

K-5
TUBA CITY
ELEMENTARY SCHOOL

“Home of the Lil Warriors”



Family Handbook

2018-2019

School Year 2018-19
“In Conflicts between Governing Board Policies and this handbook,
Governing Board Policies shall govern.” Adopted by the Board on July 9, 2018

TUBA CITY ELEMENTARY SCHOOL IN COORDINANCE WITH TUBA CITY UNIFIED SCHOOL DISTRICT MISSION AND GOALS:

MISSION:

TCUSD IS UNIFIED IN CULTURE, TECHNOLOGY, AND ITS COMMITMENT TO EDUCATION; EVERY STAKEHOLDER IS PREPARED TO ACHIEVE A LIFETIME PERSONAL, CULTURAL, CIVIC EXCELLENCE AND TO ENRICH THE COMMUNITY.

GOALS:

GOAL 1: ALL SCHOOLS WILL INCREASE STUDENT ACHIEVEMENT, TO EXCEED STATE STANDARDS, AND BECOME EXCELLING SCHOOLS.

GOAL 2: PARENTAL PARTNERSHIPS WILL BE STRENGTHENED AT EACH SCHOOL



Dear Parent/Guardian,

Welcome to the Tuba City Unified School District #15! This handbook is designed to assist you and your child. If you have questions not addressed in the handbook, please contact our school, 928.283.1020.

Tuba City Unified School District #15 continues to encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he or she grows and matures. We are proud of our schools and our students. It is through the teamwork and effort of our Tuba City Elementary Community that we succeed in preparing our students for future educational endeavors. The collaboration and commitment of our hard working students, our dedicated faculty and staff, our committed volunteers and community members allows us to excel in the education of our students.

Please visit our school to meet staff and to participate in your child's learning experience. Please contact us if you have any questions or we can be of service to you. Thank you for choosing Tuba City Elementary School, we look forward to working with you.

For updated information about our schools, go to www.tcusd.org.

Kind regards,

*Dr. Justin Roberson
Principal
jroberson@tcusd.org*

TUBA CITY UNIFIED SCHOOL DISTRICT #15

Tuba City Elementary School

P.O. Box 67

Tuba City, AZ 86045

Front Office: (928) 283-1020

SCHOOL HOURS

8:00 AM - 3:00 PM

OFFICE HOURS

7:30 AM - 5:00 PM

Please feel free to call or come to the office
if you have any questions or concerns.

Students should not arrive at school before 7:30 AM and are expected to leave campus at 3:00 PM unless involved in an afterschool program or other school-related activity.

INTERNET INFORMATION:

Tuba City Elementary Home Page:

<http://webservice.tcsd.org/TCES/>

PowerSchool Parent Connection:

<http://powerschool.tcsd.org/public/home.html>

IMPORTANT EXTENSIONS

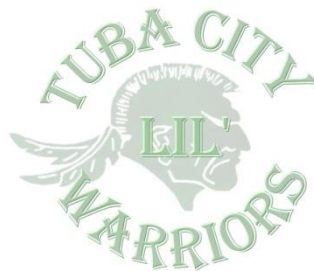
Dr. Justin Roberson, Principal.....	283-1032
Theresa Tom, Secretary.....	283-1030
Dottie Sumatzkuku, Attendance.....	283-1085
Lucy Hatathli-Nez, School Social Worker.....	283-1022

At the
Tuba City Elementary School,
We:

Are respectful and trustworthy

Care about each other

Take responsibility



At Tuba City Elementary School, Teachers

Reteach and Enrich

- occurs daily school-wide

Ensure every minute counts

- engage all students

Achieve success

- assess standards regularly

Come together as a team

- actively collaborate

Have high expectations

- encourage students to excel

every student!



K-5 TUBA CITY ELEMENTARY SCHOOL STAFF DIRECTORY 2018-19

Kindergarten		Navajo Language	
Regina Akee	rakee@tcusd.org	Ella Bedonie	ebedonie@tcusd.org
Della Austin	daustin@tcusd.org	Royd Lee	rlee@tcusd.org
Marie Clark	mclark@tcusd.org	Susie Store	sstore@tcusd.org
Bernise Holliday	bholliday@tcusd.org	Violet Tso	vtso@tcusd.org
1 st Grade		ESS	
Marie Jensen	mjensen@tcusd.org	Sharon Vasquez-Cody	svasquez-cody@tcusd.org
Lois Parrish	lparrish@tcusd.org		
Caitlin Williams	cwilliams@tcusd.org		
Arlita Yazzie	ayazzie@tcusd.org	ESS Support Staff	
		Lucy Atene	
2 nd Grade		Sham Begay	
Esther Masayesva	emasayesva@tcusd.org	Carol Chee	
Sheryl McCloskey	smccloskey@tcusd.org	Vivian Gaseoma	
Eric Neuwirth	eneuwirth@tcusd.org	Mackenzie Goldtooth	
Jerilyn Tsinigine	jtsinigine@tcusd.org	Deloria Johnson	
		Dedria Lynch	
3 rd Grade		Audrey Tsinnijinnie	
Jeffrey Elliott	jelliott@tcusd.org		
Kayli Nockideneh	knockideneh@tcusd.org		
Regine Oira	roira@tcusd.org	PEEP	
Brittany Williams	bwilliams@tcusd.org	Avis Macktima	amacktima@tcusd.org
4 th Grade		PEEP Support Staff	
Nellie Calayag	ncalayag@tcusd.org	Marvella Adson	
Kristine Mortiz	kmortiz@tcusd.org	Nancy Dennison	
Corileen Phillips	cphillips@tcusd.org	Louise Nockideneh	
Evelyn M. Yazzie	emyazzie@tcusd.org		
		Instructional Aides	
5 th Grade		Maxine Begay	
Vonnie Atene	vatene@tcusd.org	Geoffrey Begaye	
Veronica Jim	vjim@tcusd.org	Darlene Kewanwytewa	
Myleene Ruiz	mruiz@tcusd.org	Genevieve Multine	
Jasmin Taquiso	jtaquiso@tcusd.org		
Special Areas		ELL	
Ernestine Begay	ebegay@tcusd.org	Shannon Duggan	sduggan@tcusd.org
Maria Ferrer	mferrer@tcusd.org		
Phillip McCabe	pmccabe@tcusd.org		
Clarence Pesodas	cpesodas@tcusd.org		

**If you need to reach a staff member by phone, please contact the front office, 283-1020.
Thank you.

ATTENDANCE POLICY

Regular attendance for each child is necessary for maximum growth and essential for school success. Therefore, parents and the school together share the responsibility for regular attendance. In addition, regular school attendance is required by state law. State law mandates that all student absences are recorded.

When a student is absent, please notify attendance at 283-1085, before 8:20 AM or leave a voicemail at any time. All absences require a note. All notes should have the date of the absence, state the reason for the absence, and a parent/guardian signature.

TARDY POLICY

Students must report to the office for a late pass when arriving to school after 8:00 AM. This late pass ensures the student's name will be removed from the daily absentee report.

TRUANCY

AZ State Truancy Law A.R.S SS15-802 and Navajo Nation Truancy Navajo Nation Code Title 10 Subsection SS502 Compulsory School Attendance-Generally SS118 regulate the mandatory school attendance of children ages 6-16 years. The process is as follows:

- 1. Attendance automated system will contact parents for each absence that is reported.*
- 2. After the 5th unexcused absence, office staff will notify the principal of the habitual truancies. Habitual tardiness will be treated in the same manner.*
- 3. The principal will then attempt to notify the parent or legal guardian by phone; written note will be sent home.*

We are obligated to proceed with other serious measures when a student is habitually truant. However, it is our hope that by following the steps mentioned, attendance will improve.

NURSE'S OFFICE/MEDICATION

If your child needs to take medication at school, a consent form must be signed by a parent. Prescription medication must be in the original, labeled container as prepared by a pharmacist and include: patient name, name of medication, dosage, and time to be given. In addition, a parent or guardian must personally deliver medications to the health office.

VISITORS

Tuba City Elementary School encourages visitation by parents. All visitors must sign in and obtain a visitor's pass in the front office before visiting the campus. However, the school does not allow children to bring friends or relatives to spend the day as a classroom participant.

DISMISSAL PROCEDURES

CHECK OUT:

Parents must first come to the front office and sign for their child to be checked out. If your child is checked out and returns from an appointment before the school day ends, please sign your child in at the office first, before having your child return to class. For the safety and protection of your child, the school will not allow students to be picked-up directly from the classroom or school grounds before the regular dismissal time.

TRANSPORTATION:

Tuba City Elementary School is committed to student safety. Teachers will walk their students to the bus-loading zone. All students are required to bring a note to the office if they plan to:

- Leave school with anyone other than their parent or guardian;
- Get off at a bus stop other than their regular stop;
- Not ride the bus, but get picked up at school
- Ride a different bus or have a change in their regular transportation schedule.

**K-5 Tuba City Elementary School
Behavior Expectations/ Student Compact**

ACT Statement	MPR/Cafeteria	Classroom/ Library/ Computer Lab	Playground	Hallways/ Common Areas
Are Respectful And Trustworthy	-Listen carefully and follow directions -Use inside voices -Wait patiently -Use appropriate language and table manners	-Listen carefully and follow directions -Use inside voices -Wait patiently -Use materials and equipment properly	-Listen carefully and follow directions -Wait patiently -Use outside voices -Use materials and equipment properly -Everyone plays cooperatively	-Listen carefully and follow directions -Walk quietly
Care About Each Other	-Move carefully -Keep hands, feet, and objects to yourself -Greet and respond to others courteously -Sit correctly	-Move carefully -Keep hands, feet, and objects to yourself -Greet and respond to others courteously	-Move carefully -Keep hands, feet, and objects to yourself -Greet and respond to others courteously -Solve problems peacefully -Help those in need	-Move carefully -Keep hands, feet, and objects to yourself -Greet and respond to others courteously
Take Responsibility	-Keep your area in the cafeteria clean -Raise your hand for questions -Eat your own lunch -Leave food in the cafeteria	-Keep your learning area clean -Be prepared and ready to learn -Actively participate and stay on task	-Take turns -Line up quickly and quietly -Return equipment	-Have a hall pass -Go directly to your destination in a timely manner

ACT Statement	Bathrooms	School Events/ Assemblies	Safety Drills	Arrival & Dismissal
Are Respectful And Trustworthy	-Use inside voices -Use appropriate bathroom manners	-Listen carefully and follow directions -Keep silent during presentations -Enter quietly -Keep eyes on the speaker -Use appropriate applause	-Listen carefully and follow directions -Keep silent during drills -Wait patiently	-Listen carefully and follow directions -Walk quietly -Wait patiently
Care About Each Other	-Honor privacy -Be courteous	-Move carefully -Keep hands, feet, and objects to yourself -Greet and respond to others courteously -Sit correctly	-Move carefully	-Move carefully -Keep hands, feet, and objects to yourself -Greet and respond to others courteously
Take Responsibility	-Keep bathroom clean -Wash hands thoroughly	-Raise your hand to answer questions -Be prepared and ready to learn -Actively participate and stay on task	-Always walk	-Arrive and leave prepared and on time -Go directly to your destination in a timely manner -Stay in your dismissal line with your teacher

Attached - Board Policy JICK-EB
Student/Violence/Harassment/Intimidation/Bullying

JICK-EB ©

EXHIBIT

**STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING**

**(To be displayed in school buildings
and in student handbooks)**

The Governing Board of the Tuba City Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of 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.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial

physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

NOTES:

I have received a copy of the Tuba City Unified School District Family Handbook, and as a parent, I have discussed its content with my child. We agree to support the Tuba City Unified School District #15 in all areas as described and understand the content of this handbook. Thank you.

Please sign, cut and return to teacher.

Parent/Guardian's Signature

Teacher's Signature

Child's Signature

Date

