

Heard Elementary 2023-2024 School Handbook

This is how we **ROW!**



we're **R**esponsible, we **O**bserve safe behavior, and **W**e are kind

Table of Contents:

Welcome	3
School Leadership Information	3
School & Family Commitments	4
School Information	5
Attendance and Tardiness	8
Positive Behavior Interventions & Supports	10
Health and Wellness	11
Electronics	12
Dress Code	13

Maie Bartlett Heard Elementary School
Phoenix Elementary School District #1
Parent/Student Handbook
2022-2023

Dear Parents and Students,

Welcome to the 2023-2024 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. Let's work together to drive student success. Your child deserves a great education, and together we can make that a reality!

Thank you,

Ms. Magaña

School Leadership Information

→ Main Office:

Yadira Brambila
602-257-3880

Yadira.brambila@phxschools.org

Cinthya Serna
602-257-3879

Cinthya.serna@phxschools.org

- *Principal:* Zariffe Magaña, 602-257-3880
- *Instructional Enrichment and Intervention Specialist:* Danielle Randle, 480-417-8262
- *Family Engagement Specialist:* Rocio Libbey, 602-257-3880
- *Social Worker:* Jamie Moran, 602-523-8891
- *Nurse:* Kristiina Woullett, 602-257-3882

→ Important Heard School Numbers:

Attendance Line:
602-523-8879

Fax:
602-257-3881

Website: <http://phxschools.org/heard/>

School & Family 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 every day and on time
- Attend school functions and and parent/teacher conferences
- 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 to school on time and every day
- Come to school ready to learn
- Follow school and bus rules
- Complete daily assignments

School Information

School Hours:

Bell Hours → 7:20- 2:20 Kindergarten – 8th Grade

- Gates open at 7:00 a.m.
- Breakfast ends and gates close at 7:15 a.m.
- School Instruction begins at 7:20 a.m.
- Dismissal at 2:20 p.m.

*Please do not drop your children off before 7:00 a.m. as there is no one to supervise them before 7:00 a.m.

*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 2:20 p.m. Students are not allowed to remain on campus after 2:20 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

- Most Wednesdays dismissal time is at 12:25 p.m.
- Early dismissal takes place during Parent/ Teacher Conferences
- Other early dismissal days will be communicated home.

Visitors:

- The gates will open at 7:00 a.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.

Student Arrival

- Drop off/ Walkers-
 - Students are not permitted on campus prior to 7:00 AM. Students will enter through the main gates between 7:00- 7:15 AM and report directly to their classroom for breakfast. After 7:15 AM, students will enter through the main office. Students will need a tardy pass if they are entering the office after 7:20 AM.

- Bus Riders-
 - Students will wait on the bus until staff open the bus gate at 7:00 AM. Students will enter through the bus gate and report directly to their classroom. If students are late to campus due to a transportation issue, students will not be marked tardy.

Student Release

- A person picking up a student must be listed on the *Student Release Form* and must show a 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.

Items Not Allowed at School:

Please note that the following prohibitions apply to students while they are on the way to school, at school, and on the way home, as well as at any school related event.

- Personal items unrelated to school activities, such as toys, slime, collectible cards, games, dice, pictures and photographs, magazines, and drawings are not permitted. This includes any pictures of any kind in a student's folder.
- Permanent markers such as Sharpies are not allowed on campus. Students found with permanent markers will have the item(s) confiscated.
- Students may not bring liquid White-Out to school. Correction tape is permitted.
- Students may not possess any medication, including over-the counter drugs (e.g. Tylenol, Excedrin, cough drops, etc.) or prescription medications, except upon the written request from a licensed physician who has the responsibility for the medical management of the pupil.
- Spray deodorants, spray colognes, and any other spray fragrances are not permitted, as they may lead to allergic reactions in some people. Stick or roll-on deodorants are encouraged.
- Laser pointers are not permitted at school.

*Any of the above items may be confiscated by school personnel. It is the parent's responsibility to come to the office to pick up such items. After six months, items not claimed may be donated to a charitable organization.

Move on When Reading (MOWR):

A.R.S §15-701 requires that an Arizona student not be promoted from the third grade if the student scores far below the third-grade level on the AzMERIT statewide assessment. A third grader who does not demonstrate sufficient reading skills may be promoted to fourth grade if the student:

1. Is an English Language Learner (ELL) who has received less than two year of English instruction.
2. Has a disability and the IEP team agrees promotion is appropriate or the student is in the process of being evaluated for an IEP.

3. Has been diagnosed with a significant reading impairment (including dyslexia).
4. Demonstrates sufficient reading skills or adequate progress toward English Language Arts standards through a collection of assessments approved by the State Board of Education.

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.

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.

Attendance and Tardiness

Attendance is one of the most significant requirements for student success. Attendance plays a major role when it comes to learning. Children, in school every day, learn more and achieve at much higher rates. They are also happier because they understand the content when they don't miss school days. Please do; however, follow the guidelines from the nurse's office about when to keep sick children at home for their welfare and the health of all students.

- If your child is absent, please call the Heard Elementary Attendance Line at 602-523-8879.
- 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 a note or a phone call is not received within 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 the 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.
- 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.

Habitually Truant absence:

- When a student has five (5) or more unexcused absences from school, or is absent more than 10 percent of the required school days per year, whether the absence is excused or unexcused.

Daily Attendance Expectations:

Arrive at 7:00 a.m. Tardiness disrupts the learning environment for the student who is tardy and for the other students. It deprives children of full learning time. The tardy bell is at 7:20 a.m.

Positive Behavior Interventions & Supports

(PBIS)

Student Expectations: We R.O.W!

We are **R**esponsible-

We **O**bserve Safe Behavior

We are Kind

At Heard Elementary, PBIS is a phrase that you will hear throughout the year. Just as we teach and reteach concepts in reading, math, science, and social studies, we also teach and reteach defined school wide expectations, in an effort to help create and maintain an effective and safe learning environment.

The focus of PBIS is prevention, not punishment. When students are taught strategies for positive behavior, it improves school safety and helps to reduce the occurrence of problem behaviors.

At Heard Elementary the goal of PBIS is to promote accountability, consistency, and equity to ensure behavior success. The key components of an effective PBIS system involve:

- Customized practices to support student behavior, such as defining and teaching appropriate behavior
- Systems of support for educators in the school; such as school-wide behavioral expectations, indicators, and coaching
- Data-based decision making, which is the cornerstone of the behavior problem-solving process
- And, the combination of these to enable school-wide outcomes, which promote social proficiency and academic success

Steps in School Wide Discipline Plan will be reviewed with students during the first days and throughout the school year.

The level of the referable offense will be based on the *Student Code of Conduct Guidelines and Interventions*.

Health and Wellness

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.

Electronics

Electronic Devices

Electronic devices often interfere with the orderly operation of the school and cause a disruption to the learning environment. School rules prohibit such items as cell phones, Smart Watches, iPods, audio/video devices, earbuds/ airpods, electronic games or any other electronic devices. All electronic devices should be powered off and collected by the homeroom teacher for the day and returned at dismissal. The school is not responsible when these items are damaged, 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.

Dress Code

School Attire Guidelines

Students will be required to have the appropriate attire to ensure student success. We need your support for the safety and success of all our students by wearing the appropriate attire.

Guidelines include the following:

- No low-cut shirts or dresses, short skirts, tight slacks, ripped denim above the knee, shorts shorter than fingertip length, or any clothing that displays inappropriate messages or images. All shorts and dresses must be longer than fingertip length. All shirts must be longer than waistbands when arms are raised above head.
- Yoga pants, tights, leggings or other types of hosiery must be accompanied by a fingertip length or longer top or dress.
- 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
- Because children participate in Physical Education, Playworks, and recess, shoes must be enclosed and fastened/tied properly; no sandals, crocs, flip flops, or slip ons to prevent/minimize risk of injury
- Any accessories that become a distraction to the learning or a safety concern will be addressed according to the guidelines of the Phoenix Elementary School District.

Dress Code Compliance

If a student is not in appropriate dress code attire the school will give the student an option to call home and receive new attire or receive a uniform from the school for the day. Students must change immediately and remain in new attire.