



Jack Daley  
**Primary School**  
Parent and Student Handbook

We are

**Eagles**

Watch us

**S O A R**

We are  
Safe

We are  
Outstanding  
Citizen

We have the  
Attitude  
Of Learners

We are  
Responsible

## **Mission Statement** “CHAMPIONS FOR CHILDREN”

We believe that each student is endowed with unique traits and capabilities. It is our goal to provide a learning environment where all students can achieve.

## **Belief Statements**

**WE BELIEVE** we have the responsibility to maintain organizational practices that reflect sound management, high standards, and respect for the democratic ideals.

**WE BELIEVE** we have the responsibility to provide a safe, stimulating learning environment, which fosters well-being and achievement for students and staff members.

**WE BELIEVE** we have the responsibility to teach and promote character Traits such as courage, responsibility, honesty, gratitude, empathy respect, creativity, cooperation, and perseverance

**WE BELIEVE** students can be taught to take responsibility for their own choices and each student should be responsible for their own behavior.

## **Philosophy**

Jack Daley Primary School is committed to a learning environment that delivers quality education for all students by:

- Providing classroom instruction with high academic standards.
- Assisting students to develop their physical, social-emotional, moral, and creative potential.
- Supervising and enforcing a fair system of discipline through all available school resources.
- Working and communicating with parents.

## General Information

### Hands-off Policy

It is the policy of JDPS to enforce a hands-off policy on campus. Students should refrain from pushing, shoving, tripping, slapping, or otherwise striking another student either in play or anger. The hands-off policy also includes picking up items from the ground or from any school area. Such items may include but are not limited to sticks, rocks, playground equipment, or classroom equipment and using them as a weapon or as a means of hurting another student intentionally or unintentionally. Threatening physical violence to another student or teacher will not be tolerated.

### Classroom Etiquette

Jack Daley Primary School fosters a safe and orderly environment. Students will be held responsible for their own behaviors. Very few students have trouble managing their behavior, we recognize that everyone has occasional lapses of judgment. JDPS does not allow one student to take away the learning of the rest of their peers due to poor choices or uncontrollable behavior. If a problem should occur, parent, teachers, counselor, and principal will work collectively to resolve the issue in accordance to approved policy.

Teachers will create and students will adhere to their own classroom created rules and guidelines based on the school-wide Eagle Expectations. Teachers will use these rules and guidelines to determine classroom consequences. If students should consistently choose not to follow classroom rules they will be referred to the principal.

### Textbooks/Chromebooks/Daily Guided or Decodable Reading Books

All students are provided with a variety of textbooks and a classroom Chromebook. Students are responsible for damaged or lost textbooks. Students will be charged for damaged or lost items. This policy extends to library books. Chromebook are to be used appropriately. Any misuse of online computer services to acquire sexually explicit material is considered a serious offense.

### Homework

It is the philosophy of Jack Daley Primary School that student homework consists of simple tasks that are assigned to allow parents the opportunity to work with their students and evaluate where their academic strengths and weaknesses are from home. Homework should consist of teacher assigned work that allows students the practice of learned skills. Homework is not a place where new skills are learned. Teachers may participate with the assigning of homework at their discretion.

### Report Cards

Students will be issued one report card at the end of each nine-week period. Grades from all areas will be listed. Parents are encouraged to check periodically with teachers concerning their student's progress.

A standards-based grading policy has been adopted by Jack Daley Primary School. The following scale is used. E= exceeds the standard, M=meets the standards, A=approaches the standard, B= falls below the standards.

### Promotion Policy

Parents of students who are academically deficient will be notified by the school as early as possible. If these deficiencies still exist in May, the parent will be notified of possible retention.

Parents are encouraged to maintain contact with teachers and monitor their child's progress, especially in problem areas.

### **Dress Code (Board Policy JICA-R)**

At Jack Daley Primary School, we respect the right of students to express their individuality; however, we also respect the right of all students to receive an education free from unnecessary distractions and disruptions. Because of this fundamental right, we expect students to express themselves in a way that highlights their uniqueness, yet respects the rights of others to unhindered learning.

Parents are strongly urged to pay particular attention to the cleanliness, modesty, and appropriateness of their child's school attire. The school requires that students dress in such a way as to not distract or disrupt the educational process. The principal will make the final determination as to whether a student's dress or appearance is acceptable. The principal has the authority to allow items for special occasions or special circumstances.

- Any gang, drug culture, lewd, vulgar, suggestive, racist, gender derogatory, sexual orientation derogatory, disability derogatory, or tobacco or alcohol related jewelry, clothing, belts, hats or hair ornaments are strictly forbidden. Student's parents will be asked to bring a change of clothing for the student.
- Shorts and skirts are permitted as long as they are no more than five (5) inches above the center of the knee cap, with the waistline worn properly. If leggings are worn under a skirt/shorts, the length must come to the middle of the thigh. Spandex shorts, cutoffs, or rolled up shorts are prohibited. Shorts must have a factory finish.
- Spaghetti straps, tank tops, see-through blouses, short tops, muscle shirts, bare midriff shirts are prohibited. Shirts without proper undergarments or designed to be worn as undergarments that are being worn improperly are prohibited. All shirts must have sleeves.
- Shoes are to be worn at all times. No flip-flops or unsecured shoes shall be worn. Your child will participate in recess or P.E. activities that require proper footwear. No slippers may be worn.
- Hats and caps may be worn outside only. At all other times they must be put out of sight in a backpack.
- Sunglasses are not permitted, unless they are prescription glasses and are worn on advice from a doctor. Sunglasses will be confiscated if brought on campus during the school day.
- Pants that sag with the crotch of the pants near the knees and the waistline across the middle of buttocks is not permitted. Clothing with holes, shreds, rips or tears should not show exposed skin higher than five (5) inches above the knee. Instead cloth should be used beneath the hole to cover exposed areas.

Any violation of the dress code may result in one or more of the following: A call home for proper clothing to be brought to school. The student changes into appropriate clothing they may already have available. If clothing is not available, the school will make available proper clothing that may be worn the remainder of the day.

### **Visitors**

No visitor will be allowed in the classroom or on campus without checking with the office and receiving a visitor's pass.

### **Person Items/Lost and Found Items**

All articles and valuables are brought to school at the owner's risk. If your student brings valuables to school it is advisable for the student to keep those items in a backpack or with a teacher. Please ensure coats or personal items have student's names written on them.

with a student name. JDPS is not responsible for lost items. Lost items should be reported immediately with the teacher or office. Students finding items should bring them to the office when found.

### **Controlled Substances/ Substance Abuse Policy**

If any student is established as possessing, transmitting, selling, or using alcohol, tobacco, or drugs during regular school hours or a sponsored activity will incur the following procedures: The principal will notify parents/guardians, as well as the resource officer. Students will be suspended for days specified by policy. This could lead to long term suspension.

The administration views these actions as very serious, by nature, and recognizes that the student's removal by no means solves his/her problem. All actions and contemplated actions under these regulations will be immediately reported to the Superintendent.

### **Weapons**

Thatcher Unified School subscribes to and follows the state mandated policy of 'ZERO TOLERANCE' when dealing with dangerous weapons. Any student who possesses, handles, or transmits any object that can reasonably be considered a weapon or dangerous instrument in any school building, premises, or any related activity, event, or function will be dealt with following school policy.

### **The Personal Right of Others**

Racial, ethnic, religious, and sexual slurs will not be tolerated. Slurs regarding physical differences are likewise banned. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Lewd, indecent or obscene conduct is unacceptable. Bullying, hazing, and intimidation are serious offenses. Foul language will not be tolerated. It is prohibited to knowingly publish or circulate false information, which is damaging to another (spreading of false, hurtful rumors). Fighting will not be tolerated. Problem solving must be non-violent. Threatening physical violence to another student or teacher is not tolerated. The throwing of rocks, sand, dirt, sticks, or grass is dangerous and not permitted on school property.

## Plan for a Safe and Orderly Environment

### Codes of Conduct and Expectations in ALL AREAS

Jack Daley Primary School (JDPS) expects exemplary conduct from its students in both scholarship, social emotional and behavioral citizenship. Positive student behavior is based upon recognizing and respecting the fundamental dignity of every human being. Students learn most effectively in an environment in which the expectations for good conduct are clear and consequences of unacceptable behavior are defined. Expectations of exemplary conduct applies to any student who is on school property, who attends any of its school sponsored activities, or whose conduct at any time or place, including to and from school, influences discipline and order in school. Therefore, is it fundamental to examine the expectations of exemplary student conduct expected here at Jack Daley Primary School.

In order to address the whole child, JDPS will provide opportunities for students to learn strategies for their social-emotional and behavioral needs, as well as Character Strong education.

We are <b>EAGLES</b> , Watch us <b>SOAR!</b>	
School-Wide Student Expectations	
<b>S</b>	<p><i>Safe</i></p> <ul style="list-style-type: none"> <li>• We follow directions the first time.</li> <li>• We are where we are supposed to be.</li> </ul>
<b>O</b>	<p><i>Outstanding Citizens</i></p> <ul style="list-style-type: none"> <li>• We keep our hands, feet, and bodies to ourselves.</li> <li>• We take care of others and our school.</li> </ul>
<b>A</b>	<p><i>Attitude of a Learner</i></p> <ul style="list-style-type: none"> <li>• We think before we speak and act.</li> <li>• We come to school ready to learn.</li> </ul>
<b>R</b>	<p><i>Responsible</i></p> <ul style="list-style-type: none"> <li>• We use personal and school equipment the right way.</li> <li>• We give our best effort in all we do.</li> </ul>

Students who choose to be contrary to the schoolwide expectations of conduct may be required to complete a series of tiered actions as part of their solution to gain a better understanding of the schoolwide code of conduct and be readmitted to the classroom. (Refer to TUSD Policy JK-r)

## JDPS Attendance

Consistent with state law, JDPS holds to the philosophy that parents are responsible for the attendance of their students. Parents have the right to have their student out of school for any reason deemed important, but in exercising that right, they assume the responsibility for the loss of any academic material presented during their absence, and may be responsible for the loss of learning, if absences are excessive. Parents cannot expect the school to educate students who are not physically in attendance. The school reserves the right to set limits on the number of absences a student may have beyond which promotion to next grade cannot be justified.

### Absences Policy

Each time a student is absent, a parent must notify the school. If unable to call, a parent may use Parentvue to make a note, or a note must be sent with the student upon their return to school. Absences not reported to the office will automatically be considered unexcused. The school may call and check on a student any time deemed necessary. Excessive absences without good reason may warrant the school to report to the truant officer to investigate the problem.

**Excused Absences** are unavoidable circumstances, such as illness, funeral, dentist or doctor’s appointment, or other *emergencies* that may arise. Each absence should be followed by a note or phone call from parents. If work missed during an excused absence is made up as far as possible, there is no grade loss or penalty.

**Unexcused Absences** are absences where a choice was made by student or parent for the student not to attend school. Examples are shopping, pleasure trips, vacations, hunting, etc. Make-up work is not allowed for unexcused absences unless prior arrangements were made with the student’s teacher. The work should be completed prior to, or upon the return of the student to school.

### Remedial Friday

Students will be assigned to attend by their teachers. The attendance is based on student academic progress. Standards and Skills mastery are the focus for all students. All activities will be under the direct supervision of the inviting teacher(s). Parents are encouraged to ensure their students attend on these assigned Fridays. Buses will run 2 times each Friday. Please see the school and district website for times and stops.

### School Arrival / Dismissal/ Crosswalk Expectations

School-Wide Student Expectations	Parent or Guardian Details
<p><b>Safe</b></p> <ul style="list-style-type: none"> <li>● We follow directions the first time.</li> <li>● We are where we are supposed to be.</li> </ul>	<ul style="list-style-type: none"> <li>● The gates open at 7:30. There are no staff on duty before 7:30. <b><i>Please do not bring students earlier than this time.</i></b> School begins promptly at 8:00.</li> <li>● Bicycles and scooters are always WALKED on school grounds, including perimeter sidewalks and crosswalks.</li> <li>● Students should not be between the buildings, including in the rocks, without the supervision of a teacher or staff member.</li> </ul>



<p><i>Outstanding Citizens</i></p> <ul style="list-style-type: none"> <li>● We keep our hands and feet to ourselves.</li> <li>● We take care of others and our school.</li> </ul>	<ul style="list-style-type: none"> <li>● Students should use crosswalks coming to school and leaving. Parents please set the example of appropriate road crossing.</li> <li>● Students should not enter any other classrooms uninvited or the office without first checking with a teacher or staff member.</li> </ul>
<p><i>Attitude of a Learner</i></p> <ul style="list-style-type: none"> <li>● We think before we speak and act.</li> <li>● We come to school ready to learn.</li> </ul>	<ul style="list-style-type: none"> <li>● Students should enter or leave the school grounds in an orderly manner and proceed directly to their designated backpack drop-off, cafeteria for breakfast, playground, or their designated pick up areas.</li> <li>● Students should come to school each day ready to learn.</li> </ul>
<p><i>Responsible</i></p> <ul style="list-style-type: none"> <li>● We use personal and school equipment the right way.</li> <li>● We give our best effort in all we do.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Students MUST be on time. School begins promptly at 8:00.</b> Students coming in late without a plausible reason will be marked tardy by 8:05. <b>**Teachers begin instruction as soon as the bell rings.</b> Students who are consistently tardy are missing key instruction. <i>Parents/guardians, you control your student's tardiness.</i></li> <li>● <b>Please be prompt at picking your student up from school.</b> School ends at 2:00 p.m. <b>Please pick your student up no later than 2:15.</b></li> <li>● <b>JDPS students are not allowed to walk to TES and wait for older siblings after school.</b> Students waiting for older siblings report to appropriate waiting area here at JDPS until older siblings arrive. Please make sure older TES students are prompt.</li> <li>● Students walking, riding bikes, or scooters home must leave school grounds and go directly to their final destination.</li> <li>● Students meeting parents in various parking lots must remain with parents and are not permitted to continue to play on any school grounds during their wait.</li> </ul>

### Accidents & Injuries

All accidents and injuries occurring at school must be reported immediately to proper authority. An incident report will be completed and filed in the office. Minor bumps, scrapes, and bruises will be treated by the nurse and left to her discretion to notify parents.



## Medications

If it becomes necessary for a student to take any form of medication at school, a signed medication form must be on file in the office. All medications will be kept in and dispensed from the nurse’s office. STUDENTS ARE NOT TO SELF-MEDICATE AT ANY TIME.

## Personal Hygiene

Students who do not bathe regularly or who wear soiled or unclean clothes set themselves up for social rejection. Poor hygiene is readily recognized by peers and creates barriers that teachers cannot resolve. Parents please check your student each day before they leave for school.

## Nurse and Office Expectations

School-Wide Student Expectations	Parent or Guardian Details
<p><i>Safe</i></p> <ul style="list-style-type: none"> <li>Always speak with an adult or teacher before coming to the office or to the nurse.</li> </ul>	<ul style="list-style-type: none"> <li>Students who come to the office or to the nurse must first talk with a teacher or staff member. The office is a place of business and is the heart of operations at our school.</li> <li>Students coming to see the nurse must come with a nurse/office pass issued by a teacher or staff member.</li> <li>Students with an emergency are exempt.</li> </ul>
<p><i>Outstanding Citizens</i></p> <ul style="list-style-type: none"> <li>Be respectful when in the office or when seeing the nurse.</li> <li>Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>Parents and students are expected to treat office staff and nurse with respect. These staff members are here to help however possible. Disrespect will not be tolerated.</li> </ul>
<p><i>Attitude of a Learner</i></p> <ul style="list-style-type: none"> <li>Be kind and courteous.</li> <li>Let us help, if we can .</li> </ul>	<ul style="list-style-type: none"> <li>Students with excessive nurse visits will be questioned. The ability to see the nurse should not be used as a means for a student to get out of class or classwork.</li> </ul>
<p><i>Responsible</i></p> <ul style="list-style-type: none"> <li>Follow directions the first time.</li> <li>Speak with an adult when something happens.</li> </ul>	<ul style="list-style-type: none"> <li>Students are expected to follow directions when entering the office. The office staff are trying to help.</li> <li>If something happens to students on the playground or in the classroom, students need to report or talk to a teacher or staff member <b>when</b> it happens. We cannot resolve issues without knowledge.</li> </ul>

## Cafeteria

We encourage all students to use the cafeteria. Breakfast and a hot lunch can be purchased at a reasonable rate. Free and reduced lunch applications can be completed online using the district website. At no time are students allowed to carry food onto the playground from the cafeteria. Parents are encouraged to occasionally invite their student to lunch with them off campus. If a student lives close to campus, a parent may accompany their student home for lunch. Students are given ample time to eat their lunch. How they use their lunch time is based on their personal choice.

### Cafeteria Expectations

School-Wide Student Expectations	Parent or Guardian Details
<p><i>Safe</i></p> <ul style="list-style-type: none"> <li>● Remain seated while eating.</li> <li>● Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Students must not throw food at any time.</li> <li>● Students should not share food with neighbors or friends. Many students suffer from various allergies; sharing food may have serious consequences.</li> <li>● Students must keep their hands, feet, and bodies to themselves.</li> </ul>
<p><i>Outstanding Citizens</i></p> <ul style="list-style-type: none"> <li>● Clean up your area and help someone else clean up theirs.</li> </ul>	<ul style="list-style-type: none"> <li>● Students are expected to clean up after themselves both on top of their table area and the floor underneath them.</li> <li>● Students are encouraged to pick up trash that may belong to others in order to leave the cafeteria ready for the incoming lunch group. This does not include eaten or uneaten food.</li> </ul>
<p><i>Attitude of a Learner</i></p> <ul style="list-style-type: none"> <li>● Eat until you are full.</li> <li>● Be grateful for what you have.</li> </ul>	<ul style="list-style-type: none"> <li>● Students must follow the directions of the staff members who are in charge of serving food and monitoring the classes during grade level lunch time.</li> <li>● Students should eat enough food so as not to be hungry after lunch.</li> </ul>
<p><i>Responsible</i></p> <ul style="list-style-type: none"> <li>● If you spill, clean it up, if you drop it, pick it up.</li> <li>● Use an indoor voice to speak to neighbors.</li> </ul>	<ul style="list-style-type: none"> <li>● Students are encouraged to use good table manners and to speak with an indoor voice with their neighbors.</li> <li>● Students should leave their area clean of their trash and uneaten food.</li> <li>● <b>Parents please send lunch items that are easily accessible to your student and that require limited preparation by your child.</b></li> </ul>

## Restroom Use

Parents are responsible for student education in appropriate restroom use.

As this may be a first-time experience for some students to use a urinal found in all boy's bathrooms on campus, it is expected for parents to teach their student the do's and don'ts of how to use a urinal.

### Restroom Expectations

School-Wide Student Expectations	Parent or Guardian Details
<p><i>Safe</i></p> <ul style="list-style-type: none"> <li>• The restroom is not a place to play.</li> <li>• Climbing on or under stalls, sinks, and toilets is not appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Students should not use the restrooms, during recess or at any other time, as a place to play or hide from other students.</li> <li>• While in the bathroom students are prohibited from climbing on or under fixtures, including stalls, toilets, sinks, and trash cans.</li> <li>• Students should report to a staff member any indiscretions concerning the above-mentioned items.</li> </ul>
<p><i>Outstanding Citizens</i></p> <ul style="list-style-type: none"> <li>• Respect the privacy of others.</li> <li>• Leave the restroom clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Students must respect the privacy of others using the restroom and should not peek through, under, or around occupied stalls.</li> <li>• Students are expected to leave the facilities clean and usable for others.</li> </ul>
<p><i>Attitude of a Learner</i></p> <ul style="list-style-type: none"> <li>• Complete your restroom business, wash your hands, and leave.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will use the facility for the purposes it was intended. They need to complete their restroom business in a timely manner and leave the facility clean.</li> </ul>
<p><i>Responsible</i></p> <ul style="list-style-type: none"> <li>• Report to an adult if you see others not following the rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Students should use the restroom facilities during appropriate breaks.</li> <li>• Students should report to a staff member anything out of the ordinary left or found in the restroom.</li> <li>• Students are prohibited from using excessive toilet paper, paper towels, soap, or excessively flushing toilets. These items should only be used for the purpose they were intended.</li> </ul>

## Breezeway/Hall Expectations

School-Wide Student Expectations	Parent or Guardian Details
<p><i>Safe</i></p> <ul style="list-style-type: none"> <li>• Always stay on the sidewalks.</li> <li>• Keep hands and feet off other students.</li> </ul>	<ul style="list-style-type: none"> <li>• When traveling from destination to destination students should remain on the sidewalks and out of the rocks between buildings.</li> <li>• When passing other classes students should keep their hands, feet, and bodies to themselves, so as not to cause a disruption to other traveling classes.</li> </ul>
<p><i>Outstanding Citizens</i></p> <ul style="list-style-type: none"> <li>• Move quietly from place to place.</li> <li>• Keep your hands-off walls, bulletin boards, and others' personal belongings.</li> </ul>	<ul style="list-style-type: none"> <li>• As a courtesy classes and students should travel quietly while school is in session, as not to disrupt classrooms while learning is taking place.</li> <li>• Students should not touch walls, bulletin boards, other students' backpacks, or items on the ground while traveling, unless to return lost items or to clean up trash.</li> </ul>
<p><i>Attitude of a Learner</i></p> <ul style="list-style-type: none"> <li>• Be courteous and kind to those you pass by making room for them.</li> </ul>	<ul style="list-style-type: none"> <li>• Students in lines when traveling from destination to destination should walk without disrupting other class lines. This includes touching, talking, or bothering the other classroom line in any manner.</li> </ul>
<p><i>Responsible</i></p> <ul style="list-style-type: none"> <li>• No running on sidewalks even when an adult is not watching.</li> <li>• Stay out of the rocks between the buildings.</li> </ul>	<ul style="list-style-type: none"> <li>• Most students' backpacks are kept outside on backpack racks. Students traveling to special services, restrooms, or other places should not bother with backpacks. These areas are monitored by cameras and will be used to identify students if an issue arises.</li> <li>• Students are trusted to travel on their own to and from the office, restrooms, and special services. Students should arrive in a timely manner to and from those destinations.</li> </ul>

# Playground Expectations

School-Wide Student Expectations	Parent or Guardian Details
<p><i>Safe</i></p> <ul style="list-style-type: none"> <li>● Stay on the assigned playground.</li> <li>● Use equipment properly and safely.</li> <li>● Hands-off Policy</li> </ul>	<ul style="list-style-type: none"> <li>● Students should play in assigned areas only. First and Second grades on the big playground and kindergarteners in their allocated area.</li> <li>● Students will use equipment and treat property in a proper and safe manner.</li> <li>● Students must act in a manner that is not dangerous to themselves and others. Fighting, “play-fighting” are prohibited.</li> <li>● No students should be found between the buildings at any time, during recess or regular classroom hours.</li> </ul>
<p><i>Outstanding Citizens</i></p> <ul style="list-style-type: none"> <li>● Be a friend to everyone.</li> <li>● Keep the playground clean of trash and return equipment to its spot.</li> </ul>	<ul style="list-style-type: none"> <li>● Students should be aware and care for their classmates and friends by sharing, offering opportunities for others to play, and include all students who wish to play.</li> <li>● Students are responsible for the cleanliness of the playground, cleaning up after themselves and others.</li> </ul>
<p><i>Attitude of a Learner</i></p> <ul style="list-style-type: none"> <li>● Play fair, share, and be a good sport. No name calling, bullying, or bad language are acceptable.</li> <li>● Listen to and cooperate with teachers and aides who are on duty.</li> </ul>	<ul style="list-style-type: none"> <li>● Students will demonstrate honesty, fair play, and good sportsmanship in all activities.</li> <li>● Profanity, name-calling, teasing, or bullying are prohibited.</li> <li>● Students will listen to and follow the directions of teachers, aides, or other adults who may be covering playground duties.</li> </ul>
<p><i>Responsible</i></p> <ul style="list-style-type: none"> <li>● Do not go to the office without telling a teacher or staff member.</li> <li>● Use appropriate items on the playground.</li> </ul>	<ul style="list-style-type: none"> <li>● Students should not leave the playground to go to the office/nurse without asking staff members on duty, at the playground.</li> <li>● Students can use the equipment the school provides or they may bring playground equipment such as balls, or jump ropes, etc. Students are prohibited from bringing toys and electronic devices, excessive amounts of money, or valuable personal items, etc. to school. These items should be left at home and will not be monitored or replaced by Jack Daley Primary School.</li> </ul>

## Bus/ Field Trip Expectations

School-Wide Student Expectations	Parent or Guardian Details
<p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• Enter and exit the bus at the request of the bus driver.</li> <li>• Remain seated at all times except to enter and exit.</li> </ul>	<p><b>Thatcher Unified School District # 4 Policy</b></p> <p><b>EEAEC ©</b></p> <p><b>STUDENT CONDUCT ON SCHOOL BUSES</b></p> <p>Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.</p>
<p><b>Outstanding Citizens</b></p> <ul style="list-style-type: none"> <li>• Follow the rules established by the bus driver.</li> <li>• Follow the hands-off policy.</li> </ul>	<p>When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.</p> <p>Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.</p>
<p><b>Attitude of a Learner</b></p> <ul style="list-style-type: none"> <li>• The bus driver is the adult entrusted with student care. Students should be respectful at all times.</li> </ul>	<p>Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.</p> <p>Adopted: date of Manual adoption</p> <p>LEGALREF.: A.R.S. <a href="#">15-341</a></p>
<p><b>Responsible</b></p> <ul style="list-style-type: none"> <li>• Take care of your own personal items.</li> <li>• Leave the bus clean and free of debris.</li> </ul>	<p><b>Performance Etiquette</b></p> <p>When students leave campus, they are expected to continue to follow School-Wide Eagle Expectations and will be held accountable for any actions contrary to these expectations.</p>

**\*\*Any disregard to these expectations can lead to a loss of student’s busing privileges.**

## Tiered Actions for Achievable Solutions to Social Emotional Needs and Behaviors

At Jack Daley Primary School, we are expecting exemplary conduct. We believe every student is capable of such conduct. In order to be a successful citizen at Jack Daley Primary School, all students will receive an education in the school-wide expectations and Character Strong traits established at our school. The following is a series of tiers that will be used to address the needs of every student. They are based on student accountability, and if necessary, parent interaction.

Systematic Social Emotional and Behavioral Solution Plan		
<b>Tier 1 Instruction-</b> Received by all students throughout the school year.	All students will receive information and education in regards to the schoolwide and area specific expectations related to SOAR. This information will be provided initially at the beginning of the school year to all students and be referred to on a consistent basis as students move throughout school areas by teachers and staff. Each month of the school year will focus on a specific letter of SOAR and a Character Strong trait associated with that specific school wide expectation. This information will help students to continue to be great school citizens and will reinforce school-wide expectations throughout the school year.	
Character Strong Traits		Trait Expectation
<b>S</b> afety	<b>August-</b> <i>Courage</i>	Choosing what is helpful, right, and kind- even when its hard or scary.
	<b>March-</b> <i>Cooperation</i>	Working together to reach shared goals or to solve problems.
<b>O</b> utstanding Citizenship	<b>October-</b> <i>Honesty</i>	Being truthful in what you say and do.
	<b>November-</b> <i>Gratitude</i>	Choosing to appreciate the people and things in our lives.
	<b>December-</b> <i>Empathy</i>	Understanding and connecting to other people’s feelings.
<b>A</b> ttitude of a Learner	<b>January-</b> <i>Respect</i>	Seeing value in all people and things and treating them with care.
	<b>February-</b> <i>Creativity</i>	Using your imagination to create something new or solving a problem.
<b>R</b> esponsible	<b>September-</b> <i>Responsibility</i>	Taking action and understanding the impact of our choices.
	<b>April-</b> <i>Perseverance</i>	Pushing yourself to work through challenges and obstacles.
	<b>May-</b> <i>Traits Review</i>	Celebrating students for SOARing to new heights throughout the school year.



At Jack Daley Primary School, we are looking for exemplary conduct. We believe every student is capable of such conduct. It is our desire to recognize **all** students who follow the expectations of exemplary conduct. As a staff, we purposefully seek out these students to reward and recognize their good behavior in every area. By consistently recognizing these behaviors, we can promote a positive atmosphere where all students feel successful and safe.

Teir 1 (continued) <span style="float: right;"><b>I'm an Eagle, Watch me SOAR!</b></span>	
<b>"I SOAR"</b> Awards	These awards are given to students who are caught in the act of showing they can follow the classroom or school wide expectations or exemplify any of the Character Strong Traits. These awards can be given by any member of the staff. Students receiving this award will be recognized weekly in their classrooms by their teacher or administrator. Their SOAR slips will be traded in at the office for a token to be used in the book vending machine.

<b>Systematic Social Emotional and Behavioral Solution Plan</b>		
Explanation	Teacher and Staff Managed (Minor Infractions)	Process/Interventions for Tier 2 (Teacher Determined)
<p><b>Tier 2 Remediation:</b> Tier 2 remediation is designed to give students who need to be reminded of school expectations in any given area or situation. This remediation takes place immediately in any area by the teacher or staff members in which the students are entrusted at the time of the incident.</p>	<p>Including but not limited to,</p> <ul style="list-style-type: none"> <li>● Disruptive</li> <li>● Minor defiance</li> <li>● Dress code</li> <li>● Electronic devices</li> <li>● Hands-off policy</li> <li>● Inappropriate language</li> <li>● Minor dishonesty</li> <li>● Stealing (first time offense)</li> <li>● Cheating</li> <li>● Out of classroom behavior</li> <li>● Property misuse</li> <li>● Blatant incomplection of classroom work</li> </ul>	<ul style="list-style-type: none"> <li>● Re-teach SOAR Specific area expectations/verbal reflection</li> <li>● Documentation of minor who, where, why</li> <li>● Appropriate intervention one or more maybe applied (teacher or staff determined and may include one or more strategy)                             <ul style="list-style-type: none"> <li>○ Verbal warning</li> <li>○ Time out</li> <li>○ Loss of privileges (if recess, it will not be the entire recess)</li> <li>○ Apology, verbal or written</li> <li>○ Visiting a Buddy Teacher's room</li> <li>○ Call to parent</li> <li>○ "Think Sheet" discussion</li> </ul> </li> </ul>

Systematic Social Emotional and Behavioral Solution Plan		
Explanation	Principal, Counselor, and Teacher Managed (Major Infractions)	Process/Interventions for Tier 3 (Administration and school counselor)
<p><b>Tier 3 Remediation</b></p> <p>:</p> <p>Tier 3 remediation is for students who are chronic in their inability in following classroom or school-wide expectations.</p>	<p>Including but not limited to,</p> <ul style="list-style-type: none"> <li>● Fighting/ physical aggression</li> <li>● Bullying/harassment</li> <li>● Chronic/ repetitive minor infractions (At least 3 documented)</li> <li>● Verbally abusive</li> <li>● Major theft or repetition of minor</li> <li>● Major dishonesty</li> <li>● Severe defiance of authority</li> <li>● Safety concerns</li> <li>● Electronic devices</li> </ul>	<p><b>Process for Incident Completion:</b></p> <ul style="list-style-type: none"> <li>✓ Teacher completes an incident report. These reports are accumulated in the office. After 3 office referred incidents, student receives a pink referral from principal</li> <li>✓ Teacher or staff complete an incident report for major infractions</li> <li>✓ Staff members (aides) coordinate with office staff or classroom teacher when completing an incident report</li> </ul>
		<p><b>Intervention</b></p> <p><b>Tier 3: (Administrator determined and may include one or more intervention)</b></p> <ul style="list-style-type: none"> <li>✓ Parent/guardian Conference</li> <li>✓ Create a Behavioral Solution Plan (BSP)</li> <li>✓ Assign to small group specified remedial group discussions</li> <li>✓ Schedule individual remedial sessions with counselor</li> <li>✓ Re-entry process (<b>one or more</b>)                             <ul style="list-style-type: none"> <li>● Verbal apology or note</li> <li>● "Think Sheet" discussion</li> <li>● Loss of privileges</li> </ul> </li> <li>✓ In school suspension or out of school suspension</li> </ul>
<p><b>Incident Reports-</b> Incident reports are created for students who are repeatedly having difficulty following school expectations or whose offense is a major infraction in regards to the expectations of good conduct. Each incident report will be carefully completed by any staff, classroom teacher, or administration member. These records will be maintained in the office. The incidents with office requested help, will be investigated immediately or by the next school day. Students with an incident report created will be dealt with by staff or teacher immediately at the time of the infraction or by principal. Students with three office referred incidents reports will receive a discipline referral and will be spoken to by the principal or a school counselor the day of or the following school day. Parents will be contacted any time a referral is issued, by the principal or school counselor. After collecting three referrals, students may lose privileges to attend any off or on-campus special activities for the quarter. If these are academic based activities students may receive an assignment in place of the activity and will remain at school to complete the assignment. This will be determined by the teacher, principal, counselor or by all. At the end of the quarter, privileges will be restored and students will be allowed to begin again. Any students collecting more than three referrals in a quarter may be placed on a Behavioral Solution Plan (BSP) for the remainder of the school year or until the student has shown improvement. This will be determined on a case-by-case basis and could lead to more severe actions.</p>		

**NON-VIOLENT INFRACTIONS or CONTINUED NON-COMPLIANCE**

Below is a guide for incidents pertaining to social emotional and behavioral occurrences and the probable measures that may be taken in an event of a student's inappropriate conduct. This includes but is not limited to: repeated minor infractions, theft, bullying, verbally abusive, safety issues, severe defiance towards teacher and staff members, blatant in completion of school work, mis-use of personal and school equipment or property, chronic disruption of teacher or classroom, etc. (refer to TUSD Policy JKD)

**Disciplinary actions are as follows and will be determined by teacher, staff, or administration.**

- 1) Verbal warning or reprimand. If a student has been made aware of expected conduct prior to infraction it will be considered a verbal warning. (in classroom or on campus)
- 2) Referral #1—Visit with principal, parent/guardian notification, student completes classroom re-entry process
- 3) Referral #2—Visit with principal, school counselor, parent/guardian notification, and student, completes classroom re-entry process
- 4) Referral #3—Required parent/guardian conference with student, parent/guardian, principal, teacher, and counselor. A Behavioral Solution Plan (BSP) may be required at this time and will be completed with principal, counselor, teacher, student, and parents/guardian. Students may also be assigned in-school suspension in the principal's office for an undetermined amount of time, to be determined by the principal or BSP group.

**Three referrals could lead to a loss of privileges to attend activities for the quarter and a student's Behavioral Solution Plan BSP. These activities will be determined case-by-case.**

**INCITEMENT** when a student has:

- Made threats of physical harm or injury
- Harassed or intimidated another student
- Acted or promised to act as "back-up" to fight
- Promoted or supported a fight between other students through verbal or physical actions which may include congregating at the scene of a fight when directed by school employees to leave the scene.

**VIOLENT INFRACTIONS/ HANDS-OFF POLICY:**

It is always the policy of JDPS to enforce a hands-off approach on campus. Students are not to push, shove, trip, slap, kick, or otherwise strike another student either in play or anger/fighting or physical assault.

Violent Infractions are defined as:

- When a student(s) threatens or makes physical contact such as fighting or intentionally causing an injury, this is a violation of the Hands-off Policy.
- Willful destruction of school or personal property.
- Bullying or unwanted, aggressive behavior where a real or perceived imbalance of power may exist and this unwanted behavior is ***repeated*** over time.

Disciplinary action enforced will depend upon seriousness of infraction and will be reviewed on a case-by-case basis.

**Actions to be taken:**

- 1) First Offense: discipline referral/parent notification
- 2) Second Offense: discipline referral/required parent conference/ BSP implementation
- 3) Third Offense: discipline referral/required parent conference /BSP review/ 1-day suspension
- 4) Fourth Offense: discipline referral/ required parent conference /BSP review/ suspension for undetermined amount of days not to exceed two.
- 5) Long term suspension or expulsion.

**SEVERE VIOLANCE OR WEAPON ON CAMPUS**

In the case of severe infraction by the student, or if a weapon is brought to school in the attempt to do damage or bodily harm all prior steps and strategies presented in Tier 2 and Tier 3 can be forfeited. Students may be automatically suspended for an indefinite amount of time not to exceed five days. Students may experience expulsion based on the severity of the student's infraction. The steps of actions will be determined by the principal with the aid of the school counselor or district office administration case by case.

\*\*Police may be contacted and report filed for any fighting or theft incident based on severity or repetition.

\*\*Parents will be responsible for **restitution** for items, damages, or injury that occur.

**Defining Terms:**

**Hands-Off Policy-** Students are to keep their hands, feet, and body to themselves always. Students will not be allowed to retaliate at any time with any use of force or aggression with any staff or other students. If your child experiences any sort of aggression, your student should report the incident with a teacher or staff member so the incident can be addressed as soon as possible.

**Student Conference:** A formal conference is held between the student and one or more school officials. During this conference, the student must agree to his/her behavior. This conference will be logged and documented.

**Parent Notification:** Telephone, personal contact, note or letter regarding disciplinary infractions on a timely basis notifies parent(s).

**Parent Conference:** A conference may be conducted between the student, his/her parent(s) and appropriate school personnel.

**Required Parent Conference:** The student will be suspended until a parent/guardian is able to meet with the Principal and student.

**Time Out/Work Detail:** The student will be placed in a "time out" area until behavior is under control. The student will be given a work assignment (sweeping sidewalks, picking up papers, raking, etc.).

**In-School Suspension:** Students will spend time in the principal's office or office, during the day. All privileges will be revoked. Students will complete all classroom work due during the time assigned, or help with a work detail assignment.

**Restitution:** The student and parents are informed that he/she is liable for replacement, repair, or monetary reimbursement for the damage to property.

**Removal from Extracurricular Activities:** The Principal informs the student that he/she will not be permitted to participate in music programs, field trips, and/or school sponsored activities. This will be determined on a case-by-case basis. These activities may be suspended for the duration of the quarter in which 3 or more referrals are acquired.

**Behavioral Solution Plan (BSP):** The student is placed on a Behavioral Solution Plan (BSP) that lists necessary reinforcing actions required by teacher, student, and parent. The three parties will agree and sign this contract.

**School Suspension:** The student will be removed from the school environment for a period not to exceed nine (9) days. A parent conference is required upon the student's return to school.

**Long-Term Suspension:** The student will be referred to the Superintendent of Schools for a possible removal from the school environment for the remainder of the school year.

**Expulsion:** The student will be referred to the Governing Board of Thatcher Schools for a possible permanent removal from the school environment.