



# **DUNHAM ELEMENTARY**

## **ALICE F. DUNHAM ELEMENTARY SCHOOL Student Handbook**

**Kathy Chandler, Principal**

**9850 East 29<sup>th</sup> Street  
Tucson, Arizona 85748**

**Office 520-731-4200  
FAX 520-731-4201  
dunham@tusd1.org**

### **Mission Statement**

Our mission is to be an all-inclusive community engaged in a positive and enriched learning environment where we focus on student success.

### **Vision Statement**

All students will be prepared for life-long learning and future endeavors.

## **Attendance**

*Partial School Opening—Attendance will be taken for all students regardless of their mode of learning. Teachers will ensure that all students are logged in and will be marked as present. Students who are not logged in by 7:49 will be marked absent or tardy. Schools are required to take attendance twice a day by the Arizona Department of Education.*

Full School Opening—Students cannot learn if they are not at school. Studies have shown that students with good attendance are less likely to drop out of high school and have higher levels of academic achievement. We understand that students do become ill and need to miss school, but we need your help to ensure that your child attends school whenever possible. Students who miss 10% (18 days) or more during the school year are considered truant.

If your child will be absent from school, please call the office at 731-4200 and let the school know. You may also leave a message before 7:30 am. If we do not hear from you, the office staff must call parents, guardians, or emergency numbers. We must verify a student's absence from school within the first two hours of the school day.

Additionally, students need to be at school on time every day. The late bell rings at 7:49 and students will be marked tardy if they arrive after the bell rings. Please remember that multiple tardies add up over time. A student who arrives 10 minutes late twice a week throughout the school year will have missed 720 minutes of school, or almost two full days of school. Late students are also disruptive to the classroom. When a student arrives late, the teacher has to stop their lesson to catch up the late student resulting in lost learning time for the rest of the class.

## **Birthdays and Gifts**

Student birthday celebrations are often disruptive and take away from valuable learning time. Birthday celebrations must be low key. Parties may not take place during school hours. Any snacks must be store bought. Please be aware of students with peanut or allergies.

Balloons, flowers, or gifts will not be delivered to classrooms either by parents or companies. If items are delivered, they will be kept in the front office until dismissal to minimize classroom disruptions.

## **Complaint Procedures**

Dunham and the TUSD believes that most questions and concerns are best resolved through communication with appropriate staff members who can directly address the concern or complaint. We also welcome constructive feedback whenever it is motivated by a sincere desire to improve the quality of the educational or management programs.

We ask that you please follow the proper chain of command when you have a concern or complaint.

Teacher/Staff Member → Principal → Regional Director → Superintendent

Mrs. Chandler maintains an open door policy and welcomes parents to stop by with concerns or questions. You may also call or leave a message. She will return your call within 24 hours.

## **Computers**

Computers are a daily activity for Dunham students. Under teacher supervision, students have access to computers both in the classroom and in the lab as an extension to classroom activities. Computers are used for word processing, spreadsheets, and graphic illustrations, research and have full internet access. Students have the capability of Internet access through classroom computers. Students using TUSD computers have certain responsibilities which are in *TUSD's Student Code of Conduct*. It is important that students understand that while the Internet is an electronic world, the expectations of responsible and appropriate student conduct remain

unchanged. If you have concerns about the use of computers and/or the Internet, please do not hesitate to contact the school.

### **COVID**

Dunham and TUSD are committed to ensuring that our students and staff stay safe during the COVID pandemic. We are following the guidelines set by the Pima County Health Department, the Arizona Department of Health Services, and the Centers for Disease Control. Schools will fully reopen when the PCHD, ADHS, and CDC determine it is safe to do so.

We will provide two learning choices so you can make informed decisions that best serve your family. Students can learn remotely or in school. Students in both learning methods will participate in online lessons led by their teachers. They will also complete lessons on their laptops. In school learners will be supervised by proctors (ex. monitors, aides, library assistants, bus drivers, etc.). Teachers will teach remotely from their homes or from another location on campus.

To minimize the risk of COVID exposure, TUSD schools, including Dunham, will follow the protocols below:

- Frequent handwashing by students and staff
- Surfaces will be cleaned and disinfected daily
- Social distancing will be maintained at all times, including in classrooms, in the cafeteria, and during recess.
- Students, staff, and parents must wear masks at all times.

Students who refuse to wear a mask may result in disciplinary actions. Students who repeatedly refuse to wear a mask may be asked to enroll in remote learning.

Parents must also wear a mask when they are on campus or waiting outside. Staff have the right to request that a parent put on a mask or leave the campus.

If you suspect that your child may have COVID, please do not send them to school. Students who exhibit any COVID symptoms will be sent home. Symptoms include, but are not limited to:

- |                       |                            |
|-----------------------|----------------------------|
| ○ Fever or chills     | ○ Headache                 |
| ○ Cough               | ○ Loss of taste or smell   |
| ○ Shortness of breath | ○ Congestion or runny nose |
| ○ Fatigue             | ○ Nausea or vomiting       |
| ○ Muscle or body ache | ○ Diarrhea                 |

### **Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices are not permitted to be used on school grounds. This includes devices such as smart watches, iPods, e-book readers, radios, portable game consoles, cameras, laptop computers, tablet computers, and other electronic or battery powered instruments that transmit voice, text, or data from one person to another. Cell phones and devices must be turned off and stored in backpacks during the school day. Students who are found to have a phone or device in their possession during the school day will have it confiscated.

### **Child Custody**

By law, we are required to allow access to parents who are listed on a child's birth certificate. This can only be denied by a court order. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. **Unless the court order is on file with us, we must provide equal rights to both parents.** Please understand that we cannot limit parental access based only on the request by a parent or guardian.

### **Class Assignments**

Many factors go into assigning students to classrooms. While we welcome parent requests, we cannot always honor them. We make sure that classes are balanced by looking at factors such as gender, student achievement levels, behavior, and special needs. TUSD requires schools to group English Language Learners (ELLs) in one class at each grade level. Additionally, GATE students are also clustered. Dunham ensures a guaranteed and viable curriculum no matter which teacher a student is assigned to.

### **Dismissal**

*Partial School Opening—Students will be escorted to pre-assigned dismissal areas by their teachers. Parents are strongly encouraged to pick students up in the east parking lot in the drop off/pick up areas by pulling up to the curb. This will ensure social distancing. If you choose to wait for your child in front of the school, you must wear a mask.*

Full School Reopening--Parents are strongly encouraged to drop students off in the east parking lot's drop off/pick up area. Students cannot be dismissed to the west parking lot unless their parent has parked their car and is going to escort the child to the vehicle.

### **Dunham Parent Teacher Association (PTA)**

The Dunham PTA is always looking for parents who want to be active in our school. Meetings are held monthly. We encourage every parent to join PTA and to be an active participant during the school year. The PTA helps to plan student events, teacher recognition days, and fundraisers. We count on your support to keep our PTA strong and effective for our children!

### **Early Dismissal**

While we fully understand that students may need to leave early from time to time for appointments, we do ask that you keep mid day and early dismissals to a minimum as they can be disruptive to the learning that is happening in a classroom. We also ask that parents please not check out students within 15 minutes of the dismissal bell as this causes much confusion and disruption in both the classroom and the office.

### **Emergency Contacts**

It is important that the home and school cooperate closely in guarding the health and safety of our children. It is the parents' responsibility to inform the office immediately of any changes in work, home or emergency numbers. We must be able to get ahold of an adult in the case of an emergency. Should an emergency occur and parents/guardians or emergency contacts cannot be reached, the Tucson Police Department (TPD) and/or the Department of Child Safety (DCS) may become involved.

### **Extracurricular Activities and Sports**

Dunham offers Friday clubs and after school sports.

Clubs are led by teachers who are interested in specific topics. Past clubs have included Game Club, Arts and Crafts, Spanish Club, Horse Sense, Sports Club, and Gardening Club. Students choose which club they are will attend during the quarter. They may attend their club if all of their work from the week has been completed. This includes homework. Students who did not complete all of their work will be assigned to study hall where they can finish their missing assignments.

Sports are offered after school to students of varying grades. This year, sports may be cancelled due to COVID closures.

- Cross Country—Kindergarten to 5<sup>th</sup> grade—September to November
- Flag Football—4<sup>th</sup> and 5<sup>th</sup> grades—November to December
- Basketball—2<sup>nd</sup> to 5<sup>th</sup> grades—December to February

- Track and Field—3<sup>rd</sup> to 5<sup>th</sup> grades—January to April
- Softball—3<sup>rd</sup> to 5<sup>th</sup> grades—April to May

### **Guaranteed and Viable Curriculum**

Dunham ensures that a guaranteed and viable curriculum is implemented in all grade levels. This means that all students at each grade level will be taught the same standards at the same level of rigor no matter which teacher they have. Students are assured an excellent education no matter which teacher they are assigned to. Teachers are expected to work together as teams to plan lessons and assessments.

### **Health and Medicine at School**

Arizona State Law requires that a child must be immunized against diphtheria, pertussis (whooping cough), polio, measles, rubella, and hepatitis B before he/she enters school. Free immunizations are available from the County Health Department.

We need your cooperation when medicine is to be administered to a child during the school day. Medicine must be prescribed by a physician. Prescription drugs must be in the original pharmacy container labeled with the child's name, date, medication dose, and time to be taken. A parent or guardian must deliver medicine to the school nurse. Students may not hand carry medication. Medicine will be given in the presence of the nurse, health clerk, principal, or office manager. School Board Policy states that non-prescription medicine (ex. Advil, cold medicine, etc.) will not be administered unless the family physician indicates a need and the nurse has written directions to do so.

School personnel, including nurses, may only give first aid. They may never diagnose, give medical treatment or prescribe medication for a child. If your child becomes ill at school, you will be notified to come to school to pick him/her up.

### **Homework Guidelines**

Dunham complies with TUSD's homework policy. All students will have homework appropriate to their level of learning. Homework is designed to:

- Help the student to develop self-discipline, self-direction and good study habits.
- Provide an opportunity to practice, reinforce and study what is taught during the school day.
- Support student achievement by providing quiet time to reflect, study and prepare for tests.
- Extend learning by tapping into individual needs, interests, and creativity.
- Communicate with parents the curriculum, skills, units of study and topics students are learning.
- Provide an additional opportunity to develop a love of reading.

### **Administrator Responsibilities**

- Provide leadership and support to teachers, students and parents in meeting the purpose of the homework policy.
- Be aware of the different ways in which homework is assigned at each grade level to comply with TUSD's Core Curriculum and Arizona State Standards.

### **Teacher Responsibility**

- Give clear homework instructions, which state a specific purpose for the assignment.
- Design accommodations and/or adjust assignments to address diverse ability levels so that the student can complete the work with a minimal of assistance.
- Demonstrate how to complete the assignment.
- Establish a time limit for completion.
- Follow the time guidelines appropriate to grade.
- Be sensitive to family life, individual differences and interests and special events and/or holidays when developing and/or homework assignments.

### Students' Responsibility

- Listen to directions for assignments given in class.
- Copy assignments clearly so that you understand what you need to do.
- Ask questions in class if you do not understand.
- Do your own work and your personal best.
- Keep homework in a safe place where you will remember to bring it back to school.
- Return homework to school on time.

### Parents' Responsibilities

- Establish a set homework time each night.
- Check your child's planner every night.
- Find a quiet place for your child to work.
- Turn off the TV, radio, telephone during homework time.
- Regardless of your child's age, read with your child every night.
- Allow your child to do the work. Be a "guide on the side."
- Help your child remember to return homework on time by organizing backpacks, etc. and placing in an area easy to see.

### Suggested Daily Time Guidelines for Homework

- Kindergarten- 10-15 minutes
- 1<sup>st</sup> Grade—10-20 minutes
- 2<sup>nd</sup> Grade—20-30 minutes
- 3<sup>rd</sup> Grade—30-45 minutes
- 4<sup>th</sup> Grade—40 to 60 minutes
- 5<sup>th</sup> Grade—50 to 75 minutes.

If your child is unable to complete assignments within these time guidelines, please contact the classroom teacher about what accommodations are needed to make homework a positive experience and benefit for your student.

Regular and daily homework, reading and/or study time is more beneficial for long-term retention of learning than a once a week extended homework time.

### **Lost and Found**

Please remind all students to label everything with their first and last name. Please make every effort to locate the owner of any lost articles. If you are not successful, turn the article in to the office, or place it in the lost and found area in the courtyard.

### **Morning Arrival**

*Partial School Opening--When schools receive permission from the health department to reopen, students may not be dropped off before 7:30, as there will not be supervision. Students will proceed directly to the cafeteria to pick up their breakfast, and then go to their assigned classrooms to eat while proctors take attendance. Students will not play on the playground due to social distancing rules. Any children that must arrive to school before 7:30 must be enrolled in the SEEDS program.*

Full School Reopening--Playground supervision is from 7:30-7:40. *For their safety*, children may not arrive prior to 7:30. We strongly encourage parents not to send students to school prior to 7:30, as we cannot be responsible for their safety. Students who arrive to school prior 7:30 must be enrolled in the SEEDS program. Children are not allowed to enter the building before the 7:40 bell unless they eat breakfast in the cafeteria.

Parents are strongly encouraged to drop students off in the east parking lot's drop off/pick up area. Students may not be dropped off in the west parking lot unless the parent parks and escorts them to the building.

### **Notice of Nondiscrimination**

Tucson Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504 and Americans with Disabilities Act may be referred to the Director for Equity Development, 1010 East 10th Street, Tucson, Arizona 85717, (520) 617-7302, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204.

### **Notice of Report to Local Law Enforcement Agency**

Recent legislation passed by the Arizona Legislature requires school districts to report to local law enforcement "any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers or administrators." A.R.S. 15-341(32). Pursuant to this reporting obligation, Dunham Elementary School is required to report to the Tucson Police Department the involvement of any student or students in any potentially threatening incident.

Additionally, all staff members at Dunham are mandatory reporters. A.R.S. 13-3620 requires any school personnel who reasonably believes that a student has been the victim of abuse or neglect make a report to either the Department of Child Safety (DCS) or law enforcement.

### **Office Hours**

The Dunham office is open from 7:00am to 3:30pm on school days.

### **Progress Reports**

Dunham uses the Progress Report as a means of reporting to families about the progress of the child. Children receive four Progress Reports a year—one each in October, January, March, and May.

A 4-point rubric is used in place of grades. A rubric is a description of an expected behavior or level of work. Generally, a "4" reflects above grade level work that is complete, correct, and comprehensive which goes beyond the expectation; a "3" reflects on grade level work that is complete and correct most of the time. At the "2" level, behavior or expected work is evident some of the time; and "1" level work reflects that the expectation is seldom evident or missing.

Students are also evaluated on the Learner Qualities. TUSD's 21st Century Core Curriculum encompasses the skills and knowledge as well as the personal qualities listed in the 21st Century Graduate Profile and focuses on diversity to prepare students for an increasingly complex global society.

- Self-directed Learner Reading Science
- Collaborative Worker Writing Fine Arts
- Problem Solver Listening & Speaking Health
- Responsible Citizen Mathematics
- Quality Producer Social Studies

In addition to the progress reports, students will be assessed using various measures during the school year. These assessments are state and district mandated tests and include the AIMS Science and the AZMerit depending upon grade level. Information will be sent home prior to the administration of tests regarding dates, times, and how parents can support their students.

### **Playground**

*Partial School Opening—The playgrounds will be closed until further notice due to sanitation concerns related to the COVID pandemic. Students will not play on the playground before school as they have in past years. Students may not arrive on campus until 7:30am.*

The playground is an extension of the school building and all school rules apply there as well. **For their safety,**

**students are not to arrive before 7:30 a.m.**, at which time playground supervision will begin. Play activities will be restricted to the appropriate areas on the playground. The morning, lunchtime and after school monitors have the same responsibility and authority as a teacher and, as such, should be respected and obeyed at all times. Playground privileges will be suspended for students who demonstrated inappropriate or unsafe behaviors.

### **School Hours**

Monday, Tuesday, Thursday, Friday	7:40am –1:55pm
Wednesday	7:40am-12:55pm

Students are expected to leave the building and ground upon dismissal, unless they stay at the request of and with the permission of their teacher who will be in charge. If a child is to remain longer than 15 minutes after dismissal time, parents will be notified by either phone or note sent home. Students attending the after school program, SEEDS, proceed directly to the multipurpose room at dismissal for check in. Aside from SEEDS, supervision is not provided for students after school is dismissed. It is the parents' obligation to arrange for pickup and/or childcare after school hours. For information regarding SEEDS, our after school program, contact the coordinator at 731-4240.

### **School Meals**

*New for 2020-2021*—Dunham is now one of 60 TUSD sites that will provide free meals to ALL enrolled students. Dunham is now participating in the Community Eligibility Provision (CEP), which is part of the USDA's National School Breakfast and Lunch Program. Parents do not have to fill out forms to qualify. All students enrolled at Dunham will receive free breakfast and lunch regardless of household income. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications.

If your child has a milk or food allergy, please let the office know.

If you will be sending a lunch for your child, note that refrigerators and microwaves are not available for student lunches. Please pack lunch items that students are able to open on their own. It is a good idea to have your child practice opening packages (ex. Yogurt, lunchables, thermoses, capri sun, string cheese, etc.) at home.

### **School Visitors**

*Partial School Opening*—*In an effort to keep Dunham's students and staff healthy and safe during the COVID pandemic, visitors will not be allowed on campus. This includes parents and guardians. If you must come to school, please buzz into the office and a staff member will assist you.*

*Full School Reopening*—Parents are welcome to visit Dunham. All visitors to the building are required to sign-in and receive a visitor's badge from the office before going to classrooms. To ensure school safety, the front doors stay locked. Please buzz into the office and a staff member will assist you.

### **Site Council**

The Site Council is a representative body of people that includes parents, faculty, students, staff, community partners and the principal who participate in shared decision-making according to its Constitution and By-Laws. The Site Council is mandated by the Arizona Department of Education and Tucson Unified School District. The Council's role is to advise and give input for providing a safe and culturally sensitive environment, which nurtures and supports the educational, social, emotional, physical, aesthetic and intellectual needs of Dunham's children. The Dunham School Council works to promote tax credit donations from the community as a way to enhance and support the school's instructional goals. It also helps to oversee the site goals and leadership roles in the school. Site Council meets quarterly at the school. The meetings are open to the public. Everyone is encouraged to attend.

### **Student Code of Conduct**

Dunham is a safe school and very few students commit infractions of the TUSD's Student Code of Conduct. If the instructional/learning environment is disrupted or unsafe behaviors occur, progressive discipline will be applied

based on the situation. In the event a serious misconduct and/or violation occurs, consequences may include any or all of the following: reminder, time out, removal to another classroom, lunch detention, parent conference, referral to the principal, restorative practices, written or oral apology, intervention plan, short term suspension (in or out of school). The classroom teacher or the principal will inform parents of inappropriate behavior.

*The TUSD Code of Conduct is expected to be fully implemented and followed for both in school and remote learning students during the school shut down due to the COVID pandemic.*

### **Student Dress Code**

Dunham and TUSD recognize that each student's mode of dress and grooming is a manifestation of personal style and individual preference. We will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. The TUSD Governing Board specifies the standards of dress and grooming that promote a safe school setting conducive to a positive learning environment.

- Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Hats and other head coverings are not permitted on school grounds except as an expression of religious beliefs.
  - Hats and sunglasses may be worn while outside in the sun for an extended period of time for protection from the sun.
  - Dark glasses may not be worn inside buildings unless a documented health problem exists.
- Clothing must cover the chest and torso, and must cover buttocks while standing and sitting.
- Clothing must cover undergarments.
- Clothing must not be see-through. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and other activities where unique hazardous or specialized attire or safety gear is required.
- Students must wear closed shoes (tennis type) so that they may safely participate in sports, games, instruction for physical education, and free choice activities.
- Flip flops, backless shoes, and heels are neither safe nor appropriate for children at school.
- Students who participate in extracurricular activities, such as athletics, band, etc., are subject to the standards of dress as defined by the sponsors of such activities.
- Attire or grooming depicting or advocating violence, criminal activity, gang-related activity, use of alcohol, vaping, tobacco or drugs, pornography, or hate speech are prohibited.
- Clothing containing images, symbols, slogans, words, or phrases that are homophobic, religiously or racially discriminatory or that perpetuate gender based discrimination or defamation are distracting and interfere with the teaching and learning environment and are prohibited.
- Makeup of any type is not permitted.
- Fake nails (ex. press on, acrylic, etc.) should not be worn. They often lead to distractions and can pose a safety concern.

A student who violates these standards shall be subject to appropriate disciplinary action.

Students who violate the District's dress standards may be asked to do any of the following depending upon the specific circumstances:

- Turn inappropriate clothing inside out.
- Change into clothing that is provided by the school.
- Change into clothing that has been brought to school by a parent or guardian.
- Remove the jewelry or other accessory.
- Wipe of makeup.

- Remove fake nails.

### **School Expectations and School Rules**

We are a Positive Behavior Intervention Supports (PBIS) school. Student expectations are posted in classrooms and throughout the building. We practice PBIS as stated in the Panther Pride Promise that we recite daily. Students are acknowledged for making good choices.

### **Student Drop Off and Pick Up**

Student drop off and pick up occurs in the east (circular) parking lot. Please follow all drop off/pick up rules so we can ensure the safety of your children. Parking on the curb is never allowed in the east parking.

Drop Off—Pull up to the curb in the east parking lot. Your child can exit the car on the sidewalk. Once your child is safely on the sidewalk, you may exit the parking lot.

Pick Up—Pull all the way forward at the curb in the east parking lot. Do not exit your car. Follow all directions given by school staff. Your child will come to you while being supervised by school staff and enter the car. Once your child is safely seated and has buckled their seat belt, you may exit the parking lot.

In an effort to minimize possible COVID exposure, we encourage parents to not park in the lot and wait on the sidewalk for your child. Utilizing the pick up line is both effective and safe.

If a parent must wait outside the school, they are required to wear a mask as per state and county mandates.

### **Telephone Messages**

Interruptions to the instructional program are very disruptive and must be kept to a minimum. Phone messages through the school office to students in class should be limited to emergencies only. Please help our office staff by not requesting that we relay routine messages. We ask that all families make their after school plans in the morning before your child goes to school.

### **Title IX**

Title IX of the Civil Rights Act provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal financial assistance.” Should any student feel that the terms of the above legislation are not being met, the first step is to contact the person(s) immediately involved or the school principal to discuss the matter. The principal is able to supply any student with the procedures for formal appeal of unresolved matters.

### **Valuables**

To avoid the loss or damage of personal items, students are not to bring them to school. Students are advised to not to bring toys or other items not needed for the instructional program. Radios and electronic games are not permitted. Students are not to take personal sports/playground equipment to school. The school provides equipment for full participation in physical activities. Personal toys will be confiscated. Parents may pick up student’s personal items from the classroom teacher or the office in person. Items will not be directly returned to students. Personal items confiscated a second time will be held in the office until the end of the school year.