

## "Be RESPECTFUL, Be RESPONSIBLE, Be SAFE"

Dear Parents and Students,

Arroyo Elementary School welcomes you to the 2021-2022 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 cannot answer all of 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.

We look forward to an amazing year in a new building. In addition, are excited to implement our Positive Behavior Interventions and Supports System (PBIS), which will continue to be explained in more detail. Our goal is to engage you in this implementation; please pay attention to flyers, emails, dial-outs and social media for information. **Please regularly check out our Web site ([Arroyo.wesdschools.org](http://Arroyo.wesdschools.org)) for updates on information pertaining to school-wide expectations and procedures.**

It is our desire to Be Respectful, Responsible, and Safe LOBOS. So, in Arroyo tradition - HOWLLLLL,

Philip Liles

Principal

### GENERAL SCHOOL 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.

7:00 a.m. – 2:30 p.m. (Wednesday only)

## PBIS (Positive Interventions & Supports) - "LOBO PRIDE"

Lobo Pride is a school-wide program based on the Positive Behavior Interventions and Supports (PBIS) framework. A team of staff members worked closely together to match the principles of PBIS in a way that fits the goals, missions, and culture of Arroyo.

School-wide PBIS is a research-based framework that has been proven to improve school climate, reduce problem behavior, and increase academic instructional time in schools (for additional information, go to [www.pbis.org](http://www.pbis.org)). Two primary areas of emphasis in PBIS are prevention and instruction of social behavior. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations.

Please refer to the "LOBO PRIDE" - Positive Behavior Interventions & Supports Handbook located under the PBIS tab on our Web site ([Arroyo.wesdschools.org](http://Arroyo.wesdschools.org)) for further information.

### **Bullying Prevention**

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

### **Articles Prohibited at School**

1. Weapons of any kind (including toys or replicas);
2. Electronic toys or equipment (including, but not limited to: iPads, cameras, and gaming systems)
3. Anything of value to you that you would not want lost or stolen (the school cannot be responsible for your private property); or
4. Between the hours of 7:15 a.m. and 2:45 p.m., students should not use or be seen with a cell phone (including earbuds/headphones) without prior adult permission. Smart watches or phone watches must be turned off.

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

### **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. 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.

Bottoms must fit appropriately (not too tight, too loose, or too short) and undergarments should not be visible. Shirts should cover the midriff and cleavage (no tube tops, spaghetti straps, strapless dresses, halter tops, crop tops). Tank top straps should be at least three fingers wide for females and males. Shirts should not display inappropriate mottos or slogans (excessive violence, weapons, drugs, alcohol, tobacco, sexual references). Hats, hoods, and beanies are not to be worn inside any school building. Whether this condition exists shall be left to the reasonable discretion of school staff.

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

When outside the classroom, school IDs and “Z-Passes” must be worn by all students and are required when riding the bus. Students not wearing IDs will be sent to the back of the lunch line. Replacement IDs and lanyards/pouches are \$2. A replacement lanyard and pouch is 50 cents.

Should a student be found out of dress code, he or she will be sent to the office, parents will be notified, and student will be provided with appropriate clothing for the remainder of the day. If appropriate clothing is not available, parents will be called to provide clothing before the student may return to class.

## **OTHER 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, celebrations, recognition assemblies, field trips, PTA events, concerts, sporting events, etc.). Please sign in at the office, be prepared to show proper identification that must match what we have on file, and get a visitor’s badge before entering campus. Remember that we are now a secure campus; without proper identification, you will not be able to come onto campus. Any biological parent interested in volunteering (including field trips) must fill out the Volunteer Handbook at least two days prior to the event. Anyone other than biological parents must complete the Volunteer Handbook at least 3 weeks prior to the event and are subject to a background check. 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 30 minutes left in the school day. Early sign outs will count as a half-day absence or tardy. Students will not be pulled out of the classroom prior to your arrival. 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 7:15 a.m., which is when our campus is opened and students are supervised.** Students will NOT have access to the campus before 7:15 a.m. All students should be in their classrooms and ready to learn at 7:30 a.m.

If a student has not been picked up within 15 minutes of dismissal time, he or she will be required to report to the front office to make a phone call to his or her parent/guardian to arrange transportation.

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

## **Drop Off and Pick Up**

**Because we are transitioning into our new buildings, please check our Web site, [arroyo.wedschools.org](http://arroyo.wedschools.org), for more details on drop-off and pickup procedures.**

## **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/skateboards/scooters are to be walked while on school property.
3. When using the crosswalk, students are to walk their bikes/skateboards/scooters across the street when so directed by the crossing guard.
4. For security reasons, we recommend bikes be **locked** in the bike area and skateboards/scooters be stored in a designated 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. The parent/guardian is responsible for ensuring that his or her child attends school daily. District policy requires that any out-of-town absence requires prior approval from the principal.

## **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 an Attendance Unit (AU). The AU 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 truantries, 10 total absences or 10 unexcused tardies, the school may make a referral to the AU 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 attendance clerk for any absences that are due to medical issues.

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.

An attendance 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. Random "Tardy Sweeps" may occur throughout the year and 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.

## **Lost and Found**

Please label your child's belongings. Check with the front office for location of lost and found. Items not claimed 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, be prepared to show proper identification that matches student file, and obtain a visitor badge in the office when you arrive.

## **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 an optional student representative from the Wolf Pack.

The Site Council meets and 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.

## **School Newsletter**

The *Arroyo School News* is published monthly and contains important information about Arroyo.

## **Web Site**

Arroyo has the following Web site where important school information is regularly updated along with a master calendar with current events: <http://arroyo.wesdschools.org>. It is important to check the Web site often, as it will contain important information related to new school expectations and procedures as well as PBIS. In addition, we have a Facebook page (under Arroyo school).

## **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)**

Sixth – eighth grade students will be elected for office. Each fourth and fifth grade level will be represented by one elected representative. Wolf Pack meetings will be held every month and may be subject to change based on the school event calendar.

### **National Junior Honor Society**

NJHS is a society for 6<sup>th</sup> – 8<sup>th</sup> grade students who have earned Honor Roll or Principal's List for the entire year. In addition, they must demonstrate the PBIS Expectations (Be Respectful, Be Responsible, Be Safe) on a regular basis.

### **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.

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

Preschool is offered for children who turn 4 before September 1. Call our Head Start Department at 602-347-4806 for more information.

## HONORS/AWARDS

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

At Arroyo Elementary, we have three ways of recognizing third – eighth grade students who have achieved excellence in citizenship and academics. The Principal's List honors students who have earned all "A"s in all academic subjects and have no "N"s or "U"s on their report card. The Honor Roll honors students who have only "A"s or "B"s, without any "N"s or "U"s, on their report card.

Kindergarten – 2nd 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.

The Presidential Award is a prestigious award given to 6<sup>th</sup> and 8<sup>th</sup> grade students who earn Principal's List each quarter beginning with 4<sup>th</sup> grade. This honor is given to students who demonstrate high academic achievement and exemplary study habits and citizenship.