



Cragin Student Handbook

Mission Statement

The mission of Cragin Elementary School, in partnership with parents and the community, is to ensure that each student receives an engaging, rigorous, and comprehensive education.

Registration Procedure

Students entering Cragin at any grade level shall provide the following at time of registration:

- Original Birth Certificate
- Immunization record
- Proof of residency within our attendance/school boundaries
- Parent/Legal Guardian picture identification

School Hours

Monday, Tuesday, Thursday, Friday 8:30 a.m. to 2:45p.m.

Wednesday 8:30a.m. to 1:45p.m.

Cragin students should not arrive at school before 8:00 a.m. Students arriving at 8:00 need to go directly to the cafeteria. Playground supervision is provided from 8:15 a.m. to 8:30 a.m. Breakfast is served from 8:15 a.m. to 8:30 a.m.

A warning bell will ring at 8:30 a.m. each morning.

***It is extremely important that all Cragin students be picked up on time (2:45 p.m.) after dismissal daily.



***Cragin staff is not responsible for students not picked up on time. If for any reason you are not able to pick up your child on time, please notify the front office before 2:00 p.m.

If you drive your child to school or need to pick up your child after school, please use the drop off areas on the south side of the school.

Please do not drop off your child on the front walkway. Please use the designated student drop off area only. Do not drop children off at the entrance to the parking area. Please pull forward to the parking bay.

Attendance

Student's daily attendance is vitally important. Excessive absences often result in poor academic achievement. Students are expected to be in school daily except in cases of emergency or personal illness. These are the steps to follow when a student is absent from school:

Call the office on the morning of the absence at 520-232-6700 before 9:00 a.m.

Send a note when the student returns to school stating the reason for the absence.

Parents are urged to leave their children in school during school hours.

Doctor and/or other appointments should be scheduled after school hours or on days when school is not in session. If a student needs to be dismissed early from school a parent must come to the front office to sign them out. The front office staff will call the student out of class.

Tardiness

Our school day begins at 8:30 a.m. If your child is late, he or she is missing valuable instruction. Any students arriving at school after 8:30 a.m. must report to the office for a late pass.

****PLEASE NOTE:****

Student's excessive absences (more than 3 unexcused absences) and



excessive tardies (3 tardies in a week) will be dealt with on a student by student basis.

Attendance Recognition

Cragin students are recognized for their commitment to daily school attendance. Students are recognized for perfect attendance at the end of the quarter, at the end of the semester and for the entire school year.

Quarterly Academic Excellence Awards Assembly Schedule: Quarter 1 (Oct 18) Quarter 2 (Jan 10) Quarter 3 (March 21) Quarter 4 (1st-4th grades) (May 22)

Crossing Guard

There will be a crossing guard at Blacklidge and Tucson Blvd. And at Blacklidge at the back of the school. Please instruct your child to always use the crosswalk when crossing Tucson Blvd.

Emergency Information

The office should be notified immediately of any changes regarding address and phone number. Please be sure that the office has all of your current emergency contact numbers on ParentLink.

Cragin Office Hours

8:00 a.m. to 4:00 p.m.

Phone number 232-6700

Fax number 232-6701



Cragin Visitors

Safety is always a priority at Cragin. Please remember that all doors to the school except the front doors will be locked during school hours. All visitors to Cragin must come to the front office to sign in and get a visitor's pass.

All visitors to Cragin must wear their visitor's pass while on campus.

Student Dismissal

Parents are asked to pick up students from the parent drop off on the south of the school. Students will be released to parents from the gates.

Child Custody

In many cases, divorced parents continue to have equal rights to information about their children. If you have a court order that limits the rights of one parent in matters such as custody, visitation, or access to school information, please bring in a copy of the court order to the school office for your child's records. Unless the court order is on file with us, we must provide equal access of information to both parents.

Important School Lunch Information

All Cragin students receive free breakfast and lunch.

Cragin Lunch Times

Kinder - 11:00-11:35

1st grade - 11:15 to 11:50

2nd grade – 11:30 to 12:05

3rd grade - 11:45 to 12:20

4th grade – 12:00 to 12:35

5th grade - 12:25 to 12:50



Health Office Procedures

- The health office is staffed by a Health Assistant Monday through Friday and a registered nurse one day a week.
- If your child will be taking medication while he/she is at school the following procedures must be followed:
 - Medication must be prescribed by the child's physician.
 - Prescription drugs must be in the original container labeled with the name, date, medication dosage and the time of day it should be taken.
 - Non-prescription medication is not to be given unless a physician has indicated a need.
 - The parent/guardian must leave all medication in the health office and complete a medication form.
- Medication must be given in the presence of the school nurse, health assistant, principal, or other designated person.

Cragin's 4 B's

Be Safe

Be Responsible

Be Respectful

Be Kind

Homework

At Cragin Elementary we believe that homework can assist students in the development of responsibility and study skills. It also promotes communication between parents, teachers and students. Your child's teacher will contact you regarding his/her homework policy.

Contacting Your Child's Teacher

If you wish to speak to your child's teacher, we ask that you call 232-6700. If the teacher is available (non-instructional time), he/she will speak to you. If the teacher is not available, the office staff will be happy to take a message and forward it to the teacher.



Student Dress Code

We take pride in the way we look and dress at school. All students are expected to dress in clothes that are suitable for school activities. If students are not dressed appropriately, they will be required to change clothes.

Shirts which advertise tobacco, alcohol or drugs are not permitted nor are those with obscene language, gang-related logos, symbols, or any other identifying gang affiliations.

It is required that all students wear shoes to school. Flip flops are not recommended to be worn to school.

Please read Tucson Unified School District Guidelines for Student rights and responsibilities.

