Parent-Student Handbook
2018 - 2019 School Year

CONSTITUTION ELEMENTARY SCHOOL
18440 N. 15th Ave
Phoenix, AZ 85023
Together Everyone Achieves Mastery
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On behalf of the staff at Constitution Elementary School, we would like to welcome you and your child to the new school year. Our competent and caring staff is dedicated to providing your child with the best education possible. We have made a commitment to the academic, social and physical well-being of your child. We are proud of our teachers and their ability to provide your child with a well-rounded education, but they cannot do it alone. Educational success can be achieved only through a working partnership between home and school. We hope you will take time to visit us and become familiar with all areas of the school program.

We invite you to become an active member of the Constitution community. We offer many opportunities for parents to become involved at our school. We welcome you to become a member of our dynamic P.T.O., volunteer in classrooms and around school, participate in school-wide programs, and attend informational presentations that relate to your child’s educational experience.

This handbook contains important information about our school. Please keep it handy for easy reference throughout the school year.

Ms. Cheyana Leiva
Principal

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**CONSTITUTION ELEMENTARY SCHOOL HOURS**

**HEADSTART** 8:00 - 2:30 MON - THUR

**PRE-K AM 9:15 - 11:45 & PRE-K PM 1:00 - 3:30**

**Grades K-6** 8:45 a.m. - 3:30 p.m.

**LUNCH TIMES**

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**EARLY RELEASE TIMES**

Kindergarten - 6th Grades 8:45 a.m. - 12:05 p.m.

**OFFICE HOURS/DAYS/TELEPHONE NUMBERS**

Monday - Friday 7:30 a.m. - 4:30 p.m.

| Attendance | 602-761-6190 |
| Office:    | 602-467-6100 |
| Nurse:     | 602-467-6110 |
| Cafeteria: | 602-467-6114 |
| Bus Transportation: | 623-467-5090 |
| Community Schools: | 623-445-5018 |

**WEB ADDRESSES**

http://constitution.dvusd.org (Constitution Site)
www.dvusd.org (District Website)
ps.dvusd.org/public (PowerSchool site)
www.ezschoolpay.com (Lunch Money)

*Visit the Constitution website for a link to teacher websites.

**Additional Important Telephone Numbers:**

| Crime Stop | 602-262-6151 |
| Deer Valley School District | 623-445-5000 |
RESPONSIBILITIES

PARENTAL RESPONSIBILITIES
As the parent/guardian of a Constitution student, parents are held accountable for certain parental responsibilities and for their child’s conduct during school time and school activities. Parents must understand that their child must exhibit appropriate behavior and language.

Parent responsibilities, in accordance with Arizona laws, include:

1. Making sure their child gets to school on time and attends on a regular basis.
2. Having their child nourished, in good health, dressed appropriately, clean and ready to learn.
3. Educating themselves and their child of school rules and district regulations.
4. Paying for property damages as a result of their child’s misconduct.

STUDENT RESPONSIBILITIES
Students at Constitution are held accountable for certain responsibilities and for their conduct during school time and school activities. Students must understand that they must exhibit appropriate behavior and use language that is not offensive to the rest of the community.

Their responsibilities, in accordance with Arizona laws, include:

1. Making sure they get to school on time and attend on a regular basis.
2. Arriving at school nourished, in good health, dressed appropriately, clean and ready to learn.
3. Knowing the school rules and district regulations and abiding by them.
4. Knowing that any property that they may damage will have to be paid for because of their misconduct.

This handbook is provided to assist parents and students with information to support their roles. All parents and students must sign a statement that they have read the handbook and are familiar with its content.
ENTRY REQUIREMENTS
Children entering Kindergarten for the first time must be five (5) years old by September 1 of the current year. Children entering the first grade must be six (6) years old by September 1 of the current year.

When registering any student at Constitution Elementary School, the following documents are required:
- Original certified copy of the students’ birth certificate.
- Original immunization record for the student.
- Accepted forms of proof of residency are a contract to your home or utility bill.
- Withdrawal form from previous school.
- Valid AZ drivers license.
- Legal papers relating to custody, visitation, name change, adoption (if applicable).

IMMUNIZATIONS
Arizona law requires that all children entering school be immunized. Verifiable documentation is required of all new entrants to Arizona schools. This documentation must show the date and type of dose administered or laboratory evidence of immunity. Copies of required immunizations are available in the main office.

EMERGENCY CARDS
All parents must complete an Emergency Medical Referral Card (pink & red cards) for each of their children every year. These cards will tell us how to contact you or another responsible adult in the event your child becomes ill or is injured in school. It is very important that the office is notified of additions, deletions, or changes to the Emergency Medical Referral Cards during the school year. Change forms are available in the front office. Students will be released early due to illness or personal reasons ONLY to those persons listed on the emergency card. Identification will be required of ANYONE picking up a student early from school. Please inform the school office immediately if any change in contact information needs to be made throughout the school year.

STUDENT RECORDS
As a parent, you have access to your children’s school records. Deer Valley School District’s policies on access to student records and other parent and student rights comply with the Family Educational Rights and Privacy Act of 1974.
CUSTODY
If there is a court order that limits the rights of one parent in the matters of custody or visitation, a copy of that order must be on file in the school office. Unless that court order is on file, we must provide equal rights to both parents. In the event that you leave your child in the temporary custody of a friend or relative, the school must have a notarized letter. Hospitals require this notarized information in the event of an emergency. In addition, please be sure the friend or relative is also listed on the student’s Emergency Medical Referral Cards at school.

DIRECTORY INFORMATION
Pursuant to FERPA (the Family Educational Rights and Privacy Act), the district may permit access to or the release of directory information to the public unless the parent or eligible student gives written notice to the district that such information should not be made public without prior written consent. Notice must be given to the school within two weeks after the student enrolls in the Deer Valley School District. Parents who do not wish information released about their children must provide a written notification to the school office stating that no information should be released. If this notification is not received, we will assume that your permission is given to use your son’s/daughter’s directory information as described above.

Directory information includes the following: student’s name, date and place of birth, address, the name of the student’s parents, class designation (grade); the student’s extra curricular participation; the student’s achievements, awards or honors; the student’s height and weight if a member of an athletic team; the student’s photograph, the school or school district the student attended before enrollment in this district. Directory information is used to compile such things as newsletters, yearbooks, play and athletic programs. This release form does not apply to those uses.

WITHDRAWING A STUDENT FROM SCHOOL
Parents are requested to notify the school office in writing or by telephone at least two days prior to the last day the student is in attendance. An official withdrawal form must be signed by the parent when a student is withdrawn from school.

Students are responsible for returning all school materials, textbooks, library books, paying any balances due on cafeteria account, etc. upon withdrawal from school. A charge will be assessed for lost or damaged books.
ATTENDANCE / EARLY RELEASE

ABSENCES/TARDIES—POLICIES AND PROCEDURES
Consistent school attendance is absolutely critical to the success of the students at Constitution School. Good attendance teaches responsibility, strengthens academics and better prepares the students for their education beyond Constitution and into the world of work. Being on time and ready to learn is essential for the mission of Constitution to be carried out. Your assistance and cooperation in good attendance is necessary.

♦ Chronic medical conditions must be documented by a doctor to be excused.
♦ Tardies will be excused only with doctor or dentist office documentation.
♦ Each absence after the 10th can only be excused by a doctor’s note or the school nurse.
♦ After 5 unexcused absences, a citation for truancy may be issued by the school or police to parent and/or student.

The guidelines above mean that each student needs to be at school on time each and every day or will be tardy. Students are considered tardy when the 8:45 bell rings. If your student arrives at 8:45 or later, they will need a tardy slip from the office before going to class. Please schedule vacations, personal business and other family activities for weekends, evenings or during the regular school holidays. The school year is only 180 days long. This leaves 185 days of the year available for other activities.

You will need to notify the Registrar Clerk in the office at 602-467-6190 by 9:30 a.m. if your child will not be attending school or will be tardy that day. You may also call at night (4:30 p.m.—9:30 a.m.) and leave a message on the attendance recorder. If you don’t have a phone, please send a note to the office when your child returns. Phone calls and notes should contain child’s name, teacher’s name, room #, and date(s) of absence, specific reason for the absence and the name of the caller or note writer. Please call in each day for your child's absence.

There are two kinds of absences: excused and unexcused. Excused absences are for:

♦ Illness
♦ Serious illness or death in immediate family
♦ Emergency medical or dental attention
♦ Emergency situations and trips of educational value approved by the principal in advance
♦ Authorized religious holidays

Thank you for your support in making Constitution the best school it can be and in helping provide your child with the best possible education they can receive.
TARDY PROCEDURES

School breakfast will be served from 8:30—8:45 a.m. every school day.
- The morning bells ring at 8:30 a.m. and 8:40 a.m. kids are expected to be in their classroom sitting down ready to begin at 8:45 a.m.

Unexcused tardies will result in the following consequences:
- **On the 4th Tardy:** Parent letter sent home (K-6).
- **On the 8th Tardy:** The school office will contact parents
- **On the 10th Tardy:** A detention will be assigned: K-2 lunch detention, 3-6 after school detention assigned,
- **On the 15th Tardy:** Referral to Administration

EXCUSED TARDIES:
Regular and punctual attendance is critical for student success. We understand that life gets very hectic, especially first thing in the morning, but teachers strive to begin teaching promptly. Students who arrive late often miss critical instructions. Because we want students to have every possible advantage, we are imploring families to ensure that children arrive on time.

A tardy is defined as failure to be at a designated location at a specific time. At Constitution we expect students to be in their classroom ready to begin learning at 8:45 a.m. Please remember to request notes from the offices of dentists, doctors and others where possible if children are tardy due to appointments. Medical and dental appointments are considered “excused” tardies. With few exceptions, most tardies are considered unexcused. If you are unclear about whether a tardy or an absence is excused, you may call 602-761-5390 / 602-796-6106, or send an e-mail to the school registrar, Rosario Galvez at Rosario.Galvez@dvusd.org.
TRUANCY
It is unlawful for any child between the ages of six and sixteen years of age to fail to attend school during the hours schoo-

ls is in ses-

sion, unless excused. (ARS 15-802) “Truant” means an unexcused absence (ditching) for at least one class period during the day.

Students may be considered truant if they:

1. Leave school without being signed out by parent or guardian in the office.
2. Are absent from class without permission.
3. Obtain a pass to go to a certain place and do not report there.
4. Believe they are ill and go home or stay in the restroom instead of reporting to the nurse’s office.
5. Come to school, but do not attend classes

CUTS PROGRAM
Constitution is in partnership with the Maricopa County Juvenile Probation Department. Juveniles who are cited for a first or second truancy offense will be referred to the program.

CUTS consists of a probation officer, school official, parent, and student coming together to tackle truancy.. The goal of the program is to increase school attendance for students under the age of 16. The probation officer, visiting the school, with the help of school officials and parents decides the consequences for the truant student. Consequences may include community service, an educational class for student and parent, and/or counseling. The parent will be assessed a $25.00 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.

A schedule of probation officer visits, monthly classes, and more program information may be found at: www.maricopa.gov/ juvenile/PROGRAMS/cutsinfo.htm.

ATTENDANCE INCENTIVES
One of our goals is to encourage improved attendance at Constitution. We need your help in accomplishing this goal. You can assist by ensuring your child attends school on a regular basis and is on time each day. Doctor’s appointments and vacations should be scheduled after school hours or during recess times (Spring Break, Winter Break, etc.), whenever possible. One way the school emphasizes regular attendance is to recognize students who have perfect attendance with no tardies. Students who have perfect attend-

ance will receive a “Perfect Attendance” certificate at the end of the year.
EARLY STUDENT PICKUP
If it is necessary to pick up your child during school hours, you need to report to the school office to sign him/her out. The office will then call our 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 identified on the Emergency Cards.
- Picture identification will be required.
- A not or telephone call is NOT sufficient to have your child released from school.
- No student will be released after 3:20 p.m.

CLASSROOM INTERRUPTIONS
Interruptions to classroom instructions are detrimental to the learning environment. Make sure your child knows how he/she is getting home before the start of the school day. Reminder calls for your child are disruptive to the learning of others. If an emergency occasionally happens, we will do our best to help.

In an effort to reduce interruptions to instructional time as well as promote responsibility, we will only deliver: lunch money/lunches, glasses, water bottles, jacket/sweaters, medically required items and emergency messages. Classroom treats will only be accepted for the last 30 minutes of the day. Please communicate with your child’s teacher to make these arrangements.

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

These items are examples that will NOT be accepted or held for students:
- NO BALLOONS LATEX RESTRICTED ENVIRONMENT
- Forgotten daily homework
- Band instruments, notebooks

REQUESTING HOMEWORK
If your child is absent more than three days, you may request that homework be prepared for you to pickup in the office. Please call or e-mail the teacher before 9:00 a.m. on the fourth day and homework will be available in the office at the end of the school day. Please check teacher’s website for posted assignments. Student should check with their teachers upon returning to school to see if any additional make-up work is required. No homework will be faxed.

Please call in advance (before 9:00 a.m.) when requesting homework for absent students. Teachers are not able to stop instruction to gather homework. This takes time. Your cooperation is appreciated.
ACADEMIC INFORMATION

REPORT CARDS / CONFERENCES
Conferences are scheduled twice each year. This is the time when parents and teachers talk about students, their progress in school and their special needs. We believe both parents and teachers are partners. Please join the teacher in finding the best way to help your child learn. Because conference timelines are limited, we ask you to think in advance about what you would like to talk over with the teacher. You may ask for more conferences during the year. If you ever have a question, please contact your child’s teacher.

Report cards are issued four times a year, after each nine-week period. Parents are to sign the report card envelope before it is returned to school. If your child is experiencing difficulties, a progress report will be sent home 4-5 times before the end of each grading period.

HONOR ROLL / PRINCIPAL’S LIST
Students in 3rd-6th grade can earn academic awards if they meet the following criteria:

♦ Principal’s List: All A’s (including special area and other elective courses) No incompletes
♦ Honor Roll: A’s and B’s in all subjects. No C’s, D’s or F’s in Special Area Achievement Grades. No incompletes

POWERSCHOOL
PowerSchool provides parents access to their child’s grades via the internet. This tool allows for increased communication between the school and home. PowerSchool User ID and Passwords are now available. If you have not received your access information, please stop by the main office to obtain it. A valid picture ID is required for parents to pick up their child’s login and password. Visit http://ps.dvusd.org/public to access your student’s grades.

DEER VALLEY PROMOTION/RETENTION STANDARDS

Student progression in grades K-6 is determined by a variety of indicators, as defined by state standards and district expectations, which are aligned with the Arizona College and Career Ready Standards (AZCCRS). These expectations include specific levels of student performance on locally determined assessments, including universal screenings and ongoing progress monitoring, and results of statewide assessments.

Promotion from one level to the next is based upon each student’s progress toward the accomplishment of high standards that are both challenging and achievable. The evaluation of each student’s progress will be based upon the student’s classroom work, observations, tests, district and state assessments, and other relevant information.
Promotion Criteria for Grades K-6 include:

At the K-6 level, it is the responsibility of the teacher to notify parents, via the fourth quarter report card, of the intent to promote to the next grade.

A. Achievement: Students must demonstrate accomplishment of the standards in reading, writing, mathematics, science and social studies adopted by the State Board of Education. In grades K-6, the student will be promoted when the student receives a teacher’s recommendation for promotion.

B. 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.

- If a teacher notices a pattern of absences and/or tardies that is affecting student performance, the teacher may contact the parents/legal guardians. Student absences for each grading period are to be recorded on the report card. If the absences are a reason for low grades, the teacher may wish to write a comment on the report card. Attendance issues may not be the sole criterion for retention.

- According to Arizona State Law, A.R.S.§15-802, students who are identified as having chronic health problems must have the opportunity to keep up with class work through homework assignments. (See Appendix - Form JHD-EB)

Social & Emotional Component:
The student’s academic achievement level and cognitive ability are important, but physical and social characteristics are also determining factors. Schools will use the Light’s Retention Scale (see page 7) for student data.
Acceleration
When circumstances indicate that acceleration in grade placement is in the best interest of the student, close cooperation between the parents and all school personnel involved is imperative. Each student’s placement will be considered individually and decisions will be made only after a careful study of facts relating to the student’s growth and development. The student’s academic achievement level and mental ability are important, but physical and social characteristics are also determining factors. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place the student in the school program where the greatest success will result.

The final decision to accelerate a student rests with the Superintendent. Parent involvement in all steps of the process is vital. Parental consent, teachers, administration and community members. Should you have any questions or concerns regarding the curriculum, please stop by the office and talk with the principal. She should be able to help you or get you in touch with someone from the district office who can answer your questions and concerns.

ASSESSMENT

Student Assessments
The goal of assessment is to improve student achievement through assessments that are based on state academic standards and aligned with the curriculum and instruction.

Arizona State Mandated Assessments
The goal of the Standards and Assessment Section of the Arizona Department of Education is to have useful data for districts to make data driven decisions for instruction. Students will be taking AZMerit in grades 3-8. The test will measure student achievement using standards based items developed by Arizona educators. The test will also produce a norm referenced score showing how students performed on norm referenced items embedded in that test. Second grade students will continue to take only a norm-referenced test.

District Mandated Assessments
The district is in the process of developing standards based assessment items that will be utilized to make reasonable inferences about students’ status with respect to knowledge and/or skills identified in the Arizona articulated standards. The tests are designed for teachers by teachers as a resource to inform instruction.
SUPPLIES AND TEXTBOOKS
Basic supplies and textbooks are provided free to all elementary students. Each student is responsible for the care of textbooks and library books. A charge will be assessed for lost or damaged books. Arizona law requires that public schools provide supplies required for academic success. Teachers may request optional, supplementary items which you may supply, at your discretion. If you have any questions, feel free to contact the school.

HOMEWORK GUIDELINES

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

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 standards-based instructional objectives 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.
STANDARDS-BASED PRACTICES

The purpose of Standards-Based Practices (SBP) are to measure a student’s performance and product against defined grade level expectations. In an SBP and reporting system, grades reflect what a student knows and can do, as outlined in the Arizona State Standards. Teachers in Grades K-8 will base report card grades on academic achievement only.

What is the difference between Standards-Based Practices and traditional grading?

Traditional grading is easy to spot because it typically involves:

♦ Simple letter grades.
♦ Assessments based on teacher-defined criteria.
♦ A single overall grade per student based on a combination of related and unrelated assessments of skills, knowledge, performance and conduct over a period of time.

Traditional grading results in a very limited measure of a student’s abilities; the A on a child’s report card might thrill parents, but this grade does not convey precise information. Standards-Based Practices overcome this problem. The essential qualities of Standards-Based practices does not convey precise information. Standards-Based practices overcome this problem. The essential qualities of Standard’s Based practices involve:

♦ Rubrics with meaningful labels.
♦ Assessments based on specific state, district or school-wide standards.
♦ Multiple grades per student: one grade for each standard that reflects the student’s achievement related to the standard.

How do Standard-Based practices work?

Traditional grading averages all of the work and other subjective factors that a student has done over a quarter or semester. This includes practice of identified skills found in daily homework or the perceived effort a student may have demonstrated. SBP focuses solely on proficiency and removes extraneous factors such as effort, missing practice or attendance. Standards-Based Practices assesses a student’s most recent and overall work so it truly reflects what a student has learned and what they now know.
Why is Constitution implementing Standards-Based practices?

Standards-Based practices helps to improve student achievement by focusing on four critical questions:

- What do students need to know and be able to do?
- How will we know that they have not learned it?
- What will we do when they have not learned it?
- How will our instruction change when they already know it?

Grades based on curriculum standards become triggers for action. Standards-Based practices help teachers plan their instruction so they can challenge and support all students. They help parents know the academic areas in which a student meets or exceeds expectations, needs challenge or needs support.

Grade for Achievement

In Grades K-6, the report card grade summarizes achievement on many tasks or assessments during a marking period. These tasks/assessments may take different forms, including tests, quizzes, composition, exhibits, presentations, graphic displays, performances, discussions and simulation.

How do the Standards-Based Practices affect students in special populations?

Students receiving series for limited English proficiency, special education, or 504 disabilities will be afforded all accommodations and modifications, as documented by English language learner (ELL) plans, Individualized Education programs (IEPs) or Section 504 plans. Gifted and talented students can be truly challenged in a Standards-Based classroom because if they show early mastery of fundamental skills and concepts, they can then concentrate on more challenging work that is at higher levels of Bloom’s taxonomy or that seeds connections among objectives.
Re-teaching/Reassessment

Reassessment opportunities are identified by the teacher and occur within an instructional unit. Multiple reassessments are offered per task/assessment. This forces students to learn about themselves as a learner. They have to analyze their own study habits to figure out what actually works for them, helping students retain knowledge.

When reassessment is offered, all students may be reassessed, regardless of the grade on the original task/assignment. The reassessment grade replaces the original grade unless the reassessment grade is lower. Students must meet the following requirements for reassessment:

- Complete the original task or assessment.
- Complete required assignments.
- Complete the re-teaching/relearning activities.
- One attempt per student per day.
- Students may have up to two reassessments.
- An attempt is a testing situation and must be taken seriously.

Extra Credit

Because students will have the opportunity to redo summative assessments and tasks until they demonstrate mastery, extra credit will not be offered. Extra credit and grading on a curve are not an effective way to show mastery of standards.
**How will late work be handled?**

- Academic grades reflect student mastery and content knowledge not behavior such as tardiness. Therefore, late work will not affect the student’s academic grade.
- Student work that is not turned in at all will be reflected with a score of 49%.
- Submitting late work is an issue of punctuality. While it is essential, it will be communicated separately in the effort portion of the grade book.
- All work will need to be completed and turned in for grading prior to the last week of each quarter.

**What about non-academic factors?**

Grades will reflect the level of the student’s academic achievement. While non-academic factors are highly valued, they do not contribute to the student’s achievement grade based on state and national standards. Instead, non-academic factors will be communicated separately from an achievement grade.

Examples of non-academic achievement factors include:

- Behavior, Attendance, Attitude, participation, Effort and Punctuality
- Homework is practice which extends a student’s understanding rather than mastery unless it is an assigned project summative assessment.
- Any evidence of student characteristics not attached to an academic standard.
Constitution’s Standards – Based Practice Understandings:

♦ Grades communicate student achievement of learning standards; students’ grades will not be reduced or inflated due to student behaviors outside of the standards.
♦ Standards are clearly communicated to students with clear indicators of proficiency and examples of proficiency.
♦ Grading is consistent among teachers and common assessments are utilized to measure student achievement.
♦ Students learn at different rates and will have multiple opportunities to demonstrate their knowledge of standards; students are expected to take steps to correct errors of knowledge, understanding or skills before they ‘reattempt’ to demonstrate mastery of standards.
♦ Formative assessments are used to provide timely and descriptive feedback in order to allow students to utilize feedback self-assess progress towards a standard. Summative assessments provide current mastery of standards.
♦ Avoid recording zeros for work not done; a 49% will be recorded in the grade book until work is turned in.

STUDENT PLANNERS

Students in grades 3-6 will be provided with an assignment book/planner. Students will bring their planner home nightly, and these must be returned to school daily. This will support your child’s organization and our communication with you on a daily basis. A fee will be charged to replace a lost assignment book/planner or communication folder.

LIBRARY BOOKS/MEDIA CENTER POLICIES

The mission of the Library/media Center program is to help students become life-long learners, and to develop a love of reading for various purposes. Flexible scheduling is employed in the library program to allow students and teacher maximum use of the library and its resources. Please be aware that district policy states students and their parents/guardians are financially responsible for damaged or lost books, and payment is expected during the same calendar year. Checkout may be restricted for students with outstanding, lost or damaged books. Parents who do not wish their children to check out books from the Media Center for any reason are requested to notify the librarian in writing.
DVUSD INTERNET AND E-MAIL AGREEMENT/PERMISSION FORM

Students/parents must sign an agreement/permission form for each child in order to allow access to networked computers and the Internet. The network is provided for students/users to conduct research and communication for academic purposes only as determined by the District curricula. Independent access to the network is provided to students/users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. All network administrators/teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search of websites visited to ensure that such use meets the District intent as a tool for academic purposes. Files stored on District servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from all around the world. The District has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The District is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with sources such as television, movies, radio and other potentially offensive media. Parents may revoke their students’ internet/E-mail privileges at any time by notifying the school in writing. Students may have their Internet/Email privileges revoked for misuse.
COMPUTER USAGE AND RESPONSIBILITY

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

The following are not permitted:

1. Sending, accessing or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computers.
5. Employing the network for commercial purposes.
6. Accessing inappropriate areas.
7. Violating copyright laws.
8. Trespassing in others’ folders, work or files.

CONSEQUENCES

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

Procedures will be discussed with students regarding technology use on campus. A Technology User Agreement will be reviewed with students; students will be required to sign the user agreement indicating they understand the procedures for technology use at Constitution.
HEALTH AND SAFETY

ILLNESS/EMERGENCY/EMERGENCY CARDS

Please do not send your child to school if he/she has diarrhea, vomiting, a fever, rash or a communicable disease. Students should be out of school for 24 hours after running a high fever. **Injuries or serious illness during school:** if serious enough to remove your child from school, you will be notified. It is the parents’ responsibility to make arrangements to pick up your child. Your child will be released only to persons listed on the student’s emergency cards.

WHEN TO STAY HOME

We think good attendance is vital, but not when it may jeopardize the health of others. Please keep your child at home if he/she shows any signs of illness. This will prevent the spread of disease and allow your child to recuperate more quickly. If your child has a fever, he/she needs to stay home twenty-four (24) hours after the temperature has returned to normal. Please, do not medicate your child for a fever, and then send them to school. They are still contagious and may spread their illness to the other students and staff.

MEDICATION

**ALL MEDICATIONS** (including OTC and cough drops, etc.) MUST BE DELIVERED TO THE NURSE BY AN ADULT IN THE ORIGINAL CONTAINER.

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:

**Doctor’s Prescriptions**

Medications must be in the original container. Prescription label must include:

1. Name of student.
2. Name of medication.
3. Dosage
4. Time to be given.
5. How long to be given.
6. Current date.

Parent consent forms (available in the Nurse’s office) MUST be filled out.
Over-the-Counter Medications (in original container!)

The nurse does not have over the counter medicine in the nurse’s office; they must be supplied by parent with written permission for the nurse to administer. Parent consent forms are available in the Health Office.

- Parents/guardian MUST provide written permission to administer any medication.
- Parent permission forms are available in the nurse’s office.
- The nurse will return medication only to adults for weekend use, etc.

**IMMUNIZATIONS**

Immunizations: The State of Arizona requires all students entering school to be 100% compliant with the immunization law. If there is a medical, personal or religious reason you choose not to have your child immunized, please contact the health Office for an Immunization Exemption Form. Forms are available in the Health office that explain what the School Requirements are and where you can go to get free immunizations.

A. **Students who are 11 years old and entering the 6th grade are required to have Tdap and Meningiococcal (MV) vaccinations in order to attend school.** These immunization are recommended for students in the 5th grade as they turn 11 years old, as well as older student entering 7th grade and above.

Additional immunization requirements for *kindergarten through 12th grade.*

- 4 DPT (unless received before the age of 4, then 5 doses are needed)
- 3 OPV (unless received before age of 4, then 4 are needed)
- 2 MMR
- 3 HEP B
- 2 Hep A (preschool)
- 1-2 Varicella (chicken pox) or documentation of having had the disease.

By law, the school *cannot* allow a child to attend if his or her record does not show the month and year (month, day and year for MMR) for each required dose, or if he/she has no immunization record.
INSURANCE

Student insurance for school injuries is available at a nominal cost and is optimal. The school assumes no liability for the coverage or any subsequent negotiations with the company. Our school is not affiliated with the company. Claim forms will be available in the school office for insured students.

INJURY/ACCIDENT

In case of injury/accident on school property, it is important that a report be filed in the school office. Forms are available in the school nurse’s office.

PHYSICAL EDUCATION (P.E.) EXCUSES

- **One week or less:** A written parental excuse is required.
- **Over one week:** A written doctor’s excuse is required.
- **Lengthy illness or injury:** A written doctor’s excuse is required. A doctor’s release stating the child is okay for P.E. is required before they may return to P.E.
- **Children with physical limitations:** Please have your doctor give us written guidelines, as well as the need for pre-medication needs before exercise. Medication must be kept in the nurse’s office and administered by the nurse.

REPORTING CHILD ABUSE

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). People who are required to report suspected abuse are protected by state legislation from any civil or criminal liability.
ANIMALS, PETS AND STRAY DOGS

On occasion, students may wish to bring animals or pets to school as part of a school project. Permission must first be obtained from the administration, via the teacher, before any animal can be brought to school. The teacher will instruct the child to make arrangements for the parent to deliver the animal or pet to the classroom and to take it home immediately after the showing. Animals are to be properly restrained or in proper containers. All shots must be up-to-date. Parents are to assume all liabilities for any injuries or damage that may occur. Pets are not allowed on campus, including the fields, at any time.

For the safety of our students, stray cats or dogs that find their way on campus will be turned over to the animal shelter if the owner cannot be located. Please caution your children not to encourage any animal to follow them to school.

No animal, insects, reptiles, etc. may be carried on a school district bus. Please do not bring any animals before, during or after school when visiting the campus unless special permission is arranged through the administration.

BICYCLES

Students who ride bicycles must assume all responsibilities and risks involved. Bicycles must be parked and locked in the bicycle rack. Each student must have his/her own lock and not share it with another student—whether it be brother, sister or friend. Mini-bikes, motorcycles, motorbikes, skateboards and scooters are not allowed at school. While on school grounds, students are to walk their bicycles.

EMERGENCY DRILLS

1. **Fire evacuation:** In the event of a fire or emergency evacuation, students and staff will hear a loud tone. Follow printed instructions posted in each classroom for evacuation. These drills are scheduled on a regular basis to teach our students the safest and quickest route from the school buildings.

2. **Emergency Lock Down/Lock Out Procedures:** Constitution has a lock down procedure and will routinely practice this procedure. In the event that a potentially dangerous person enters the campus or if random violence breaks out in the nearby neighborhood, the school will be “locked down”. During lock down procedure students and teachers will be inside classrooms. Doors are locked by teachers in the classrooms and students and teachers sit quietly. They will remain in the classroom until the drill is completed or the emergency situation is resolved.

The school will be in “lock out” if there is a random event in the nearby neighborhood. During a “lock out”, the campus will be locked from public access to and from the school. No visitors will be permitted on campus and the front office will remain locked. The school will not have any classes outside and movement will be limited from one area to the other. Teachers will continue to teach class until the situation is resolved.
POSSESSION OF WEAPONS

It is a violation of state law and Deer Valley Governing Board Policy for any person to carry or possess a weapon on district property. This includes students and all adults; employees, parents and other district visitors. The only exceptions involve peace officers and those who obtain special authorization from the appropriate school official.

Any individual (student or adult) possessing or carrying a weapon will be dealt with to the fullest extent that Deer Valley Governing Board Policy and state law will allow.

Governing Board Policy and Arizona Statutes which refer to this issue include GBEB (Staff Conduct), GCQF (Discipline, Suspension and Dismissal of Support Staff members), JICI (Weapons in School), KFA (Public Conduct on School Property), KI (Visitors to Schools), ARS 13-3102, ARS 15-341 and ARS 15-841.
**Drug and Alcohol**

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance.

Possession, use, distribution or sale of

- marijuana (nonmedical)
- alcohol,
- drugs,
- synthetic drugs,
- counterfeit drugs, or
- imitation drugs,

on school property or at school events is prohibited. *Nonmedical marijuana* is defined as marijuana with "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession. *Medical marijuana* is addressed in a separate section of this policy.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
Drug and Alcohol continued

- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.

- Hallucinogenic substances.

- Inhalants.

- Synthetic, counterfeit or imitation drugs.

- A compound or substance, regardless of its contents, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

Medical Marijuana

The conditions which follow are applicable to a District student who is a registered qualifying patient and who holds a medical marijuana registry identification card issued by the Arizona Department of Health Services for the medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.).

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.

If District officials have a reasonable belief a student may have used, be in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes, law enforcement authorities will be informed.
Drug and Alcohol continued

Any student reasonably suspected of being under the influence of using medical marijuana while on campus, in a District vehicle or at a school-sponsored event, may be removed from the campus, District vehicle or school-sponsored event and referred to the school office.

A student medical marijuana cardholder shall not:

- Undertake any task under the influence of marijuana that would constitute negligence.
- Possess or engage in the use of marijuana on District property, in a District vehicle, or at a District-sponsored event.
- Use marijuana in any manner not authorized by Title 36, Chapter 28.1 of the Arizona Revised Statutes.
- Offer to give, sell, or dispense to any student or other individual on school property, in school-provided vehicles, at school events, or when functioning as a representative of the school.

Any student who violates the above may be subject to warning, suspension, or expulsion, in addition to other civil and criminal prosecution.

Adopted: January 28, 2014

LEGAL REF.:
A.R.S.
4-101
4-241
4-244
13-3401 through 13-3461
15-345
36-2801 et seq., Arizona Medical Marijuana Act
20 U.S.C. 7101 et seq., Safe and Drug-Free Schools and Communities Act

CROSS REF.:
JLC Student Health Services and Requirements
JLCD - Administering Medicines to Students
STUDENT ARRIVALS/DEPARTURES

STUDENT ARRIVAL PROCEDURES (GRADES K—6)

1. Students may not be on school grounds prior to 8:30 a.m. because there is no supervision. (The only exceptions are students in chorus, band, and student council). **Students are not to arrive on campus before supervision is available. Students may not climb fences to enter the school grounds.**
2. **STUDENTS K-6 SHOULD GO DIRECTLY TO THE CLASSROOM** when they arrive after 8:30 a.m.
3. Students arriving by BUS will be dropped off in the Bus Loading/Unloading Zone. These students will proceed to the classroom.
4. Students arriving by BIKE will park and lock their bikes in the bike rack area.
5. Students brought to school by CAR or other vehicles should be dropped off in the drop off zone in the front parking lot. Students must be dropped off on the side of the street closest to school.
6. Day care vans will use the back parking lot for drop off.
7. For the safety of students, no student shall walk through the parking lot or between cars without an adult.

STUDENT DEPARTURE PROCEDURES (GRADES K-6)

1. Students are dismissed at 3:30 p.m. All students must leave campus at dismissal (exceptions are academic tutoring/study time, parent permission for special activity, etc.) It is very important that your student(s) are picked up in a timely manner. Students picked up by a car are picked-up in the front of the school. Students are not permitted to enter the parking lot without an adult.
2. Students who ride **BIKES** should go to the bike racks, unlock their bikes and walk their bikes off campus. Students are not to ride in the street or carry a second passenger on their bicycle.
3. All students who are walkers or bike riders will exit through the South parking lot of the school.
4. Day care vans will pick up day care students by using the back parking lot.
5. **AFTERNOON BUS RIDERS:** Students will wait with duty teacher until dismissed to busses. Students are to stay on the sidewalk.
CROSSWALKS

Children are to use ONLY designated crosswalks. DO NOT cross streets at any other point. Students are expected to follow the instructions of crossing guards.

PARKING INFORMATION

Students being picked up by parents will use the pickup/drop located in the second parking lot. Please arrange the pickup point with your child. It is a violation of phoenix City Parking Code 36-134 to park a vehicle in the road where there are signs posted which say “No Stopping”/”No Standing” or “No Parking”. There are such signs posted on 15th Ave in front of the school. The no parking zone includes the area between the signs which states, “No Stopping”/”No Standing” or “No Parking” starts here and “No Stopping”/”No Standing” or “No Parking” stops or ends here. Anyone parking in these marked areas may be cited for the parking violation and subject to the $16.00 - $31.00 fine.

Please do not park in HANDICAPPED SPACES unless your vehicle is appropriately licensed/marked. Please do not park in unmarked parking spaces.

STUDENT PICK-UP TRAFFIC FLOW

The student pick-up/drop-off loop is designated to promote the safe transportation of children. Students may be picked up or dropped of only where signs are posted. Follow the blue line forward. Loop around if necessary. THIS PROCEDURE IS DESIGNED TO EXPEDITE PICK-UP AND DROP-OFF OF STUDENTS. DO NOT LEAVE YOUR CAR UNATTENDED IN THIS LOOP.
BUS INFORMATION

Deer Valley School District provides bus transportation for kindergarten students who live more than 1/2 mile from the school and for first through sixth grade students who live more than 1 mile from the school.

While students are riding the school bus or waiting at designated bus stops, they are expected to conduct themselves in an orderly manner. Schedules and bus stop locations are available in the Constitution office or by contacting the Deer Valley transportation department at 602-467-5090.

SAFEST ROUTE TO SCHOOL WALKING PLAN

The Constitution Safety Team and the City of Phoenix have been working together in an effort to improve safety for your children. The Safest Route to School Walking Plan shows the safest walking routes available for your children. When more students are walking to school, that means fewer parents are driving them, which will alleviate some of the traffic congestion associated with your school. If you have any questions or concerns about the established routes, or if you are aware of any changes that affect this map, please contact the office.
FOOD SERVICES

SCHOOL BREAKFAST AND LUNCH

Deer Valley offers a varied lunch menu and sends a copy home with each student at the beginning of each month. In addition to the regular menu, a salad bar is offered for students in grades K - 6. **Breakfast, lunch and milk prices are listed on the school lunch menu.** Students may bring their lunch or eat a hot lunch in the cafeteria. Parents are always welcome. We offer à la carte items or, if you prefer, you may place your order for a hot lunch by calling the cafeteria office early that morning. The cafeteria phone number is: 602-467-6114.

Students may purchase lunches through the Cafeteria Clerk. Students in grades K-6 use their student I.D. number and input this number at the cashier’s checkout. Lunch tickets may not be shared. Parents may deposit any amount of money in the student’s account to be used any time during the school year for lunch or milk. Checks are made payable to Constitution Elementary School. Please put student ID number or room number on all checks. All school lunches include a one-half point of 1% milk and juice. If your child has a milk product allergy, juice can be substituted. Please contact the school nurse if your child has an allergy to milk.

If a student does not have money or lunch, he/she must try to contact a parent. If no one can be reached, we will debit his or her account for a meal. This must be reimbursed as soon as possible.

Constitutions’ cafeteria serves breakfast in the classroom at 8:30 a.m. - 8:45 a.m., Monday through Friday.

The Deer Valley School District takes part in the National School Lunch Program/School Breakfast Program. Students may qualify for reduced price or free lunches. Applications are available at each campus in the school office.

To make payments on-line, go to: [www.ezschoolpay.com](http://www.ezschoolpay.com)
POLICY ON UNPAID MEAL CHARGES

The Food & Nutrition Department understands that sometimes a student’s meal account will run low or go into the negative. To ensure that all students are being treated equally as well as to ensure that we are being fiscally responsible with our limited resources, we want to make our meal charge policy known to all parents.

Grades Pre-K Thru 8
It is the policy of the Deer Valley Unified School District to provide a complete meal to all students. In the event a student’s account has insufficient funds to pay for the meal, the account is charged. Parents/guardians shall be contacted for payment through phone calls and written notification. À la carte purchases are not permitted when the account is in a negative balance.

Grades 9 - 12
Should a student in grades 9 – 12 have insufficient funds to pay for a meal, up to one negative meal charge is allowed. Once a student has reached the limit of one meal charge, they will be provided with an alternative meal, for which the student’s account will be charged. À la carte purchases are not permitted when the account is in a negative balance. Negative meal charges will not be allowed during the last ten days of the school year.

All Grade Levels
When a negative account balance exceeds the dollar amount equivalent to ten lunches:
The Principal, Counselor and/or designated staff member of the Food & Nutrition Department will contact the student’s parent(s)/guardian(s) to determine an appropriate resolution of the circumstance.
The student’s parent(s)/guardian(s) will be provided application materials for the free and reduced-price meal programs. If it is determined the district is unsuccessful in collecting payment, the debt may be sent to a collection agency.

It is the parent’s responsibility to monitor the student’s account balance. At any time, parents can set up low balances reminders and view spending at no cost using EZSchoolPay.com. EZSchoolPay is a secure, convenient and friendly way to manage and pay for your child’s school meals via the Internet.

For more information on the school lunch program, please refer to the Food & Nutrition website by going to www.dvusd.org/nutrition. You may also contact your school cafeteria manager.

This institution is an equal opportunity provider.
**PARENT/SCHOOL COMMUNICATION**

**COMMUNICATION PROCEDURES/PROBLEM RESOLUTION/CHAIN OF COMMAND**

It is important for parents to communicate concerns, questions and desires about their children’s academic and behavioral progress to the teacher. Your children’s teachers are the best resource for resolving these issues. We will do all we can to resolve concerns at the school level.

1. The parent(s) meets with the teacher to explain the concern and reach a resolution. A plan of action may be needed. Please schedule a follow-up meeting to check on progress. (This second “meeting” may be in person, by note, or over the phone).
2. If the concern is not resolved, then it is appropriate to contact an Instructional Coach. The Instructional Coach will contact the parents. The concern will be explained and actions taken to this point will be outlined. A new plan of action will be developed and carried out.
3. If at this time the concern is not resolved, then it is appropriate to contact the principal. The principal will schedule a meeting with the parents and teacher. The concern will be explained and the outline plan will be revisited. A new plan of action will be developed and carried out. A follow-up meeting will be scheduled to check on progress.
4. If the concern persists after attempts to resolve the concern with the teacher and principal, then parents may contact the appropriate administrator at the district office. Our staff will be of assistance in giving this information, should it become necessary.

**VISITING ON CAMPUS**

We welcome adult visitors.

- To arrange a visit, please contact your child’s teacher or the office. Parents will not be able to drop in on the classroom unexpected.
- All visitors must sign in at the office before any visit on campus. Faculty and staff are instructed to direct you to the office if you are not wearing a visitor badge.
- Parents may visit the campus to have lunch with their child; however, parents will not be allowed on the Kindergarten or 1st through 6th grade playground at lunch; toddlers are not allowed on the equipment on either playground as per regulations by the manufacturer.
TELEPHONE USE

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

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

Students should not expect to make general use of the telephone; it is needed for parent and teacher use. This rule will be strictly enforced. **After-school activity arrangements should be made prior to arrival at school.**

PARENT OBSERVATION POLICY

We welcome all parents and visitors to Constitution. In order to minimize disruption to the teaching/learning environment, please follow these procedures:

- Parents are asked to schedule observation appointments through the classroom teacher and administration at least 24 hours in advance. It is helpful to know the purpose of the visit. The classroom visit will not exceed more than 45 minutes. Observation paperwork is available in the front office and will need to be filled out for all types of visits. The scheduled visit must accompany either administration, counselor, psychologist, intervention specialist or instructional coach. If the visit is to be done by a counselor or psychologist, parent authorization is needed in writing before scheduling the observation.
- Parents are asked to make arrangements for siblings who do not attend school to not be on campus during the observation.
- Please report to the office at the time of your arrival to receive a badge. This is required.
- The office will notify the teacher when the parent arrives.
- The teacher will not be able to conference with a parent while students are in class. Conferences must be scheduled for another time.
PARENT/COMMUNITY INVOLVEMENT

PARENT - TEACHER - ORGANIZATION (PTO)

The PTO at Constitution is an important school—community organization that is highly involved in many activities that benefit our students, staff and surrounding community. We are proud of our PTO and appreciate the commitment and support this group has continually demonstrated.

During this school year, there will be many opportunities to become involved in Constitution PTO. Every parent is encouraged to join. This is a great way to make new friends in your neighborhood, while helping your child through the elementary school years. Constitution is a neighborhood school. We encourage you to be involved. If you have any questions concerning PTO, please contact the PTO president or call the school office. PTO direct line: 602-467-6109; office line: 602-467-6100.

VOLUNTEERS

You can be a source of special skills, give personal attention or be an extra pair of hands when you become a school volunteer. There are so many ways you can help. Volunteers can be: classroom helpers, Media Center assistants, Junior Achievement facilitators, clerical aides, field trip helpers, health office assistants, tutors, resource speakers or campus monitors. The job and the hours are up to you! There is much to be done everywhere on campus. If you have a few hours to give each week to work in the school office, nurse’s office, library or classrooms, please contact your child’s teacher or the school secretary at 602-467-6104. All volunteers will have to attended at least one of the volunteer trainings before being able to volunteer at Constitution. A “Volunteer Registration Emergency Card” must be updated yearly by all volunteers. That information will be treated with the same confidentiality as student and staff health information. Volunteers will also complete a “Volunteer Service Agreement” that is kept in the office. Parents who volunteer for overnight fieldtrips must be fingerprinted at the district office.
CAMPUS IMPROVEMENT TEAM (C.I.T.)

Constitution Campus Improvement Team (C.I.T.) is a decision making group that includes certified and classified staff and parents as members. The C.I.T. meets on a regular basis. The C.I.T. makes decisions about allocating Campus Improvement Team (C.I.T.) funds and a number of school functions and operations. Input from staff, students and parents is gathered and used in this process. This is an exciting opportunity for parents to work in cooperation with school staff to make a positive difference in our child’s school life. If you are interested in becoming a member of Constitution’s C.I.T., please contact the school office.

FIELD USE AND FACILITY RENTAL

Requests for the use of Constitution sports field and facilities by organized youth sports associations and community organizations are considered upon proper application through the school administrator. Groups must provide a certificate of insurance as per DVUSD Board policy. Constitution activities and sports programs take precedence over any outside organizations.

SPECIAL PROGRAMS

SPECIAL SERVICES

Deer Valley Unified School District offers the following Special Education programs:

- Learning Disabled
- Emotionally Disabled
- Mildly Mentally Handicapped
- Moderately Mentally Handicapped
- Multiple Handicapped-Autistic
- Multiple Handicapped-Severe/Profound
- Visually Handicapped
- Hearing Handicapped
- Severe Language Impaired
- Severe language Therapy
- Adaptive Physical Education
- Occupational Therapy
- Physical Therapies
- Homebound/Hospitalized
- Sage

Teachers or parents may refer children for evaluation; however, parental approval is required for all evaluations. If you desire further information, please contact the Support Specialist or Psychologist at Constitution, or call the district Special Services office at 623-445-4942.
EDUCATIONAL PROGRAMS

Excellent programs are provided for the education of students in the following areas: art, physical education, general music, instrumental music, library, Gifted, EL (English as a Second Language) and Special Education. These subjects are an integral part of your child’s curriculum and are scheduled daily or weekly. The Gifted, EL and special education programs require special testing for placement.

SPECIAL AREA PROGRAMS

Teachers are provided to teach art, physical education, general music, choral music, instrumental music, library and classes for gifted students. These teachers are specialists with many hours of training devoted to helping children learn about those areas of the curriculum. Special subjects are an integral part of your child’s curriculum and are scheduled daily or weekly.

FIELD TRIPS

Before attending as a volunteer on a field trip, all volunteers must attend the volunteer training class before approve to attend the field trip. Field trips will be coordinated with academic learning. Students must meet classroom participation criteria and may not go on field trips without a permission slip signed by a parent or legal custodian, which includes EMERGENCY TELEPHONE NUMBERS. NO VERBAL AUTHORIZATION WILL BE ACCEPTED. When your child’s class is planning a field trip, a note will be sent home with the child giving full details. After attending volunteer training, you may be asked to be a chaperon. Preschool children may not accompany parents on field trips. (Parents chaperoning all overnight field trips MUST be fingerprinted at the district office).

Medication on Field Trips:

School nurses legally can not direct anyone other than another nurse to give medication. If any medication needs to be given by teacher or trip leader during a field trip, parents must complete consent form and provide properly labeled dose to the trip leader.
**PREVENTION/AT RISK**

Each campus has a prevention coach (RTI) to help coordinate activities on campus. This may include workshops for teachers, red ribbon week, peer mediation, cross-age tutoring and cultural awareness programs.

**EXTRA/CO-CURRICULAR ACTIVITIES**

Constitution has many programs for student success. These programs may include, but are not limited to:

- Honor Roll/Principal’s List
- Beginning and Advanced Band
- Field Trips
- Spelling Bee
- Student Talent Show
- Junior Achievement
- Battle of the Books
- Constitution Spirit Days
- Chorus
- Field Day
- Thrive Thursdays
- National Elementary Honor Society
- Perfect Attendance
- Student Council

**DAYCARE**

Many of our students go to day-care centers directly from school. To avoid confusion and concern of the part of students, we need you to give us the name, address and telephone number of the day-care center you use. Please provide the teacher with a schedule showing when your child will be going to day-care. (Also, be sure to send the teacher a note when there is a change in this schedule so students and bus drivers do not miss each other and the teacher who sees your child gets on the bus is fully informed.) We ask that you notify the day-care center when there is a change in the school schedule, such as parent/teacher conferences, holidays, early dismissal days and field trips.
SPECIAL EVENTS/ACTIVITIES

EXTRA CURRICULAR ACTIVITY FEES

The Deer Valley School District charges each student an annual $1.00 extra-curricular activity fee. The purpose of the fee is to generate increased extra-curricular activities for student participation, and to promote the extra-curricular tax credit provision available per current state law. Revenues generated from the fees will be used by the individual school to support extra-curricular activities. No student will be excluded from participation due to the inability to pay.

PARTIES

Classroom parties may be held to celebrate Fall Festival, the Winter Holiday Season and Valentine’s Day. Parties are held the last 45 minutes of the school day. Siblings and other children who do not attend Constitution are not permitted to attend class parties. However, they are permitted to attend school performances and other extra curricular events (i.e. concerts, plays, PTO sponsored events, sporting events). All food served at parties must be prepared in a professional kitchen no home-made items.

SPIRIT DAYS

Friday of each week are “Spirit Days” at Constitution. Students are encouraged to wear their Constitution t-shirt or the school colors of red, white, and blue. School t-shirts are available in a variety of sizes for purchase through PTO.
NATIONAL ELEMENTARY HONOR SOCIETY

The National Elementary Honor Society is an organization that is designed to “promote appropriate recognition for students who reeect outstanding accomplishments in the areas of scholarship, character, leadership, service and citizenship.” NEHS is sponsored by the National Association of Secondary School Principals, headquartered in Reston, Virginia.

Following the end of the third quarter, cumulative grade point averages are calculated for all sixth graders based on the grades earned as a student at Constitution. Those who have maintained a grade point average of 3.7 based on a 4-point scale with no “N’s” or “U’s” in citizenship will receive a Student Activity Information Form.

NEHS states that “membership should never be considered on the basis of grades alone,” so the Student Activity Information Form will give the sixth graders an opportunity to share other information about themselves in a short, factual manner. It asks for general information about the students and their activities and interests. It also contains a description of membership involvement that should be discussed by students and their parents. Students are required to provide a statement of personal recommendation from an adult who knows the student well enough to give a brief character reference. This recommendation may not be from a current teacher or family member.

To evaluate a candidate’s character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects (s).
MISCELLANEOUS

LOST AND FOUND

Students are encouraged to place their name on all personal belongings, such as coats, lunch boxes, gloves, sweater, etc. Lost items, such as jackets, sweaters, lunch boxes, etc. will be kept in the “Lost and Found” area. The smaller items such as keys, prescription eyeglasses, bike locks, etc. will be stored in the office. Students may check the Lost and Found area in the cafeteria for missing items. Parents are also encouraged to check for missing items when they are on campus. Unclaimed items will be donated to a local charitable organization at winter recess and the end of the school year.

PERSONAL PROPERTY (CELL PHONES & ELECTRONIC DEVICES)

We discourage students to bring personal items such as iPods, radios, CD players, baseballs also bats, footballs, calculators, video games, etc. to school, unless they have written permission from a teacher or administrator. We discourage students from bringing large amounts of money to school. Deer Valley cannot assume responsibility for the loss or damage to personal property brought to school. Your support is appreciated.

Students are allowed to carry a cell phone in their possession as long as the phone is turned off and kept in their backpacks during school hours. Anyone in violation will have the phone confiscated and a parent/guardian will need to come and pick it up.

YEARBOOKS

Yearbooks sells start at the beginning of the year. Yearbooks will be handed out during the last week of school to students who have pre-purchased their yearbook. After purchases have been made, any extra yearbooks will be sold the last week of school on a first come, first served basis. Cash only will be accepted. If library books or money are owed from the student, the yearbooks will be held until payment or lost books are returned.

LATEX RESTRICTED

Constitution is a latex restricted campus. No balloons, rubber bands, band aids that contain latex, etc. are allowed on campus.

ENERGY DRINKS

Energy drinks are not allowed on campus at any time.
CONSTITUTION SCHOOL DISCIPLINE CODE

PHILOSOPHY OF STUDENT CONDUCT

A positive learning environment and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, Constitution has established guidelines designed to ensure a safe environment for all students and staff in our school. For these guidelines to be most effective, it is vital for the family, the school and the community to work together in the training of our young people.

It is important to remember that students are responsible for their own actions. Students whose actions are in violation of school/district guidelines will be expected to accept the appropriate consequences. When disciplinary action is taken, it shall follow our established discipline plan. Each teacher will have a discipline plan for his/her classroom. When a student’s actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to the administration. Constitution’s Discipline Plan is aligned with the Deer Valley unified School District’s Student Rights and Responsibilities handbook and follows all district policies and procedures.

DISCIPLINE PHILOSOPHY

In order to maintain a safe and orderly climate that is conducive to learning, we expect our students at Constitution to respect the rights of others and conduct themselves in an appropriate manner.

Two general rules that define our expectations of our students both inside and outside the classroom at Constitution are:

♦ All students will engage in behavior that is in the best interest of themselves and others.
♦ No one has the right to interfere with the learning or well being of another person.
Bullying/Harassment/Intimidation/Violence

The Governing Board of the Deer Valley Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

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 [www.civusd.org](http://www.civusd.org) (click on Safe Schools under the Parents & Students tab) and on your child's school's website.

(Ref. Policy JICK, JICK-R, JICK-FA, JICK-EB)
Constitution

**Lunch Procedures:**

All students will eat before recess. Students will be walked to the cafeteria by their teacher. Students are encouraged to wash with soap and water, and then use a paper towel to dry hands. Please make sure to throw the paper towel away in the garbage can. When entering the cafeteria, students should walk to their assigned table or get in line to buy lunch. When students are finished eating, they may be dismissed by one of the lunch monitors. Students will clean up their area and walk out the West doors and proceed to the playground.

When recess is over and the whistle is blown, students will line up by homeroom class.

All Students: Students in grades 1st – 6th will sit at assigned tables. Students are allowed to save one spot for a friend in their homeroom class.

Please remember to follow all cafeteria rules ~

Make sure to eat your food promptly
Use inside voices
Raise your hand if you need help or to get out of your seat
Clean up after yourself-- make sure to pick up your trash from the table, seat, and floor
Be respectful to the adults in the cafeteria
Remove hats when you sit at your assigned table
Playground Rules

*Feel free to do anything, as long as it doesn’t create a problem for anyone else or yourself.*

Students who use the playground equipment safely will be allowed to continue to use it.

For safety, play in designated, supervised areas only.

Play games that are safe and respectful.

Be fair to PE classes and allow them their PE time by not interrupting them.

Remember to keep all personal items (toys, electronics, etc. at home, so that they don’t become lost or stolen).

Food and drink is allowed in the cafeteria, only.

Store all lunchboxes in the buckets, which are in the cafeteria.

**SWINGS:**

Please sit on swings, and do not jump out of swings, twist, or swing sideways.

Taking turns, after counting to 100, will ensure that everyone gets to swing.
Playground Rules

SLIDES:
Please go down the slide, feet first and one at a time.
Keep slide free from wood chips, sand, dirt, etc.

BALLS:
Students will be allowed to play touch football, as long as there is no tackling.
Please play soccer or kickball in the grass area.
Be respectful of our neighbors, by not playing by the fences.
K-6 students: If you do not have a ball, and you would like one, please ask the playground monitor for one.
Students: You may bring soccer balls, footballs, and basketballs from home to use while at recess. Please make sure that your name/grade are written on the ball.
Balls will be collected off of the roof once a week.

CLIMBING EQUIPMENT:
Remember to swing across the monkey bars, one at a time.
Please do not crawl on top of the bars.
Please do not hang upside down or flip from the bars.

LINING UP:
Please line up as soon as the bell rings to ensure your playground time for the next day.
Wait for your teacher to pick you up or to be dismissed, one line at a time.
CONSTITUTION DRESS CODE FOR STUDENTS
ADOPTED BY THE DVUSD SCHOOL BOARD

The following rules apply to the school day, as well as all school sponsored events:

- Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

- Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable.

- Clothing that exposes undergarments will not be tolerated for males or females.

- Bare feet are never acceptable. In the interest of safety, 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 or ornamentation shall not be worn if it presents a safety hazard to self and/or others.

- No hats may be worn inside any campus buildings at anytime, except for properly approved occupational safety headgear required for special classes.

- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.

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

(Ref.DVUSD.Policy JICA)

The final decision as to the appropriateness of dress shall be determined by administration. Students will be asked to change to more appropriate attire and will be told not to wear the offending clothing again. Continued dress code violations will result in progressive discipline.
<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Information Desk</td>
<td>(623) 445-5000</td>
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<tr>
<td>Superintendent/Governing Board</td>
<td>(623) 445-5002</td>
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<tr>
<td>Deer Valley Education Foundation</td>
<td>(623) 445-5012</td>
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<td>Public Information Office</td>
<td>(623) 445-5013</td>
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<td>Administrative Services</td>
<td>(623) 445-4951</td>
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<td>Community Education</td>
<td>(623) 445-4967</td>
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<td>Food and Nutrition</td>
<td>(623) 445-4984</td>
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<td>Transportation</td>
<td>(602) 467-5090</td>
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<td>Educational Services</td>
<td>(623) 445-4902</td>
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<td>Curriculum</td>
<td>(623) 445-4912</td>
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<td>School Accountability and Evaluation</td>
<td>(623) 445-4907</td>
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<td>School Operations</td>
<td>(623) 445-4943</td>
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<td>Special Education Services</td>
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<td>Head Start</td>
<td>(602) 467-6130</td>
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<td>Fiscal Services</td>
<td>(623) 445-4958</td>
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<td>Tax Credit Hotline</td>
<td>(623) 445-4958</td>
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<td>Human Resources</td>
<td>(623) 445-5050</td>
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<td>Employment Hotline</td>
<td>(623) 445-5055</td>
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<tr>
<td>Safe Schools Hotline</td>
<td>(623) 376-3262</td>
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<tr>
<td>School Status Line</td>
<td>(623) 376-INFO</td>
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www.dvusd.org