

A

Absence-

*If your child is ill please call the attendance office at 625-3502 ex 1705, leave a message. This is for the safety for your child.

*When your child returns to school please send a note explaining why he/she missed school. This will go in their file. (The state of Arizona requires a written explanation as to why a student was absent, even though you called in.) We discourage children leaving early. A student will not be able to make up work until the note is received.

*If your child must leave early for a doctor's appointment, please send a note to school with your child and sign your child out at the front desk. The receptionist will call down to your child's classroom. Never send another person to pick up your child without a written note.

*Students not in attendance for at least half of a day cannot attend after school and extra curricular activities unless authorized by the principal.

*A successful school experience is the responsibility of the child, the parent and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. The state of Arizona considers 5 days of unexcused absences truancy. Regular attendance without tardiness is key.

Arrival and Pick-up- Students should arrive between 7:15 and 7:25 A.M. They should not arrive prior to 7:15 A.M No child or parent should be in the building before this time without an appointment. School begins promptly as 7:30 A.M (1st bell is at 7:25) Dismissal is staggered, starting at 2:15 P.M. for Kdg. – 2nd, 2:20 for 3rd - 4th, 2:25 for 5 – 6th and finally 2:30 for 7 -8th grades. (On early release Wed. times will be one hour earlier.) If you wish to sign your child out, he/she will be in the conference room. If using the curb-side pick-up, the aide will radio the library for your child as you arrive. Please do not arrive for curbside pick-up until the designated time for your oldest child.

Athletics:6-8 grade

1st Quarter- Boys Flag Football, Girl's Volleyball, and Cheerleading.

2nd Quarter- Girl's Soccer, Boy's Basketball, and Cheerleading.

3rd Quarter- Boy's Wrestling, Girl's Basketball, Boy's Soccer, and Cheerleading.

4th Quarter- Girl's Softball, Boy's and Girl's Track and Field and Cheerleading

There is a \$25 participation fee for all sports each quarter. Scholarships are available if you cannot afford the fee. Please submit a letter requesting scholarship to Mrs. Shiba.

A physical examination and proof of insurance are required in order to participate in after school athletics. One physical exam is sufficient per all 3 years of middle school athletic participation.

Students are issued a uniform free of charge and are expected to return the uniform in good condition. If the uniform is damaged or lost, the student will be charged for the replacement of the uniform.

All student /athletes are expected to adhere to all student conduct policies, including bus rules, while participating in athletics. Eligibility sheets will be issued to each student and turned into coaches every two weeks. Students, you must not have D's or F's if you want to play.

B

Backpacks- To help your child carry messages and information to and from school, you are asked to provide a backpack. Students will be given a folder or notebook. Please check it everyday. Your child's teacher will give you more information during the first weeks of school.

Breakfast – Breakfast is served every morning from 7:00- 7:25 A.M. Breakfast is \$.75 for K-5 and \$1.00 for 6-8.

Bus – Students need to know their bus number and follow bus policies for safety. If you have questions, transportation can be reached at ext. 1127. Riding the bus is a privilege. Your child will be suspended from the bus if they do not follow rules. It is important to keep all students safe. All students and parents of students being transported will be required to sign a detailed rules and consequences contract.

C

Community of learners – Anza Trail is a community of learners in which students are expected to take responsibility for their behavior and academic achievement. A positive school environment is the result of parents, faculty, and administration articulating and consistently reinforcing high standards of student behavior and performance.

Calendar- The school year calendar is filled with important events for the year. A monthly update will be going home with each child. Call the school if you do not get one.

Computers – K-5 students go to computer class one day a week. We use a variety of age-appropriate programs that reinforce the state standards. 6-8 graders go to the computer lab as needed. There are computers for student use in the library.

Conferences- Parent/Teacher conferences are held in October and March. Please see the calendar for dates. Your child's teacher will send home a sign up sheet. You can also contact the school for a conference at any time.

D

Dances: Several social events sponsored by Student Council and Yearbook, are planned throughout the school year and will be announced in advance.

Discipline- Each classroom is a small community where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each student is expected to act within our standards of behavior. In each classroom there will be a classroom management plan. The teacher will send information on the classroom expectations. We always listen to every child and make everything a learning experience. If a child continues to take away another child's right to learn, they may be removed from the classroom for a time out. They will also get a lunch detention and a phone call home will be made by the teacher. If a child is removed three times during a quarter the child will be suspended pending a parent conference.

Drug/Alcohol/Weapon Free School Zone – Sahuarita Unified School District is a zero tolerance school district. Any student in possession of or under the influence of any of these may receive a 1-year suspension. If a student gives or sells drugs on campus, he/she may be expelled from SUSD. This also extends to any Gang influences in school.

E

Expectations of Students – At Anza Trail school-wide expectations guide our behavior: Be Responsible, Be Respectful, and Be Safe

Each student is expected to:

- * Exhibit regular attendance, punctuality and active participation in the learning process.
- * Contribute to a positive climate on campus by treating school property, other students, and all adults with respect and by demonstrating positive citizenship.

Electronic Devices – Portable devices are not allowed on campus. This includes MP3s, cell phones, Gameboys, laser pens, I-Pods and any other devices. If found they will be confiscated and can be picked up by parents in the principal's office. The second time an item is confiscated, it may be held until the end of the year. If the items are stolen, we will not investigate as those devices should have not been brought to school. The district and the school assume no responsibility for lost or stolen items.

Email- You will be able to email your child's teacher with any important information or questions. Each teacher's email address is their 1st initial and last name followed by: @sahuarita.k12.az.us

Emergency- If your home or work phone number changes, please inform the office so that you can be located quickly if an emergency occurs. If you have an emergency situation or concerns after hours please call Kathy Shiba, the principal, at 270-9530.

Extended Day Activities (Mostly grades 6-8):

Anza Trail offers a wide variety of after school activities during the year. Studies have shown that students who actively participate in extracurricular activities are more likely to succeed and excel in school.

F

Field Trips- Field trips are both fun and educational students. We need parent volunteers on the trips (because of space the number may be limited). A notice will go home before each trip.

Fire/Lockdown Drills – At Anza we have monthly safety drills. These include fire and lockdown drills. We will practice and become familiar with procedures before our first scheduled drill. Drills are held monthly.

Fund Raising Sales: The school does not permit individual students to sell items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization.

G

Gum – Chewing gum is prohibited on campus and on the bus at all times.

H

Health- Please let your child's teacher know any special circumstances which may affect your child. These could include medication that may make him sleepy, a family change, etc. Please let us know if your child has any allergies. We sometimes cook or do food activities to complement lessons and it would be helpful to know so we can plan around it.

Health Services – The nurse or health aide will tend to minor scratches and scrapes, as well as sudden illnesses. For more serious injuries, she will contact you. Please be sure to send in any changes of contact numbers in case she needs to get in touch with you. If you need to speak with the nurse, please call 625-3502 x1742.

In the event your child requires medication at school, please contact the school. Students may not have prescription or over the counter medications in their possession of school campus. When the licensed health care provider feels it is necessary for students to carry and self-medicate, the licensed health care provider shall provide written recommendations, to be attached to the signed "Request for Giving Medication at School," form.

Homework- Homework is a valuable aid in helping students make the most of their experience at school. It reinforces what has been taught in class, prepares students for up-coming lessons, extends and generalizes concepts, teaches responsibility, and helps students develop essential study habits that will be needed through all of their schooling. If your child is spending more than an hour of homework time a day, please contact your child's teacher. At Anza Trail (for grades 3-8) we have believe that "A Due Date is a Due Date". This means that if your child does not do their homework, they may be calling you to let you know that they are staying after school until 4:30 for study hall. (Detention students will not be in the room with them - it is for study hall purposes only and is run by teachers.)

Honors and Recognitions - Anza Trail recognizes outstanding 3rd - 8th grade achievement through the Principal's List and A-B Honor Roll. In order to qualify for Principal's List, students must have all A's. For A-B Honor Roll you must have All A's and B's. Coyote of the Month awards will be given to K-8 students each month. Awards assemblies will be held quarterly to celebrate successes.

I

Independent Reading- Children learn to read and improve their reading skills by reading. They need plenty of opportunities to read independently. By giving the children time to read both at school and at home, we can work together to provide a literature rich environment and a life-long love of reading.

Inappropriate Language - Foul language will not be tolerated. The rule at Anza is: Don't say anything to anybody that you would not say to your mother or father, because you will! There is NEVER a reason to use inappropriate language.

IDs - All 6th - 8th grade students are required to wear their district ID at all times on the SUSD property and on the bus. The ID cannot be damaged. If lost or damaged student will have to replace the ID for a fee of \$5.00.

J

Journals- One strategy that we use to help convey the print concept is the use of journal writing. In these journals the kindergartners combine their emerging writing skills with their drawing skills. As the children are exposed to a variety of phonics and reading experiences, journal entries will move from drawings and “inventive” spellings towards more conventional writing. This is extended through 8th grade progressing through the writing state standards.

K

Kindness- Students at Anza Trail are encouraged and expected to treat all members of the school as well as others with kindness and respect. Bothering others, bullying and interrupting learning will not be permitted. Anza Trail is committed to providing a work environment where students, staff, and parents can work together comfortably and productively, free from harassment, intimidation and bullying. Harassment and bullying is illegal under both state and federal law and will not be tolerated. This includes but is not limited to: verbal abuse that insults or humiliates others. Also included are name-calling and sexual-innuendos.

L

Library- All children go to the library one day a week. Please take care of the books and have a special place for them at home as your child will be held responsible for lost or damaged books. We are always looking for volunteers for the library; please call the school if you are interested in helping.

Lost & Found – Items that are found will be turned in at the school library. They will be there for at least a month before being turned over to a charitable organization.

Lunch- Children may bring a packed lunch from home or eat a school lunch. The school lunch is \$1.75 for Kdg – 5th grade and \$2.00 for grades 6-8. A menu will go home each month.

M

Music- At grades K-3 the music teacher will be teaching the children the basics of music education and will be sharing many wonderful songs. They will have music

one day a week. Grades 4-5 will be offered choir, orchestra, and band. Studies have shown that students that play a musical instrument do better in school. In grades 6-8th, general music, band, orchestra, choir are electives.

N

Newsletter- With the help of the PTO, Anza Trail will send home a monthly newsletter. Some teachers send home weekly or monthly newsletters as well.

O

Organization Skills – Students are responsible for being organized for learning. This includes maintaining a folder or notebook for homework and having classroom supplies (appropriate books, pencils, pens, and paper). This also includes keeping a neat desk for younger students. Students need to come organized and ready to learn.

P

Parent Involvement- Your support of school activities makes your child feel important and sends the message that you value school! We are always happy to have your help for special activities in the classroom. Each teacher will set up parent volunteers for the classroom. If you would like to volunteer in other areas like the library, let the school know.

PE- K-5 classes will have physical education class one day a week for. The children are asked to wear sneakers. Girls may want to wear pants/shorts or shorts under their dresses on their designated day. Middle school students will be Required to wear plain black gym shorts/sweatpants and plain or Anza Trail light grey t-shirts/sweatshirts.

Phone Calls – The office will accept incoming phone calls for students in emergency cases only. If you call to get a message to your child after 1:30 PM we cannot guarantee your student will receive your message. Cell phones may not be used, seen, or heard on campus. The office phones are available for students to call home if they need to.

Positive Incentive Program (PIP) – As a reward, each of the first three quarters, 6th – 8th graders with a 3.0 GPA or higher, no D's or F's that have not been absent more than 16 periods (per quarter), and have not been suspended or been in ICP, are eligible for a PIP . The program includes field trips, carnivals, and movies. This is funded each year by the White Elephant.

Planners-All students at Anza will be issued a planner free of charge at the beginning of the school year. The student is expected to use the planner to keep track of his/her assignments and as a hall pass. Students (grades 5-8) will not be allowed to leave their classroom without their planner. If a student loses the planner, they may be required to purchase one for \$5.

Q

Questions- You may want to write down some of your questions and ask your child's teacher(s). If you have any questions, please contact the teacher or school by a note, a phone call, or email.

Quality – Quality education is achieved through teamwork between home and school! “We are only as strong as the community that surrounds us.”

R

Report Cards-Report cards reflect the progress your child has made toward the class assignments, assessments and the state standards. For most grades, progress reports will be sent home halfway through the quarter. In grades 6-8, grades will be posted by ID number or sent home every two weeks.

S

Snacks- Children generally get hungry by mid-morning. If you wish you may send a snack with your child. This should be a healthy snack that is quickly eaten, such as: crackers, fruit roll-ups, raisins, or fresh fruit.

Skateboards, skates, and Heelies – For safety reasons they are not allowed on campus and will be confiscated.

T

Toys- Bringing toys to school is discouraged. They distract the children from learning. Some teachers allow them for show and tell but they will need to be kept in your child's backpack.

Truancy- It is very important that your child comes to school everyday. We are learning new concepts everyday and children that miss a lot of school fall behind. Coming to school regularly will set the precedence for your child's future education.

Upon the 9th absence in a semester the student's attendance may be reported to the Police Dept and Pima County Truancy Dept, per previous warning letters sent home. Students that miss too much school also run a high risk of being retained in the same grade.

Tardy – Parents must sign their students in if they are tardy. Failure to do so could result in a lunch detention. On the 4th late to school in a quarter, with or without a signature, could result in an after school detention.

U

Unique- Students at Anza Trail are special and unique. They will have opportunities to describe how they are alike as well as different from others. They will share cultures and learn about different cultures within their classes.

Ultimate – Our ultimate goal is to help your child reach the height of his/her potential.

Uniform Dress Code - At Anza Trail, we are committed to preparing our students for the future. This preparation includes academics, social, and job skills. The classroom is the student's "workplace"; we expect them to dress accordingly. The following dress code is a district requirement for all K-8 students:

Shirts:

- Must be plain/solid white, gray, tan, light or navy blue.
- Must have collars and sleeves.
- Must not have writing on the front or back. No logos larger than 2x2
- Must not be longer than the fingertips or it must be tucked in.
- Must not expose the midriff (with arms up or down) and no plunging necklines.
- Button up shirts must be buttoned up.
- Shirts worn under dress code shirt must follow the dress code colors.

Pants/Jeans:

- Must be plain/solid white, gray, tan, or navy blue.
- Must fit correctly at the waist (no over-sized). No sagging, no undergarments visible.
- No “Baggies” or “Wide leg.”
- Must have hemmed bottoms, no cut-off or torn hems.
- Jeans are OK if they are not faded; do not have stripes, or holes.

Shorts and Skirts:

- Must be plain/solid white, gray, tan, or navy blue.
- They must fit correctly at the waist.
- Must be no shorter than the tip of the thumb for shorts and the tip of the fingertips for skirts or dresses.
- Must have hemmed bottom (no cut-offs or torn cuffs).

Shoes:

- No opened backed shoes or flip-flops.

General:

- Only natural colored hair (un-natural colored hair is a classroom disruption)
- Clothes must not be ripped or torn.
- No hats, caps, bandanas on campus. (Unless medical statement from doctor.)
- No body piercing except the ears (other piercing are a classroom disruption)

- No gang related clothing is allowed (no dangling belts, chains).
- The presence of any apparel, jewelry, accessory or manner of dress or grooming that by virtue of it's color, arrangement, trademark, symbol or any other attribute indicates or implies gang membership, secret society or affiliation in such a gang or group , is prohibited because it is a disruption to educational activities.

Sweatshirts, Coats and Jackets:

- Anything pulled over the head (sweatshirts, hoodies, sweaters) must be in dress code colors. University logos only. If it buttons or zips all the way, any color is OK. Hoods are not to be worn indoors.

Dress Code Violation Policy:

- Student will be asked to change clothes in the nurse's office. If we do not have any clothing to fit, student will call home to have parent/guardian bring appropriate clothing in.
- If student is out of dress code numerous times, a call will made to parents/guardians and student may receive in-school suspension.

V

Visitors and Volunteers- We value and enjoy having parents and community members visit our school. All visitors and volunteers must pre-arrange visits or have set volunteer schedule. You must sign in at the school office upon arrival. It is the goal and responsibility of the school to create a safe learning environment. Classroom visits need to be pre-arranged with the teacher or principal. Student visitors are not permitted at any time during the school day.

K-2 parents/guardians, please hold off volunteering until September. We love your help, but we need to get routines set and get to know our students first.

W

Water Bottles – Water bottles will not be allowed in 5th – 8th grade classrooms. There are water fountains in each hall and outside on the grounds and buildings. This is for safety reasons. (This includes all liquids (Gatorade, Tea, Lemonade . . .) K-4th grade water bottles will be placed in a designated area-they will not be kept on the student's desk.

Withdrawing from School – As per Arizona regulations, parents are required to officially withdraw a student if that student is leaving the district. You must come to the office to fill out a withdrawal form. Student records will not be released until the student is officially withdrawn.

X

EXCELLENCE! At Anza Trail we will “Reach for the Excellence Within!”

Y

Younger Siblings- Parents with younger children, please speak with your child’s teacher about bringing children with you to volunteer.

Z

ZZZZS- It is important your child get plenty of rest. No matter what grade your child is in, setting and keeping a bedtime is a wonderful gift you can give to your child. It will help them to be alert and ready to learn each day!