

## PRINCIPAL'S LETTER

Dear Parents and Students,

Arroyo Elementary School welcomes you to the 2014-2015 school year. Our staff invites you to become an active participant in your child's education. Your support is essential in providing your child with a quality education.

We believe that it is our responsibility, as educators, to stimulate, challenge and instill confidence, create a desire for lifelong learning, and teach the responsibilities of good citizenship for all students.

This handbook is designed to acquaint you with YOUR school and District. Obviously, it can't answer all your questions or concerns, and we urge you to pick up the phone or come to school when the need arises. As YOUR principal, I look forward to meeting you and assisting in any way possible. I can be reached by phone (602-896-5105), e-mail ([Philip.liles@wesdschools.org](mailto:Philip.liles@wesdschools.org)), or in person.

In Arroyo tradition - HOWLLLLL,

Philip Liles

Principal

## GENERAL INFORMATION

**School Address:** 4535 West Cholla St. Glendale, AZ 85304

**School Web Site:** <http://arroyo.wesdschools.org>

### **Important Phone Numbers:**

Office: 602-896-5100

Health Office: 602-896-5110

Attendance: 602-896-5111

KidSpace: 602-896-5145

**School Hours:** 7:30 a.m. – 2:30 p.m.

7:30 a.m. – 1:00 p.m. (Wednesday only)

**Office Hours:** 7:00 a.m. – 3:30 p.m.

## **Goals**

Arroyo Elementary is committed to providing a positive, productive and safe environment, characterized by the existence of a positive physical appearance of our school that includes:

- Strong supervision to control litter and graffiti;
- High standards of cleanliness and plant maintenance;
- Facilities that are conducive to teaching, learning, conferences, extracurricular activities, and in-services; and
- A safe, accident-free facility.

It is the goal of the Arroyo staff to provide instructional practices that reflect the physical, intellectual, emotional and social needs of children as evidenced by successful grouping practices, appropriate pacing and scope, active learning, and developmentally appropriate practices.

Further, it is our goal to provide instructional practices that offer:

- Engagement of all students
- Data-driven instruction
- Effective, optimum use of instructional and technological resources;
- Effective uses of instructional time; and
- Recognition of various learning and teaching styles.

## GENERAL SCHOOL INFORMATION

### **Parent Involvement**

We encourage parents to get involved in their child's education. We welcome parents on our campus whenever possible (lunch, classroom help, meetings/forums, celebrations, recognition assemblies, field trips, "breakfast with the principal," PTA events, concerts, sporting events, etc.). Please sign in at the office and get a visitor's badge before entering campus. In addition, please dress appropriately for participating in a school activity. A good rule of thumb would be to follow the student dress code as closely as possible.

### **Classroom Interruptions**

Our staff is committed to maximizing opportunities for your child to learn each day. We appreciate your support in getting your child to school on time, ready to learn. In addition, we ask that you do not sign out your child with less than 15 minutes left in the school day. Finally, please do not call with messages for your child unless absolutely necessary. Your cooperation in these areas will decrease classroom interruptions while encouraging your child to learn.

### **Arrival and Dismissal Times**

**Please refrain from dropping off students prior to 7:20 a.m., which is when our campus is opened and students are supervised.** Students will not have access to playgrounds before 7:20 a.m. All students should be in their classrooms and ready to learn at 7:30 a.m.

At dismissal, students not in KidSpace or involved in a school-sanctioned activity must leave campus immediately.

### **Drop Off and Pick Up**

**In an effort to keep you and your child safe in our parking lot,** please pay attention to the following information regarding student pick up and drop off at Arroyo Elementary School:

1. There is a painted yellow crosswalk that connects the visitor parking lot to the front of the school. Please yield to individuals using this crosswalk.
2. If you need to walk your students onto campus, please park your vehicle in the visitor parking lot and escort your child, using the crosswalk, to the front of the school.
3. The right lane of the drive-through is for student pick up and drop off only. **Please pull all the way forward** so the flow of traffic can continue without interruption. Students should only enter and exit vehicles from the

RIGHT LANE that is beside the classrooms at the front of the school.

4. The left lane of the drive-through is for THROUGH TRAFFIC only. Students should not be picked up from this lane as it is unsafe for children to cross traffic.
5. Arroyo staff will do their best to keep traffic in the pickup and drop-off lane moving **FORWARD**. Please do not use the left lane of the drive-through as a “passing lane.”
6. Finally, please **SLOW DOWN** as you are driving in either lane.

By paying attention to and abiding by these simple reminders, we can keep traffic flowing, which will allow all of you to have a less stressful time dropping off and picking up your children from school. More importantly, ***all involved will be SAFE.***

## Parking

ALL VISITORS to Arroyo are asked to park in the main parking lot (on the west side of Yucca).

**Pick up and drop off on Cholla is only for Arroyo KidSpace.**

## Bicycles

1. Parents should instruct students concerning the need for safety when riding to school. **We recommend that your child/ren wear a helmet.**
2. Bikes are to be walked while on school property.
3. When using the crosswalk, students are to walk their bikes across the street when so directed by the crossing guard.
4. For security reasons, we recommend bikes be locked in the bike area. *We cannot assume responsibility for loss or damage.*

## School Attendance/Reporting Absences

We pay strict attention to the attendance of each of our students. State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, parents need to call the attendance line (602-896-5111) on or before the day of the absence in order to advise the school of the reason. For absences greater than one day in length, the school should be notified each day of the absence.

## Truancy

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has implemented a Truancy Prevention Unit (TPU). The TPU works in conjunction with the City Justice Courts to identify student and parents of students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truancies, 10 total absences or 10 unexcused tardies, the school will make a referral to the TPU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the

nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

A letter will be sent by the school to the parents/guardians of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

## Tardies

It is the responsibility of both parents and students to see that students come to school on time. Students arriving to school after 7:30 a.m. are considered tardy and must report to the front office to get a tardy slip. Excessive tardiness will result in administrative consequences. Excused tardies may be approved with proper notification. Tardiness will not be a problem for students who use their time wisely, have a positive attitude toward being on time, and make being on time a habit.

## Dress Code

Students are encouraged to dress in a manner that complements their appearance and the standards of our school. The emphasis is placed on neatness, cleanliness, good taste and safety.

School IDs must be worn by all students at all times while on campus and will be required when riding the bus.

Clothing cannot interfere with the normal learning process, create disorder, or disrupt the educational program. Whether the condition exists shall be left to the reasonable discretion of administration.

Parents should consider safety factors when purchasing shoes for their child. Flip-flops, slippers, and high heels are not permitted. Students are expected to wear properly tied athletic shoes for physical education.

Shorts, skorts and skirts must be long enough to meet the student’s fingertips when their hand is by their side. Bottoms must fit appropriately (not too tight or too loose). “Sagging” is not permitted.

Shirts should cover the midriff (no tube tops, spaghetti straps, strapless dresses, halter tops, crop tops, cut offs). Tank tops straps should be at least 3 fingers wide. Shirts should not display inappropriate mottos or slogans (excessive violence, weapons, drugs, alcohol, tobacco, sexual references) and should not hang below the bottom of the shorts.

Hair should not cause a distraction to other students. Whether the condition exists shall be left to the reasonable discretion of administration. Hats are not to be worn inside any school building.

## Lost and Found

The lost and found is located in the cafeteria. Please label your child’s belongings. Items not claimed by the end of each quarter will be donated to an organization of the administrator’s choice.

## **Lost and Damaged Library Books and Textbook Charges**

It is important that our students take proper care of all books and equipment assigned to them during the school year. If books or equipment are lost or damaged, the cost of those items will be billed to the parent.

## **Breakfast and Lunch Information**

Breakfast and lunch are free for all students. Breakfast is served in the classroom each morning. Lunches are served daily in the cafeteria. As a parent, you are welcome to eat with your child at any time. Please sign in as a visitor and obtain a visitor badge in the office when you arrive. The price of lunch for adults is \$3. PE

To be excused from PE, students will need to have a written note from a parent, a doctor or the school health tech. For a student to be excused for three days or longer, the note must come from a doctor.

## **DISCIPLINE POLICY**

The Lobo Card will be used for all students to track behavior and pillars of character. The card is expected to remain with students at all times and be signed daily by parents. The four components of Arroyo's discipline policy include motivation, prevention, intervention and appropriate consequences. Teachers will work with students to establish responsible behaviors to ensure academic success for all.

## **Discipline, Prevention & Intervention**

We believe in preventing discipline problems as well as intervening when discipline problems arise. Communication among students, parents and staff is vital in this process. Prevention and intervention services to help students in the area of discipline include, but are not limited to, social skills, self-esteem, problem solving, conflict resolution, anger management and Character Counts.

## **Character Counts**

Arroyo students participate in character education. The Character Counts Program is used throughout the school year. Students are recognized for demonstrating positive character traits. Character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship are discussed on a daily basis.

## **Olweus Bullying Prevention**

Arroyo students and staff will continue to develop the Olweus Bullying Prevention Program on campus. Bullying incidents should be reported immediately to a teacher or the principal. Reports of bullying will be handled in accordance with District guidelines. Teachers will have periodic classroom meetings to discuss bullying behavior and strategies for students to use who are being bullied. Parents are encouraged to discuss bullying with their child/ren at home. Remember, YOU can prevent bullying.

## **Consequences**

Arroyo maintains the belief that students have the freedom to make whatever choice they desire. This comes with the understanding that they are not free to choose their consequence. Consequences at Arroyo can include, but are not limited to: detention during school hours (including recess and lunch), after-school detention, community service, in-school suspension, and off-campus suspension.

## **Motivation**

Students at Arroyo are encouraged to make good choices academically and behaviorally. In addition to classroom motivation, Monthly Lobo Card drawings will occur where students can win prizes for receiving pillars of character on their Lobo Card. In addition, students are recognized for positive choices during Honor Roll/Principal List Assemblies and Celebrations of Excellence.

## **Articles Prohibited at School**

1. Weapons of any kind (including toys or replicas);
2. Electronic toys or equipment;
3. Radios; CD players;
4. Cameras;
5. Anything of value to you that you would not want lost or stolen (the school cannot be responsible for your private property); or
6. Anything that would be disruptive to the learning environment. Cell phones must not be seen or heard; best practice is to turn off phones and place them in a backpack during school hours.

Prohibited items will be confiscated by Arroyo staff and returned to the parent of the student.

## **COMMUNICATION**

### **Site Council**

Arroyo's Site Council is involved in school improvement planning, short-term problem solving, school budget development, and staff selection process. It is composed of one administrator, five certified personnel, two classified personnel, five parents/guardians, one community member, and one student representative from the Wolf Pack.

The Site Council meets monthly. Meeting dates are posted in accordance with open meeting regulations, and minutes are available for review in the front office.

### **Arroyo PTA**

Our Parent Teacher Association is affiliated with the state and national PTA organization. Our PTA is very active in providing support for our school programs through volunteer and financial help. Meetings are held once a month. These meetings are announced in the newsletter and are open to all parents and teachers.

## **Lobo Line**

The Lobo Line is your link to school. Lobo Line brochures will be distributed at the beginning of the school year. Parents can call anytime to get their student's classroom information.

## **School Newsletter**

The *Arroyo School News* is published monthly.

## **Web Site**

Arroyo has a Web site where important school information is regularly updated. In addition, each teacher has his or her own Web page where one can locate information specific to their child's classroom. Arroyo's Web page can be accessed at <http://arroyo.wesdschools.org>.

## **EVENTS/ACTIVITIES/ PROGRAMS**

### **Athletic Eligibility**

Students must be eligible in order to participate in after-school athletics. Please refer to the WESD Student/Parent/Coach Contract. These requirements are minimum requirements. Additional eligibility requirements may be added, as deemed appropriate by Arroyo administration.

### **Student Council (Wolf Pack)**

Fifth – seventh grade students will be elected for office. Each first – seventh grade class will be represented by one elected representative. The president of the Wolf Pack will be required to attend all site council meetings. Wolf Pack meetings will be held every other week and may be subject to change based on the school event calendar.

### **School Parties/Birthdays**

Each grade level and class determines how or if those functions occur during the school day. ANY ITEMS BROUGHT TO SCHOOL FOR A PARTY MUST BE STORE BOUGHT AND WRAPPED; NO HOMEMADE/BAKED GOODS ARE PERMITTED AT SCHOOL EVENTS. Please check with your child's teacher, before sending any party items with your child. Parents are always welcome to donate a book to your child's classroom library in honor of your child's birthday.

### **Annual Events**

Annual events at Arroyo include Open House, Back-to-School Night, Turkey Trot, Read Across America, Field Days, Quarterly Honor Roll/Principal List Assemblies, VIP Barbecue, Volunteer Reception, Book Fair, Kindergarten Registration, Band/Strings Concerts, Vocal Music Concerts and Talent Show. You will be notified of these events in the newsletter and on Arroyo's Web page.

### **Head Start Preschool/Extended Day Programs**

Preschool is offered for children who turn 4 before September 1. Call 602-896-5115 for more information.

## **HONORS/AWARDS**

### **Honor Roll/Principal's List**

At Arroyo Elementary we have two ways of recognizing fourth, fifth, sixth and seventh grade students who have achieved excellence in citizenship and academics. The Principal's List honors students who have earned all "1"s in all academic subjects and have no "N"s on their report card. The Honor Roll honors students who have only "1"s or "2"s, without any "N"s, on their report card

Kindergarten – 3<sup>rd</sup> grade students also have the opportunity to be recognized for excellence in citizenship and academics. Each quarter, teachers select a Lobo of the Quarter, a Most Improved, and an Academic Excellence Award for Reading and Math.

Arroyo staff expects honor students to set a goal of high academic achievement and to demonstrate exemplary study habits and citizenship.

Students who achieve Honor Roll or Principal's List will receive a certificate of recognition.

## **SCHOOL SAFETY**

Because children get very involved in their play and need frequent reminders of the safety aspects of their behavior, they are supervised at all times when they are on the playground during school hours. We feel a few basic rules need to be stressed:

1. No rock throwing.
2. No fighting, wrestling, or other unusually rough play.
3. No "tackle" football on the playground.
4. Walk on sidewalks at all times.
5. Remain seated in the swings at all times.
6. Only softballs, no baseballs, are allowed during the school day.
7. No child pushes, pulls or otherwise interferes with another child on any of the equipment.
8. Students may not be on top of the crossbars.
9. Play safely, play fairly, and be a good sport.
10. Learn to settle differences without fighting – use your words not your hands or feet to solve problems.

Appropriate consequences will be administered for breaking these rules.

### **Wheels**

Skateboards, rollerblades, scooters, and shoes with wheels are not allowed on campus.