

Laveen Elementary School



2018 2019 Student Handbook



Laveen

Elementary School District

LAVEEN ELEMENTARY SCHOOL DISTRICT

5001 W. Dobbins Road
Laveen, Arizona 85339-9733
Office: 602-237-9100 / Fax: 602-237-9135

Dr. Bill Johnson, Superintendent

~ District Schools ~

Cheatham Elementary School

4725 W. South Mountain Avenue
Laveen, Arizona 85339
Office: 602-237-7040 / Fax: 602-237-3376
Mr. Andrew Wait, Principal

Paseo Pointe School

8800 S. 55th Avenue
Laveen, Arizona 85339
Office: 602-304-2040 / Fax: 602-304-2045
Ms. Kristi Pashley, Principal

Desert Meadows School

6855 W. Meadows Loop East
Laveen, Arizona 85339
Office: 602-304-2020 / Fax: 602-304-2025
Mr. J.P. Ketcham, Principal

Rogers Ranch School

6735 S. 47th Avenue
Laveen, Arizona 85339
Office: 602-304-2030 / Fax: 602-304-2035
Mr. Tim Thomas, Principal

Laveen Elementary School

4141 W. McNeil Road
Laveen, Arizona 85339
Office: 602-237-9110 / Fax: 602-237-9134
Dr. Robert Caplinger, Principal

Trailside Point School

7275 W. Vineyard Road
Laveen, Arizona 85339
Office: 602-605-8540 / Fax: 602-605-8545
Mrs. Sarah Zembruski, Principal

M. C. Cash Elementary School

3851 W. Roeser Road
Phoenix, Arizona 85041
Office: 602-237-9120 / Fax: 602-237-9133
Ms. Lisa Sandomir, Principal

Vista del Sur Traditional School

3908 W. South Mountain Avenue
Laveen, Arizona 85339
Office: 602-237-3046 / Fax: 602-237-1976
Ms. Jessica Epacs, Principal

Dear parents,

It is my sincere pleasure to serve as the Principal of Laveen Elementary School. Our staff is committed to creating and maintaining a learning environment that strives to create and maintain rigor, relevance, and relationships within a safe and respectful environment.

We will continue to review and develop an educational program that “raises the bar” for students. Our offerings will be academically challenging and will engage students by connecting what they learn at school to what matters most to them in life.

Our staff places strong emphasis on professional collaboration so that students are receiving the best instruction possible. We believe that all students have the ability to succeed both academically and personally and look forward to working with students and their families to accomplish this goal.

We are a “Mindful Leadership” school. Mindful leadership is about developing mental and emotional strength in kids. As our students become mindful leaders, they will develop the knowledge and attitudes needed to thrive in a world of increasing complexity, uncertainty, and exponential change.

Your involvement is needed and wanted at Laveen Elementary. I hope that you will choose to participate in classroom activities and school-wide events. Together, we will continue to make Laveen Elementary School a great place for kids!

Dr. Robert Caplinger

Principal

GENERAL INFORMATION

LAVEEN ELEMENTARY SCHOOL DISTRICT

Our Mission

The mission of the Laveen Elementary School District, with the support of parents and community, is to develop in our children the knowledge, skills, and character to achieve academic excellence, personal growth, and success in a safe, positive environment.

Our Vision

Neighborhood schools setting the standard for excellence in education using the tools of today to reach the goals of tomorrow.

ATTENDANCE GUIDELINES

Regular school attendance is vital for a child to be successful. A child who is not in school cannot learn. For this reason, it is important that all parents make a commitment to ensure their child is at school and on time. Students absent from school on any given day are ineligible to participate in any extracurricular activities scheduled that day or evening (including dances, concerts, etc.).

All student absences must be reported. Please notify the school attendance office each day your child is absent. Parents will be notified through the School Messenger automated service when an absence has not been reported. Parents need to notify the school office immediately of any change of phone number(s).

1. If contact is not made by telephone, a written excuse signed by a parent, guardian, or doctor must be sent to school on the day following the absence. All absences not verified by parental or administrative authorization will remain unexcused.
2. Students will be withdrawn from school upon reaching their tenth consecutive day of unexcused absences.
3. Absences from school are generally “excused” by school administration when the student is absent due to personal illness, personal injury, or family tragedy (see #6 below). Please make every effort to adjust family schedules and medical appointments to avoid missing school.
4. The definition of “truant” is an unexcused absence (as per school administration) for at least one class period during the day (as per HB2218, Chapter 141). Truancy may result in the student being assigned to lunch detention or to in-school detention.
5. The definition of “habitually truant” means a child who is truant for at least five days within a school year (as per HB2218, Chapter 141). Students who are habitually truant will be subject to disciplinary action and will be referred to local law enforcement officials.
6. The definition of “excessive absences” means a child who is absent 18 days or more throughout the school year regardless of the reason. Students who have 18 or more absences throughout the school

year will be required to have a doctor's note to excuse further absences. In addition, students who have excessive absences may be retained.

7. Students will be marked for a half-day or full day absence according to the guidelines below.
8. For a student to earn 'perfect attendance' they must be in attendance everyday during regular school hours. (this includes no tardies or leaving school before the end of the scheduled day)

Kindergarten Students:

- *Counting for full day attendance on a regular day – 3 hours 28 minutes of instructional time.*
- *Counting for full day attendance on a half-day release – 1 hour 58 minutes of instructional time.*

1st-8th Grade Students:

- *Counting for full day attendance on a regular day – 5 hours 15 minutes of instructional time.*
- *Counting for half-day attendance on regular day – 3 hours 30 minutes and up to 5 hours 14 minutes of instructional time.*
- *Counting for full day attendance on a half-day release – 3 hours of instructional time.*
- *Counting for half-day attendance on a half-day release – 2 hours and up to 2 hours 59 minutes of instructional time.*

Checking Students Out for Early Dismissal

To ensure the safety of our children, parents wishing to check their children out of school early must do so through the front office. Proper ID must be provided. Parents are not to pick up their children at their classroom, as teachers have been instructed to release students only through the front office.

Closed Campus

Campuses of all schools in the Laveen School District are considered to be closed campuses; that is, a student may not leave the school grounds during the hours school is in session, and all visitors must sign in through the front office. This includes before school and lunch hours. Once students arrive on campus, students cannot leave until they are dismissed at the end of the day unless:

- A parent/guardian picks up a student and formally signs him/her out through the office. Proper ID must be provided.
- The health assistant determines that a student is too ill to remain at school. In these cases, the parent/guardian will be contacted and the student should be picked up and signed out through the office.

Tardies

All students are expected to be on time for classes and prepared with necessary materials. A tardy student with a legitimate excuse must present a parent/guardian-authored note to the office to verify the excuse. Repeated tardies will result disciplinary action, including but not limited to detentions, ISD, or OSS.

Students Enrolled Less Than Twenty Days

It is the practice of the Laveen Elementary School District faculty and administration to report grades for students who have completed a minimum of twenty days in class. There is insufficient information about pupils who have attended less than four full weeks of class to merit a grade. Teacher(s) will be able to provide information to parents/guardians as to the general efforts made by a child in attendance less than the required twenty days.

BICYCLES, ROLLER BLADES, & SKATEBOARDS

Bicycles will be the sole responsibility of the students riding them. The school will not be responsible for stolen or damaged bicycles. Bicycles are to be walked on school property, parked in the designated bike rack, and secured with a lock. Skateboards, roller-skates, two-wheeled scooter, Heelys, and roller blades are not allowed on school grounds at any time.

BUSES

Students eligible for transportation receive permission to travel to and from school by bus when prior arrangements have been made between parents and the school. A transportation label will be applied to the back of the student's ID which must be displayed upon boarding the bus or at any time it is requested. Parents must obtain prior permission from the administration for students not previously assigned to ride a bus, or a particular bus (i.e., to travel with a school friend). Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. The school will then complete the appropriate form that allows the student to board the bus. Notes to the driver are unacceptable. All students must have their ID, with transportation label, or a proper temporary bus pass to board in the afternoon.

Surveillance cameras may be utilized on the school buses. Video and/or audio surveillance are used by the district primarily for aiding student discipline on the buses.

The District's transportation department participates in Positive Behavioral Interventions and Supports (PBIS). The bus expectations are as follows:

Be Safe

- Stay on curb when bus is approaching
- Stay seated while bus is in motion
- Keep hands, feet, and objects to yourself

Be Respectful

- Listen to follow bus driver/associate expectations
- Speak in quiet, inside voices
- Control temper in conflict situations

Be Accountable

- Arrive on time with Student ID/Bus Pass
- Use electronics appropriately
- Be alert and watch for your stop on the way home

The transportation department reinforces these positive behaviors through the distribution of "tickets". These tickets are used in conjunction with each school's PBIS program.

Bus Rules

Students being transported are under the authority of the school principal and the bus driver and they shall enforce established and appropriate standards of classroom behavior and dress while riding a bus. Students shall also observe the following specific standards:

1. Be at the bus stop **five minutes** before your scheduled pick-up time.
2. Stand a minimum of three giant steps back from the curb when the bus is approaching. Form a line, no crowding or pushing. Never approach the bus until the bus is completely stopped and the driver signals you to board.
3. Use all of the steps of the bus and maintain contact with the handrail(s).
4. ID/Bus Pass must be scanned on and off the bus. Present ID/Bus Pass upon request.
5. Always remain seated while the bus is in motion and you arrive at your scheduled stop. Sit in assigned seat and keep aisles clear.
6. Keep entire body inside of bus. Placing your head and/or limbs outside may result in serious injury.
7. Be courteous and talk quietly. Vulgar or abusive language, teasing or bullying other passengers will not be tolerated.
8. Never throw anything from, in or at the bus.
9. Water bottles are allowed; however, you may not have soda, food, candy or gum.
10. The use of electronic devices on board is at the discretion of the driver.
11. No glass objects, animals (unless approved for assistance), insects or balloons are allowed on regular routes. Authorized sports/musical equipment must be able to be secured and may not take a seat needed for a passenger.
12. When exiting the bus, always follow the 10/10 rule: Take 10 giant steps away from the bus and always cross 10 feet in front of the bus – never cross behind it.

In the event there is an emergency, follow the driver's instructions and all emergency procedures.

Denial of School Bus Service

Bus riding is a privilege - not a right. Inappropriate conduct at bus stops, on buses, or in the process of boarding or disembarking from a bus may result in the denial of bus riding privileges. Transportation suspensions are progressive. Students are afforded due process/appeals of disciplinary action. If an infraction is deemed serious enough by the school administrator, the student may be denied bus-riding privileges from all buses for an entire school year. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Possessing weapons, tobacco, alcohol, or drugs on a school bus will be grounds for immediate disciplinary action up to and including suspension or expulsion.

Transportation Office Contact Information: 602-237-9107

CAFETERIA

The Laveen Elementary School District offers an excellent breakfast and lunch program. The meals we provide are nutritionally balanced, appetizing, visually appealing, and offer a variety of choices. Breakfast is served for free to all enrolled students daily, beginning 30 minutes before the start of school. The breakfast and lunch programs receive federal reimbursement to assist families and students. We wholeheartedly support the USDA school meal initiatives that underscore our national health responsibilities to assist in preventing America's high rates of heart disease, diabetes, obesity, and some forms of cancer through good nutrition.

Meal Consumption

Program regulations clearly intend that meals served under the School Meal Programs are to be served and consumed on school or school-related premises. It is not permissible to allow children to take food away from the cafeteria to eat at a later time.

The National School Lunch Program and School Breakfast Program are intended to feed children. Parents are not allowed to eat off of their child's plate when visiting during meal service. Adults desiring a meal are required to purchase one. Also, children who are not enrolled at the school may not eat off the enrolled student's plate. Children who are not enrolled at the school who desire a meal are required to purchase one.

Student IDs in the Cafeteria

All students will be issued a school ID badge, badge holder, and lanyard at the beginning of the school year. Students need this ID to obtain breakfast and lunch in the cafeteria. If a student does not have his/her ID, a pass will be given to obtain breakfast and lunch; however, repeated need for a pass may result in disciplinary action. Replacement IDs, badge holders, and lanyards are available in the front office for a nominal fee. Lanyards may also be purchased in the school store with school bucks.

QUESTIONS AND ANSWERS ABOUT OUR MEAL PROGRAM

How can I pay for my child's lunch?

While students can pay for their meals in line, parents may also deposit money in their child's lunch account to pay for lunches by the week. Lunch account money should be taken to the cafeteria before school starts (during breakfast) to ensure accounts are properly credited before lunch. Checks should be made out to the school cafeteria lunch fund; receipts are available upon request. Online meal prepayments are also available at www.EZSchoolPay.com. To register your child(ren) you will need their student ID number.

How do I know what the balance is on my child's lunch account?

Sign up for low balance alerts at www.EZSchoolPay.com or contact the Cafeteria Manager at your child's school to request a copy of your child's meal history and account balance. Additionally, when your child's account balance drops to the equivalent of two lunches remaining, the cafeteria manager will provide a verbal reminder to the student. We allow students who forget to bring lunch money two

charges; thereafter students will be provided a meal that consists of a cheese sandwich, fruits and vegetables, and white milk. This meal still meets all USDA meal requirements. Students will never be denied nourishment due to lack of lunch money. Cafeteria Managers will send letters home to parents when accounts become negative.

How can I apply for free or reduced-price meals for my child?

Please remember a new meal application must be submitted every school year. For faster processing, submit one online application per household at www.EZMealApp.com. You can also obtain a Free and Reduced-Price Lunch Application from your school's office, cafeteria, or print one from our website. Please submit paper applications directly to the cafeteria manager to be processed.

Households are responsible for all meal charges accrued until notified by letter of approval for free or reduced-priced meals. Completed applications bring additional funds to the District in the form of grant money. Dollars that come from the state and federal government for prevention programs, parent training, extra help for students with reading, math, and other assistance is often based on the number of students qualified for free or reduced-price lunch. It is important that all parents who qualify (according to the Income Chart shown on the application form), whether or not they choose to participate in the lunch program, apply for meals. The higher our count for free or reduced-price lunch, the more dollars generated for student and parent programs within our District. All information provided is kept confidential.

My child requires a special diet, how can you help?

We have a number of resources to meet special dietary needs. To properly meet the individual needs of your child, we need written instructions from a recognized medical authority with specific details from which we will build your child's breakfast and lunch choices. Contact the school nurse to initiate this process. If your child's special diet request is related to religious or other non-medical preferences, please contact your cafeteria manager to discuss how we can tailor daily choices for your child or visit laveen.nutrislice.com for more information on our menu. The Laveen Elementary School District recognizes that food allergies are a growing public health and food safety concern. We have experienced an increase in the number of students with food allergies, particularly allergies to peanuts. Some of our students experience life-threatening reactions when exposed to peanuts. To help reduce the chance of a life threatening exposure while at school, the district removed peanut butter and peanut products from the cafeteria and we ask parents to find substitutes to peanuts and peanut butter when providing snacks or packing their child(ren)'s lunch to be eaten at school.

My child comes home from school hungry; I don't think he is getting enough to eat at lunch. What can be done?

Our lunch program meets nationally recognized nutritional requirements for the various age groups of students; however, we recognize that during growing spurts, 'daily average caloric intake' may not be sufficient. To meet the needs of your growing child, please encourage your child to take all items offered and to visit our unlimited fruit and vegetable bar offered daily at lunch.

Can I bring cookies or other treats to class for my child's birthday party? Yes, you can bring commercially prepared food items to class for parties and other special occasions. Due to county and state health requirements, homemade baked goods cannot be brought to school. In the best interest of

your child, and those of other children in the class, healthy treats like fruit, yogurt, and whole-grain baked goods are encouraged and can be fun treats for all ages of children. Work with your child's teacher when planning these types of events.

How can I get a menu?

Menus are printed and distributed monthly at each school site. Online menus are also available at laveen.nutrislice.com. This interactive website allows you to view images and descriptions of our menu items, review nutrition information, filter menu items by allergens, view carbohydrate counts and provide feedback. You can also download the mobile app on your Android or iPhone.

Can I eat with my child?

Parents are encouraged to have lunch or breakfast with their child on an occasional basis. If interested, please visit www.laveeneld.org for adult meal prices.

Can I send a sack lunch to school with my child?

Sack lunches are permitted, but foods and beverages brought from home may only be consumed by the child bringing such items and not shared with other students. Due to federal and state regulations, homemade baked goods, soda, and outside food service items (i.e. McDonald's, Taco Bell, etc.) cannot be distributed or shared with other students.

DIRECTORY INFORMATION

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

- A. The student's name
- B. The student's address
- C. The student's telephone listing
- D. The student's date of birth
- E. The student's grade level
- F. The student's dates of attendance
- G. The student's most recently attended educational agency or institution

Following this notification, parents have two (2) weeks to advise the District in writing of any or all of the items they refuse to permit the District to designate as directory information about their student.

DISTRICT ATTENDANCE BOUNDARY

To provide families with more flexibility and choice of schools, the Laveen School District has a single shared attendance boundary, the district boundary, to serve all eight schools. Subject to space availability, residents of our district may enroll their child in any* Laveen school of their choosing without having to go through the open-enrollment process.

Currently enrolled families wishing to change schools for the following school year will have an opportunity to apply to a different school in April. Enrollment applications for Vista del Sur follow a different timeline. Contact the school for more information.

Placement is subject to available space and is based on the following priorities:

1. Students enrolled the previous school year
2. Siblings of students enrolled
3. Students living within the walk or transportation zones of the school
4. Children of employees
5. Students living within the district boundary and not included in any of the above categories
6. Students living outside the district boundary and not included in any of the above categories

Bus transportation will be offered to students living within a school's transportation zone. General zones can be found on our district website, www.laveeneld.org/bus-service.

Visit www.laveeneld.org/open-boundaries for more information.

**Vista del Sur has its own enrollment schedule. It is an accelerated school and students must take an assessment prior to enrolling. Paseo Pointe is a dual language immersion (DLI) school. Incoming kindergarten, first, and second grade students must qualify for and enroll in the DLI program.*

DRUG FREE SCHOOL ZONE

The mission of the Drug Free School Zone is to guarantee a safe environment on and around the school campus. This will be accomplished through enhanced enforcement and prosecution of drug, weapon, and other criminal laws as well as through the use of drug and gang awareness programs. In cooperation with local law enforcement, school districts, prosecutors, parents, and the community-at-large, our children and their teachers will be afforded the fundamental right to a safe educational environment. Arizona law A.R.S. §13-3411 provides for stiffer penalties for those caught selling, using, or possessing drugs within 1,000 feet of a school campus. Law enforcement authorities will be notified in any situation where a person is suspected of violating A.R.S. §13-3411.

EMERGENCY EVACUATION, LOCKDOWN AND FIRE DRILL

A crisis situation could result in a campus-wide evacuation. For short-term evacuations we will follow our fire drill procedures and evacuate to the appropriate area. We practice fire drills on a monthly basis.

Lockdowns are practiced two times during the school year.

In the event that a campus must experience a lengthy evacuation or lockdown, students and staff will be evacuated to a secure location.

EXTRACURRICULAR ACTIVITIES

Activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in a democratic and cooperative management for these activities.

The student must attend school the day of the athletic competition/extracurricular activity. If the event is held on a weekend, the student must attend school the Friday before the event. If the student needs to be absent for part of the day for an appointment, they must have a note from the doctor/dentist to be able to participate in the after school sports competition/activity.

Students who, upon having their work checked on a cumulative basis show that they have one or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades, they may be reinstated to the team or activity.

If a student receives detention or is suspended (in-school or out-of-school) for any reason, she/he will not be able to participate in any after school activity for the day(s) of consequence. This includes athletic practice, competitions, academic and non-academic after school activities. This includes traveling with the team/group to an event, even if only as a spectator. With the exception of after school tutoring, repeated suspensions will result in a student's removal from the team/club for the remainder of the season (sports) or grading period (club). Suspensions for weapons and narcotics will result in immediate removal of the student from the team/club for the remainder of the season (sports) or grading period (club).

Administration has the discretion to make adjustments to the policy depending on individual situations.

Criteria For Student Participation In After School Sports

Students and their parents who participate in sports activities are required to participate in an educational program about issues related to concussions. This program will not only educate, but also explain the guidelines that Laveen follows regarding concussions. Being a student athlete requires great responsibility to maintain good academic standing. Grades will be checked at the start of the season. They will be checked throughout the season on a bi-weekly basis.

An athlete becomes *academically ineligible* if he/she has one or more D in any academic or elective class. This means that all athletes carry a minimum grade of C in all classes. Athletes have until the next grade check to bring grades up to good academic status. During a period of *academic ineligibility*, athletes may practice, but they may not participate in any athletic contest during the two-week suspension.

If athletes do not bring their grades up during the two-week suspension, the athlete will be placed on academic alert for one week. During academic alert, athletes are expected to attend, but may not practice or

participate in athletic contests. At the end of the third week, if the athlete is not able to bring up his/her grades, he/she will be removed from the team.

Athletic seasons go by very quickly and if an athlete is suspended for two weeks, a lot of games could be missed. Participants are a student first and an athlete second.

GIFTED EDUCATION

Gifted education is available for each student who is qualified as a gifted pupil. According to Arizona statute: "Gifted education" means appropriate academic course offerings and services that are required to provide an educational program that is an integral part of the regular school day and that is commensurate with the academic abilities and potential of a gifted pupil. A "gifted pupil" means a child who is of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs appropriate gifted education services, to achieve at levels commensurate with the child's intellect and ability. For more information about gifted services or to inquire about testing your child for gifted services, please contact the school office.

GRADES

The Laveen School District is committed to helping students reach proficiency and beyond on Arizona's rigorous academic standards. Therefore, we are utilizing a standards-based grading system which allows us to better communicate with parents on the progress students are making toward mastering the content standards.

Report cards will be distributed quarterly, and will include both an academic grade and an effort grade for each subject. The academic grade is intended to report a progress score aligned to mastering the taught standard. The effort grade will reflect the student's applied effort toward that academic grade through such things as participation, homework completion, and behavior.

Students must be enrolled a minimum of twenty (20) days to receive a grade.

Parent/Teacher Conferences

Conferences are held at least twice per year and provide an opportunity for parents and teachers to dialogue about the progress students are making toward mastering the academic standards. Please see the school calendar located in this handbook for specific dates. Parents may schedule a conference whenever they feel it is necessary to talk with a teacher.

ParentVUE

Student grades will be posted on ParentVUE. Please ask your child's teacher for an activation key. To access ParentVUE, go to the district's website at www.laveeneld.org and click on Grades/ParentVUE under the Parent tab.

HAZING

“Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any school club or sport.
 - The act contributes to a substantial risk of potential physical injury, mental harm or degradation.
- There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing. (See EXHIBIT JICFA-EB in the back of this handbook.)

HEALTH SERVICES

Address/Telephone Number Change

For the protection of our students, a current Emergency Authorization and Medical Information form should be filled out annually. Parents should notify the school office immediately when there is a change of address, home or parent work telephone number, or a change in the emergency contact phone number. Please have plans for picking up a child who becomes sick during the school day.

Medication

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the district will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of student, the name of the medicine, and dosage instructions.
- There must be written permission from the parent to allow the school to administer the medication. Appropriate forms are available from the school health office.
- The medication must come to the school health office in the original prescription container with the student's name, name of the medicine, and dosage instructions.
- A parent or designated adult must transport the medication; students are not allowed to carry/transport medication. Exceptions may be made for students who have been diagnosed with anaphylaxis, breathing disorders, and diabetes. In these exceptional circumstances, arrangements must be made in advance with the district nurse.

Please note all medication must be picked up from the health office on the last day of school. Any medications not picked up will be destroyed.

Immunizations

Children must have proof of ALL required immunizations, or valid exemption, in order to attend the first day of school. Arizona law allows exemptions for medical reasons, laboratory evidence of immunity, and personal beliefs. Exemption forms are available from schools and at <http://www.azdhs.gov/phs/immun/back2school.htm>. Homeless students are allowed a 5-day grace period. The record for each vaccine dose must include the date and name of doctor or clinic. The statutes and rules governing school immunization requirements are: Arizona Administrative Code, R9-6-701–708

Childhood Illness

Certain signs and symptoms in children may suggest the presence of a communicable disease. Children with these symptoms should not be in the classroom. However, the child may return to school when he/she is no longer sick or contagious to others, and he/she feels able to join in classroom activities. The following common symptoms are reasons to keep your child home. If you have any questions, consult your health care provider or contact your child's school health office.

- **FEVER:** An oral temperature of 100 degrees or higher (a hand to the forehead is not a valid indicator).
The child may return to school when he/she has been FEVER FREE FOR 24 HOURS without the use of a fever reducer such as Tylenol or Ibuprofen.
- **BREATHING:** Difficulty breathing, audible wheezing, or hard coughing.
- **DIARRHEA:** Two or more watery, loose stools in the previous 24 hours.
- **VOMITING:** Children vomit for a lot of reasons, not all of them are indicators of illness. If your child should have two or more episodes of vomiting in the previous 24 hours, please keep him/her home.
- **EYES/NOSE DRAINAGE:** Mucus or pus draining from red eyes that may be swollen, or eyes and lashes that are matted and crusty. Thick, cloudy, yellow/green drainage from the nose needs to be evaluated by a healthcare provider and may need treatment with antibiotics for 24 hours before being allowed to return to class.
- **SORE THROAT:** Sore throat when fever or swollen glands are present.
- **RASH:** Undiagnosed rashes with fever. Other signs of illness may be infected sores with crusting or yellow/green drainage, which cannot be covered with clothing or bandages.
- **ITCHING:** Persistent itching or scratching of the body or scalp, or visible vermin (head lice, scabies).

Please notify the school whenever your child is sick, and indicate the specific illness/symptoms. If you have taken your child to your health care provider and have a confirmed diagnosis; please notify the school health office directly with that diagnosis.

Please be advised the health office does not provide Tylenol, Ibuprofen, or over the counter drugs. If your child needs these, a parent/guardian must provide a new un-opened package for each individual student, and must fill out the proper paperwork for dispensing it. **WITHOUT PROPER DOCUMENTATION IT WILL NOT GET DISPENSED.** If your child needs to be on prescription medication a parent/guardian must bring in the prescription and paperwork must be filled out at the health office.

KIDS KLUB

Kids Klub offers a supervised after school program for children in kindergarten through sixth grade. We offer many opportunities designed to interest your child and to allow them to participate in social, creative, and physical activities. The after school program runs from dismissal until 6:00 p.m. For more information about Kids Klub, please contact Ms. Kim Teer at 602-237-7058.

LIBRARY

All students are expected to take care of library materials and to return them on time. Library privileges may be revoked temporarily or permanently if these rules are not observed. In the event of damage of library materials, students should notify the library staff immediately. Parents will be expected to pay for lost or damaged books or materials

LOST AND FOUND

All found items are sent to the Lost and Found box located in the Health Office. Items that are not claimed will be donated to a worthy cause at the end of each quarter.

MAKE-UP WORK

Students who are absent from school for any reason will be required to complete work missed in each class. Students will be given one day make-up time for each day of absence. It is the responsibility of the individual student to obtain make-up work from the teacher and to submit all completed make-up work within the number of days allowed.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

If you currently experiencing a temporary living arrangement due to eviction, foreclosure, job loss, or a traumatic event? Laveen Elementary School District offers services to families through the federal McKinney-Vento Homeless Assistance Act. The McKinney-Vento allows for children of families who are in a temporary living situation be offered services such as enrollment assistance, nutrition services, clothing or school supplies, community referrals, and in some cases, transportation. You *may* fit the criteria for assistance under this program if you are living in any of the following temporary circumstances:

- with other family or friend due to financial hardship
- in a shelter
- in transitional housing
- in a hotel/motel

For further information about qualifying for this program, please contact Academic Services at 602-237-9100, ext. 3051, or davila@laveeneld.org.

OPEN ENROLLMENT (Out of District Students)

The Laveen Elementary School District has an open-enrollment program as set forth in A.R.S. § 15-816 and outlined in District Policy JFB. Open enrollment requests made for the current school year will be considered on a case-by-case basis. Generally, open enrollment is closed after the first four (4) weeks following the first day of classes for the school year.

PHOTO AND VIDEO USE

Your child may be photographed and/or videotaped in a school-related setting. These pictures and/or videos may be reproduced in the media and/or school-related publications such as, but not limited to, newsletters, brochures, school/district websites, and district-approved social media. No photographs or videos will be shared publicly without a signed release by the parent or guardian.

Surveillance cameras are in use, throughout the school, the district office, and district buses to promote safety and security.

PROMOTION/RETENTION

- The Laveen Elementary School District is dedicated to the continuous development of each student.
- Promotion from grade to grade will be based upon standards for each basic subject area as identified in the course of study.
- The Laveen Elementary School District standards that students must achieve include accomplishment in the areas of reading, written communication, mathematics, science, and social studies, as adopted by the State Board of Education.
- In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data are used to determine promotion.
- Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.
- When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration and decisions will be made only after careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data collected and documented over a period of time and motivated by a desire to place students in school programs where they will be the most successful.
- Special education students shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with AAC R7-2-301 and R7-2-401. An ongoing intervention plan must be written and implemented as soon as a student is identified by a teacher as possibly not meeting the requirements for promotion.

Competency Requirements for Promotion of Students from Third Grade

The *Move on When Reading* legislation requires that a student shall not be promoted from the third grade if he/she obtains a score on the reading portion of the state assessment (AzMERIT), that demonstrates the student's reading skills fall far below the third grade level, unless the student qualifies for one of the following exemptions:

- The student is an English Language Learner as defined in section 15-751 and has had fewer than two years of English language instruction.
- The student has a disability as defined in section 15-761 and the individualized education program team and the student's parent or guardian agree that promotion is appropriate.

- The student is in the process of a special education referral or evaluation for placement in special education and/or students that have been diagnosed as having a significant reading impairment, including dyslexia.

Intervention and remedial strategies shall be provided to students who are not promoted from the third grade. For additional information, visit <http://www.azed.gov/mowr/>

A.R.S. § 15-701, 15-704

Promotion from Eighth Grade

The State of Arizona does not provide or require eighth grade diplomas. Eighth grade students being promoted to ninth grade will be assisted with the registration process in the transition to high school, and student records will be sent as requested.

Schools may hold awards ceremonies or end-of-year celebrations, but it is not the District's practice to host eighth grade promotion ceremonies.

SEARCH AND SEIZURES

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exist.

Items provided by the District for storage; (e.g., desks) are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and desks, storage areas, etc. may be inspected at any time with or without reason, or with or without notice, by school personnel.

SPECIAL EDUCATION STUDENTS

The Laveen Elementary School District has procedures for identifying special education students. If you know of a child who might have disabilities that may hinder their learning and is not receiving services, please call the school office or Student Services at 602-237-9100. (See the flow chart included in this handbook.)

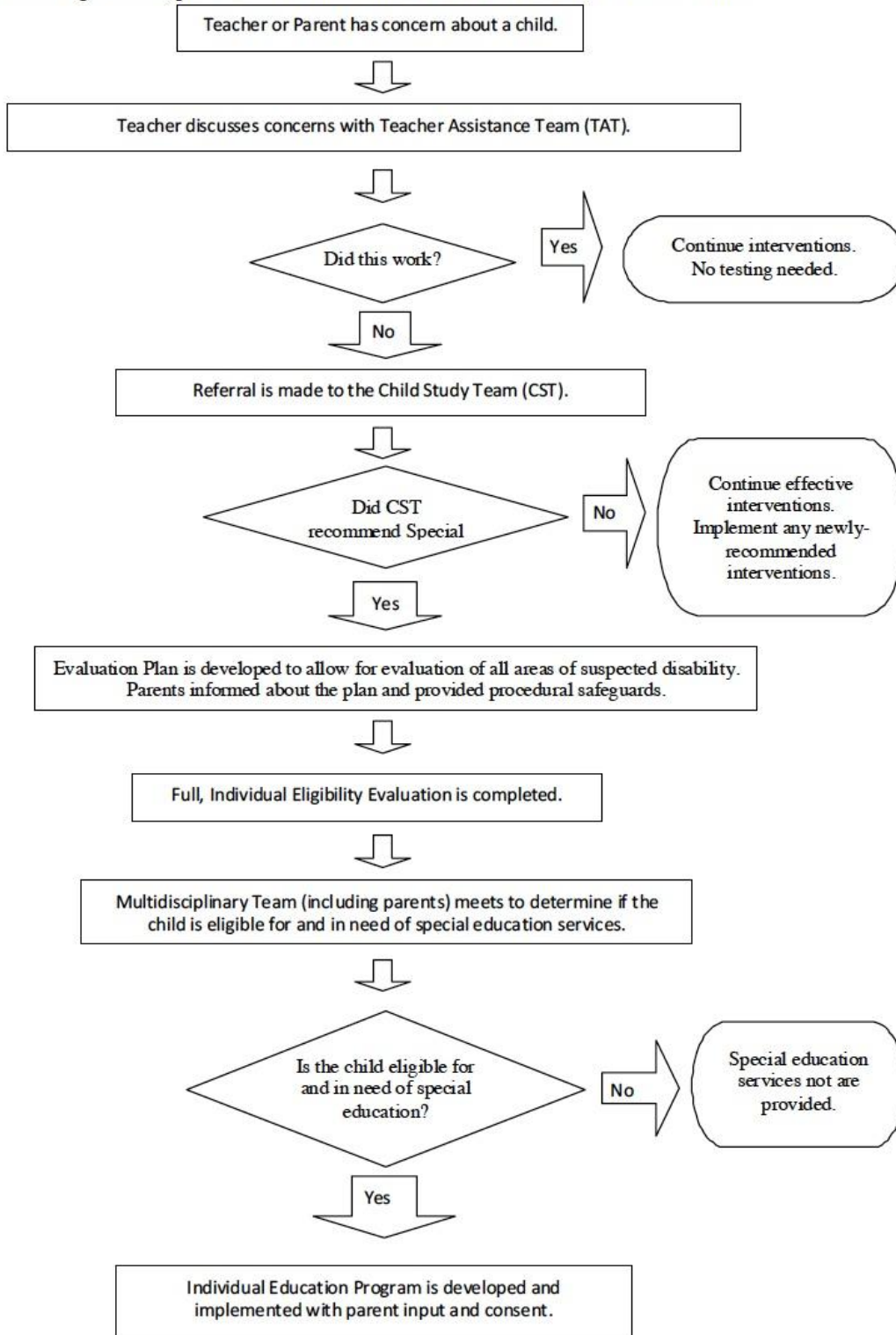
Child Find

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located, and evaluated to receive the support and services they need. Public schools and the Arizona Early Intervention Program are responsible for "finding" eligible children and providing services needed for them to reach their development milestones or meet their educational needs.

Child Find procedures include identification (screening), referral, and evaluation procedures. The Child Find process includes: the 45 Day Screener, the Teacher Assistance Team, the Child Study Team (CST), and review of enrollment data and educational performance for transferring students.

For children who are suspected of having a disability, the CST will recommend that a full and individual evaluation will be conducted by a multidisciplinary evaluation team to determine eligibility and need for special education.

The following are the Laveen School District's procedures for identifying special education students. If you know of a child who might have disabilities that may hinder their learning and is not receiving services, please call the school office or Student Services at 602-237-9100.



STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Procedures are established whereby students with sufficient concerns may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

See EXHIBIT JII-EB in the back of this handbook for additional information regarding the guidelines to be followed for student concerns, complaints, and grievances.

STUDENT RECORDS

The Laveen School District has adopted written policies regarding the collection, storage, retrieval, use, and transfer of student records. These procedures are in compliance with all federal and state laws and statutes.

STUDENT SURVEYS

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. Parental consent is sought before administering any survey that is retained by the school district or department of education for longer than one (1) year and that solicits personal information about the pupil regarding the characteristics listed in A.R.S. 15-117 and in District Policy JRR.

STUDENT UNIFORM AND DRESS CODE

All students in preschool through eighth grade who attend a Laveen Elementary School District school are expected to dress in the proper standard school attire. The clothing must be in good repair. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems. It is the parents' responsibility to ensure compliance with the dress code. All students who attend Laveen District schools must dress in accordance with this dress code.

For Boys:

- All white, navy, or light blue shirts with collar. No logos on the shirt. This may include, but is not limited to, a polo shirt or dress shirt.
- During the colder months, students may wear all navy, white, gray, or light blue sweatshirts or sweaters in class. Sweatshirts and sweaters must be worn over a uniform shirt.
- Solid navy blue or tan khaki slacks or shorts. No logos on slacks or shorts. No blue jeans or blue jean shorts. Sweatpants are not permitted.
- Shirts must be worn tucked in at all times.
- Any undershirts must be white.

- No undergarments may show. Only one button of the uniform shirt may be unbuttoned.
- Student ID badges are considered part of the required dress code.

For Girls:

- All white, navy, or light blue shirts with collar. No logos on the top. This may include, but is not limited to, a blouse or polo shirt.
- During the colder months, students may wear all navy, white, gray, or light blue sweatshirts or sweaters in class. Sweatshirts or sweaters must be worn over a uniform blouse/shirt.
- Solid navy blue or tan khaki slacks, shorts, skorts, skirts, or jumpers. No logos on slacks, shorts, skorts, skirts, or jumpers. No blue jeans or blue jean shorts. Sweatpants and stretch pants are not permitted.
- Shirts or blouses must be worn tucked in at all times.
- Undershirts must be white. Girls may wear shorts under their skirts, provided they do not show.
- No undergarments may show. Only one button of the uniform shirt may be unbuttoned.
- Student ID badges are considered part of the required dress code.

Baggy or oversized clothing is not acceptable and thus is prohibited. Clothing may not be more than one size too large, to allow for one-year's growth. No sagging of clothing is allowed. Tight clothing is not acceptable and thus is prohibited.

Students may not wear short shorts, short skorts, short skirts, short jumpers, sweatpants, stretch pants, skinny pants, or spandex. Pant legs may not be rolled up or held up with rubber bands or other devices. The length of shorts, skorts, skirts, and jumpers must be at least the length of where the student's finger tips rest when shoulders are relaxed and arms are stretched downward toward the leg, approximately no more than 3 to 4 inches above the knee.

Belts (if worn) must be black, brown, or navy, may not be more than one size larger than the waist, and must be worn around the waist. Any color socks may be worn. Full-length tights, leggings, and knee-high socks/tights are acceptable for girls when worn with a skort, skirt, or jumper.

For safety reasons, students are encouraged to wear covered shoes. Open toed shoes, including but not limited to flip-flops, sandals, slippers, or bare feet, are not acceptable.

Students may wear outerwear that is in good repair and does not contain any inappropriate print or graphics while outdoors only. Upon entering any school building, the coat, jacket, sweatshirt, or sweater must be removed unless it is in compliance with uniform code described above. The only type of headgear permitted will be a hat, which can be worn outdoors only. Hoods on sweatshirts and sweaters may be worn outdoors only.

When school sanctioned dress up days occur, all clothing must be in compliance with the regulations described in this section. In addition, the following regulations also apply:

- Any print or graphics on clothing must be school appropriate.
- No undergarments may show.
- All tops must have sleeves. Sleeveless tops and tank tops are not allowed.

- Clothing must be in good repair.

Students not dressed in accordance with the district dress code will not be permitted in class until they are in compliance. Students may call to request parents bring school appropriate clothing to change in order to meet compliance regulations. When available, students may choose to change into school provided uniforms. Students may wait in the In School Detention room until they are dressed in compliance.

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximized student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society. Bullying, harassment or intimidation as defined by District Policy JICK will not be tolerated.

The principal will investigate all reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies.

See EXHIBIT JICK-EB in the back of this handbook for additional information, including definitions of bullying, harassment, and intimidation.

TECHNOLOGY USE – District Policy Exhibit IJNDB-EB

Use of Technology Resources in Instruction

Student Acceptable Use Agreement – Electronic Information System

Laveen Elementary School District (LESD) students have the opportunity to use technology that facilitates creative problem solving, information fluency, and collaboration needed in today's societies. As students are expected to apply these skills and extend their creative abilities, we also want them to be safe, legal, and responsible. This Acceptable Use Agreement (AUA) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Technology Usage

LESD students will use technology to help them prepare to work, live, and contribute to our connected world. LESD encourages students to use technology to:

- facilitate creativity and innovation
- support collaboration
- support communication
- understand technology operations and concepts
- publish creative content
- seek knowledge and extend research
- explore data to create new content
- increase technology literacy

Being a 21st Century Learner

Learning skills and 21st century tools are used together to enable students to effectively build content knowledge. Building knowledge will allow our students to function effectively in personal, community and workplace environments. Being a 21st Century Learner will require new skills and a responsibility for students to use information and technology in a safe, legal manner. Being a 21st Century Learner you agree to the following:

- **Respect Yourself.** I will select online names that are appropriate. I will consider the information and content that I post online.
- **Protect Yourself.** I will not publish my personal details, contact details or a schedule of my activities.
- **Respect Others.** I will not use technologies to bully or tease other people. I will not share or use another student's password to log into the network or any software applications.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** I will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** I will request to use the software and media others produce.
- **Act Responsibly.** I will follow all LESD rules for behavior while using any computer or technology related piece of equipment or software.
- **Protect the equipment.** Food, drink, and physical abuse will cause damage to technology equipment. I am responsible for the technology equipment when in my use. I will be held responsible for any damage to the equipment and understand that payment for damage to district property may occur. Arizona State Statute (A.R.S. §15-727).
- **Report Abuse.** I will report misuse and abuse of school resources to the proper school personnel and will assist in creating a safer network environment for all.
- **Logging on/off.** I am responsible for properly logging on and off the Internet, and other district applications, to insure security of my username and password.

Sharing Policy

The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. The Laveen Elementary School District utilizes several educational software applications and web-based services that are operated by third parties. In order for students to use these valuable programs and services, certain personal information, generally the students name and username and/or email address, must be provided to the website operator. Under federal law, these websites must provide parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students, eliminating the need for individual parental consent given directly to the website operator. A list of websites that may be used in District classrooms, with links to their privacy policies and terms of service is available on the Laveen School District website at laveeneld.org. By agreeing to this AUA, you agree to allow the Laveen Elementary School District to release your child's personal information for the purpose of accessing educational media and web-based services utilized by the District.

Collaborating and sharing creative content is an encouraged practice for all LESD students. Students will be participating in project based learning and may create content such as electronic presentations, blogs, podcasts, videos, wikis, and other social media. The meaningful step in the process is sharing their content

with other classes, and the school community and, at times the world. LESD uses district websites, Google Apps, and other moderated sites to share school and student work. These are district moderated sites, where students can collaborate online with teacher supervision.

Electronic Devices

As a LESD student, I may be provided an electronic device to be used only for educational related activities. Its use is conditioned upon the understanding and compliance with all LESD related policies, and all guidelines and procedures within this document.

1. The electronic device and related equipment is the property of Laveen Elementary School District.
2. Electronic devices and associated equipment, assigned to me, cannot be loaned to anyone. Additionally I may not share my secure password for others use.
3. I will not disassemble any part of the electronic device or attempt to make any repairs or upgrades. This will be handled by the LESD Technology Department.
4. No software is to be installed without the permission of the technology staff.
5. Disabling or finding ways around the LESD content filter is prohibited. I am responsible for sites accessed on the Internet at school and home. The Acceptable Use Agreement applies at all times during the use of a district provided electronic device.
6. I will not remove or alter any LESD identification labels attached to or displayed on the electronic device, nor shall I change identification within the electronic device, e.g. the electronic device name.

Actions Required in the Event of Damage or Loss of Electronic Device

1. I must report theft (or suspected theft), loss, and damage to the electronic device, to school administration and/or teacher immediately.
2. If an electronic device is damaged by neglect or abuse, it is the student's financial responsibility to replace the device at LESD's cost.

General Care of Electronic Device

1. I agree to handle the electronic device carefully and protect it from potential sources of damage.
2. I am not allowed to alter the appearance of the electronic device in any way, including skins, stickers, etc.
3. I will not remove any serial numbers or identification placed on the Electronic device (if the LESD ID sticker becomes unreadable or comes off, please notify the site administration).
4. It is my responsibility to keep the electronic device clean. I will only clean the screen with a soft, anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Communication with LESD Staff

Communication with staff will occur using district approved forms of communication and pertain to school related topics.

1. School related forms of communication include; district provided email, website, phone or district applications listed on the Laveen Authorized Educational Media document.

2. Students shall not link to an employee's personal social networking site.

Consequences for Violations

I understand and will follow this Acceptable Use Agreement. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. The administration will follow the student code of conduct and Laveen Elementary School District Board Policy to determine the appropriate action. I also understand that the school network, hardware, and software applications are owned by LESD and are not private. LESD has the right to access my information at any time.

Student's Name (please print) _____

As the parent or guardian of this student, I have read this Acceptable Use Agreement. I understand that technology is provided for educational purposes in keeping with the academic goals of the Laveen Elementary School District, and that student use for any other purpose is inappropriate. I consent to the release of my child's personal information for the purpose of accessing educational software applications and web-based services utilized by the District. I have been informed that I can access a list of applications and websites that may be used in the District classrooms on the Laveen website. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use technology resources at the Laveen Elementary School District.

Parent or Guardian's Name (please print) _____

*Signatures will be collected on the 2018-2019 Annual Parental Consent Release Form.

TELEPHONE USE BY STUDENTS

In cases of emergencies, a telephone is available for student use in the office before and after school, and during lunch with a pass from a staff member. Students staying beyond the regular school day are to call their parent/guardian from the classroom with the presence of a staff member. Except in cases of emergencies and the assignment of after-school detention, students are not to use school telephones. Please be sure to arrange your child's transportation home prior to the start of the school day.

TEXTBOOKS AND SCHOOL MATERIALS

Each student will be issued all necessary texts and study materials at no charge. Students are responsible for maintaining textbooks in good condition. Students will be charged for the loss or damage to that item, regardless of who actually damaged or lost the item.

VISITORS TO CAMPUS

Parents and community members are always welcome at the Laveen District Schools. To protect the safety of students, all visitors to school campuses must report to the office to identify themselves and indicate the purpose of their presence on campus. All visitors must sign in through the school office, even if visiting the campus before classes begin in the mornings.

Campus Visitation Procedures

- Make an appointment with the teacher to avoid any conflict with the school or class schedule.
- Parents are not allowed on the field during recess.
- Parents may enjoy lunch with their child without an appointment.
- Remember when visiting our schools that we are role models for children. Please take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask your attire to be neat and conservative. Your appearance should attract no undue attention.
- Report to the school office upon arrival.
- Obtain a visitor's badge.
- Visit only the classrooms you specified during your sign-in.
- Report to the office after your visit to sign-out.

Loitering in or about a school (A.R.S. § 13-2905) or abuse of a teacher or other school employee while the teacher or employee is engaged in the performance of his/her duties (A.R.S. § 15-502) is unlawful.

WITHDRAWING STUDENTS

- Please notify the office at least two days in advance of your child's withdrawal (sooner if at all possible).
- Prior to being withdrawn, all books and school materials (including textbooks and library materials) must be turned in and all fines must be paid.
- Parents must sign and pick up a copy of the withdrawal form. This form will be needed to register your child at his/her new school.

ZERO-TOLERANCE: FIREARMS – SALE OF DRUGS

To ensure the safety of all students and employees, the Laveen Elementary School District takes a strong zero-tolerance approach in dealing with firearms and the sale or distribution of drugs on school campuses. Students who possess firearms or are engaged in the sale or distribution of drugs at school will be expelled from the district. A.R.S. § 15-841 (G) stipulates that, "A school district or charter school shall expel from school for a period of not less than one year a student who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school..."

P.B.I.S. Handbook

Laveen Elementary School is dedicated to providing a safe respectful school environment. The Laveen Elementary School staff believes that all students can exhibit appropriate school behaviors. Parents, students, and staff members must work together to model and teach appropriate behavior. Students should expect consequences as a part of learning what is right and wrong. Let's work together to provide a positive learning environment. Remember...

- Our goal is to assist students in achieving self-discipline. Always remind students that with rights comes responsibility.
 - True discipline means to teach
 - Develop community and establish relationships with your students.
- Students exhibit respect for the staff and our expectations if we set the example for them.
 - The most effective intervention is to keep students on task.

Teaching School-Wide Behavioral Expectations

School-Wide Positive Behavioral Intervention Supports (P.B.I.S) is a set of strategies and system to increase the capacity of schools to (a) reduce school disruption, and (b) educate all students including those with problem behaviors.

Feature of School-Wide P.B.I.S.

- Establish regular, predictable, positive learning & teaching environments

- Train adults and peers to serve as positive models
 - Teach and model behavior expectations
- Create systems for providing regular positive feedback
- Acknowledge students when they are “doing the right thing”
 - Improve social competence
- Develop environments that support academic success
 - Stay in a straight line
 - Noise level at a level 1 while in line

This guide is the step in implementing P.B.I.S. on our campus. Prior to 2016-2017 school year, a P.B.I.S on our committee consisting of teachers, staff members, and administration was established. This committee will conduct an on- going review our school discipline data and will make improvements to our P.B.I.S. program throughout the school year.

Behavioral Expectations

HAWKS S.O.A.R.

Safe

Organized

Accountable

Respectful

Hawks Attention Signal

Across campus staff members will use a hand raised as an attention signal. When a staff members hand is raised, it means

- Stop talking (Zero/0 Voice)
- Signal others, by raising your hand
- Look at the teacher
- Listen

Teacher & Staff Responsibilities

- Staff will teach, model and practice each of the behavioral expectations throughout the year.
- Staff will acknowledge students behaviors that meet the S.O.A.R expectations.
- Staff will implement the strategies.
 - Interact with students
 - Heads up, always looking around at students
 - Moving constantly in and around students
- Staff will follow procedures for infractions

Student Voice Expectations

Level- Loudness description

- 0- Silent
- 1-Soft voice/whisper to the person next to you
- 2-A conversation, you can only be heard the table you are working at
- 3-presentation, you can be heard throughout the room

Cafeteria Expectations

Safe in the cafeteria:

- Hands and feet to yourself in line and at the table

- Wait for permission to leave the table
 - Walk

Organized in the cafeteria:

- Stay in a straight line
- Wash and dry your hands before you get your lunch
- Put away all trash in the appropriate trash container

Accountable in the cafeteria:

- Have your ID at all times
- Follow all cafeteria procedures
- Ask for permission to use the bathroom

Respectful in the cafeteria:

- Keep hands and feet to yourself
- Walk at an arm's length behind another person
 - Eat your own food

Cafeteria Procedures

- Enter the cafeteria orderly
- Students bringing lunch-walk to the table
- Students buying lunch-stand in line quietly (Level 0/1), keeping hands and feet to self
- Give your attention to the cafeteria personnel
 - Walk to your table
 - Remain seated facing forward
 - Use no more than a level 2 voice
- Talk only to those across and next to you

- For staff assistance, raise your hand and wait
 - Eat your food only
 - Use good table manners
- When finished, follow class directions
- Put all uneaten food and trash in the proper place

Hallway/Stairwell/Outside Walkway Expectations

Safe in the hallway:

- Stay to the right
- Only use designated stairwells
- Walk up and down stairwells
- Use every step when going up/down stairs
 - Stay on sidewalk

Organized in the hallway:

- Keep backpacks closed
- Stay with your group
- Look straight ahead
 - Walk single-file

Accountable in the hallway:

- Go directly to your destination
- Make sure an adult knows your location
 - Use hallway pass

Respectful in the hallway:

- Walk an arm's length behind another person
 - Use a soft voice
 - Walk silently in line with class
- Keep hands, feet, and objects to yourself
 - Throw trash in the trash can

Hallway/Stairwell/Outside Walkway Procedures

- Hallway procedures are identified by each level team following the expectations above.

Bathroom Expectations

Safe in the bathroom:

- Use facility appropriately
- Keep water and soap in sink
 - Walk in the restroom
- Tell an adult if the restroom needs attention

Organized in the restroom:

- Use restroom wisely
- Only put toilet paper in toilet

Accountable in the restroom:

- Go directly to your destination
- Make sure an adult knows your location
 - Use hallway pass

Respectful in the restroom:

- Observe personal space
- Respect the privacy of others
 - Lock and unlock stall

Recess/Playground Expectations

Safe at recess:

- Follow playground procedures
 - Stay in assigned area
- Inform adult of unsafe behavior
 - Listen to warning whistle
- Respond appropriately to adult directions

Organized at recess:

- Clean up after yourself
 - Follow game rules
- Walk on sidewalks when entering/exiting play area

Accountable at recess:

- Ask adult if you cannot solve a problem
 - Make safe choices
- Use positive words and actions to avoid confrontations

Respectful at recess:

- Keep hands, feet and objects to yourself
 - Share resources
- Use good sportsmanship

Recess/Playground Procedures

Teachers and staff will implement strategies

- Interact with students
- Heads up, always looking around at students
- Moving constantly in and around students

Playground Equipment

- Get on and off equipment carefully
- Hands and feet to yourself while on equipment
 - Go up the ladder, down the slide

Equipment

- Take care of all equipment properly
- Return equipment when finished
- Let teachers know when balls go over the fence

Field

- Share space on field for different activities
 - Follow rules of the game
- Students may not play any games that involve tackling another student

Arrival Expectations

Safe during arrival:

- Hands and feet to yourself

- Walk on sidewalks and in the cafeteria
- Respond appropriately to adult directions

Organized during arrival:

- Line up at the appropriate location when you hear the bell

Accountable during arrival:

- Arrive at school no earlier than 8:00 a.m. and no later than 8:20 a.m.
 - Once you arrive on campus stay on campus
 - Walk into the cafeteria and eat breakfast
 - When finished, clean up personal space

Respectful during arrival:

- Go straight to playground from the cafeteria
- Accidents happen- apologize and/or accept apology
- Let the younger students have the right of way
 - Be patient

Dismissal Expectations

Teachers and staff will implement

- Interact with students
- Heads up, always looking around at students
- Moving constantly in and around students

Safe at dismissal:

- Hands and feet to yourself
 - Use a level 2 voice
- Respect others personal space

Organized at dismissal:

- Walk to designated dismissal area
- Respond appropriately to adult directions
 - Follow hallway expectations

Accountable at dismissal:

- Be packed and ready to go
- Keep materials in backpack until arrival at home
- Be where you need to be when you need to there

Respectful at dismissal:

- Let the younger students have the right of way
- Accidents happen- apologizes and/or accept apology

Laveen Elementary Daily School Schedule

8:00 a.m. School office opens

8:00 a.m. Professional work day begins

8:20 a.m. Warning bell rings

- Students line up with their class at assigned area
- Teachers pick up their students and walk to their classroom

8:30 a.m. SCHOOL BEGINS

11:00 a.m -1:20 p.m. LUNCHES

3:30 p.m. DISMISSAL (Afternoon duty begins)

3:45 p.m. Professional work day ends

4:00 p.m. Office closes

1/2 Day Release

On early release days, school will be dismissed at 12:30 p.m

School Hours

Preschool 9:00 am-11:30 a.m. and 12:30 p.m.-3:00 p.m (M, T,Th,F)

Kindergarten-8th 8:30 a.m.-3:00 p.m

