

## WELCOME/PRINCIPAL'S LETTER

Welcome to Maryland School, home of the Roadrunners! Maryland is a school of great traditions and great diversity. The student body hails from 25 different countries, and our students speak 23 different languages. We pride ourselves on our "Whatever it Takes" attitude to achieve student success. Please visit our school Web site (<http://maryland.wesdschools.org>)!

## MISSION STATEMENT/ PHILOSOPHY

The mission of Maryland School is to develop lifelong learners who become productive and responsible members of society. We believe that social, emotional, physical and intellectual abilities are developed while individual strengths are nurtured to achieve success.

## DAILY SCHEDULE

### Office Hours

During the school year, the front office is open Monday through Friday from 7:00 a.m. until 3:30 p.m.

### Arrival/Dismissal for Kindergarten - Grade 8

- 7:10 a.m.** Students may arrive on campus no earlier than 7:10 (there is no supervision before that time).
- 7:25 a.m.** First bell - students meet teachers on playground or wing, then proceed to classrooms for breakfast.
- 7:30 a.m.** School starts
- 7:30 a.m.** Tardy bell
- 2:30 p.m.** Kdg – 8<sup>th</sup> grade dismissal

**Dismissal is 1:00 p.m. on Early Release Wednesdays**

### Early Sign-out Policy

1. Parent/guardian must first report to the office to sign the child out. The office will call for your child to come to the office for dismissal. We stop calling students out 20 minutes before the end of the school day.
2. **Children will not be dismissed from the classroom** without parental presence or written permission. We cannot allow children to walk or bike home except at their regular dismissal times.

### Drop-off and Pickup Area

Drop off and pick up in the morning and afternoon may occur in the parking lot. **Do not leave your car parked in the drop-off or loading zone for any reason.** Please park in designated areas only. For the safety of our children, please help us by driving cooperatively and carefully.

## GENERAL SCHOOL INFORMATION

**School Address:** 6503 N. 21<sup>st</sup> Avenue, Phoenix, AZ 85015

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

### Important Telephone Numbers:

|                         |              |
|-------------------------|--------------|
| Office                  | 602-347-2300 |
| Health Office           | 602-347-2310 |
| Attendance              | 602-347-2321 |
| Special Needs Preschool | 602-347-2366 |

### School Attendance/Reporting Absences

**If your child is absent, please call the attendance office at 602-347-2321 by 9:00 a.m. on the day of your child's absence. Voice mail is available at this number at all times. Parents must call within 48 hours to excuse a maximum of 10 absences**

**during the school year.** After the tenth absence, written certification on official letterhead is required from the student's healthcare provider indicating the absence was health related or documentation regarding bereavement or religious observance. Unexcused absences are recorded as truanancies. If no contact is made with the parent, the student is unexcused and considered truant.

An absence is excused for student illness, bereavement and observance of religious holidays. The first three school days that a student is absent from school for lice are excused. The fourth and following days are unexcused unless a written note is provided from a doctor including a telephone number for the doctor.

Students absent for 10 consecutive school days, except for excused absences, will be withdrawn from the school.

Please refer to the District portion of this handbook for more specific information on reporting your child's 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 a Truancy Prevention Unit (TPU). The TPU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truanancies or 10 total absences, 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 families 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.

### Tardy Policy

Students line up at 7:25 a.m. to go into their classrooms. Anyone arriving after 7:30 a.m. is considered late and must report to the front office for a late pass. If a student is late more than four times in a quarter without a doctor's note, he or she will receive lunch detention for each additional unexcused tardy for the remainder of the quarter. An excused tardy will be allowed for medical appointments. Excuses that involve personal responsibility are not considered excused. A doctor's note will be necessary when excusing a tardy student. If a student is continually late, the parent/guardian will be notified to conference with the principal or assistant principal. After the ninth unexcused tardy, your child will be referred to the WESD Truancy Prevention Unit.

### Assignments and Homework

We appreciate parents telephoning and requesting missed assignments for their children. Please help us by following these procedures:

1. Request assignments for your child only if your child will miss two or more days.
2. Telephone or email the teacher to make the request. Please keep in mind the teacher needs time to gather the materials, so it is preferable that you call the classroom before school starts to leave a message on voicemail.

3. Suspensions: Homework will be sent to the school office for you to pick up after your child's normal dismissal time.

### **Lost and Found**

Please mark your child's property with your child's name. Lost and found items can be claimed before and after school.

### **Lost and Damaged Book Charges**

Students are held responsible for the care of school equipment and supplies and must pay for any loss or damage. This includes library books and literature sets. Withdrawal requests may not be issued until return or replacement costs are paid. Parents should preview the assigned textbooks with their children and note any marks that were in effect when assigned. Costs of overt acts of vandalism will be assessed to the student.

### **Parent/Teacher Conferences**

If you need to discuss a problem or concern, please set up an appointment with the teacher, a staff member and/or principal. All problems can be discussed and worked out in a reasonable manner. At no time is verbal abuse appropriate nor will it be tolerated.

If you wish to talk with any of the teachers, please e-mail or call the office. Teachers are requested to check their voice mail daily. Formal conferences are held in the fall and the spring.

### **Principal's Discretion**

In instances where the teacher, parent or other school personnel have used the general discipline guidelines to promote discipline in the school setting without success, the problem will be referred to the principal. The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of District policies and procedures.

If a problem occurs, the principal, assistant principal or student service specialist and the referring teacher will develop a plan to solve the problem that will include identifying the problem and will consider what disciplinary action is necessary to solve the problem. When disciplinary action is necessary, the principal, assistant principal or student service specialist will confer with the student, and may notify the parent, and take other disciplinary action as per District policy and procedures.

## **COMMUNICATION**

### **PTO**

The Maryland Parent Teacher Organization (PTO) is a nonprofit organization whose membership consists of parents, teachers, staff and patrons of Maryland School who believe in supporting excellence in education. The PTO provides the funds for field trips, playground equipment and campus beautification.

Meetings are held monthly, and dates and times are announced. Please consider becoming an active member of the PTO. WE NEED YOUR HELP AND SUPPORT.

### **Site Council**

The mission of the Maryland School Site Council is to develop lifelong learners who become contributing members of society by providing an effective learning environment.

Our Site Council is involved in the school improvement planning, effective schools research, staff selection and communication. It is composed of one administrator, five certified personnel, one classified staff member, five parents, and a community member. We welcome your participation at our monthly meetings.

### **School Newsletter**

Effective school research has shown that good communication is very important between home and school. We try very hard to keep parents informed about the many events and activities that go on at Maryland School. The major communication source is our newsletter, the *Maryland School Roadrunner*.

### **Student Telephone Usage**

The school telephones are business phones and are not to be used to make arrangements for students to go to a friend's house after school. These arrangements need to be made at home, not at school. Parents are urged to limit calls and messages to students to avoid interrupting instructional time. Students will be allowed to use the phones for emergencies.

## **EVENTS/ACTIVITIES/PROGRAMS**

### **Head Start and Extended Day Programs**

Head Start has a program for 4 year olds on our campus. Call 602-347-2206 for additional information.

An after-school recreation program is available on Maryland School campus. Details will be sent home with students.

### **Intervention Programs**

Maryland offers a school-wide Title I Program with additional intervention time in reading and math.. Students in grades 5-8 are tested for Read 180. Our English Language Learner Program provides English as the language of instruction used by the classroom teacher. Staff will test children, acquire appropriate materials, use appropriate language acquisition strategies, and align instruction with the District curricula. Our social workers assist students with solving problems that interfere with the learning process. They communicate with parents and refer families to other intervention programs in the community. Students who demonstrate difficulty in learning may be referred to TAP, the team approach process. TAP provides for a team effort that includes parents in identifying students who may be in need of special assistance.

## **STUDENT DISCIPLINE/BEHAVIOR**

The essence of effective discipline is a respect for authority, respect for self and respect for rules. It is a self-attitude and control of behavior that begins at home, is maintained and reinforced at school, and is applied throughout life.

Maryland School uses Make Your Day© as a school-wide discipline plan. Make Your Day© requires a student to be responsible for his or her own actions. The plan is designed to provide a consistent campus management system for all classes. It demonstrates that teachers hold high expectations for all students and is a cooperative management system, not merely a discipline plan. Make Your Day© centers on one rule: NO ONE HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY OR WELL-BEING OF OTHERS.

The system encourages students to take responsibility for their own actions, including attendance and academic performance. Emphasis is placed on the importance of each student working to his or her own ability level. The program allows all students to make mistakes without cumulative punitive action. It provides time for thought and direction. Effort is expected and it is rewarded, and there is frequent positive feedback. The foundation of Make Your Day© is that all students are capable of

success and that making appropriate choices at school will generate student success.

Inappropriate behaviors are dealt with on a five-step program.

### **KINDERGARTEN – EIGHTH GRADE**

**Step 1** A student will be given a seat away from the academic setting. The student will spend two to five minutes thinking about what happened. If he or she is successful in doing this, he or she may return to his or her seat.

**Step 2** A student fails to take advantage of Step 1 to think about a more appropriate behavior. He or she then stands facing the wall for two to five minutes before successfully returning to Step 1.

**Step 3** If a student continues to have a problem on Step 2, the school rule is placed on the wall to help the student direct his or her attention toward a single place to assist concentration on appropriate behaviors. After two to five minutes, he or she returns to Step 2 and then to Step 1.

**Step 4** If a child cannot handle Step 3 appropriately he or she is moved to Step 4. This is removal from the classroom with a call to a parent, and the child is not allowed to return to class until there is a successful conference among child, parent and teacher. For the conference to be successful, the child must state his or her problems and explain how it was his or her responsibility to manage his or her behavior. The student must verbalize alternative methods of managing his or her behavior and show a positive attitude toward accepting responsibility. The student needs to express a desire to return to class. If the parent is satisfied with the child's reflection on his or her choices, the parent can choose to allow the child back into the class.

**Step 5** This is only used when a child is out of control and not functioning appropriately in the school setting. At this point the principal, assistant principal or student services specialist will contact the parent and indicate that the child is to be removed from school immediately.

### **BEHAVIORS CONSTITUTING IMMEDIATE STEP 4:**

There are some behaviors that do not require the student to go throughout the complete step process. These may include inappropriate or abusive language, horseplay, physical aggression, defiance/disrespect of authority, or any other behavior deemed inappropriate by Maryland administration.

### **BEHAVIORS CONSTITUTING IMMEDIATE STEP 5:**

There are behaviors that escalate immediately to Step 5 and usually involve suspension. These behaviors are possession or use of tobacco, matches or lighters; possession or use of alcohol and illegal drugs or related paraphernalia; possession of weapons or dangerous objects; theft or vandalism; fighting, or leaving campus without permission.

### **CONSEQUENCES**

Maryland School believes 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 Maryland School can include, but are not limited to: detention during school hours (including recess and lunch), after-school detention, following the Make Your Day© Program, community service, in-school suspension, and off-campus suspension.

### **Articles Prohibited at School**

In addition to items listed in the District section of this handbook, the following items are not permitted at school: lighters, knives or weapons of any kind, firecrackers, pornography, guns of any

kind (including squirt, cap, BB, pellet), pocket knives, personal pencil sharpeners, water balloons, gum, sunflower seeds, animals (without prior approval by the principal), toys, trading cards of any type, permanent markers, lasers, radios, walkmans, CD players, headsets, iPods, electronic games, beepers, all electronic devices. No makeup, hair spray, or perfume is to be brought to school. **All fifth through eighth grade students are not permitted to have backpacks at school. We only allow binders for fifth through eighth graders.** Very small purses are allowed. Anything that distracts or interferes with the learning process is not allowed. These items and anything else that may cause a safety concern will be confiscated. Parents will need to pick up the confiscated item(s). Do not send valuable items to school, as they may be broken or lost. Students are entirely responsible for their personal items. Parents are also reminded that the school district does not insure student property. **Please do not make flower, balloon or similar deliveries to school.** These will be kept in the office until dismissal time.

The purchase or sale of any item on the Maryland campus must first be approved by the administration.

### **Student IDs**

ID Cards: All Maryland students are required to wear IDs while on the Maryland campus and on buses. These IDs must be on a lanyard around their neck and visible. Students will be provided a picture ID at the beginning of the school year at no cost. Students will be checked for compliance during first period and throughout the school day. If a student does not comply with the school dress code in wearing his or her ID card, the student will be disciplined accordingly. (see dress code violations) Students may not be allowed on the bus if an ID is not present.

IDs are required at athletic events, getting on the bus, and entering campus from the buses. If students deface, destroy, render their ID unreadable or lose their ID, they will be required to purchase a replacement ID card for \$5. Lanyards are 50 cents each.

### **Cell Phone Policy**

Maryland School recognizes that many students have phones for safety reasons. Cell phones that are kept hidden in backpacks and pockets between the times of 7:10-2:30 are permitted. Phones must be **TURNED OFF AT ALL TIMES**. Any phone that rings or is seen by an adult will be confiscated.

Consequences for violating the cell phone policy are as follows:

- 1<sup>st</sup> Offense:** Phone confiscated student picks up phone from school office.
- 2<sup>nd</sup> Offense:** Phone confiscated, parent notified, parent picks up phone from school office.
- 3<sup>rd</sup> Offense:** Phone confiscated, parent notified, parent picks up phone from school office; student may receive lunch detention.
- 4<sup>th</sup> Offense:** In-school suspension, meeting with student/parent/guardian and administration. Phone is a prohibited object; must be left in school office each day.

### **Dress Code**

Dress and grooming shall not present a risk to the health, safety or general welfare of students or others in the school nor shall it interfere with or disrupt the educational environment or process. Dress and grooming shall not be contrary to curriculum goals and/or educational objectives; e.g., advertising, promoting or picturing alcoholic beverages, tobacco, drugs, or sexual or violent

language or symbols. Clothing and jewelry shall not display lewd, vulgar, obscene or offensive language or symbols.

**GANG ATTIRE:** Any student wearing, carrying or displaying gang clothing/paraphernalia or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action. No bandannas or anything indicating “colors” is allowed.

**GIRLS:** Clothing shall not expose the chest, abdomen, genital area or buttocks, and shall be sufficient to conceal undergarments at all times.

- No cleavage: Clothing such as see-through or fishnet fabrics, spaghetti straps, halter tops, low-cut tops, bare-midriff tops that show the belly button when arms are raised above the head, or very short skirts are prohibited. Shorts and skirts are too short when a student’s fingertips, with the arm held straight down the side of the body, is longer than the length of the shorts or skirt.
- No holes in clothing above the knees are permitted. This includes distressed jeans.
- No pajama bottoms or slippers are permitted.
- No fishnets.

**BOYS:** Clothing should fit properly and should not be overly loose, baggy, saggy or overly tight. Pants must fit on the waist. No undergarments are to be visible. Muscle shirts exposing skin under the arm are not acceptable.

**HATS and HOODS:** Hats and beanies shall not be worn. Hoods must be kept down except outside on winter mornings.

**SHOES:** Appropriate shoes are to be worn at all times. Flip-flops, thongs, etc. are not allowed. Shoes must have a backing on them for safety reasons. Any shoe with a heel higher than one inch is a safety hazard. Tennis shoes that play music are to be disconnected. Tennis shoes with rollers are not allowed.

**JEWELRY:** Chains cannot be attached to clothing or other items, such as wallets. Belts, wristbands or other apparel with spikes, studs, flat or raised, are not allowed.

**PIERCING:** Ears and noses are the only body parts that may be pierced. Earrings: no gauges or pointed earrings may be worn. Noses may be pierced with a small stud. No other parts of the face may be pierced (e.g. lips, eyebrows) and any piercing found to be distracting to the learning environment is unacceptable.

**CONSEQUENCES:**

1<sup>st</sup> violation: Attempt to correct by staff, or appropriate clothing brought from home by parent upon notification, student returns to class.

2<sup>nd</sup> violation: Attempt to correct by staff, or appropriate clothing brought from home by parent upon notification, student returns to class, lunch detention may be assigned.

3<sup>rd</sup> violation: Attempt to correct by staff, or appropriate clothing brought from home by parent upon notification, student returns to class, parent notified, after-school detention may be assigned

4<sup>th</sup> violation: Attempt to correct by staff, or appropriate clothing brought from home by parent upon notification, in-school suspension (ISS), meeting with student, parent/guardian and administration.

**General School Rules**

Follow instructions of all staff members the first time they are given. Students must have a pass if not under the direct supervision of a teacher. All students will keep their hands, feet and objects to themselves.

**Bullying**

Maryland is a BULLY FREE SCHOOL. Administration seriously deals with all bullying reports (according to WESD Parent/Student Handbook). The Maryland staff promote the following student expectations regarding bullying:

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are left out.
- When we know someone is being bullied, we will tell an adult at school and/or home.

Students at Maryland also have the opportunity to report bullying incidents anonymously through the following process:

- Students may fill out a “Bullying Report Form” and place it in a “Bully Box” located in the library or in the front office.
- The “Bully Boxes” are checked daily and responded to in a timely fashion according to WESD policy.
- The target of the incident(s) is supported, the incident is investigated and consequences are given by the student services specialist, assistant principal or principal.
- Classroom teachers may, at any time, refer specific student behavior related to bullying directly to the social worker.

In order to effectively deal with bullying, students, school staff and parents MUST be involved in addressing this serious issue. For further information about the issue of bullying, please see the brochure in the Maryland Office.

**SAFETY**

- Each parent has the right to expect and demand a safe school. However, all bicycles, scooters and skateboards are parked at school at the owner's risk. Students who must cross the street must do so with a crossing guard. Crossing guards are located at 19<sup>th</sup> Avenue and Maryland, 21<sup>st</sup> Avenue and Maryland, and 23<sup>rd</sup> Avenue and Citrus. Students and parents are expected to follow the rules to safely cross the street: Cross only at marked crosswalks.
- Pay strict attention to the crossing guard and watch traffic.
- Walk bicycles, skateboards and scooters in the crosswalk.
- Remove in-line skates before entering the crossing.
- Ride single on bikes, never double. Observe traffic rules.
- Use a chain and padlock on bikes at school.
- Always lock bikes inside the bike rack. Be careful not to lose the key. Riding bikes on campus is prohibited. Always wear a helmet when riding a bicycle. Students who misuse the bicycle privileges may be denied these privileges.
- Skateboarding, rollerblading (in-line skating) and riding scooters on school grounds at any time are prohibited by state law and are not encouraged as a method of transportation to and from the school.
- Never run between parked cars.

Go directly home after school. Report any problems with strangers immediately. File a report with the police and then report it to the school office.