

WELCOME FROM THE PRINCIPAL

On behalf of the staff at Kellond Elementary School, I am happy to welcome you to the 2021-2022 school year!

It is my privilege and honor to welcome you to the Kellond Elementary School and community. As principal, I am looking forward to an exciting year of learning and growing with our children and working with our professional staff, parents and community members. I am dedicated to ensuring that every child is provided the highest quality of education possible in a safe and supportive learning environment. Working together as a community, we are committed to helping each child achieve their very best.

Brenda Meneguín, M.Ed., NBCT

SCHOOL HOURS

Office Hours: 8:00 a.m. until 4:00 p.m.

Teacher Hours: 8:10 a.m. until 3:40 p.m.

Student Hours: 8:30 a.m. - 3:25 p.m.

First Bell: 9:10 a.m.

Classes: 9:15 a.m. until 3:25 p.m.

WEDNESDAY SCHEDULE

First Bell: 9:10 a.m.

Classes: 9:15 a.m. – 2:25 p.m.

DISMISSAL IS AT 2:25 p.m.

EARLY DISMISSAL DAYS

Please note: STUDENTS ARE RELEASED AT 12:25 p.m. (lunch is served)

Parent/Teacher Conference Days

September 1-3

February 10-11

ATTENDANCE

Report of an Absence

Please call the school attendance office (584-5102) on the first day of absence, stating the reason for the absence. If the school is not called, office staff will contact the parent or the person you tell us to call in case of emergency. This is done for your child's safety. Please call if your child will be late to school so the office staff doesn't try to contact you. Late students need to be signed in by a parent in the office before going to their classroom.

Attendance matters; maintaining a good attendance record is vital to your child's education. Please have your child at school every day and on time. Kellond Elementary School adheres to the compulsory attendance law process (ARS 15-802, ARS 15-803) and will inform TUSD when absences exceed legal limits.

Students with excessive tardiness or absences will be referred to the Truancy Officer.

Excusing Children Early

To ensure the safety of our students, we do not allow them to be taken directly from the classroom before our regular dismissal time. If you must pick up your child early, come to the office and sign your child out; your child will be called out of the classroom at that the time of your arrival, and not prior. We ask that students not be

SCHOOL CALENDAR 2020-2021

First Day for Students	August	5
Professional Learning Day (no school)	August	26
Parent/Teacher Conferences	September	1-3
Labor Day	September	6
Grading Day	October	8
Fall Break	October	11-15
Professional Learning Day (no school)	October	28
Veteran's Day	November	11
Thanksgiving Recess	November	25-26
Grading Day	December	17
Winter Break	December	20-31
Martin Luther King, Jr. Day	January	17
Professional Learning Day (no school)	January	27
Parent/Teacher Conferences	February	10-11
Rodeo Vacation	February	24-25
Grading Day	March	11
Spring Break	March	14-18
Professional Learning Day (no school)	March	31
Spring Holiday	April	15
Last Day for Students	May	26

checked out during the last 20 minutes of the day. Being checked out early will impact attendance records. If possible, your child should return to school after his or her appointment. Sign your child back into school in the office. Please also inform your child's teacher if you expect that he or she will need to be dismissed early.

Children Going Home with Others

For safety reasons, a note signed by a parent or guardian is required to allow a child to go home with a friend. A note is also required for children to get off at a different bus stop, or to ride a different bus than normal for any reason. If a child is to go home by any other means, a note or phone call prior to dismissal time is required. Communication should be given to the classroom teacher if the child's normal schedule will not be followed.

BICYCLES

Any bicycles ridden to school they are to be parked and locked in the racks provided. Children may not ride bicycles on the playground. Children not obeying this, or other safety rules, will be asked to leave their bicycles at home. **Helmets must be worn.** Parent cooperation is appreciated.

BREAKFAST & LUNCH PROGRAM

Applications for Free or Reduced Lunch are available at <https://mealapp.tusd1.org>. Children who qualify for free lunch also qualify for free breakfast. You may obtain a paper copy of the form from the cafeteria.

Breakfast is served daily from 8:30 -9:10 a.m. Lunch is served by grade level throughout the day.

BUILDING ACCESS

Students are not permitted in the building prior to the first bell at 9:10am without an adult. Only the cafeteria is open at 8:30.

BULLYING

Bullying may occur when a child or group of children engage in any form of on-going behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm;
- occurs when there is a real or perceived imbalance of power or strength; or
- may constitute a violation of law.

From the TUSD Code of Conduct, bullying is explained as, "Intimidating students by the real or threatened infliction of repeated physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put-downs, including ethnically based or sex or gender-based verbal put-downs, and extortion of money or possessions. Bullying can be:

- physical in form (e.g., pushing, hitting, kicking, spitting, stealing);
- verbal (e.g., making threats, taunting, teasing, name-calling);
- non-verbal/ cyber-bullying (e.g., text messages, email, social networking- such as, but not limited to "Twitter");
- psychological (e.g., social exclusion, spreading rumors, manipulating social relationships)."

Any child who feels he or she has been the victim of bullying or suspects other children of being bullied should file a complaint with the principal, the principal's designee, or other school employee. The child's report may be provided verbally or in writing. A child's verbal report will be documented in writing by the employee receiving the report. Knowingly submitting a false report of bullying shall subject the student to discipline.



BUS RIDERS

Children granted the privilege of riding the school bus do so under conditions set forth by the District Governing Board. This privilege carries with it the responsibility of good conduct. Usually, bus stops are on or near private property and it is expected that all children will respect the property of others. Failure to follow bus rules may result in restriction from bus service. Please become familiar with the passenger rules for bus riding. These rules apply while children are being transported on a school bus or a vehicle used for school purposes.

Bus-rider Rules

- Always comply with bus driver's/monitor's directions.
- Use classroom voice (no profanity/loud noises/intimidation).
- Remain seated; keep hands and feet, and head inside bus.
- All personal possessions must be under control at all times.
- Keep unauthorized materials and substances off bus.
- No eating or drinking on the bus.
- Know the correct bus route # and route to/from the bus stop.
- ALWAYS board/depart bus at correct stop known by parent/guardian
- Discuss what to do if the bus is late in the morning or no one is home in the afternoon.

Consequences For Not Following The Bus-Rider Rules:

Violations of these bus rules may result in Bus Conduct Referrals issued by the driver and may result in the loss of bus privileges for a limited time, not to exceed 30 days.

CAFETERIA

Children eating breakfast at school may go to the cafeteria at 8:30 a.m. Children need to eat breakfast **before** they go outside to play. Children are marked tardy if they have not finished breakfast by 9:10 a.m. **Children are not permitted on campus prior to 8:30 am unless enrolled in the Kellond Community School care program.**

The Federal Guidelines do not permit children to add to the Class A School Lunch. Hot Cheetos, chips, sodas, energy drinks or other items cannot be consumed with the Class A lunch provided by the school. Lunches sent from home cannot be shared with children and must be eaten by the individual child. Please do not bring individual snacks in sizes larger than single serving.

CARE OF PERSONAL ITEMS

Please mark backpack, lunch boxes, water bottles and clothing with your child's first and last name. We are not responsible for lost and stolen cell phones, electronic games and any other personal items. Keep personal and valuable items at home. The Lost and Found is located outside the office by the cafeteria. Unclaimed items will be donated at the end of each quarter.

CELL PHONE

Governing board policy JICJ, Tucson Unified School District allows students to carry cell phones and/or other electronic signaling devices including smart watches on school grounds and at school events or activities under the following conditions: Cell phones and/or electronic signaling devices are to be kept out of view in a student's carrying bag. Any use of cell phones and/or electronic signaling devices during the school day and/or instruction time is considered a disruption of the educational environment; students violating the policy may have the electronic device confiscated and be subject to disciplinary action. Any search of the contents of an electronic device shall be by an administrator in accordance with the Code of Conduct. The School District will not be responsible for loss, damage, or theft of any electronic device brought to school.

Violations of the Policy and Regulation may include, but not be limited to:

- during instructional classroom time, including assemblies or other activities, which take place during the regularly scheduled classroom periods.
- during passing periods.
- during lunch periods unless an administrative approval has been obtained.
- to take pictures at any time that violate personal privacy.
- for cheating.
- on field trips or excursions, which are conducted during the normal school day and during regular classroom instructional hours.

CHILDREN DRIVEN TO SCHOOL

Parents should drop off and pick up their children in the parent parking area provided. Children are to enter the playground through gates provided. **Children are NOT to be dropped off in front of the office or in the bus bays/fire lanes.**

COMPUTERS

TUSD has provided technology for every student. Computers will be checked out through our library system. Families are responsible for any damage or loss.

DISCIPLINE

It is our goal that children learn and grow academically and socially during their years at Kellond. Expectations for children include being safe, responsible, kind and Cougar ready. Children are always expected to follow directions of school personnel. At Kellond, we follow the TUSD Student Code of Conduct. Please view the Student Code of Conduct within Parent Vue or follow this link: <http://www.tusd1.org/Information/Resources/Student-Guidelines>

DRESS CODE

Kellond will enforce the dress standards as outlined in Governing Board Policy JICA. Examples of clothing that are inappropriate in a teaching and learning environment include: halters, strapless tops, spaghetti straps, exposed undergarments, low-cut or net muscle shirts. See-through clothing, shirts that bare the midriff, short-shorts or short skirts are not permitted. No hats or sunglasses are to be worn indoors. Clothing that portrays offensive statements, profane language, violence, sexual connotations, or that advertises or advocates the use of alcohol, illegal substances, or tobacco may not be worn. Shoes must be appropriate for outdoor play.

FAMILY INVOLVEMENT

Kellond is grateful for its supportive families. Family members are actively involved in our school in a variety of ways. Some of the many ways include:

- ❖ School Site Council
- ❖ PTO
- ❖ Awards Ceremonies
- ❖ Classroom volunteers

Family members are also encouraged to attend special gatherings and workshops including:

- ❖ Open House and Conferences
- ❖ Parent Meetings, classes and workshops
- ❖ Monday morning assemblies
- ❖ Family engagement nights

Families are a welcome and appreciated part of our community; after all, you are your child's first and most important teacher. It is by working together in a partnership, both at school and at home, that we can provide the best education for each child.

GENERAL SCHOOL EXPECTATIONS

1. No gum, sunflower seeds, or candy may be brought from home.
2. No hats or caps in the building for boys or girls. Hats or caps worn outside must be faced forward.
3. Walk at all times in the building - walk on right-hand side of hallways.
4. Students are to be respectful and follow directions of all school personnel. Be polite and use appropriate inside voice at all times.
5. Keep hands, feet and objects to ones' self. No pushing, shoving, tripping of others, or any other form of rough housing.
6. Respect the facilities and conduct yourself appropriately in the restrooms. Vandalism will not be tolerated.
7. Students are not to be in the building before school or during their lunch recess.
8. Students are to use designated play areas and restrooms.
9. Personal items or money should not be brought to school. We do not have insurance that covers personal loss.

10. Electronic equipment, such as phones, should be turned off and kept in backpacks. Parents take any responsibility for lost or stolen equipment.

GUIDANCE COUNSELOR

The purpose of the guidance program is to help each individual student achieve academically, socially, and emotionally. The school has a counselor to help serve in this capacity. Services available include student conferences, parent conferences, mediation, and classroom guidance activities.

HEALTH OFFICE

Please ensure your child's medical information is updated through ParentVue; this information is used to contact parents or designated adult if an emergency arises. Most calls are made simply because the child is feeling ill and needs to be at home. If you are called to pick up a sick child, please come to the health office, and for security reasons, please be prepared to show identification.

It is imperative that we be informed of **any changes** in address, phone number, parent's employment, guardianship, and emergency numbers. All numbers must be current.

If your child needs to take prescription medication at school, it is necessary for the parent to sign a medicine form available in the Health Office. Parents are required to deliver medication to school. All medicines must be in their original container when brought to school and be prescribed by a doctor.

If your child has a fever, upset stomach, severe cold or other definite signs of illness, please keep him/her home. It is your responsibility to follow all District COVID-19 Guidelines. If you have questions about how long your child must be kept at home after an illness (chicken pox, strep throat, etc.), call the health office at 584-5117 for TUSD guidelines.

HOME/SCHOOL COMMUNICATION

Please refer to your school calendar, newsletters, website, Parent Link calls or emails, and teacher electronic communications for specific dates for conferences and progress reports. Parent-teacher conferences are scheduled appointments. Parents are welcome to contact their child's teacher to request additional conferences.

HOMEWORK POLICY

Recognizing that the education of children is a cooperative effort between the home and the school, the TUSD Governing Board values the assignment of homework as an integral part of the learning process. At Kellond, we have developed the following expectations and guidelines:

- The type and amount of homework will be appropriate to students' grade level and general level of ability.
- Assignments will be specific and have clearly understood expectations.

- Homework assignments will be generally used to introduce, reinforce or expand what is taught in the classroom.
- A goal of the assignments is to encourage students to develop study habits and responsibility for assigned work.

A grade level expectation for homework will be communicated by Open House.

It is the responsibility of the child to take home, complete and return the homework to school as assigned. Parents are asked to supervise and encourage completion of homework and monitor its return to school.

LIBRARY

Kellond has a library assistant. Students are responsible for all the materials they borrow from the library and must pay for or replace materials that are not returned. It is important that library books be returned or renewed weekly.

PARENTVUE

ParentVue is the TUSD portal that allows parents/guardians to register children, review grade book and attendance information, update records, communicate with staff, and more. All registration materials and medical information must be updated through ParentVue. To initially access or create an account, you must obtain an activation code from front office staff. Parents who have an existing account for one child already have an account for all their children. Please contact our office staff for assistance, and computers/tablets are available to use in the office.

Please keep the school informed of any changes in address, phone number, parent's employment and guardianship through ParentVue. If you plan to move during the year, please let the school know in advance so withdrawal notices can be prepared.

To request a copy of written cumulative records, please provide a written notice for the records that you are requesting with a picture ID. Records will be available within 10 days.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Kellond follows a school-wide positive behavior program called PBIS (Positive Behavioral Interventions and Supports). Our PBIS expectations are: **be safe, responsible, kind, and Cougar ready.** A matrix of expectations is included in this handbook. If you have any further questions about this national, researched based program, please feel free to call the school.

PHYSICAL EDUCATION (P.E.)

Please be aware that your child will participate in scheduled PE each week. Appropriate attire is expected. Dress attire and shoe style will not be an excuse for

non-participation in P.E. activities. Arizona PE requirements include 90 minutes of structured PE time per week.

PLAYGROUND BEFORE/AFTER SCHOOL HOURS

The playground will be supervised starting at 8:30 a.m. daily. **Children are not allowed on school grounds before 8:30 a.m.** The first bell rings at 9:10 a.m. The school day begins at 9:15 a.m. At dismissal, gates are locked at 3:40 p.m. (2:40 p.m. Wednesdays) and remaining students will be brought to the office. Please be sure to pick up your child(ren) promptly. Safety protocols may be put in place if students are not picked up.

PUBLIC CONCERNS/COMPLAINTS

Most complaints can be resolved by informal discussions between the complainant and the staff members. Should the matter not be resolved, the principal or administrator shall attempt to resolve the issue through a conference with the complainant. In the event that resolution is not achieved, the Community Resolution Center should be contacted. The Community Resolution Center will work with the administrator and the complainant to find a resolution.

Procedure: The following procedures apply to the processing of a complaint, which cannot be resolved in the manner described above. The individual or group of individuals shall submit a written explanatory statement (KE-E – Public Concern and Complaint Form) to the immediate supervisor of the District employee(s) involved where a problem has occurred. Within 10 school days after the written statement is received the immediate supervisor will notify the complainant that the complaint has been received and by when the review will be completed. Within 30 school days, the immediate supervisor shall complete a review of the matter, shall request a written response from the employee(s) involved and shall issue a written determination, which shall be delivered, to the complainant and the district employee. A complainant who is dissatisfied with the determination of the immediate supervisor has the right to appeal the matter in writing to the next administrative level. The supervisor shall identify in writing for the complainant the next administrative level appeal. If the decision at the next administrative level fails to resolve the matter the complainant may seek resolution by appealing the matter in writing to the Superintendent or his designee. The decision of the Superintendent or designee is final.

SCHOOL PICTURES

School pictures will be taken during the school year. A notice will be sent home prior to picture days. Payment for pictures is due before pictures are taken. Yearbooks are also purchased with picture packets in the fall only. Volunteers are needed and appreciated.

STUDENT COUNCIL

The Student Council is open to all students grades 3 through 5 who maintain good academic standing. They must be role models for other students and must demonstrate the highest levels of citizenship and good sportsmanship. Student Council is a service-learning organization rather than a fund-raising body. Students are involved in meaningful activities that make a difference in their community.

TITLE ONE

Kellond Elementary School has a school-wide Title 1 Program. Title 1 funds allow us to provide enriching experiences for students and extra academic support for the purposes of increasing student achievement. Please plan to attend the annual Title 1 Annual Parent meeting at the Open House and look for parent information throughout the year.

VISITORS AT SCHOOL

Parents/guardians are always welcome to visit the school. After 9:15 a.m. all visitors must be signed in and have a visitor badge. Children may not bring other children to

visit. **By state law, all visitors (including volunteers) must sign in at the office first.**

VOLUNTEER

We appreciate family and community volunteers. There are opportunities for volunteering in classrooms, on the playground, in the library, tutoring, and on field trips. We also have opportunities for helping at home if you can't come to school. State-issued Fingerprint Clearance Cards are necessary for anyone other than parents and legal guardians to volunteer on campus. The school will assist with obtaining a finger print card. Volunteers must check in at the front office.

WAITING AFTER DISMISSAL

Children are expected to go home promptly after school because there is no after school supervision available. We have a fee-based community school program that is available before school 7:00a.m.-8:30a.m and after school from 3:25p.m.-6:00p.m.

Kellond Elementary PBIS Expectations

	Learning Areas (Class, Library, Computer Lab, OMA)	Cafeteria	Playground	Restroom	Assembly	Entering School	Leaving School
Be Safe	<ul style="list-style-type: none"> · Walk safely and carefully to your destination · Sit correctly · Use materials and equipment properly 	<ul style="list-style-type: none"> · Walk safely and carefully to your destination · Report spills · Sit correctly · Walk safely to the playground · Enter and exit using the correct door 	<ul style="list-style-type: none"> · Walk safely and carefully to your destination · Keep hands, feet, and materials to yourself · Use equipment properly · Take turns · Stay in the appropriate area on playground · Follow adults' directions 	<ul style="list-style-type: none"> · Walk safely and carefully to your destination · Wash your hands · Open doors slowly · Use the space correctly 	<ul style="list-style-type: none"> · Walk safely and carefully to your destination · Keep hands, feet, and materials to yourself 	<ul style="list-style-type: none"> · Walk safely and carefully to your destination · Stay on school grounds · Keep hands, feet, and materials to yourself · Walk your bike on campus and lock it up · Enter through appropriate doors 	<ul style="list-style-type: none"> · Walk safely and carefully to your destination · Have a plan for getting home · Keep hands, feet, and materials to yourself · Stay seated and follow directions on the bus
Be Responsible	<ul style="list-style-type: none"> · Be on time · Have materials ready · Keep your area clean and organized · Return items to where they belong · Use appropriate voice level 	<ul style="list-style-type: none"> · Eat the lunch you selected · Use appropriate voice level · Clean up after yourself · Stay in your seat until dismissed 	<ul style="list-style-type: none"> · Follow the rules of the game · Report problems to the monitors and teachers · Use appropriate voice level · Play away from windows · Clean up after eating a snack 	<ul style="list-style-type: none"> · Always flush · Report any problems to your teacher · Have permission to use the restroom · Use appropriate voice level · Use the correct restroom 	<ul style="list-style-type: none"> · Stay with your class · Pay attention and participate · Use appropriate voice level 	<ul style="list-style-type: none"> · Arrive on time · Go straight to breakfast or the playground · Line up when the bell rings or the whistle blows · Enter the building only with permission · Use appropriate voice level 	<ul style="list-style-type: none"> · Go directly to your destination · Leave on time · Take personal belongings and work home · Meet family members at an outside location · Use appropriate voice level

<p>Be Kind</p>	<ul style="list-style-type: none"> · Keep hands, feet, and materials to yourself · Respect adults and students · Use kind words 	<ul style="list-style-type: none"> · Wait your turn in line · Empty your tray carefully · Listen to adults · Help keep the area clean 	<ul style="list-style-type: none"> · Solve problems using kind words · Include others · Use appropriate language 	<ul style="list-style-type: none"> · Respect the privacy of others · Keep restrooms clean 	<ul style="list-style-type: none"> · Use appropriate voices · Look at and listen to presenters · Celebrate all Cougars 	<ul style="list-style-type: none"> · Listen to adults 	<ul style="list-style-type: none"> · Listen to adults · Leave your area clean and organized
<p>Be Cougar Ready</p>	<ul style="list-style-type: none"> · Raise your hand to speak · Listen to and follow directions · Complete & turn in all assignments on time · Be prepared · Bring your backpack to school everyday · Focus and stay on task · Have a positive attitude 	<ul style="list-style-type: none"> · Pay attention to “five in line” · Wait on red line · Eat your own food · Take your time to eat · Leave food and milk in cafeteria · Put all trash in trash cans 	<ul style="list-style-type: none"> · Line up when the bell rings or the whistle blows · Collect and return equipment · Use restroom during recess 	<ul style="list-style-type: none"> · Return to class quickly and quietly 	<ul style="list-style-type: none"> · When the assembly is over, get ready to learn · Quietly return to class · Listen to and follow directions · Leave nature where it is. This includes sticks, rocks, trees, dirt, etc. 	<ul style="list-style-type: none"> · Eat a good breakfast · Bring all completed assignments back · Wear appropriate clothing and shoes 	<ul style="list-style-type: none"> · Take home homework assignments · Have a plan for doing homework



Front of School

The front of the school is for a quick check in and out during school day; **this is not a parent drop off/pick up zone.** It is not a long-term parking lot.

Please leave School Safety/Law Enforcement and handicap parking spaces open. **We have staff members, families, and volunteers who use those spaces and who have handicap permits.**

Again, for student safety, **this area is not a parent pick up or drop off area.**



Large Parking Lot on South Side

This lot is for extended-time parking and the parent drop off/pick up location. Primarily 3rd to 5th grade families use this area in the afternoon. You may park in available spaces and walk to pick up your children. If you are picking up or dropping off children from the pick up lane, please have them enter and exit from the passenger side of the vehicle. We ask that children do not enter vehicles that are not waiting against the curb in the pick up lane. Please pull forward when space is available. Staff members are present after school to assist with the flow of traffic. Everyone may use this area in the morning. **It is important that you follow all directions given by our staff for safety. To respect our neighbors, please do not park on Lehigh Street.**

Primary Playground/Bus Bay

This area is used primarily to pick up Kinder through 2nd grade children. It is also used for bus riders. The Bus Bay is for TUSD busses only. Parents are not permitted to park in the Bus Bay or across the street on Lehigh Dr. We ask that parents park in the lots across the street in Palo Verde Park's parking areas. Please cross the street with the TUSD crossing guard and enter through the gate. Please do not pick up children at the stop sign on Lehigh Dr. and Mann.