



Parent/ Student Handbook 2018-2019

**Challenging today's student to achieve excellence through strong academics,
athletics, and the arts.**



Deer Valley Unified School District No. 97

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WEST WING SCHOOL 2018-2019

SCHOOL HOURS

Grades K-8

8:45 a.m. to 3:30 p.m.

EARLY RELEASE HOURS

Grades K-8 - 8:45 a.m. to 12:05 p.m.

Office Hours: Monday through Friday

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

Attendance (Automated): 623-376-5090

Main Office: 623-376-5000

Principal: Dr. Linda Price-Barry

Assistant Principal: Mrs. Samantha Müller
School Secretary/Office Manager: Heather Marzano
Office Staff: Becky Schreiner, Amy Dykes, Katie Grant
Nurse: Jan Rey

School Website: westwing.dvusd.org/Domain/35

DVUSD Governing Board

Jenny Frank
Darcy Tweedy
Kimberly K. Fisher
Ann O'Brien
Ann Ordway

DVUSD Superintendent

Dr. Curtis Finch

ANIMALS AND PETS

No pets are allowed on campus. This includes no pets on leashes or carrying pets.

For the safety of our students, stray dogs that find their way on campus will be turned over to the Maricopa County Animal Control if the owner cannot be located. Please caution your children not to encourage any animals to follow them to school.

ARRIVAL AND DISMISSAL

Listed below, are all of the arrival and dismissal procedures with the procedures that address the parking lot arrival/dismissal procedures.

Bus Lane- Busses pick up and drop off students in the bus lane only. Daycare busses use the parent drop off/pick up lane in the front parking lot. Students are not allowed to cross in front of the busses at anytime. No parking is allowed at anytime in this area.

Parent Pick Up- The back loop is to be used for parent drop-off and pick up for grades 1-8. ONLY parents of kindergartners and their siblings may use the front parking lot. Teachers will direct students in loading cars during dismissal.

Students

1. Students are not allowed on campus before 8:30 a.m., unless they are going to breakfast or a club such as choir, band, student council, etc.
2. Skateboards, roller skates, scooters, skate shoes and rollerblades are not allowed at any time. Please do not rollerblade with your child to school. Please walk or bike ride with your children to school.

3. Students are to stay on sidewalks at all times. The only exception is if parents park in the parking lot and escort their child(ren) into the school. The crosswalk should be used in this situation. Bicycles must be walked on sidewalks until they are completely off of campus.
4. Please do not ask your children to cross between cars at any time. This is extremely dangerous. Your child may be given discipline if this safety rule is not followed.

ASSEMBLIES

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

ATHLETIC EVENTS

Students are to have a parent accompany them at all West Wing games, unless they are part of the school team. If a student comes to a game without a parent, they may be subject to being cited for trespassing on campus

ATTENDANCE /ABSENCES /TARDINESS

Regular attendance and being on time are two things that help children have a good attitude toward school and facilitate their individual success. If your child is unable to attend school, please call the automated attendance line using the voice mail telephone number at 623-376-5090. Follow the brief prompts to record your child's absence. This service is available twenty-four (24) hours a day, seven (7) days a week. The Attendance Clerk is available Monday through Friday between the hours of 7:30 a.m. to 4:30 p.m. An unreported absence will result in a telephone call from the attendance clerk to the parent at home or at work. If you are unable to call the school, please send a note to the teacher the morning the student returns to school. The note should contain the student's name, date(s) of absence, specific reason for absence and the parent's signature. Excessive absences can be a problem that ultimately affects a student's academic success. **A specific letter explaining the CUTS (Court Unified Truancy Suppression) Program will be in your child's first day packet.** If a student is going to be tardy, please call or send a note. **When tardy, students must report to the school office for a pass before going to the classroom. Please see appendix A for an example of CUTS letter at the back of the handbook.**

Arizona State guidelines for student attendance are as follows:

- 0% to less than 50% of instructional time equals full day absent.
- 50% to less than 75% of instructional time equals half day absent.
- 75% of instructional time and up equals full day present.

Tardies:

Students should arrive on campus no later than 8:40 a.m. daily. The late bell rings at 8:45 a.m. A student will be considered late after the 8:45 a.m. bell and marked "L" for late, for any arrival after that time. This procedure is in

compliance with school and district procedures. An excused tardy is accepted **only** when the student has a medical appointment, the student **MUST** be accompanied by a note from a doctor's office. Accompanying your child to the office alone does not excuse the child's tardy. Your doctor is familiar with this procedure and can supply you with the required documentation or a payment receipt can also be accepted. Consequences for excessive tardies are outlined on page 29.

NOTE: Each year, the DVUSD School Board approves a school calendar. A copy of this calendar will be sent home in your child's first day packet. We ask that you try to plan around this calendar when making plans for vacations and special appointments.

BEFORE SCHOOL PROCEDURES

There is no supervision before 8:30 and after 3:45. Students may not arrive on campus before 8:30 a.m. Students arriving on campus prior to 8:30 a.m. to have breakfast, must remain in the cafeteria until the bell rings. Any student, who habitually arrives at school early, will have their parents contacted. All students need to be off campus by 3:45 p.m.

BICYCLES, ROLLERBLADES, SCOOTERS, AND SKATEBOARDS

Students are permitted to ride bicycles to school. For safety reasons, it is recommended that only third through eighth grade students ride bicycles to school. It is suggested that all students who ride bicycles wear a helmet for their protection. Students who ride bicycles must assume all responsibilities and risks involved. While on campus, students are to walk their bicycles. Bicycles must be parked and locked in bicycle racks. Each student should have his/her own lock and not share it with another student, whether it be a brother, sister or friend. Students who are found loitering in the bike racks or touching other students' bikes will be referred to the school office.

Mini-bikes, motorcycles, motor-bikes, motorized scooters, skate shoes, and rollerblades are not allowed at school or to be ridden to or from school. Non-motorized skateboards and scooters are permitted. However it is recommended that they be locked in a bike rack during the school day. Students may not ride their skateboard or scooter on campus, and they may not keep their skateboard or scooter in the office during the school day.

BUS INFORMATION- TRANSPORTATION DEPARTMENT – 602-467-5090

While students are riding the school bus or waiting at a designated bus stop, they are expected to conduct themselves in a respectful and orderly manner. Riding a school bus is a privilege provided for students living beyond a one mile walk from school, **or attending a field trip**. Copies of the school bus rules and regulations will be provided in your child's first day packet. If you did not receive this information, please contact the school office at 623-376-5000.

CHAIN OF COMMAND GUIDELINES

We always encourage parents and community members to contact the school regarding any questions or concerns. The first line of communication should always be with your child's classroom teacher. For any safety issues or school concerns, always feel free to contact a building administrator or the school secretary. If you have a

concern about your child's teacher, please contact them directly. If the problem is not resolved, then contact the school administrators. If the concern remains unresolved the following chain of command should be followed:

1. West Wing Administration
2. District Office School Operations Director
3. Associate Superintendent
4. Superintendent
5. School Governing Board

CHILD PROTECTION

Custody - If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of that order must be on file in the school office. Unless your court order is on file with us, we must provide equal rights to both parents.

In the event that you leave your child in the temporary custody of a relative or friend due to out of town business or vacation, the school must have a **signed note by the custodial parent**. In addition, please be sure the assigned person is also listed as a responsible party on the child's "Green Emergency Medical Referral Card" (Nurse's Office) and the "White Office Referral Card" (School Office).

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) 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.

CLOSED CAMPUS

Please be reminded that students are not allowed to leave the school grounds at lunchtime or any other time during the school day. If a student needs to be checked out early, a parent or a designated party indicated on the emergency card must come to the school office and sign him/her out. Your child will not be released to **anyone** who is not listed on the emergency cards.

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 communication 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. Violating copyright laws.
6. Using passwords of others.
7. Trespassing in others' folders, work or files.
8. Employing the network for commercial purposes.
9. Accessing inappropriate areas.

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.

CONFERENCES

Conferences are scheduled twice each year (October and February). It is during these times that parents may talk with their child's teacher(s) about their progress in school and their special needs. In the Deer Valley Unified School District, we think both parents and teachers are partners in the education process of your children. Please join the teacher in finding the best way to help your child(ren) learn.

Because conference times are limited, we suggest you think about what you'd like to ask the teacher in advance to your conference. You may ask for more conferences at any time during the year. In addition, if you ever have a question, your child's teacher is as close as the telephone.

CONTINUOUS IMPROVEMENT

West Wing School has established a site-based decision-making council, known as the GROWW team. This team is composed of a number of parents and staff members. The GROWW team meets once a month to discuss school issues and goals.

A "plan", known as the Continuous Improvement Plan (C.I.P.) has been developed and is revisited annually. The primary responsibility of the GROWW team is to monitor the implementation of the C.I.P. using research and school data to evaluate its effectiveness. The C.I.P. can be found on the school and district website.

CURRICULUM NIGHT/OPEN HOUSE

We hope all parents take the opportunity to attend these events as it provides you with an opportunity to meet your child's teacher and to become familiar with each specific grade level's curriculum. Curriculum nights are intended for parents only. **Please see the website for Open House and Curriculum Night dates and times.**

DISCIPLINE

We expect our students to respect the rights of the people around them and to conduct themselves in a safe and orderly fashion. Behavior should be such that students will not do harm to themselves or others.

Disciplinary action is taken in situations in which students do not follow conduct guidelines. If a staff member or the administration feels that a student's behavior is continually causing problems, the parents will be informed and asked to work with the team toward a solution.

Classroom discipline and incentive plans are established by the individual teacher in their particular class or subject areas. These may vary from class to class; however, there is a consistency within each grade level and subject area, and all plans align to our behavior flow chart. The school-wide student discipline and behavior plan, as defined in this packet, is uniform for the entire school. The entire plan is in compliance with the Deer Valley Unified School District's Discipline Handbook.

The success of any discipline plan or procedure depends not only on the effectiveness and cooperation of the teachers, but to a great extent, the support we receive from parents.

We are dedicated at West Wing School to provide every child the best possible climate in which to learn and develop. It is in your child's best interest that we work together in relationship to his/her overall education.

West Wing participates in a positive behavior management approach known as RTI-B. Our RTI-B matrix outlines expected student behavior, and our RTI-B flow chart outlines procedures for addressing behavior. A copy of the matrix and flow chart can be found at the end of this handbook.

Please review the campus behavior expectations matrix as well as the Student Rights and Responsibilities Handbook with your child. Any violation of these expectations will be considered a disruption to the learning of others and will result in progressive discipline procedures. If your child receives discipline that requires after school detention it is held Tuesday and Thursday from 3:35-4:35.

You will receive information regarding behavior expectations in your child's first day packet. Please review the information and sign the Acknowledgement form verifying that it has been read to or with your child. The Acknowledgement Form should then be returned to the child's teacher.

CODE OF CONDUCT

Discipline is an important part of school. A well-disciplined school environment is a safe and pleasant place to be. To have a safe and pleasant school there will be positive and negative consequences for behavior. We strive to achieve this balance through our discipline plans at West Wing.

This code of conduct is followed at all times on the school campus, at lunchtime, before and after school, and on the school bus.

1. I will respect other people (adults or fellow students) in my words and actions.

- I will not bully or tease other students either by myself or as part of a group.
- I will listen and answer politely when spoken to.
- I will play without pushing and shoving.
- I will not fight.

- I will not use bad language.
- I will keep my hands and feet to myself at all times.

2. I will be a respectful learner at all times.

- I will do my best on my class work (work to my potential).
- I will pay attention in class to the best of my ability.
- I will write my homework in my agenda book and return it completed.
- I will follow individual rules of the classroom.
- I will respect, listen to and obey my teacher at all times.
- I will be ready at all times with my class materials.
- I will remain in my classroom unless given permission to leave by an adult.
- I will leave toys at home (basketballs and footballs are permitted).

3. I will walk from one area of the school to another calmly and with respect for others.

- I will walk quietly through the school at all times (including fire drills).
- I will line up with my class when the bell sounds or the whistle blows.
- I will wait calmly until told to go in with a teacher.
- I will keep my hands and feet to myself when walking in a straight and quiet line with my class.
- I must have a pass when leaving my classroom or the playground unsupervised.
- I will remain calm waiting for my parents at designated areas after school.

4. I will play safely and carefully on the playground.

- I will respect, listen to and obey the playground monitor and staff at all times.
- I will not play violently, play-fight or wrestle on the playground.
- I will not throw objects such as woodchips, sand, rocks, and sticks.
- I will not play games that endanger others (tackle football, tackle take-away and dodge ball).
- I will use the swings correctly. Double swinging, jumping off of swings, or twisting in swings is not allowed.
- I will not run, chase or jump off the Play booster or use equipment on it.
- I will go down the slide feet first, one person at a time.
- I will not play or hang out in restrooms.
- I will stay in designated areas unless given a pass by a staff member.
- I will follow the tether ball rules in my student agenda.

5. I will respect cafeteria rules.

- I will wait quietly in line at the cafeteria and keep my hands and feet to myself.
- I will respect, listen to and obey cafeteria monitors and staff at all times.
- I will leave all food (including ice cream) and utensils in the cafeteria.
- I will remain seated until dismissed by the cafeteria monitor.
- I will be polite and use good manners at all times.
- I will carefully throw away my plate and clean my area when I am finished eating.
- I will carefully place my lunch box in the designated area.

6. I will respect all property and the environment.

- I will take care of all the materials given to me to use (desks, textbooks, games, computers, etc.).
- I will not put graffiti on any part of the school or supplies.
- I will not touch or disturb other people's property.
- I will keep the school, playground, bathrooms and bus clean.
- I will put my garbage in the garbage cans.
- I will not chew gum on the school grounds (gum is not permitted on campus).

- I will walk only on the sidewalks when outside.

7. I will wear proper clothing, which is suited to the weather.

- I will follow the district and school dress code.
- I will wear proper gym shoes and clothes for gym class.

8. I will respect the school start times and be on time each day.

- I will not arrive on school grounds before 8:30 a.m. unless attending breakfast or special programs. (Doors will be locked until 8:30 a.m.).
- I will be in my seat at 8:45 a.m. when attendance is taken.
- I understand that on the 3rd tardy I will receive one day of lunch detention.
- I understand that on the 5th tardy I will receive a one week of lunch detention.
- I understand that on the 10th tardy I will receive a one day in school suspension.
- I understand that after the 15th tardy there will be a one day out of school suspension. Upon return to school, a conference will be set up with the principal, student and parent.

DRESS CODE

J-2350 1994 by Arizona School Boards Association JICA

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.
- Obscene language or symbols, symbols of sex, drugs, and alcohol advertisement labels on clothing is prohibited.
- Religious messages on t-shirts may not be singled out for suppression but should be treated as other t-shirts with messages.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.

If a student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

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 other.

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.

1. Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, nor be deeply or narrowly cut in the front, back, or under the arms. Halter-tops, spaghetti straps, bralettes, off the shoulder tops, and strapless tops are not acceptable. Tank top straps must be 2 inches or more in width. Clothing that exposes undergarments will not be tolerated for males or females.
2. 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.
3. Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
4. No hats may be worn (by staff members or by students) inside any campus buildings at any time, except for properly approved occupational safety headgear required for special classes.
5. Clothing should not display obscene language or symbols; symbols of sex, drugs, and alcohol advertisement labels on clothing is prohibited.

EXTRA-CURRICULAR EVENTS

Students participating in extra-curricular and school events must be in attendance at school on the day of the event. Students who are excused for medical and/or dental appointments on the day of the event, not to exceed one-half day, may be allowed to participate with proper documentation. Any student, who participates in a game/content/campus activity that does not follow the attendance requirements, will automatically be suspended from the next event. Suspensions can carry over to the next school year.

EXPLORATORIES

7th/8th Grade students are randomly placed in exploratory classes, depending on the nature of the class. Students/parents cannot choose their exploratory classes.

EFFECTIVE STUDY SKILLS

Some action planning steps towards effective study skills are:

Student Responsibility

1. Be prepared for class. Bring completed assignments and working materials, i.e., pencils, pens, paper, etc. A planner is provided as an organization tool.
2. Plan time to study each day. List assignments for each class and have all materials needed at hand.
3. Organize your work. Establish a schedule for homework completion.
4. Seek assistance when needed from teachers and parents.

Parent Responsibility

1. Be sure your child is prepared to focus on learning and education.
2. Check your child's homework and planner **daily**.

3. Arrange an appropriate study area for your child and plan a schedule for daily/weekly study. Study time should be used for review or reading when no homework is assigned.
4. Seek assistance from your student's teacher or school administrator when needed.

FIELD TRIPS

As a part of their learning experience, students are sometimes provided the opportunity to visit places of interest in the community. These are especially worthwhile endeavors for the children and your interest and 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 and the method of transportation. The permission slip form must be returned with a parent/guardian signature in order for your child to participate.

In some cases, parent chaperones are needed for the trip. Parents who chaperone must complete a volunteer training class. Teachers will provide additional guidelines for chaperoning to those attending the trip. If you are not selected to chaperone, please do not meet your student at the field trip site. Only approved chaperones may attend the field trip.

Medications must be furnished by the parent to the teacher. **Students may not bring in the medication. Medications may not be given out from the nurse's office to the teacher.** If it is a prescription medication, it must be in its **ORIGINAL PHARMACY BOTTLE WITH CURRENT DATE**, labeled with the child's name, prescription number, and identification of medication along with correct instructions. Over-the-counter medicines must also be in their original containers with label intact to identify. The school district personnel will not be responsible or liable for any reaction to medicines given according to the above direction. All medications will be kept by the teacher or trip leader.

FIRE DRILLS/LOCKDOWNS

West Wing has established fire drill evacuation and lockdown procedures to prepare our students and staff in the event of an emergency. These procedures follow guidelines set forth by both the fire department and the school district. Fire drills are practiced monthly during the school year and lockdowns are conducted quarterly.

FOOD & NUTRITION GUIDELINES

West Wing complies with the rules and regulations set forth by the Maricopa County Health Code and with United States Department of Agriculture federal guidelines. Our guidelines will standardize the way in which food comes onto campus and is distributed to students.

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.

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.

FOOD CATEGORIES

<p>A. <u>Non-Restricted Competitive Foods</u></p> <ul style="list-style-type: none"> Ice Cream Water Ices, which include fruit or fruit juice Non-carbonated beverages Chips Flavored candies, which may contain caramel, coconut, nougat centers, milk-

<p>B. <u>Restricted Competitive Foods</u></p> <ul style="list-style-type: none"> Soda water – i.e., includes <i>Coke</i> and <i>Pepsi</i> products, etc. Water ices, i.e., <i>Otter Pops</i>, etc. Chewing gum Certain candies – examples include hard candies, licorice, spun candy
--

- Fundraising activities should not compete with the Food Services Department.
- All food items being sold must come from a commercial business (supermarket, restaurant) with an approved Maricopa County health permit. Products sold cannot come from a residential kitchen.
- The Food and Nutrition department reserves the right to check the fundraising operation for compliance of Maricopa County health code, or ADE Child Nutrition Program nutritional guidelines.

Non-Restricted Foods

- All items sold must comply with Arizona Department of Education Child Nutrition Program non-restricted foods lists.
- Entrees of any kind will not be allowed for sale during the breakfast or lunch period at any location on campus. i.e., selling pizza or burritos as a fundraiser.
- The location of the fundraiser cannot take place inside the cafeteria or an area leading to the cafeteria during the breakfast or lunch period.

Restricted Foods

- Restricted foods cannot be sold during breakfast or lunch. They may be sold, at the discretion of the sponsor, at times other than breakfast or lunch during the school day in locations other than the food service area. For example the sale of carbonated beverages or *Otter Pops* during the breakfast or lunch period would be prohibited.

AFTER HOURS BARBEQUES/CARNIVALS

These functions need to be compliant with Maricopa County Health Department. In order to operate a BBQ/carnival function where food is being served, a County permit is needed. There are three options schools can pursue. They are:

1. Hire a DVUSD certified food service employee to assist with the function. All DVUSD schools have an approved permit to operate these functions when a certified employee is present. The costs of this employee will be approx. \$20 per hour. Kitchen facility use and utensil supplies are included in this fee. Rental of the BBQ is approx. \$50 per function. BBQ rental fee includes delivery and pickup of BBQ, propane for the BBQ and cleaning of the BBQ. Hand washing facilities must be within close proximity.
2. The school can obtain their own Maricopa County health permit to operate. The fees for this permit range from \$70-\$260 per year depending on the type of permit. Any permit must also be accompanied by a person who can become certified in an approved Maricopa County sanitation course. Access to the school kitchen will require additional fees.
3. Hire a catering company with an approved Maricopa County permit to service the function. The vendor must possess the proper permit to cater a barbeque/carnival. The vendor must be completely self-reliant. Caterer must have all necessary supplies for the function and be able to comply with Maricopa County regulations with regard to sanitation and safety.

CLASSROOM PARTIES

These guidelines are established to insure safety and compliance with the Maricopa County Health Department. The County has strict regulations about food being prepared in residential kitchens and served at classroom parties. **It is not allowed. All food brought onto campuses for classroom parties must originate from certified kitchens, commercial institutions or commercial food service stores.**

The following guidelines will assist in this process:

- All foods offered must originate from a Maricopa County Health Department approved kitchen or institution. Examples would be products prepared at a supermarket bakery, retail location or from a commercial restaurant. For example, cupcakes prepared at home are not an approved item for a classroom party.
- All food offered is delivered at the proper temperature and unwrapped food is served with a non-latex gloved hand or utensil. Example would be a pizza party from an approved vendor which is served by a gloved-hand or with a serving utensil.
- All food offered is being consumed within a reasonable time and is maintained at proper temperature.
- No contact is to be made by a non-gloved hand with any food items that are not pre-wrapped.
- Compliance of the above guidelines will be the responsibility of the classroom teacher or educator.

Questions can be forwarded to the Food Services Department at 623-445-4984, to our site Cafeteria Manager at 623-376-5014 or to the front office at 623-376-5000.

Grading

West Wing School grading practices are aligned to the Deer Valley PRAG and are refined ways of reporting what students know and how they demonstrate their learning of state content standards by grading assessments, projects and presentations rather than behavior or homework/practice.

Reporting grades promotes dialogue between teachers, parents, and students regarding what is expected of students in the academic environment, as well as communicating what each student knows and is able to do according to the academic state standards.

Another purpose of grading practices is to create a clear and accurate description of student progress in two key areas:

- **Academic performance that aligns with the Arizona College and Career Ready Standards**
- **Evidence of growth toward grade level expectations**

Grading Practices

- 1st – 5th If an assignment is missing, a 49% will be recorded in the gradebook and an “M” for missing until submitted. If the assignment is never turned in then it is recorded as a 49%.
- 6th – 8th If an assignment is missing, a zero will be recorded in the gradebook and an “M” for missing will be noted until submitted. If the assignment has not been turned in by one week prior to the end of the grading quarter then the score will be changed to a 49% (F).
- If a student scores a low percentage on a summative assessment, then no score lower than a 50% will be recorded. Actual score will be noted in the comment.
- A score of 50% will be recorded instead of a zero or lower percentage.
- Practice (homework) is a review of skills that are taught in class. It will not be graded, however, the goal of the practice is to review concepts and establish good habits
- If a student is observed to need additional support on a concept, additional materials and suggestions may be sent home for practice and reinforcement
- A score of 49% will be used instead of a zero or lower grade for final grades when assignments are missing
- Homework/practice may receive a ✓ for completion either in grade book or teacher records
- Students may have the opportunity to correct or retake math tests (one per test) with signed parental form and all practice work completed
- No quizzes are eligible for retakes
- Late work may be accepted at teacher discretion
- Students have up to 1 week after returning to school to complete missing assignments
- Retakes are up to the teacher’s discretion in grades K-2

*Effort, participation, and attitude will not be included in final grades, but may be reported on the report card.

*Extra credit is not given; it is not an effective way to show mastery of academic standards

Definitions

Test: End of unit assessment

Quiz: During unit formative assessment. Can include a checklist that includes teacher and peer comments used to help a student working on meeting the academic standards. These types of assessments provide teachers with formative data to drive their instruction.

Homework: Practice that supports learning and meeting the academic standards

Projects, Presentations, Reading logs, Discussion Boards, Interactive Notes (ISNs): Are an experience of learning and can be used as a final grade. Rubrics and guidelines will be used to foster student success and help students and parents to meet the academic standards.

Using Standards-Based Grading/Reporting Students will become:

1. Self-Directed Learners
 2. Community Contributors
 3. Complex Thinkers
 4. Quality Producers
 5. Effective Communicators
 6. Effective and Ethical Users of Technology
- ❖ on each content standard

Teacher Responsibilities:

- ❖ Design assignments and assessments that meet state academic standards
- ❖ Provide timely feedback and communication to students and parents so that progress on each academic standard can be monitored
- ❖ Provide opportunities for students to display learning in a variety of ways
- ❖ Allow re-taking or test corrections of math tests for a change in grade as determined by the teacher

Student Responsibilities:

- ❖ Request help to understand concepts that are misunderstood
- ❖ Complete all assignments in a timely manner
- ❖ Take advantage of opportunities to redo assignments or tests to show mastery of standards or to show exceeding/excelling of standards.
- ❖ Complete homework—do not rush to complete it, but use it as practice to learn concepts for assessments
- ❖ Arrange for time to redo assessments
- ❖ Check PowerSchool regularly to monitor progress

Parent Responsibilities:

- ❖ Communicate regularly with your child about his/her progress
- ❖ Help with time management to ensure that all assignments get completed on time
- ❖ Review completed work
- ❖ Provide a suitable study environment
- ❖ Sign necessary math forms/assessments to allow student to make corrections or retest
- ❖ Check PowerSchool weekly to monitor student's progress on each content standard
- ❖ Avoid prolonged vacations during the school year.
- ❖ Projects should be completed by students with parent collaboration and guidance.

What do grades mean?

Grades are a way to communicate a student's achievement in relation to the state academic standards.

E or A through A+ Student is showing highly proficient level of mastery, exceeding the academic standards and advanced work on some academic standards.

S or B+ through C Student is showing a proficient level of mastery of the academic state standards.

N and U or D - through F Student is missing important understanding of academic state standards and is falling far below approaching mastery of academic state standards.

Continued missing/late assignments, or no growth on assessments may result in a parent/teacher/student conference to develop a plan for success in meeting the standards.

1st & 2nd Grades Grading Scale

98% - 100% E+

93 - 97% E

90 - 92% E-

84 - 89% S+
76 - 83% S
70 - 75% S-
68 - 69% N+
63 - 67% N
60 - 62% N-
59% or below U

3rd – 8th Grades Grading Scale

A = 100 % - 90%
B = 89% - 80 %
C = 79% - 70%
D = 69% - 60%
F = 59% - 50%

Requirements

All class work and homework should be completed in a timely manner. No more than 9 assignments per quarter are permitted. If this occurs, a needs improvement will be indicated under “effort” on the report card. Students may not opt-out of assignments, projects or assessments. Any missing projects or assessments may receive a score of zero. In order to qualify for a retake on a test, a study guide or teacher assigned practice work must be completed prior to the retake.

Special Areas

Two separate grades will be used for grading in the special areas (Art, Music, and Physical Education): an individual achievement grade and a citizenship grade. Each special area teacher should prepare guidelines for grading that identify the criteria to be used in student evaluation. These guidelines should be made available to the principal, classroom teachers, parents, and students.

The individual achievement grade should take into consideration individual student improvement, mastery of presented material and skill development. A variety of evaluative techniques should be used to determine a child’s achievement grade. Such techniques may include class discussion, knowledge testing, skill testing, and teacher observation.

The citizenship grade is to be based on a combination of effort and behavior. Citizenship effort has been defined on page 13. Consult the student conduct checklist on the grades 1-6 report card and/or your schools’ discipline plan for guidelines in evaluating student behavior.

At K-6 grade levels, each special area teacher will provide the classroom teacher with grades for each student at the end of each grading period. Average yearly individual achievement and citizenship grades will be provided with the fourth quarter grades.

Conduct

Teachers will mark areas of needed improvement with an “x”.

Conduct Area

Explanation

Completes work on time	turns in completed assignments at the time the teacher has specified
Prepares for class	has all assignments, books, materials and tools at the time they are needed
Listens attentively	is actively listening and involved in instructional presentation
Follows direction	follows teacher's instruction promptly without excessive reminders
Follows classroom/school rules	follows the rules of the school and classroom
Takes care of property	takes care of textbooks, school-issued supplies, classroom materials and equipment
Works well alone	works independently without undue assistance from teacher or others
Works neatly	assignments are legible and orderly
Works accurately	assignments are thoughtfully and carefully completed
Displays appropriate classroom behavior	student is not disruptive student does not talk out, interrupt, leave seat without permission, or interfere with others' learning
Displays appropriate playground behavior	student interacts appropriately with peers and uses the equipment in a responsible manner

An "x" in any of the above areas may not affect Honor Roll or Principal's List status.

Comment Coding

Comment codes will be indicated as needed for each student in each class.

- 1 = student is doing excellent work
- 2 = low test scores
- 3 = student is improving in this course
- 4 = student is achieving below apparent ability
- 5 = absence/tardiness affecting school work
- 6 = books or materials not brought to class
- 7 = assignments are not completed regularly
- 8 = study habits need improving
- 9 = attitude needs improving
- 10 = please contact teacher

Academic Recognition- Grades Third through Eighth

In order to be eligible for academic recognition, students must have full-time status.

Principal's List

All A's

No N's or U's

No Incompletes

Honor Roll

A's or B's

No C's, D's, or F's

No N's or U's

No Incompletes

Powerschools

Every parent should have a Powerschools sign-in code to access the on-line grading system. Powerschools also records absences and tardies. Codes are received through the front office. Students may access Powerschools using their DV computer log-in.

HEALTH INFORMATION

Emergency Cards - We ask all parents to complete an Emergency Medical Referral Card for each of their children, every year. It is very important that this card is kept accurate and up-to-date, as this card tells us how to contact you or another responsible adult of your choosing, should your child become ill or injured during school hours or while participating in a school-related activity. Students will be released early, due to illness or other personal reasons, to **ONLY** those persons indicated by you as responsible parties on the student's emergency card. **This card should be updated immediately if your address, home, business, or emergency telephone number changes at any time during the school year. This includes changes to the information regarding the responsible person(s) you list on the student's emergency information card.** A note or a telephone call is **NOT** sufficient to release your child to persons other than those listed on the student emergency card. **Identification will be required any time your child is released to you or anyone listed on the emergency card.** Also, please list any health problems your child might have, including all allergies to food, medicine, insect bites or stings.

School Nurse - The primary function of the professional school nurse is to strengthen the educational process through improvement of the health status of the children. Our school nurse is a licensed, registered nurse. She renders emergency first aid to students who are injured or become ill at school. In case of injury or illness during the school day, the student will be referred to the nurse. The nurse may, on her judgment, recommend to the parent or guardian that the student be picked up and taken home, or she may send that student back to class. If a parent or guardian cannot be contacted, there must be an alternate person to call if a child is ill, as an ill student may not stay at school. All prescribed medication must be sent to the nurse in the original container, must be checked-in by the nurse or designee, stored, and dispensed by the nurse or designee.

Immunizations - As of January 1, 1992 legal school entry immunization requirements have been enforced vigorously in Arizona. The law requires that parents of new entrants present verifiable documentation of immunization which includes the dates and type of dose of all required immunizations.

- Arizona's immunization requirements for **grades K through 8th grade:**
 - two (2) MMR, three - four (3-4) Polio
 - *K-3 needs one (1) Varicella
 - three (3) Hepatitis B
 - three - five (3-5) DPT

*Grades 7/8 need one (1) varicella, or two (2) if dose #1 was received after age 13.

NEW: Tdap required for Fall 2007

Children 11 years and older must receive a dose of Tdap vaccine if 5 years have passed since the last DTaP/DT dose. Parents have the entire 2007-2008 school year to comply with this requirement.

In addition, students entering grades K, 1, 2, 3, 7, 8 need one-two varicella or proof of history of chicken pox.

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

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.

Medication - If your child needs to take medication at school, bring it to the nurse's office, and complete a Consent for Medication Form.

By law, we cannot dispense medication unless it is in the original, labeled container. Parent/Guardian must bring any medicine to the school nurse for dispensing, including Tylenol, cough drops, etc. The school nurse does NOT provide any medications.

All medication that is not picked up from the nurse at the end of the school year will be disposed of. The nurse sends a memo home with your student as to dates and times.

Restricted P.E. Activities - Sometimes it is necessary for your child not to participate in P.E. A note from the parent is sufficient if the restriction is limited to a week or less. If activities are to be restricted for more than a week, we will need a doctor's statement.

HOMEWORK/PRACTICE POLICY

The West Wing staff believes that the following homework policy /practice will encourage and support your child in becoming a lifelong learner:

- Research data supports increased student achievement for those who successfully complete homework assignments/practice on a consistent basis.
- All homework /practice will be valuable to the learner.
- Parents are encouraged to read to or with their child daily.
- Organization and responsibility are learned skills that take the cooperation of parent, teacher, and student to develop. The assignment notebook or folder is a tool that will support this partnership.
- Please help your child understand the importance of using this agenda or assignment notebook/folder by reading it and returning it daily.

Expectations

Homework may be given nightly. Parents are the key to making homework/practice a positive experience for their children. Therefore, we ask that you:

- Make homework a top priority.
- Provide a quiet environment where homework can be done.
- Set aside a specific time for homework.

- Give praise and positive support to your children for doing their homework.

If your teacher does not assign a specific assignment for that night, we ask that you make sure your child does the following every night:

- Review Math facts
- Study Spelling words
- Silent Reading

Mandatory minimum Reading time limits

- 1st Grade 15 minutes
- 2nd Grade 20 minutes
- 3rd Grade 25 minutes
- 4th through 6th Grade 30 minutes

Absences

If an extended absence is known in advance, homework may be provided. Please notify your child’s teacher three to five days prior to the absence. Otherwise, homework will be provided when the child returns to school.

Teacher Expectations

- Homework will reinforce what has been taught in class.
- Directions will be clearly expressed in class and checked for understanding before going home.
- Homework will not be used as a disciplinary device.
- Teachers will review homework.
- Comments will be made when meaningful (verbal, notes, stamps, or stickers).

INCENTIVES

West Wing School takes pride in student academics and social achievements, as well as in school spirit. The staff recognizes accomplishments in these areas in a variety of ways. These programs are aimed at providing our many deserving students public recognition for their successes during the school year. Our staff revisits these programs regularly to meet the needs of our students.

Classroom Incentives will be offered by individual teachers as part of their classroom discipline plans. Possible classroom incentives may include: extra recess, class parties, games, movies, written/verbal compliments, etc. The intent of this program is to reward students for consistent outstanding behavior. By promoting and celebrating good citizenship, we hope our students will realize its importance and will carry it over into high school, as well as into their adult lives.

Principal’s List/Honor Roll Assemblies will be held each quarter. These assemblies will provide the students and staff the opportunity to recognize positive behaviors and demonstrate pride in our school.

INSURANCE

Student insurance is available at a nominal cost and is optional. If an insured student is injured, under this plan, the student is given a claim form from the nurse. The school acts as a medium in making the insurance available and assumes no responsibility for subsequent negotiations with the company. Student insurance forms will be distributed by the school. Each family is responsible for sending the application and payment directly to the insurance company. **Please do not send the payments to school.**

PARENT-TEACHER ASSOCIATION (PTSA)

The National PTA is the largest child advocacy organization in the United States and one of the largest volunteer organizations. Each local PTA is linked through its membership and acceptance of the PTA objectives and policies to the National and State PTA.

West Wing School needs **YOU** to become a member, attend the meetings, and get actively 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. **Our children need PTSA and PTSA needs you!** Please watch for communications from PTSA during the school year. To contact the PTSA, please review their listed e-mail addresses on our school webpage.

REGISTRATION

Children entering kindergarten for the first time must be **five (5) years old by August 31st**. An original copy of the child's birth certificate is required at the time of registration.

The district has a procedure for early entrance to first grade for students who have attended a "kindergarten" program outside the district. For more information, contact the school office at 623-376-5000 or the District Office at 623-445-5000.

Arizona law requires that all children entering school must be immunized. Deer Valley Unified School District requires current immunization records for all students upon registration. In addition, West Wing requires proof of residency upon registration (such as a current electric/water bill).

REPORT CARDS

Report cards are issued four (4) times a year, following each nine (9) week grading period (quarterly). A progress report will be sent home by the teacher four (4) to five (5) weeks before the end of each grading period to keep you informed of your child's progress. If you have any questions or concerns, or for some reason did not receive a progress report, please contact your child's teacher.

RETENTION AND PROMOTION

If the classroom teacher or parents feel a student will benefit by remaining in his or her current grade, you will be involved in this decision. Arizona law indicates the teacher is responsible for the promotion or retention of students. Parents may appeal the retention to the administration within five (5) days of receipt of the retention letter by filling out a form in the school office. Only the Governing Board may overrule the teacher's decision and its decision is final. The decision to promote or retain special education students will be made by the multidisciplinary team.

SCHOOL LUNCHES

School lunches are \$2.60 for all grade levels per day. Breakfast for elementary students is \$1.50. Lunch debit accounts may be purchased in any dollar amount you choose. You will be notified when that amount is close to having been spent. Please send a check or cash (in the exact amount). Lunch debit accounts will keep the lunch line moving smoothly and make it easier for your child. All personal checks must include **the full name of your child**. Lunch accounts can be updated on a daily basis in the cafeteria from 8:15 a.m. to 8:45 a.m. Students are encouraged to put money on their lunch accounts at this time, as students waiting until lunch will be moved to the back of the line so as not to hold up the line. You may also go online to provide money on your child's lunch account at www.ezschoolpay.com. Please have your child's student ID number available, this is a requirement for online access to your child's account. **If a student does not have lunch money or a lunch brought from home, a cheese sandwich, a hot vegetable and milk will be provided.** Applications for Free and Reduced price lunch program are available in the school office.

Safe and Healthy Eating

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

Parents are permitted to bring lunch for their own children ONLY.

SMOKE FREE and DRUG FREE ENVIRONMENT

It is a Deer Valley Unified School District policy that our building and the campus remain "smoke free" and "drug free" in the interest of promoting good health standards for all. This applies to all after school and evening events as well.

SPECIAL PROGRAMS

Special area teachers are provided by the Deer Valley Unified School District to teach art, physical education, general music, choral music, instrumental music and classes for gifted students. These teachers are specialists with training devoted to helping children learn in these areas of the curriculum. Most special subjects are an integral part of your child's curriculum and are scheduled daily or weekly. Only the reading programs, classes for the gifted students (SAGE), and special education classes require special testing for placement.

SPECIAL SERVICES

The Deer Valley Unified School District offers the following special education programs:

- Autism
- Early Intervention Pre-school
- Emotional Disability
- Hearing Impaired
- Mild Mental Retardation

- Moderate Mental Retardation
- Multiple Disabilities
- Multiple Disabilities Severe Sensory Impairment
- Orthopedic Impairment
- Other Health Impairments
- Severe Mental Retardation
- Specific Learning Disability
- Speech/Language Impairment
- Traumatic Brain Injury
- Vision Impairment

Teachers or parents may refer children for evaluation, however, parental approval is required for all evaluations. If you desire further information, please contact the school office at 623-376-5000 or call the Special Education office at 623-445-4944.

STUDENT EARLY CHECK-OUT

If it is necessary to pick up your child during school hours, **please send a note** to inform the teacher of your intentions. When you arrive to pick up your child, you must come to the school office to sign him/her out, and we will call your child to the office.

For your child's protection:

1. **Your child will not be released to anyone except his/her parents or the responsible party who you have indicated on the emergency card.**
2. **Photo Identification will be requested.**
3. **A note or telephone call is NOT sufficient to have your child released from school.**
4. **All students must be checked out through the school office.**
5. **Do not check out your child early on a regular basis, even if it is only five (5) - ten (10) minutes early. This can be very disruptive to the classroom environment and cause the same affect as tardiness.**

STUDENT/PARENT RESPONSIBILITIES

Lost and Found/Personal Property - Students are encouraged to place their name on all personal belongings such as backpacks, coats, lunchboxes, gloves, sweaters, etc. Lost items will be kept in the "lost and found" located in the cafeteria. Students may check the lost and found during their lunch time. Smaller and/or valuable items that are found will be taken to the office. Students may check with the office staff for these types of items.

Parents are also encouraged to check for missing items when they are on campus. Twice a year, at the end of the first semester and at the end of the year, unclaimed items will be donated to a local charitable organization.

Students are not permitted to bring personal items such as ipods, cell phones, radios, cassette/CD players, baseballs, bats, footballs, video games, rollerblades, skateboards, silly string, etc., to school. We also discourage students from bringing large amounts of money to school. West Wing cannot assume responsibility for the loss or damage to personal property brought to school.

Please refrain from bringing the following items to the office during school hours. We will not interrupt classes to deliver these items. It will be your child's responsibility to pick up their forgotten items in the office.

- Lunches
- Snacks
- Shoes
- Projects
- Electronics
- Instruments
- Homework
- Permission Slips
- Progress Reports
- Library Books

STUDENT PICK UP

Parents who pick up their children are requested not to offer rides to friends or neighbors without written permission from those parents. If you have reason to suspect that an unauthorized person might appear on campus seeking your child, please let us know so that we can take extra precautions. **All visitors to our school must stop in the school office, leave a photo ID, and obtain a visitor's pass before going to any location on campus. This includes cafeteria and playground areas.**

We want West Wing to be a warm and welcome place for all students and parents. At the same time, we have legal responsibilities which must be met. **When picking up your child(ren) at normal dismissal times, please wait outside the building in order to keep the hallways free and clear for student traffic. Please arrive as close to dismissal time as possible.** These procedures are for the protection of your children and we appreciate your understanding and cooperation in these matters.

MUSTANG CORRAL

Parents who utilize the Mustang Corral services are only permitted to use their code if their child is signed in and present in the Mustang Corral for that day. No parent should be using their Mustang Corral code to pick up their child from the campus, unless their child is in the Mustang Corral that day. Parents who do not follow these guidelines will risk having their code access revoked.

STUDENT RECORDS

As a parent, you have access to your child's school records. The Governing Board also has policies which make the records of students over eighteen (18) available to them.

School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records.

In addition, Board policies limit information which can be given to people outside the district, without the permission of parents or students over age eighteen (18). Deer Valley's policies on access to student records and other parent and student rights comply with the Family Education rights and Privacy Act of 1974. Procedures for reviewing records and summary of other parent rights are available in the school office.

TELEPHONE ACCESS FOR STUDENTS

Students may NOT use their cell phones during the school day. Do not ask your child to call you and please do not call or text your child during school hours. All emergency calls need to be made to the front office.

It is important that classroom interruptions be kept to a minimum. It is the responsibility of the student to check in the office for forgotten lunches and/or homework. **Forgotten homework assignments may NOT be “faxed” to school.** Messages can be placed on your child’s teacher voicemail. Messages will be delivered only in the case of emergencies. We appreciate your support of these procedures.

Telephones are intended for the use of parents, teachers, and staff. Students should not expect to make use of school telephones, except in absolute emergencies. **After school activity arrangements should be made prior to arriving at school. Students are not use cell phones during school hours.**

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 child(ren) to be photographed, written notification must be sent to the school. Complete information on this was sent home in your child’s first day packet. Children are not to bring cameras or video cameras to school.

VISITORS

We welcome adult visitors at any time. To ensure the security of our students and staff, **all visitors must register in the office before any visit on campus, leave a photo ID, and wear a visitor’s badge. This includes cafeteria and playground areas. Parents are not permitted in the playground or while students are outside.**

We encourage parents to visit frequently and take an active part in the education of their children. Please do not bring any children with you to classroom visitations, volunteer assignments, or recesses. You may arrange to visit during class time by contacting either the teacher or the office. Please arrange any conferences to be held before or after school hours.

Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations.

VOICE MAIL

The West Wing voice mail system gives you the opportunity to leave a message for any teacher or other staff member you wish to contact. A complete voice mail telephone number directory will be sent home the beginning of each school year. If additional staffing becomes necessary, a revised copy will be sent home to **replace** any older directory. Telephone calls to teachers can be made at anytime during the day, however, between the hours of 8:30 a.m. and 3:30 p.m. telephones are put on “Do Not Disturb.” During this time, please leave a message and the teacher will get back to

you as soon as they can. We encourage you to use this system for a more efficient and confidential method of communicating with your child's teacher or any other staff member you need to contact.

VOLUNTEERS

If you become a school volunteer, you can be a source of special skills, personal attention, and an extra pair of hands. There are so many ways you can help. Volunteers can be:

Classroom Helpers Media Center Assistants Clerical Aides Tutors Field Trip Helpers
Health Office Assistants Guest Speakers

The job and the hours are up to you. If you can share some time with us, please call the school office or your child's teacher at 623-376-5000. We know that many parents work during the day, however, we want you to feel welcome to help whenever you can, as **we are partners with you in your child's education**. When you can't be here, perhaps you can ask grandmother, grandfather, a friend, or a neighbor to volunteer. More volunteers mean more help for our kids. We encourage parents to take an active part in the education of their children. If you choose to volunteer in the classroom or on a field trip, you **MUST attend the Volunteer Training Session**. It is a requirement that all volunteers attend this training. Training sessions will be held in the multi-purpose room on scheduled dates. Please call the office to find the dates and times.

You may arrange to visit during class time by contacting the teacher directly. Please remember when you volunteer, **do not** bring any children with you to volunteer assignments.

WEBSITES

There are two websites that are available for you to access and get information about the district, the school, the PTSA and education information. Listed below are the two websites and a summary of what each site contains:

- **www.dvusd.org**
Deer Valley Unified School District information
Annual Report
Charter School Information
Up-to-date boundary information
Current jobs
Information on all schools in the district
- **westwing.dvusd.org**
Information about West Wing
Teacher websites
Telephone numbers and school hours/lunch periods
Links for Parents
PTSA Link
Newsletters

WITHDRAWING A STUDENT FROM SCHOOL

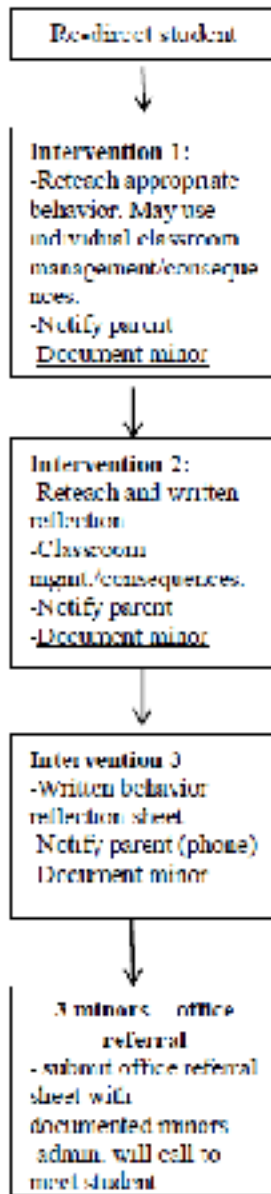
Parents are requested to notify the school office as soon as possible prior to the child's last day of school. **A withdrawal form must be signed by the parent when a student is withdrawn from school during the school year.**

Students are responsible for returning all school materials, textbooks, library books, lunch debts, etc., upon withdrawal from school.

West Wing School
Behavior Flow Chart

Observe Problem Behavior

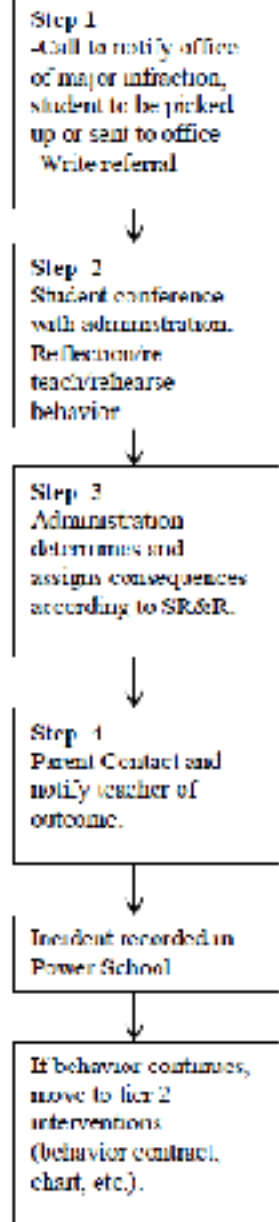
Teacher/Staff
Managed Behaviors



Is the behavior
Teacher/Staff
Managed or
Office Managed?

Teacher/Staff Managed Problem Behaviors	Office Managed Problem Behaviors
Inappropriate Language Name Calling Lewd language	Abusive Language Racial Taunting Sexual language
Physical contact (<i>reaction</i>) -Wrestling w/ another student -Pushing/shoving -Rough play	Fighting/physical aggression (<i>intentional</i>) -Kicking, hitting, pushing, shoving, biting, etc w/ intent <u>to do harm</u>
Disrespect Talking Back Lying Fibbing	Leaving class/school grounds without permission Lying/cheating Forgery -Cheating on test
Disruptive -Excessive talking Distracting other students	Weapons/Dangerous Items -Knives, bullets, lighters, matches, etc -Drugs and alcohol
Property Misuse - "Smoking" in other's desk or bags	Vandalism of personal/school property Technology
Dress code violation -Inappropriate language on clothing Clothing that reveals midriff, buttocks, undergarments, spaghetti straps *Send to nurse for new clothes	Harassment -Bullying
Stealing Petty theft - w/ little or no value	Theft Major theft- items of high value

Office
Managed Behaviors



Please note...

- 3 Minors in same behavior – 1Major (office referral)
- Primary grades may use clip chart. All minors from chart must be tracked.
- Intermediate grades can use character card for daily infractions. All minors from chart must be tracked.
- Teachers can use individual classroom practices such as: clip chart, character card, loss of participation, seat change, detention, etc. as tier one interventions

School Expectations	All Settings	MPR	Restrooms	Hallways	Playground	Assembly Field Trips	Before and After School	Bus
Be Respectful	<ul style="list-style-type: none"> Treat others the way you want to be treated Always listen Wait your turn 	<ul style="list-style-type: none"> Use quiet voices Use manners Follow supervision directions Raise your hand to get out of your seat. 	<ul style="list-style-type: none"> Use soft voices Give privacy to self and others Push 	<ul style="list-style-type: none"> Quietly walk past other classrooms 	<ul style="list-style-type: none"> Follow playground rules Take turns Keep hands, feet, body, and objects to self Use proper language 	<ul style="list-style-type: none"> Listen, learn and participate with respect Listen to and obey chaperones and volunteers Thank presenters 	<ul style="list-style-type: none"> Obey teachers authority 	<ul style="list-style-type: none"> Obey bus driver
Be Responsible	<ul style="list-style-type: none"> Expected line behavior Clean up after yourself Follow dress code 	<ul style="list-style-type: none"> Clean up table and floors around your seat Eat what you ordered or brought Throw away garbage 	<ul style="list-style-type: none"> Follow 3 "S"s" Report vandalism 	<ul style="list-style-type: none"> Expected line behavior Keep hallway & stairs clear 	<ul style="list-style-type: none"> Dress for the weather Return balls, etc. to bins Report incidents of bullying Line up quickly & quietly when you hear the bell or whistle 	<ul style="list-style-type: none"> Allow others to learn and listen 	<ul style="list-style-type: none"> Line up quickly and quietly when you hear the bell Leave promptly at the end of the day Be in class on time and prepared to learn 	<ul style="list-style-type: none"> Stay in seat Pick up all your belongings
Be Safe	<ul style="list-style-type: none"> Keep hands, feet, body, and objects to self Ask permission to move Stay in supervised areas 	<ul style="list-style-type: none"> Walk at all times Carry food trays with both hands Keep hands, feet, body, and objects to self 	<ul style="list-style-type: none"> Wash hands with soap and water Walk at all times 	<ul style="list-style-type: none"> Take steps one at a time Walk at all times Stay in line Hold on to the railing Stay on the right side of the hallway etc. 	<ul style="list-style-type: none"> Stay in your designated area Use equipment appropriately Wear appropriate shoes Report strangers to teacher immediately 	<ul style="list-style-type: none"> Remain with the group Follow the rules 	<ul style="list-style-type: none"> Walk bikes and scooters in crosswalks and on campus Always use crosswalks and sidewalks 	<ul style="list-style-type: none"> Face forward in seat

Expected Body Behavior	Expected Line Behavior	3 "2's" of the Bathroom
1. Sit up tall in your space	1. Eyes and shoulders face forward in a single line	1. 2 minutes in the bathroom
2. Eyes and shoulders facing the speaker	2. Voices off	2. 2 squirts of soap
3. Voices off	3. Knees by your side	3. 2 shakes of hands over sink
4. Listening Cars	4. Quiet waking feet	
5. Hands and feet quietly to self	5. Stay on the right	

West Wing Cell Phone Policy

Cell Phones must be secured in students' backpacks during school hours (8:45-3:30).

Cell Phone Offense	Consequences
1 st Offense	Warning. Phone will be sent to office for student pick-up after school. Record in Power School file.
2 nd Offense	Phone will be sent to office for parent pick-up. 2 nd offense will count as a referral. Record in Power School file.
3 rd Offense	Phone will be sent to office for parent pick-up. Office referral and one week lunch detention. Record in Power School file.
4+ Offenses	Phone will be sent to office for parent pick-up. Office referral. Suspension.

**Discipline is progressive and does not start over each school year.

West Wing Tardy Policy

The West Wing Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of West Wing's standard of excellence, which prepares students for success.

In our school, instructional time is viewed as a precious resource. Consequently we view chronic tardiness as a serious problem, and we will impose progressive consequences in an effort to alleviate the problem.

Problems with tardiness to school may require adjustments in the family's morning schedule.

The consequences for repeated tardiness to school are as follows:

Tardy	Consequences
3rd tardy	WARNING. Record in Power School file.
5 th tardy	1 day lunch detention. Record in Power School file.
10 th tardy	CUTS letter sent to parent. 1 week of lunch detention. Record in Power School file.
15 th tardy	CUTS letter sent to parent. 1 day of In School Suspension. Record in Power School file.

*Administration has the right to substitute an alternative disciplinary intervention for repeated offenders.

WEST WING DRESS CODE POLICY

Dress Code Offense	Consequences
1 st Offense	Send student to nurse for change of clothes. Nurse will enter in Power School and clothing will be in the nurse's office for student pick-up.
2 nd Offense	Send student to nurse for change of clothes. One day lunch detention. Nurse will enter in Power School and clothing will be in the nurse's office for student pick-up. Nurse or admin will notify parents.

3 rd Offense	Send student to nurse for change of clothes. Office referral. Nurse will enter in Power School and clothing will be in the nurse's office for student pick-up. In school suspension.
4+ Offenses	Send student to nurse for change of clothes. Office referral. Nurse will enter in Power School and clothing will be in the nurse's office for student pick-up. Off campus suspension.

CUTS Letter regarding attendance:

Dear Parent / Guardian,

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

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

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held on the school campus with representatives from **West Wing** and the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (may be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday and/or formal court proceedings. It is the parents/guardians responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that **West Wing** is working with the community to ensure a quality education for all students. Please note that school also reserves the right to have a CUTS Officer speak at Orientations and Assemblies, as well as to individual groups of students regarding the importance of school. If you have any questions or concerns, please feel free to contact **West Wing** at 623-376-5000.

35 | Thank you for your support regarding this program.

Linda Price-Barry
Principal

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