

Paul Laurence Dunbar

Institute for Teaching, Learning, and Leading

Parent/Family/Student Handbook

2023-2024



707 W. Grant St. Phoenix, AZ 85007

(602) 257-3837



Paul Laurence Dunbar Facebook Page



Paul Laurence Dunbar Website

Telephone Directory

Front Office/Attendance	602-257-3837
Fax	602-257-3874
Nadine Gofonia, Principal	602-253-8630
Dr. Lisa Persinger, Psychologist	602-523-5751
Rome Bracamonte, Social Worker	602-523-6886
Leticia Comparan, Family and Community Engagement Specialist (FACE)	602-257-3837
Audrey Schoonmaker, School Nurse	602-542-6872

School Hours

Office Hours: 7:30-4:00

Instructional Day: 7:55-2:55

Breakfast in the Classroom: 7:40-7:55

Wednesday Early Release Schedule: 7:55-1:00

Head Start Hours: 7:30-2:00

Wednesday Early Release Schedule: 7:30-11:30

VISION STATEMENT

Paul Laurence Dunbar Institute for Teaching, Learning, and Leading is a community school serving our neighborhood for nearly 100 years! We are a destination school where students, staff, families, and community partnerships work together to develop students who are creative, critical thinkers with strong decision-making skills.

MISSION STATEMENT

Paul Laurence Dunbar is a partnership of educators, parents, and community members who:

- A school where children and adults are inspired through hands-on minds-on learning.
- A school with highly engaged expert faculty, university and community partners working together to create personalized learning.
- A school that serves as a demonstration site for the District, State and Nation where students achieve rigorous competencies through authentic learning and assessments.
- A school that models the power of human collaboration and technology integration to accelerate learning.

District Calendar



2023-2024 School Year Calendar Family View

July 2023 – June 2024

July					August					September				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
3	4	5	6	7	1	2	3	4		4	5	6	7	8
10	11	12	13	14	7	8	9	10	11	11	12	13	14	15
17	18	19	20	21	14	15	16	17	18	18	19	20	21	22
24	25	26	27	28	21	22	23	24	25	25	26	27	28	29
31					28	29	30	31						

October					November					December				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
2	3	4	5	6		1	2	3		4	5	6	7	8
9	10	11	12	13	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	20	21	22	23	24	25	26	27	28	29
30	31				27	28	29	30						

January					February					March				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
1	2	3	4	5				1	2	4	5	6	7	8
8	9	10	11	12	5	6	7	8	9	11	12	13	14	15
15	16	17	18	19	12	13	14	15	16	18	19	20	21	22
22	23	24	25	26	19	20	21	22	23	25	26	27	28	29
29	30	31			26	27	28	29						

April					May					June				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
1	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27	28	29	30	31					

Legend

First/Last Day Preschool	1	1	Staff Professional Development - No Students
First/Last Day K-8	1	1	*Early Release Day
Legal Holiday	1	1	*Family / Student / Teacher Conferences
District Closed / No School			
School Recess			

Important Dates

July	
New Staff Welcome Week	July 19-25
Teachers Return	July 26-Aug 1
August	
First Day of School	Aug 2
First Day of Preschool	Aug 14
*Early Release Wednesdays	Aug 9, 16, 23, 30
September	
Labor Day Holiday	Sept 4
40th Day	Sept 27
*Early Release Wednesdays	Sept 13, 20, 27
October	
*Family/Student/Teacher Conferences	Oct 5-6
End of First Quarter	Oct 4
Fall Break (No School for Students)	Oct 9-13
Staff Professional Development Day - No Students	Oct 16
*Early Release Wednesdays	Oct 4, 25
November	
Veterans Day Holiday Observed	Nov 10
Thanksgiving Recess (No School for Students)	Nov 20-24
Thanksgiving Recess (District Offices Closed)	Nov 22-24
Thanksgiving Day Holiday	Nov 23
*Early Release Wednesdays	Nov 1, 15, 29
December	
*Family/Student/Teacher Conferences	Dec 14-15
Winter Recess (All Schools & District Offices Closed)	Dec 21-Jan 5
End of Second Quarter	Wed, Dec 20
*Early Release Wednesdays	Dec 6, 13, 20
January	
Staff Professional Development Day - No Students	Jan 8
Classes Resume	Jan 9
Martin Luther King, Jr. Holiday	Jan 15
100th Day	Jan 23
*Early Release Wednesdays	Jan 24, 31
February	
Presidents' Day Holiday	Feb 19
*Early Release Wednesdays	Feb 7, 14, 28
March	
*Family/Student/Teacher Conferences	Mar 7-8
End of Third Quarter	Mar 8
Spring Recess (No School for Students)	Mar 11-15
Staff Professional Development Day - No Students	Mar 18
Spring Holiday (All Schools & District Offices Closed)	Mar 29
*Early Release Wednesdays	Mar 6, 27
April	
*Early Release Wednesdays	Apr 3, 10, 17, 24
May	
Last Day of School for Preschool	May 16
*Last Day of School for Students	May 23
End of Fourth Quarter	May 23
Memorial Day Holiday	May 27
*Early Release Wednesdays	May 1, 8, 15
June	
Juneteenth (All Schools & District Offices Closed)	19
*Half-Day Schedule	

Governing Board Approved: April 25, 2023

School Procedures and Safety

CHILDREN ON SCHOOL GROUNDS BEFORE AND AFTER SCHOOL

School gates open at 7:40 AM. Supervision is not provided before 7:45 or after 3:05 (1:10 on Early Release Days).

Students enrolled in afterschool programs such as YMCA, sports, or tutoring are required to go directly to their program at dismissal. They cannot leave and return to campus.

Students must be picked up by an authorized person as indicated by the students enrollment authorization form.



MORNING DROP-OFF PROCEDURES

Circle Drive CAR DROP-OFF: Student drop-off will be at **Circle Drive**. To drop off your child, please be in the Circle Drive car drop-off line entering from Sherman Street. Do not double park. Do not park within the drop-off line. (See diagram below)

Walkers: All walkers will enter through the Historic Front Gate on 9th Avenue. ***Students will not be allowed to be dropped off from a car in front of the Historic Front Gate.** Students will use the safest route possible walking to and from school. They are to use crosswalks and obey the crossing guards. This is particularly important at the intersection of 9th Avenue and Sherman Street.

Bus Riders: Bus riders will enter and exit through the Bus Bay gate at the Historic Front on 9th Avenue.

YMCA: YMCA students will be dismissed from the cafeteria at 7:40 and should report directly to their classrooms for breakfast.

Tardy: Students arriving after 8:05 **MUST BE SIGNED IN BY A PARENT OR GUARDIAN.**

AFTERNOON DISMISSAL PROCEDURES

Circle Drive CAR PICK-UP: To pick up your child, please be in the Circle Drive car pick-up line. Do not double park. Do not stop on the crosswalks. Students will only be released to cars in the Circle Drive pick-up line. (See diagram below). **If you need to visit a classroom or the front office, please stay to the left and park in a designated parking spot.**

Walkers: All walkers will exit through the Historic Front Gate on 9th Avenue. ***Students will not be allowed to get in cars along 9th Avenue for dismissal.** Students will use the safest route possible walking to and from school. They are to use crosswalks and obey the crossing guards. This is particularly important at the intersection of 9th Avenue and Sherman Street.

Bus Riders: Bus riders will enter and exit through the Bus Bay gate at the Historic Front on 9th Avenue.

YMCA Club

YMCA Club is a PESD after school program provided at no cost to students of working parents. The programs and activities in YMCA Club are designed to include sports, recreation, arts, music, culture and academics to develop “the whole child” even beyond the regular school day. Dunbar will be offering our YMCA program to families this upcoming school year **in both the morning and afternoon**. YMCA is able to begin on the first day of school for those who have completed the registration form.

YMCA Hours (Accepted by application):

Monday, Tuesday, Thursday, Friday.....	6:30 a.m. - 7:45 a.m. 2:55 p.m. - 6:00 p.m.
Early Dismissal Wednesday.....	6:30 a.m. - 7:45 a.m. 1:00 p.m. - 6:00 p.m.

For Early Pick-up & Changes to Dismissal Arrangements

1. For the safety of our students, please have an ID ready to verify you are authorized for pick-up.
2. When a parent/guardian arrives at the front office, staff will call for students promptly.
3. Students are not permitted to be waiting in office prior to parent/guardian arrival.
4. If an early pick-up is needed, please make arrangements for doing so before 12:40 PM on Wednesdays and before 2:40 PM for the rest of the week.
5. Dismissal arrangements can not be changed 15 minutes before school ends except in case of emergencies. This ensures a safe and orderly dismissal process.

Visiting the School

Volunteers are allowed in school if they are assisting with an essential function of the school’s operation as determined by the principal. Visitors beyond the front office are required to sign-in and wear a “Visitor” badge upon each visit. Thank you in advance for helping us promote safety with a full accounting of all visitors on campus.

Early Dismissal Days

There are several dates listed on the PESD School Calendar as Early Dismissal days. On these days, dismissal will be at 1:00 PM unless otherwise indicated. These days are used for teacher in-service workshops and parent conferences. Please be sure to arrange for student pick-up promptly at dismissal on these days. For any emergencies, please call the office at 602-257-3844.

School-wide Communication

To ensure you are receiving all school communications, please be certain you have provided current contact information to the Front Office and they will enter it into Synergy, our student information management system. Specifically, please be sure we have your **current phone number and email address**, as these are how you will receive robo-calls, robo-emails, robo-texts, and ClassDojo alerts.

Phone Calls to Teachers

We encourage and appreciate regular communication with teachers. **We highly recommend using the ClassDojo application to communicate with teachers.** Parents/guardians may call the school during regular school hours. If class is in session, the teacher will not be able to speak with you. You are welcome to leave a message on the teacher's voicemail, email the teacher directly, or message them on Class Dojo. Speak with office staff regarding emergencies.

Scheduled Parent/Teacher Conferences

Scheduled parent/teacher conferences are conducted three times yearly. These conferences will give all parents/guardians an opportunity to meet with their child's teacher to discuss the child's progress and collaborate on goal-setting. The dates for these scheduled conferences are noted on the school calendars. It is very important that you attend these conferences. Conference times will be arranged for your convenience during the scheduled hours.

Promotion and Retention of Students (Ref: Board Policy IKE)

Promotion is based upon standards for each basic subject area as identified in the course of study. Working in collaboration between the school and families, students must demonstrate a mastery of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

The promotion of a student from grade three (3) is dependent on state legislation Move on When Ready (MOWR) and is based on student assessment scores in literacy.

In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

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 a careful study of facts relating to all phases of the student's growth and development.

MOWR

Arizona's Move On When Reading (MOWR) legislation is designed to provide students with evidence-based reading instruction and intervention in kindergarten through third grade in order to position them for success as they progress through school, college, and the workforce. The heart of the legislation emphasizes early identification and immediate intervention for struggling readers, especially in kindergarten and first grade. The links below provide a brief overview of the key elements of the legislation.

English - <https://www.youtube.com/watch?v=t3Rd8m5xr9s>

Español - <https://www.youtube.com/watch?v=b2elsRX88ng>

Appeal of Teacher Decision to Promote, Retain, Pass or Fail a Pupil

Pursuant to Arizona Revised Statutes, a parent or student of majority may appeal to the Board for reconsideration on any placement decision. The parent or guardian and student have the burden of proof to overturn the decision to promote, retain, pass or fail the pupil. It must be demonstrated to the Board that the student has or has not mastered the State Board adopted standards required for the recommended placement. If the Governing Board overturns the decision to retain, a written finding of mastery or non-mastery of the State Board adopted standards must be approved by the Governing Board.

Meals

Breakfast is served daily in the classroom. **Lunch** is served in accordance with classroom schedules. All Students in Phoenix Elementary School District #1 whose parents/guardians have completed a lunch application (generally done upon registration) will be served breakfast and lunch at no cost. **We ask all families to complete the lunch application at <https://lingconnect.com/> Click "Apply for Meals" to begin the process.**

Emergency Response

Arizona Revised Statutes (ARS) 15-341 (A) (31) requires each school site to have an Emergency Operations Plan that meets state requirements.

Emergency Responses include:

1. Evacuation (On-site, Off-site, Reverse)
2. Lockdown
3. Shelter-In-Place

Child Abuse Reporting





















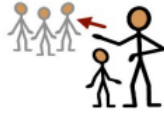

Per state law, school employees must report suspected cases of neglect, non-accidental injury, or sexual offenses against children to Arizona Department of Child Safety (DCS) and/or local law enforcement agencies. Where families are the alleged abusers, school personnel may not notify families. DCS and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, school personnel shall follow reasonable notification procedures. Any child who is a suspected victim will be made available to either DCS or the Police Department for questioning. The investigating agency will determine whether school personnel should be with the child during questioning. The DCS worker and or the police may interview the student and all other children residing in the home on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the families where the suspected perpetrator is a family member. DCS has the authority to obtain school records upon written request. Individuals required to report suspected abuse are protected by state law from criminal liability.

Student Expectations for Success

Dunbar School is a Positive Behavior Interventions and Supports (PBIS) school. The Dragon expectations are: **Friendship, Integrity, Responsibility, and Excellence** in all school locations, including the classroom, restroom, cafeteria, playground, and the bus and bus stops. The matrix below details the skills for each expectation in each location. All staff members will recognize students demonstrating the skills for each of the four behavior expectations with Fire Power Tickets.

To maximize consistency, we appreciate your partnership in reinforcing the school expectations at home.

Dunbar PBIS School Wide Behavior Matrix

<div style="display: flex; justify-content: space-between; align-items: center;">  <h1 style="margin: 0;">DUNBAR EXPECTATIONS</h1>  </div> <div style="text-align: center; font-weight: bold; margin-top: 5px;">HOME OF THE DRAGONS</div>			
I am a Friend	I have Integrity	I am Responsible	I am Excellent
 Hands/Feet to self	 Respect school property	 Prepared to learn	 I have empathy
 Use kind words	 Go directly to destination	 Carry a pass wherever I go	 I am an advocate
 Wait your turn	 Use appropriate voice level	 Complete assignments	 I am a problem solver
 Share	 Stay in designated area	 Keep our school clean	 I use calm down skills
 Help others	 Take accountability for your actions	 Follow directions	 Always do your best

Dunbar PBIS Behavior Flowchart



Dunbar Dragons' Behavior Referral Flowchart

Staff Managed Behaviors	Behaviors		Admin Managed Behaviors
	Minor	Major	
Redirection Use eye contact, proximity, reminders, private conversation, build a relationship Check for self and student dysregulation. Apply Connect to Redirect (Regulate, Relate, Reason)	Profanity and/or Inappropriate language Name Calling Disruption (ex: talking out, running around the room, arguing, playing around with items) Chewing gum Misuse of technology Disrespect (ex: not following directions, name calling, teasing) Defiance (ex: doing the opposite of what is asked, refusing to follow directions) Cheating on in-class assignments Not completing classwork Not keeping hands, feet, and objects to self Theft or destruction of property valued below \$5	Drugs (using/possession, paraphernalia) Weapons (using/possession) Action resulting in physical harm (ex: hitting, kicking, throwing) Fighting (physical or verbal) Defiance that creates an unsafe learning environment Sexual harassment/assault Theft or destruction of property valued more than \$5 Vandalism/Graffiti Repeated bullying Threats/Intimidation Racial Slurs Inappropriate language/ profanity directed at staff member Ditching class	Referral Process Inform Admin Staff member completes ODR and submits by end of day Attach minor behavior tracking form if repeated minor behavior
Intervention 1 Redirect (RRR) Reteach the expectation (ex: how can we be respectful, responsible, and ready?) Document on tracking form			Intervention 1 Conference with administration Lunch Detention Parent Call
Intervention 2 Redirect (RRR) Reteach the expectation Reflection sheet to be completed in a buddy room (15 min max) Review reflection sheet with the student and staple to tracking form Document on tracking form			Intervention 2 Conference with administration Conflict Resolution Lunch Detention Behavior Plan/CICO Parent Call
Intervention 3 Redirect (RRR) Reteach the expectation, call home, and then choose one: - Timeout -Detention (with the teacher) - Conflict Resolution Document on tracking form			Intervention 3 Behavior Contract In School Suspension
Intervention 4 Complete Office Discipline Referral (ODR) Process	-Redirect students daily, but after redirection, classroom interventions are sequential and reset every 5 instructional days. -Intervention documentation must be provided for all minor behaviors resulting in an ODR. -Repetitive minor offenses, previously documented, can be started on higher intervention steps. <i>*Students - Tier 3/Behavior Intervention Plan (BIP), - consult with social worker, psychologist, or admin</i>		Intervention 4 Out of School Suspension Parent Call Re-entry meeting with teacher and administration

*If a student refuses to comply with interventions, and causes disruption, it can be moved into a major offense.

*Students being referred for major incidents can go directly to Major Intervention Steps 3/4 - this is a decision made by admin.

Transportation/Bus Expectations

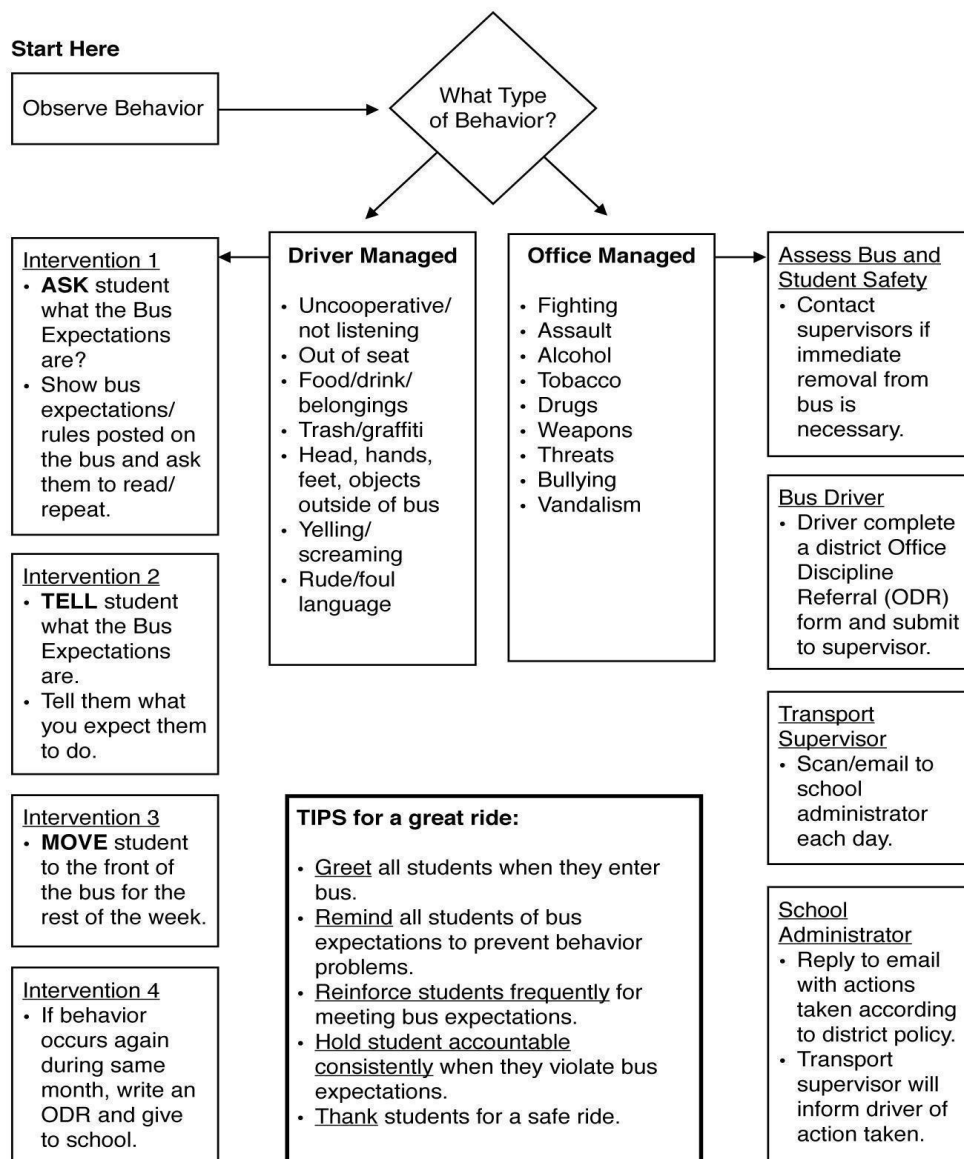
“BE SURE TO KEEP YOUR RIDING PRIVILEGE!”

- Cooperate with the driver and listen to their instructions.
- Stay seated at all times.
- Keep food, drink and belongings in your backpack.
- Keep the bus clean and graffiti free.
- Keep head, hands, feet, and objects inside the bus at all times.
- Use inside voices.
- Be courteous, use appropriate language.
- Be on time to the bus before and after school.



Phoenix Elementary School District

Bus Behavior Flowchart



General Discipline

When a student violates rules, an Office Discipline Referral Form (ODR) will be prepared. Consequences will be determined by the administration team. Parents/Guardians will be notified of consequences and the Office Discipline Referral Form is available to parents/guardians upon request. Disciplinary actions may include, but are not limited to the following: informal conferences with a teacher and administrator; parental involvement; restorative practices, suspension of privileges; detention; in-school suspension; out-of-school suspension; expulsion; and community service.

Definition of Consequences

Verbal Warning-A reminder is given to the student of the rules and desired response.

Out of School Suspension-Student cannot be on school property for the duration of suspension. The student must complete all work assigned by the teacher and return completed work to the teacher on the day they return to school.

Expulsion-Expulsion is permanent removal from school.

Behavior Plans- Outlines behavioral expectations and steps for improvement.

Hazardous Materials-Any substance or item that is potentially hazardous, harmful, or disruptive.

Investigations and Searches-The school has legal custody of students during the school day and during extracurricular activities. It is the administrator's responsibility to act on behalf of the parent/guardian during lawful investigations of a student, if the parent is not available. The school may search and seize property if there is reason to believe that the material or situation poses a danger to student health, safety or is illegal. This includes searching student property.

Policies Relating to Serious Violations-Offenses that violate state law, such as weapons, bomb violations, alcohol offenses, arson, drug offenses, vandalism, theft, threat to do harm, etc., will result in police involvement in addition to school disciplinary involvement.

Damage to Property- If a student loses or damages property beyond normal wear, the parent or guardian may be held responsible for repair or replacement.

Student Due Process Rights

In disciplinary cases, students have limited due process rights, as set forth below:

- Students will be informed of the accusations against them.
- Students will have the opportunity to accept or deny accusations.
- Students will have the factual basis for accusations explained to them.
- Students will have the opportunity to present an alternative factual position if the accusation is denied.
- Students will not be allowed to question another student, witness or learn the identity of witnesses.

- Families or legal counsel, at the families' expense, may represent the student.

Student Dress/Uniforms

Students are expected to dress in the proper uniform attire. The dress code is established to promote an atmosphere conducive to learning. It is the families' responsibility to ensure their children comply with the dress code.

The uniform attire at Dunbar School is: **Khaki** pants, skirt/skort, jumper, or shorts with a solid **navy blue** shirt. The skirt or shorts should be no shorter than three to four inches above the knee.

No hoods/hats can be worn in the classroom. A uniform shirt must be worn underneath. Closed toe shoes must be worn at all times, including non-uniform days. No sandals, slip-ons or slides are allowed. This is for safety purposes.

Non-Allowable Dress and Grooming:

- Clothing may not depict the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not depict any hate speech including race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.

If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations will be consistent with discipline policies for similar violations. Students who come to school in violation of the dress code may be sent to the nurse's office for a change of clothes or long t-shirt.

Personal Items

Students may not bring items such as toys, radios, handheld video games, etc. Dunbar is not responsible for the safety of personal items. School staff have the right to confiscate these items from students.

Cell Phones & Air Pods

Cell phones may be confiscated for inappropriate use; this includes text messaging (i.e. iMessage, SnapChat, Facebook Messenger, etc.). Dunbar is not responsible for lost or stolen cell phones.

Bullying Prevention

At Dunbar ITLL, we aim to build a community where each person feels welcome. Many of our goals include prioritizing student leadership, encouraging positive behavior, hosting inclusive activities, and building healthy social and emotional learning environments. Students are encouraged to identify and appreciate their own strengths, as well as those of their peers. This emphasis on respect for one another works to reduce instances of student harassment, intimidation and bullying in our schools.

We do not allow bullying on school grounds, school buses, bus stops or any school-sponsored events.

Bullying is defined as – when a student or group of students engage in acts of intimidation and/or harassment that:

- Physically or emotionally harm a student
- Damage their personal property or place reasonable fear of harm or damage to property
- Is severe, persistent, and prevalent
- Includes real or perceived imbalance of power
- Violates the law

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Harassment may be related to race, ethnicity, religion, sexual orientation, gender expression, age, national origin, language, socio-economic status, cognitive and physical abilities, cultural background size or personal appearance. Intentional behaviors could include:

- Stalking
- Hazing
- Social exclusion
- Name calling
- Unwanted physical contact
- Unwelcome verbal or written comments, photographs or graphics

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property.

Cyberbullying is any act of bullying committed by use of electronic technology or electronic communication devices.

At Phoenix #1, we are committed to adhering to state law regarding bullying and therefore have processes in place to address such situations where a member of a school's community feels harassed, intimidated, or bullied.

Please visit our district site to learn more and to access our bullying reporting form.

<https://phxschools.org/programs/student-support/bullying-prevention/>

Student Rights and Services

When a bullying, harassment, intimidation report is submitted, and in accordance with Arizona Revised Statute (AS) 153-341.36, the following rights, protections and services are available:

To submit a Bullying Report:

[SUBMIT a Bullying Report Form Online](#)

OR

Request a hard copy to fill out in the office

- An administrator will investigate within 48 hours and contact the parents/guardians of the students with the outcome.
- A determination will be made as to the appropriate next steps to ensure the bullying ceases and the students receive adequate support.

Absences/Truancy/Tardiness

We look forward to seeing your child every school day. School attendance is essential to academic success. Studies show that even 2 days per month absent from school will lead to decreased academic achievement. Arizona law holds parents accountable for students with five or more unexcused absences. So please ensure your child is at school **every day** and **on time**.

EVERY DAY COUNTS...			
<u>If your child misses just...</u>	<u>That equals...</u>	<u>Which is...</u>	<u>And over 13 years of schooling that's...</u>
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

EVERY MINUTE COUNTS...			
<u>If your child misses just...</u>	<u>That equals...</u>	<u>Which is...</u>	<u>And over 13 years of schooling that's...</u>
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	Over 1.5 hours per week	Over 2.5 weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1.5 years
1 hour per day	1 day per week	8 weeks per year	Over 2.5 years

Absences

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

It is the responsibility of the parent to notify Dunbar School of absences by calling 602-257-3844.

In the event we do not receive notification of your child's absence, the school automated telephone system will call your home to notify you of the child's absence. If your child was sent to school and you receive a phone call that he/she is not in school, notify the school immediately.

FOR YOUR CHILD'S SAFETY, IT IS IMPORTANT TO PROVIDE THE SCHOOL WITH YOUR ACCURATE HOME TELEPHONE NUMBER. KEEP YOUR HOME AND WORK ADDRESS/PHONE NUMBERS CURRENT AT ALL TIMES SO THE SCHOOL CAN REACH YOU IF THERE IS AN EMERGENCY. IT IS IMPORTANT THAT YOU NOTIFY THE SCHOOL OFFICE OF ANY CHANGES AS SOON AS THEY OCCUR.

Extended Absences

It is the responsibility of the parent/guardian to contact the school if a child will be absent for an extended period of time. **If the school is not notified within ten days, or if we cannot contact the home to verify the absence, the student will automatically be withdrawn from school.**

Tardiness

Tardiness means arriving at school at or after the 7:55 AM tardy bell. When a student arrives late to school, he/she must report to the school office. The student will be given a pass to take to the classroom teacher. No child will be admitted to the classroom without a late pass.

Student Health & Safety

Health Services

Our school is staffed with a Registered Nurse daily. The health team periodically conducts vision, hearing, dental, growth, scoliosis, and Sickle Cell screening. The nurse serves as a resource person for the classroom teacher on a variety of health topics. In addition, the team administers care and/or emergency first aid for ill/injured students.

Student Illness

If your child becomes seriously ill at school, you will be asked to pick up your child. In the event you are unable to pick up the child personally, you may designate a person 18 years or older to pick up the child. Please provide the nurse/school office with the name of the individual who will be coming for the child. The person picking up the child will need to provide appropriate identification.

Medication

Prescription Medication

These medications must be in the prescription bottle and brought to the nurse by the parent/guardian. Only a 30-day supply can be kept at school. A special form must be completed and signed by the parent/guardian or the medication can only be given for one day. **Under no circumstances is a student to keep prescription medicines on his/her person.**

Other Medications

Medicine that has been recommended by a physician, but not a prescription medication including cough drops and throat lozenges, can only be given to the child if it is sent to the nurse in its original container along with a written note from the parent/guardian. **The child must not keep medication on his/her person; the parent/guardian should deliver such medications to the school nurse.** A consent form must be completed by the parent for dispensing of such medication.

Immunizations

State law requires immunizations for communicable diseases. No student will be admitted without documentation of the required immunizations. Any questions pertaining to immunizations should be addressed to your physician or the school nurse.

If immunizations are not up-to-date, the child will be suspended immediately. During the school year, as immunizations are needed, parents/guardians will be notified by the school nurse. If compliance is not within the required time, the child will be suspended from school.

For information regarding immunizations at no charge, contact the following Maricopa County Hotlines:

(602) 506-6115 (English)

(602) 506-6865 (Español)

Emergency Information

Parents are required to complete the emergency portion of the enrollment form for each child every year. List health problems including allergies to foods, medicines, insect stings, etc. It is imperative that you keep the school nurse informed of any change in your child's health status.

Restricted Physical Education Activities

State regulations require that each child have supervised play or a physical education class depending on the grade level. To be excused from physical education a child must have a written note stating why and for how long he/she cannot participate. Excuses for longer than one week will require a physician's letter.

Child Abuse/Neglect

Reporting non-accidental injury, sexual molestation, abuse and neglect are required by State law. Suspected abuse cases will be reported to the Arizona Department of Child Safety. Any individual who suspects abuse or neglect of a child, should report it to the school or public officials.



Electronic Devices Agreement

Phoenix Elementary School District #1 acknowledges the importance of electronic communication between students and parents before and after school. Additionally, the school recognizes that instructional time is precious and must be protected from unnecessary disruption. For this reason, personal electronic devices including ear buds and headphones may not be seen or used during the school day, *unless with teacher permission within a classroom*. Otherwise, they be **turned off and packed away in backpacks** before entering the front gate and during the entire school day. The District is not responsible for and will not investigate damaged/lost/stolen personal electronic devices. The District will follow the Phoenix #1 Handbook for Student Success with regards to inappropriate or disruptive use of personal electronic devices. Please review the handbook so that you and your child are aware of the policy as violations of the policy will likely fall under the category of "Electronic Devices (Improper Use)".

Personal electronic devices that are not turned off and packed away in backpacks during the school day will be confiscated and turned into the office. In most cases, your child may pick up the confiscated item at the end of the school day. If this behavior is repetitive (defined as three separate incidents or more), a parent will be required to pick up the confiscated item and the student may face disciplinary action. Again, we ask that you please review the Phoenix #1 Handbook for Success as violations of this type will likely fall under the category of "Defiance, Disrespect Toward Authority, & Non-Compliance".

Please assist us in keeping our learning environment free from distractions. When it is necessary for your child to contact you during the day, he or she may access a school phone. If it is necessary for you to get an important message to your child during the school day, you may contact our office and our staff will relay the message to your child.

Student Section

(Please print) Please fill out one per student and return to your homeroom teacher.

Student Name _____ Grade _____ School _____ Teacher _____

I have read (or had explained to me) and understand the *PESD #1 Guidelines for Electronic Devices*. I agree to follow the rules contained in this document. I understand that if I violate any of these procedures and practices that these electronic devices can and will be confiscated.

Student Signature		Student ID #	
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Parent or Guardian Section

I verify that my child and I are aware of the *PESD #1 Guidelines for Electronic Devices*. I will emphasize to my child the importance of following these guidelines.

Parent Signature		Date	
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Parent/Guardian Name (printed) _____