

Mary McLeod Bethune Elementary School
1310 S. 15th. Avenue
Phoenix, Arizona 85007
Telephone Number – (602) 257-3830
Fax Number – (602) 257-5103

Our Mission

We embrace the diversity of our community by creating an engaging and meaningful educational environment for all of our children. We develop learners who make responsible decisions and adapt to the challenges of the future.

Our Vision

Bethune Elementary envisions a world-class, child centered learning environment with strong ties to the community. We will develop competent achievers who are confident, self-directed and motivated to become lifelong learners.

Beliefs and Values that Guide Our Mission

All students will learn – Our students are capable of high academic achievement. Our educational team will maintain high academic standards for all students.

All stakeholders are committed and excited about teaching our students – Everyone will maintain an environment that will foster high academic standards, positive reinforcement, and a high degree of professionalism for the benefit of our students.

All stakeholders share an interest in increasing student academic and behavioral growth – Everyone within our learning community will take ownership of their academic/behavioral growth.

All stakeholders will create a safe and orderly learning environment – Students and faculty will be provided with a safe and orderly learning environment. Respect for education will be cherished by ALL.

All stakeholders will collaborate to ensure student success – Our educational team will work together to develop structures that will enhance student achievement and increase their understanding of the larger world around them.

Welcome to the 2023-2024 School Year!

It is an honor to serve as the principal of Bethune Elementary School for this upcoming school year. I have been a part of this amazing school community for the past eleven years and am excited about our future together. As we begin this upcoming year, I can assure you that I share in this school community's commitment to caring for your children each and every day while providing them a world-class learning environment.

I have been a member of Phoenix Elementary District #1 family for twenty-three years. I have had the opportunity to serve in several capacities, ranging from classroom teacher, teacher on assignment, and serving as the Instructional Enrichment Intervention Specialist. I have had the privilege of an array of training, mentoring opportunities, and sound leadership by our district. These experiences have shaped my vision for learning. My vision is one that enables students to become self-sufficient, productive, and contributing members of their community and our society. There are no limits to the potential of a student. I believe in the practice of student first principles in robust academic environments that integrate the latest technology to enhance learning and teaching delivery, and strong partnerships with all stakeholders. I will continue to instill academic excellence, in a supportive teaching environment fostering genuine community among students, staff, and community members.

I am committed to always exploring new ways to meet the needs of all students and to more effectively communicate with parents and community members. We will be meeting with parents, students, and as a staff throughout the year to identify specific goals in the areas of student achievement, school climate, and parent communication.

In closing, please know that my door is always open to you. I welcome your conversation and positive input throughout this year. Let us always keep our students the primary focus of our work. I look forward to celebrating our collective successes during the 2023-2024 school year.

Sincerely,

Ms. Claron Sells

Telephone Directory

Front Office/Attendance	602-257-3830
Fax Number	602-257-5103
Claron Sells, Principal	602-257-3821
Kristen Clyder, IEIS (Assistant Principal)	602-452-6850
Nurse Aid	602-452-6851
Jeff Birthwright, BIS	602-452-6876
Damion Caldwell, Social Worker	602-452-6895
Lena Dyer-Guzman, Psychologist	602-452-6941

District Family Calendar



2023-2024 School Year Calendar

Family View

July 2023 – June 2024

Important Dates

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						1
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29

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					1
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22
30	31				27	28	29	30		25	26	27	28	29

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					1
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	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					

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	

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			

Bethune Elementary School Rules and Expectations

A safe school is a top priority for our district. Safety and security are the essential elements of an effective learning environment and central to student achievement and academic success. Clear and consistent expectations for appropriate behavior contribute to a peaceful, caring student culture and help establish a safe learning environment.

Bethune is a PBIS school! PBIS is a school-wide system to improve school climate, culture, and safety by ensuring that all students receive the support they need. It uses behavior data to make decisions about which supports are working for the whole school as well as for individual students and which supports are not working. It's not about posters or prizes, not about rewards or extrinsic motivation, and not about discipline and consequences. Instead, students are: 1) Taught the Expectations that align with the values of our school community, 2) Acknowledged when they meet school expectations, 3) Held accountable consistently, predictably and equitably when they do not meet school expectations.

We like to say – Bethune is a Positive Behavior School! We encourage you to share this philosophy and invite you to learn more and become involved in our approach.

Bethune's PBIS Expectations are listed below. The expectations are taught as expected behaviors through explicit instruction, with opportunities for students to practice behavior and get feedback. Stepping in early can prevent more serious behavior problems. Each student is different, so schools need to give many kinds of behavior support.



Be Respectful
Be Responsible
Be Positive
Be a Bethune Bear!

Below you will find our PBIS Expectations Matrix. The purpose of a PBIS Behavior Matrix is to identify and display positive behaviors across all school contexts and settings. It is a reference that helps the school community consistently reinforce our set of key behavioral expectations during our students' daily routines.

Bethune PBIS Expectations	Classroom	Walkway	Bathroom	Cafeteria	Playground
Be Respectful	<ul style="list-style-type: none"> * Hands, feet, and objects to yourself. * Use appropriate language, tone, body language. * Be mindful of others. 	<ul style="list-style-type: none"> * Hands, feet, and objects to yourself. * Take care of property and our school. * Walk only 	<ul style="list-style-type: none"> * Maintain good hygiene. * Respect others privacy. * Dispose of trash properly. 	<ul style="list-style-type: none"> * Touch only your food and utensils. * Raise your hand for help. * Use good manners. * Invite those sitting alone to join you. 	<ul style="list-style-type: none"> * Hands, feet, and objects to yourself. * Follow directions the first time.
Be Responsible	<ul style="list-style-type: none"> * Be prepared, Be on time. * Take care of property * Be an active participant * Follow directions the first time. * Use appropriate coping techniques when accepting consequences. 	<ul style="list-style-type: none"> * Walk in designated areas. * Hands, feet, and objects to yourself. * Use soft voice. * Pick up litter. 	<ul style="list-style-type: none"> * Be tidy and use time wisely. * Use your classrooms designated bathroom. * Take care of property 	<ul style="list-style-type: none"> * Use a soft voice in line. * Keep area clean. * Dispose of trash properly. * Keep food on tray. 	<ul style="list-style-type: none"> * Use appropriate coping techniques when accepting consequences. * Use equipment properly and return to owner. * Listen for signals and follow directions.
Be Positive	<ul style="list-style-type: none"> * Say "Please" and "Thank You". * Wear a smile. * Find one good thing in every challenge. * Help others in need. 	<ul style="list-style-type: none"> * Say "Please" and "Thank You". * Greet others with kindness. * Open doors for others. 	<ul style="list-style-type: none"> * Be safe. 	<ul style="list-style-type: none"> ** Say "Please" and "Thank You". * Wait your turn in line. 	<ul style="list-style-type: none"> * Invite those playing alone to join. * Share and take turns. * Play safe.



CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR WHILE ON CAMPUS

Teachers will teach their students about the classroom and school wide rules during the first few weeks of school. These concepts will be reviewed throughout the year in order to ensure student/parent understanding.

Implementation of PBIS includes the development of a standardized discipline system based on a Major and Minor Discipline Flow Chart. A Major/Minor Flowchart includes the identification of “Minor” behaviors that are handled in the classroom by the classroom teacher. Examples of minor behaviors may include disruption, defiance, calling out, or tardies. More serious behaviors, “Major” behaviors, are referred directly to the administration. Examples of “Major” behaviors may include fighting, inappropriate language, or bullying. If a student consistently violates school expectations a conference with the student, the parents/guardians, administrators, and other school personnel will be held to develop a plan for changing the student’s behavior.

Students will be held accountable for misconduct, especially behaviors that threaten the safety and security of students and staff members. A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for the appropriate actions based on the behavior.

As a district we have developed a comprehensive Code of Conduct Guidelines and Interventions that provides key information and guided documents in regards to student behavior. For more information regarding this refer to the link below.

[Phoenix #1 Code of Conduct \[Final 7-13-22\]](#)

BULLYING, HARASSMENT, AND INTIMIDATION

Bethune Elementary School we aim to build a community where each person feels welcome. Our goals include prioritizing student leadership, encouraging positive behavior, and hosting inclusive activities. Students are encouraged to identify and appreciate their own strengths, as well as those of their peers. This emphasis on respect and camaraderie works to reduce instances of student harassment, intimidation and bullying in our schools.

We have a zero-tolerance policy for any form of bullying on school grounds, school buses and bus stops, and school-sponsored events.

We have Governing Board Policy JICK and processes in place to address situations where a member of the school's community feels bullied, harassed, or intimidated.

- We provide a confidential process that allows students to report any incident.
- We provide a procedure for parents or guardians to submit written reports.
- We require that Phoenix #1 employees report suspected harassment, intimidation or bullying.
- We provide annual education to staff, students and the school community regarding harassment, intimidation and bullying, including how to report incidents to staff.
- We provide a formal process for the documentation and investigation of reported and suspected incidents.
- We implement disciplinary procedures for students admitting to, or who are found guilty of, committing harassment, intimidation or bullying.
- We implement a procedure that provides consequences for submitting false reports of harassment, intimidation or bullying.
- We provide social emotional support to individuals involved in harassment, intimidation or bullying.

Bullying Definition

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- a. Has the effect of physically or emotionally harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- b. Is sufficiently severe, persistent, repeated or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- c. Occurs when there is a real or perceived imbalance of power or strength,
- or d. May constitute a violation of law.

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:

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

Protections

Additional information on the items listed below is available from the school principal or discipline team:

- Threat Assessment in accordance with District procedures
- Potential disciplinary consequences for offenders
- Health Center referrals, when necessary
- Individual Safety Plans
- Other protections on a case-by-case basis

Services

Additional information on the items listed below is available from the school principal or discipline team:

- Prevention counseling services
- Small group counseling sessions
- Intervention strategies
- Peer Mediation
- Other services according to individual circumstances

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

In order for students to focus on learning, we aim to lessen disruptions to all instructional time. Based on the significance of this instructional time, phones and personal electronic signaling devices will not be visible or used on school grounds. Every student is obligated to follow the below guidelines concerning cell phones and other personal electronic signaling devices. Students should adhere to school/classroom policies on the usage of any personal electronic devices.

Cellular phones must be turned off and kept in backpacks at all times on campus, prior to the ringing of the first bell for the start of the instructional day and after the ringing of the last bell for the end of the instructional day.

If students choose to bring electronic devices (Cell phones, game or music devices) the school will not be held accountable if lost or stolen. Use of these items during school hours will result in staff confiscation and a parent or guardian will have to come pick up the item. If infractions continue to occur the administration will set up a conference with the student, the parents/guardians, administrators, and other school personnel will be held to develop a plan for changing the student's behavior.

School Schedule

All students will attend classes according to the following schedule:

- Head Start: 7:45 A.M. – 1:30 P.M.
- Kindergarten – Eighth Grade: 7:20 AM – 2:20 P.M.

Early Dismissal Days

Throughout the school year, Wednesdays are designated as “Early Dismissal Days”. Those days are used for professional development for district employees and parent/teacher conferences.

Early Dismissal Schedule

- Kindergarten - Eighth Grade: 7:20 A.M. – 12:25 P.M.

*NOTE: Please be timely when picking your child up from school. Our staff participates in mandatory meetings/workshops and may need to leave campus on these days.

YMCA Hours

Supervision begins after school until 6:00 pm. Monday through Friday. Applications are in the front office in Spanish and English.

Breakfast Schedule

Breakfast will be served to our students from 6:50A.M. to 7:15 A.M. in their homeroom classrooms..

Lunch Schedule

- Kindergarten - First Grade: 10:45 A.M. – 11:25 A.M.
- Second Grade - Third Grade: 11:00 A.M. - 11:40 A.M.
- Fourth Grade – Fifth Grade: 11:35 A.M. – 11:10 P.M.
- Sixth Grade: 11:35 A.M. - 12:10 P.M.
- Seventh Grade – Eighth Grade: 11:40 P.M. – 12:10 P.M.

Attendance and Tardies

Attendance is one of the most significant requirements for student success. The value of education comes from active participation in the classroom, a student should only be absent from school when absolutely necessary. Therefore, we urge parents to send their children to school everyday unless they are ill or an emergency arises. Please remember the following:

- If your child is absent, please call the Bethune Elementary Main Office at (602) 257-3830 BEFORE 7:20 AM the day of the absence or the day before in order to inform the school of the status of your child.
- If your child arrives after 7:20 A.M., the student must report to the Main Office and obtain a tardy pass. He/She will not be allowed to enter their classroom unless they have received a tardy pass.

Health Services

Our school nurse is available five days a week to provide services. Parents / Guardian are encouraged to notify the nurse of any disability or special health needs that may require accommodations at school.

First Aid-Emergency Care

The nurse will provide first aid and emergency care for students who become ill or injured during the school day. If your child is too ill to remain in school, parents will be expected to make arrangements to pick up the student. Staff members are not permitted to transport students. In case of a serious illness or injury, an ambulance will be called to transport the student to the nearest hospital.

When to Keep Your Child at Home

It is important to maintain a healthy environment in the classroom to protect students. A child will be readmitted to school after obtaining appropriate therapy for the following conditions:

- Strep throat, scarlet fever, impetigo, ringworm, pinworm, conjunctivitis (pink eye).
- Chicken Pox
- Hepatitis A, Hepatitis B and Meningitis: A physician's note is required to return to school.
- Head Lice

COVID-19: We also want to remind families to do self-checks on your children each day before school. If your child shows any illness symptoms including fever, cough, shortness of breath, runny nose, sore throat, headache, chills, muscle aches, vomiting, diarrhea, or loss of smell or taste, please keep your child home and consult your doctor.

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 supplied. 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 backpack. Medication authorization forms can be obtained from the school nurse.

Allergies to Insects/Foods

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

Asthma Inhalers & EpiPens

Medication authorization forms must be completed and kept on file in the nurse's office. The physician should indicate on the form if the child may carry the medication and self administer. Self administration of medication is permitted for emergency medication only.

School Dress Code – Mandatory Uniform Policy

Each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

To assist in creating a positive educational environment, as well as to help promote campus safety and school unity and pride, Bethune has adopted a mandatory uniform dress code.

- Shirts: Navy, Light Gray, or White
- Pants/shorts/jumpers or skirts: Khaki, navy blue, and black cotton pants (no jeans)
- Closed Toe Shoes
- Shades and Hats are permitted depending on weather (but must be taken off indoors).
- Sweaters or jackets are permitted indoors at all times. Depending on the weather (summer/hot months) sweaters and jackets must be left in the classroom during recess.

Students may wear accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of accessories and jewelry that display messages or symbols are permitted.

If a student arrives at campus out of uniform, they will be provided a loaner item. If this is an ongoing issue, the administration team will meet with the family to identify the needs and provide support.

We adhere to Phoenix Elementary School District dress code policy. If you would like more information please visit the district website,
<https://policy.azsba.org/asba/browse/phoenix/phoenix/JICA>.

JICA

STUDENT DRESS

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. This policy is intended to provide guidance for students, staff, and parents.

The Board authorizes the Superintendent to develop and enforce school regulations pertaining to student dress that promote safety and a positive learning environment. Student dress shall not:

- A. Present a hazard to the health or safety of the student or to others in the school.
- B. Materially and substantially interfere with school work, create disorder, or disrupt the educational program.
- C. Cause excessive wear or damage to school property.
- D. Include any type of clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. [13-105](#).
- E. Contain or display discriminatory or obscene language or symbols, or symbols of sex, drugs or alcohol on clothing.

Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.

To assist in creating a positive educational environment, as well as to help promote campus safety and school unity and pride, a dress code that includes mandatory uniforms may be adopted by the Governing Board for some District schools. The Governing Board delegates to the Superintendent the authority to establish consistent and appropriate dress codes for District schools.

SCHOOL BUS SAFETY TIPS

As a parent, you can help ensure our students arrive to and from school safely each day by practicing the following school safety tips:

- Be sure your child arrives at the bus stop 5 minutes before the bus is scheduled to arrive.
- When the bus approaches, remind your child to stand at least 5 giant steps (ten feet) away from the curb and line up away from the bus.
- Do not run after the school bus if it has already left the bus stop.
- Do not run in front or behind the school bus to pick up something that your child dropped or forgot.
- Make sure you tell your child never to get on the bus until it has completely stopped.
- After the bus stops and the door opens, take firm hold of the handrail and get onto the bus.
- Never push another student while getting on or off the bus.
- All students riding the bus should go directly to a seat and sit quietly; this allows the bus driver to concentrate on driving safely.
- Students should never place any part of their bodies through the bus window.
- When outside of the bus, make sure your child is aware of the danger zones and is always within sight of the bus driver. The *Danger Zone* is a 10-foot wide area on all sides of a school bus – an area where children are in the most danger of being hit.

Behavior on Buses and other District Vehicles

Students are expected to follow all District policies for riding school transportation. Students may lose bus-riding privileges after repeated minor safety and behavior violations, or after a major disciplinary problem while riding the school bus. Students who live outside the boundaries of the Phoenix Elementary School District #1 are not provided with District sponsored transportation. Out of district students must have transportation arranged and managed by their parents/guardians.

NOTE –All District students who have lost their bus riding privileges must make their own arrangements for transportation.

PARKING

Use the Visitor Parking located on 15th Avenue, south of the office.

RED ZONE NO Short Term / Long Term Parking in these areas.

VISITORS

All adults entering the building, including parents and visitors, must use the front door, sign in and sign out in the office and wear a visitor badge at all times while on campus. 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 doors except the front entrance. Classroom visitors are permitted in the school. However, permission must be received from the principal and the teacher prior to the day of the visit.

CUSTODIAL AND NON-CUSTODIAL PARENTS

Bethune Elementary School will remain neutral (will not choose sides) between parents who are involved in a legal action affecting the family, unless otherwise directed by a court order. It is the responsibility of a student's parent to notify us of any court order. If there are restrictions regarding visitation or exchange of information by the noncustodial parent, we need a certified copy of current court orders on file in the office. Please be sure all legal paperwork is current before you ask for restrictions to be placed on the non-custodial parent. For the safety of the student, we ask for written permission from the custodial parent in order for a student to be released from school to the non-custodial/joint custodial parent.

Lost and Found

Bethune Elementary School cannot be responsible for money or valuable items (ex: cell phone, Cd players, MP3 Players, Ipods, fidget spinners, slime, game systems) that are lost or damaged. Students should not bring such items to school. We encourage you to clearly mark with your child's first and last name their clothing, footwear and possessions. Unclaimed clothing, lunchboxes, etc. will be placed in the lost and found box in the Nurse's Office. Parents and students are encouraged to check the box periodically. Items not claimed will be given to outside agencies.

If students choose to bring electronic devices (Cell phones, game or music devices) the school will not be held accountable if lost or stolen. Use of these items during school hours will result in staff confiscation and a parent or guardian will have to come pick up the item. If infractions continue to occur the administration will set up a conference with the student, the parents/guardians, administrators, and other school personnel will be held to develop a plan for changing the student's behavior.

School Counselor and Social Worker

Our social workers work with all students, school staff, families, and community members as an important part of the education program. School counseling is an essential component of Bethune Elementary's program, supporting academic success for each student. It is based on the belief that each student possesses intrinsic worth and specific rights, and is capable of personal growth, lifelong learning and self-direction.

Assessments

100% student attendance is expected during benchmark and state mandated testing days. All testing information will be communicated with families in a timely manner.

Curriculum

Our students will develop and enhance their skills in reading, mathematics, science, social studies, health, spelling, writing, and social emotional well being. Our school curriculum follows a plan developed by teachers and administrators district wide and aligns to Arizona State Standards. Our goal is to ensure all students have comparable preparation to be successful in both elementary school and in high school. All children participate in physical education, music, technology integration, and art throughout the week. The enrichment program includes all students.

The classroom curriculum is supported and extended through whole class enrichment projects. Small group and one-on-one enrichment opportunities are also scheduled and further challenge students identified by the classroom teacher.

Children in need of support to assist them in their learning may have scheduled time with our special educator, educational resource instructor or speech/language pathologist. Instructional Assistants (IA) may also work with students to meet their needs. Every effort is made to provide instruction within the classroom setting, but some instruction may take place in another location.

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 speak with your child's teacher if you are in need of supplies that may be needed to complete homework assignments.

BETHUNE ELEMENTARY HOMEWORK GUIDELINES

1. The homework guidelines for Bethune 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.

2. Teachers assign homework for a variety of reasons, including:

- To help students understand skills/concepts currently being learned, or review prior skills/concepts learned.
- To instill good study and work habits.
- To develop independence and responsibility.
- To provide an important communication link between school and home that shows parents what children are learning.

3. Homework should never be completed by an adult. Parents should offer support, guidance, and feedback as needed. If your child is having difficulty completing homework, please contact your child's teacher. Bethune teachers are committed to ensuring that every child's homework experience is worthwhile and successful.

4. Bethune teachers have the following expectations regarding the quality of completed homework assignments for all students:

Homework should:

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

5. It is recommended that students in kindergarten and first grade read with an adult every evening. These kindergarteners and first graders will occasionally receive a homework assignment to complete with adult support. Students in Kindergarten through 8th grade can

usually expect to receive homework assignments Mondays through Fridays, as well as recommended reading.

Students Placement/Assignments

Students are assigned particular classroom teachers based upon what is thought to be an appropriate placement by school officials. Parents wishing to request a change in a student's placement must be in writing and given to the principal. The request will be reviewed by administration and parents will be notified.

PROMOTION AND RETENTION (Policy IKE)

Year to year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study.

Working in close 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.

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 interests 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 a 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 over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education program.

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 his/her form has not been returned. Parents/Guardians are encouraged to chaperone when available.

RECESS

Children focus better and learn more effectively when offered regular breaks and the opportunity for physical exercise. All children are expected to go outside during their scheduled recess except in inclement weather when all pupils remain inside. Please ensure that your child is dressed appropriately for the weather conditions. It is our policy that if a child is well enough to attend school, the child is well enough to play outside at recess. Should a parent request that a child remain inside for health reasons, the parent is expected to present the school with a statement from the child's doctor.

PROVIDING FOR THE EXCEPTIONAL STUDENT

Exceptional Student Services

Bethune Elementary offers a wide range of special education services for students who are identified as having a disability. Service includes special education academic instruction and Speech/Language therapy. Bethune's special education team consists of special education teachers, a Speech/Language Pathologist, a Nurse, a school psychologist, and social workers.

ALPS

The Phoenix Elementary School District's ALPS program caters to the needs of our gifted and talented students. The ALPS extracurricular programs offer opportunities for all students to broaden their learning experience. Students will be identified through the procedures outlined

in the Phoenix Elementary Website. If you do not have access to a computer, please contact the staff of Bethune Elementary for details.

EXPECTATIONS OF OUR LEARNING COMMUNITY

The relationship between parents, students, teachers, and administration is a partnership. In order to ensure that all of our students will be successful

PARENTS/GUARDIANS EXPECTATIONS:

- Recognize that the education of their child (ren) is a joint responsibility of the parents/guardian and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the Phoenix Elementary School District #1.
- Build positive relationships with teachers, other parents, and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct and performance.
- Provide a place for study and ensure homework assignments are completed.
- Initiate parent conferences, as necessary, as a way to resolve problems.

STUDENT EXPECTATIONS:

Each student is responsible for contributing to a positive school environment which is safe and conducive to learning. He/she shall:

- Demonstrate school-wide behavioral expectations.
- Be responsible for his/her own actions and the consequences of those actions.
- Show consideration and respect for fellow students, for the school staff members, and for school property.
- Display physical and verbal self-control and utilize taught strategies when faced with a challenge.
- Participate in the development of the school's student behavior expectations.

- Work towards understanding and displaying self-discipline. Recognize that students are in school to learn and that order and structure help to create an environment where safe, productive and uninterrupted learning can occur.

ALL TEACHERS ARE EXPECTED TO:

- Maintain a climate of mutual respect and dignity, which will strengthen each student's self esteem and promote confidence to learn.
- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school rules and enforce them in a fair and consistent manner.
- Communicate to the students and parents:
 - Course objectives
 - Marking/grading procedures
 - Assignment deadlines
 - Expectations for students
 - Classroom/Grade level discipline plan
- Communicate regularly with students, parents, other teachers, and appropriate staff concerning student growth and achievement.
- Initiate parent conferences, as necessary, as a way to resolve problems.

ALL COUNSELORS, SOCIAL WORKERS AND PSYCHOLOGIST ARE EXPECTED TO:

- Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- Initiate teacher/student/counselor conferences as necessary and parent conferences as a way to resolve problems.
- Review with students their educational progress and future plans.
- Report information to a school administrator that might impact a safe, orderly school environment.
- Encourage students to benefit from the curriculum and extracurricular programs.
- Participate in crisis management.
- Refer students and/or parents to appropriate human services agencies outside of school.
- Assess student social and emotional behaviors.

ADMINISTRATORS ARE EXPECTED TO:

- Promote a safe, orderly and stimulating school environment, supporting teaching and learning.

- Ensure that students, staff, and parents have the opportunity to communicate regularly with the administrative staff.
- Evaluate all instructional programs on a regular basis.
- Support the development of, and student participation in, appropriate extracurricular activities.
- Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- Ensure regular communication with supportive community agencies and law enforcement officials.
- Initiate teacher/student/counselor conferences as necessary and parent conferences as a way to resolve problems.

BELIEVE, ACHIEVE, SUCCEED!

Be a Bethune Bear!



Received

I have read and understand the Rules of Bethune School.

Student Print Name

Parent Print Name

Student Signature

Parent Signature

Date: _____