

# Maie Bartlett Heard Elementary School



Phoenix Elementary School District #1  
Parent/Student Handbook  
2017-2018

Dear Parents and Students,

Welcome to the 2017-2018 school year! We share an important responsibility and partnership in teaching our children to become life-long learners. This handbook provides information to support student success. If you need assistance, below is our contact information.

Thank you,

Ms. Magaña

Attendance Line	Fax
602-523-8879	602-257-3881
<b>Main Office</b> Yadira Brambila and Dalila Rico <a href="mailto:Yadira.brambila@phxschools.org">Yadira.brambila@phxschools.org</a> or <a href="mailto:Dalila.rico@phxschools.org">Dalila.rico@phxschools.org</a> 602-257-3880 or 602-257-3879	
<i>Principal, Zariffe Magaña</i> 602-257-6020	
<i>Instructional Enrichment and Intervention Specialist, Jessica Angelo</i> 602-523-8845	
<i>Social Worker, Pat de Bermuda</i> 602-257-3883 or 602-257-8949	
<i>Nurse, Sasha Riner</i> 602-257-3882	
Website: <a href="http://phxschools.org/heard/">http://phxschools.org/heard/</a>	
Handbook for Student Success: <a href="http://www.phxelem.k12.az.us/students/handbook-for-student-success/">http://www.phxelem.k12.az.us/students/handbook-for-student-success/</a>	

# Heard Elementary School Commitments

## **School Commitment**

- As members of this community, we will:
- Treat every child with dignity and respect
- Believe that every child can be successful
- Acknowledge that parents are vital to the success of the school and each child
- Provide learning experiences appropriate to the child's needs
- Provide effective two-way communication tools between school and home

## **Parent Commitment**

- As a member of this community, I will:
- Send my child to school regularly and on time
- Attend school functions and a minimum of two parent/teacher conferences per year
- Expect my child to be responsible for his/her behavior
- Regularly monitor my child's school progress
- Participate in two-way communication with the school
- Respect the school, staff and families

## **Student Commitment**

- As a member of this community, I will:
- Arrive at school and each class on time every day unless I am ill
- Come to school ready to learn and work hard
- Obey the school and bus rules
- Be responsible for completing my daily assignments and homework
- Participate in after-school tutoring if requested

## School Hours

Please do not drop your children off before 7:30 a.m. as there is no one to supervise them before 7:30 a.m.

Kindergarten – 8 <sup>th</sup> Grade
<ul style="list-style-type: none"><li>• Gates open at 7:30 a.m.</li><li>• Breakfast ends at 7:45 a.m.</li><li>• School begins at 7:55 a.m.</li><li>• Dismissal at 2:55 p.m.</li></ul>

\*If you pick your child up from school, please be on time. Our staff must attend meetings/professional development.

All students must leave the campus at 2:55 p.m. Students are not allowed to remain on campus after 2:55 p.m. due to safety reasons. The ONLY exception is if your child is enrolled in the afternoon PEER Program or is involved in an approved, school sponsored activity. If your child is involved in an afternoon activity, the primary sponsor or coach will provide a pass in order for the student to stay on campus.

### Early Dismissal Days

After the first day of school, we will have early dismissal time on Wednesdays.

- Wednesday dismissal time will be at 1:00p.m.

### Visitors to Heard Elementary

The gates will open at 7:30a.m. Only students will be permitted to enter the gates. **All visitors** will be directed to the front office.

All adults entering the building, (including parents and visitors), must use the front door, sign in, and sign out in the Main Office and wear a visitor's badge/sticker. The purpose for this registration is to maintain the safety and security of our students and staff and also to be able to locate visitors if it is necessary.

- We lock all our exterior door and gates except the front entrance.

## Student Release

A person picking up a student must be listed on Student Release Form and must show valid picture ID. An authorized person listed on the Student Release Form is required to come into the office and sign out the student prior to departure (Handbook for Student Success Agreement, p. 12).

## Attendance and Tardiness

Attendance is one of the most significant requirements for student success. Therefore, send your children to school every day unless an illness or an emergency arises.

- If your child is absent, please call the Heard Elementary Attendance Line at 602-523-8879.
- As required by law, when a student returns from an absence he/she must bring a written note signed by the parent/guardian explaining the absence. This note must be given to the teacher or the front office. If we do not receive a note or a phone call with a 24-hour period, the absence will be documented as unexcused.
- **Excessive absences-** Arizona state law defines absences as excessive when the number of absent days exceeds 10 percent of the number of required attendance days (18 days) whether the absence is excused or unexcused. It is important for a student to attend class regularly to receive a passing grade. A student or parent may request counseling intervention for excessive absences by calling the school principal or designee. The principal may require documentation from a doctor to verify a medical condition when absences total more than 10 percent of the number of required attendance days.
- **Chronic illnesses-** In cases where medical documentation can be provided that indicates a diagnosis and prognosis that the student has an illness, disease, or has had an accident that interferes with regular school attendance, parents shall be in contact with your school nurse regarding the chronic health program.
- **Unexcused absence: Full day-** A full day unexcused absence is any absence from school without the prior knowledge and consent of the parent/guardian.
- **Unexcused absence: One or more periods-** Once a student is at school, absences from one or more classes that day without an acceptable excuse approved by the school will be classified as unexcused.
- **Truant absence:** Any unexcused absence is considered a truant day as defined by law

### Daily Attendance Expectations

- Arrive to school on time. Tardiness disrupts the learning environment for the student who is tardy and of other students. It deprives children of full learning time. The tardy bell is at 7:55.

*The City of phoenix C.U.T.S. (Court Unified Truancy Suppression) Direct Cite Program will be implemented as a response to negative attendance patterns.*

## Student Expectations

Cooperate with each and every set of classroom rules.

Walk on campus (in the walkways, classrooms, cafeteria and Media Center).

Respect others by keeping their hands to themselves, use “Words of Courtesy” (excuse me, thank you, please) talking in a quiet voice (i.e. whisper).

Remain in line while waiting to enter a classroom, cafeteria, and media center.

Breakfast and lunch items will be required to be eaten in the cafeteria. *No outside food and beverage items are permitted outside the cafeteria.*

While in the cafeteria, sit in assigned seats and raise hands if assistance is needed.

The student will fully cooperate with the rules of the playground.

## Electronic Devices

Electronic devices often interfere with the orderly operation of the school and may cause a disruption to the learning environment. School rules prohibit such items as cell phones, iPods, audio/video devices, electronic games or any other electronic devices. All electronic devices should be powered off and stored in the student's backpack once on campus, and may be collected by the homeroom teacher for the day and returned at 2:55 dismissal. The school is not responsible when these items are lost or stolen.

**Note:** Unless previously authorized by the school's administration or designee, students are not to use personal electronic devices for the purpose of recording conversations, taking pictures or video footage of others at school, on the bus or at school-related activities/events.

## Health Services

Our school nurse is usually available five days a week to provide services. Parents/legal guardians need to notify the nurse of a student's long-term illness or an ongoing medical condition.

## First Aid-Emergency Care

If your child is unwell and it is in the best interest of the student to go home, the parent/guardian will be expected to make arrangements to pick up the student. Staff members are not permitted to transport students. If the condition worsens and the parent/guardian/emergency contact is not reached, then 911 emergency medical services are contacted.

## Medications

Whenever possible, all medication required by students should be administered at home. The school nurse may administer medication only when a physician's written order and parent's written permission are provided. The medication in its original labeled container must be delivered by the parent/guardian to the principal or school nurse. Medication must **not** be sent to school in a student's book bag. Medication authorization forms can be obtained from the school nurse.

## Allergies to Insects/Food

Parents/guardians of students with known bee allergies or life threatening food allergies must alert the school nurse, provide necessary medication and have a physician complete a medication authorization form with instructions for emergency treatment.

## Asthma Inhalers & Epi-Pens

Medication authorization forms must be completed and kept on file in the nurse's office. Students are not permitted to carry any medication on school grounds. See the nurse for exceptions.

## Homework

Homework is an important component of our instructional program. It is intended to reinforce and review concepts learned at school.

We ask that parents/guardians take an active role by providing each child with a quiet area in which to complete homework assignments and also by reviewing assignments with children. Please check with your child's teacher to see what supplies may be needed at home to complete homework assignments.

During a child's absence, teachers will provide assignments upon request. We do need advance notice in order to ensure each teacher time for collection of materials.

## Homework Guidelines

The homework guidelines for Heard Elementary School are the result of the collaborative efforts of parents, teachers, and administrators. The guidelines are based on current research, parent and teacher input.

Parents should offer supportive guidance and feedback as needed. If your child is having difficulty completing homework, please contact your child's teacher. Heard teachers are committed to ensuring that every child's homework experience is worthwhile and successful.

Heard teachers have the following expectations regarding the quality of completed homework assignments:

- Completed neatly and legibly.
- Demonstrate that it was completed with care, accuracy, and pride.
- Completed to the best of each student's ability and returned to school on time.

## English Language Development (ELD) Program

Beginning in 2008, selected students will be placed in the English Language Development Program (ELD). The emphasis will be placed on English acquisition while including other subject areas within the classroom curriculum. Student placement is determined by the proficiency level of students as determined by the Arizona English Language Learner Assessment (AZELLA). The parents of the students that are selected will be informed of their placement. Please contact Heard Elementary if you have any questions or concerns.

## COMPETENCY REQUIREMENTS FOR PROMOTION OF STUDENTS FROM THIRD GRADE MOVE ON WHEN READING

Beginning in the school year 2013-2014, Arizona 3rd graders who score in the Falls Far Below category will be retained in 3rd grade at the end of the year. Schools will be required to provide held back students with intensive help so the student can learn to read and progress in school. There are some exceptions to the rule. In accordance with the new law,

1. English language learners or Limited English Proficient that have received less than two years of English instruction; and
2. Students with disabilities provided that the pupil's individualized education program (IEP) team and the pupil's parent guardian agree that promotion is appropriate based on the pupil's IEP.

## Bus Safety

Students are expected to follow all District policies for riding school transportation. Students will lose bus-riding privileges after repeated safety and behavior violations, or after a major disciplinary problem while riding the school bus. All District students who have lost their bus riding privileges must make their own arrangements for transportation (Bus Behavior Flowchart can be found in the Handbook for Student Success).

## Field Trips

Parents are to receive written notification of any trip their child's classroom is sponsoring. Parent permission forms for field trips must also be returned to the school before the scheduled field trip. No child may attend any trip for which the school has not obtained parental permission. No child will be denied a field trip because he or she cannot afford to attend.

## Discipline

Discipline is a process that involves teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment. Restorative responses are used to improve student-teacher relationships, enhance academics, solve problems, and address conflicts.

## Student Of The Month

Each month, teachers will collaborate to select one student to represent each class as Student of the Month. In giving this award, teachers will consider factors including attendance, character, and academic effort/achievement. Students are recognized and rewarded with a special lunch.

## A+ Shield for Positive Behavior

To promote and celebrate positive behavior, students are awarded the A+ Green Shields. Heard Staff awards students who display positive behaviors, a readiness to learn, and make safe choices. The student's name is written on the shield; in turn, the student places the shield into our Viking box. Names are randomly selected for prizes.



## Steps in School Wide Discipline Plan - Procedures for Disruptive Behaviors

The level of the referable offense will be based on the PESD Student Handbook for Success. (For more details, please see the PESD Student Handbook for Success located at the front desk of the Main Office or visit <http://phxschools.org/students/handbook-for-student-success/>).

### Dress Code/Uniform Policy

Students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Administration has the final decision as to the appropriateness of all clothing and attire.

### Noncompliance Procedures

Heard Elementary will strive to achieve full compliance within the guidelines of the Dress Code Policy. Since noncompliance interferes with the smooth operation of the school, the plan listed below has been developed to address students who do not comply with the required dress code procedures. If a student comes to school out of uniform, the following measures will be taken. A uniform will be provided to the student which will be returned at the end of the school day. A pattern of non-compliance will be addressed according to PESD Student Handbook for Success.

### Uniform Guidelines

The uniform colors are:

Tops: Green, Red, White and/or Navy Blue. (**with a Collar**) or the approved green student Be Heard shirts.

Bottoms: Navy Blue or Khaki (**Jeans/Denim/Sweat Pants/Basketball and Soccer Shorts are not uniforms**)

Belts: must be navy, black, brown, or khaki. If belts have buckles, they must not be oversized nor have any writing that could be considered offensive.

- No low cut dresses, short skirts, tight slacks, ripped denim, shorts, or any clothing that displays inappropriate messages or images.
- Tights, leggings or other types of hosiery must be accompanied by a fingertip length or longer top or dress.

**Accessories-** any accessories that become a distraction to the learning or a safety concern will be addressed according to the guidelines of the PESD Student Handbook for Success.

1. Shoes must be enclosed and fastened/tied properly; no sandals or flip flops
2. Appropriate colored T-shirts (addressed above) may be worn under uniform shirts. Solid colored turtlenecks (white or a color appropriate to the school) may be worn under uniform shirts
3. No manner of clothing, jewelry, button, or pin may display drugs, cigarettes, sexually suggestive items, alcohol, profanity, gang related logos or messages, or pictures or words that are determined to be distracting or demeaning to others
4. Hats, caps, sweatbands, bandannas, sunglasses, and other head coverings inside the building are not permitted
5. Pierced earrings are permissible when worn in the earlobes as designed. Tattoos and other body piercing are not permitted to be visible at school. Students may not wear at school items such as nose rings, nose pins, tongue rings, tongue pins, or any jewelry to accessorize facial or body piercings
6. Chains, wallet chains, and spiked jewelry are not allowed on campus or school related activities

### No Uniform Days

Designated days will be announced as “No Uniform Days”. These days are a privilege to our students and must be earned. Students that are eligible to participate in the No Uniform Day may choose to pay \$1.00 and come to school on that day dressed in clothing that is within the guidelines of the school dress code.