

SONORAN SKY ELEMENTARY SCHOOL

*"We Inspire, Embrace and Celebrate Individual
Achievement."*



2009-10

Parent/Student Handbook

Policies, procedures, rights and responsibilities



12990 N. 75th Street
Scottsdale, AZ 85260
(602) 449-6500

<http://cmweb.pvschools.net/ssesweb/>

Sonoran Sky Elementary School

Vision:

To establish and encourage a community of lifelong learners who are discovering and achieving their personal and group best!

Mission:

At Sonoran Sky, We Inspire, Embrace, and Celebrate Individual Achievement.

TABLE OF CONTENTS

[Sonoran Sky Quick Reference](#)

[Assessment](#)

[Attendance](#)

[Bicycle Safety](#)

[Building Expectations](#)

[Bus and Bus Stop Expectations](#)

[Communication](#)

[Citizenship Make Your Day Count](#)

[Field Trips](#)

[Health Office](#)

[Homework](#)

[Lunchroom Services & Expectations](#)

[Miscellaneous](#)

[Playground Safety](#)

[Safety](#)

[Sonoran Sky Student Dress Code](#)

[Special Area Classes](#)

[Student Dress and Appearance](#)

[Student Responsibilities to Learning](#)

[Student Success Team](#)

[Transportation](#)

[Visitors and Volunteers](#)

[Energy Policy](#)

[Appendix 1: Make Your Day Count](#)

[Appendix 2: Student Well Being Policy](#)

[Handbook Sign Off Page](#)

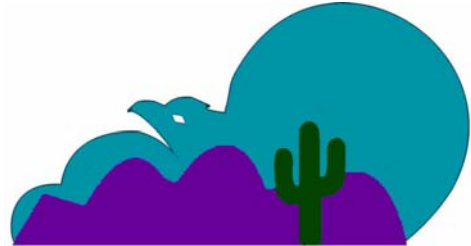
This handbook is intended to be as comprehensive as possible; however, situations may arise that are not covered by this handbook. Since this is a guide to rules and procedures, the school administration reserves the right to: adjust, modify, add or delete to this handbook as necessary. We sincerely hope you refer to this to answer your questions throughout the year.

We are looking forward to working with you to provide the best possible year for your child(ren) - our students. Thank you, in advance, for your help, as together we achieve this goal.

SONORAN SKY QUICK REFERENCE

SCHOOL ADDRESS

Sonoran Sky Elementary
School
12990 North 75th Street
Scottsdale, AZ 85260



SCHOOL TELEPHONE NUMBERS

Office	(602) 449-6500
Attendance	(602) 449-6501
Nurse	(602) 449-6503
Fax	(602) 449-6505

SCHOOL HOURS

Students	9:00 a.m. - 3:00 p.m.
Office	8:00 a.m. - 4:00 p.m.

ATTENDANCE - "Every Day Counts"

Attendance

Arizona State Law requires that parents ensure that their children, between the ages of six and sixteen, attend school. Attainment of academic excellence requires attendance on a regular basis. Attendance is the responsibility of the students and the parents; students may fail classes or promotion may be withheld if this requirement is not met.

Absences

Students should attend school except for when an absence is absolutely necessary. Any absence due to illness, death in the family, religious observance, or other unusual circumstance will be excused.

- ❖ Excused Absences - Parents must **call the school's attendance line** prior to 9:30am to excuse the child's absence.
- ❖ Truancy - Any absence, which is not reported to the school by the parent/guardian by 9:30 am on the day of absence, is considered truancy. On the **fifth** unexcused absence the parent and/or student may be cited and reported to the courts. (A.R.S. 15-802; A.R.S. 15-803)
- ❖ Family Trips and Appointments- Absences impact your child's education. Please be mindful when planning trips and making appointments.
- ❖ Excessive Absences - Parents will be notified of possible retention when a student's absences become excessive. On the **eighteenth** absence (excused and/or unexcused), the parent and/or student may be cited and reported to the courts. (A.R.S. 15-802; A.R.S. 15-803)

Punctuality

When students are tardy for school, it is disruptive to the classroom and can be unsettling for the student. Please help us send the message that school is important by making punctuality a priority.

- ❖ Arrival - Students should NOT arrive on campus prior to 8:45 am.
Students SHOULD arrive by 8:55 am.
- ❖ Report Card - Tardies will be noted on the report card.
- ❖ Excessive Tardies - Parents will be notified when tardies become excessive.

Early Dismissal Days

Early dismissal days are planned throughout the year for the purpose of parent conferences and staff development. On these days, student dismissal for grades Kindergarten through 6th grade will be at 12:30 pm. Lunch will not be provided. There is bus transportation. (See district calendar for dates.)

Students On Campus after 3:00 pm

Except for classroom events under teacher supervision (i.e. Enrichment Classes) student attendance at after school and evening events is **ONLY PERMITTED WHEN A PARENT IS PRESENT**. If a student is ill from school during the school day or if he/she has been suspended from school, it is expected that the student would not attend an evening event, except under special circumstances.

Students Leaving Campus Prior to 3:00 pm

- ❖ Once a student is on school grounds, he/she may not leave campus for any reason, unless checked out by a parent or guardian. Failure to follow this policy will result in an automatic Step 5. (Make Your Day - Appendix 1)
- ❖ In order to have a student released from school, a parent must **show a valid picture ID** and sign the student out through the office. A student will be released only to his/her parent unless there is written permission to release them to a designated representative. Anyone who may pick up your child must be listed on the emergency card.

**For the safety of all our students,
PARENTS ARE NOT TO GO TO THE CLASSROOM
to pick up students.**

Updating Contact Information

To ensure that our files contain accurate information for communication and emergency purposes, parents/guardians are requested to submit to the office any change of address, telephone numbers or emergency contacts as soon as possible.

Withdraw From School

- ❖ Parents should notify the school office in writing at least two days prior to the student's last attendance day. The Records Secretary will then prepare a withdrawal form for the parent to take to the new school.
- ❖ All school materials loaned to the student must be returned. Parents must pay for items that are lost or damaged.

HEALTH OFFICE

Health Screenings

At the beginning of each school year, a health screening is conducted by the school nurse. This includes height/weight, vision, hearing, and impedance audiometry, according to the student's grade level.

- ❖ If the school nurse deems further evaluation necessary, a physician referral form will be sent home. A timely follow up and return is expected and in the best interest of the student.
- ❖ If at any time during the school year you wish to have your child's health status rechecked, simply call the Sonoran Sky Health Office.
- ❖ If your child or your family has an unusual health situation that could affect your child's performance in school, please notify the school nurse as soon as possible.

Medication

ALL medication/pills, whether they are prescription or over-the-counter, must be held in the school nurse's office. Medications are to be administered by the nurse. In the absence of the school nurse, trained staff will administer medication.

- ❖ Over-the-counter medications must be in the original container with proper labeling. Medications must be accompanied by written instructions from the parent, including dose, dates and specific times to be administered. School district personnel are not authorized to administer any medications/pills in excess of dosage recommendation listed on the labeled container.
- ❖ Prescription drugs must be prescribed by a physician, in the original prescription bottle, and may only be administered in the amount stated. A 2nd, empty prescription bottle is required for field trips.
- ❖ Medications not meeting these requirements cannot be dispensed and will be locked in the nurse's office until a parent or guardian verifies the medication.

Chronic Illness

Chronic illness is defined as a health condition due solely to illness, disease or accident resulting in frequent absence.

- ❖ If your child has a chronic health condition that results in intermittent absence from school, please contact the nurse for procedural information.
- ❖ Any student with a chronic health condition will not be penalized for absences due solely to illness, disease or accident.
- ❖ A student's chronic health condition must be certified by a licensed medical doctor in order for the student to be eligible for modified instructional service.

Health Services

- ❖ First aid is limited to the immediate temporary care of an accident or sudden illness. The criteria for sending a child home include:
 - ✓ a temperature of 100 or above
 - ✓ a possible communicable disease
 - ✓ vomiting or diarrhea
 - ✓ an injury requiring further medical attention
- ❖ When the school nurse determines that a student should be home for reasons of illness or injury, the parent or adult name on the student's emergency card will be contacted to arrange for the child to be picked up.
- ❖ When a child comes to the office for an injury, the school nurse determines if a parent should be contacted or not. If you have any questions or concerns following a child's visit to the nurse's office, please call the nurse to discuss the details.
- ❖ The school nurse also functions as the Prevention Coach, working in the best interest of not only the physical needs, but also the social and emotional needs of all students. If you should have any question or concern about your child in any of these areas, do not hesitate to talk to our nurse.

Communicable Diseases

The control of communicable disease during the school year is a difficult problem and a serious responsibility. The first responsibility must fall upon the home, because parents know the normal appearance of their children and should be the first to detect any sign of illness.

- ❖ Do not send your child to school if he/she shows any signs of illness: restlessness at night, red, watery eyes, flushed face, headache or nausea are often signs of oncoming illness.
- ❖ A child with a fever should NOT be sent to school. A fever is a warning that all is not right with the body. **A child should not return to school until he/she has been free of fever for 24 hours.**
- ❖ A child with nausea, vomiting or diarrhea should NOT be sent to school.
- ❖ A child with a "mild" cold and no fever may go to school. A child with a "heavy" cold with uncontrollable runny nose or a deep, hacking cough belongs at home, even if he/she has no fever.
- ❖ A persistent sore throat or earache should always be checked by a doctor to rule out infection.
- ❖ Do not send a child with a rash to school until your doctor has said that it is safe to do so.

COMMUNICATION

Home/School Communication

Believing that "It takes an entire community to raise a child," we at Sonoran Sky desire to promote open communication and active participation from all members of our school community.

- ❖ Assignment Sheet/Agenda - On a daily basis, please refer to your child's Assignment Sheet, Agenda and/or Take Home Folder for information from your child's teacher regarding classroom matters, or from the principal or office regarding school and community matters.
- ❖ Parent Signatures - Students are often held responsible for obtaining a parent signature on a homework assignment to ensure that communication is occurring between school and home. This may be the case on homework assignments, tests, Missing Assignment Sheets, Make Your Day forms, field trip/special activity forms, and report cards. Please assist your child in this process by asking your child, on a daily basis, if there is anything that needs to be signed.
- ❖ Navigator - The school newsletter is sent home with the youngest child in your family. Please read this carefully for special news and a calendar of events.

**When in doubt concerning any classroom matter,
PLEASE CONTACT YOUR CHILD'S TEACHER.**

Parent/Teacher Conferences

We encourage open communication between our staff and parents. A conference with a teacher, the principal, or any other staff member may be requested at any time.

- ❖ Please call the school secretary to arrange appointments suitable to all parties.
- ❖ In the case where parents are separated/divorced, and both have custody, both have the right to a conference with the child's teacher. The school may require that both parents come to the same conference for greatest convenience and communication.
- ❖ Individual parent-teacher conferences are scheduled for parents of students in grades K-6, during the second and third academic quarters. (See district calendar.)

Parental Complaint Procedure

We hope to be able to communicate with you on a regular basis and solve problems as the need arises. Two-way communication is essential. We encourage our parents to talk to their child's teacher immediately when they have concerns or questions.

- ❖ The Governing Board has adopted a procedure for parental complaints and appeals involving employees. Please talk with the principal or school office if you should need information regarding the district's Parent Concern Policy and Procedure.

Distribution of Printed Materials

- ❖ Pre-approval - **All materials distributed through students must be pre-approved and/or initialed by the principal.** This includes all messages from our P.T.O., homeroom parents, community information, non-profit organizations, and notices from organizations.
- ❖ Advertising - No printed materials for advertising or private gain will be distributed through students unless the individual or organization is involved in a recognized education partnership with Sonoran Sky.
- ❖ Community items - Upon request and the approval of the principal, the office will place additional items of general school and community interest on a bulletin board or display table in the office reception area.

School Council

Mission Statement - "The Sonoran Sky School Council is a group of individuals representing the parents, staff and community whose mission will be to oversee a safe and nurturing environment of growth, tolerance, and good citizenship which enhances the quality of education by supporting educational goals and optimizing educational opportunities."

- ❖ School Council meetings will be scheduled monthly.
- ❖ The agenda is posted twenty-four hours before each meeting on the clipboard outside of the front entrance doors.
- ❖ All meetings are open to the public.

Cell Phones

- ❖ Cell Phones: Parents & Visitors - The use of cell phones on campus is a distraction to the learning environment and they often interrupt instruction.

PLEASE TURN OFF/SILENCE YOUR PHONE WHILE ON CAMPUS.

- ❖ Cell Phones: Students - Cell phones are to be turned off and put away between the hours of 9:00 am-3:00 pm, as well as, during before/after school activities (i.e. Enrichment Classes, Mascot Club).

CELL PHONES BEING USED BY STUDENTS WILL BE CONFISCATED AND CAN BE PICKED UP BY PARENTS FROM THE PRINCIPAL.

E-mail

If you are sending an e-mail to the staff, remember, they do not check their e-mail throughout the day. They will respond to you as soon as it is feasible and once they have been able to gather information. Their greatest responsibility is educating the little faces that are looking at them each day.

A few pointers to keep in mind when communicating via e-mail:

- ❖ **4** sentences or less. If it can't be said in **4** sentences, it is better to schedule a meeting or talk on the phone.
- ❖ Make sure the message is clear and concise.
- ❖ If you find yourself sending an e-mail to a teacher on a weekly basis, there is probably an issue that warrants scheduling a meeting or a phone call.
- ❖ There are times when our e-mail system is not working. Please don't rely exclusively on e-mail.
- ❖ E-mail does not take the place of personal correspondence. We often see that there are misunderstandings via e-mail. Individuals have a tendency to say things that were not intended or would never be said in person. Please consider how it may be perceived prior to sending.

Telephone Use and Messages

To promote responsibility in our students, children will not be permitted to use the phone to check on going home with a friend, call for homework, forgotten school items, lunches or permission slips.

- ❖ School Telephone - is not for student use, **except in an emergency**.
- ❖ Arrangements - to avoid classroom distractions and interruptions during the day, please make all necessary arrangements with children regarding after school transportation, etc. prior to your child's departure for school.

CITIZENSHIP - MAKE YOUR DAY COUNT

“No one has the right to interfere with the learning, safety or well-being of others.”

*The Make Your Day Program of Citizenship is founded in the belief that, for all students to feel safe and successful, all students have the following rights:
(see Appendix 1 & Appendix 2 for complete information)*

I have a right to be treated with kindness.

This means that no one will laugh at me, ignore me, or hurt my feelings.

I have a right to be myself.

This means that no one will treat me unfairly for any reason.

I have a right to be safe.

This means that no one will hit me, kick me, push me, or pinch me.

I have a right to hear and be heard.

This means that no one will yell, scream, or shout at me.

My opinions and desires will be considered in the plans that are made.

I have a right to learn about myself.

This means that I will be free to learn about my strengths.

I have a right to pursue my education.

This means that no one will prevent me from listening and concentrating on my work by teasing, whispering or bothering me during class time.

STUDENT DRESS & APPEARANCE

District Dress Code

Student dress, personal appearance, or conduct shall not disrupt nor distract from instructional procedures, school-sanctioned social functions, or the disciplinary control of the teachers.

District dress standards prohibit student dress and/or grooming that

- ❖ Presents a risk to the health, safety, or general welfare of students or staff.
- ❖ Interferes with or disrupts the educational environment or process.
- ❖ Is counterproductive to curriculum goals and/or educational objectives.
- ❖ Displays obscene language or symbols.
- ❖ Immodestly exposes the chest, abdomen, genital area, or buttocks.
- ❖ Creates an atmosphere of threat, intimidation or undue pressure.
- ❖ Displays or advocates the use of illegal substances.

School Dress Code

What a student wears to school often affects his/her attitude and behavior in class, as well as academic performance. By cooperating with this policy, parents will help our school be a better place to learn.

- ❖ School Council - adopted the following dress code.
- ❖ Parents - can help by purchasing school clothes that follow the dress code, and by ensuring their child is dressed according to our dress code upon leaving for school.

SONORAN SKY STUDENT DRESS CODE

**This dress code applies to all students at all school functions.
(daytime, evening, or weekend)**

Shoes must be worn at all times

- ❖ closed toe, closed heel (no sandals)
- ❖ tightly tied
- ❖ flat (no heels)
- ❖ no wheels
- ❖ TENNIS SHOES are required on P.E. days

Sonoran Sky is a "SunWise" School

Hats must be worn outside during recess and P.E.

- ❖ full head coverage (no visors)
- ❖ must have a brim (hoods not acceptable)

Shirts must cover from shoulders to below waist

- ❖ no low cut tops
- ❖ no tank tops or spaghetti straps (unless worn under blouse, or over t-shirt)
- ❖ no sports jerseys
- ❖ no bare midriffs (even with both arms fully raised)
- ❖ no see through shirts

Shorts/Skirts/Pants

- ❖ length of shorts/skirts should be to mid-thigh
- ❖ no undergarments showing
- ❖ no oversized or sagging pants or shorts

Hair/Make-up

- ❖ Students are not to bring or wear makeup.
- ❖ Artificial hair colors or hairstyles that draw undue attention and interfere with student learning will not be permitted.

STUDENT RESPONSIBILITIES TO LEARNING

Preparedness

In order for students to learn responsibility, and for significant educational progress to take place in the school, certain burdens of responsibility rest on the individual student.

- ❖ Attitude - Students should be in class on time, do their personal best, and complete all assignments.
- ❖ Time on Task - Students are expected to use class time wisely. In an effort to maximize instruction time, students are expected to use the restroom during recess, lunch, or before and after school. However, students are never penalized for using the restroom during class time.
- ❖ Materials - Students are expected to come to class with the necessary tools for learning. These generally include pencil, paper, textbooks and homework assignments.
- ❖ Textbooks - All textbooks, library books and other school materials are loaned to students. Students are urged to take good care of books and are financially responsible for lost or damaged books. To avoid damaged books and materials, we ask that water bottles not be placed in backpacks.
- ❖ Supplies - Basic materials are provided by the school district for all students. However, in some instances, it will be recommended that students bring personal supplies as listed on the grade level's supply list.

Study Skills

A comprehensive Sonoran Sky Study Skills Program has been developed to promote student responsibility and organization. This program has the following components:

- ❖ Assignment Board - is posted in each classroom, listing daily and upcoming assignments.
- ❖ Weekly Assignment Sheet - is used in grades K, 1, 2, and 3, with increasing student responsibility in each grade level for adding assignments.
- ❖ Assignment Agenda - is used in grades 4-6. Students are responsible for recording assignments and upcoming events.
- ❖ Take Home Folder - is used in grades K-2 to facilitate communication between home and school.
- ❖ Binder - with three-rings and subject dividers is used in grades 3-6.
- ❖ Assignment Format - is consistent in grades 3-6, with consistent standard headings and margins.

Behavior

Each student's self-esteem is enhanced positively when students provide each other with realistic feedback in a respectful, empathetic, and caring manner. Students should:

- ❖ Foster an emotionally safe environment by respecting the rights and feelings of others (no sarcasm, profanity, name calling, teasing, etc).
- ❖ Foster a physically safe environment by respecting school and personal property.
- ❖ Foster an environment conducive to learning (no calling out, making excessive noises, eating in class, leaving one's seat without permission, etc).
- ❖ Respect adults in authority (no back-talk, disrespect or disregard of directions and instructions, etc).

HOMWORK

We believe strongly that homework is a valuable learning activity. It is given for the purpose of practice and reinforcement of classroom instruction. Its many applications include skill reinforcement, self-discipline, responsibility, wise use of time, and an opportunity for parents to engage in their child's learning.

- ❖ Homework - should be seen as an opportunity to make mistakes and learn from those mistakes.
- ❖ Communication between teachers and parents is considered essential. Parents are advised of what is expected of their children and how they can reinforce the learning potential of the work assigned. Likewise, parents should advise teachers when the quantity of homework has brought the student to diminishing returns due to fatigue.
- ❖ Study Skills - are progressively developed through the grade levels. An Assignment Board and Assignment Sheet/Agenda are used in all classrooms to model study skills and to communicate with parents. Parents should check the Assignment Sheet/Agenda on a nightly basis to be aware of student homework and other necessary items of information.
- ❖ Literacy Challenge - Students in grades K-2 are required to read 2 hours per week outside of school. Third grade students are required to read 1 $\frac{1}{2}$ hours per week outside of school.
- ❖ Independent Reading/Accelerated Reader Goal - Grades 4-6 are expected to read outside of school.
- ❖ Weekend Homework - generally will not be assigned on Friday to be due Monday. Exceptions may be made for work needing to be finished from class or unusual circumstances.
- ❖ Recommended Amount of Time for homework, beyond the outside reading:

Grade 3	30 minutes	
Grade 4	40 minutes	*Students in the Honors program
Grade 5	50 minutes	may have up to 60 additional
Grade 6	60 minutes	minutes per night.

Late/Missing Assignments

Students are expected to complete all assignments. As a part of the Make Your Day Citizenship Program, students accept responsibility for missing assignments during the point period.

- ❖ Acceptance of Late Work is as follows:
Grades 3-6 Late assignments are accepted at teacher discretion, and must have a Missing Assignment Sheet, signed by a parent.

- ❖ Consequence of Late Work is as follows:
Grade 3 Late work impacts the study skills mark on the report card.
Grades 4-6 Partial credit will be given, at teacher discretion and may have an impact on the student's academic grade.

Make-Up Work and Assignments During Student Absences

- ❖ Reporting an Absence - When students are absent or out of the classroom (band, Student Council, doctor appointments, nurse's office, etc.), it is the ***student's responsibility*** to talk with their teacher(s) to obtain missed assignments.
- ❖ Homework Requests - When requesting homework due to absence, please leave the homework request on the attendance line first thing in the morning (**BEFORE 9:30**), and plan to pick up the material in the office after school. (Teachers will make every effort to drop off materials, but please understand that in some circumstances, the materials may not be ready until the next school day.)
- ❖ Make-Up Time - When students are absent from school, they have an equivalent number of days to make up any work, unless there are special circumstances.

If you should have any questions or concerns about your child's homework, please contact your child's teacher immediately.

ASSESSMENT

Classroom Assessment

- ❖ Report Cards - come home at the end of each 9-week reporting quarters for all students. Each quarter you will receive a copy of the report card. This copy is yours to keep for your files. Your signature on the report card envelope will be our indication that you have seen the report card.
- ❖ Honor Roll (grades 5-6) - Students earning all A's and B's in academic areas, and all :s or 4's in Study Skills & Citizenship will receive recognition.
- ❖ Parent's are encouraged to use PIGb to check mid-term grades.

State Assessment - Refer to the District Calendar for testing dates.

- ❖ AIMS - measures academic progress in grades 3-6
- ❖ TerraNova - measures academic progress in grade 2.

Please DO NOT schedule appointments or vacations during state testing.

STUDENT SUCCESS TEAM (SST)

Purpose

The purpose of the Student Success Team is to discuss any problem a student may be having, including (but not limited to) academic, behavioral, social, emotional, motivational, health, etc. The goal of the Student Success Team (SST) is to provide a vehicle for obtaining direction and assistance in helping the child to be successful.

Referrals

Referrals are usually made by the classroom teacher. Parents or guardians are invited to attend these meetings as equal partners in achieving the goal of their child's success in school.

Student Success Team Members

The SST members are 1) school nurse 2) school psychologist 3) student's classroom teacher 4) speech-language pathologist 5) special education teacher 6) student's counselor (when applicable) 7) school social worker (when applicable) 8) reading specialist 9) consulting teacher 10) building principal (when applicable) and most importantly, 11) the parents of the student.

Process

This process provides an excellent opportunity for concerns to be discussed and alternative plans to be suggested by a team of professional educators with the input of parents as partners in the child's education.

SPECIAL AREA CLASSES

Art

Students should wear clothes appropriate for doing "hands on" art such as painting, chalk drawings, and sculptures with clay. In addition, students are encouraged to wear an apron, provided by the teacher.

Media

All students are assigned a patron number and are allowed the privilege of checking out books each week. Each student is allowed to check out a maximum number of books according to their grade level (i.e. one book for first grade, two books for second grade, etc.) Books are checked out for one week. Parents are financially responsible for any lost or damaged books.

Music

Students should bring a smile and be ready to listen and participate in class. Fourth through sixth graders may join the school chorus, which is extra curricular and rehearses on Tuesday and Wednesday mornings at 8 AM.

Physical Education

- ❖ Proper Attire - For the safety of the student, tennis shoes and hats are required. Loose and comfortable clothing, according to the weather, is also recommended. Shorts should be worn under dresses or skirts.
- ❖ P.E. Excuses - To be excused from P.E. the following criteria must be met:
 - a. Temporary excuse (three days or less) - parents submit a note to the nurse for one specific illness or injury.
 - b. Long-term excuse (more than three days) - parents are required to obtain a written statement from the student's physician to be submitted to the nurse.

FIELD TRIPS

Guidelines

Parent-signed school permission slips are required for student participation on field trips.

- ❖ Student Behavior - Student attendance on a field trip is based upon student responsibility and citizenship. If a student is not showing appropriate behavior, the teacher will make the parent aware that there is a possibility the student will not attend a field trip.
- ❖ Student Attendance - is ultimately at the discretion of the teacher and principal.
- ❖ Step 4 or Step 5 - Discussion of major field trips will automatically become part of the conference with parents.
- ❖ Siblings - Siblings are not permitted on field trips while their parent is a field trip chaperone.
- ❖ Transportation - Students will use the district/school provided transportation. Parents are not permitted to drive students to or from a field trip.
- ❖ Refunds - When a child is unable to go on a field trip, for whatever reason, refunds will be given if possible but may not be guaranteed due to the individual nature of prior arrangements.

MISCELLANEOUS

Special Celebrations

- ❖ Celebrations - Fall Festival, Winter Holiday, Valentine's Day, End of Year. Teachers and homeroom parents work together to plan these celebrations.
- ❖ Food - All food must be store bought and individually packaged. No homemade foods of any kind are permitted.
- ❖ Beverage - CLEAR beverages only - colored beverages will stain the carpet.

Lost and Found

- ❖ Label coats, sweaters, jackets, lunch boxes, etc. in permanent marker with first name, last name, and teacher's name.
- ❖ Lost articles are placed in the lost and found container in the cafeteria. Please encourage your child to check this box on a regular basis.
- ❖ Smaller items such as glasses, watches, jewelry, change purses, keys, etc. are taken to the school office and kept there for at least two weeks.
- ❖ Unclaimed items will be donated to a local charity the week following each grading period.

LUNCH SERVICES

Meal Procedures

- ❖ Lunches - may be purchased or may be brought from home.
- ❖ Lunch Card - will be furnished to each child, with his/her own account number. Although use of the lunch account is the preferred method, children may also pay cash in line for lunch.
- ❖ Adding Money - to your child's account can be done by cash, check (made out to Paradise Valley Food Services), or on-line (through the Paradise Valley School District web site). Our Food Services Department prefers payment for at least three lunches at a time. Your child's account will be credited upon payment.
- ❖ Menus & Prices - can be found on the Paradise Valley School District web site.
- ❖ Snacks - are available and are sold on a cash basis only. Exact change is appreciated. A maximum of two snacks per child will be sold once the child shows his/her lunch to the Food Services Manager.
- ❖ No Money on Card - According to district policy and federal guidelines, school lunches are not to be charged when no money exists in the student's account. When the card balance is down to one lunch left, the child's hand will be stamped (grades K-3), or they will be reminded of the account status (grades 4-6).

LUNCHROOM EXPECTATIONS

Eating

- ❖ In the cafeteria, students will sit at their classroom tables each day, unless the duty aides have deemed that open seating is appropriate. Assigned seating by the duty aides may be used if necessary.
- ❖ Students will use inside voices and follow the directions of the duty aides.

Clean Up & Dismissal

- ❖ When dismissed, students are to appropriately throw away their trash and line up quietly.
- ❖ Students are responsible for cleaning up after themselves (table and floor). Rotating classroom table monitors will be responsible for sponging tables.
- ❖ Students are not to take any food items out of the cafeteria.

Other Expectations

- ❖ Students are not to leave the cafeteria, unless they have been given a pass from their teacher, or they are given a pass from a duty aide.

Students are given enough time to finish their lunch prior to being dismissed to class. If your child is expressing a concern in this area, please contact the teacher.

BUILDING EXPECTATIONS

Safety

For the safety and supervision of all students, we ask that the following building expectations be observed:

- ❖ Arrival -
 1. **STUDENTS ARE NOT PERMITTED ON SCHOOL GROUNDS PRIOR TO 8:45 a.m.**
 2. **STUDENTS ARE NOT PERMITTED IN THE BUILDING PRIOR TO 9:00 a.m.**, unless it is a rainy day, or permission has been given by the school, administration, or classroom teacher.
- ❖ Supervision - Students are never to enter unsupervised building areas.
- ❖ Perimeter Doors - All perimeter doors, except the front entrance, are kept locked throughout the day.
- ❖ Dismissal - All parents, guardians and older siblings, meeting students at the end of the day, are to meet their child outside of the building.
- ❖ Student Loitering - Students should leave the building promptly at dismissal time. Students may not wait in the school office or classrooms, as there is no supervision. Please make sure children know how they are to go home each day, and are picked up on time, to avoid concern and confusion.
- ❖ Loitering - If parents or community members notice anyone who may be loitering on or around our campus, please notify the office immediately.
- ❖ After Hours/Weekends - If parents or community members notice any unsafe or suspicious activity or vandalism in the evenings or on the weekends anywhere on our grounds, please call the Scottsdale Police Department.

Courtesy

- ❖ Hats - Please remove hats while inside a building.
- ❖ Hallways - Students are to walk in the halls and corridors while maintaining an appropriate voice level, so as not to disturb other classes.
- ❖ Walls - Students are not to touch or disturb any of the items on the walls.

Pets and Animals

Due to student allergies, fear, general cleanliness, and potential accidents, pets are not allowed on school grounds at any time.

- ❖ Permission - Pets/animals may only be brought to school with prior permission of the classroom teacher, and if it pertains to instruction.
- ❖ Allergies - If your child is allergic to any animals, please make your child's teacher aware as early in the year as possible.

GENERAL SAFETY

Prohibited Items at School

Items which are not connected with school programs, or which may present any type of danger to students, are not to be brought to school.

- ❖ Electronic - radio, electronic games, CD Player, iPod, MP3 player, etc.
- ❖ Cell Phone - A cell phone is allowed, provided it is turned off during school hours, and is off during before/after school activities. Violation will result in the phone being confiscated, and parents may pick it up from the principal.
- ❖ Dangerous - matches, lighters, cap gun/caps, any type of weapon (real or toy), gang-related items, any drug-related item (including breath drops/breath spray, white out, or any other inhalant materials, unless authorized and supervised by the teacher).
- ❖ Tobacco - Arizona state law prohibits all forms of tobacco on school property. Smoking is prohibited on school property and at school functions, **including field trips**. A.R.S. 36-798.03
- ❖ Other Items -e.g. toys, make-up, stuffed animals. If non-school items are brought to school, they will be taken from the child and returned no sooner than one week, at which time the item is to go immediately home and not be brought back. In some cases, parents will be asked to pick up the item(s).

Traffic and Parking Lot

Sonoran Sky is located within a growing community where increasing traffic continues to be a concern. The Safety Committee, in conjunction with the Scottsdale Police Department, is constantly reviewing arrival and dismissal procedures to make the parking lot and school grounds as safe as possible for our students.

- ❖ Speed Limit - Please observe a 5-mile per hour speed limit when in the parking lot, and the 15-mile per hour speed limit in the school-crossing zone.
- ❖ Street Parking - DO NOT double park anywhere in the parking lot or along the street. Never pass another vehicle in the school zones on 75th Street or Sweetwater Avenue. (A.R.S. 28-797)
- ❖ Student Crossing - Students may only cross the street at a designated crosswalk. DO NOT allow students to walk between parked cars and DO NOT signal students to cross a street where there is no crosswalk.
- ❖ Parking Lot - The north parking lot is for visitors and the south parking lot is for staff. We appreciate visitors not parking in the south lot.
- ❖ Respect - For the safety of all students, please be respectful of the duty aides/staff, and cooperate with the arrival and dismissal procedures. Please relate specific directions to babysitters or other individuals who may be picking up your child, but are unfamiliar with current procedures.

Emergency Cards

Failure to comply will result in temporary suspension of the student from school until the completed card is on file in the nurse's office.

- ❖ Requirement - Students are required to have a completed, signed emergency card filed in the nurse's office within the first five days of attendance.
- ❖ Purpose - It gives the nurse the authority to render the fastest, most effective service to an ill or injured student. It also provides key contact information in case of an emergency or school crisis.
- ❖ Release of Child - Anyone who may pick up your child must be listed on the emergency card.
- ❖ Release of Information - On the back of the emergency card, parents mark their preference to grant or deny permission to release photos, contact information and health information relating to their child.
- ❖ Changes in Information - Please notify the office immediately when there is a change in contact information, physician, medical condition, etc.

School Safety Plan

The safety of all students, staff, and campus visitors is the priority of Sonoran Sky. Our school Emergency/Crisis Plan was developed as a proactive measure to school safety.

- ❖ Evacuation (Fire) Drills - These are held once a month.
- ❖ Containment (Lock-Down) Drills - These are held once a semester.
- ❖ Staff Training - Staff members are trained annually, in district policies and procedures, which relate to the safety and well being of students and staff including: blood borne pathogens, child abuse, and sexual harassment reporting procedures.
- ❖ Child Abuse - Teachers and staff are required by law to report any suspected case of child abuse (ARS 13-3620).
- ❖ Safety Committee - This committee meets quarterly to review safety concerns and provide ongoing education for the students, staff, and community.

TRANSPORTATION

Bus Services

Bus service is provided for kindergarten students who live beyond 1/2 mile and first through sixth grade students who live beyond one mile from school. Buses will pickup/drop-off students at designated stops.

- ❖ **Bus Stop** - Parents of kindergarten students are ***required*** to be waiting for children at the bus stop. Teach your child that if he/she is disoriented, scared, or confused, to let the driver know. Drivers are trained to assist in circumstances requiring special attention.
- ❖ **Bus Timeliness** - Occasionally, a bus may be late picking up students at dismissal time. When we expect a bus to be more than 10 minutes late, any student who asks, will be afforded the opportunity to call parents and inform them. School personnel will always supervise students delayed by a late bus until the bus arrives.
- ❖ **Bus Pass** - If your child is riding the bus with another child, your written permission is required. Send a note to the front office with your child's name and the name of the child with whom they are going.

Be sure to sign & date the note.

- ❖ **Bus Discipline** - Students being transported are under the authority of the bus driver. Children should be taught to respect the driver and to follow directions. Students who refuse to obey the directions of the bus driver, or who are in violation of any of the following regulations, will receive a bus ticket, or a bus referral.

BUS AND BUS STOP EXPECTATIONS

- ❖ **Students, who refuse to obey the directions of the bus driver promptly, or refuse to obey bus regulations, shall forfeit the right to ride the school bus.**

Students should:

- Be on time for the bus, but no earlier than five minutes prior to bus time. If you miss the bus, go directly home.
- Stand a safe distance from the curb or roadway.
- Get in line when the bus is approaching, ready to board the bus.
- Always use steps and the handrail.
- Never crowd or push when boarding the bus.
- Take seats quietly and quickly.
- Remain seated when the bus is in motion.
- Keep hands, arms, head and objects inside bus windows.
- Never throw anything while on the bus.
- Have written permission from parent or guardian to leave the bus at a stop other than at your regular bus stop or school.
- Talk in normal tones: loud voices or vulgar language is prohibited.
- Respect private property. Damage to property near bus stops, or other disruptive behavior such as throwing rocks and excessive noise, is prohibited.
- Keep bus clean. Deposit trash in trashcan. Eating and drinking on the bus is prohibited. No gum.
- Behave in a manner that is not disruptive, and which does not interfere with the safe operation of the bus: no fighting, pushing, carrying sharp objects, knives, glass, tin cans, cigarettes, matches.
- Students riding the bus may only have a book out to read. Pencils are not to be out of backpacks on the bus. Projects must be small enough to sit on the lap of the student.
- Electronic devices/games are not permitted on the bus.

Incidents of a severe nature could result in the loss of bus privileges on the first offense.

BICYCLE SAFETY

Bicycles, Skateboards, Scooters, & Roller Blades

Based on the safety recommendations of the Scottsdale Police Department, students are not to ride their bicycles to school until the fourth grade. An exception to this rule would be if a parent (not older sibling) is riding with the student AND a letter permitting such is on file in the office. During the second semester, third grade students may ride to school if a written request has been submitted to the office and approved by the principal.

Students who are eligible to ride bicycles to school must obey the following:

- ❖ Roller Blades are not to be ridden or brought to school.
- ❖ Students must obey all traffic rules, crossing only at designated crosswalks and walking bicycles, scooters and skateboards across the crosswalk.
- ❖ Bicycles, scooters and skateboards must be parked in racks provided.
- ❖ Bicycles, scooters and skateboards must be locked.
- ❖ Bicycles, scooters and skateboards must NOT be ridden on school grounds, including the sidewalks around the school, or in the parking lot before or after school. Bicycle "gliding" is prohibited.
- ❖ There is to be no loitering or bike riding in the rack area.
- ❖ Bicycles, scooters and skateboards are ridden to school at the owner's risk.
- ❖ **Bike helmets are required** when riding bicycles, scooters and skateboards to and from school. If improperly worn, or not worn at all, the results are the following:
 - * 1st violation = warning
 - * 2nd violation = parent called
 - * 3rd violation = bike, scooter or skateboard privilege revoked until parent/student meeting with principal for resolution/compliance.

If expectations are not met, students may lose the privilege to ride a bicycle, scooter or skateboard to school.

PLAYGROUND SAFETY

The following playground expectations have been established for the safety of all students:

- ❖ No tackling or play fighting games (i.e. wrestling, arm wrestling, or karate).
- ❖ No aggressive behavior (i.e. pushing, shoving, tripping, hitting, kicking, biting, rock or sand throwing).
- ❖ No wall ball or other activity where students are targeted.
- ❖ No spitting - at another person or otherwise.
- ❖ No drops of any kind or standing on bars.
- ❖ No heads above the tops of the bars.
- ❖ No tag on or near equipment.
- ❖ No "closed" games. Anyone can play.
- ❖ Games must be played in areas as designated by duty aides.
- ❖ Only one-way traffic on slides and other equipment.
- ❖ One hundred counts on a swing per child when others are waiting.
- ❖ Do not cross the fence to retrieve any balls or equipment - notify duty aide.
- ❖ A student must have a pass from the duty aide to see the nurse or return to the building for any reason.
- ❖ Any items brought from home, for use on the playground, must have the teacher's permission, are brought at the student's own risk, and must be for "open" play.

For the safety of all students, the duty aides are to be treated with respect and their directions are to be followed.

VISITORS AND VOLUNTEERS

Safety

The staff has been instructed not to allow visitors or volunteers in the classroom without office approval. To ensure the safety of our students at all times, the following rules are strictly enforced.

- ❖ Volunteer Form - Our district mandates that a volunteer agreement application be completed and approved prior to volunteer involvement at the school. ***A new form must be completed every school year.***
- ❖ Sign-In - All visitors and volunteers must first sign in at the front office before proceeding to any other part of the campus, including the cafeteria and playground.
- ❖ Visitor Badge - All visitors and volunteers must wear a "Visitor's Badge" while on campus as a means of identification to our students and staff.
- ❖ Playground - All visitors and volunteers desiring to be on the playground must wear a safety vest as a means of identification to our students and staff.
- ❖ Siblings & Other Children - Children who are not students of Sonoran Sky should not be on campus while the parent is volunteering. An adult must accompany children of visitors at all times.
- ❖ Disruptions - Any visitor or volunteer who fails to abide by the directions of the administrator in charge, or who becomes disruptive in any way, will be asked to leave the campus. Failure to abide by this or any other lawful directive of the administrator may result in assistance through the local law enforcement agency.
- ❖ Abuse - A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor. (A.R.S. 15-507)

Courtesy

To ensure the best learning environment for our students, we ask the following of our visitors and volunteers:

- ❖ Cell Phones - Please silence your cell phone while on campus. Ringing phones and cell phone conversations interfere with student learning.
- ❖ Appearance - So as to not detract from the learning environment, please be conscientious with your attire. We ask that you model appropriate attire while on campus or attending school activities. (i.e. remove hats while in the building, be aware of words on clothing etc.- Please refer to the section entitled: "Student Dress, Conduct & Appearance").
- ❖ Visits - Please make advance arrangements with the teacher if you wish to visit the classroom.
- ❖ Classroom - Please be considerate of the classroom teacher's time. Private conferences or conversations about your child are not appropriate at that time. If, at any time, you need to speak to your child's teacher, please make an appointment to do so.
- ❖ Special Occasions - Surprise parties for students or teachers are prohibited. In special circumstances, prior approval of the principal must be obtained.

School Programs, Events & Performances

School programs and assemblies are scheduled throughout the year to enhance and enrich student learning. To ensure respect for our students, we request the following of our audience.

- ❖ Cell Phones - Please silence your cell phone during any performance, meeting or assembly.
- ❖ Infants/Toddlers - As a courtesy to students and/or teachers who are speaking or performing, we ask that you step into the hallway if you have a disruptive infant or toddler.
- ❖ Applause - For an indoor performance, applause is encouraged to show appreciation for the performers. Please save whistles, hoots, and yells for outdoor events.

ENERGY POLICY

Strategies for Conserving Energy

The mission of the PVUSD Energy Conservation Committee is to promote energy conservation awareness by providing strategies that reduce utility costs and empower students and staff to take ownership in reducing carbon emissions and saving valuable district funds while modeling energy conservation habits for future generations.

While many walks of life and positions in the community were represented within the group, all shared a common interest in learning how to help their schools save energy and money, help the environment by conserving resources and, with the proper educational components included in the plans, affect the community and possibly even the world in a positive way. Their goal was to develop energy conservation strategies for implementation in the 2009-10 school year. Energy conservation efforts will be recognized in newsletters, Tally Sheet and at Board Meetings.

Appendix 1: MAKE YOUR DAY COUNT **CITIZENSHIP PROGRAM – Parent Overview**

Program Philosophy

The Make Your Day Program has been modified at Sonoran Sky to meet the needs of the students, staff and community. In making these modifications, the name of the Make Your Day Program has been changed to - Make Your Day Count. It is our philosophy that every student should understand the following: "YOU count - make your day count!"

The philosophical premise to promote outstanding citizenship at school is the belief that each child is responsible for coming to school ready to learn and responsible for his/her actions. It underscores the necessity of direct parental involvement with daily progress and academic achievement successes. The Make Your Day Count Citizenship Program serves as a vehicle to teach responsibility, self-management, communication, and conflict resolution skills. It is a consistent campus citizenship system, one in which everyone knows what is expected at all times. It demonstrates the fact that teachers hold high expectations for all students, and yet it is a cooperative program where students are active participants.

The Make Your Day Count Citizenship Program centers on one rule:

"No one has the right to interfere with the learning, safety or well-being of others."

The MYD program encourages students to take responsibility for their own actions and behaviors, including attendance and academic performance. Emphasis is placed on the importance of each student working to his/her own ability level. The program allows all students to learn from mistakes without cumulative punitive action. It provides time for thought and direction. Effort is expected and rewarded, and frequent positive feedback is provided. The program allows students to make decisions, which develop critical thinking skills. School-wide appropriate behaviors are expected as students are taught, and students are expected to understand inappropriate behavior.

Foundation of the Program

1. Parents must be directly involved in their child's academic progress.
2. All students are capable of success.
3. Making appropriate choices at school, coupled with open communication between home and school, will generate student success.

Student Expectation

- ❖ **DO WHAT IS EXPECTED AND DO IT THE BEST YOU CAN**

Earning Points: Classroom

- ❖ Students EARN POINTS throughout the day for doing what is expected and doing it to the best of their ability. The process of earning points is a result of self and peer review at the close of each period. POINTS ARE NEVER LOST OR TAKEN AWAY.
- ❖ At the conclusion of each instructional period, students are asked to review their own academic and behavior performance by awarding themselves from 0-40 points (0-10 points in grades K-2) for that period. Students can earn 45 points (13 points in grades K-2) during periods, which require more self-discipline, such as lunch/recess and special area classes.
- ❖ Students may be "taken off points" if they do not clearly understand how to award themselves points or are not honest in evaluating their performance. The teacher then determines the student's points. Students who are "off points" still have the opportunity to have a concern with the points of others who interfere with their learning, safety or well-being.
- ❖ Once students have reviewed their performance, fellow students have an opportunity to provide feedback, under teacher direction and modeling. Students may have a concern with another's points only if that student interfered with their learning, safety or well-being. Students are encouraged to appropriately communicate with one another as the interfering behavior occurs so that it might not need to be discussed during the point period. Teachers closely monitor concerns so that appropriate conflict resolution skills are being taught versus the act of tattling. Teachers make the final determinations concerning points.
- ❖ Students are "taken off concerns" when they use concerns irresponsibly or in a cruel manner (i.e. using concerns as a threat or a "get-back" at another student, pettiness, or the continual monitoring of the behavior of others).
- ❖ Students coming to class without completed homework can expect to earn the following maximum points per period:
 - * Grades K - 2 7 points (each homework assignment is worth 3 points)
 - * Grades 3 - 6 35 points (each homework assignment is worth 5 points)
- ❖ If a situation occurs during lunch/recess, the duty aide will listen to both the concern and the defense. The duty aide will be responsible for assigning points accordingly.
- ❖ Concerns will only occur within the student's own classroom. If a teacher becomes aware of a situation, which involves a student from another classroom, the teacher will communicate with the other teacher.
- ❖ The special area teacher determines points in special area classes; concerns are handled within each special area class.
- ❖ An average of 40 points per period, (10 points per period in grades K-2) per day means that the student HAS MADE HIS/HER DAY COUNT. This means that a total of 10 points (6 points in grades K-2) is not earned the student can still MAKE HIS/HER DAY COUNT.
- ❖ It should be noted that perfection is not expected. A natural part of the learning and growing process is not earning points for times when the student did not do what was expected or do it to his/her best ability. In this way, students learn how to make effective and honest decisions, which will lead to improved citizenship.

Earning points: Before School, Lunch, Recess, After School

- ❖ Times before school, at lunch and recess, and after school offer students the opportunity to test their citizenship skills in a less structured environment. Students are held accountable for behavior in these areas through the use of "steps" and tickets.
- ❖ When a student chooses step or receives a ticket as a result of behavior in the cafeteria, playground, or halls, the student will take responsibility during the next point period.
- ❖ When a student receives three tickets during a quarter, the fourth ticket will result in an automatic Step 4, initiated by the classroom teacher, with previous tickets attached. Subsequent tickets will be dealt with on an individual basis.
- ❖ The principal will address behaviors, which constitute immediate advancement to Step 5.

The FIVE-STEP PROGRAM

The Make Your Day Program emphasizes student decision-making and responsibility. It is important for the student, parent, and teacher to realize that progression through the steps is entirely the student's choice.

- ❖ Steps are used when a student interferes with the learning, safety, or well-being of others.
- ❖ Steps allow the student a "time-out" opportunity to think about his/her behavior.
- ❖ Students are not allowed to talk, move around, or make noises while on step.
- ❖ Repetition of the same behavior may result in a student choosing or contracting a step for a longer period of time.

Steps 1-3:

- ❖ The student is informed of the inappropriate behavior
- ❖ The student is asked to take a seat away from the immediate setting
- ❖ The student spends a brief amount of time (3-5 minutes) thinking about the problem.
- ❖ The student states the inappropriate behavior and is allowed to return.
- ❖ If inappropriate behavior occurs while on Step 1, the student advances through steps.
- ❖ Steps 1 - 3 follow in succession (Step 2 or 3 cannot occur without starting on Step 1).

Step 4:

- ❖ If inappropriate behavior continues beyond Step 3, the student chooses a Step 4 and will proceed to the office with a Step 4 conference form. With an adult present, the student will call his/her parent to explain the situation.
- ❖ If a child is exhibiting inappropriate behaviors while waiting for the Step 4 parent conference to occur, the student will automatically advance to Step 5.
- ❖ After choosing a Step 4, the student will remain out of class, with work to complete, until the parent and the student are able to meet with the teacher and/or administrator and determine if the child is ready to return to class for the purpose of learning.
- ❖ The participation in field trips and special activities will become a part of the conference discussion. Any student choosing a Step 4 automatically forfeits the ability to make his/her day count for that day.

Behaviors Constituting Immediate Advancement to Step 4

- ❖ Fighting -
 - Premeditated: intended, thought-out, planned, or being planned
 - Non-premeditated: impulsive, unable to deal with anger, no forethought, retaliation
- ❖ Willful tampering with, abusing, or destroying of school or private property
- ❖ Stealing, cheating, forging, plagiarism
- ❖ Defiance or disrespect of valid authority
- ❖ Rock throwing or other highly unsafe behavior
- ❖ Malicious threats to hurt another person
- ❖ Bullying
- ❖ Vulgar, foul or inappropriate written or verbal communication or body language
- ❖ Derogatory and/or inflammatory personal attacks (i.e. racial slur, prejudicial comment)

Step 5:

- ❖ The consequence of Step 5 behavior is suspension.
- ❖ Step 5 occurs when a student exhibits out of control behavior or commits a Step 5 offense.
- ❖ The principal or designee will contact the parent and indicate that the child needs to be picked up from school.
- ❖ Students are not to return to school without a reentry conference.
- ❖ The student automatically forfeits the ability to make his/her day count.

Behaviors Constituting Immediate Advancement to Step 5

- ❖ Inappropriate behavior while waiting on a Step 4
- ❖ Previous Step 4 incident of the same or similar nature
- ❖ Behavior, which is considered to be out of control
- ❖ Extreme disrespect
- ❖ Leaving campus without permission
- ❖ Possession and/or use of tobacco, matches or lighters
- ❖ Possession and/or use of alcohol
- ❖ Possession and/or use of illegal drugs or related paraphernalia
- ❖ Possession and/or use of dangerous objects such as weapons, smoke bombs, firecrackers
- ❖ Indecent exposure or touching

Step 4 and 5 Conference

The purpose of the conference is to help the student understand behavior expectations, with the goal being successful readmission into the classroom. The conference will be considered successful if the student is able to verbalize the following:

- ❖ Student stated problem successfully and completely
- ❖ Student expressed responsibility in managing behavior
- ❖ Student verbalized alternative solutions to problem solving
- ❖ Student exhibited positive attitude toward accepting responsibility
- ❖ When appropriate, the student recognized the financial responsibility to replace stolen, abused or damaged property
- ❖ Student expressed desire to return to class
- ❖ Parent agrees the student is ready to return to class

Additional Information About Steps:

- ❖ Students who choose step during point review will give their own points, and may defend concerns, but they may not have a concern with others' points. Students in this circumstance have forfeited their right to concern.
- ❖ Students are not to respond to or interact with a student who is on step. By interacting, he/she has chosen to "shadow" the student on step. He/she has chosen to be on the same step.
- ❖ Occasionally, a student may choose to go to step so that points may be earned away from the learning environment. The student is accommodated by the teacher and recognized for taking responsibility for behavior management.
- ❖ A student who returns to step frequently during a class period for interfering with the learning of others may contract with the teacher to spend an extended period of time on step. Students earn their points while behaving appropriately on step.

Make Your Day Count with Visiting Teachers

- ❖ Students assign themselves points and the visiting teacher will be able to have a concern, however, no student concerns will be allowed.
- ❖ Most visiting teachers assigned to Sonoran Sky have had training and/or experience with this program. If parents have any concerns with a visiting teacher's use of the program, the parent should contact the teacher immediately.

Communication with Parents

- ❖ If your child does not come home with a MYD form he/she should be commended for doing what was expected to the best of his/her ability.
- ❖ If your child does come home with a MYD form the reasons will be listed. You are encouraged to discuss the behaviors with your child along with alternatives for promoting greater success the next day. This will make you aware of any concerns as well as help your child with choices and decision-making skills.
- ❖ **The MYD form is to be signed and returned the next day** to confirm that the parent is aware of the behavior. The signature on the slip is treated as a homework assignment.
- ❖ If you have any questions or concerns regarding a Make Your Day Count reporting form, please be sure to contact your child's teacher as quickly as possible to resolve the concerns.

Appendix 2: STUDENT-TO-STUDENT WELL-BEING POLICY - Parent Overview

I. **Policy:** We expect all students to respect one another. Therefore, no one has the right to interfere with the learning, safety, or well being of others.

II. **Definitions and Guidelines:**

- A. **Respect** - to show consideration for; to treat others in an appropriate and honoring manner.
- B. **Learning** - the ability for a student to reach his/her fullest academic potential without disturbance or interruption.
- C. **Safety** - the ability for a student to feel and be free from harm or danger.
- D. **Well-Being** - the ability for a student to be socially and emotionally comfortable without threat, intimidation or harassment.
 - 1. **Threat** - demanding something of value in exchange for protection from harm.
 - 2. **Intimidation** - engaging in any activity, which frightens another student or makes the student feel uncomfortable or unhappy about him/herself.
 - 3. **Harassment**
 - a. **Physical** - includes inappropriate and/or offensive* touching, sexually explicit body language and gestures.
 - b. **Verbal** - includes inappropriate and/or offensive* communication and sexually explicit language.
 - c. **Visually** - includes inappropriate and/or offensive* drawings and symbols.

(* offensive is the opinion or judgment of the person who has been offended)

- ❖ In all cases, students also violate the above if they instruct others to threaten, intimidate or harass anyone else or "follow the negative example" of what has been said or done.
- ❖ In all cases, inappropriate behavior, observed by an authority figure even when not noted by a fellow student as inappropriate, will be addressed under the same guidelines and procedures.

III. Procedures

- A. As with all matters, students are encouraged to speak directly to others about concerns as they arise.
- B. If appropriate, a student may bring up a concern during the next point period and resolve it between the students.
- C. If necessary, the teacher may handle the concern of threat, intimidation or harassment through discussion with student(s) and/or parent.
- D. If the student feels intimidated or embarrassed to bring the matter up during points, the student should inform a trusted adult (teacher, aide, principal, parent) through verbal or written communication, of the incident as soon as possible, specifying:
 - 1. person(s) involved
 - 2. date and time
 - 3. witnesses
 - 4. detailed description of act(s)
- E. The appropriate school personnel will follow due process investigating the concern and utilize consequences consistent with Sonoran Sky's Make Your Day Count program:
 - 1. points or warning, with parent communication as necessary
 - 2. Step 4 Parent Conference
 - 3. Step 5 Suspension
- F. When deemed necessary by staff and/or parents, appropriate prevention personnel such as the school nurse, psychologist or social worker may be involved for guidance and counseling (i.e., ongoing inappropriate behavior, bullying, sexual harassment or misconduct),

(If appropriate and/or necessary, student anonymity will be maintained.)

SONORAN SKY ELEMENTARY SCHOOL



12990 N. 75th Street
Scottsdale, AZ 85260
(602) 449-6500
<http://cmweb.pvschools.net/ssesweb/>

My child and I have read the 2009-2010 Sonoran Sky Elementary School Parent/Student Handbook.

print parent's name

parent's signature

date

print child's name

child's signature

date

_____ Our family does not have access to the on-line handbook. Please provide a hard copy of the handbook.

child's name

teacher