

# Union Park School



## Parent & Student Handbook 2023-2024

### **Mission Statement**

*Union Park School provides an environment for students to embrace inclusivity and other cultures through the lens of awareness and Spanish language literacy. The learning community works together to inspire and empower innovative insights and rigorous opportunities for academic and social emotional growth.*

### **Vision**

*Empowering tomorrow's leaders with second language literacy and fostering extraordinary, motivated, and culturally conscious life-long learners.*

# UNION PARK SCHOOL

Office Hours: Monday-Friday 7:15am – 4:00pm  
**24 Hour Attendance Line: 623-445-5890**  
 Office: 623-445-5800  
 Fax: 623-445-5880  
 Nurse: 623-445-5810  
 Cafeteria: 623-445-5814  
 Bus Transportation: 602-467-5090  
 School Colors: Gold & Black  
 School Mascot: Toros

**2023-2024 School Hours**

Kindergarten -8<sup>th</sup> Grade 8:15am-3:00pm

**Early Release Times**

90 minutes PLC Early Release Days: 8:15am-1:30pm

Half Days: 8:15am-11:35am

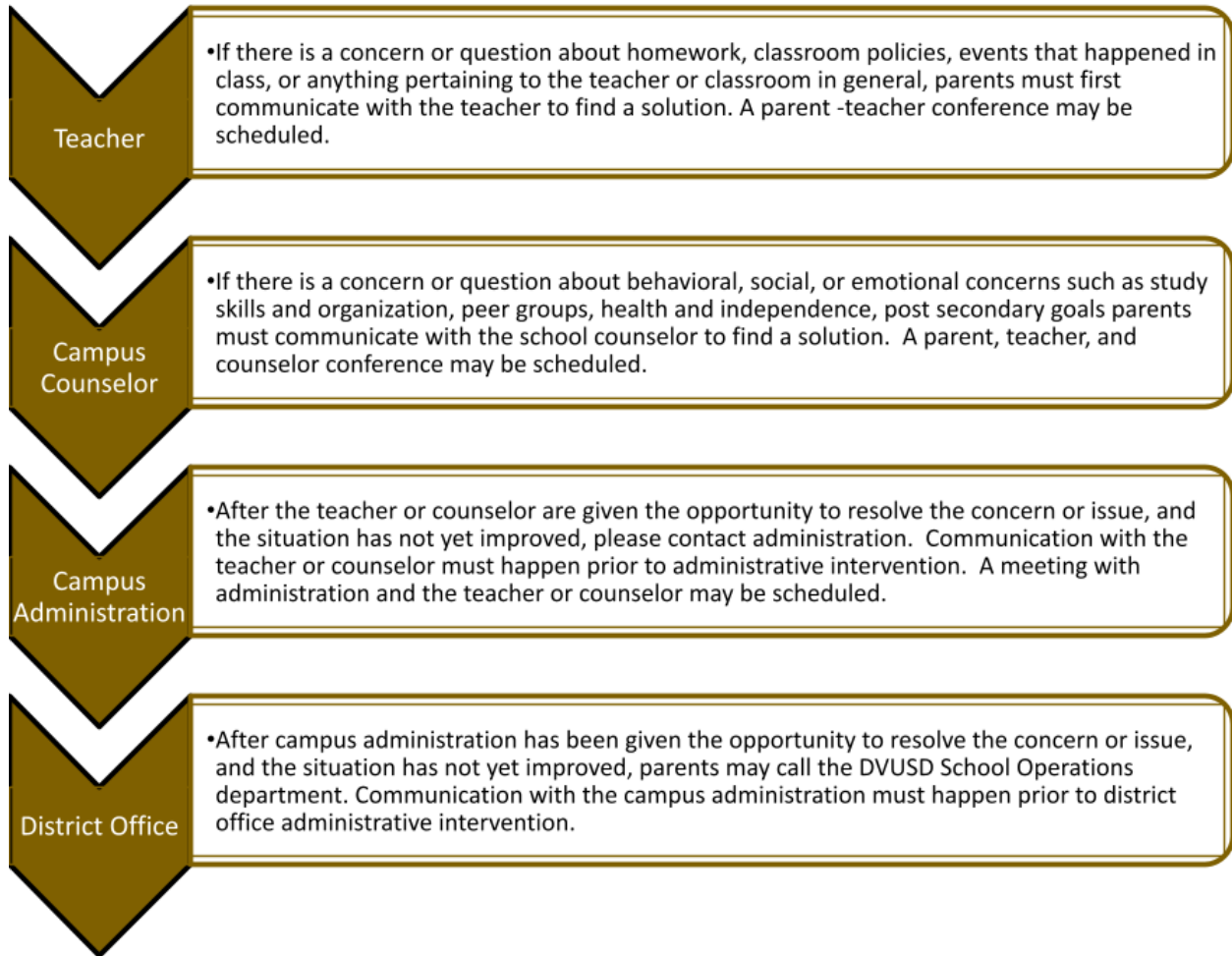
\*Please see district calendar for specific dates

LUNCH	EAT	RECESS	END
KINDER	10:45	11:05	11:25
	RECESS	EAT	END
FIRST	11:00	11:20	11:40
SECOND	11:10	11:30	11:50
THIRD	11:20	11:40	12:00
FOURTH	11:30	11:50	12:10
FIFTH	11:45	12:05	12:25
SIXTH	12:00	12:20	12:40
	EAT	RECESS	END
SEVENTH	12:30	12:45	1:00
EIGHTH	12:45	12:30	1:00

## Union Park Communication Protocol

Stakeholder communication plays an important role in the success of a school. Solutions are best found at the level closest to the issue or concern. As such, we have adopted the following region-wide protocol.

### Communication Protocol



- If a child's safety or school-wide safety is a concern, please contact the front office or a staff member immediately. Administration works diligently to ensure the safety of all students.
- Please schedule specific times to meet with your child's teacher, as he or she needs time to communicate effectively. Teachers often have professional duties directly before and after school hours.

## RESPONSIBILITIES

**PARENTAL RESPONSIBILITIES:** As the parent/guardian of a Union Park student, parents are held accountable for certain parental responsibilities and for their child's conduct during school time and school activities. Parents must understand that their child is required to exhibit appropriate behavior and language.

Parental responsibilities, in accordance with Arizona laws, include:

1. Making sure their child gets to school on time and attends on a regular basis.
2. Having their child nourished, in good health, dressed appropriately, clean and ready to learn.
3. Educating themselves and their child of school rules and district regulations.
4. Paying for property damages as a result of their child's misconduct.

**REQUIRED ATTENDANCE:** Your child's attendance is critical to his/her success. Arizona's truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school:

1. A student is "habitually truant" if he/she has five or more unexcused absences from school;
2. A student has "excessive absences" when the student misses more than ten percent (18 days) of the required number of school days per year whether the absence is excused or unexcused.

Arizona State law requires that parents ensure that their children between the ages of six and sixteen attend school. On the fifth unverified absence or 19 total verified/unverified absences, regardless of the reason you and/or your child could be issued a citation for a violation of an Arizona Revised Statute [A.R.S. 15-802](#) or [15-803](#). The citation would require that both you and your child appear in court regarding this matter.

Prosecution of you and/or your child may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc. The parent will also be assessed a \$50 Diversion fee. If you, as a parent, receive a citation and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

**TARDIES:** Please ensure student(s) are on campus no later than the 8:10 a.m. bell in order to ensure they are in their seats for attendance at 8:15 a.m. Please note that tardiness is very disruptive to your child's learning as well as the learning environment.

**STUDENT RESPONSIBILITIES:** Students at Union Park are held accountable for certain responsibilities and for their conduct during school time and school activities. Students must exhibit appropriate behavior and use language that is not offensive to the rest of the community.

Student responsibilities, in accordance with Arizona laws, include:

1. Making sure they get to school on time and attend on a regular basis.
2. Arriving at school nourished, in good health, dressed appropriately, clean and ready to learn.
3. Knowing the school rules and district regulations and abiding by them.
4. Knowing that any property that they may damage will have to be paid for because of their misconduct.

This handbook is provided to assist parents and students with information to support their roles and responsibilities. Parents may also refer to the DVUSD Student Rights and Responsibilities Handbook.

## ARRIVAL AND DISMISSAL PROCEDURES

Our arrival and dismissal procedures have been designed for your child's safety and to allow for well supervised and organized arrivals and dismissals. Your cooperation is needed to ensure that all procedures are followed.

**BEFORE SCHOOL PROCEDURES:** Each morning, all students have the opportunity to have breakfast. Students should eat, and then exit in time to arrive in class no later than 8:15, unless there are extenuating circumstances (i.e. a late bus).

Each morning, all first through sixth grade students are to report to their classrooms, unless otherwise directed to go to the playground. Students in seventh and eight grades report to the middle school commons area. Kindergarteners report to the Kindergarten playground area by their classrooms.

Parents may park and walk their children to crosswalk in front of school. Parents are encouraged to drop off their children in the car line. **Any parent who wishes to enter campus must first sign-in at the office and have an appointment or be scheduled to volunteer with the teacher.** Teachers will meet their students at the classroom door after the 8:10 am warning bell.

**STUDENTS DROP OFF/PICK UP:** Students being dropped off or picked up by parents will use the pick-up/drop off loop in front of the school. Following the drop off and pick up plan will help maintain a safe environment in the parking lot for our students and families. **PLEASE DO NOT DROP OFF STUDENTS IN THE PARKING LOT. PLEASE USE THE DROP OFF LANE OR PARK AND WALK YOUR STUDENT TO THE DROP OFF CROSSWALK.**

All cars must enter the loop entrance, on the northeast side of the school (front entrance) by using the designated entrance lanes. Please follow the signs and arrows. Students may only be dropped off and picked-up in between the blue signs indicating student pick-up and drop-off (on the east side of the school). We ask parents to remain in their cars to help keep the flow of traffic moving at a good pace. There are adults out on duty to help open doors if needed.

It is a violation of Phoenix City Parking Code 36-134 to park a vehicle in the road where there are signs posted which say *No Stopping/No Parking*. Please do not park in DISABLED SPACES unless your vehicle is appropriately licensed/marked. The Phoenix Police Department periodically visits to ensure the safety of our students and staff.

Please **SLOW DOWN** when driving through the parking lot and through the loop.

**If you are picking up your child from school, it is important to be on time. If this is an issue, after school care for your child(ren) is available on our campus through Community Education.**

**BUS RIDERS - Bus Lot (south side of school):** Busses and Daycare vans pick-up and drop-off students in the bus turnaround only. Students are not allowed to cross in front of the buses at any time. No parking is allowed at any time in this area. Assigned personnel will escort all students who are bussed to their buses. Students who are bussed will exit through the south gates. No student is to be picked up or dropped off by a car or parent from the bus loop area. This violates safety laws and creates incredible safety concerns for you and your children.

**STUDENTS WALKING TO SCHOOL:** Crosswalks have been established for Union Park School. All students must use those crosswalks when coming to or leaving school. We recommend that parents walk the route they wish their child to take to and from school, with their child, to ensure that they are familiar with a safe route.

1. **Students are not allowed on campus before 8:00 a.m.** unless they are going to breakfast or a club/band activity. There is no supervision on campus before that time unless they attend before school clubs.

2. Students who are walking to school will be asked to use the designated crosswalks and avoid walking through the parking lot.
3. **Skateboards, roller skates, scooters, skate shoes and rollerblades are not allowed at any time.** Walk or bike ride with your children to school. Please do not rollerblade with your child to school. The DVUSD Student Rights and Responsibilities Handbook states "Rollerblades, skateboards, go-peds, etc., are prohibited on all Deer Valley Unified School District campuses."
4. Students are to stay on sidewalks at all times. The only exception is if parents park in the front parking lot and escort their child(ren) into the school. The crosswalk should be used in this situation. Bicycles must be walked on sidewalks until they are completely off of campus.
5. **Please do not ask your children to cross between cars at any time. This is extremely dangerous.**

### **BICYCLES, ROLLERBLADES, SCOOTERS, AND SKATEBOARDS**

Students may ride bicycles to school. For safety reasons, it is recommended that only third through seventh grade students ride bicycles to school. It is suggested that all students who ride bicycles wear a helmet for their protection. Students who ride bicycles must assume all responsibilities and risks involved. While on campus, students are to walk their bicycles. Bicycles must be parked and locked in bicycle racks. Each student should have his/her own lock and not share it with another student, whether it be a brother, sister or friend. Students who are found loitering in the bike racks or touching other students' bikes will be referred to the school office. Union Park is not responsible for bicycles throughout the school day or on weekends.

***Mini-bikes, motorcycles, motor-bikes, motorized scooters, regular scooters, skateboards, skate shoes, and rollerblades are not allowed at school or to be ridden to or from school or after school events.***

**INCLEMENT WEATHER – BEFORE SCHOOL PROCEDURES:** On rainy/inclement weather days, classroom teachers will have their classrooms open to students at 8:00 AM.

#### ***Lunchtime***

Teachers will bring students to the stage or media center for an inside break and then to the cafeteria to eat at the regularly scheduled time. Teachers will return to the classrooms with the students at their regularly scheduled times.

**BUS INFORMATION: TRANSPORTATION DEPARTMENT 602-467-5090** While students are riding the school bus or waiting at a designated bus stop, they are expected to conduct themselves in a respectful and orderly manner. Please contact the Transportation Department if an incident occurs on the bus. Riding a school bus is a privilege provided for students living beyond a one-mile walk from school, **or attending a field trip**. Copies of the school bus rules and regulations are found in the DVUSD Student Rights and Responsibilities Handbook found on the school and district websites.

**CAMPUS SECURITY:** Due to safety reasons, parents must sign in at the office to enter. **Parents are encouraged to drop their children off at the main gates by the office.** Additionally, while parents may have lunch with their children, due to DVUSD procedures and safety purposes we ask that parents not enter the playground area. **FOR THE SAFETY OF OUR UNION PARK STUDENTS, ALL PARENTS, VISITORS, VOLUNTEERS OR ANYONE REQUESTING ADMITTANCE ON CAMPUS WILL NEED TO SHOW PROPER I.D.. WHEN CHECKING OUT A STUDENT, THE ADULT MUST BE ON THE STUDENTS PROFILE CARD FILLED OUT AT THE BEGINNING OF THE SCHOOL YEAR.** If changes need to be made, contact our office for the proper procedure to add or make changes to this list.

**EARLY STUDENT PICK UP:** If it is necessary to pick-up your child during school hours, please report to the school office to sign him/her out. The office will then call your child to the office. (Your child will not be called to the office prior to your arrival). For your child's protection:

- **Your child will not be released to anyone except his/her parents or the responsible party you have indicated on the Emergency Cards.**
- **Picture identification will be required.**
- **A note or telephone call is NOT sufficient to have your child released from school.**

- **Students will be called out of class for early pick-up before 2:45 p.m, no later due to end-of-day routines.**

## ATTENDANCE AND REGISTRATION

**ADMISSION PROCEDURES AND IMMUNIZATION REQUIREMENTS:** To enroll your child at Union Park School, you will need to bring the following:

- A birth certificate or a certified copy
- An immunization record
- Proof of residency (utility bill, rent receipt, lease agreement, escrow doc., etc.)
- Legal guardian or custody papers, if applicable
- Official withdrawal form from the previously attended school (1st through 8th grade)
- Under state law, schools must have written proof of immunization before admitting a child to school. Generally, most types of records supplied by the health care provider are acceptable, as are records supplied by a previous school.

Immunizations required are described in the “**Health Center**” section of this handbook. After the immunization record has been reviewed, the school will notify you if your child’s immunizations are incomplete. If you receive such a notice, please have the missing vaccination(s) taken care of as soon as possible so your child can continue school without interruption. If your child should not be immunized because of a medical condition, personal belief, or natural immunity (i.e., has already had the vaccine-preventable disease), you must file a Request for Exemption with the school.

Registration is completed online here: [Register for School in DVUSD](#)

**CONFIDENTIALITY OF RECORDS AND DIRECTORY INFORMATION RELEASE:** All staff members are required to safeguard the privacy of each student. As a parent, you have access to your child’s school records. School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records. In addition, Board policies limit information which can be given to people outside the district, without the permission of parents or students over age eighteen (18). Deer Valley’s policies on access to student records and other parent and student rights comply with the Family Education Rights and Privacy Act (FERPA) of 1974. This also includes not being able to discuss or share information about any child, his/her specific discipline, grades, or any other information with anyone other than his/her legal guardians. Procedures for reviewing records and summary of other parent rights are available in the school office.

**CHILD PROTECTION:** If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of that order must be on file in the school office. Unless your court order is on file with us, we must provide equal rights to both parents. In the event that you leave your child in the temporary custody of a relative or friend due to out of town business or vacation, the school must have a **signed note by the custodial parent**. In addition, please be sure the assigned person is also listed as a responsible party on the child’s Emergency card.

**ATTENDANCE /ABSENCES /TARDINESS:** Regular attendance and being on time help children maintain a positive attitude toward school and facilitate their individual success. Union Park school hours are from 8:15 AM to 3:00 PM. Arizona Revised Statute 15-802 and 15-803 state that school aged students who miss 10% or 18 days of the school year are considered habitually truant. Excessive absences can be a problem that ultimately affects a student’s academic success. If a student is going to be tardy, please call or send a note. **A specific letter explaining the CUTS (Court Unified Truancy Suppression) Program will be in your child’s first day packet. When tardy, students must report to the school office to sign in and receive a pass before going to the classroom.**

Arizona State guidelines for student attendance are as follows:

- 0% to less than 50% of instructional time equals full day absent.

- 50% to less than 75% of instructional time equals half day absent.
- 75% of instructional time and up equals full day present.

**ABSENCES:** Absences due to illness, accident, medical, bereavement, religious observance, or other circumstance will be excused by calling the 24-hour attendance line at 623-445-5890. Follow the brief prompts to record your child’s absence. This service is available twenty-four (24) hours a day, seven (7) days a week. The Attendance Clerk is available Monday through Friday between the hours of 7:15 a.m. to 4:00 p.m. An unreported absence will result in a telephone call or email from our automated attendance line to the parent at home or at work. *Please provide documentation for absences (Dentist or Doctor notes) to be placed on file.*

**Please call in each day your child is absent.**

- Chronic medical conditions must be documented by a doctor to be excused.
- Tardies will be excused only with doctor or dentist office documentation.
- Each absence after the 10th can only be excused by a doctor’s note or the school nurse.
- After five unexcused absences, a citation for truancy may be issued by the school or police to parent and/or student.

There are two types of absences: excused and unexcused. Excused absences are for:

- Illness
- Serious illness, or death in immediate family
- Emergency medical or dental attention
- Emergency situations and trips of educational value approved by the principal in advance.
- Authorized religious holidays

**NOTE:** Each year, the DVUSD School Board approves a school calendar. We ask that you try to plan around this calendar when making plans for vacations and special appointments. Thank you for your support in making Union Park the best school it can be and in helping provide your child with the best possible education he or she can receive. [DVUSD Instructional Calendar 23/24](#)

**Students must be in attendance for at least half of the school day to attend or participate in an event (i.e. dance, concert, practice, sporting event).**

**TARDINESS:** Students arriving after 8:15am, but before 8:30am must report to the office for a pass before going to the classroom. Students arriving after 8:30am must be signed in at the front office by a parent. If your child is arriving from a medical appointment, please provide documentation showing date and time of the appointment.

**WITHDRAWING A STUDENT FROM SCHOOL:** If you are withdrawing your child from Union Park, please contact our registrar to complete all necessary documentation. **A withdrawal form must be signed by the parent when a student is withdrawn from school during the school year.** Students are responsible for returning all school materials, technology, library books, lunch debts, etc., upon withdrawal from school.

## HEALTH CENTER

**EMERGENCY INFORMATION:** We ask all parents to complete/update an Emergency Medical Information in PowerSchool for each of their children, every year. It is important that this information is kept accurate and up-to-date, as it tells us how to contact you or another responsible adult of your choosing, should your child become ill or injured during school hours or while participating in a school-related activity. Students will be released early, due to illness or other personal reasons, to **ONLY** those persons indicated by you as responsible parties identified in the student’s PowerSchool account. **PowerSchool should be updated immediately if your address, home, business, or emergency telephone number changes at any time during the school year. This includes changes to the information regarding the responsible person(s) you list on the student’s emergency information card.** A note or a telephone call is insufficient to release your child to persons other than those listed on the student emergency card. **Identification will be required any time your child is released to you or**

**anyone listed.** Also, please list and notify the school's nurse of any health problems your child might have, including all allergies to food, medicine, insect bites or stings.

**SCHOOL NURSE:** The primary function of the professional school nurse is to strengthen the educational process through improvement of the health status of the children. Our school nurse is a licensed, registered nurse. The nurse renders emergency first aid to students who are injured or become ill at school. In case of injury or illness during the school day, the student will be referred to the nurse. The nurse may, based on her judgment, recommend to the parent or guardian that the student be picked up and taken home, or she may send that student back to class. If a parent or guardian cannot be contacted, there must be an alternate person to call if a child is ill, as an ill student may not stay at school. **All prescribed medications are required to have a Doctor's note.** All medications whether prescribed or over the counter must be brought to school by the parent/guardian. **Students are not allowed to bring in ANY medication/over-the-counter medicine.** The medication must be given to the nurse in the original container, must be checked-in by the nurse or designee, stored, and will be dispensed by the nurse or designee.

**IMMUNIZATIONS:** Arizona's immunization requirements for **Kindergarten through 12<sup>th</sup> grade:**

- 4 DPT's (unless received before the age of 4, then 5 are needed)
- 3 OPV (unless received before age of 4, then 4 are needed)
- 2 MMR's
- 3 HEP B's
- 2 HEP A (just pre-school)
- Varicella required to have proof of receiving immunization or history of having the disease.
- At 11 years of age no matter what grade, 1 Tdap and 1 Meningitis

By law, the school cannot allow a child to attend if his or her record does not show the month and year (month, day and year for **MMR**) for each required dose, or if he/she has no immunization record. **Please refer to <http://www.azsos.gov/public> Arizona Immunization Program Office (602) 364-3630.**

**WHEN TO STAY HOME:** Good attendance is vital, but not when it may jeopardize the health of others. Please keep your child at home if he/she shows any of these signs:

- Has a temperature of 100 or more. Child needs to be at a normal temperature for at least 24 hours before returning to school.
- Unidentified symptoms such as a rash, especially with a low-grade fever.
- Vomiting. The child must tolerate food without vomiting before returning to school.
- Diarrhea. The child must tolerate food without diarrhea before returning to school.
- Red itching eyes that have drainage. If the child is diagnosed with Pink Eye, medication must be used for 24 hours before returning to school.
- Head lice. Must be treated and nit free (egg free) before returning to school. A pass needs to be obtained in the Health Center before going to class.
- Sore throat with a fever.
- Productive persistent cough.

**MEDICATION:** State laws and school district policy strictly regulate how any medications are given at school. When it is necessary for a student to take medication during school hours, the following requirements **MUST** be met:

**OVER THE COUNTER MEDICATIONS (in original container): Parent/guardian must bring any medicine to the school nurse for dispensing, including Tylenol, cough drops, Advil, etc.** The nurse does not have over the counter medicine in the nurse's office; they must be supplied by the parent with written permission for the nurse to administer.

Written parent consent must include:

1. Name of student
2. Name of medication
3. Dosage

4. Time to be given
5. How long to be given

**DOCTOR'S PRESCRIPTIONS:** Medications need a Doctor's note and must be in the **original container**. By law, we **cannot dispense medication unless it is in the original, labeled container**. Prescription label must include:

1. Name of student
2. Name of medication
3. Dosage
4. Time to be given
5. How long to be given

**All medication that is not picked up from the nurse at the end of the school year will be disposed of. The nurse sends a memo home with your child as to dates and times.**

**Restricted P.E. Activities** - Sometimes it is necessary for your child not to participate in P.E. A note from the parent is sufficient if the restriction is limited to a week or less. If activities are to be restricted for more than a week, we will need a doctor's statement.

- *One week or less:* A written parental excuse is required.
- *Over one week:* A written doctor's excuse is required.
- *Lengthy illness or injury:* A written Doctor's excuse is required. A doctor's release stating the child is okay for P.E. is required before they may return to P.E.
- *Children with physical limitations:* Please have your doctor give us written guidelines, as well as the need for pre-medication needs before exercise. Medications must be kept in the nurse's office and administered by the nurse.

Parent consent forms (available in the Nurse's office) **MUST** be filled out.

## STUDENT ASSESSMENTS & PROGRESS

**STUDENT ASSESSMENT:** Student assessment helps to drive instruction, flexible skills groups, and curriculum revision by providing data on student achievement. The following measures of student progress will be utilized:

- AASA is administered at the elementary level to 3<sup>rd</sup> through 8th graders in the areas of Reading, Writing, and Mathematics. Additionally, students in grades 5 and 8 will participate in the AZ Science Assessment.
- District-developed assessments that measure achievement of skills in various subject areas will be administered to Kindergarten through 8th graders.
- Teacher evaluation of student achievement including measures of achievement for instructional placement (i.e., DIBELS, MI, RI, curriculum pre- and post-tests).

**STUDENT PROGRESS:** Report cards are sent home once a year in May. Your child's educational progress is evaluated continually, so we encourage you to contact the teacher any time you have questions or concerns. PowerSchool enables you to access your child's progress from your home computer or phone at any time. You may also create settings to receive weekly email grade updates. Conferences are held twice a year after the first quarter and in February. Your child's teacher will contact you at these times to set up a time and date for your conference. Important dates for testing, progress reports, report cards, and conferences will be sent home via your student.

### **HOMEWORK & GRADES**

- The intent of homework is to practice, extend learning, and provide opportunities for students to develop critical, independent study skills and self-discipline for their life-long educational journeys.
- Grades are a reporting tool utilized to reflect what a student knows and is able to do in a content area. We measure achievement, not effort or behavior, in our grading system.
- Grades will be equitable, accurate, specific, consistent.
- A student's grade should reflect academic learning and should never be used as a punitive tool.

- Grades are for reporting the status of academic learning, not behavioral conduct
- The primary purpose of assessment and grading is to provide detailed feedback to inform and support student learning.
- Learning is a process that takes place over time and at different speeds for different students.
- PowerSchool is an essential resource for parents and students. It is not only a tool for communication regarding grades, it is a resource for our students and parents to check progress, missing work, and what is being taught/learned regularly. Please ensure that you and your child have access (separate accounts) and even sign up for the app and push notifications or weekly email updates as an option in [PowerSchool](#).

**WORK DURING ABSENCES:** Please check teacher websites for posted assignments. Students should check with their teachers upon returning to school to see if any additional make-up work is required. Please email or call your child’s teacher before 8:00 a.m. when requesting work for absent students. Teachers are not able to stop instruction to gather student work. You may arrange to pick up missing assignments in the office, during office hours which are 7:15am – 4:00pm. If an extended absence is known in advance, work may be provided. Please notify your child’s teacher three to five days prior to the absence. Otherwise, work will be provided when the child returns to school, allowing a minimum make up period of one day for each day absent.

**AGENDAS/PLANNERS:** Students will be provided with a communication folder and/or an agenda/planner. Students will bring their folder or agenda/planner home regularly, and these must be returned to school. This will support your child’s organization and our communication with you on a daily basis. A fee of \$5 will be charged to replace a lost agenda/planner. Upper grade levels are moving to a more digital time-management and planning approach with students.

<b>SPECIAL PROGRAMS</b>
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**ATHLETIC PROGRAM:** Deer Valley School District has developed an extra-curricular competitive athletic program for students in seventh and eighth grades. All information about specific sports that will be offered during the school year for our seventh and eighth grade students will be communicated at the start of the school year. A competitive girls’ and boys’ program for 7th and 8th grade students will be available in the following sports: • Volleyball • Basketball • Spiritline • Softball or Baseball; while 5-8<sup>th</sup> graders are able to participate in Cross Country.

**STUDENT COUNCIL:** Student Council is an important part of Union Park School. The purpose of the Student Council is to support and develop special projects that will enhance our school and allow students to have input in the operations of the school. Some of the responsibilities of Student Council are caring in the community, school pride, school spirit, and student achievement. More information about the Student Council will be sent home at the beginning of the school year.

**NATIONAL JUNIOR HONOR SOCIETY:** The National Junior Honor Society Chapter at Union Park School was established to recognize outstanding middle school students. NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Chapter membership not only recognizes student academic accomplishments, but also challenges them to cultivate active involvements in school activities and community service. The Union Park School Chapter of the NJHS conducts the selection process and inductions for students entering 7th and 8<sup>th</sup> grade each spring. Membership is limited to 7th and 8th grade students who also meet criteria determined by the school.

**NATIONAL ELEMENTARY HONOR SOCIETY:** The National Elementary Honor Society Chapter at Union Park School was established to recognize outstanding 4-6<sup>th</sup> grade students. NEHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Chapter membership not only recognizes student academic accomplishments, but also challenges them to cultivate active involvements in school activities and community service. The Union Park School Chapter of the NEHS conducts the selection process and inductions for students each Spring.

**BEFORE AND AFTER SCHOOL CARE AND COMMUNITY EDUCATION PROGRAMS:** After school care is offered at Union Park School through the Deer Valley Community Education Office. Deer Valley Unified School District offers a high quality after-school childcare program to serve our students who need adult supervision and care after school until 6:00 p.m. For more information and registration, please visit <http://www.dvusd.org/Page/42655>

Union Park School offers a variety of extracurricular programs and clubs over the course of the school year. We are dedicated to providing as many different before or after school opportunities as possible.

**FIELD TRIPS:** As a part of their learning experience, students are sometimes provided the opportunity to visit places of interest in the community. These are especially worthwhile endeavors for students and your interest and support is essential. When your child's class is planning a field trip, a permission slip form will be sent home, giving full details as to the place the class will be visiting and the method of transportation. The permission slip form must be returned with a parent/guardian signature in order for your child to participate. Permission by phone will not be accepted.

**Medications** must be furnished by the parent to the nurse. **Students may not bring in the medication. Medications may not be given out from the nurse's office to the teacher.** If it is a prescription medication, it must be in its **ORIGINAL PHARMACY BOTTLE WITH CURRENT DATE**, labeled with the child's name, prescription number, and identification of medication along with correct instructions. Over-the-counter medicines must also be in their original containers with labels intact to identify. The school district personnel will not be responsible or liable for any reaction to medicines given according to the above direction. All medications will be kept by the teacher or trip leader.

**ENGLISH LEARNERS (EL):** The Deer Valley School District provides services for students not proficient in the English language based on eligibility criteria as described by State and Federal law and in compliance with Title VI of the civil Rights Act of 1964, providing the alternative language programs necessary to assure the EL students have meaningful access to school programs. Students demonstrating limited English proficiency are entitled to enroll in the EL program offered by the district and will receive assistance in speaking, reading, and writing of the English language. EL and regular education should be seen as complementary parts to a total program for students who are limited English proficient. A schedule will be provided to homeroom teachers when children are involved in EL classes.

**EXPLORATORIES/SPECIALS:** 7<sup>th</sup> and 8<sup>th</sup> Grade students are placed in exploratory classes, depending on the number of students, course offerings, and student preferences. Band, Art, Choir, Spanish, and PE will be chosen by students. K-6 Grade students participate in PE, Music/Band, Spanish and Art classes taught by properly certified teachers in the special curricular areas. Spanish, Band and/or Chorus are also options for our 4-8<sup>th</sup> grade students.

**SPECIAL EDUCATION:** If you suspect that your child (including preschoolers) may have a physical, developmental, intellectual, learning, or emotional disability, please confer with your child's teacher to discuss your concerns. Union Park School has a special services team to address student needs, develop interventions, and engage in pre-referral, evaluation and case management activities.

**GIFTED EDUCATION:** Students in grades K-8, who qualify for the gifted program (Spark), are serviced by our gifted cluster teachers in each grade level as well as our gifted specialist. Services vary according to individual student need, age, and grade levels which include: gifted cluster classroom placement, enrichment programs, flexible skills grouping in ELA and Math, accelerated math placement into the next grade level, with literature studies and project-based learning, as well as advanced courses in all core areas in the 7<sup>th</sup> and 8<sup>th</sup> Grades. The gifted specialist will contact the parents of students who qualify for the gifted program.

**SPANISH IMMERSION:** Union Park School offers DVUSD’s only Spanish immersion program. Students in kindergarten through 4th grade (2023/24) who opt into the program will experience 50% of the day taught in full Spanish language immersion (K-3 Math, Science, and Spanish Language Arts; 4th Science, Social Studies, and Spanish Language Arts) with a properly certified Spanish teacher. The other 50% of the day will be taught in English (K-3 English Language Arts, Social Studies, and Specials classes; 4th Math, ELA, and Specials) in the “English” class with a properly certified teacher. Union Park School will grow the Spanish Immersion program with a new grade level each school year.

**SPANISH SPECIALS CLASSES:** All students at Union Park School will be offered a Spanish Specials class. Kindergarten through sixth grade students will take Spanish once or twice every six days. Seventh graders will have the option of taking Spanish 1 and then Spanish 2 in 8th grade to receive high school credits.

## **GENERAL SCHOOL INFORMATION AND PROCEDURES**

**ANIMALS AND PETS:** In order to protect the health and safety of all students, we ask that **animals not be brought onto campus property (including pick-up and drop off)**. The exception will be if arrangements have been made through both the classroom teacher and the principal, when an animal is part of a special presentation or project. Written permission must be obtained before the animal is brought to school. Animals are to be properly restrained, preferably in a proper container or secure cage. Parents assume all liabilities for injuries or damage if an animal is brought to school. Please caution your children not to encourage any animals to follow them to school. Teachers may have class pets. Please contact your child’s teacher with any allergy concerns.

**ASSEMBLIES:** Assemblies are provided as educational enrichment opportunities for our students. Teachers will escort students to assigned seating and will supervise their behavior during assemblies. Rules of common courtesy are always in effect, with students demonstrating respect and appreciation.

**AFTER SCHOOL ATHLETICS OR EVENTS:** Students attending any after school PTSA events or as a spectator at an athletic event must be accompanied by an adult. The playground is closed during these events. **Students must also be in attendance half the day of an event (i.e. dance, concert, practice, sporting event) to participate.**

**CAFETERIA PROGRAM:** Students in 7th and 8th grades will have a 30-minute lunch, and Kinder through 6th grades will have 40 minutes (which includes a recess break). Deer Valley offers a varied lunch menu and sends a copy home with each student at the beginning of each month. Students may bring their lunch or eat a hot lunch in the cafeteria. The cafeteria phone number is 623-445-5814.

Breakfast will cost \$1.50 and Lunch will cost \$2.95 during the 2023/24 school year. A la cart items may be offered for an extra charge. Checks are made payable to Union Park. To make payments on-line, go to: [www.ezschoollpay.com](http://www.ezschoollpay.com). All school lunches include a one-half pint of 1% milk. If your child has a milk product allergy, please contact the school nurse. The Deer Valley School District takes part in the National School Lunch Program/School Breakfast Program. Students may qualify for reduced price or free lunches and breakfasts. Applications are available in the school office or log onto [ezmealapp.com](http://ezmealapp.com) and apply online as well.

**Uber Eats and other food delivery services are not permitted for students. Only food delivered by parents will be allowed on campus.**

**Safe and Healthy Eating:** Please encourage your child(ren) to be seated upright when eating and not to be distracted. Encourage them to eat slowly, take small bites, and fully chew and swallow their food before talking or laughing. If you pack a lunch and send it with your child, please do not include any glass containers and please avoid food items that could be difficult to chew or which could possibly cause choking. Encourage them not to eat while walking, running, or engaging in other activities. Encourage them to avoid children’s games that involve catching a food item in the mouth or putting large amounts of food into the mouth. Eating

in the cafeteria should be fun and social, but eating in the cafeteria is a privilege. For those who misbehave or fail to follow these directions, alternative places to eat lunch will be provided.

**CLASSROOM BEVERAGES:** Students may have only water or clear, non-sugar based beverages in the classroom. Energy drinks such as Red Bull, RockStar, Monster, etc., are not allowed at school at any time, as these drinks pose a significant health risk to students. Please send plastic and other non-breakable containers only. Glass containers of any type are not allowed on campus.

**CLASSROOM CELEBRATIONS:** Teachers may plan for curricular celebrations regarding timely holidays or units of study. Please communicate directly with your child's teacher to discuss appropriate supplies. These celebrations will be at the end of the day and no longer than 45 minutes. Individual student birthday recognition is generally celebrated during the last ten minutes of the school day (2:50). We also ask that parents leave non-school-aged siblings at home while visiting our classrooms. **Food is not permitted in our classrooms, unless explicitly agreed upon by teacher and parents via permission slips, due to the students at Union Park School with food allergies. We truly appreciate your understanding and support while we ensure the safety of our students.** As an alternative we suggest non-edible items to share (i.e. pencils, erasers, etc.)

**CLASSROOM INTERRUPTIONS:** Interruptions to classroom instruction are detrimental to the learning environment. Make sure your child knows how he/she is getting home before the start of the school day. Reminder calls for your child are disruptive to the learning of others. If an emergency occasionally happens, we will do our best to help. We encourage you to make a "how to get home plan" for your child and then keep the same plan every day. The following list of items will help parents/students to understand how items will be distributed throughout the day. Our first priority is student learning and that classrooms are not interrupted numerous times throughout the day.

- **Balloons, flowers, and extracurricular sports items will be held in the office for the students to pick up at the end of the day. The office will call the student to pick them up at the end of the day.**
- Homework, Notebooks, Progress Reports, Report cards, etc. will be put in the teacher's mailbox.
- Lunches or lunch money – A call will be made for the student to pick up his/her lunch right before lunch.
- Band instruments– A call will be made for the student to come to the office to pick up the item in the office.

**GUIDING COALITION:** Union Park School has established a Guiding Coalition. The team is charged with creating and implementing the Continuous Improvement Plan as well as to make school-wide decisions with leadership. The Guiding Coalition focuses on student achievement, alternatives and options for students, parent and community involvement, school image and growth.

**COMMUNICATION:** Parent Involvement is all about the children. Participation in your child's education is proven to boost his or her achievement in school. We are committed to treat parents as partners while keeping lines of communication open and focused on the needs of your child. Mutual trust and respect between parents and teachers is required to maintain a positive learning experience at any school. We believe that your trust in Union Park is required to ensure your child's success. At Union Park, we communicate through regular school newsletters, classroom newsletters, telephone calls, e-mails and our website. Please visit our website at <https://unionpark.dvusd.org> to find information about our school.

- ***Please schedule specific times to meet with teachers, as they need time to communicate effectively. Teachers often have professional duties directly before and after school hours. Please understand that they will not be able to meet or discuss issues while teaching or supervising students. However, they will contact you as soon as possible.***
- ***Union Park has implemented email office hours and a "curfew" to ensure that we maintain a healthy work-life balance. Teachers will respond to emails/class dojos/remind/groupme Monday through Friday from 7:00am to 8:30am and again from 3:30-5:00pm.***

**SchoolMessenger:** It is incredibly important to provide the front office with your most updated email address and phone number. At least once per month, the principal sends a message and email regarding upcoming events and important announcements about the school. If ever there is an emergency at Union Park School, this is how our parents will be notified.

**Email:** Each staff member has an email address. This is a preferred method of communication for most parents and teachers. The email addresses for our teachers will be included in a staff directory sent home at the beginning of the year or may also be found on the school website.

**Voicemail Messages:** The Union Park voicemail system gives you the opportunity to leave a message for any teacher or other staff member you wish to contact. Between the hours of 8:15 a.m. and 3:15 p.m. telephones are put on "Do Not Disturb." During this time, please leave a message and the teacher will get back to you within 24-48 hours. We encourage you to use this system for a more efficient and confidential method of communicating with your child's teacher or any other staff member you need to contact. Teachers will check their voicemail regularly for new messages. If you have an emergency, please call the front office and they will make contact with the classroom immediately. All non-emergency messages will be given to your child near the end of the school day.

**Websites:** Each teacher or grade level at Union Park has a website. This will be included in their syllabus given at the beginning of each year. Please check their sites for updated homework, project, events, and resource information regularly.

**Weekly Folders:** Weekly folders will be sent home and will include newsletters, fliers, handouts, etc. Fliers approved by the DVUSD Public Relations Office will be included in the Weekly Folders.

**COMPUTER USAGE AND RESPONSIBILITY:** Students are responsible for good behavior on school computers and networks. Communications on the network are often public in nature. General school rules for behavior and communication apply. Please refer to the DVUSD Student Rights and Responsibilities Handbook for technology misuse guidelines.

**CONFERENCES:** Formal Student/Parent/Teacher Conferences are scheduled twice each year at the end of the first quarter and February. These are the times when parents may talk with their child's teacher(s) about their progress in school and their individual needs. In the Deer Valley Unified School District, we believe parents and teachers are partners in the education process of your children. Please join the teacher in finding the best way to help your children learn. You may contact your child's teacher at any time during the school year to schedule a conference or meeting.

**FIRE DRILLS/LOCKDOWNS/LOCKOUTS:** Union Park has established fire drill evacuation and lockdown/lockout procedures to prepare our students and staff in the event of an emergency. These procedures follow guidelines established by the Phoenix Police, the fire department and the school district. Fire drills are practiced monthly during the school year and lockdowns or lockouts are conducted quarterly.

**FOOD GUIDELINES:** These guidelines are established to insure safety and compliance with the Maricopa County Health Department. The County has strict regulations about food being prepared in residential kitchens and served at classroom celebrations. All food brought onto campuses for classroom activities must originate from certified kitchens, commercial institutions, or commercial food service stores.

The following guidelines will assist in this process:

- All foods offered must originate from a Maricopa County Health Department approved kitchen or institution. Examples would be products prepared at a supermarket baker, retail location or from a commercial restaurant. For example, cupcakes prepared at home are not an approved item for a classroom.

- All food offered is to be delivered at the proper temperature and unwrapped food is served with non-latex gloved hand or utensil. Example would be a pizza party from an approved vendor which is served with a gloved-hand or with a serving utensil.
- All food offered is to be consumed within a reasonable time and is to be maintained at proper temperature.
- No contact is to be made by a non-gloved hand or with a serving utensil or with any item not pre-wrapped.
- All food offered is to be consumed within a reasonable time and is to be maintained at proper temperature.
- Compliance of the above guidelines will be the responsibility of the classroom teacher or educator.

When all of these guidelines are followed by the various school groups regarding fundraisers and classroom activities, our students and adult customers will be safer and our school functions will be compliant with the various Government agencies. Questions may be forwarded to the Food Services Department at 623-445-4984, or our cafeteria manager.

**FUNDRAISING:** All fundraising programs are authorized by administration.

**GUM AT SCHOOL:** We ask that students do not bring gum to school. There is no gum chewing at school.

**LOST AND FOUND:** Students are encouraged to place their names on all personal belongings, such as book bags, lunch boxes, jackets, etc. Lost items will be placed in the Lost and Found, located in the lobby of the office. Students may check the Lost and Found during their lunchtime. Smaller and/or valuable items will be taken to the office. Parents are also encouraged to check for missing items when they are on campus. Twice a year, at the end of the first semester and at the end of the year, unclaimed items will be donated to a local charitable organization. **Students are not encouraged to bring personal items such as toys, radios, electronic tablets, baseballs, bats, footballs, video games, rollerblades, skateboards, etc., to school.** We also discourage students from bringing large amounts of money to school. Union Park cannot assume responsibility for the loss or damage to personal property brought to school.

**MEDIA CENTER:** The goal of the Library/Media Center program is to help students become life-long learners, and to develop a love of reading for various purposes. Flexible scheduling is employed in the library program to allow students and teachers maximum use of the library and its resources. Please be aware that district policy states that students and their parents/guardians are financially responsible for damaged or lost books, and payment is expected during the same calendar year. Checkout may be restricted for students with outstanding, lost or damaged books. Parents who do not wish to have their children check out books from the Media Center for any reason are requested to notify the library clerk in writing.

**PARENT-TEACHER STUDENT ASSOCIATION (PTSA):** The National PTA is the largest child advocacy organization in the United States and one of the largest volunteer organizations. Each local PTA is linked through its membership and acceptance of the PTA objectives and policies to the National and State PTA. Union Park School needs **YOU** to become a member, attend the meetings, and get actively involved. You now have an opportunity to bring the community closer together and share a role in the future of your children and our country. **Our children need PTSA and PTSA needs you!** Please watch for communications from PTSA during the school year.

**PHYSICAL EDUCATION DRESS:** The dress guidelines for students participating in physical education are set for your child's safety. Students should wear:

1. Appropriate footwear (athletic shoes).
2. No platform sneakers, boots of any kind, sandals or open toed shoes. Students may bring an extra pair of tennis shoes to use on PE days.
3. Appropriate clothing including shorts or pants as the weather dictates. If dresses are worn it is suggested that shorts be worn underneath.
4. Jeans that are too baggy or too tight restricting movement are not permitted.

**POSSESSION OF WEAPONS:** It is a violation of state law and Deer Valley Governing Board Policy for any person to carry or possess a weapon on district property. This includes students and all adults; employees, parents, and other district visitors. The only exceptions involve peace officers and those who obtain special authorization from the appropriate school official. **Any individual (student or adult) possessing or carrying a weapon will be dealt with to the fullest extent that Deer Valley Governing Board Policy and state law will allow.**

Governing Board Policy and Arizona Statute which refer to this issue include GBEB (Staff Conduct), GCQF (Discipline, Suspension, and Dismissal of Support Staff Members), JICI (Weapons in School), KFA (Public Conduct on School Property), KI (Visitors to Schools), ARS 13-3102, ARS 15-341, and ARS 15-841.

**SUPPLIES AND TEXTBOOKS:** Basic supplies, technology, and textbooks are provided free to all K-8 students. Each student is responsible for the care of technology, textbooks and library books. A charge will be assessed for lost or damaged books and technology. Arizona law requires that public schools provide supplies required for academic success. Teachers may request optional, supplementary items which you may supply, at your discretion. If you have any questions, feel free to contact the school.

All technology and instructional materials assigned to students remain the property of the school district. If a student requires a second copy of a workbook or technology item for any reason (loss, damage, etc.), the parent/guardian is required to pay for the replacement. All materials must be returned at the end of each school year. The cost of damaged or lost materials is the responsibility of the students and his/her parent/guardian. Payment arrangements should be made through the school office.

**TOBACCO-FREE POLICY:** For the protection of public health, and to set a good example for children, the use of tobacco on school grounds and other district property is prohibited. Parents and other visitors must refrain from smoking or chewing tobacco while on school property or at school-sponsored events such as field trips. The law prohibits the use or possession of tobacco products on school grounds.

**VOLUNTEERS:** Volunteerism in any form is greatly appreciated at Union Park School. Deer Valley Unified School District **requires all school volunteers to take the DVUSD Volunteer training course** offered throughout the year (if you have taken this in previous years, you are all set). Training sessions will be held on campus and at other locations, on scheduled dates. Please call the office at 623-445-5800 to find the dates and times. Volunteers must set specific dates and times with the teachers. It is imperative to establish an important role for the volunteer without interrupting the learning environment. Parent volunteerism in the classroom during the school-day varies based on need, teachers, and grade levels.

The job and the hours are up to you. If you can share some time with us, please call the school office or your child's teacher at 623-445-5800. We know that many parents work during the day; however, we want you to feel welcome to help whenever you can, as **we are partners with you in your child's education.** When you cannot be here, perhaps you can ask grandmother, grandfather, a friend, or a neighbor to volunteer. More volunteers mean more help for our kids.

**Please remember when you volunteer, do not bring any children with you to volunteer assignments during the school day.**

## STUDENT DISCIPLINE

**DVUSD DISCIPLINE PROCEDURES AND EXPECTATIONS:** Please read the district's Student Rights and Responsibilities Handbook thoroughly. Union Park School adheres to all of these guidelines. Each parent is required to sign and return the Acknowledgements and Verifications form. A copy of the district's [Student Rights and Responsibilities Handbook](#) is available on the school website.

**UNION PARK SCHOOL - PHILOSOPHY OF STUDENT CONDUCT:** The Union Park School community believes a positive and safe environment is essential in the pursuit of a quality education. It is vital for the students, parents, and staff to work together to teach our children the expectations of acceptable conduct. Two general rules that define our expectations of our students both inside and outside the classroom at Union Park are:

- **All students will engage in behavior that is in the best interest of themselves and others.**
- **No one has the right to interfere with the learning or well being of another person.**

Disciplinary action will be taken in situations in which students do not follow school/district guidelines. The Union Park staff will work with students and parents to teach children self-respect, respect for others, and responsibility. Students are expected to respect the rights and property of themselves and others. Through school experiences, our students will learn individual responsibility and self-worth. By working together as a community, we will create the supportive learning environment that our children deserve.

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences. Consequences will be progressive in nature and will be determined by the teacher or in certain cases by the administration, while following district policies.

It is important to remember that students are responsible for their own actions. Students whose actions are in violation of school/district guidelines (Student Rights and Responsibilities Handbook) will be expected to accept the appropriate consequences. When disciplinary action is taken, our established discipline plan will be followed. When a student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to the administration.

**ELECTRONIC DEVICES:** Students' personal electronic devices are to be turned off as they enter class, **UNLESS** permission is given directly from the teacher to utilize apps, calculator or internet functions as it relates to the curriculum or class lessons. If it falls out of a student pocket or backpack, he/she will be asked to put it away. The first time the phone rings or alerts, a student will be asked to turn it off. Repeated violations will result in confiscation by the teacher and further violations will be reported to the office, requiring parents to pick the device up directly and discipline may be assigned accordingly. **UNAPPROVED** use includes: AM Bell to PM Bell between normal school hours, recess and lunch, between classes, in the bathroom, in the locker room, and photos or videos of anyone at school. ***There is no texting, phone calls, or social media use allowed during school hours. If a student needs to contact family, they will need to use a school phone with permission from their teacher.***

All electronic devices (cell phones, smartwatches, etc) need to be turned off and in backpacks throughout the school day. Consequences will be given accordingly and phone procedures may need to be implemented if repeated offenses occur.

**DRESS CODE:** The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

During the school day:

- Clothing must cover the entire buttocks and not be see-through. Shirts and tops may not expose bare midribs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry shall not be worn if it presents a safety hazard.

- No hats, bandanas, other head coverings, or sunglasses may be worn inside any campus building at any time, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional. Hats and sunglasses may be worn outside.
- Obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons on clothing are expressly prohibited. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons must be covered.
- Students may not wear clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in [A.R.S. 13-105](#).

Exceptions for special activities or health considerations may be pre-approved by the administrator.

Students who participate or volunteer in extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

(Ref. DVUSD [Policy JICA](#))

**BEHAVIORAL EXPECTATIONS:** All students are expected to follow the directions/instructions of all staff members at all times. **Treat others with respect. Your actions or possessions do not cause a problem for yourself or anyone else.** If student actions or possessions cause a problem for anyone else, he/she will be asked to solve the problem. Any behavior that falls under the minor category will be handled by the classroom teacher. Major infractions will be handled by administration where having the choice to solve the problem may



not be possible. If students choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.



## Union Park Expectations Matrix

EXPECTATIONS	All Settings	Classrooms Including specials and library	Bathroom	Playground	Cafeteria	Arrival/Dismissal/Transitions
<b>T</b> eamwork Matters	-We do not cause problems for ourselves or others -Value the learning of others	-Work positively with others -Listen to and support others	-Clean any spills -Quietly and quickly use the restroom	-Include everyone -Take turns -Share ideas -Collaborate with old and new friends	-Clean up -Raise our hands to ask permission to get up	-Model positive behavior -Be helpful
<b>O</b> wn our Learning and Actions	-Follow directions from adults -Be prepared and ready to learn in all situations	-Follow teacher directions -Demonstrate diligence -Lead by example	-Leave the bathroom clean -Use a pass -Sign in/out of class to use restroom	-Make friends -Be responsible for our actions -Be a positive role model	-Listen to all adults -Use appropriate language	-Appreciate the bulletin boards and posters -Use appropriate language
<b>R</b> espect One Another	-Show compassion for others -Respect school grounds -Care for others	-Follow class mission -Always use kind words	-Respect the privacy of others -Respect the facilities	-Be a problem solver -Use kind words -Play nicely	-Use inside, respectful voices -Model respectful behavior with others -Respect all people	-Respect school property -Respect other's personal space
<b>O</b> ptimize Opportunities for Growth	-Always do our best -Reflect and find strengths and ways to improve	-Persevere (keep trying) -Participate -Complete work on time -Be courageous	-We do not cause problems for ourselves or others -Wash our hands	-Listen to adults -Listen for the whistle	-Use manners -We only eat our food	-Demonstrate positive virtues -Walk quietly -Be on time and prepared for class
<b>S</b> afety Always	-Clean-up trash if we see it -Be aware of others -Notify an adult of an unsafe situation	-Keep hands/feet to ourselves -Keep our area clean -Walk in all areas	-Report damages or messes -Electronic devices are left in classrooms	-Keep hands/feet to selves -Use equipment wisely -Stay in designated areas	-Stay Seated -Keep hands/feet to selves -Walk in and out of the cafeteria in an orderly fashion	-Walk on campus -Stay on the sidewalks -Walk bikes on campus -Stay to our right

**Multi-Tiered Systems of Support- Behavior:** Union Park behavior intervention model is a team-based process for systemic problem solving, planning, and evaluation of student behavior. The focus is to create a positive school climate that fosters Working together, seeking Opportunities for growth, Leading with integrity, Engaging in learning, and being Safe (**We are TOROS**). The behavioral matrix was created by our teachers and establishes clear guidelines for the behavior we expect in and around all areas of our campus. We explicitly teach those expectations to students and reward them for positive behaviors through our positive virtues raffle. We apply consistent consequences and reinforcement with all students at all grade levels. We detail expected behaviors, teaching in a positive way, and provide a common, consistent language for everyone in our building. Please, take the time to review the matrix and discuss this with your child(ren).

**Infractions:** Teachers will document minor behaviors in the classroom using monthly minor behavior tracking forms. The purpose of tracking student minor behaviors is to collect data on student behavior which allows teachers and administration to better address common problems that may occur across the school and classes. If consistent minor offenses occur, then the minor offense will be considered a major offense and be handled by administration. Behavioral tracking for minor offenses will reset for each student each quarter. We believe that by helping students practice positive behavior, we build a strong school community where all students learn in an environment where they respect themselves and others, feel safe to learn, and hold a large amount of school pride at Union Park School.