

Terramar Family Handbook 2021-2022



Deer Valley Unified School District No. 97

20402 N. 15th Ave. ♦ Phoenix, AZ 85027-3636 ♦ Phone (623) 445-5000 ♦ Fax (623) 445-5086 ♦ www.dvust.org

“Deer Valley...a district of excellence with opportunities for every student.”

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TerramarAcademy of the Arts

7000 W. Happy Valley Road
Peoria, Arizona 85308
623-445-7600 (Office) 623-445-7690 (Attendance)

*School Colors: **Hunter Green and Khaki** School Mascot: **Titan**
School Vision: **F.A.C.T.S. To provide a Foundation of Academics/Arts,
Character, Thinking and Service.***

*School Mission: **By utilizing an arts focused curriculum, we will enhance each child's sense of being, sense of self, and ability to achieve academically.***

School Hours

Kindergarten and First Grade

8:15 am -2:50 pm

Second thru Eighth Grade

8:15 a.m. - 3:00 p.m.

Early Release Schedule

Kindergarten and 1st grade

8:15-1:20 pm

Second thru Eighth Grade

8:15 a.m. – 1:30 pm

Half Day Schedule

Kindergarten and 1st grade

8:15-11:25 am

Second thru Eighth Grade

8:15-11:35 am

Students should arrive no earlier than 8:00 a.m. unless they are attending a scheduled activity. Breakfast will be served at 8:00 am in the multi-purpose room.

Staff supervision campus-wide begins at 8:00 a.m.

[School/District Calendar](#)

WHO DO I CALL IF I HAVE A QUESTION?

- If your child is ill or will not be attending school today, please call our 24-hour attendance line at (623) 445-7690.
- If you have questions regarding registration: School Registrar, (623) 445-7606.
- If you have questions regarding school lunches: Cafeteria Manager, Mr. Josh Singleton (623) 445-7614
- If you have a question regarding immunizations or illness: School Nurse, Mrs. Cupero (623) 445-7610
- If you need to make an appointment to see Sharon Wieser, Principal or Julia Aaron, Assistant Principal: Office Manager/Principal's secretary, Lisa Axelrod (623) 445-7604
- If you need to speak to the middle school counselor (623) 445-7617
- If you have questions regarding the bus/bus stops: Transportation Department (602) 467-5090

ARRIVALS AND DISMISSALS

Bicycles/Scooters/Skateboards

Students are permitted to ride bicycles, scooters, or skateboards to school. It is suggested that all students who ride bicycles/scooters/skateboards wear a helmet for their protection. Students should lock their wheeled vehicle in the school rack area. Those who ride bicycles/scooters/skateboards will assume all responsibilities and risks involved. For added security, it is recommended that students come through the Terramar Park gate and walk along the bus lane on the side of the yellow line closest to the school building, to the south east bike rack area. That bike rack gate is locked at the beginning of the school day and opened again after dismissal. **Students who park their bikes in the south east bike rack should NOT walk or ride along Happy Valley Road to get to the bike rack.** They should go into Terramar Park and through the gate to the school.

Many students park their bicycles/scooters/skateboards at the bike rack in Terramar Park and then walk through the gate onto the campus. The Terramar park bike rack is not managed by the school.

Mini-bikes, motorcycles, motor-bikes, motorized scooters, hover boards are not allowed at school at any time.

Crosswalks

School crosswalks and crossing guards are district employees or volunteers. Crossing Guards will be stationed at the corners of Desert Moon and 68th Avenue

and Terramar exit/ CCV entrance at the light. Please encourage your child to use these crosswalks and not to cross a school driveway or busy street at any other point. We care about the safety of your children and know you will encourage them to take advantage of the precautions established for their well-being.

Arrival

Students should arrive no earlier than 8:00 a.m. unless they are attending a scheduled activity. Breakfast will be served at 8:00 a.m. in the multi-purpose room.

- Student safety is our number one priority, follow the rules and be patient.
- Enter on the correct side of the parking barrier. One side is for East entering vehicle, one side is for West entering vehicles. Don't buypass cars that are waiting. Peoria Police will ticket drivers who enter the wrong way.
- All vehicles must stay in a single file and pull up as far as possible.
- **Drivers must remain in and attend their vehicles at all times.**
- Parents may park their vehicle in any available parking space and walk their child to the cross walk.
- **Students are not allowed to be dropped off in the parking lot and they may not walk in the parking lot at any time without being escorted by a parent.**
- **There is always additional parking across the street from Terramar in the CCValley parking lot.**

Dismissal

- Student safety is our number one priority, follow the rules and be patient.
- Enter on the correct side of the parking barrier. One side is for East entering vehicle, one side is for West entering vehicles. Don't buypass cars that are waiting. Peoria Police will ticket drivers who enter the wrong way.
- Students may be picked up along the blue curb in front of the school.
- Once the pick-up gate is opened, all vehicles must stay in **a single file** and pull up as far as possible.
- **Drivers must remain in and attend their vehicles at all times.**
- Parents /guardians may still park their vehicle in any available parking space and walk over to the pick up area to meet their child(ren) at the provided cross walks. **Vehicle pick-up along Happy Valley Road at arrival or dismissal time is not permitted.** Peoria police may ticket any driver who stops or loads students on Happy Valley Road or who leaves their vehicle unattended.
- If you do not want to wait in line, arrive a few minutes after the dismissal bell when the majority of the traffic has cleared. Typically, this will be after 3:07pm.

Early Student Pick Up

If it is necessary to pick up your child during school hours, please report to the school office to sign him or her out. The office will then call your child to the office. Your child will not be called to the office prior to your arrival. For your child's protection:

- **Your child will not be released to anyone except his/her parents or the responsible party you have indicated on the Emergency Card.**
- **Picture I.D. will be required every time.**
- **A note or telephone call is not sufficient to have your child released from school.**

Campus Safety

- **Visitors**

While parents are encouraged to have lunch with their child(ren), due to DVUSD procedures and safety purposes, visitors are not enter the playground area. **Only parents/guardians and those listed on the emergency documents are allowed as visitors on campus. If the family wants a different person to visit the child during lunch that IS NOT on the form, please contact the front office to make PRIOR arrangements. All visitors must present ID.**

DVUSD welcomes visitors to all of our campuses. All visitors are required to report to the school office upon arrival on campus. All visitors will be issued a visitor's badge and must sign in and out upon arrival and leaving. For those who wish to visit a classroom during the school day, it is expected that the teacher and the principal be contacted in advance to arrange a day and time for such a visit so as to avoid any conflicts with the school schedule. No person may enter onto school premises, including visits or audits to a classroom, without approval by the principal. (Ref. DVUSD Board [Policy KI-R](#))

Parents requesting an observation of their child's classroom need to complete a Permission for Visitation/Observation Form in advance, available from the school's office, and submit it to the school's administration for approval. If approved, school administration/designee will then notify parents of the scheduled observation time and accompany them to the observation.

School administrators are happy to meet with visitors. Because everyone's time is valuable, please contact the school office to schedule a date and time to meet that works for all parties.

Visitors to our campuses are expected to adhere to the same policies and procedures as our students and staff, including dress code. If a visitor causes a disruption or otherwise violates a policy, procedure, or law while on a DVUSD campus and the campus administrator deems it necessary for the safety and security of students, staff, and other visitors, the visitor will be immediately removed

and local law enforcement may be contacted. Visitors may be escorted while on campus.

- **Custody and Legal Guardianship**

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If a court order limits the right of one parent in custody matters, a current copy of that order must be on file in the school office. If no court order is provided, it is assumed that both parents have equal rights. Parents must provide schools with specific parenting time schedules in order for schools to comply.

A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person within the boundaries of DVUSD are considered residents of the District. (Ref. DVUSD [Policy JFAA](#))

Only a parent who has legal custody can make school decisions for a child. Unless there is a court order stating otherwise, the non-custodial parent has the right to review student records and meet with teachers.

For more information on applying for guardianship of a minor, please visit

superiorcourt.maricopa.gov/SuperiorCourt/JuvenileCourt/guardianship.asp.

- **Drills**

DVUSD campuses have Emergency Response Plans 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.

When the news breaks that an emergency is taking place at a school, every parent's first reaction is to rush to the campus to pick up his or her child. The fact is, numerous parents arriving at a school at the same time can increase the risk to students. If an emergency occurs at your child's campus, you will be notified immediately through either text, email, or voice mail with the most current information available along with procedures to follow. Additionally, information will be available on the school's webpage. Please be sure that your most current contact information is on file at your child's school.

Please note: DVUSD and our schools only use parent phone numbers and email addresses to contact families about emergencies, absences, school events, etc. and

will not share this information with outside entities.

Terramar will conduct monthly fire drills and quarterly lockdown/lockout drills.

Family Educational Rights & Privacy Act (FERPA)

Annual Notification To Parents

Regarding Confidentiality Of Student Education Records

[[34 C.F.R. 300.561](#) and [300.572](#)]

Dear Parent,

The Family Educational Rights and Privacy Act ([FERPA](#)) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations ([34 C.F.R., Part 99](#)) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 ([USA PATRIOT Act](#));
- No Child Left Behind Act of 2001 ([NCLB](#));
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations ([34 C.F.R. 300](#)); and
- [A.R.S. 15-141](#) and [15-142](#)

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students’ records maintained by the District may include—but are not limited to—identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher

and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent ([34 C.F.R. 99.7](#)).

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for four (4) years after the date your child was last enrolled in this school District.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information ([34 C.F.R. 99.7](#)). Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading ([34 C.F.R. 99.7\(a\)\(1\)](#)). You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of a right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or

company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA ([34 C.F.R. 99.7](#)). The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school ([34 C.F.R. 99.7\(a\)\(5\)](#) and [99.7\(b\)](#)).

ATTENDANCE AND REGISTRATION

Admission Procedures and Immunization Requirements

Parents will need to furnish the following information for all students entering the Deer Valley Unified School District:

- A birth certificate or a certified copy
- An immunization record
- Proof of residency (utility bill, rent receipt, lease agreement, escrow doc., etc.)
- Parent Identification
- Legal guardian or custody papers, if applicable
- Official withdrawal form from the previously attended school (grades 1st - 12th)

Immunizations required are described in the “**Health Center**” section of this handbook. After the immunization record has been reviewed, the school will notify you if your child’s immunizations are incomplete. If you receive such a notice, please have the missing vaccination(s) taken care of as soon as possible so your child can continue school without interruption. If your child should not be immunized

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because of a medical condition, personal belief, or natural immunity (i.e., has already had the vaccine-preventable disease), you must file a Request for Exemption with the school nurse.

Child Protection – Custody Information

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If a court order limits the right of one parent in custody matters, a current copy of that order must be on file in the school office. If no court order is provided, it is assumed that both parents have equal rights. Parents must provide schools with specific parenting time schedules in order for schools to comply.

A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person within the boundaries of DVUSD are considered residents of the District. (Ref. DVUSD [Policy JFAA](#))

Only a parent who has legal custody can make school decisions for a child. Unless there is a court order stating otherwise, the non-custodial parent has the right to review student records and meet with teachers.

For more information on applying for guardianship of a minor, please visit

superiorcourt.maricopa.gov/SuperiorCourt/JuvenileCourt/guardianship.asp.

Signing in/out

For their own safety, students may not leave the campus during the school day without permission. If a student is leaving during the day, they must be signed out by someone on the registration form/emergency contact. It is the parent's responsibility to provide updated custody documents to the school. **A picture identification MUST be available for the office staff to verify every time a student is to be signed out.** While Terramar does pride itself on knowing its families, please don't assume that certain staff members will be in the office as we often have other staff on standby to assist when regulars are out.

Reporting Absences

If your child is going to be absent, use the attendance number (623-445-7690) to notify the school. Please do so in advance or by 8:15 a.m. on the day of the absence. Attendance: The minimum attendance standard for the Deer Valley Unified School District is 90% of the days of the school year per A.R.S. §15-802 and A.R.S. § 15-803. Extenuating circumstances will be considered on an individual basis. Students who are absent 10% of the school year, or 18 days, may need to be retained.

An absence may be excused if you have notified the school. Attendance can impact retention/promotion decisions.

Students are required to make up any work missed as a result of absences. If a student is absent, it is the child's responsibility to contact the teacher when he/she returns to obtain missing work. For each day a child is absent, they will have one day to make up the work. For absences of 3 days or longer, parents may e-mail a request or phone the teacher and leave a message for work to be collected and picked up for the student to work on while they are out.

Student Attendance

The CUTS program, administered by the Division of Campus 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.

Students will be referred to the CUTS program on their fifth (5th) unexcused absence or when the student has been absent ten percent (10%) of the school year (18 school days). For more information, please see [A.R.S. 15-803](#)

The probation officer, with the help of school officials and parents, decides the consequences for the truant student. Consequences may include, but are not limited to, campus community service, an educational class for both student and parent and/or counseling. The parent will be assessed a fee. All consequences must be completed within 30 days following the CUTS meeting. Failure to comply with these sanctions results in the case being set for a court hearing in Juvenile Court.

Tardiness

When students arrive after 8:15 a.m. they are tardy.

An unexcused tardy is when a student arrives after 8:15am WITHOUT A PARENT/GUARDIAN signing them in. Excessive unexcused tardies will result in disciplinary action according to the Students Rights and Responsibilities District handbook.

An excused tardy is when a student arrives after 8:15am WITH a parent/guardian signing them in. Excessive excused tardies will result in disciplinary action according to the Students Rights and Responsibilities District handbook.

Communication

The first line of communication should always be with your child's classroom teacher. For any safety issues or school concerns, contact the school office immediately at 623-445-7600.

Voicemail Messages

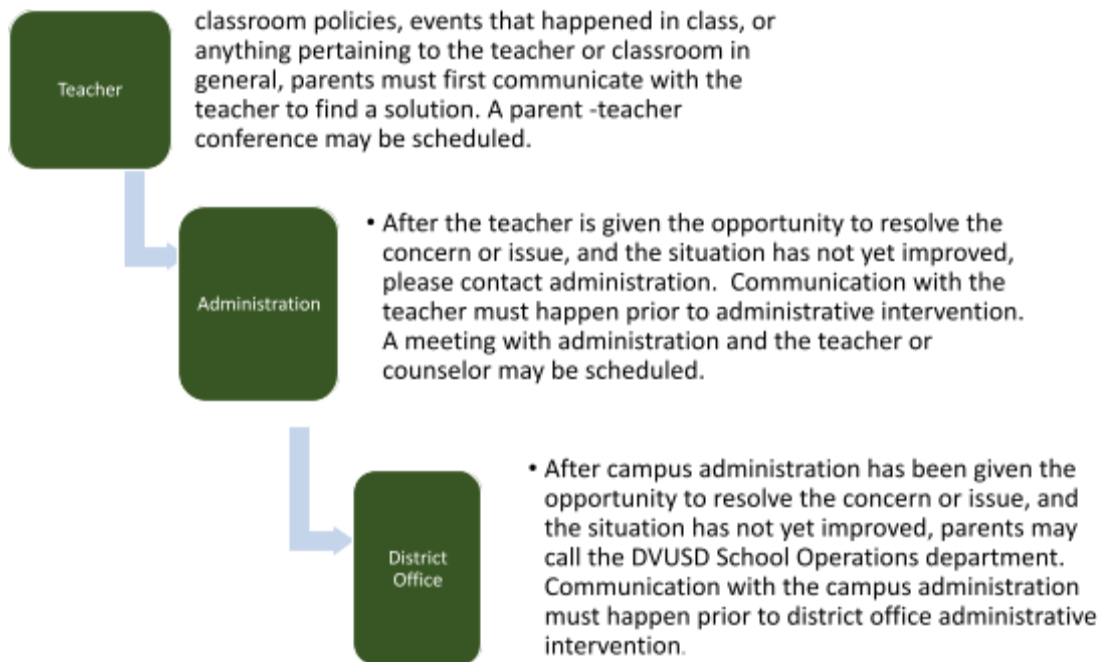
The Terramar voice mail system gives you the opportunity to leave a message for any teacher or other staff member you wish to contact. You may contact the office to get the phone number for a staff member. Between the hours of 8:15 a.m. and 3:15 p.m. telephones are put on "Do Not Disturb." During this time, please leave a message and the teacher will get back to you within 24 hours. Teachers will check their voicemail regularly for new messages. If you have an emergency, please call the front office and they will make contact with the classroom immediately. All non-emergency messages will be given to your child near the end of the school day.

Parents/guardians can communicate with teachers using e-mail, the telephone or written correspondence. Meetings can be scheduled by contacting the teacher or staff member and arranging a date and time. Teachers and/or staff will respond to a parent's request to be contacted within 24 hours during regularly scheduled school calendar days. If two messages have been left for a teacher/staff member with no return call, please call the school office and inform the school secretary.

Email

Each staff member has an email address. This is a preferred method of communication for most parents and teachers. The email addresses for our teachers can be found on the school website. <https://www.dvusd.org/domain/2885>

Chain of command:



Concerns and Complaints

Most concerns and complaints can be resolved at the campus level. Therefore, it is the expectation that when a community member has a concern or complaint, the chain of command guidelines in this handbook will be followed. However, Policy KE-Public Concerns & Complaints allows an avenue for written complaints. You may find these forms and the process in [Policy KE](#).

GRADING/HOMEWORK/ASSESSMENT/PROMOTION

Terramar is a Phase 1 pilot school for Standards Based Mindset grading.

Refer to the District Promotion Retention Acceleration Guideline for Phase 1 Grading Schools located on the district website, under parents/students, handbooks/forms .

HOMEWORK and GRADES

Terramar is one of the ten schools in the district piloting the new grading system in DVUSD. Additional information regarding Standards Based Mindset for grading can be found on our website [here](#).

**Grading Scale
For K – 6th Grades**

- 4** Independently applies skills and concepts with greater depth and complexity
- 3** Demonstrates grade level proficiency independently
- 2** Demonstrates grade level proficiency with support
- 1** Demonstrates below grade level proficiency with support

**Grading Scale
For 7th – 12th Grades**

- 4** Evidence demonstrates a high level of proficiency of the learning standard(s)
- 3** Evidence demonstrates proficiency of the learning standard(s)
- 2** Evidence demonstrates partial proficiency of the learning standard(s)
- 1** Evidence demonstrates minimal proficiency of the learning standard(s)
- 0** No evidence of proficiency of learning standard(s)

Principal's List

All 4's (including special area and other elective courses)

No Incompletes

Honor Roll

All 3's and 4's (including special area and other elective courses)

No Incompletes

WHY STANDARDS BASED MINDSET IN GRADING?:

Parents:

- Progress reports are less mysterious and have more meaning
- Parents are aware of exactly what their child knows, is able to do, and next steps for progress
- Parents know in what areas their child needs more support
- Parents are empowered to increase their child's confidence and help their student set goals

Students:

- Learning targets are clearly defined and aligned with state standards.
- Students are offered multiple opportunities and ways through which to demonstrate proficiency
- Students monitor their own progress toward the achievement of specified targets
- Specific feedback on progress helps build self-esteem, pride, and motivation

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- Teachers:
- Teachers know exactly where students stand in their progress toward learning targets and what support needs to be provided
- Teachers of the same courses have aligned expectations and standards
- Assessment results help teachers determine when students need extra help and when they need more challenging work

Research provides strong evidence that, when used appropriately, homework is essential for increasing and reinforcing student learning and achievement for course standards. Homework may be differentiated to meet the needs of our varied learners. The intent of homework is to practice, extend learning, and provide opportunities for students to develop critical, independent study skills and self-discipline for their life-long educational journeys.

The DVUSD grading definition for Phase 1 schools is based on the following ideas:

- Grades will be equitable, accurate, specific, consistent.
- A student's grade should reflect academic learning and should never be used as a punitive tool.
- Grades are for reporting the status of academic learning, not behavioral conduct
- Grades are a reporting tool utilized to reflect what a student knows and is able to do in a content area. We measure achievement, not effort or behavior, in our grading system.
- The primary purpose of assessment and grading is to provide detailed feedback to inform and support student learning.
- Learning is a process that takes place over time and at different speeds for different students.
- A coordinated assessment and grading system, both among common grade level teachers and throughout the school, clarifies the expectations for all students and maximizes academic opportunities.

“Grades are broken when they mix achievement and non-achievement elements. The fix is to report variables such as behaviors separately from achievement, thereby ensuring that the grades reflect student achievement as accurately as possible.” (O’Connor, 2011)

PowerSchool is an essential resource for parents and students. It is not only a tool for communication regarding grades, it is a resource for our students and

parents to check progress, missing work, and what is being taught/learned regularly. Please ensure that you and your child have access (separate accounts) and even sign up for the app and push notifications or weekly email updates as an option in [PowerSchool](#).

LATE WORK and MISSING WORK

In order to accurately reflect a student's academic performance level, teachers will accept late work and missing work for full credit if the work is submitted within the timeframe/procedures developed by the school and before the end of the grading period. Based on the grade scale a "1" or "0" will be entered in the gradebook until the work is submitted. A notation of "M" for missing or "L" for late work will also be denoted in the gradebook. Students will still be responsible for turning in late work in addition to their current coursework, which results in the natural consequence of a heavier workload. The primary consequence for students not completing the work is to complete the work.

- Students needing extra help will receive it from their teacher during Multi-Tiered Systems of Support in class.
- Students choosing not to complete work, but who are able to do so, will complete work with support during Titan Time.
- Missing work will be accepted up to 3 weeks after the assignment date.
- Once assignment is turned in the "M" will Change to "L" to indicate it was completed late.
- Teachers may adjust the time based on the individual needs of the student and/or assignment.

PROCESS FOR REASSESSMENT/RETAKES

Learning is a journey that is often not linear. Some students learn content and skills quickly while others may require more time or feedback in order to learn. The primary objective of grades is to report where a student is in the learning process, regardless of how much time or effort the student needs to get there.

Students will be allowed to retake assessments during the same grading period to show the student's current level of attainment of the standards.

- Students will be afforded extra time for learning; however, there is an ending

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point for each course in which final reports on a student's learning must be conveyed.

- Final assessments or end of term capstone projects and performance assessments will not be eligible for retakes.
- Assessments may be in an alternate format for reassessment.
- Students are required to show evidence of learning and applying the teacher's feedback in order to earn a reassessment opportunity.
- Certain assessments are **NOT** available for retakes as mandated by the district. Check with your teacher to ensure an assessment qualifies for a retake.
- Retakes **must be** scheduled with the teacher.
- Student Work Form must be completed **at least 24 hours** prior to a retake opportunity to ensure content mastery.
- The teacher reserves the right to decide if an assessment qualifies for a retake or not; an explanation will be given if reassessment is denied.
- Retake requests must be submitted **within 2 weeks** of the original test date. All retakes must be completed **prior** to a week before grades close for the quarter.
- Student Work Form must be completed prior to any reassessment.

"Making students redo their learning until it meets high expectations demands far more of both students and teachers than letting them take a failing grade— but it also results in far more learning." (Wormeli, 2011)

Promotion

Commencement and promotion ceremonies are a privilege, not a right. Therefore, appropriate student behavior throughout the school year is directly related to a student's opportunity to participate in this ceremony. Students who engage or participate in behavior (a single event or a series of discipline issues) that violates any of the DVUSD standards for student conduct will be subject to the appropriate disciplinary consequences and may forfeit the privilege of participating in the commencement or promotion ceremony.

For additional information on promotion requirements please read the Promotion Retention Acceleration Guideline Phase 1 School handbook located on the district website.

Student Assessment

Student assessment helps to drive instruction, flexible skills groups, and curriculum revision by providing data on student achievement. The following measures of student progress will be utilized:

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- The AZM2 State Assessment for 3rd through 8th grade.
- District-developed assessments that measure achievement of skills in various subject areas will be administered to Kindergarten through 8th graders.
- Teacher evaluation of student achievement including measures of achievement for instructional placement (i.e. DIBELS, DRA, SRI, curriculum pre- and post tests).
- Teacher formative/summative assessments.

Student Progress

Power School enables you to access your child's grades at any time. You may also create settings to receive weekly email grade updates. Conferences are held twice a year after the first quarter and before the third quarter. Your child's teacher will contact you at these times to set up a time and date for your conference.

DVUSD Board Policy IKB, Homework, states:

The Board recognizes that development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned on a routine and systematic basis consistent with the maturity, special needs, potential, and achievement level of the individual student. The student should learn that he/she has a responsibility for actively pursuing knowledge without immediate supervision outside of as well as within the classroom.

It is critical that all students, regardless of their intellectual capacity, understand that mastery of skills is not always possible within the time constraints of the classroom. All students should exit the system with a firm foundation for pursuing knowledge and developing skills on an independent* basis.

Homework should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives outlined herein.

The Superintendent is responsible for procedures that will achieve the following objectives through homework:

- Elevation of deficient performance to acceptable standards.

- Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on mastery of basic skills.
- Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
- Feedback from the teacher through correction and clarification of all outside assignments.

Home Practice Philosophy

Home practice, sometimes referred to as homework, is essential for increasing and reinforcing student learning and achievement for course standards. Through home practice, teachers provide students opportunities to increase their understanding of essential knowledge relating to course standards. Home practice means a student is engaged in applying new learning in order to get to as close to mastery of a standard as possible. Teachers should assign home practice work that extends course learning in a manner that is appropriate to a student's age, grade level, and achievement level. Home practice work may also be differentiated to meet an individual student's learning needs to help increase student mastery of skills. Student participation is critical in order to receive specific feedback on how to improve and become successful in meeting course standards. In addition to increasing student achievement, home practice also provides the student opportunities to develop critical, independent* study skills and self-discipline for their own educational journey.

The three main types of homework are:

1. **Practice exercises** – providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills, including:
 - Finishing class work, physical activities, projects and assignment tasks (classwork sent home should not need the direct supervision of the teacher and can be completed independently* by the student)
 - Consolidation exercise e.g. math problems
 - Practicing for mastery e.g. spelling words
 - Reading for pleasure
 - Completing writing tasks
2. **Preparatory homework** – providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:
 - Background reading
 - Discussion of topics with parents
 - Researching topics for a class unit or work a
 - Collecting items e.g. geometric shapes
 - Preparing and practicing public speaking notes
3. **Extension assignment** – encouraging students to pursue knowledge individually, including:
 - Writing e.g. a book review
 - Making or designing something e.g. an artwork

- Investigations e.g. science, social science
- Researching e.g. history, local news
- Information and retrieval skills e.g. using a home computer to find material on the Internet

*The homework is independent practice which reinforces the lesson and is directly related to the lesson. When the student can perform the skill or process without major errors, then s/he is ready to develop fluency by practicing without the availability of the teacher. The parent should not need to monitor the practice as the student is doing it, but should check the finished product. Children whose parents are engaged with their education are more likely to be successful, occasionally students may have take home projects that may require parental engagement and thus, help increase student achievement. In the upper grades, less dependence on parents in the project taken home is expected.

Home Practice Guidelines and Procedures

Research provides strong evidence that, when used appropriately, home practice benefits student achievement. To make sure that home practice is appropriate, follow these time guidelines:

- Carefully assign home practice so that it is appropriate to students' age and achievement levels. Also, be careful that home practice does not take too much time away from other home activities (Marzano & Pickering, 2007).
- Home practice directly related to the instructional objectives based upon the standards can be assigned using the following time guidelines:
 - Grades K-1: **up to 30** minutes per night across all content areas
 - Grades 2-3: **up to 60** minutes per night across all content areas
 - Grades 4-6: **up to 90** minutes per night across all content areas
 - Grades 7-8: **up to 120** minutes per night across all content areas
- Content areas need to collaborate on how much work is given each evening.
 - Larger projects or assignments should be split up over multiple days.
 - Home practice times can be differentiated for the needs of each student.

Assigning Home Practice

- Assign purposeful work for students to practice at home. Focus on giving students home practice tasks such as practicing a skill that has been addressed in class to deepen the students' understanding and knowledge, providing students opportunities to extend their learning through independent* investigation, or allowing for differentiation that allows students to explore topics of their own interest (Marzano & Pickering, 2007).

- Create home practice opportunities that maximize chances for student completion and success. Ensure home practice is the appropriate level of difficulty for each student so that they may complete the assignments with success independently*. Home practice should also be challenging enough to make it interesting and valuable as a learning tool (Marzano & Pickering, 2007).
- When evaluating home practice, the teacher will provide students valuable feedback on their learning in a variety of ways. Feedback is critical for improving student achievement. Home practice should be no more than 5% of the grade.

Parental Involvement

- Parental involvement in home practice should be supportive of student learning without the expectation that parents are teachers at home or are there to police the students' homework completion, possibly have parents assist by listening to their students summarize their learning. It is important to recognize that each student has a different support system at home and that successful home practice should be possible for each student in each different home environment (Marzano & Pickering, 2007).
- Parent access to the PowerSchool portal, ps.dvusd.org, can assist in reviewing assignment due dates, emailing teachers and viewing current grades. Please see the front office staff for login information.

Reference: Marzano, R. & Pickering, D. (2007). The Case for and Against Homework. *Responding to Changing Demographics*, 64(6), 74-79. Retrieved from:
<http://www.ascd.org/publications/educational-leadership/mar07/vol64/num06/The-Case-For-and-Against-Home-work.aspx>

HEALTH CENTER

School is a HEALTHY environment. The nurse's responsibility is to maintain that environment and give each child the best possible opportunity to learn and reach his/her potential by addressing health problems followed by appropriate referrals and follow-up care. The Health Center is NOT a primary care facility like a doctor's office. If your child is ill, please keep him/her home.

By law, the nurse is not allowed to make a medical diagnosis, prescribe treatment, or administer medications without a written doctor's order. First-aid and medical care provided by the school nurse are primarily for illnesses or injuries that occur during

the school day, or treatments as directed by your family physician that can be administered in the school setting.

Immunizations

The State of Arizona has revised the immunization requirements for preschool, kindergarten and first grade children entering school for childcare. In addition to Diphtheria, Pertussis, Tetanus (DPT) and Polio (OPV), Varicella (Chicken Pox) immunizations, youngsters need to complete a second dose of the Measles, Mumps, Rubella (MMR) vaccine and receive at least the first dose in a series of three for Hepatitis B prior to starting school. Children entering Preschool will need Hepatitis A immunizations (there are two needed) and 3-4 Hib vaccines. Children turning 11 years old, regardless of grade, will need to have a Tdap and Meningitis Vaccine.

Parents and guardians should contact their physician, the [Arizona Immunization Program Office](#) (602-364-3630) or their school nurse if they have questions or would like clarification. Copies of the immunization form are available at all district schools. The form includes a place for certification of religious, medical or personal exemptions, if appropriate.

Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the Arizona Department of Health Services or local health department. The Department of Health Services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the pupils.

For information on free immunization clinics, please call the Maricopa County Department of Public Health at 602-506-6900 or visit maricopa.gov/1809/Locations.

(Ref. DVUSD [Policy JLCB](#))

Emergency Cards and Emergencies

It is essential that the school have the most current emergency information on file for each student. The information on the emergency referral card needs to be completed by the parent/guardian the day the child begins school at Terramar. It is the responsibility of the parent/guardian to update this information as needed. Current phone numbers are critical in case of an emergency. Parents are asked to complete two Emergency Medical Referral Cards. One card will be filed in the nurse's office and the other in the main office. Students will be released early, due to illness or other personal reasons, to only those persons indicated as responsible parties on the student emergency card. It is very important to keep your child's emergency card up to date so we can reach you if there is a problem. If a child is involved in an emergency situation, every effort will be made to contact the parent/guardian immediately. If the parent cannot be reached, the alternate person listed on the student's emergency card will be notified. If emergency medical care is

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needed, the student will be taken to the nearest hospital. When children hurt themselves at school, parents are responsible for any related medical bills.

Medications at School

All prescription medications must have a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given and must be stored in the Health Center:

- Written parent permission medication forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center. (Ref. DVUSD [Policy JLCD-E](#))

- Inhalers and self-administered “Epi-Pens” may be carried if the proper medication form has been completed and signed. The form will be filed in the Health Center. (Ref. DVUSD [Policy JLCD-R](#))

- Diabetes Self-Management Authorization Form must be completed and signed, if a student is authorized to carry and self-administer diabetic medications. A student may carry a copy of the Diabetes Self-Management Authorization Form (DVUSD Form HS P-4) with supplies. A copy will be on file in the Health Center.

All over-the-counter medications must be stored in the Health Center:

- Written parent permission medication forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center.

Medications needed during field trips must be furnished by the parent to the teacher. All medications must be in their original containers with label intact and will be kept with the teacher or trip leader for the duration of the field trip. A Field Trip Medical Permission Form must be filled out and returned to the teacher prior to the field trip.

Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.

(Ref. DVUSD [Policy JLCD](#))

If your child requires medication at school, carefully read the following sections. State laws and school district policy strictly regulate how any medications are given at school. When it is necessary for a student to take medication during school hours, the following requirements **MUST** be met:

- **Physician's Orders**

A physician **MUST** prescribe the medication and a written physician's order **MUST** accompany the medication. Most often this would be the prescription label and it needs to include the name of the medication, dosage, time to be given, and how long to be given. It needs to include the child's name and a current date. When obtaining a new prescription, many pharmacies will issue a second labeled container for school use if you request it.

- **Signed Parent Consent**

There needs to be written permission from the parent to administer the medication to the child at school. Consent forms are available in the Health Center.

- **Original Container**

The medication **MUST** be brought to the nurse in the original container. All medications **MUST** be transported to and from the Health Center by the parent or an adult designated by the parent. Children are not allowed to carry medications to school.

- **Over The Counter Medications**

Medication policies also include any “over the counter” medications, such as Tylenol, cough syrups, cough drops, Calamine lotion, Bacitracin ointment, etc. Written parental consent needs to be received, and these medications **need to** be provided by the parent and kept in the Health Center.

- **Medications on Field Trips**

Parents need to provide the medication to the teacher/trip leader and make arrangements for the medication to be given on field trips. Consent forms are included on trip permission slips and will need to be filled out, signed by the parent and returned to the teacher. Teachers or trip leaders need to be provided the dosage of the medication needed for the trip in properly labeled original containers (same as for school). The School Nurse legally cannot give medication orders to anyone other than a licensed nurse.

Physical Education Excuses

A written parental excuse is required, if your child cannot participate in P.E. class for one week or less. A written doctor's excuse is required, if your child cannot participate in P.E. class for over one week.

SPECIAL PROGRAMS

Academy of the Arts

The Academy of the Arts Curriculum has been vertically articulated to provide specialized opportunities for students' pre-K through 8th grade. Information pertaining to coursework and extracurricular programs is routinely updated on the school website.

Athletic Programs

A competitive girls' and boys' program for 7th and 8th grade students will be available in the following sports:

- Volleyball
- Spirit Line
- Basketball
- Softball or Baseball

Terramar School will participate in Deer Valley's conference for K-8 schools. In accordance with the state of Arizona's regulations and Deer Valley's Governing Board Policy, only those 7th and 8th grade students deemed eligible may participate in extra co-curricular activities in which competition is an integral part of the organization. Students need to be passing all subjects in order to be eligible. Grade checks will be conducted every week. Any student non passing at the grade check time immediately becomes ineligible for play until the next grade check at which time all grades are passing.

Extra Curricular Eligibility

A student shall be eligible for participation in extracurricular activities only when all mandated paperwork and requirements are met, such as parental consent forms, insurance requirements, and/or physical examination.

Academic Eligibility - In addition, to maintain eligibility a student needs to be academically eligible. In order to maintain academic eligibility, a student must maintain all passing grades. Organizations such as National Junior Honor Society have different and higher standards for eligibility.

Behavioral Eligibility - If a detention, on campus reassignment, or suspension has occurred, the student may not participate in extracurricular activities scheduled on the day(s) the discipline activity was served by the student. Students who are participating in extracurricular activities on or off campus fall under guidelines for behavior and conduct and are subject to disciplinary action.

Attendance Eligibility - Students need to be in attendance at least one-half of the school day to be eligible to participate in extra-curricular activities.

Student Council

Student Council is an important aspect of our school. It provides opportunities for students to develop leadership skills. The Student Council has the opportunity and responsibility to sponsor activities that encourage school spirit and build a school community that reflect positive character attributes. Student Council may host events such as food drives, fundraisers for charity, spirit weeks, to name a few. Students in 6th through 8th grades may apply to be selected as student council officers. They must have a “C” average in all classes, no suspensions. Classroom representatives from 4th through 8th grades are also important members of the council who are elected by their respective home room class. All classroom representatives who have the correct qualifications are accepted into Student Council. Meetings are held regularly and all members receive a schedule.

National Junior Honor Society

The National Junior Honor Society Chapter at Terramar School was established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Chapter membership not only recognizes student’s academic accomplishments, but also challenges them to cultivate active involvements in school activities and community service. The Terramar School Chapter of the NJHS conducts the selection process and inductions for students entering 7th and 8th grade each spring. Membership is limited to 7th and 8th grade students maintaining a 3.5 GPA or higher and who also meet other criteria determined by the school’s Faculty Council.

Community Schools

Terramar School will offer a variety of extra curricular programs over the course of the school year as well as summer school. We are dedicated to providing as many different before or after school opportunities as possible. We offer a before and after school day care program that has been developed to serve our students who need adult supervision and care from 6:30 a.m. to 6:00 p.m. Our developmental preschool encourages parents of typically developing children to seek out the program and ask about admission. The increase of role models helps all child development. The integrated program is valuable to all as it teaches the importance of acceptance and the appreciation of differences.

Field Trips

As a part of their learning experience, students are provided the opportunity to visit places of interest in the community. Field trips are relevant to curriculum content

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being studied in the classroom. They are especially worthwhile endeavors for students and your support is essential. When your child's class is planning a field trip, a permission slip form will be sent home, giving full details as to the place the class will be visiting, the cost (if any), the times of departure and return, and the method of transportation. **The permission slip form needs to be returned with a parent/guardian signature in order for your child to participate. In addition, any parent volunteers must first be approved by the teacher. All parent volunteers must fulfill the requirements of the district volunteer class/paperwork.**

High School Math

High School math offered at Terramar follows the same academic expectations as set by DVUSD High School standards. Please contact the Terramar Algebra 1-2 teacher regarding semester grades, absences etc. for High School credit.

Middle School Dances

Periodically the school will sponsor dances for 7th and 8th grade students. Dances are a privilege. Students must agree to follow all dance procedures/rules if participating. A permission slip, which includes the dance rules, needs to be reviewed and signed by the student and a parent/guardian. That signed form is required to obtain a ticket. The forms will be distributed during the days prior to the dance. The tickets need to be purchased before entering the dance. Dances, which are chaperoned by teachers and parents, are fun social activities for the students. Dance procedures/rules include:

1. Dances are for Terramar students only. **Absolutely no visitors are allowed.** All Terramar rules apply.
2. Dances are considered special affairs, and the **dress code is enforced.**
3. Students are to treat one another with respect and courtesy. Displays of affection are inappropriate.
4. Once students arrive at the dance, they may not leave the multipurpose room until the dance is over unless the parent arrives at the door to release the student early. Chaperones will be positioned at all exits.
5. **Students who are suspended or are truant on the day of the dance may not attend the dance.**
6. **Students who are absent from school on the day of a dance may not attend the dance.**
7. Students with serious or frequent disciplinary actions may not be allowed to attend current or future dances.
8. Students will be dismissed to the parent or adult indicated on their permission slip. Students need to be picked up as soon as the dance is over at the multipurpose room.

Top Twenty

The Top 20 program is the adopted social emotional learning program at Terramar. Top 20 Training provides effective strategies and practices to develop potential, eliminate negativity, address challenges, and enhance the culture in schools, at home, and in the workplace through one-of-a-kind, live and on-line trainings, books, journals, and curriculum. <https://top20training.com/> Character education teaches universally accepted values and motivates youth to incorporate these values into their lives. These programs are endorsed by the Arizona Character Education Commission that was established by Governor Jane Dee Hull in 1999. The school community works together to help students understand these traits and to celebrate students who exhibit those traits. The school wide RTI-B program works in tandem with both curricula.

MTSS (Multi-Tiered System of Support)

When students are experiencing difficulties in the classroom that are not addressed through strategies the teacher and parent have utilized, a MTSS meeting may be called. This team will be composed of a team of teachers who will use their expertise and experience to brainstorm strategies that will support student success in the classroom.

Special Education

If you suspect your child (including preschoolers) has a physical, mental, or emotional disability, please confer with the Assistant Principal or the Intervention Specialist to discuss your concerns. Terramar School has a special services team to address student needs, develop interventions, and engage in pre-referral, evaluation and case management activities.

SAGE (Gifted Education)

Students who qualify will be eligible for the SAGE program for reading and/or math. Detailed information on this program, including a booklet describing the program philosophy and curriculum, is available for review at the school office.

GENERAL SCHOOL RULES

Animals

In order to protect the health and safety of all students, we ask that animals not be brought onto campus property. The exception will be if arrangements have been made through both the classroom teacher and the principal when an animal is part

of a special presentation or project. Written permission needs to be obtained before the animal is brought to school. Animals are to be properly restrained preferably in a proper container or secure cage. Parents assume all liabilities for injuries or damage if an animal is brought to school.

Before and After School Regulations

Loitering on school grounds, including the parking lot areas, is not permitted. Students not transported by bus should not arrive before 8:00 a.m. unless they are officially enrolled in a school program. A warning bell will sound at 8:10 a.m. and a second final bell will sound at 8:15 a.m. Any student who is not in their classroom when the second bell rings will be considered tardy. The student will report to the office for a late pass. Any student who is on campus before school or remains on the campus after dismissal needs to be under the supervision of a teacher or coach.

Due to Covid mitigations for the 21-22 school year, students will report directly to class when the gates open.

Most other years, students can play on the playground and basketball court from 8:00 am to 8:10 am. Only 1st through 3rd grade are allowed on the play equipment and adjoining swings in the morning. First through 5th grades are allowed on the play equipment and swings during their grade level recesses. Sixth grade through 8th grade may not play on the play equipment since it was designed for younger students, however, they may use the swings.

Backpacks and Book Bags

Students shall be allowed to carry a sensibly sized and appropriate bag for purposes of bringing books and instructional supplies to and from school. Prohibited or unauthorized items may not be brought to school in backpacks or book bags.

Birthdays and Celebrations

Teachers may plan for curricular celebrations regarding timely holidays or units of study. Please contact your child's teacher to discuss appropriate supplies. Individual student birthday recognition is generally celebrated the last ten minutes of the school day. Kindergarten through 8th grades, parents can drop off store bought treats at the office and they will be taken to the child's classroom. Be sure to pre arrange any birthday celebration treats with your child's teacher. Your child's teacher will let you know if there are any students with food allergies in the classroom. **Treats must be purchased from a store or you may use the district Birthday Bucket option** <https://www.dvusd.org/Page/65635>

Beverages

Students may have only water or clear, non-sugar based beverages in the classroom. Energy drinks such as Red Bull, RockStar, or Monster are not allowed at school at any time, as these drinks pose a significant health risk to students.

Cafeteria Procedures

All students will have at least a 30 minute lunch/recess time. Students are required to report to the cafeteria during their assigned lunch period and will be dismissed to class after they have had time to eat. Students will have a recess period either before or after their lunch time but will always be allowed to finish eating their lunch before going to recess or returning to class. Students are expected to maintain appropriate behavior as outlined in the Student Rights and Responsibilities portion of this Handbook. **Neither students nor parents are allowed to share food with other students due to student food allergies and to prevent the spread of Covid 19.**

Classroom Interruptions

To avoid classroom interruptions and to maintain the integrity of instruction through the end of the day, we ask that parents make every effort to avoid calling the office for a change of pick up the last 30 minutes of the day. We understand that emergencies may happen and we will relay those messages. Please do your best to plan ahead. The office will only deliver essential items, such as lunch, to students during the school day. To avoid academic distractions, items like balloons, flowers, etc received in the office will not be delivered to the classroom. Students can pick them up from the office at the end of the day.

Dress Code:

Taken from the Student Rights and Responsibilities 21-22 Handbook

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.

During the school day:

- Clothing must cover the entire buttocks and not be see-through. 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.

- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry shall not be worn if it presents a safety hazard.
- No hats, bandannas, other head coverings, or sunglasses may be worn inside any campus building at any time, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional. Hats and sunglasses may be worn outside.
- Obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons on clothing are expressly prohibited. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons must be covered.
- Students may not wear clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in [A.R.S. 13-105](#).

Exceptions for special activities or health considerations may be preapproved by the administrator.

Students who participate or volunteer in extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

(Ref. DVUSD [Policy JICA](#))

Please note: For information regarding current face mask mandates, please visit <https://www.dvusd.org/returntolearning>.

Drug/Smoke Free Campus

Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication.

Medication for cessation of smoking must be checked through the health center; otherwise, it will be considered a drug. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs" includes anything that looks like drugs.

For the protection of public health, and to set a good example for children, the use of tobacco on school grounds and other district property is prohibited. Parents and other visitors must refrain from smoking or chewing tobacco while on school property or at school-sponsored events such as field trips. The law prohibits the use or possession of tobacco products on school grounds.

Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. ([A.R.S. 36-798](#))

Electronic Devices/Social Media-

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 a staff member, 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 or anywhere on campus 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.

Cell phones for K-8 must be OFF and left in backpacks and are not to be brought out during the school day. Ear bud/headphones cannot be left in the ears during the school day. Middle School students in grades 7 and 8 may use cell phones during lunch only.

Food and Nutrition

Due to COVID-19, the USDA has provided relief for families by making school meals FREE to all students 18 year and younger for the 2021-2022 school year.

Breakfast is from 8:00-8:10am. For the 2021-2022 school year, breakfast is free
Lunch is free for the 2021-2022 school year.

Deer Valley Unified School District participates in the USDA National School Breakfast and National School Lunch Programs. We are committed to offering nutritious meals at affordable prices. All menu offerings are developed to meet USDA standards, be cost effective and meet the tastes of our students. Our cafeterias serving K-8 offer four to five different entrée options daily, one of which is always vegetarian. School lunches include five meal components (fruit, vegetable, grain, protein, and milk). Although students are encouraged to take all five components, they only need to select three, one of which needs to be a fruit or vegetable. Additionally, students are able to supplement their meal with items from the fresh fruit and vegetable bar. In order to support the increased independence of our high school students, they are offered an even wider variety of options for both breakfast and lunch. Options include yogurt, breakfast sandwiches and fresh fruit for breakfast and fresh salads, Mexican, Asian, Italian and deli items for lunch. Please visit your school's cafeteria website for more specific menu information.

Visit the Food & Nutrition webpage at dvusd.org/nutritioninformation for additional information on the following information:

- Menus
- Nutrition Facts and Allergens
- Wellness Policy and Information
- Nutrition Education

- Special Diet Accommodations
- Smart Snacks and Fundraising

MEAL ASSISTANCE

Due to DVUSDs participation in the USDA school meal programs, all households have the opportunity to apply for free or reduced price meals. Free and reduced-price meal applications, along with a parent letter and application instructions are distributed to students during the first week of school and can also be found online at www.EZMealApp.com or www.dvUSD.org/mealassistance. These documents will be available on the DVUSD website, in each schools front office and cafeteria, and at the Food & Nutrition Department Office, located at 21421 N. 21st Ave., Building 2, Phoenix, AZ 85027.

PAYMENT OPTIONS and ACCOUNT MONITORING

Students can pay for their meals and a la carte items using cash, check or pre-paying on their account at www.EZSchoolPay.com. Parents can also use EZSchoolPay to view student spending and set up low balance reminders at no cost. Please visit the Food & Nutrition webpage at dvUSD.org/studentaccounts to learn more about EZSchoolPay.

POLICY ON UNPAID MEAL CHARGES

Grades Pre-K Thru 8

It is the policy of DVUSD to provide a complete meal to all students. In the event a student's account has no funds to pay for the meal the account will be charged, resulting in a negative balance. Parents/guardians shall be contacted for payment through phone calls, emails and written notification. See All Grade Levels paragraph below for additional information.

All Grade Levels

À la carte purchases are not permitted when the account has a negative balance. Negative balances carry with your student from year to year, and school to school, until payment is received. When a negative account balance exceeds the dollar amount equivalent to ten lunches: The principal, counselor and/or designated staff member from the Food & Nutrition Department will contact the student's parent(s)/guardian(s) to determine an appropriate resolution. The student's parent(s)/guardian(s) will be provided application materials for the free and reduced-price meal programs.

SAFE AND HEALTHY EATING

Each cafeteria encourages your student to be seated upright when eating and not to be distracted. Please 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. Please encourage your student not to eat while walking, running, or engaging in other activities and 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.

CLASSROOM PARTIES and OTHER FOOD SALES

Classroom parties are exempt from the Smart Snacks Standards. Maricopa County Environmental Services states that only store-bought items can be served in the classroom. The store-bought items should not require refrigeration and must arrive in the classroom sealed. (For example, parents cannot open the package of cupcakes to add extra decorations.) Students and parents can bring in and serve fruits and vegetables that are washed and cut in the classroom to be served immediately. Concession/DECA stores can sell pre-packaged/unopened foods that do not require refrigeration and that meet Smart Snacks Standards.

Food deliveries to students from delivery services or restaurants are not allowed during the school day. Any food items delivered will be held in the office for pick up at the end of the school day.

Fundraising

There will be no fundraising programs unless authorized by the administration.

Gum At School

We ask that students not bring gum to school. We find it in all sorts of inappropriate places and it is difficult to clean off the carpets. There should be **no gum chewing** at school.

Library/Media Center

The Library Media Center provides books, reference materials and computers for student use. Terramar Library Media Center operates according to district policy on an open flexible schedule. Students may obtain a pass from their teacher and take advantage of the library anytime during the school day. Also, according to District policy, the library is open for student and staff use, so that they have the reference and resource material available for their academic use. The Library Clerk makes every effort to help students select books that are appropriate for their needs. Kindergarten through 1st grades may check out 1 book for 1 week. Second through

8th graders may check out 2 books for two weeks. Exceptions to the checkout limits may be made for special reports or assignments. Students and parents are financially responsible for any books that are checked out in the student's name. If a student has an overdue book at any time, their privileges to check out books will be suspended, until the book(s) are returned in good condition or payment is received for the book. If a book has been lost or damaged, the book(s) must be paid for, in order to restore library privileges. Replacement book(s) are not accepted because library books are library bound with labeling and processing to meet the needs of our database. At the end of the year, if a student still has a book or books still under their account, the students' report card will be held until the account is cleared. Eighth grade students may not participate in promotions activities until their library account is cleared.

Personal Property

In the event of theft or damage, personal items brought to school, such as musical instruments, radios, electronics, etc., are not covered by district insurance. (A.R.S. 13-1802)

The Deer Valley Unified School District assumes no responsibility for student personal items that are lost, stolen, or damaged on school property or at school sponsored events.

Prohibited items on Deer Valley Unified School District campuses include, but are not limited to, rollerblades, skateboards, scooters, go peds, hover boards, etc. Schools will not store them.

Physical Education Dress

The dress guidelines for students participating in physical education are set for your child's safety. Students should wear:

1. Appropriate footwear (athletic shoes).
2. No platform sneakers, boots of any kind, sandals or open toed shoes. Students may bring an extra pair of tennis shoes to use on PE days.
3. Appropriate clothing including shorts or pants as the weather dictates. If dresses are worn it is suggested that shorts be worn underneath.
4. Jeans that are too baggy or too tight restricting movement are not permitted.

Student Telephone Use

Teachers need to screen student requests to use the classroom telephone. Students are NOT to use the phones in the classrooms without adult permission.

Cell phones for K-8 must be OFF and left in backpacks and are not to be brought out during the school day. Ear bud/headphones cannot be left in the

ears during the school day. Middle School students in grades 7 and 8 may use cell phones during lunch only.

Textbooks and Instructional Materials

All textbooks and instructional materials assigned to students remain the property of the school district. If a student requires a second copy of a textbook or workbook for any reason (loss, damage, etc.), the parent/guardian is required to pay for the replacement. All materials need to be returned at the end of each school year. The cost of damaged or lost materials is the responsibility of the student and his/her parent/guardian. Payment arrangements should be made through the school office.

STUDENT BEHAVIOR AND DISCIPLINE

DVUSD Discipline Procedures

A complete copy of the DVUSD Student Rights and Responsibilities handbook is sent home at the beginning of the school year. We also have copies available for review in the school office. A copy of the handbook is also available online at: <http://terramar.dvus.org>. Terramar adheres to all of these guidelines. Each parent is required to sign and return the Acknowledgements and Verifications form.

Behavior Expectations

See Terramar Expectations Behavior on page 30 that are posted in classrooms, hallways, bathrooms, the cafeteria, playgrounds, media center and the bus bay.

Bullying

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.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

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

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly, through another person or group, or through cyberbullying;
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified when district officials have a reasonable belief that an incident of bullying is a violation of the law.

Forms are available to report all incidents of bullying at dvusd.org (click on Safe Schools under the Parents & Students tab) and on your child's school's website.

WHAT IS NOT BULLYING? Adults must realize that not every unkind thing a child does constitutes bullying. For example:

- **Being left out is not always bullying.** It's natural for kids to have a select group of friends. Although they should be kind towards everyone, it's unrealistic to expect them to be close friends with every child they know, and be invited to every function or event.
- **Experiencing conflict is not bullying.** Learning to deal with conflict is a normal part of growing up. The key is for children to learn how to solve their problems peacefully and respectfully.
- **Not playing fair is not bullying.** Wanting a game to be played a certain way is not bullying. Children understand the concept of sharing, and should take turns being in charge of the game.

When observing the unkind behaviors your child experiences, be sure to label them correctly. This will help you know how to handle the situation appropriately so that your child can learn and grow from it.

(Ref. [Policy JICK](#), [JICK-R](#), [JICK-EA](#), [JICK-EB](#))

Bus Conduct

Transportation is extended to students in the District as determined by District [Policy EEAA](#). It is not a legal requirement except for transportation of students with special needs as required by their individual education program. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus and/or school, and/or discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver. If there is a serious violation or safety concern on the bus, the driver may return the bus to the school where there is adult supervision. Student(s) may be removed from the bus and the parents will be notified to pick up their child. The driver also reserves the right to sit a child where they deem necessary for a safe ride. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or e-mailed to parent. Transportation suspensions are progressive. Schools are notified of bus suspensions.

Students are afforded due process of disciplinary action. Contact the Transportation Department for details.

Glass, animals, insects, balloons, scooters and large instruments are not allowed on the bus. Electronic devices including cell phones may not be used on the bus as they are often used inappropriately and therefore may divert the attention of the bus driver. For students traveling to and from school events such as athletic games or band competitions, personal electronic devices are permitted since the students are

supervised by at least one adult (i.e., coach) other than the bus driver during their time on the bus.

Students are required to ride their assigned bus to and from their assigned stop. If a student needs to ride another bus due to an emergency, parents must contact transportation. **NOTES TO THE DRIVER ARE UNACCEPTABLE.**

Video cameras may be on the buses. (Cameras are used by the District primarily for aiding student discipline on the buses.)

If the regional supervisor decides that the alleged misconduct warrants a consequence of a bus suspension, notice shall be provided to the parent/guardian that the student is being suspended from the bus. A suspension cannot be imposed unless the infraction was seen by the driver, the student confessed, or an investigation by the regional supervisor/campus administrator has been performed to verify the facts. All parents/guardians are entitled to view video by appointment with the transportation supervisor. If a parent/guardian disagrees with bus discipline, they may ask the director of transportation for an administrative review to ensure that policies and procedures were followed. The director of transportation will make the final decision regarding discipline action.

For more information, please visit Transportation's website at dvusd.org/transportation.

(Ref. DVUSD [Policy EE](#))

Any behavior that endangers the health or safety of others is prohibited. A positive character awareness program will be utilized to encourage and support student understanding of responsible behavior, good choices, and the identification of characteristics that support positive behaviors. Students are expected to distinguish between good choices and poor choices and reflect and accept the consequences of their actions.

Cafeteria Standards

1. Respect others by getting into the back of the line as you enter the lunch line, do not cut in line to stand with friends.
2. Proceed through the serving area in an orderly manner.
3. Pay attention to signals from monitors and teachers for seating and dismissal.
4. Food is to be consumed in the cafeteria only and is not to be taken to courtyard or playground areas.
5. Respond politely to directions from campus assistants, lunchroom staff, and supervisors.
6. Keep your feet on the floor and walk at all times.
7. Remain seated in assigned seating area unless dismissed by a staff member.
If you need to get out of your seat, raise your hand.

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8. Leave a clean space: please pick up litter and trays around you as you exit and deposit them in the appropriate location.

Playground/Courtyard Standards

1. Remain in supervised area.
2. Engage in appropriate games and activities as per playground/recess rules.
3. Return equipment to appropriate locations.
4. Comply with signals to line up or go inside.
5. Respond politely to directions of campus assistants and supervisors.
6. Refrain from throwing sand or rocks.
7. Tackling, pushing, play fighting, name-calling, threatening, or other harmful activities are not allowed.
8. Share equipment and wait your turn.
9. If equipment needs to be repaired or goes over the fence, let the person on duty know immediately.
10. If someone is hurt, let the person on duty know immediately.
11. Follow teachers/staff directions as playground and campus rules can be changed as needed for the safety and wellbeing of Terramar students.

School Property/Personal Property

Students are given responsibility for taking care of their school's books, equipment, and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for repair or replacement. If student's misbehavior results in damage to school property, disciplinary action may also be taken. Students are discouraged from bringing personal property to school. The school is not responsible for damage to, loss or theft of any personal items brought to school. It is recommended that families purchase the electronic protection plan.

Interviews, Searches and Arrests

Interviews

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by a law enforcement officer or another peace officer.

If a Department of Child Safety worker or peace officer enters the campus requesting to interview a student attending the school, the personnel of the District will cooperate with the investigating Department of Child Safety worker or peace officer. If a student is taken into temporary custody in accordance with [A.R.S. 8-821](#), school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent could not be reached or did not consent within the school day of the request, the peace officer will then be directed to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- any material or item which presents an imminent danger of physical harm or illness, and/or
- any materials otherwise not properly in the possession of the student involved.

School lockers, desks, and student storage areas are school property, which the District has made available for use by students for educational purposes and school officials have the right to inspect lockers, desks, and student storage areas in discharge of their duties.

When there is reasonable suspicion that contraband, materials or items which present an immediate danger of physical harm or illness are present in a student automobile, District/school officials have the right to search the automobile when it is parked on or being operated on school property. When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

While a search of a specific student or the student's belongings by a sniffer dog is not permitted without reasonable suspicion, school officials can use a sniffer dog to sniff objects such as lockers, classrooms, or automobiles parked on school property. No students will come into direct contact with the dog or be personally sniffed by the

dog without officials having reasonable suspicion or knowledge of individualized conduct that violates the law or District policy.

Reasonable efforts shall be made to notify the student's parent(s)/legal custodian(s)/guardian(s) and secure his/her presence before a search is made. When prior notification will result in a delay, which will impede the purposes of the search, or when efforts to notify are unsuccessful, the District/school official conducting the search shall notify the student's parent(s)/legal custodian(s)/guardian(s) of the search as soon after as practicable.

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials, or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- searches of the pockets, shoes and socks of the student
- any object in the student's possession such as a purse, backpack, or briefcase

When extreme emergency conditions require a more intrusive search of the student's person, the District/school official shall contact the local law enforcement agency.

Contraband materials as identified in the Introduction above may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent or guardian of the student from whom the items were seized;
- offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized;
- turned over to law enforcement officers; or
- destroyed

Search Warrants

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

Arrests

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, and complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall

cooperate with the officer in locating the student within the school. Unless asked not to by a peace officer, school officials will notify parents/guardians about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known.

Child Abuse – Reporting

According to state law, child abuse is not something school employees can ignore. Non-accidental injury, sexual molestation, abuse and neglect must be reported to Child Protective Services (CPS) and the police department. People who are required to report suspected abuse are protected by state legislation from any civil or criminal liability. The district's reporting procedures, developed by teachers and school officials, and endorsed by the Arizona Department of Education, involve a team. If you or someone else you know needs help, or if you need to report a child abuse problem that you are aware of, call Child Protective Services at 1-888-767-2445.

Terramar Academy of the Arts- Behavior Expectations

	Classroom LMC/Lab	Cafeteria	Playground	Restroom	Hallway/Staircases	Bus Bay
Be Respectful	<ul style="list-style-type: none"> *Be on Time *Do not interrupt learning *Take care of property *Treat others with respect 	<ul style="list-style-type: none"> *Follow Directions *Treat others with respect *Do not cut in line 	<ul style="list-style-type: none"> *Take turns *Listen and follow outlined playground rules *Treat others with respect 	<ul style="list-style-type: none"> *Give others privacy 	<ul style="list-style-type: none"> *Walk quietly in the hallway *Keep hands and feet to yourself *Do not touch the walls *Walk on the right side of the hallway 	<ul style="list-style-type: none"> *Follow directions *Treat others with respect
Be Responsible	<ul style="list-style-type: none"> *Take pride in your work *Clean up after yourself *Be prepared to learn *Use technology appropriately 	<ul style="list-style-type: none"> *Clean up after yourself and others *Take care of property 	<ul style="list-style-type: none"> *Use equipment properly *Report incident to an adult *Respond to the bell/whistle the 1st time. 	<ul style="list-style-type: none"> *Keep restrooms clean *Go quickly and return to class 	<ul style="list-style-type: none"> *Walk directly to and from your destination *Respect the learning of others 	<ul style="list-style-type: none"> *Walk directly to your assigned bus

Be Safe	*Keep hands and feet to yourself *Sit properly in chairs *Walk at all times	*Stay in line *Keep hands and feet to yourself *Use inside voices *Walk at ALL times	*Keep hands and feet to yourself *Stay in designated areas *Line up properly	*Wash hands with soap and water	*Walk at all times in the hallway and down the stairs	*Be sure all balls or items with wheels are in backpack *Walk at all times
Be a Learner	*Active listening and participation *Be prepared	*Active listening to adults	*Active listening *Know the playground rules and follow them	*Follow bathroom use expectations	*Follow directions *Use active listening	*Follow directions *Active listening

Miscellaneous

Continuous Improvement Team (C.I.T.)

Terramar School has established a site-based decision-making council, known as the Continuous Improvement Team (C.I.T.). The C.I.T. typically meets once a month to discuss school issues and goals. A “plan,” known as the Continuous Improvement Plan (C.I.P.), was developed and is revisited annually. The primary responsibility of the C.I.T. is to monitor the implementation of the C.I.P. using research and school data to evaluate its effectiveness. The dates, location of the meeting, and an agenda are posted in the school office. The minutes of each are kept on file in the office and available to parents upon request. A complete, updated plan is available in the main office for check out.

Parent Teacher Student Association

The National PTA is the largest child advocacy organization in the United States and one of the largest volunteer organizations. Each local PTSA is linked through its membership and acceptance of the PTA objectives and policies to the National and State PTA. Terramar Academy of the Arts PTSA needs YOU to become a member, attend the meetings, and get involved. You now have an opportunity to bring the

community closer together and share a role in the future of your children and our country. Visit this link for more information: <http://www.terramarptsa.org/> Please keep watch for communications from PTSA during the school year.

Safety Alert Drills

Terramar has established fire and safety drill evacuation procedures to prepare our students and staff in the event of an emergency. The fire and safety drill procedures follow guidelines set by both the fire department and the school district. Fire and safety drills are practiced regularly during the school year. These drills include monthly fire drills and quarterly lockdown drills. It is important to practice these emergency procedures so that if an emergency were to occur, our students and staff would know how to proceed to safety in a safe and orderly manner.

Video Taping and Photographing of Students

During the course of the school year, your children may be involved in school activities that are captured on video or photographed. If you do not want your children to be photographed, written notification needs to be sent to the school. Complete information on this is sent home in your child's first day packet.

Volunteers

Volunteering is a scheduled, pre-arranged activity. When a volunteer expresses an interest in working at school and wants to assist with the type of jobs for which help is needed, there are district guidelines that must be followed for safety and legal reasons before a volunteer begins to work. For the purposes of these guidelines and procedures, volunteers are defined as those people who donate time in schools or with students on a regular or reoccurring basis or serve as chaperones. Guest speakers or those who assist with a single event are not subject to these guidelines unless that single event falls into one of the fingerprint categories.

Volunteers may not bring other children to school while volunteering in a classroom, the office or on a field trip.

According to District Policy, GCL – Professional/Support Staff Schedules and Calendars - family members volunteering in employee work areas must meet the following criteria:

Deer Valley Unified School District (DVUSD) Volunteer Training

- In accordance with the District Volunteer Handbook guidelines
- Over eighteen (18) years of age
- High School graduate

- Principal Approval

All volunteers must:

- Complete Basic Training
- Complete, and update annually, a Volunteer Service Agreement to be kept on file at the school
- Complete, and update annually, a Volunteer Registration Card to be kept on file at the school
- Sign in when on campus and sign out when leaving
- Wear an identification badge provided by the school
- Volunteers with no familial connection to the school must also complete an application and provide references
- Follow all school rules

While we welcome visitors and volunteers at Terramar, we have asked that visitors and volunteers not attempt to conference with the teachers during instructional periods. If a parent wants to conference with you while volunteering, set up a date and time for that.

Please visit dvusd.org/volunteering for more information on volunteering on campus.

