

**2023-2024**



**LEGEND SPRINGS SCHOOL**  
**Student Handbook**

*An Arizona Department of Education “A” Rated School  
2016 A+ School of Excellence™*

21150 North Arrowhead Loop  
Glendale, AZ 85308

- Office: 623-376-4500
- 24-Hour Attendance Line: 623-376-4590

**Please report all absences/tardies to 623-376-4590 by 8:45 AM**

- Fax: 623-376-4580
- Nurse: 623-376-4510

Visit our school website: <http://legendsprings.dvusd.org>

## DISTRICT MISSION STATEMENT

Our mission is to provide extraordinary educational opportunities to every learner

**RAISE the bar of #EXTRAORDINARY**

### MISSION STATEMENT

We work as a team to encourage personal integrity, intellectual curiosity and human kindness.

### VISION OF LEARNING

Developing responsible, global citizens that will be prepared to actively participate and add value in the real world.

### CORE VALUES

Commitment to Excellence • Teamwork • Personal Integrity  
Developing Life Long Learners • Human Kindness

### LEGEND SPRINGS FACTS

**Student Enrollment:** Approximately 675

**School Colors:** Royal blue, black and white

**Mascot:** Leopard

**Grade Levels:** Pre-K through 6

**Before/After School Child Care:** Leopard's Den

Level	Regular Start Time	Regular Dismissal Time	90 minute PLC Friday Start Time	90 Minute PLC Friday Release Time	Early Release Start Time	Early Release Dismissal Time
<b>K-6th</b>	8:45 AM	3:30 PM	8:45 AM	2:00 PM	8:45 AM	12:05 PM
<b>Pre-K AM</b>	8:45 AM	11:30 AM	8:45 AM	3:30 PM	8:45 AM	10:15 AM
<b>Pre-K PM</b>	12:45 PM	3:30 PM	8:30 am	3:30 PM	10:35 AM	12:05 PM

### **PTO Executive Board**

President Melanie Adams-Boyle  
Vice President Cassie Woolgar  
Treasurer Tiffany Chang  
Secretary Angela McCormick  
Membership Rochelle McEwen

## SCHOOL HOURS

School begins at 8:45 AM and dismisses at 3:30 PM. Students are not permitted on campus until 8:30 AM when there is adult supervision or at 8:15 AM in the cafeteria if they are participating in our breakfast program.

## GATES LOCKED/SCHOOL SECURITY

School gates will remain locked throughout the school day. Students who are enrolled in the before/after school care program, or students that eat breakfast in the cafeteria at 8:15 AM, will enter through the cafeteria door from the parking lot. All other students will enter through designated campus gates between 8:30-8:45 AM.

Gates will be unlocked at 3:30 PM when school dismisses. Parents and guardians must remain outside the school gates and are not permitted to enter the campus.

If you wish to talk to your child's teacher after school, we ask that you politely make an appointment with the teacher and sign in at the front office.

## PARKING

The parking lot in front of the administration and kindergarten buildings are **not** to be used for student drop-off and/or pick-up, including kindergarten and any handicap persons **not** getting out of their vehicle. There are handicap parking spots in the south lot for pick-up/drop-off. **The following times are strictly for buses and daycare vans: 8:15 - 8:50 AM and 3:00 - 3:50 PM.** No other vehicles are allowed to use the front lot during these times except itinerant staff members that travel between schools, special guests (designated by administration), people enrolling or withdrawing students or picking up ill children. This is for the safety of everyone and especially our children who often do not pay attention where they are going. Thank you for your cooperation and compliance on this important issue.

## PARENT PICK UP/DROP OFF AREA



The main parking lot on the south side of the school is intended for student pick up and drop off.

- Do **not** block the entrance into the lot and park at the edges of the entrance and exits to prohibit vehicles from turning or even seeing to pull out.

- Please pull all the way into the lot and make sure students have everything ready to exit the vehicle rather than gathering things from the trunk or finishing homework in the car or putting on shoes, etc.

- For the safety of all, especially the children, please follow the one-way parking flow system for pick-up and drop-off in the south parking lot located on the corner of North Arrowhead Loop and North 62<sup>nd</sup> Avenue.
- Parents are **NOT** permitted to stop their vehicle and pick students up on Arrowhead Loop Road.
- Students should exit and enter the car curbside **ONLY ON GREEN CURB**.
- Students should cross streets only in marked crosswalk areas with a crossing guard.
- Parents parking should park in the south lot and cross the crosswalk with assistance from the staff crossing guard. This crosswalk connects the parked cars to the blue curb sidewalk.
- Parents parking and picking up students will wait in the area labeled "Pick-Up Zone" for their children and then safely walk their children across to the parking lot with the assistance of a staff crossing guard.
- The parking lot in front of the administration building is **NOT** a pick-up or drop-off zone. The curb in front of the office has been deemed a no parking zone and the curb on Arrowhead Loop Road, so please do not park there as you could be ticketed by the Glendale Police Department.
- Please drive slowly and cautiously around the school zone areas and pay particular attention to the crosswalk areas and crossing guards.
- Stay off cell phones around the school during arrival and dismissal. Staying aware increases safety.
- For more information, please see the Arrival and Dismissal procedures linked [here](#).

### **CUSTODY**

In most cases, when parents are divorced, both mom and dad continue to have equal rights where their child is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of that order must be on file in the school office. If you do not provide us with such orders, we must provide equal rights to both parents.

### **CAMPUS VISITATION/VOLUNTEERS**

Visitors and volunteers are always welcome. Volunteers need to go through Volunteer Training only once. Every year thereafter a new volunteer agreement must be signed. Visitors will need to sign in at the front counter and then take a visitor's sticker before going to their destination. Volunteers will sign in electronically on the iPad on the office counter and then take a sticker before going to their destination. **Please be prepared to show ID.** Visiting the classrooms during instruction time is distracting, so prior approval by the teacher and/or principal is required. Students from other schools are not permitted to visit campus during school hours due to liability and supervision considerations.

- School will have designated dates for parents to eat lunch in the cafeteria with their child(ren)
- Parents are not allowed on the playground.

Please visit [dvusd.org/volunteering](http://dvusd.org/volunteering) for more information on volunteering on campus.

## **STUDENT ATTENDANCE**

Learning builds day by day. A child who misses a day of school misses a day of learning. Research shows that children who are in school most of the time do better on state tests. Studies also show that kids who are absent more often score lower on state tests. Being late for school hurts a child's learning and disrupts the learning of others. A student who is 10 minutes late every day will miss 30 hours of instruction during the year.

Your child's success in school depends on having a solid educational background – one that can only be gained through regular school attendance.

### **Absences - 24 hour Attendance line: 623.376.4590**

- Excused Absences - Parents must **call the school's 24 Hour Attendance Line: 623-376-4590** prior to 8:45 a.m. to excuse the child's absence. Please give the child's name, teacher's name and reason for absence including whether the child has a fever if he/she is ill.
- The student must be fever free for 24 hours without the use of fever reducing medication before returning to school. A note or email to a teacher will not excuse the absence.
- Family Trips and Appointments - Absences impact your child's education. Please be mindful when planning trips and making appointments.

### **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. If your child will be arriving later than 9:30 AM please call the attendance line in advance to notify the office.

- Arrival – Students are NOT permitted to arrive on campus prior to 8:30 AM. Students SHOULD arrive by 8:40 AM.
- Tardiness – Students are counted tardy after 8:45 AM if not in their classroom seat.
- **Excused tardiness – Students arriving after 8:55 AM must be signed in by a parent.**
- Unexcused tardiness – Students arriving after 8:55 AM without a parent are unexcused.

### **Dismissal**

For the safety and protection of your child, you must come to the office, with your ID, to sign him or her out. Your child will then be called to the office. **To lessen classroom disruption at the end of the day, no students will be dismissed early between 3:15 - 3:30 PM.**

## **TARDY POLICY**

School starts at 8:45 AM. Please call the attendance line (623-376-4590) if your child will be late. It is extremely important that you get your children to school on time. We enforce a tardy policy and the CUTS Program (see below). Students must be signed in at the office and receive a pass when they are late for any reason. Parents must sign their child in if they arrive after 8:55 AM. Only verified doctors' notes will be considered for an excused tardy. Students will receive a written Incident Referral Form and serve a detention, as a minimum, on each 6<sup>th</sup> tardy (see the new [Student Rights & Responsibilities Handbook](#) for updates each new school year).

## **Court Unified Truancy Suppression Program (CUTS)**

The CUTS program, administered by the Division of Community Services under the direction of the Maricopa County Juvenile Probation Department, is a diversion program designed for juveniles who commit a first or second truancy offense and are willing to take responsibility for their behavior. CUTS consists of a probation officer, school official, parent and student coming together to address truancy. The goal of the program is to increase school attendance. The philosophy of CUTS is that when a student's truant behavior is confronted by a team, including parents, school officials and a representative of the Court, the student is less likely to continue the behavior. Please refer to page 7 of the [Student Rights & Responsibilities Handbook](#) for more information.

### **GRADING & Homework**

Please reference the district [K-6 PRAG handbook](#) for updated guidance. We are a Phase 3 Grading school, transitioning this year with all gradebooks using a weighted scale of 99% Assessment and 1% In Process learning.

### **PRINCIPAL'S LIST/HONOR ROLL**

The following criteria are established for Principal's List and Honor Roll for 3<sup>rd</sup> – 6<sup>th</sup> grade students:

**Principal's List:** A certificate will be awarded to students who have earned all A's (including special areas and other electives) and no "N's" or "U's."

**Honor Roll:** A certificate will be awarded to students who have earned all A's or B's (including special areas and other electives), and no "N's" or "U's."

## **DEER VALLEY UNIFIED SCHOOL DISTRICT K-12 DISCIPLINE POLICY**

The Legend Springs Discipline Policy was developed in accordance with the adopted K-12 Deer Valley Unified School District and the Revised Statutes of Arizona ARS 15-843 ([Student Rights & Responsibilities Handbook](#)). Please review this handbook with your child. Discipline is administered by the principal, teacher on assignment or designee, the faculty and the staff. Students will be referred to the principal, teacher on assignment or designee for violations outlined in the Discipline Guidelines of the Student Rights & Responsibilities Handbook and when their disruptive behavior interrupts the educational process. Due process will be followed.

All discipline referrals submitted to the school administrator/designee will begin with a conference with the student. Parents will be notified through the written referral form and in the case of suspensions/expulsions by a personal phone call, written correspondence or conference. The specific actions to be taken will depend upon the nature, severity, and frequency of the offense. The consequences/disciplinary actions may be taken in isolation, in combination, or in any order, and are confidential. Progressive discipline will be used in cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the district.

## **DRILLS/EMERGENCY**

DVUSD campuses have Emergency Response Plans (ERPs) written specifically for their sites. These plans contain information needed for an emergency and is kept within reach of administration. In the off chance that an emergency occurs, your child's school office staff is equipped and ready. These Emergency Response Plans were written in partnership with local law enforcement and are continually updated. Drills are conducted on a monthly basis to properly train students.

## **BULLYING/HARASSMENT/INTIMIDATION/VIOLENCE**

The Governing Board of the Deer Valley Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. Please refer to page 2 of the [DVUSD Student Rights & Responsibilities Handbook](#) for more information.

## **DRUG FREE CAMPUS**

Legends Springs is a drug free campus. This includes parents and visitors. Please refer to [Student Rights & Responsibilities Handbook](#) for disciplinary guidelines.

## **FERPA**

Legend Springs follows all procedures relating to FERPA. If you have a records request, please follow the guidelines below.

The Deer Valley Unified School District Governing Board recognizes the public's right to information concerning District actions, policies and the details of educational and business operations. Public records of the District will be open for inspection by any person in accordance with Arizona Public Records Law. The Superintendent has designated the Communications & Community Engagement Department to fulfill general records requests.

### **Procedure**

Those requesting public records can submit the electronic form located on the district website, [www.dvUSD.org/publicrecords](http://www.dvUSD.org/publicrecords) or in writing; however, the use of the electronic form is preferred for clarity of the request.

## **STUDENT DRESS CODE**

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Please refer to page 11 of the [Student Rights & Responsibilities Handbook](#) for more information.

## **ELECTRONIC DEVICES/SOCIAL MEDIA**

All students and parents are expected to adhere to the [Legend Springs Student/Parent Technology User Agreement](#).

Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibilities of ensuring that those items are not used inappropriately or at inappropriate times on campus or on a bus. If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption. Unless approved by the teacher, these items must be in the off/silent position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device. Recording in the classroom without prior administrative permission may be a violation of FERPA. Please see Bus Discipline Procedures regarding personal electronic devices on the bus.

This is intended to promote the responsible use of all personally owned electronic devices in the Deer Valley Unified School District. Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto DVUSD property or to DVUSD sponsored activities.

Students should understand that they bring an electronic device on campus at their own risk. DVUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

For most kids and teens, social media is an essential part of their lives. There are many good things about social media, but there are also many potential dangers. We encourage parents/guardians to get educated about social media, and to help their child make good choices when they post something online. For more information on ways to keep children safe while using social media, please visit [www.common sense media.org/privacy-and-internet-safety](http://www.common sense media.org/privacy-and-internet-safety).

NOTE: For campuses participating in the Bring Your Own Technology program, please refer to that campus' student handbook for policies and procedures relating to carrying personal electronic devices on campus.

## **TRANSPORTATION**

DVUSD has a transportation department that sets the guidelines for all bussing and transportation needs. For more information, please visit: <https://www.dvUSD.org/domain/115>

## **FIELD TRIPS**

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, the superintendent may limit field trips. All out-of-county or overnight field trips must be specifically approved by the Governing Board. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation will be provided only by



District approved conveyances, operated by authorized personnel, following all transportation rules and guidelines for those vehicles' use. Students must not be transported in employee-owned vehicles.

On occasion you may be invited to make a donation of money and/or food items, etc. These donations are strictly voluntary and are not required. Please understand that all students will have the opportunity to participate in field trips regardless of parent donation. Field trip chaperones must have attended a volunteer training.

### **BICYCLES/ROLLERBLADES/ SKATEBOARDS/SCOOTERS**

Students are permitted to ride bicycles and scooters only to school and will assume all responsibilities and risks involved. Bicycles/scooters must be parked and locked in the bicycle rack. Each student must have his/her own lock and not share with another student. As with other personal items brought to the Legend Springs campus, we cannot accept responsibility for the safety of bikes/scooters throughout the school day.

Bike gates are secured from 9:00 AM to 3:30 PM. If you need to check your child out for early release, please come by after 3:30 PM to pick up your child's bike when gates are opened. While on campus, students are to walk bicycles/scooters. Mini-bikes, motorcycles, motorbikes, skateboards, roller skates, roller blades and Heelys (shoes) are not allowed on campus.

### **PETS ON CAMPUS**

Pets are **not** allowed on campus (sidewalks in front of school office and buildings included). Please do not bring your pets to school when you drop off or pick up your child. There have been incidents of dogs jumping on children while parents wait outside the gates for school to be dismissed, or while parents are dropping students off in cars. No pets are allowed in classrooms.

### **COMPLAINTS**

Refer to page 30 of SR&R for process on complaints.  
<https://www.dvusd.org/domain/11775>

### **LOST & FOUND**

Students are encouraged to place their name on all personal belongings such as coats, lunch boxes, gloves, sweaters, etc. Lost items will be kept in the "Lost & Found" area in the multipurpose room. Parents are also encouraged to check for missing items when on campus. Unclaimed items will be donated to a local charitable organization throughout the year. Legend Springs is not responsible for lost or stolen items.

### **CAFETERIA**

Legend Springs offers a breakfast and lunch menu. Parents are expected to pay for meals in advance. Please visit the [DVUSD Food and Nutrition site](#) for meal pricing, meal

application documentation, birthday buckets, menus, a la carte snacks, smart snack standards, etc. To apply for free or reduced meal programs, visit:

<https://secure.ezmealapp.com/ApplicationScreen.aspx>

**DRUG FREE CAMPUS**

Legends Springs is a drug free campus. Refer to [A.R.S. 13-3411](#) for more information.

**WEAPONS FREE CAMPUS**

Legends Springs is a weapons free campus. Refer to [A.R.S. 13-105](#) for more information.

**LUNCH TIMES**

**Regular Day Schedule**

<b>Grade</b>	<b>K</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>6</b>
<b>Cafe</b>	11:15- 11:35	11:35- 11:55	11:50- 12:10	12:00- 12:20	12:15- 12:35	12:25- 12:45	12:40- 1:00

**Rainy Day/Excessive Heat Schedule**

<b>Grade</b>	<b>K</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>6</b>
<b>Cafe</b>	11:05- 11:35	11:20- 11:50	11:40- 12:10	11:55- 12:25	12:15- 12:45	12:30- 1:00	12:50- 1:20

**CALENDAR**

Legend Springs updates the calendar on our school website continually to be as up-to-date as possible. Please see the link here:

<https://www.dvusd.org/Page/40#calendar23/20230719/month>

**NURSE/HEALTH CENTER**

Every school in the Deer Valley Unified School District is served by a licensed registered nurse or a licensed practical nurse. The basic purpose of the health center is to promote and safeguard the health and well-being of each child. Cooperation between parents, staff and school nurse or LPN is vitally important in achieving this goal. During

the school year, screening for vision and hearing will be conducted at various grade levels. If any abnormalities are found, they will be reported to the parents/guardians.

**School is a Healthy environment.** The nurse promotes a positive wellness environment to give each student the best possible opportunity to learn and reach his/her potential. The nurse is the consultant for students, parents and educational staff members concerning health issues and problems. He or she may, at times, recommend further medical follow up when a health problem is suspected.

**The Health Center** provides first aid and medical care primarily for illness or injuries that occur during the school day. It is not a primary care facility like a doctor's office. The nurse is, however, qualified to collaborate with you and your child's physician to provide an educational environment in which your child can learn and thrive. While the nurse does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given in the health office.

**Disease Prevention/Immunizations:** Written proof of compliance with immunization requirements is a part of the registration process in Arizona Schools. State and Federal Laws mandate that school-age children be immunized to prevent certain diseases. If you are unsure of the requirements for Immunization, see your doctor, visit the School Health Center (or go on the Legend Springs website, go to "Staff Websites" and scroll down to "Jamie Miller Nurse" to access Nurse Jamie's website) or call the Maricopa County Health Department at (602)-506-6767 or (602)-263-8856 for locations of clinics and hours of operation. Immunizations at the County clinics are free of charge for children under the age of 18, but please bring your insurance information with you. Exemption forms are available from the nurse.

**Parent and Emergency Contacts/Health History: Parents are required to complete Emergency Contact and Health History Forms for each of their children every year.** These forms contain vital information should your child become ill or injured at school. Students will be released ONLY to those persons indicated on the form. **Photo ID is required to pick up any child during the day at school.**

**Student Illness:** If a student feels ill during the school day, he/she should report his/her complaint to the classroom teacher for referral to the nurse. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the nurse. Please keep your children home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. **Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school.** If your child has been diagnosed with contagious illness, please contact the Health Center so parents of other students in the class can be notified. Please call your child's doctor for advice on an ill child. Do not send ill students to school to be evaluated by the nurse.

**Medication:** In compliance with ARS 15-344 and ARS 32-1901, *over-the-counter medications are not available in the Health Center.* Tylenol, ibuprofen, calamine, neosporin, topical or oral Benadryl, cough drops, antacids or any like remedies **are not stocked.** Students are not permitted to have medication in their possession at any time without a *specific* prior written arrangement with the nurse.

**Prescription medications must be in an original prescription container labeled for the student with a current date. The label must state directions**

**that coincide with the request being made by the parent. They must also be accompanied by a doctor's order to be administered at school.**

Over-the-counter Medications needed by students during the school day must be checked in to the Health Center by a parent/guardian. Requests must be in agreement with the manufacturer's directions or have a superseding physician's order. Herbal preparations must have a doctor's order. It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the Health Center. At the end of the school year, any medication remaining in the Health Center will be discarded.

**PE Excuses:** Students requesting to be excused from P.E. must bring a note signed by their parent to the Nurse. The Nurse will then write an "excused from P.E." pass for the student to take to P.E. Any request for an excuse for three or more PE classes must be accompanied by a Physician's written order. **All injuries requiring any type of orthopedic support or device on campus must be reported with a physician's order and cleared through the Health Center. This includes requests for an elevator key.**

**Chronic Health Conditions:** If your child has been diagnosed with a chronic health condition please contact the nurse immediately. He or she will inform you of the DVUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day.

### **Gifted Education**

During the academic day we offer a Gifted Program (SAGE/SPARK) implemented to provide instruction to academically talented students in grades 3 through 6 in reading and/or math. Students are identified for the SAGE/SPARK program through teacher referral, parent request, and testing. Testing will be conducted three times a year, generally within the first 30 days of the school year, within 30 days of second semester and within 30 days of the end of the school year. A child who passes the test in September or January can begin SAGE/SPARK classes at that time. Testing in May is for placement the following fall when school begins.

### **BEFORE & AFTER SCHOOL PROGRAM**

DVUSD Community Education school-based Before and After School Care Programs offer families the opportunity to extend their children's learning and development beyond the school day in a safe and supervised environment. A diverse set of enrichment activities such as homework assistance, tutoring, organized play indoors and out, and access to optional after school enrichment classes ensures there is something for everyone to enjoy. The hours are 6:30 - 8:30 AM and 3:30 - 6:00 PM. For more information, please call 623-445-5005.

### **CAMPUS AREA RULES**

1. Students are not allowed on school grounds prior to 8:30 AM when playground supervision begins.
2. Upon arrival, students will go directly to the classroom.

3. Students are to follow instructions of all school staff inside and outside the classroom.
4. Students are not to engage in any action that is potentially or actually harmful to the safety of themselves, other students or adults (i.e. running on walkways, throwing of objects, pushing or shoving, fighting, and profanity).
5. All students are to show respect for others and their property.
6. Students are not to bring any dangerous objects or substances to school. The school is not responsible for personal items students bring to school.
7. Students are not to leave the classroom or campus without appropriate written permission or authorized passes.
8. Gum is not allowed at school.
9. Hats are to be taken off when inside buildings (see District Dress Code).
10. Do not litter. Help keep our campus clean.
11. Always walk on the cement. Please do not walk on the grass.
12. Bicycles will not be ridden on the school campus. Bicycles must be walked upon entering campus and locked in campus bicycle gates.
13. Limit quiet conversation while moving as a class on campus unless directed otherwise by a teacher so that classes in session will not be disturbed.
14. No more than three students in bathrooms at a time during recess.

### **CAFETERIA RULES**

1. Playground equipment, backpacks and school work will be placed in the appropriate area upon entering the cafeteria.
2. Students waiting for lunches will stand in a single file line in an orderly manner.
3. Remember these four (4) cafeteria rules:
  - Walk in the cafeteria.
  - Use proper table manners.
  - Speak softly.
  - Stay seated in assigned area until dismissed.
4. After eating, students will clean their eating area and dispose of garbage.
5. All food and drink must be consumed in the cafeteria.
6. No glass allowed.
7. Show respect to all cafeteria workers.

### **PLAYGROUND RULES**

#### **TACKLE FOOTBALL IS NOT ALLOWED**

FLAG FOOTBALL AND SOCCER IS ONLY ALLOWED  
FOR 4-6 GRADE STUDENTS

#### **Walk – Walk – Walk – Walk**

1. Walk ONLY in wood chip area, sand area and all cement surfaces except basketball courts.
2. Walk ONLY to and from the cafeteria.
3. All running, jogging, skipping, etc. is only allowed on the grass field area and basketball courts.
4. Tag and chasing games are only allowed on the field.

### **Playground Equipment**

1. Keep sand in the sand area and wood chips in the woodchip areas. Do not kick sand or wood chips when walking through those areas.
2. No climbing on or hanging/ swinging upside down on any equipment. Head must always be above feet.
3. No jumping on or off any equipment.
4. Pull-up bars are for doing pull-ups ONLY.

### **Slides**

1. One person at a time.
2. Slide all the way down, no stopping.
3. Sitting only, facing forward.
4. No climbing on or up the slides.
5. No walking or running on or up the slides
6. No standing or sitting at or near the bottom or top of slides.
7. No pushing down slides.

### **Monkey Bars**

1. Grab bars with both hands, hang down and travel across by moving hands from one bar to the next until reaching the opposite end.
2. No jumping onto bars from platform.
3. No swinging or hanging upside down on bars.
4. One person at a time traveling across bars.

### **Swings**

1. One person at a time on any swings.
2. No pushing is allowed.
3. No standing near or walking around the swings when someone is swinging.
4. Sit properly and hold on with both hands.
5. No jumping off swings.
6. Swing back and forth, not side to side.
7. No standing, laying on or hanging upside down on swings.
8. No front or back flips off the swings.

**Students should not do anything that may cause harm to themselves or other students.**

## **SPOT ON CAMPUS EXPECTATIONS**

<p style="text-align: center;"><b><u>Arrival</u></b></p> <ul style="list-style-type: none"><li>● Arrive no earlier than 8:30 AM</li><li>● At 8:30 AM report to playground or cafeteria (avoid waiting in office)</li><li>● At 8:40 AM bell, report to class</li><li>● Be in seat by 8:45 AM</li></ul>	<p style="text-align: center;"><b><u>Stairwell</u></b></p> <ul style="list-style-type: none"><li>● Use walking feet</li><li>● Use the "right side"</li><li>● Use silent voices</li><li>● Keep hands and feet to self</li><li>● Use each stair; no skipping</li></ul>
<p style="text-align: center;"><b><u>Hallway</u></b></p> <ul style="list-style-type: none"><li>● Keep others safe – hands and feet to self</li><li>● Use inside voices</li><li>● Walk</li></ul>	<p style="text-align: center;"><b><u>Line</u></b></p> <ul style="list-style-type: none"><li>● Use silent voices</li><li>● Put nose and toes forward</li><li>● Keep hands and feet to self</li><li>● Walk in line together (no lagging)</li></ul>
<p style="text-align: center;"><b><u>Cafeteria</u></b></p> <ul style="list-style-type: none"><li>● Wash hands prior to entering cafeteria in outside sinks</li><li>● Walk in cafeteria</li><li>● Avoid saving seats</li><li>● Use inside voices</li><li>● Respect others including monitors</li><li>● Keep others safe – hands and feet to self</li><li>● Listen and follow directions</li></ul>	<p style="text-align: center;"><b><u>Playground</u></b></p> <ul style="list-style-type: none"><li>● Run only on grass</li><li>● Play tag on grass only</li><li>● Use playground equipment appropriately</li><li>● Keep your head above your feet</li><li>● Keep others safe – hands and feet to self</li><li>● Speak kindly</li></ul>
<p style="text-align: center;"><b><u>Restroom</u></b></p> <ul style="list-style-type: none"><li>● Use sign out sheet</li><li>● Use the restroom quickly and be on your way</li><li>● Keep hands and feet to self</li><li>● Use respectful and inside voices</li><li>● Flush the toilet and wash hands</li><li>● Report any problems to your teacher</li></ul>	<p style="text-align: center;"><b><u>Dismissal</u></b></p> <ul style="list-style-type: none"><li>● Use walking feet</li><li>● Playground is closed</li><li>● Leave campus promptly</li><li>● Car pick-up at green curb</li><li>● Cross in designated crosswalks <u>with</u> a teacher or crossing guard</li></ul>

Please refer to the new [2023-2024 Student Rights and Responsibilities handbook](#) for all DVUSD expectations, including progressive discipline.



# LEGEND SPRINGS

*Elementary School*

**Legend Springs Elementary School**  
**21150 N. Arrowhead Loop Road**  
**Glendale, AZ 85308**  
**623-376-4500**

**School Website: <http://legendsprings.dvusd.org>**

My child and I have read the 2023-2024 Legend Springs Student Handbook.

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date

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To view the Student Handbook visit our school website at <https://www.dvusd.org/Domain/1289>. Click on the School Information link at the top of the page, then click on Student Handbook.

If you would like to request a hard copy of the Student Handbook, please contact the office at 623- 376-4500.