

JOHN & CAROL CARLSON ELEMENTARY SCHOOL



CARLSON ELEMENTARY
5400 SOUTH WHITE DRIVE
CHANDLER, AZ 85249

<http://www.cusd80.com/Domain/4422>

Main Office: 480-224-3800

Attendance Line: 480-224-3803

Attendance Fax: 480-224-9443

Health Office: 480-224-3802

Café: 480-224-3804

Daily Menu on CUSD Food or <http://cusdnutrituion.nutrislice.com/menu>

Andy Morgan, Principal

Morgan.andy@cusd80.com

Welcome to
John and Carol Carlson Elementary School
Home of the Champions

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Bell Hours

K - 6 Students 8:30am – 3:00pm

Students may arrive on campus no earlier than 8:05am.

First bell rings at 8:25am and the tardy bell rings at 8:30am.
Students arriving after the 8:30am bell must sign in at the office and pick up a tardy pass to present to their teacher for admission to class.

STUDENTS MUST BE PICKED UP PROMPTLY AT 3:00PM

Early Dismissal Time: 11:30am

Early Release Days for 2019-20 School Year
August 28th & August 29th & February 12 & 13th & Thursday, May 28th

Students are expected to be picked up promptly at 3:00pm on regular school days and at 11:30am on early release days.

Kids Express Before and After School Program is located on the Carlson Campus to provide extended care. For more information or to register, contact Kids Express at 480-224-3915 or
You can also check them out online at <https://www.cusd80.com/Page/87258>



Throughout the year students will be invited to participate in school sponsored extracurricular activities such as Choir, Drama, Running Club, Student Council, or before and after school tutoring. Students will always be required to submit signed parent permission slips for these activities. All changes to a student's transportation plans should be sent to the student's home room teacher either by note or email.

ARRIVAL and DEPARTURE

Options for Children Getting To and From School—



Take the Bus

CUSD transportation department determines bus routes and stops for all families who reside beyond one square mile of Carlson. Parents must complete the Bus information form available in the office. Students on open enrollment are not eligible for bus transportation.

- Backpacks are flagged with colored tags helping ensure that students ride the correct bus. If you change backpacks please ask for another tag.
- Kindergarten and 1st grade children will not be left at a bus stop without a parent/guardian there to meet them at the stop. These students will be returned to the school office for parent pickup.
- Talk to your child about appropriate bus behavior—riding is a privilege not a right.
- Children may ride the bus with someone else **ONLY** with a signed parent permission note that has been submitted and approved by the office. Students must present this note to the bus driver.

Walk (if within the square mile of Carlson Elementary) or **Ride a Bicycle** if you are in 2nd-6th grade (See Bicycle Procedures section).



- Students leaving campus to the south will leave from the south side of the school, by the basketball courts, and follow the fire lane to the front of the school where they will continue walking along the sidewalk south. There will be a cross guard at White Drive and Cloud.
- Students leaving campus to the north and west, will leave campus from the north side of the building, exiting by room 29, by bus loading and unloading. From here they may use the sidewalk to proceed west into the TW Lewis neighborhood or east towards the bike rack and cross guard located at Desert Jewel and White Drive.

Parent Pick Up – Drop Off – Please help us keep your students safe! Do not use your cell phone while dropping off or picking up your students. Put your cell phone down before driving on campus. Thank you!

Park and Escort your child to the campus.

- Park in the Parent/Visitor parking lot, located along White Drive and escort your child to the campus using the crosswalk. **Children should not walk in the parking lot alone.**
- If you are dropping something off in the office, please park in the Parent/Visitor parking lot.



Drive –Through Drop Off and Pick Up Basics

- Pull Forward—in a single lane as far as traffic will allow toward the fire lane. Students should not be dropped off or picked up before the bike rack. Kindergarteners will arrive and proceed directly to the kindergarten playground. Grades 1-6 will enter campus through the fire lane to the school playground. Proceed with caution and watch for staff and Safety Patrol that will be signaling you to move forward and/or where to stop.
- Children should unload on curbside only. Please do not open your driver's door into the lane of traffic---this is likely to result in your door being hit.
- You should stay in your car; if your child needs assistance the duty teacher will help OR if you need to accompany your child, please park in the designated area and escort them.
- **Do not leave your car parked and unattended in the drive through lane!**

Dismissal

The school day ends at 3:00pm for regular K-6 grade students. Students are not allowed to be picked up from their classrooms. This eliminates disruption during the last several minutes of the school day. Should you wish to come onto campus and pick your child up, please use one of the two "Parent Waiting" areas that have been established; Parent Pickup staging area (courtyard adjacent to the bike rack with shade structure), or the south fire lane on the basketball courts.

When checking a child out of school early, you must come to the office to sign your child out. You will need a photo I.D. for verification purposes. If someone other than the parents are to pick up a child, that person **MUST** have a photo I.D. and be listed on your child's emergency card before the child will be permitted to leave the building.

BICYCLE PROCEDURES

Students in grades 2-6, who live within walking distance, may ride a bicycle to school. "Walking distance" is within the square mile around Carlson Elementary School (i.e. Gilbert/Lindsay-Chandler Heights/Riggs). Students will walk bicycles while on campus. Students are required to lock their bike in the designated bike rack during the school day. **THE USE OF BICYCLE HELMETS IS ENCOURAGED OF ALL STUDENTS RIDING A BICYCLE TO AND FROM CARLSON.** We appreciate your support with this policy and believe it is in the best interest and safety of your children.

TOYS, SCOOTERS, ROLLERBLADES, HEELIES, SKATEBOARDS

Students are prohibited from bringing toys or any other entertainment devices to school without written permission from the teacher. This rule has been established because such devices can cause disruptions in the classroom and interfere with the learning process.

ATTENDANCE

Students are expected to attend school daily. Failure of a student to attend when he or she is able to do so may jeopardize the promotion to the next grade. It is a legal requirement to notify the school before 8:00am by calling the 24-hour attendance line with an explanation of your child's absences. Parents are urged to schedule appointments/ vacations outside of scheduled school days. Upon a student's 10th absence we are required to notify parents in writing regarding concerns.

TARDINESS

Students who arrive at school after 8:30am are considered tardy. Following the 8:30 bell, parents must escort their children into the front office to sign them in. If you are unable to come in please call the front office at 480-224-3800 to report the reason they are late and we will verify their arrival. Students must have a pass to enter the classroom late. Excessive tardiness may result in a parent / administrative conference. If warranted, the district truancy officer may be notified.

VISITORS Parents are an important part of our school. In order for the school to keep a record of your visit and for the safety of our students, Carlson requires all visitors to sign in at the office immediately upon entering the school grounds. All visitors and volunteers must wear a guest badge while on the Carlson Elementary School campus. We thank you for your cooperation and assistance in helping us to ensure our campus is a safe place for your children. **Please see Parent Involvement Section for details on Volunteerism.**

HEALTH OFFICE

If your child becomes ill at school, they will report to the health office. Our Health Assistant uses our District policies when determining what action is to be taken in regards to your child's illness/injury. You will be contacted if necessary. It is extremely important that you keep our Health Office and Attendance Clerk updated with all current telephone numbers and addresses. Our Health Office number is 480-224-3802. The Chandler Unified School District has imposed strict guidelines for administering medications at school. If a student is to be given medicine on a daily basis, the physician and parent must complete a **Permission for Medicine** form. This form can be obtained in the school health office and will be kept on file. If there are any changes in medication, a new form must be completed before a new medication or dosage is given. The District Health Protocol is listed below to assist you in determining the appropriate course of action based upon your child's symptoms.

HEALTH PROTOCOL

Every year a number of students become ill for many reasons, including exposure to other ill children in the classroom. To help you make decisions about whether or not to send your child to school, we have put together a list of indicators to help you decide. A child should not be in school and will be sent home if the following condition(s) are present:

1. Fever over 100 degrees. A child should be fever-free for 24 hours, without medication, before returning to school.
2. Persistent cough.
3. Sore throat with fever and/or white spots on the throat.
4. Rash with fever illness, such as chicken pox, measles, etc.
5. Nausea, vomiting or diarrhea. A child should be free from symptoms for 24 hours before returning to school.
6. Red, itchy, and draining eyes—if conjunctivitis or “pink eye” is diagnosed, the child must be on medication for 24 hours before returning to school.
7. Prolonged headache and stomach ache.
8. Swelling or pain at a level that may interfere with learning.
9. Earache
10. Toothache
11. Head Lice – a child must remain at home until treated with medicated lice shampoo and all the nits are removed. Students must be cleared by the Health Assistant.

Feel Free to Contact the school health office with any questions 480-224-3802

STUDENT INSURANCE

The District offers access to a low cost, voluntary purchase student accident/health insurance program as a service to you and your child. While the safety of our students is one of our most important concerns, accidents do happen and resulting medical treatment can be very expensive. The district and school does not assume responsibility for student injuries and resulting costs so please consider enrolling your child in one of the plans offered. K-12 Student Accident Insurance is available at discounted rates through Nationwide Life Insurance Company. Enrollment forms are available in the office or enroll online at www.studentinsurance-kk.com.

NUTRITION & FOOD SERVICES

We encourage students to have lunch money on account. Students/parents are asked to place money on their account before the start of the school day in the school cafeteria or use <https://www.myschoolbucks.com/ver2/login/getmain.action>. The monthly menu is found in the Carlson Courier & CUSD Insider or online at <https://cusdnutrition.nutrislice.com/menu>. The new I Phone app is CUSD Food

Meal prices are currently:

Breakfast: \$1.75

Lunch: \$2.95

Additional Milk or Juice: \$.50

Water 8 oz. Bottle \$.50

Large Bottle \$.75

CARLSON LUNCH SCHEDULE

Grade	Cafeteria	Recess
6 th	10:40-10:55	10:55-11:20
5th	10:55-11:10	11:10-11:35
1st	11:10-11:25	11:25-11:50
3rd	11:25-11:40	11:40-12:05
Kindergarten	11:40-11:55	11:55-12:20
4th	11:55-12:10	12:10-12:35
2nd	12:10-12:25	12:25-12:50

Parents are welcome to dine with their child at the Carlson café during the week. However we ask that you keep your lunch visits to one day per week and during your child's scheduled lunch time. Please follow the visitor sign-in policy. Your child is expected to return to class at the specified time and parents should not be stopping by the classroom. **Please note that seating is limited.**

State Legislation prohibits parents from bringing food to children other than their own child.

Students with allergies will be provided an alternate table to sit at with a designated friend of their choice during lunch time. Please ensure that the health office, cafeteria, and classroom teacher are made aware of any food allergies that your child may have and the severity of said allergies.

Applications for Free & Reduced priced meals are available from the Nutrition and Food Services department link on the CUSD website <http://CUSDNutrition.heartlandapps.com>. Families who qualify for free or reduced lunch MUST re-apply every year according to federal regulations. The complete CUSD wellness policy is posted at www.cusdnutrition.com.





CARLSON CHAMPIONS DRESS FOR SUCCESS

At Carlson, we believe that students must dress appropriately for a positive and non-disruptive learning environment. Please refer to the list below when choosing your children's wardrobe. PARENT VOLUNTEERS ARE EXPECTED TO WEAR APPROPRIATE CLOTHES AND FOLLOW A DRESS FOR SUCCESS MODEL WHEN COMING ON CAMPUS TO VOLUNTEER.

Student Dress: The responsibility for appropriate dress rests with students, parents or guardian. Students are to adhere to student dress expectations during the regular school day as well as during all school sponsored events. At all times clothing shall provide adequate covering of the body.

The following clothing is not acceptable:

- Short shorts or skirts, (short is defined as higher than mid-thigh) spaghetti straps, tops or dresses with straps less than 1 inch in width, bathing suits, halter or midriff tops, tube tops, mesh, fishnet or sheer garments, low cut tops or strapless tops.
- Clothing that exposes the back or midriff when hands are raised above the head.
- Sagging pants, visible underwear, hanging belts, see-through jerseys, overly large jerseys or tops worn without undershirts, bandanas, sweatbands, headbands, wristbands, chains or cords hanging from clothing.
- Clothing with obscene, vulgar or inappropriate language or graphics, gang related clothing and symbols, clothing that promotes racism, clothing that advertises illegal substances, tobacco or alcohol.
- Clothing that is disruptive in appearance, contrary to good hygiene, detrimental or distracting to classroom or campus order.

Footwear:

Shoes must adhere securely at the heel and be tied properly if they were designed to do so (Flip flops and healeys are not acceptable). Open-toed shoes are acceptable as long as they adhere to the heel. On scheduled PE days, students are expected to wear tennis shoes to ensure safety.

Student grooming:

The responsibility for appropriate grooming rests with students, parents or guardian. Students are expected to keep themselves well groomed during the regular school day as well as at all school sponsored events.

The following is not acceptable:

- Unnatural hair color
- Grooming or hair styles that may create a health hazard during school activities
- Grooming that is disruptive in appearance, contrary to good hygiene, detrimental or distracting to classroom or campus order.

Note: Elementary students are discouraged from wearing makeup.

Hats and sunglasses:

Hats and sunglasses may be worn while outside. They must be removed while indoors. Exceptions will be made for students with medical needs.

Corrective action by school staff:

All school personnel have the right and responsibility to enforce school rules including dress and grooming expectations. Students who do not comply with dress or grooming expectations will be referred to the school health office or to the school principal. Parents will be contacted and asked to provide alternative clothing. If parents are not available, students will be given alternative clothing to wear for the remainder of the day. Parents will also be contacted concerning grooming issues. Arrangements will be made with parents to correct grooming issues as quickly as possible.

CELL PHONE DISCLOSURE

Cell phones are to be turned off and placed in backpacks during the school day. Use in the classroom or on the playground is not permitted. If a student must call home during the day, they need to inform their teacher and arrangements will be made for them to use a school phone to do so. If a student has a cell phone out on campus during the school day or on the bus, or if the cell phone is a disruption or distraction in any way, it will be confiscated and the parent/guardian will be contacted to come to the school office and pick up the phone. Repeated occurrences will result in appropriate disciplinary action.

The Chandler District does not assume responsibility for the loss of, or damage to personal property. If your child has a cell phone on campus or on the bus and it is stolen or damaged, the district will not be able to take financial responsibility for the cell phone or cell phone charges.

4th-6th Grade ACADEMIC AWARDS

Academic awards are given to students in grades 4th - 6th grade. Honor Roll is awarded for those receiving an 80% or higher average in ALL core subject areas for each semester. Principal List is awarded for those receiving 90% or greater in ALL core subject areas. More information will be sent about this during the year.

HOMEWORK

Homework is important to the learning process. It extends the active involvement beyond the classroom. Homework is an excellent way for the parent to keep abreast of a child's progress. Students in grades K-6 will be assigned homework using the following guidelines:

Classic Carlson

Homework Policy (M-TH)

Kinder.....10-15 min

1st & 2nd10-25 min

3rd & 4th20-30 min

5th & 6th30-50 min

CTA Carlson

Homework Policy (M-TH)

Kinder15-30min

1st & 2nd15-30min

3rd & 4th25-40min

5th & 6th40-60 min

In the event of an excused absence, the student will have one day for every day absent to complete and turn in any missed assignments and homework.

PARENT INVOLVEMENT

There are many ways to be involved in your child's school. Each listed activity is seeking volunteers. We hope you will select at least one way to be an active partner on the Carlson campus. We seek to form strong parent partnerships and build a community of learners. We understand the time demands of families and after-hour obligations, but we hope you establish a priority for your child's school and select activities that support making Carlson Elementary an even better place for your child(ren). Please set a goal to give a minimum of 4 hours this year.

As standard practice, all volunteers on the Carlson campus are required to complete a CUSD Volunteer Information Form and Overview of Policies as well as a Carlson Elementary Volunteer Policy form. Both forms may be picked up in the front office or online at our school website. **As a volunteer, you accept the responsibility to follow the dress code. (see Dress for Success section).**

Fingerprints Not Required

Examples of volunteer work: clerical work in school office, library, classroom volunteer who works with groups of students under supervision of a certified teacher, Art Masterpiece, Junior Achievement, day field trip chaperones, Running Club helpers, PTO events such as concession stands, etc.

Fingerprints Required (must be processed by District Personnel)

Examples of volunteer work: coaches, overnight field trip chaperones, after school clubs (no student sponsor) any school activity without direct teacher oversight. Service learning practicum and student teachers are fingerprinted through the CUSD staff development department.

CARLSON VOLUNTEER OPPORTUNITIES

Parent-Teacher Organization

By virtue of you having a child attending Carlson Elementary you are part of the Carlson PTO. This group supports Carlson students, staff, and parents by hosting events and developing school-wide spirit through fundraising and special school-wide activities. School fundraising is essential at every school to ensure that students have extra-curricular opportunities not provided by the state's funding of public education and this group takes the lead in that effort.

Events like the Back to School Bash, Boo Bash, Father Daughter Dance, Check-a-thon Drive, Family Food Nights, Booster-thon and Spring Carnival, as well as the Holiday Shoppe need lots of helping hands. Please join in and get involved – the elected board cannot do it all nor do they want to – Please make this **Your** school. A PTO Volunteer form can be located in your child's classroom on "**Meet the Teacher**" **Open House** and is available in our front office or on our school website. Check out the Carlson PTO Facebook page for updates.

School Day Volunteers

These opportunities are for anyone who wants to be at school during the regular school hours. It includes workroom assignments, office assistance, assisting students, and classroom support. The only limit to this assignment is that your service is purposeful and productive. Carlson classrooms will be identifying a "Room Mom" to be used as a liaison between parent volunteers and the classroom teacher. You will be provided additional information about how to volunteer in your child's classroom.

PLEASE NOTE: Younger Siblings, toddlers, infants, etc. cannot accompany Parent Volunteers at school while volunteering. See Page 18 in CUSD Parent/Student Handbook

After Hours Support

This group represents those who may want to be involved but can't be at school during the day due to sibling child care issues or work schedules. Please ask your child's teacher how you can support the classroom and school at home.

Carlson Site Council

Arizona School Statues outlines that schools built after 1996 are to create a council to provide input for the creation of curricular and instructional strategies that meet the unique learning needs of the students served at each school while promoting the Districts mission and goal statements. **Arizona Department of Education have developed the Arizona State Standards and Chandler Unified School District has outlined the performance objectives thoroughly; so the shared decision making that goes on with this council is visionary and limited to creativity, character development, theme and vision.** Site Council meetings are open to the public for observation purposes.

We are looking for parents and community members who would like to participate in Carlson Elementary Site Council. The membership of the site council/parent leadership team is self-selecting, meaning that there are no elections and anyone with interest can become part of the organization. Because we will be using a shared leadership model, members of the site council may be asked to assume leadership in an area of school operations that is of interest.

The team will meet quarterly and meetings will be kept to 60 minutes in length. Agenda items are developed prior to the meeting, with open agenda items as agreed to by the team.

Site Council Meetings for 2019-2020:

Tuesday, **September 17th** @ 3:30pm in the Carlson Media Center

Tuesday, **December 10th** @ 3:30 pm in the Carlson Media Center

Tuesday, **February 18th** @ 3:30pm in the Carlson Media Center

Tuesday, **May 12th** @ 3:30 pm in the Carlson Media Center

If you are interested in serving on the Carlson Elementary Site Council, please submit your interest by contacting Mercedes Benfield at 480-224-3807.

AFTER SCHOOL ACTIVITIES

Carlson Elementary offers various after school activities. Flyers will be sent home notifying you of these programs and the dates. You will be required to provide transportation home from school if your child participates in any after school events.

Club CUSD offers a variety of enrichment classes at various times and locations. Carlson Elementary will host several of these programs on site during the school year. These programs will take place before or after school hours and are taught by CUSD personnel and/or private vendors. A wide variety of offerings range from sports and recreation to performing arts and everything in between. If you are interested in the program offerings please call 480-224-3913 or visit www.CUSDcommunity.com for more information.



ACTIVITY FEES & TAX CREDIT

All Grade Level fees have been set at \$25.00 per student. These fees can be paid via Infinite Campus. These activity fees support field trips, Art Masterpiece as well as other extra-curricular activities that occur during the instructional day. Fees assessed for afterschool clubs will occur later in the semester.

Please remember Carlson when you contribute your Tax Credit donation to public schools this year. The maximum is currently \$400 if filing status is Married, filing joint return; \$200 if filing status is Single or Head of Household; or Married, filing separate return. Encourage your family, friends and co-workers to do the same. Our goal is to raise \$20,000 this year. This money funds field trips, after-school clubs and other enriching activities for Carlson students. Help the district go green and donate online using the secure website at

<https://www.cusd80.com/Page/100131>.

We accept Visa, Master Card, American Express and Discover Card. Forms for payment by cash or check are available from our website or in the office. Call 480-224-3807 for additional information.

CARLSON CODE OF CONDUCT

Students are expected to follow the Chandler Unified Code of Conduct. Carlson Elementary has developed a school-wide code of conduct that is outlined below:

It is my responsibility to:

1. Set a good example by keeping my hands to myself, by not using language or gestures that will hurt another's feelings.
2. Take all necessary materials, assignments and parent information home daily and share them with my family as needed.
3. Look for ways I can be helpful to others.
4. Follow the pillars of good character
(Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship)
5. Complete all assignments to the best of my ability
6. Arrive at school on time with all my materials and be ready to learn.
7. Take care of the property of others and get permission before using something that doesn't belong to me.
8. Do my part to keep our school and grounds clean and free of vandalism.
9. Play by the rules and demonstrate good sportsmanship.
10. Use my time wisely at school, listen, follow instructions, complete work, and ask questions when I do not understand.
11. Be honest and not lie, cheat, or steal
Accept the consequences of my actions, my behaviors, and my decisions. I will not blame others or make excuses.
12. Remember that the use of cell phones, other technology devices, and toys are not permitted on campus.
13. Understand that weapons of any kind (real or play), are NOT allowed at school or school extended areas (bus, etc.) and will have serious consequences including police reports.

Consequences issued to students: Students who choose to not follow the Carson Code of Conduct or fail to follow school/district rules will be issued consequences for their behavior. These consequences may include any of the following or a combination of them.

Student is issued a warning

- Parent(s) are contacted by teacher and/or student
- Student is isolated from peers in the classroom
- Student is sent to buddy room for time-out
- Student is removed from classroom privileges (recess, free-time, field-trips, etc)
- Student is issued a lunch detention with loss of lunch recess (1-5 days maximum)
- Detention served in the Administration office or classroom
 - Student is issued an after school detention (1-3 days maximum)
 - Detention is served from 3:00-3:45pm
 - Transportation home must be arranged by the parent
- Student is issued an In-School Suspension (1-5 days maximum)
 - In School Suspension is served in an alternate classroom
 - Student will be isolated and expected to complete classroom work
- Student is suspended outside of school (1-10 days maximum)

THE NEXT PAGE IS THE CARLSON STUDENT CODE OF CONDUCT – SIGNATURE REQUIRED – RETURN SIGNED COPY TO YOUR CHILD'S TEACHER.



Student Code of Conduct

I want to grow into the finest student and person that I can be. I realize that by accepting personal responsibility for my actions is the way for me to successfully achieve my goals. I agree to follow the Student Code of Conduct.

It is my responsibility to:

1. Set a good example by keeping my hands to myself, by not using language or gestures that will hurt another's feelings.
2. Take all necessary materials, assignments and parent information home daily and share them with my family as needed.
3. Look for ways I can be helpful to others.
4. Follow the pillars of good character
(Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship)
5. Complete all assignments to the best of my ability
6. Arrive at school on time with all my materials and be ready to learn.
7. Take care of the property of others and get permission before using something that doesn't belong to me.
8. Do my part to keep our school and grounds clean and free of vandalism.
9. Play by the rules and demonstrate good sportsmanship.
10. Use my time wisely at school, listen, follow instructions, complete work, and ask questions when I do not understand.
11. Be honest and not lie, cheat, or steal
12. Accept the consequences of my actions, my behaviors, and my decisions. I will not blame others or make excuses.
13. Remember that the use of cell phones, other technology devices, and toys are not permitted on campus.
14. Understand that weapons of any kind (real or play), are NOT allowed at school or school extended areas (bus, etc.) and will have serious consequences including police reports.

If I choose not to follow these rules, the classroom and school-wide discipline plan will be implemented.

Student Signature _____

Date _____

I have reviewed the Student's Code of Conduct with my child

Parent Signature _____

Date _____

Student Code of Conduct

Please complete this form and return to your child's teacher.

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