

# Laura Banks Elementary

3200 S. Lead Flower Avenue

Tucson, AZ 85735

Telephone: (520) 908-5700

(520) 908-5702 Attendance and Registration

*This Parent/Student hand-out includes information about our school procedures and policies. Other valuable resources such as calendars, newsletters, menus, transportation information and more can be found on our website at <http://banks.tusd1.schooldesk.net/>*

**Office Hours:** 8:15 a.m. - 4:15 p.m.

**School Hours:** 9:05-3:25 Monday, Tuesday, Thursday, Friday (Wednesday 9:05-2:25 - Early dismissal)

**School Colors:** Blue and White

**School Mascot:** Bobcat

**Student Outdoor Supervision:** 8:15 a.m. – 9:05 a.m. and during Lunch Recess

**Uniforms:** Not required (TUSD dress code available at:

<http://tusd1.schooldesk.net/Information/Resources/StudentGuidelines/tabid/79945/Default.aspx>)

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## **Absences**

Call **908-5700** or **908-5702** to report a student absence.

## **Behavior**

Students are expected to follow school rules in the classrooms, common areas and buses. Behavior expectations and discipline consequences are posted in the office and available upon request.

## **Cafeteria: Breakfast is served 8:30-9:05 - Lunch is served 11:20-1:00**

- Meal Applications for free and reduced meals and pre-payment options are available on-line at <http://tusd1.schooldesk.net/Departments/FoodServices/tabid/79931/Default.aspx>.
- Cafeteria breakfast/lunch may be purchased daily, weekly or monthly. Breakfast \$1.25, Lunch \$2.30, [Reduced Rate: \$.25 Breakfast/\$.40 Lunch]. Parents may pay for lunch online or in person in the cafeteria.
- Only two meals may be charged against a delinquent account. Please keep track of your child's account balance.
- Students may bring lunch from home. We ask that students bring healthy choices to eat. Bags of chips/snacks should be in single-size portions. Please save candy for home.
- No food may be removed from the cafeteria.

## **Cell Phones**

It is preferred that cell phones not be brought to school. If a student does bring a cell phone to school, it is to be turned **off** during the school day and kept in a backpack. Banks is not responsible for personal items brought to school. If a student uses a cell phone during the school day, it may be confiscated for the remainder of the day. Students may use the office telephone with permission. (If you need to contact your child during school, please call the Office. (See **Communication**))

### **Communication for Parents**

Parents may be contacted via telephone, email, or Parent Link. School information and news will be sent home via newsletters and posted in the front of the school at the 'Parent Place', on our website and on Facebook.

### **Communication for Students**

At 9:15 a.m. the Pledge of Allegiance, Banks School Pledge, menu choices, and any other news is announced school-wide via intercom.

We understand that sometimes parents need to get in touch with their children during the day. **All messages must be called into the office before 3:00 p.m. (2:00 p.m. on Wednesdays)**. The office staff calls classrooms once a day at 3:00 p.m. to relay messages (2:00 p.m. on Wednesdays).

### **Community Time**

Each Friday morning, we celebrate together as Bobcats. We honor birthdays, ROAR Students and sometimes host special guests. This gathering is invaluable to bond us as a community. Please feel free to join us any Friday at 9:30 a.m. in the cafeteria.

### **Dismissal**

- Students will clean up work areas, gather homework, backpacks
- Students will walk to parent pick-up area outside – wait for staff to hand them off to parent.
- Students will follow safety rules and never run between cars to get to their parents' vehicle.
- Students will walk with their teachers to the bus bay if they ride the bus.
- Students will stay safe on the bus: sit at all times, keep their hands and feet to themselves, use appropriate voices and follow the bus driver's directions. Student may never change bus stops without prior approval.

If a student needs to leave before dismissal a parent/guardian must sign out child in the office. Parents are asked to call ahead at 908-5700, and we can have student ready and waiting in the office. ***Students will not be dismissed during the last 25 minutes of school.*** (Please limit taking students out of school early. Set up appointments for before or after school or Wednesday afternoons. Every minute in the classroom is important.)

### **Dress Code**

Banks Elementary does not require uniforms. 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. Clothing promoting tobacco, alcohol, inappropriate language or pictures is not permitted.

- 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 in school building. Hats and sunglasses may be worn while outside 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. "Spaghetti" straps are not allowed.
- Clothing must be suitable for all scheduled classroom activities, including physical education.

## **Safety**

All entrances and exits are kept closed and locked at all times with the exception of the front main entrance. The cafeteria-playground entrance is kept unlocked during outdoor supervised play (before school & during lunch). All exterior doors remain closed at all times. Ring front door bell for service / admittance.

## **Transportation – 225-4800**

### **Private Vehicle**

**Please do not park cars in front of the school by the flagpole. That area is only designated for BUS pick up and drop off only.** Students transported by private vehicle are to be dropped off at the first horseshoe driveway (east end of school) by the playground gate from 8:15-9:05. Students must proceed to the cafeteria if eating breakfast. Students are not allowed in hallways or classrooms before school. All students must remain in supervised areas on the school playground or cafeteria. Students are expected to:

- Stay outside on the playground or in the cafeteria. Line up outside in their designated areas when the first bell rings.
- Use the cafeteria bathrooms when in the cafeteria or on the playground.
- Enter through the cafeteria if they need to see the nurse or office staff before school.
- Ask an adult when they need assistance or to report danger or violence.

### **School Bus**

- Students qualify for bus transportation if the family lives at least 1.5 miles away from school and are located within our attendance boundaries. Any request for TUSD bus stop changes must be approved by TUSD Transportation. Students must ride the bus they are assigned to.
- Students must use safe behaviors on the school bus.
- Bused students are unloaded outside the cafeteria where they proceed to the breakfast line or to the playground. Students who miss the bus need to return home to inform parents and call the school office or transportation at 225-4800.

### **Walking/Biking**

- Walkers and bicyclists enter at the cafeteria to either eat breakfast or to go outside to the playground.
- Students always use the crosswalks when walking to school or in the parking lot.

## **Student Recognition**

- R.O.A.R. (Respect of All Rules) Students of the Week are honored every week at Community Time.
- Student of the Month is earned monthly and recognized every other month at a morning or afternoon assembly.
- Quarterly Awards are earned for character traits and given out at the end of each quarter.
- Perfect Attendance certificates are given out during the Quarterly Awards ceremony.

## **Tardy Students**

If a student is tardy (arrives at school after 9:15) the parent / guardian must walk student into school and sign them in at the office.

## **Visitors / Volunteers**

**All guests are required to enter through the front door and sign in at the front office.** Parent volunteers must fill out a volunteer form to be kept on file in the office.

# **BANKS ELEMENTARY SCHOOL**

## **EXPECTATIONS / BEHAVIOR / DISCIPLINE**

### **Student Expectations - During School Hours**

- Come to school on time and be ready to learn. Do personal best on all work.
- Take responsibility for school work, behavior and learning. Turn in homework in a timely manner.
- Leave all cell phones, electronic games, toys at home.
- Follow the school guidelines, procedures and rules.
- Respect one another and the staff. Keep hands and feet to themselves at all times.
- Walk and use an indoor voice inside the building at all times.
- Never leave classroom or building without permission.
- Respect school property. Never touch computer wires and connections.
- Leave all writing items (pencils, markers, crayons etc.) in the classroom when excused from classroom for whatever purpose (i.e. use of bathroom, library, nurse etc.)
- Use hall passes when out of the classroom.
- Refrain from eating or drinking in the hallways, restrooms, library, classrooms, computer lab and PODS. Food must be consumed in the cafeteria. No food may be taken from the cafeteria.
- Stay in supervised areas.
- Use only the student bathroom that their classroom is assigned to during class time. Stay healthy by using good hygiene practices in the bathroom. Wash hands. Only use the bathroom for its intended purpose.
- Keep Banks clean by throwing all paper and trash in trash containers.

### **Parent and Family Expectations**

*At Banks, we believe that Parents are our students' first and best teachers. We offer the following expectations to help provide the best school experience possible.*

- **All Banks Families:**
  - ▶ Sign in at the school office when visiting or volunteering.
  - ▶ Keep Banks informed about changes in information that are essential to home/school communications. Call 908-5700 to report address or phone number changes. Advise the school office of any legal custody issues or legal restraints.
  - ▶ Send children to school, on time, every day unless illness or another emergency occurs. Our attendance goal is 95% or better. School is the foundation of your student's future success.
  - ▶ Respect the Banks school procedures and trust in our commitment to your children.
  - ▶ Communicate with the school office or with teachers early and often to express needs, concerns and ideas.
  - ▶ Speak with the school office or the classroom teacher when there is an issue with a student other than their own. **Parents are not allowed to approach any children other than their own regarding discipline matters. We recognize the sensitivity of this matter and insist the Principal or Principal Designee handle children and parents on all discipline issues.**
  - ▶ Volunteer for school functions. All custodial parent / guardian volunteers must fill out a volunteer form which will be kept in the office along with a valid picture I.D. Join and participate in PTO. Get involved in the School Site Council. Stay informed by reading school and classroom communications.

- ▶ Provide their children the best chance for a great day of learning with a good night's sleep, a healthy diet, good hygiene and are mindful of how a great home life enriches every other aspect of life's tasks and opportunities.
- ▶ Support their children with school work by setting aside some quiet time for homework and daily reading; an organized place that students can call their own for homework and projects.
- ▶ Read with children at least twenty minutes every day. Find areas and topics that excite your children so that learning is the most natural thing that they do each day.

### **Discipline Plan**

*At Banks, we follow PBIS (Positive Behavior Intervention Systems) with students and each other. It means that we reinforce positive behaviors first; model the behaviors we respect; and care enough about our students' current and future lives to correct behaviors that are inappropriate for a peaceful, productive school environment. All expectations for students are established with helping students prepare for their futures. We are committed to use Restorative Practices as a way to assist students no matter what side of a situation they may find themselves.*

- Banks School Staff follows the TUSD "Students Rights & Responsibilities Guidelines and Consequences" if an infraction occurs. Student behavior records are kept electronically in the TUSD information system.
- Banks honors the PBIS model referenced throughout this document. We hope to prevent and lessen negative behaviors by building strong personal relationships and reinforcing positive behaviors.
- Calls to the school office regarding discipline matters are to be referred to the Principal or the Principal Designee. If an issue is related to a teacher or classroom matter, expect to be referred to the teacher. We believe that solutions are best found when dealt with as close to the problem as possible. All Banks staff will respond to parent communication in an expeditious manner.
- Banks staff will contact parents for assistance and consultation when dealing with issues that hinder learning and safety.
- The health office will immediately advise the Principal or the Principal Designee when students are physically hurt by other students.
- Parents of student will be contacted when their child has been physically hurt or when they have hurt others.
- Banks school staff reports to the principal or the Principal Designee all acts of violence.
- Banks school staff reports to teachers the students' misbehaviors in the playground, common areas or bathrooms.

### **Consequences for Student Irresponsible Behavior**

Consequences for student irresponsible behavior will be real, responsible, related, reasonable, and respectful. Because every child and every circumstance is unique, we seek unique solutions when things do not go well. Some examples follow:

- Students arriving late are marked tardy on their progress reports. More importantly, they miss out on valuable learning time.
- Students that do not complete their work may have to complete it during free choice time or recess.
- Students that are inappropriate to others are removed from the area. If the action is on the playground they forfeit the use of playground for a specified time. Students that misuse the bathroom forfeit the use of the students' bathrooms and are escorted to the nurse's bathroom.
- Pushing in line may result in going to the rear of the line, etc.
- Students that throw food in the cafeteria may have to stay in and help clean the cafeteria.

- Students that misbehave on the school bus are issued referrals and may lose the privilege of riding the bus. **See Bus-Rider Contract.**
  - Students that are disruptive in class may be moved to another classroom/area and have to make up classtime during their free choice time, or lunch recess.
  - Students that destroy or vandalize school property (including computers, headphones, tablets) have to repay either with community service or parents will have to provide reimbursement for the cost to repair/replace the damaged property.
  - Bullying, of any kind, is not permitted.
  - **Students must follow all school expectations while in classrooms, common areas, library, computer lab, restrooms, cafeteria and playground.**
- Parents are contacted if the student repeatedly makes inappropriate and irresponsible choices. Such a call is to enlist help and consultation, not to include the parent as complicit in the negative behavior. We are partners in making every school moment productive.
  - Classrooms that have planned special events may use these events as incentives for helping students make responsible choices. Students, Parents and Principal will be advised ahead of time of the criteria set by the classroom and of the consequences for students if they fail to meet the criteria. Productive, related work will be provided for students who remain behind if ineligible for a field trip.
  - Teachers having repeated behavior management challenges will request support from a staff team, child's parents and the Principal.
  - If a student is removed from an area such as the playground or the classroom, the student will be given a safe, quiet environment to complete productive school work. This may include another classroom or supervised area.

**If there is ever any concerns or questions, please contact us at 908-5700.**

For more information on Tucson Unified School District government policies, please go to:  
<http://govboard.tusd1.org/Policies-and-Regulations>.

