visit.

Please note - for the first two days of school, parents or guardians may escort student to class without having to sign in. All gates will be open to allow parents to walk their child to class. Starting on the third day of school, 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.

EAST SIDE PARKING LOT FOR PARENTS

In order to provide more parking for parents, the east parking lot off of Redfield Rd is designated as the parent/visitor parking lot. All faculty and staff utilize the west parking lot. If you wish to walk your child onto campus, you must park in the east lot. Please note however, that the front row of parking in our east lot is labeled "reserved".

These spots are for families of students in our special education and early childhood programs who must park and walk their child into school.

BEFORE SCHOOL DROP OFF PROCEDURES

WEST SIDE PARKING LOT- ****The west side drop off area is HIGHLY recommended for students in grades K-2 as it is closer to their playgrounds.**

Beginning at 8:20am 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 for any reason in this pull through lane. A staff member will assure your student is greeted at the car and walked to the gate. **There will be no parking on the curb.** **Students must exit from the passenger side of the vehicle.**

PLEASE follow the direction of the staff member on duty and abide by the posted signs which ensure safety in the pull through lanes.

EAST SIDE PARKING LOT - **** The gate by the cafeteria is more convenient for morning drop off for our students in grades 3-5.**

For morning drop off on the east side, please have your child enter campus through the gate nearest the cafeteria. **Students must exit from the passenger side of the vehicle.**

Students are to only enter campus through the front office if they have meeting such as student council, etc.

Parents are reminded that students MAY NOT be dropped off at school prior to 8:20 am when supervision is present unless they are enrolled in Kids Club.

If a student has a meeting for student council or another club prior to 8:20 he/she must enter through the front office.

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 BACKPACK OFF AT THE CLASSROOM NOR STOP AT THE CLASSROOM BEFORE SCHOOL FOR ANY REASON.**

AFTERSCHOOL PICK UP PROCEDURE

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.

During after school pick up procedures, please follow the directions of the staff member on duty. Please do not use your phone while in the parking lot. Also, please remember to model respectful, responsible and kind behavior while in our parking lots and on campus.

At SUSD, safety is a top priority, and these processes and procedures are designed with student safety in mind.

Please don't hesitate to contact Principal Bonow if you have any questions – cbonow@susd.org

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 & visitors are required to enter through the office, sign the guest register, and leave 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.

Parents are invited and encouraged to participate in the school program as volunteers. Volunteers are always needed in the cafeteria, playground, library, computer lab, and in classrooms. Many programs and special events depend on voluntary participation of parents. If you interested in volunteering, please contact Michelle Jennings in our front office (480-484-4000).

We love our parent volunteers & 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.** *** PARENTS MAY BRING LUNCH FOR THEIR CHILD BUT MAY NOT SHARE OR DISTRIBUTE FOOD TO ANY OTHER STUDENT!!!!*
- **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 do not use your cell phone while on campus.**
- **Model positive behavior while on campus with students**

COMMUNICATION

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.

Peach Jar

SUSD utilizes Peach Jar digital system for school flyers. We do 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.

****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.**

Morning Announcements

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

Social Media

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

[Redfield Facebook](#)

[Redfield Twitter](#)

Communicating with teachers-

There are many ways to communicate with your child's teacher or any member of our Redfield staff. Please know that district policies require that staff members return phone calls within 24 business hours, E-mails within 48 business hours.

Conferences-

While we emphasize the importance of teachers and parents communicating whenever necessary, we will have dedicated times for parent teacher conferences.

The early release (1:15) dates for conferences are October 17-19 & March 20-22. Additional information will be sent out by the classroom teacher.

Report Card Grading Periods

SUSD elementary schools implement a quarter schedule. Report cards will be provided at the end of each quarter. Please see the SUSD calendar for grading quarter dates.

Standards Based Report Card:

SUSD elementary schools have adopted a 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 are able to do.

Assessment

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

- **District Benchmark 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. You will be receiving directions on how to access your student’s benchmark results on-line.
- **AZ MERIT**, Arizona’s statewide achievement testing, occurs each year for students in grades 3-5. More information on our state-wide assessment will be forthcoming.

Special Area Classes

Our special area classes include art, physical education (P.E.), and general music. Students attend a “special” every school day. Each class will have PE, art and music each day. Redfield follows a 6 day rotation for our special area classes. Instead of your student having, for example, P.E. on Mondays, he/she may have P.E. on day 3. The 6-day rotation schedule is announced in morning announcements each day.

Lunch Schedule

Below is the lunch & recess schedule for all regular release days. At Redfield, the children go to recess prior to eating lunch. This improves the children’s appetites and reduces the level of discipline required in the cafeteria. We encourage you to join your child for lunch any time. If you are dropping off your child’s lunch, please bring to the front office and we will ensure it is delivered to your child.

Lunch Schedule 19-20	Table in ()	
Class	Recess	Lunch
Nevins (1), Rhoades (2), Buckner(3) , Graham (4)	10:35-10:50	10:50-11:15
Kraatz (5), Vandenheuvel (6), Ahart(7), Schadt (8)	10:55-11:10	11:10-11:35
Ellis (1), Ryan(2), Turner(3), Graziano (4)	11:15-11:30	11:30-11:55
Skinner (5), Soble (6) , Briganti(7), Newman (8)	11:35-11:50	11:50-12:15

Hauptman (1), Aronson(2), King (3), Johnson (4)	11:50-12:05	12:05-12:30
McSwain (5), Sorensen (6), Wood (7), Mattos (8)	12:10-12:25	12:25-12:50

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

Applications to apply for our free & reduced lunch program can be found here

<https://family.titank12.com/TUJAZ9>

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:

<https://family.titank12.com/TUJAZ9> .

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 8:45 each morning. Students CANNOT pay with cash during lunch time! Parents may also bring lunch money to the front office in a labeled and sealed envelope and we can deliver the money to the cafeteria at the end of the day.

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.

Redfield implements the MTSS-B (Multi-Tier System of Support for Behavior) framework.

The goal of MTSS-B is to recognize and celebrate positive behavior and maximize academic success for all students as well as prevent the development and intensifying of problem behaviors

All students, staff and visitors follow our Redfield Expectations:

REDFIELD CARDINALS ARE:

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

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

MTSS-B

- Involves school-wide expectations of student behavior
- Requires consistency throughout the school and the staff
- Recognizes students for demonstrating expected behavior
- Is proactive, not reactive
- Requires modeling and teaching... and re-modeling and re-teaching!
- Is research-based and data-driven

Attention is focused on creating and sustaining primary (school-wide), secondary (classroom) and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient & relevant, and desired behavior more functional.

Discipline

The majority of discipline is handled by the classroom teacher. However, if negative behavior continues, a student may be referred to the Administration for further support. In this case, the administration may:

- Counsel the child
- Ask the student to call his/her parent and discuss his/her behavior;
- Contact the parent regarding the written referral
- Conference with the child and teacher to devise an improvement plan;
- Assign logical consequences for the child's behavior including: (consequences may be given in any order)
 - verbal or written apologies;
 - detention of lunch & recess
 - loss of privileges;
 - written behavior plan;
 - assignment of school service to occur during or after school hours;
 - restriction of school activities;
 - suspension from school activities or school itself

Administrative judgment will be used in each situation. The Scottsdale Unified School District Elementary School Uniform Code of Conduct will be used as guidelines. Please familiarize with the SUSD Uniform Code of Student Conduct. It is available on our school web page at www.susd.org.

BUS SAFETY AND BEHAVIOR EXPECTATIONS

Bus Transportation

Bus transportation will be available for all eligible students. 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 previous 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.

To ensure the safety of all the students, parents are not permitted to drop off or pick up students in the bus lane. There is a parent drop off/pick up lane in front of the school office as well as visitor parking in front of the office.

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. Keep arms, legs, and head inside the bus at all times;
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 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, 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.)

1. With the FIRST bus conduct report a student receives, he/she will be asked to sign the report, talk to the Principal or Asst. Principal and the bus driver, and may be required to call his/her parent to report the violation. A copy of this bus conduct report will be sent home with the student. Consequences may be given.
2. If the student's behavior necessitates the issuance of a SECOND bus conduct report, his/her bus riding privileges will be denied for a period of days (usually three). Parents will be notified in advance of this action.
3. A THIRD bus conduct report issued will result in denial of bus riding privileges for two weeks. Parents will be notified in advance of this action.

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.

**** WITH THE EXCEPTION OF CERTIFIED SERVICE ANIMALS, Dogs or other pets are not allowed when visiting the campus. ****

Service animals must be on-leash at all times.

Dress Code

Redfield Elementary School follows the "Dress Code /Grooming" policy found in the general information section of the SUSD Elementary School Student Code of Conduct.

Dress code is the responsibility of the students and their parents. Personal appearance and dress should meet reasonable safety, health, and decency standards so as not to cause a disturbance in the educational process.

Shoes must be worn at all times. **For safety reasons, "flip flops," sandals unsecured at the heels, and high platform heels are not allowed.** Half-shirts, halter tops, and mesh tops are not permitted. Students dressed inappropriately will be sent to the office for a change of clothing.

Intentionally ragged or dirty clothing is inappropriate. Inappropriate lettering or designs will not be permitted on clothing (i.e. designs with alcohol, tobacco, drugs, etc.) Current fashions are permitted as long as decency is maintained in any posture, and the dress is not disruptive to

the educational process. Students in violation of these regulations will turn the article inside out or be sent home to get appropriate clothing. Hats are not permitted in buildings at any time.

Hats for sun protection are encouraged when students are outdoors, but **hats may not be worn in the building. This applies to both boys and girls.**

Field Trips

Students must have **written** parent permission to participate in any off campus field trip. 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 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 month, unclaimed items will be donated to a local charity.**

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. **Please do NOT send in treats for your child's birthday.** Please discuss with your teacher the option of sending in a non-edible token of your child's special day. We also **do not permit** students to receive delivery of balloons, flowers, gifts that are sent from the family to school. Thank you in advance for your cooperation and support.

Class Celebration

Throughout the year, classes may have brief classroom celebrations such as harvest celebration, winter celebration, etc. 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 insists that all food brought into the classroom be a healthy option. The classroom teacher must approve all activities, food etc. that is planned by homeroom parent.

Telephone Use by Students

Students will be permitted to use the office phone only for emergencies or with a note from a teacher. Individual teachers will establish classroom rules for telephone use. Students are not to use their personal cell phones during the school day.

Cell phones and technology-

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

times. **Please note students bring these devices at their own risk and we are not liable or responsible for any damaged, lost or stolen items.**

Telephone Messages for Students

Only emergency messages will be delivered to students. All other messages will be placed in the teacher's mailbox to be picked up after school. All teachers also have voice mail available and will check it at the end of the school day. Please be sure your child knows his/her after school plans before the school day begins. **TEACHERS ARE UNABLE TO RECEIVE OUTSIDE PHONE CALLS IN THE CLASSROOM DURING THE SCHOOL DAY.**

Redfield's Parent/Teacher Organization (PTO)

We encourage you to support the Redfield PTO. You can do this by becoming a member through a donation of any amount. Your friends and family can also support the school through easy fundraising such as grocery store accounts that link to the Redfield PTO, collecting Box Tops, etc. You can also help by giving of your time. Just a few hours per year can make a big difference.

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 or have only a few hours to spare, or just want to help out financially, there is a place for you in the PTO. What brings us together is the common goal of making Redfield a better place for our children.

