

**Anna Henry
Elementary
Student/Parent Handbook
2023-2024**



Anna Henry Elementary

650 N. Igo Way * Tucson, Arizona 85710

731-4700 * Fax 731-4701

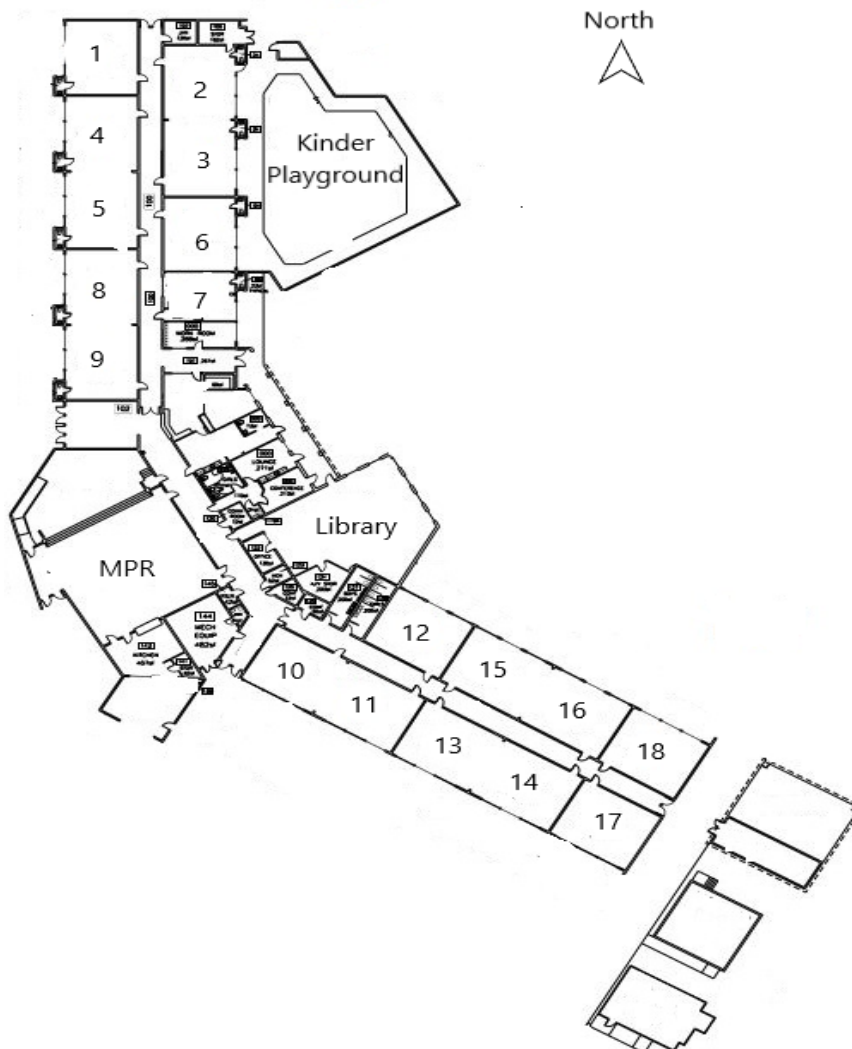
www.tusd1.org/henry

School Hours:

Daily 7:42am –1:55pm

Early Release Every Wednesday at 12:55pm

District calendar available at www.tusd1.org.



Dear Anna Henry Students and Families,

Welcome to Anna Henry Elementary School and thank you for partnering with us for your student's education! This handbook is designed to inform and answer typical questions that arise at the elementary level.

It is by no means all-inclusive and can not cover all questions that arise. This is a basic reference tool for our Anna Henry School Community, and this handbook will be used in conjunction with our TUSD Student Code of Conduct.

Please read through this document with your student and have a conversation with your student about school expectations at Anna Henry.

Both the "student technology agreement" and "student/parent sign-off sheet" are at the end of this document. Simply sign and tear off the last pages to return them to your student's teacher.

We are looking forward to having an incredible 2023-2024 school year.

Go Gila Monsters!

The Anna Henry Team



ANIMALS

No live animals, including insects and reptiles, may be brought to school without permission from the principal. If permission is granted, animals must stay in a cage or on a leash. Teachers must be informed before an animal arrives at school. Animals may not be transported on the bus. No live venomous insects or reptiles shall be brought to school.

ABSENCE/TARDY REPORTING

If your student will be absent or tardy on any given day for any reason, please call our 24 hour-attendance line, 520.731.4702 to leave an attendance message. Please call the office before 8:30 AM. If your student arrives tardy, he or she must check in through the office before going to class so we can take them off the absent list. Please contact your student's teacher for make-up work via school email.

Excellent attendance is a high priority at Henry. Missing school can be detrimental to your student's progress. When a student is absent for any reason, make-up work will be assigned at the discretion of the teacher.

BICYCLES /SKATEBOARDS/SCOOTERS

Our bike rack is available for students to park their bicycles upon arrival and they are to remain there until dismissal. Under no circumstance are bicycles to be ridden during school hours. Students are not permitted to allow other students to ride their bicycle while it is on school grounds. The school will accept no responsibility for lost, stolen or damaged bicycles, skateboards, or scooters. Skateboards and scooters may be placed in the office until dismissal time or secured with a lock at the bike rack.

BIRTHDAY RECOGNITION

Students' names will be read during morning announcements daily. With our recognition and celebration of our students, balloon bouquets, presents, and flowers should be given at home rather than at school. Any birthday treats must be store bought due to TUSD policy.

CELL PHONES

Cellular telephones are not allowed to be turned on during the school day. Students must keep cell phones in the backpack until dismissal time. A cell phone brought out during the school day will be put in the office until a parent picks it up. (TUSD is not responsible for lost or stolen articles.) If you need to contact your child in the event of an emergency, please call the school office at 520.731.4700 and we will locate him/her. To protect the educational environment, while visiting classrooms, parents are not to use cell phones in the classroom during instructional time.

CHILD FIND

If you or a neighbor should have a concern about the development of preschool age children, contact Schumaker Infant and Early Learning Center at 520.731.5200 or TUSD Child Find at 520.232.7034

CHANGING STUDENT INFORMATION

Please contact our school office to update changes to important addresses or telephone numbers. If you are moving, please come into the office to fill out the withdrawal paperwork.

CHARACTER EDUCATION ...

Character Strong Curriculum and Ben's Bells Curriculum will be used in conjunction with Henry's PBIS student expectations model where students will: **Be Safe, Be Responsible, Be Respectful, and Be Kind.**

Each month our students will learn about a new Character Strong trait.

- August—Review PBIS Expectations school-wide
- September- Respect
- October- Responsibility
- November- Gratitude
- December- Empathy
- January- Perseverance
- February- Honesty
- March- Cooperation
- April- Courage
- May- Creativity

School is a learning place- a place to grow in knowledge, skill, and friendship. It should be a place to develop respect, understanding, and acceptance of all. Our team invites all parents and students to join us in creating a positive environment for learning. Thank you in advance for this support.

COMMUNICATION WITH SCHOOL

In the event that you may need to communicate with your child's teacher, first try using TUSD email. For urgent matters, contact our school office at 520.731.4700 and we can get a message to the teacher or your child.

Your child's teacher is your best form of communication and link to our school. Please watch for notes or progress reports on a continual basis. If you have questions or concerns, email the teacher using the email address on our website. You may also contact our school office to leave a message for your child's teacher.

CONFIDENTIALITY

We are unable to give out a student's or parent's name, address or phone number to another student or parent without their permission. Please keep in mind that teachers are not legally able to talk about any student with a parent except the parents' own student. Thanks for understanding!

CUSTODY

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent, or parents having joint custody, to provide the school with an official copy of the most recent court order in its entirety.

In most cases, divorced parents continue to have equal rights, such as access to information, where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring an official copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both natural parents.

DAILY SCHOOL HOURS

Henry is committed to making the most of our instructional day. Therefore, being on time is a top priority. Students are expected to arrive between 7:15- 7:42 a.m. and in line with their class at 7:42 a.m. School begins at 7:45 a.m. Students should not arrive at school before 7:00 a.m. We have no supervision prior to that time. School ends at 1:55 p.m. except on Wednesday when it ends at 12:55 p.m. Students are to depart school immediately after the bell rings unless prior arrangements have been made with the classroom teacher.

When students are dismissed at the end of the day, they are to go directly home. Students cannot be on campus during school hours without adult supervision. There is no adult supervision of the playground at the end of the day. Thank you for helping us keep your children safe.

If your child has missed the bus or has not been picked up after school, it is the parent's responsibility to make PROMPT arrangements for their safe transportation to home. While the school assigns staff members to monitor student safety during dismissal, this supervision is only available for a limited time at the end of each day. Chronic late after school pick-ups will be addressed with school administration.

DISCIPLINE PROCEDURES

Teachers and staff promote an orderly environment that is both caring and nurturing. All Henry teachers use Positive Behavioral Intervention Support (PBIS). Parents should contact the teacher to discuss behavior infractions and/or discipline notices sent from school. Incidents that take place outside of the classroom (playground, cafeteria, etc.) should also be discussed with the classroom teacher. Our playground aides are not authorized to speak with parents. Keep in mind that teachers are not legally able to talk about any student with a parent except the parents' own student.

DRESS CODE

Personal appearance and dress are the responsibility of the student and the student's parent or guardian. Students will not dress or groom themselves in a manner that, in the judgement of the school administrator, presents a risk to the health, safety, or general welfare of the student, other students or staff, or that is counterproductive to TUSD educational objectives.

Students will refrain from displaying tattoos, wearing of clothing, jewelry or other accessories that communicate, whether through language, images, symbols, artwork, color schemes or clothing styles:

- A message related to tobacco, alcohol, illegal drugs or other items that can not be legally purchased by minors
- A message that advocates violence or terror
- A message that is sexually suggestive, vulgar, obscene, or plainly offensive
- A message that would cause a reasonable person as a student or adult, to feel insulted, demeaned, threatened, intimidated or harassed because of the person's race, ethnicity, religion, gender, or sexual orientation
- A message expressing gang membership, affiliation or support

The foregoing standards regarding "message" clothing will be interpreted and applied by school administration in a manner that avoids infringement of a student's First Amendment rights.

--Dress Standards

Without limiting the general standards, students must comply with the following standards at school and school events.

- Jeans, pants, and trousers must be worn at waist level and must not be dragging on the ground. NO sagging is allowed.
- Clothing must modestly cover the student's abdomen, back, chest area, and buttocks.
- Pajamas and other sleepwear are prohibited.
- Hats and other head apparel may not be worn inside school buildings unless for religious, medical or safety purposes.

Grooming Standards

Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disruptive to students or staff.

Henry strongly encourages safe footwear when at school. Student play and PE activities involve running and jumping requiring sturdy footwear. For safety reasons, you are encouraged not send your child in flip flops especially when your child has PE.

EARLY CHECK-OUT

We try to maximize the most time your child spends in the classroom every day. If your child needs to check out of school before the end of the day, please stop by the office to sign your child out. We will then call for your student to come down to meet you. If your child is returning to school after a doctor appointment, please bring a note from your doctor excusing the absence.

To lessen the distraction in class at the end of the day, students are not to be checked out during the last 20 minutes of the school day (after 1:35 on Mon., Tue., Thur., Fri., and 12:35 p.m. on Wed.) This maximizes the most time for communication between teachers and students when important information is shared. Thank you for understanding this expectation.

ECA TAX CREDIT

To help us maintain our enrichment programs and clubs, we hope you will support the State of Arizona Extra-Curricular Activity (ECA) tax credit fund. This program directly benefits your children at NO COST TO YOU! Your donation will enable you to receive a TAX CREDIT of up to \$400 for a married couple (\$200 for single parents or married filing separately) on your Arizona State Income Tax Return. This is a credit, not a deduction, which means the entire donation comes back to you in the form of a higher refund check, or a lower tax due amount. Meanwhile, our children receive enhanced extracurricular opportunities that support our educational program (e.g. field trips, technology, band, orchestra, art, drama, etc.). Donation information can be shared in the school office or online at our TUSD website.

EMERGENCY PROCEDURES

The staff and students practice lock down and fire drills during the year. Staff are also trained how to conduct an evacuation. Parents are asked to keep their emergency phone numbers current with the school. In the event of an emergency, parents will be called using our Parent Link Communication and a voicemail will be made. If it is necessary to close school for any reason an announcement from TUSD will be issued by Parent Link Communication with specific instructions. In the event of a lockdown of the campus, students will not be released to anyone until authorized by the principal. Students will have to be signed out to a parent/guardian or another person already authorized to be an Emergency Contact (these are set up when you register your child for the year, and can be changed at any time through the office by a parent/guardian.)

EXCEPTIONAL EDUCATION

Parents and teachers work together to identify possible learning difficulties for children. When a student's progress is not adequate, the classroom teacher will meet with the Multi-Tiered Student Support Team. This legally required first step involves a team of teachers who assist one another with identifying different classroom strategies that might assist the student. Classroom teachers must try different interventions and document their effectiveness. Following a specific period of time the Team reconvenes to determine the student's progress. If it has been shown that progress has not been made, the Team will refer the student for further evaluation.

If that recommendation is made, parents are required to sign a form that allows the psychologist to test their child. Results of the test will be reviewed by the psychologist, and other special education professionals, with the parents during a meeting at school. At that time, recommendations will be made for either special education placement or to continue intervention strategies in the classroom. If a special education placement is made, a meeting will be set up to develop an Individualized Education Plan (IEP) with the parents fully involved in the process.

FIELD TRIPS

The purpose of field trips is to enrich the required curriculum, not to be used as rewards. Students are to be transported to and from school-sponsored activities via district operated vehicles. Teachers are not authorized to transport students to and from school-sponsored activities in their own vehicles. Certified teachers must accompany students on all school sponsored trips. We welcome parents on field trips, but TUSD policy does not allow siblings to attend.

FOOD POLICY

Outside food that students bring with their lunches needs to be individual size serving. Students are to eat their own meals and not share food items with peers due to food allergy concerns. Our Pima County Health Department requires that all food brought in for classroom events to be store bought items. Gum is not allowed on campus. Any breakfast items food / drink entering the building will be consumed in the cafeteria upon arrival.

GATES

Henry is a secure campus. Campus and perimeter gates are locked at 7:45 a.m. All visitors need to sign in at the office to enter campus.

HOMEWORK

The responsibility for our students' education is shared by the school and the family. It is the policy of Henry to encourage student effort outside of the school day. Assigned homework is designed to provide practice of basic skills and concepts introduced in class, foster independent study skills, develop initiative and responsibility, and keep parents aware of their student's curriculum and academic progress. Students may spend 10 minutes times their current grade level on homework. For example a third grader may spend 30 minutes a day on homework. Any questions or concerns about homework please see your student's teacher.

ITEMS PROHIBITED AT SCHOOL

1. Hats (except to be worn appropriately for protection from the sun or cold while outside.)
 2. Radios, CD players, MP3 devices, or similar items.
 3. Roller skates, roller blades or shoes with wheels.
 4. Electronic games.
 5. Personal computers (unless permission is granted from a classroom teacher to enhance learning)
 6. Squirt guns and water balloons.
 7. Toys
 8. Pocket knives and weapons (play or real).
 9. Food or drinks outside of the cafeteria or classroom.
- Items listed above can distract from the educational program, can create playground issues, and also are always in danger of being lost or stolen.

LOST AND FOUND

The Lost and Found is located in the northeast cafeteria corner. Students looking for items such as sweaters, jackets, or lunchboxes should check for lost item before or after school. Using a permanent marker with your child's name on his/her item(s) is helpful so we can return to him/her. Unclaimed items left in Lost and Found are donated to a local charity at the end of the semester.

LUNCH

Students may bring a sack lunch or purchase a full meal from the cafeteria. Look for the TUSD monthly menu online. Parents may prepay for school lunches online using the food service link or bring a check into school.

MEDICATIONS

All medication/pills, whether they are prescription or over-the-counter, must be held and administered by the Health Office. Parents cannot give medicine to their children in the classroom. Administration of medicine is only through the nurse's office or at home. Students should not be carrying medications on their persons or in their lunches. This includes cough drops, Tylenol, vitamins, herbs, etc.

PARENT TEACHER CONFERENCES

Parent – teacher conferences are held twice a year. Our teachers and administrator look forward to sharing student progress with our families. Your presence at these events communicates to students that education is important. Information about conferences will be sent home to families in advance.

PLAYGROUND RULES

- Primary and intermediate students play on their designated playground and equipment.
- Students will stop when the whistle is sounded and then walk to designated line-up area.
- Students leaving the playground must get permission from a playground aide.
- Take turns on the equipment. Use it safely, according to its design and the level of ability of those playing. Tag or prolonged sitting are not allowed on the equipment.
- On the slide, go down feet first. Climb up the ladder only and climb only one student at a time. Make sure the person in front is completely down before sliding.
- Throw only playground balls, not sand, rocks, or other objects that could cause injury to others.
- Fighting of any type is not allowed at any time. This includes play fighting, hitting, kicking, pushing, shoving, pulling, pinching, tackling, etc.
- Tackle football and tag-like games are not permitted due to the risk of injury.
- Follow established rules of the game.
- Use the nearest drinking fountain when at recess.
- No gum at school.
- **Students use rock, paper, and scissors to resolve disputes during team games.**

SCHOOL REPORT CARD

The annual school report card for Henry Elementary School, published by the Arizona Department of Education, is available online. You can locate the report card at www.ade.az.gov/srcs/ReportCards/ and complete a "search" for Henry.

SCHOOL SPIRIT

Our school colors are purple and teal. Students are encouraged to wear school colors or school apparel every Friday to show school spirit. Our mascot is the Gila Monster.

SELLING ON SCHOOL GROUNDS

The sale of any item and/or service by students for personal gain is strictly prohibited on campus or on the bus.

STUDENT RECORDS

Information from a student's records, including all grades and test results and psychological reviews, may not be released to anyone other than the legal parents/guardians without a proper court order. Requests for transcripts and testing information may be brought to the school office by the parent.

SUPPORTING YOUR CHILD'S EDUCATION

Plan ahead. Have your child rested, nourished and at school on time with the required materials. Check your child's backpack, folder or assignment calendar. Plan your child's social activities and arrangements with friends in advance of the school day. Inform all parties of the after school plans. Write the after school plan for your child so that your child's teacher does not have to interrupt learning time to determine his/her after school arrangements. Make your child's appointments (doctor, etc.) for after school or vacation days. Arrange family vacations during times when school is not in session.

Make sure all arrangements are understood by your child. To protect the educational environment by avoiding interruptions during class time, please make all necessary arrangements with your child in advance of the day. Be certain that your child has his/her homework assignments, permission slips, books, projects, and instruments before leaving for school. If parents deliver items to school, they must be dropped off in the office. Students may retrieve the item during lunch. If your child will be leaving school early, the office will call for your child when you arrive at school.

Participate in scheduled parent-teacher conferences. We look forward to conferencing with every parent during parent-teacher conference times. If you feel the need to conference with your teacher at a different time, please call the teacher to schedule an appointment.

TESTING

Henry Elementary complies with district and state mandated testing. Upcoming tests are announced in classroom newsletters, school newsletters and our website.

TRANSPORTATION

Riding the bus is a privilege, not a right. Good behavior is expected from all students while riding a bus to and from school, or on field trips. The bus driver's first priority is to arrive safely at his/her destination. TUSD drivers are courteous professionals who appreciate your respect.

The usual procedure for bus discipline incidents is as follows:

1st Offense - Written warning submitted to school administration and parent notified

2nd Offense – Written documentation, parent notified and natural consequence

3rd Offense – Written documentation, parent notified, mandatory meeting with school administration, natural consequence

For more information regarding bus rules please visit the Transportation website.

TRAFFIC

Student safety is our first priority. The front of the school has been designated for our students to be dropped off in the morning and picked up in the afternoon. Students / Families in grades K-2 and siblings will use the Primary Drive-thru, and Students / Families in grades 3-5 are to use the Intermediate Drive-thru. Please be patient as staff members unload/load students into vehicles. Students who are being picked up in this area must wait for their parents in the designated zone behind the fence. **Please pull all the way forward in the assigned drop off /pick up area. This area is for moving vehicles only. Never leave your car unattended in the drive-thrus. You may park in a designated space if you need to exit the vehicle to enter the building.**

In the interest of student safety, never stop along the street and motion children to cross traffic to come to your car. Parking in the designated handicapped spaces is illegal. Once the gates are closed and locked, please drop off your student in front of the school as that is the only entrance to the campus.

Finally, please respect the instructions of our crossing guards, aides, and supervising teachers. They have a difficult job to do with a lot of responsibility, and their only concern is the safety of your children. Please show consideration for their authority, and you will be the best role model for your student and help ensure all students are safe.

VISITING SCHOOL

At times throughout the year, former students who have moved from Henry like to visit campus. Although we enjoy seeing past students and making new friends, our classrooms are full and it is very disruptive to the educational flow of the classroom, thus we do not permit guests during the school day. Former students that would like to visit teachers need to make arrangements prior to the start of the school day. For the safety of students and staff, all visitors to Henry must report to the school office up-

on arrival, must sign the visitor's log and obtain a visitor badge. All exterior doors will remain locked during the school day.

VOLUNTEERS

- To ensure the safety of our students, all parent and non-parent volunteers must complete or update their application each school year. Human Resources will review your submitted application and work with you to authorize when volunteer work can begin.
- The safety and well-being of our Students and Staff are our priority. In accordance with state legislature and District policy, non-legal guardian volunteers will be required to complete a fingerprint background check. More information will be provided within the application.

Volunteers are greatly appreciated. All volunteers are expected to adhere to the following guidelines:

1. Student privacy rights are protected by federal law. Maintain confidentiality if exposed to any student information or conversations regarding students or teachers.
2. Never touch or grab students or use offensive language.
3. Never discipline a student. Refer the student to a teacher.
4. Abide by all directions and instructions from classroom teachers and do not interfere with his or her actions.
5. If you are using any machines in the workroom, please give right of way for staff members when they arrive as they are on a schedule.
6. Small children cannot accompany the volunteer at school.
7. Students are never to be in the teacher workroom.
8. Please ask your classroom teacher for any training you might need to operate any of our machines.
9. For your own protection, never be alone with students in the classroom.

WALKING HOME

If you are a driver who is picking up your child after school, please do not offer to give a "walking" student a ride home without the parent of that child giving you express permission to do so in advance. If you are a parent of a "walking" student, please advise your child not to enter a vehicle unless you have expressly given him/her permission to do so. With many children exiting school at the end of the day, it is very difficult for us to monitor that "walkers" are going directly home.

Parent/Student Handbook

Anna Henry Elementary



****PLEASE RETURN THIS PORTION TO YOUR TEACHER****

We have received the Henry Elementary Parent/Student Handbook. We understand it is our responsibility to read the information presented in this book.

Student's Name _____

Teacher's Name _____

Parent/Guardian Signature _____ Date: _____

Student Signature _____ Date: _____

Anna Henry Elementary

Acceptable Technology Use Agreement



Parents/Guardians and Students:

You have a wonderful opportunity to use a variety of technology for your education here at Henry. You will be able to use the vast resources of the Internet, so there are cautions to be taken.

Please read the following Acceptable Technology Use Agreement and sign below.

Students will not be able to use the school's technology unless this agreement is signed and returned to your teacher.

1. Students will follow ALL classroom technology procedures, including start up, shut down, handling, and usage of technology.
2. Students will keep technology clean with no attached stickers or other items that might deface or damage the finish, screen, or other components.
3. Students will use the technology for school related purposes only.
4. Students will ask for permission from their teacher before modifying or reconfiguring any software and before loading or using additional software or apps.
5. Students will not eat or drink while using technology and will immediately report any damage or malfunction to a classroom teacher if an incident occurs. Remember, you are responsible for what happens to your technology.
6. Students agree to abide by the rules of netiquette and conduct themselves in a responsible, ethical, and polite manner while using wired or wireless networks services provided by TUSD.
7. Student agrees to follow all district rules for behavior and to abide by all rules.

I understand and will follow the rules and policies of the Technology Use Agreement set forth by my instructor and the Tucson Unified School District. I understand that using technology at school is a privilege that can be revoked. I also understand that breaking any of the rules and policies of this agreement may result in disciplinary action.

Student Name (printed): _____

Student Signature: _____ Date: _____

As Parent/Guardian of the student, I acknowledge reading the above-stated rules and policies and accept responsibility for enforcing my student's adherence to these rules. TUSD filters the internet in an effort to block inappropriate material. However, it is impossible for TUSD to restrict access to all controversial or inappropriate materials. I also acknowledge that TUSD cannot be held responsible for all controversial or inappropriate Internet content, and expect my student to use the technology with good judgement and care. I understand disciplinary action against my student may be taken, if necessary.

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____



Be Safe



Be Respectful



Be Responsible



Be Kind