



DEER VALLEY
Unified School District

Las Brisas Elementary School

Home of the Stars

**5805 W. Alameda Rd.
Glendale, Arizona 85310**

Attendance: 623-445-5590

For All Other Business: 623-445-5500

Parent/Student Handbook

School Office Hours: 7:30 am - 4:00 pm (Monday – Friday)

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities.



Core Values

- Student Centered
- Teamwork
- Accountable
- Respectful and Responsible
- Safe

Vision

- Las Brisas inspires a community of innovative thinkers, passionate learners, caring citizens, and problem solvers who will positively impact the world.

Collective Commitments

- Together we will engage in reflective practices to ensure that our actions align with our beliefs, so we can be a cohesive team to support student learning.
- Together we will value each other's expertise and be open to sharing ideas and strategies when looking at student data in an unbiased manner to determine next steps.
- Together we will collect and interpret data to make informed decisions for what's next to ensure student growth is put first.

DISTRICT INFORMATION
Deer Valley Unified School District
District Administrative Center
20402 N. 15th Avenue
Phoenix, Arizona 85027
623-445-5000

The Deer Valley Governing Board meets on the second and fourth Tuesday of the month for regular public meetings at 7:00 p.m. in the District Administrative Center. Agendas are posted at the district office and in each school office at least 24 hours before each meeting.

Deer Valley Mission Statement

The Deer Valley School District, in partnership with families and the community, will ensure that all students will graduate with the knowledge, skills, and habits needed for success.

Las Brisas SCHOOL

Home of the Stars

Dear Las Brisas Families:

Welcome to the 2021-2022 school year. We are looking forward to making this school year one of the best ever. Each of us believes that we are in partnership with parents and the community in creating meaningful learning opportunities for the students we welcome to our school each day. This is truly a campus of caring individuals with a talent for finding the special qualities of each child and helping them to develop into successful students who enjoy learning.

Please help us realize our goal for your children by taking the time to read this handbook. Your child will interact with a variety of situations and adults including teachers, instructional assistants, bus drivers, cafeteria employees, maintenance and office staff members as well as grade level peers. We want your child's interactions to be positive so they can gain knowledge and improve as young minds capable of achieving greatness. The contents of this handbook provide guidelines, policies and procedures in alphabetical order necessary to create a safe campus that promotes learning. We have included important information such as campus phone numbers and campus procedures. The school calendar is available on our school website.

As parents, you are the number one supporter of your child's education. We are honored that you have confidence in us and reinforce our efforts in providing a positive and safe setting for your child.

Here's to a great school year!

Sincerely,

The Las Brisas Staff

For additional information, check out our website at dvusd.org/lasbrisas

COMMUNICATION AND PHONE NUMBERS

At Las Brisas, we believe that communication is a vital part of the educational process. When in doubt, call or ask! We have an open-door policy. Most concerns and misunderstandings can be taken care of with a simple telephone call, conversation, or question. Such communications need to take place between staff and students, staff and parents, staff and staff, staff and administration, parents and administration, and counselors, etc.

To maintain open communications, we encourage parents to do the following:

1. **Call the teacher:** for information about academic progress, homework expectations, behavior, etc. in that teacher's class.
2. **Call the campus administration:** only after calling the teacher about general concerns, general questions, activities, policies, etc.

All staff members check their mailboxes/voicemail/e-mail before school, at lunch or prep, and after school so that the information flow is continual.

Follow us on Facebook and Twitter. Links to both can be found at: dvusd.org/lasbrisas

WHO DO I CALL?

Please note: - Each teacher has a telephone in his/her classroom. The teacher will send home his/her classroom phone number. During the school day, you may dial the teacher's phone number and leave a voice mail message.

If my child is ill or will not be attending school today:

Attendance Line **623-445-5590**

If I have questions regarding school lunches:

Cafeteria Manager **623-445-5514**

If I wish to leave a message for my child's teacher:

Teachers will provide a direct phone number to the classroom or you may request a complete list from the office.

If I have a question regarding immunizations or illness:

School Nurse **623-445-5510**

If I need to make an appointment to see Mrs. Kurasch, Principal:

Secretary **623-445-5504**

If I need to discuss a Transportation/Bus issue:

Transportation **602-467-5090**

If I need to send records over a Fax machine:

Las Brisas Fax number **623-445-5580**

ACADEMICS

Late Work

Work submitted within the school's procedures for late work will be accepted and the grade posted will be the grade earned.

Schools must define the following:

- Process for a student being granted the opportunity to turn in late work
 - Turn in request form or have a teacher with the teacher to explain why an extension is necessary and that a reasonable amount of work has already been completed
 - OR
 - Allowing students to turn in work until the summative assessment
- Length of time a student has for requesting the opportunity to submit late work
- Deadline for submission of late work at the end of a grading term (Ex., no work will be approved for late submission during the last week of the grading term)
- Behavioral Modification Elements (such as set time that students will need to come in to complete missing work such as after school or recess/lunch time or detention for habitual late work submissions).
- Explanation that late work procedures do not apply to summative assessments

Reassessment

Reassessments completed within the school's reassessment procedures will be accepted and the grade posted will be the grade earned. Reassessments may be in another format but will measure the same content and standards.

Schools must define the following:

- Reassessment Window: prescribed timeframe to complete retest (ex. Up to two weeks after results are given.)
- Request Process
 - Reassessment Application/Action Plan - students complete the predetermined process to prove to the teacher that the student is better prepared to retest than they were for the first test (i.e. no missing work for unit, rewriting the study guide, redo key classwork assignments) and if approved the student will be allowed to retest
 - OR
 - Teacher Conference & Approval: Meet with teacher to discuss and then if approved get to retest

CHEATING OR PLAGIARISM

Taking someone else's work for one's own, practicing fraud or deception with relation to school work or responsibilities, or using electronic devices to inappropriately retrieve or disseminate classroom information.

Plagiarism:

Plagiarism is passing somebody else's work off as one's own. When a student has been found to be plagiarising an assignment a grade of zero will be entered in the gradebook. Students will be given the opportunity to re-do the assignment to demonstrate mastery of learning. Additionally, the student will be assigned disciplinary consequences.

Cheating:

Cheating is willfully practicing fraud or deception with relation to school work. When a student has been found to be cheating on an assignment, a grade of zero will be entered in the gradebook. Students will be given the opportunity to re-do the assignment to demonstrate mastery of learning. Additionally, the student will be assigned disciplinary consequences.

Disciplinary consequences may include parent conference, detention, lunch detention, or loss of privileges. Students who are found to be cheating or plagiarizing will be required to re-do the assignment/assessment during school hours as part of the disciplinary consequence.

ACHIEVEMENT/INCENTIVE PROGRAMS

Students with full-time status at Las Brisas are recognized for outstanding achievement in the following areas:

❖ PRINCIPAL'S LIST

Students in grades 3 through 6 are eligible to be on the Principal's List if they have all A's, no N's or U's, and no Incompletes.

❖ HONOR ROLL

Students in grades 3 through 6 are eligible to be on the Honor Roll if they earn A's or B's, no C's, D's or F's, no N's or U's, and no Incompletes.

ANIMALS ON CAMPUS

Pets are NOT allowed on campus (sidewalks in front of the 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.

ARRIVAL AND DISMISSAL

The main parking lot procedures have been designed to help the flow of traffic during arrival and dismissal times. Listed below are all the arrival and dismissal procedures as well as the parking lot procedures.

***Teachers are on duty for the safety of your children. Please treat them with respect and consideration at all times. We recognize that the arrival and dismissal of over 800 students can and will cause delay, however, for the safety of all students we ask that you comply, without hesitation, with the directions of the school staff at all times.**

Bus lot (back of school)

1. Buses will pick up and drop off students in the bus turnaround only. Students are not allowed to cross in front of the buses at any time.

Students and Parents:

1. Students are not allowed on campus before 7:45 a.m., unless they are going to chorus, band, or breakfast which begins at 7:30 a.m.
2. Students are to stay on sidewalks at all times. Bicycles must be walked on sidewalks until they are completely off of the campus and through the crosswalk. Students are not to be dropped off in the parking area.

3. Please do not block the crosswalk. Do not stop your vehicle in the crosswalk to drop-off or pick-up your student.
4. Kindergarteners and siblings may be dropped off near the kindergarten gate, but cars must pull to the blue curb and have kinder placard visible. Students need to be able to **independently** exit the **passenger side** of the vehicle.
5. Cars should not be left in the pick-up/drop-off lane unattended. If your child needs assistance, please park in the front parking lot and then escort your child through the crosswalk that leads to the front office sidewalk.
6. For grades K-6th drop-off and pick-up begins at the speed bump. Students will be required to wait until the car has crossed the speed bump and crosswalk area before exiting or loading into the vehicle. Students should not cross lanes to exit the vehicle.
7. To expedite drop-off, please instruct students to exit the vehicle quickly and safely. Students should have their backpacks ready to enter/exit the vehicle.
8. Cars must pull forward as far as possible, while staying in the designated drop-off/pick-up area. **Students will be instructed to wait until your car is finished pulling all the way forward and has come to a complete stop.**
9. Please NO cell phone use in the drop-off/pickup lane.
10. For the safety of all, do not drive in the crosswalk while our crossing guard or pedestrians are in the crosswalk.

***If your child requires assistance loading or unloading their belonging, please park in the parking lot. The pick-up/drop-off lane should only be used for students who are able to load themselves into the car quickly without assistance.**

***Please do not allow your children to cross between cars at any time. This is extremely dangerous.**

SCHOOL HOURS:

***IMPORTANT INFORMATION ABOUT EARLY DISMISSAL: WE WILL NOT CALL INTO A CLASSROOM FOR A CHILD TO BE DISMISSED BETWEEN 2:30 P.M. AND 2:45 P.M. THE OFFICE BECOMES EXTREMELY BUSY IN THE 15 MINUTES PRIOR TO DISMISSAL. MORE IMPORTANTLY, THE LAST 15 MINUTES OF THE DAY ARE IMPORTANT FOR YOUR CHILD'S ACADEMIC SUCCESS. PLEASE PLAN ACCORDINGLY.**

REGULAR DAYS

Dismiss 8:00 a.m. - 2:45 p.m.

PLC EARLY RELEASE DAYS

Dismiss at 1:15 p.m.

HALF DAYS

Dismiss at 11:20 a.m.

ASSEMBLIES

Teachers will escort students to assigned seating and will supervise their behavior during assemblies. Rules of common courtesy are always in effect, with students demonstrating respect and appreciation. Talking, whispering, whistling, stamping of feet, booing and other similar noises are discourteous. At pep rallies, cheering is acceptable within controlled limits. **Students behaving inappropriately will be**

removed and possibly lose future assembly privileges.

ATTENDANCE

Homework will not be requested for students until a student has been absent for 3 or more days.

Regular attendance and being on time are two things that help your child have a positive attitude toward school. If your child is unable to attend school for any reason, **please call the Attendance Line at 623-445-5590**. This number is a recording and can be accessed 24 hours a day. If you do not call your child in absent, an automated call will go out to the primary phone number we have on file. An unexcused absence will be recorded until we receive confirmation of the reason your child is out. If your child is going to be late due to a doctor/dental appointment, please call to excuse their absence until they arrive at school. Las Brisas will be issuing warning letters for all students who have eight (8) absences. Students who have twelve (12) absences will be required to attend an attendance hearing with school administration. Students who have eighteen (18) or more absences may be issued a referral to the C.U.T.S. program (Court Unified Truancy Suppression) and be required to appear in juvenile court.

BALLOONS & FLOWERS

Well-wishers sometimes send balloons or flowers to school to celebrate a child's special occasion. In order to prevent disruption of the educational process, balloons and flowers must remain in the office until 15 minutes before the end of the school day. Students who ride a school bus home are not permitted on the bus with balloons or flowers.

BICYCLES AND DEVICES WITH WHEELS

Students in grades 1-6 are permitted to ride bicycles to school. Students who ride bicycles must assume all responsibilities and risks involved. Bicycles must be parked and locked in the cycle rack. Bikes have been stolen from our bike rack area even when locked. Parents assume the responsibility for bikes at school. Each student **must have his/her own lock** and not share it with another student - whether it be brother, sister or friend. **Students are to walk their bicycles while on campus and in school crosswalks. Minibikes, motorcycles, motorbikes, scooters, skateboards, roller skates/blades or any shoes with wheels are not allowed at school. If these are brought to school, they will be confiscated and held for parent pickup.** The bike rack areas are locked at the beginning of the school day between 8:00 and 8:30 and open after school from 2:45 to 3:00. Students who do not remove their bikes before 3:30 will need to locate a custodian on campus. **Bikes are not to be ridden while on school grounds. They must be walked at all times.** It is helpful if your child locks his/her bike in the north bike rack on days when he/she must be signed out early for a doctor appointment. Please call ahead on these days to inform the office prior to the appointment.

BULLY PREVENTION

Las Brisas prohibits the bullying of any student during any school-related or school-sponsored program, or on the school bus. This also includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity. Consequences for bullying, as per the DVUSD Student Rights and Responsibility Handbook, range from a conference to expulsion. Depending on the circumstances, violations may be reported to the police. Students are encouraged to report any incidents of bullying regarding themselves or other students.

Bullying comes in various forms:

- ❖ **Physical Bullying** is the most obvious form of intimidation and can consist of kicking, hitting, biting, pinching, hair pulling, and making threats. A bully may threaten to punch you if you don't give up your money, your lunch, etc.

- ❖ **Verbal Bullying** often accompanies physical behavior. This can include name calling, spreading rumors, and persistent teasing.
- ❖ **Emotional Intimidation** is closely related to these two types of bullying. A bully may deliberately exclude you from a group activity such as a party or school outing.
- ❖ **Racist Bullying** can take many forms: making racial slurs, spray painting graffiti, mocking the victim's cultural customs, and making offensive gestures.
- ❖ **Cyber Bullying** is one or a group of kids or teens using electronic means via computers and mobile phones (emails, websites, chat rooms, instant messaging and texting) to torment, threaten, harass, humiliate, embarrass or target another kid or teen.

BUS RIDING/TRANSPORTATION

If you have questions or concerns about transportation, please contact Transportation directly at 602-467-5090. Only students assigned to a particular bus may ride that bus. There are times when students want a friend to ride home with them.

- ❖ This is not permitted without prior authorization from the transportation department. Parents must contact our transportation supervisor, Mary Splett at 602-467-5096 for approval.
- ❖ **The Las Brisas office cannot grant permission for students to ride the bus.**

CAFETERIA

Our cafeteria sells lunches to students using a ticketless program. Every student has a debit account that they can access by entering their student I.D. number. The amount of the lunch is taken from their ticket total. Parents can add money to the student's debit account **in the cafeteria before school**. Parents may write a check for any amount to apply money to the account. Lunch accounts may be used to buy one lunch per day, any additional lunch items will be charged at the ala carte price. Students who forget to bring a lunch to school or forget their money, can charge to their account as every child is in the system automatically. We also offer a convenient system that allows you to credit your child's account online. It is called **EZSCHOOLPAY.COM**. It is fast and reliable, plus you will always know how much money is available for your child for breakfast and/or lunch.

Free or reduced breakfast and lunches are available for families who qualify for assistance. For further information contact our cafeteria manager at **623-445-5514**. Applications are sent home in the back-to-school information and are also available in the office by request. There is a 1% fee to use this service. The use of someone else's student I.D. is considered illegal use of someone else's property and may result in disciplinary action.

Breakfast:

Breakfast is served every school day from 7:30 to 8:00 a.m. Students participating in the school breakfast program must assume the responsibility to be to class on time. Breakfast will not be served to students arriving after 8:00 a.m.

Lunch room procedures:

As in the classroom, appropriate respectful behavior is expected. Cafeteria rules are posted in the cafeteria. Any student needing assistance should ask a lunch monitor, teacher, or administrator for help.

Lunch visitors:

Parents are always welcome to join us for lunch. Parents are not permitted on the playground during lunch times. Parents visiting for lunch must check in with the office prior to joining your student for lunch.

CELL PHONES AND ELECTRONIC DEVICES

The Students' Rights and Responsibilities handbook states, "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. Electronic devices including cell phones must remain in your student's backpack in the silent or off mode during the school day. Electronic devices will be confiscated if the policy is not followed.

CHILD ABUSE REPORTING

School personnel whose observation discloses evidence of possible child abuse are required by state law to report such information to the principal for further investigation and possible referral to Child Protective Services.

CLASSROOM INTERRUPTIONS

Interruptions to classroom instruction are detrimental to the learning environment. Make sure your child knows how he/she is getting home before the start of the school day. Reminder calls for your child are disruptive to the learning of others. If an emergency occasionally happens, we will do our best to help. In an effort to reduce interruptions to instructional time as well as promote responsibility, we will only deliver: lunch money/lunches, glasses, water bottles, jackets/sweaters, medically required items and emergency messages.

Our first priority is our students' learning and that the classrooms are not interrupted numerous times throughout the day.

These items are examples of things that will **NOT** be accepted or held for students.

- ❖ Forgotten homework
- ❖ Band instruments, notebooks

COMMUNITY SCHOOL PROGRAMS

Before-After School Care

This state certified before and after school child care program is located on the campus. It is open when school is in session from 6:30 a.m. to 8:00 a.m. and from 2:45 p.m. to 6:00 p.m. More information and fee schedule are available in the school office, or you may contact the Director at 623-623-445-5018. The director is available during the hours listed above or by leaving a voice mail message for call-back. Program capacity is limited.

COMPUTER USAGE AND RESPONSIBILITY

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The following are not permitted:

1. Sending, accessing or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, cyber-bullying, or attacking others.
4. Damaging or modifying computers, computer systems or computer networks
5. Violating copyright laws.
6. Using passwords of others.
7. Trespassing in others' folders, work or files.
8. Employing the network for commercial purposes.
9. Accessing inappropriate websites such as Myspace, Xanga, Friendster and others.

Consequences:

1. Violations may result in a loss of access.
2. Violations may be subject to disciplinary action.
3. When applicable, law enforcement agencies may be involved.

A form called **ACKNOWLEDGEMENTS AND VERIFICATIONS** will be sent home at the beginning of the year for parent and student signature. Students are not permitted to use the internet or email until this form is signed and returned to school.

DISCIPLINE POLICIES AND PROCEDURES

Our goal is for students to be responsible for their own behavior. Students who cause a problem for themselves or others will, with the help of a staff member, work out a solution to the problem that is agreeable to all concerned. If the student refuses to be an active participant in the problem-solving, or the problem persists, it may be addressed through the use of the Progressive Discipline Plan. Please refer to the Progressive Discipline flow chart at the end of this handbook.

When a behavior problem is specifically addressed by Deer Valley District policy, the guidelines in the Deer Valley Student Rights & Responsibilities Handbook will be followed. Please refer to **the Deer Valley Student Rights & Responsibilities Handbook** for additional information regarding discipline.

EMERGENCY INFORMATION SHEET

Every child must have **Emergency Information** on file at the school. It is vital that we have current phone numbers and emergency contacts listed for every student. **If during the school year you move, change phone numbers, or work phone numbers, please make sure you notify the school office.**

FERPA (Family Educational Rights and Privacy Act Regulations)

This act regulates school procedures so that we protect the privacy of our students and families.

To protect your rights, our employees

- ❖ Cannot share names or other personal information about students with other parents or community members.
- ❖ May not discuss students or families in public areas
- ❖ Can only allow individuals on the pink emergency card to pick up a student.
- ❖ Will respect a parent's wishes if they choose not to have directory information released or picture taken for publication (permission form goes home at the beginning of the school year and upon new enrollment).

FIELD TRIPS

Field trips are an important part of our programs at Las Brisas. Any field trips that are taken will be educational and related to what is happening in the classroom. A permission slip, signed by parent/guardian, is required for participation on all field trips.

FIELD USE & FACILITY RENTAL

Requests for the use of Las Brisas School sports fields and facilities by organized youth sports associations and community organizations are considered upon proper application through the school administrator. Groups must provide a certificate of insurance as per DVUSD Board Policy. Las Brisas school activities and sports program takes precedence over any outside organizations.

FOOD GUIDELINES

Deer Valley School District follows the rules and regulations set forth by the Maricopa County Health Code and with the United States Department of Agriculture's federal guidelines, which standardizes the way in which food comes onto campus and is distributed to students. All food brought onto campuses must be prepackaged and originate from certified kitchens, commercial institutions or commercial food service stores.

HEALTH CENTER – NURSE – (623-445-5510)

The Health Center provides on-campus health screenings, assessments, and education as well as first-aid and nursing care for students and staff. The Health Office is not a primary care facility. By law, the nurse is not allowed to make a medical diagnosis or prescribe treatment. When accidents or illness occur during school hours, basic first-aid and/or emergency care will be given according to Arizona State Board of Nursing standards and practices. The nurse may suggest further medical follow up in certain circumstances. Further care is the responsibility of the parents.

Students will be provided with a medical/emergency information sheet on the first day of school, please thoroughly complete/update this sheet and have the student return the form to his/her homeroom teacher. This sheet should include all *current medical information-including diagnoses, medications, and history*, names and phone numbers of emergency contacts, and the signature of the parent/legal guardian.

Illness/Communicable Disease

School is no place for a sick child. Please do not send your child to school if:

- they have a fever of 100.0 or higher
- have vomited within the last 12 hours
- have any diarrhea in the last 12 hours
- or have any of the symptoms listed below

Signs/symptoms of illness:

- Fever (oral temp of 100.0 or more)
- Diarrhea, any loose stools
- Red, watery eyes, pus in corners
- Constant sneezing and/or deep cough, constantly runny nose
- Unexplained rash
- Unrelenting Headache
- Nausea or vomiting
- Swelling to neck or face
- Flushed face, paleness, or extreme fatigue
- Very sore throat
- Painful earache

District Policy

- If your student has a temperature in the health center of 100 degrees or greater, they will be sent home. They may return to school when the fever is gone for 24 hours without the use of medication.
- Any student with an undiagnosed rash should remain out of school until all symptoms are gone or a physician verifies that the student is not contagious and is well enough to return to school.
- If your student is sent home by the school nurse due to fever, vomiting, or diarrhea, he/she may not return to school for at least 24 hours even if he/she is feeling better.
- If your child has been diagnosed with a communicable disease such as strep throat or pink eye, they must have been on antibiotic treatment (and free of fever) for 24 hours prior to returning to school.

Finally, please notify the school office or school nurse of any diagnosed communicable disease so that other parents can be notified.

Immunizations

The laws and rules governing school immunization requirements are Arizona Revised Statutes §15-871-874; and Arizona Administrative Code, R9-6-701–708. According to the mandate students must have proof of all required immunizations in order to attend school. Parental recall or verbal history of any disease is not accepted. Arizona law does allow K-12 immunization exemptions necessary for medical reasons, lab evidence of immunity, and personal beliefs.

Please contact the School Health Office with any further immunization questions or visit the Arizona Department of Health Services Website for more details.

Medications

If your child requires prescription medication or dietary supplement while at school, legal parent/guardians may bring the medication to the health office in the original bottle with the following forms completed.

1. Parent Request for administering Medication Form – A form filled out by the parent/guardian that gives permission to the Health Office Nurse to Administer consented medication to student. Note, this form must be completed for each medication the student has on file.
2. Medical Authorization to Administer Medication Form – A form the Prescribing Health Care Provider fills out in order for the Health Office Nurse to Administer Prescribed Medications or dietary supplements to student.

The school does not provide any over-the-counter medication. Examples of over-the-counter medications include Ibuprofen, Acetaminophen, Benadryl, cough drops, Neosporin, etc.

Parent/Guardians may provide over the counter medication for their student by bringing the original labeled medication to the health office with a completed Parent Request for administering Medication Form.

Medication Forms may be obtained from the Health Office or through email request to the School Nurse. Completed forms and original medication packaging must be brought into the Health Office by the student's parent or legal guardian. By law, we cannot dispense medication unless it is in the original, labeled container. All medication should be left in the Health Center to be dispensed by the nurse. If a student does not follow the above procedure, he/she will receive an office referral for drug possession. The Deer Valley District's Student Rights and Responsibilities Handbook labels this infraction as a mandatory five-day suspension. Parents - please note - this policy includes, but is not limited to such legal drugs as aspirin, non-aspirin, etc. This is for the safety of all students.

INSURANCE

Optional student accident insurance is available at a nominal cost. Claim forms are available in the office, if needed. The school acts as a medium in making this insurance available and assumes no responsibility for subsequent negotiations with the company. Insurance enrollment forms go home with every student the first day of school.

Library Media Center (LMC)

The K-6 school Library Media Centers are open 15 minutes before the school day starts and 15 minutes after the school day ends. The LMCs provide books, reference materials, and computers for students to use. Technology is used for school work only. Teachers schedule library times to bring classes to the LMC, and students may obtain individual passes from their teacher to take advantage of the library resources and space anytime during the school day.

Books are checked out for up to two weeks, with the option to renew one time (unless the book is on hold by another student.) Students and parents are financially responsible for any books that are checked out in the student's name. No fines are assessed for overdue books in the K-6, but student's privileges to check out books will be suspended until the book(s) are returned in good condition. Any lost or damaged items must be paid for before the student will be allowed to borrow more books. Replacement book(s) are not accepted. At the end of the school year, if a K-6 student still has a

book(s) on their library account, the student's report card will be held in the office or LMC for parents to pick up. The LMC is open one week after the student's last day of school. Students and parents may access the student's library account online at: destiny.dvUSD.org choose the school of attendance, click on **Login**, and use the student's DVUSD username and password. Click on the **My Info** tab to access the account information.

PARENT INVOLVEMENT OPPORTUNITIES

Parents are always welcome at Las Brisas. When visiting the campus, please sign in at the office and wear your visitor badge during your stay. Parents are encouraged to volunteer at school, to accompany students on field trips, and help at home by providing a study area and encouraging student responsibility for school assignments. Parents are also welcome to join the PTSA (Parent-Teacher-Student Association) and to be involved on campus committees such as CIT (Campus Improvement Team). Information about the volunteer program will be sent home at the beginning of the school year and is also available in the office. All new volunteers must attend the volunteer training and complete the Volunteer Information Card and the Volunteer Service Agreement. Returning volunteers must complete the Volunteer Information Card and the Volunteer Service Agreement every year. This information must be on file in the school office.

PERSONAL PROPERTY/LOST AND FOUND

Students are encouraged to place their name on all personal belongings, such as coats, lunch boxes, gloves, sweaters, etc. Lost backpacks, lunch boxes, coats, jackets and sweaters, etc. are placed in the Lost and Found Bins located in the multi-purpose room. Tiny items such as keys, wallets, jewelry are placed in the office Lost and Found. Parents are also encouraged to check for missing items when on campus. Unclaimed items will be donated to a local charitable organization several times during the school year to prevent huge overflows of unclaimed items. Please watch for these dates. **Students are not permitted to bring personal items, such as toys, iPods/CD players, hard balls, bats, electronic equipment, calculators, video games, toy weapons, etc. to school, unless requested by the teacher in writing.** We discourage students from bringing large amounts of money to school. **Las Brisas cannot assume responsibility for the loss or damage to personal property brought to school.** Your support is appreciated. (See Student Rights & Responsibilities Handbook for specific references to personal items.) We prefer that students do not bring cell phones as they interfere with the educational process. If they must be brought to school, they must remain in the off position and in the students' backpack during the school day. **If students bring these items to school, they will be confiscated and held for parent pickup.**

PLAYGROUND RULES

In order to have a safe playground environment, it is necessary to have consistent rules for students to know and follow. These rules should bring fairness, safety, and peacefulness to our playground. The rules are simple, leaving less chance for confusion. We appreciate your assistance in enforcing our rules!

- ❖ Follow the directions of the duty monitors and teachers.
- ❖ Talking back, bad language, rudeness and disrespectful tones will not be tolerated.
- ❖ When the bell rings, stop play immediately.
- ❖ Bathrooms should be used during recess time.
- ❖ Play only in designated areas on playground.
- ❖ No throwing of balls in any areas other than the playground or field.
- ❖ Never leave the playground without permission.
- ❖ If you're injured, get a pass to go to the nurse.

- ❖ Play games that are not dangerous, no pulling or tugging at clothing, no “play fighting”.
- ❖ No throwing rocks or swinging backpacks.
- ❖ Use playground equipment in a safe manner.
- ❖ No running on sidewalks.
- ❖ No jumping off bleachers or benches.
- ❖ No climbing or hanging from fences or trees.
- ❖ Only use bathrooms as needed, not for playing.
- ❖ No littering, please use trash cans.
- ❖ No food, candy, or drinks (other than water) on playground.

Jungle Gym Rules

- ❖ Take turns on all equipment.
- ❖ No jumping off climbing equipment, climb down correctly.
- ❖ Only one person at a time on the monkey bars.
- ❖ No standing on top of monkey bars.
- ❖ No hanging from knees or dropping from the bars.
- ❖ When sliding, sit with your feet going first and only one person at a time.
- ❖ No climbing “up” the slides.
- ❖ No touching or pushing anyone else.

Swings

- ❖ When waiting for a swing, stand out in front of the swing clear from danger and not in between the swings. No running under or between the swings.
- ❖ Count 100 swings out loud to get the swing next, student on swing must get off.
- ❖ Sit on swings and keep hands on chains.
- ❖ No jumping off of swings.
- ❖ No twisting or swinging sideways.
- ❖ No pushing or spinning students on swings.

Sand Area

- ❖ No playing ball games or chasing in the sand area. Use the field area.
- ❖ Leave sand in the sand area; knock off sand from clothes and empty shoes before leaving.
- ❖ Fill in holes dug in the sand area.
- ❖ Avoid playing in wet, muddy areas.
- ❖ No burying students in sand.
- ❖ No throwing sand.
- ❖ Don't move the rocks, leave them in sand area.

Field Area Rules

- ❖ Be courteous to other students and the games they are playing.
- ❖ No kicking or playing with balls near fences, parking lots, or ramadas.
- ❖ No jumping the fence to retrieve balls. They will be collected after school.
- ❖ No hanging from soccer goal posts.
- ❖ No tackle football or games that involve tackling.
- ❖ No tumbling: cartwheels, round offs, etc.
- ❖ No bats at school.

4 Square Rules

- ❖ The object of this game is to keep the ball going into the different squares by pushing with hands. NO catching!
- ❖ No taking cuts or giving someone else your square.
- ❖ No teaming up against each other. The object is to get to be the server. It is not a team game.
- ❖ Server must bounce and hit the ball, and can serve to any square.
- ❖ If the ball lands on a line, it is out.
- ❖ When the bell rings, all play must stop, and the balls are returned.
- ❖ No playing after the bell has rung.

POWERSCHOOLS STUDENT INFORMATION SYSTEM

PowerSchool is a web-based student information system used to connect home and school. PowerSchool gives parents and students access to real-time information-like grades and attendance information-and provides a secure way to communicate with teachers from home.

- ❖ Visit the Las Brisas office and show ID to have the staff print out your student's login information.

SAFE AND HEALTHY EATING

Please encourage your student/child/ or children to be seated upright when eating and not to be distracted. Encourage them to eat slowly, take small bites, and fully chew and swallow their food before talking or laughing. If you pack a lunch and send it with your child, please avoid food items that could be difficult to chew or which could possibly cause choking. Encourage them not to eat while walking, running, or engaging in other activities. Encourage them to avoid children's games that involve catching a food item in the mouth or putting large amounts of food into the mouth. Eating in the cafeteria should be fun and social, but eating in the cafeteria is a privilege. For those who misbehave or fail to follow these directions, cafeteria privileges may be revoked.

SPECIAL PROGRAMS

Special teachers are provided by Deer Valley School District to teach art, physical education, general music, choral music, instrumental music, and classes for gifted students. These teachers are specialists with training devoted to helping children learn about those areas of the curriculum.

Most special subjects are an integral part of your child's curriculum and are scheduled daily or weekly. Only the classes for the gifted students (SAGE), and special education require special testing for class placement.

STUDENT DRESS GUIDELINES

Any attire that detracts from the learning environment is not acceptable. 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.

- ❖ Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- ❖ Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education.
- ❖ Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- ❖ No hats may be worn (by staff members or by students) inside any campus buildings at any

time, except for properly approved occupational safety headgear required for special classes. Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.

- ❖ Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.

LEGAL REF.: A.R.S. 15-341, A.R.S. 15-841

Dress Code Violations will follow the DVUSD Student Rights and Responsibilities Handbook procedures.

- ❖ 1st infraction: Change clothes; call to parent
- ❖ 2nd infraction: Change clothes; detention
- ❖ 3rd infraction: Change clothes; detention; parent conference with teacher or teacher team
- ❖ 4th infraction: Change clothes; 1-day suspension
- ❖ 5th infraction: Change clothes; 3-day suspension
- ❖ 6th infraction; Change clothes; parent conference with administration

STUDENT RECORDS

In compliance with the Buckley Regulations and A.R.S. §15-151-164, Deer Valley Unified School District is required to inform parents and eligible students of their rights to inspect and review student educational records. A District policy is available at each school office which includes the following provisions:

1. Informing parents of students and eligible students of their rights.
2. Permitting parents of students and eligible students to inspect/review educational records.
3. Not disclosing personally identifiable information without prior written consent.
4. Maintaining the record of disclosure.
5. Providing an opportunity to seek the correction of educational records.

If you have any questions about the Family Education Rights and Privacy Act or Custodial Guidelines, contact our school office.

STUDENT SAFETY

Policies and procedures have been put in place to keep our students safe. These include:

Crosswalks and Crossing Guards:

Crosswalks and Crossing Guards are provided at locations which are selected by the City of Phoenix, to help ensure student safety to and from school. Students are expected to use crosswalks appropriately (see Student Rights & Responsibilities Handbook) be respectful and follow the crossing guard's directions.

Early Release of Students

If it is necessary to pick up your child during school hours, you must come to the office first to sign him/her out and then we will call your child to the office. It is helpful if you can let the office know ahead of time if you will be picking your child up early. Please do your best to schedule doctor and dentist appointments after school hours in order to avoid disruption of the educational setting.

For your child's protection we will:

Require you to show identification when checking your child out early.

- ❖ **Not release your child to anyone except his/her parents or the responsible party you identified on the pink emergency card.**
- ❖ **Not accept a note or a telephone call as means by which to release your child early from school.**

Fire Drills:

These drills are practiced in accordance with the Fire Marshall's guidelines.

Hall Passes:

Students are expected to have a hall pass when they are outside of the classroom.

Lockdown:

Lockdown drills are practiced quarterly. This procedure is used to direct students to safe areas in the event of an unsafe situation.

Campus Access:

All gates are locked during the school day. All parent and community members who wish to be on campus before, during, and afterschool, must sign-in and wear a visitor badge while on campus.

Visitor Sign In and Badges:

All visitors must sign in at the office stating the location and reason for their visit. Visitors must wear a visitor badge while on campus. All employees will report unidentified visitors to the office.

SUPPLIES/TEXTBOOKS/LIBRARY BOOKS

Basic supplies and textbooks are provided free of charge to all elementary students in Arizona. Each student is responsible for the care of textbooks and library books. A charge will be assessed for lost or damaged books. Each grade level at Las Brisas has developed a list of suggested items if parents wish to purchase supplies for their child. The supply list is available from the teacher or from the office upon request. The list is also available online on the Las Brisas website.

Arizona law requires that public schools provide supplies required for academic success. This list represents optional, supplementary items which you may supply, at your discretion. If you have questions, feel free to contact the school.

TARDIES

Students are expected to arrive on time and be prepared for class every day. Students who arrive late cause interruption for the teacher as well as the students who have arrived on time. When students are tardy, they miss important instructional time. Elementary school children depend on the adults in their lives to help them develop habits of punctuality that will impact learning, employment opportunities, and relationships throughout life. The 1st bell rings at 7:55 a.m., giving students time to move from the playground to class. School begins promptly at 8:00 a.m.

Students are considered tardy and late after the 8:00 a.m. bell.

Any student arriving after 8:00 must have a parent or adult sign them in at the front office. Excessive tardiness will result in campus discipline according to the DVUSD Students Rights and Responsibility Handbook.

EXCUSED TARDIES:

In the current Governing Board Policy Manual, it states:

"Excused tardies: Only verified doctors' excuses will be considered as excused tardies."

(Ref: JH-RB, pg. 2)

Requests to excuse a tardy will be evaluated on a case-by-case basis. School personnel will consider whether conditions that resulted in the tardy are within the reasonable ability of the student and/or parent to control. Circumstances outside of the student and/or parents' reasonable control will be considered an excused tardy (School bus problems, doctor/dentist visits or sickness). If a student exhibits a pattern of tardiness or absences due to medical issues, parents should consult the school nurse to discuss options and policies for chronic health conditions.

Unexcused tardiness will result in the following consequences:

On the 4th tardy – Parent letter sent home

On the 6th tardy – An after-school detention will be assigned

On the 9th tardy - An after-school detention will be assigned and parent conference will be requested

On the 12th tardy – 1 day suspension and parent conference

All tardies are cumulative for each semester.

(See DVUSD Student Rights & Responsibilities Handbook)

TELEPHONE USE

It is important that classroom interruptions be kept to a minimum. It is the responsibility of the student to check at the office for forgotten lunches and/or homework. Students **will not be called from class** to answer phone calls or to pick up forgotten items. Messages will be delivered in cases of emergency.

Each teacher has a direct phone line to their classroom. The teacher will give his/her number to parents at the beginning of the school year. Calls to teachers should be limited to before and after school. Teachers will not be called from their classes to answer the telephone except in emergencies. If you find it necessary to call at a time other than before or after school, you may leave a voice mail message by calling the teacher's direct phone number. During school hours, the number will ring to the teacher's voice mail. The teacher will call you back at his/her earliest opportunity.

Students should not expect to make general use of the telephone. This rule will be strictly enforced.

After-school activity arrangements should be made prior to arrival at school.

TRUANCY

To encourage and improve school attendance, Las Brisas has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is "**habitually truant**" if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court.

Las Brisas will be issuing warning letters for all students who have eight (8) absences. Students who have twelve (12) absences will be required to attend an attendance hearing with school administration. Students who have eighteen (18) or more absences may be issued a referral to the C.U.T.S. program (Court Unified Truancy Suppression) and may be required to appear in juvenile court.

VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year your children will be involved in many school activities that will be captured on video or photographed for sharing. Videotaping and photographing of handicapped children in special education settings for non-educational purposes will be authorized only with parental consent.

Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students and the news media from time to time while participating in school activities.

You will be asked to state whether or not you approve of videotaping or photographing of your child on the Acknowledgements and Verifications form that is included in the registration packet or sent home the 1st day of school with every student. It must be updated yearly.

WITHDRAWING STUDENTS FROM SCHOOL

When families move during the school year, parents are asked to sign an official Withdrawal Form in the office. This enables us to remove your child from our enrollment and helps us prepare his/her records for forwarding to his/her new school. Students are given a check-out sheet that must be initialed by various members of our staff to ensure that library books are returned and any outstanding fees are paid. Classroom text books and materials are also returned at this time.

Las Brisas Parent/Student Handbook

Verification Form

STUDENT I.D. # OR TEACHER'S NAME: _____

STUDENT'S NAME: _____

PARENT'S/GUARDIAN'S NAME: _____

WE ARE GOING GREEN! The Deer Valley Unified School District and Las Brisas are dedicated to contributing to a sustainable future for our planet through reducing consumption, reusing what we have and recycling what we can. This philosophy includes conserving natural resources. To support this, in lieu of printing a copy of the Parent/Student Handbook, for every student, we are asking each student and parent to review the information in the handbook at dvusd.org/lasbrisas

_____ I don't have access to the internet and/or I would like a hardcopy of the handbook.

PLEASE RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER BY AUGUST 6.

By signing below, you are acknowledging and verifying that you have read and reviewed with your child/children Sunset Ridges policies.

Signature of Parent/Guardian

Date

Signature of Student

Date



2021-2022 Instructional Calendar

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

July 5 - Independence Day Observed
Offices Closed

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

Aug. 2 - First Day for Students
Aug. 6, 13, 20, 27 - Early Release - 90 min

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sep. 6-7 - Labor Day Recess - No School
Sep. 3, 17, 24 - Early Release - 90 min

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct. 11-12 - Fall Break Days
Oct. 1, 8, 29 - Early Release - 90 min
Oct. 21-22 - K-12 P/T Conferences-Half Day

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov. 11- Veterans Day Observed
Nov. 22-26- Thanksgiving Recess
Nov. 5 & 19 - Early Release - 90 min

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

Dec. 3 & 10 - Early Release - 90 min
Dec. 16 - HS Half Day
Dec. 17 - K-12 Half Day
Dec 20-31- Winter Break

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Jan. 3 - Staff Development Day (full release)
Jan. 14, 21, 28 - Early Release - 90 min
Jan 17- Martin Luther King - No School

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb. 4 & 11, 25 - Early Release - 90 min
Feb. 17-18-K-8 only P/T Conf. - Half Day
Feb. 21 - President's Day - No School

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

Mar. 4, 11, 25 - Early Release - 90 min
Mar. 14-18- Spring Break

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 15 - Spring Break Day
***No Early Release Days during State testing (testing ends on Apr. 22)
Apr. 1, 29 - Early Release - 90 min

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

May 6 & 13 - Early Release Days-90 min
May 19 - Last day for students Half Day
May 20 - Last day for teachers
May 30 - Memorial Day - Offices Closed

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	First Day of School
	Early Release Days - 90 min
	1/2 Day Release - See campus web pages for release times
	1/2 Day Release - Parent Teacher Conferences
	Last Day of School
	Graduation Dates
	No School - Federal Holiday or Break

Graduation Dates	
May 16, 2022	SDOHS, DVHS, BCHS - Times TBD early release for SDOHS, DVHS and BCHS
May 17, 2022	MRHS and BGHS - Times TBD early release for MRHS and BGHS

Grading Periods	
1st Quarter.....	Oct. 8, 2021 (48)
2nd Quarter.....	Dec.17, 2021 (42)
3rd Quarter.....	Mar. 11, 2022 (47)
4th Quarter.....	May 19, 2022(43)

Teacher Contract Days.....	186
Student Contact Days.....	180
40th Day.....	Sep. 28, 2021
100th Day.....	Jan. 18, 2022

Early Release (90 min) PLC / PD Days	
1st Semester	2nd Semester
Aug. 6	Jan. 14
Aug. 13	Jan. 21
Aug. 20	Jan. 28
Aug. 27	Feb. 4
Sept. 3	Feb. 11
Sept. 17	Feb. 25
Sept. 24	Mar. 4
Oct. 1	Mar. 11
Oct. 8	Mar. 25
Oct. 29	Apr. 1
Nov. 5	Apr. 29
Nov. 19	May 6
Dec. 3	May 13
Dec. 10	

* No Early Release Days during State testing - through April 22nd

No School - Federal Holiday or Break Days	
Sept. 6-7	Labor Day Recess
Oct. 11-12	Fall Break
Nov. 11	Veterans Day
Nov. 22 - 26	Thanksgiving Recess
Dec. 20 - Jan 3	Winter Break
Jan. 17	ML King Jr. Day
Feb. 21	President's Day
Mar. 14 - 18	Spring Break
Apr. 15	Spring Break Day

Student last day -	May 19
Teachers last day -	May 20
1st semester =	90 days
2nd semester =	90 days