

## 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.

## GENERAL SCHOOL INFO

**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

### **Office Hours**

During the school year, the front office is open Monday through Friday from 7:00 a.m. until 3:30 p.m. The office is open from 7:00 a.m. until 2:30 p.m. on Wednesdays.

### **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.** 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.

## **Attendance/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 may 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.

An attendance 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.

### **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.** State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it is necessary for the parent to call the school on or before the day of absence in order to advise the school as to the reason for the absence. **All absences not verified by parental or administrative authorization will remain unexcused.** If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. For absences greater than one day in length, the school should be notified each day of the absence.

**Voice mail on the attendance line is available at this number at all times. Parents must call to excuse a maximum of 10 absences during the school year.** 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, doctor appointments, family emergencies, bereavement and observance of religious holidays.

Please refer to the District portion of this handbook for more specific information on reporting your child's absence.

### **Tardy Policy**

Students line up at 7:25 a.m. to go in to their classrooms. Anyone arriving after 7:30 a.m. to his or her classroom is considered late and must report to the front office for a late pass. An excused tardy will be allowed for medical appointments and family emergencies only. Excuses that involve personal responsibility are not considered excused. **Tardies may result in disciplinary action.** Sweep procedures are in place for 7<sup>th</sup>/8<sup>th</sup> grade students who are late to their class after the warning bell. Students will go to the student center during that period. Parents will be notified regarding students who are sent to Sweep for the third time in a quarter. After the fourth Sweep, students will be suspended for a day.

## **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 clothing items hang on the hooks outside the health office. Other lost items may be claimed in the front office.

## **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.

## **COMMUNICATION**

### **PTO**

Please contact the Maryland front office at 602-347-2300 for information regarding PTO.

### **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*.

## **EVENTS/ACTIVITIES/PROGRAMS**

### **Annual Events at Maryland include:**

Open House, Back to School Night, various band/strings/vocal concerts, Reading Restaurant, Read Across America Week, District food drive, Bingo Night, Scholastic Book Fair and other events throughout the year.

### **Free or reduced lunch**

Maryland is proud to offer free breakfast and lunch to all enrolled students for the 2018-2019 school year. Breakfast is served in the classroom and lunch is served in the cafeteria.

### **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**

Maryland School teaches all students how to Be Responsible, Be Respectful and Be Safe. Teachers, support staff and principals implement Positive Behavior and Support to approach teaching students appropriate behavior. Our philosophy about school-wide expectations for student behavior is to teach appropriate behavior just as explicitly as we teach academic subjects. We teach students what it looks like to act safely, respectfully and responsibly in different areas of the school and different times of the day. All students follow the same set of rules and expectations throughout the school. Teachers and support staff teach students with positive statements that reinforce appropriate behavior and, when students follow the rules and expectations, they are recognized. When students do not follow the rules, there are planned consequences to get them back on track.

### **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** He or she then stands facing the wall for two to five minutes. **Step 3** He or she will reflect the school rule and expectations.

## **BEHAVIORS CONSTITUTING IMMEDIATE Office Referral:**

These may include inappropriate or abusive language, horseplay, physical aggression, defiance/disrespect of authority, or any other behavior deemed inappropriate by Maryland administration.

There are behaviors that escalate immediately to Maryland administration 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.

**Students will be held in the student center during investigations for the referral.**

## **CONSEQUENCES**

Maryland School follows the District Handbook Policy and matrix. (Please refer to the Discipline Policy/ Action Chart section).

## **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.

## **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 (Fidgets and Spinners), 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.

## **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 7:25 a.m.-2:30 p.m. 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:** Meeting with student/parent/guardian where consequences are given, if needed. 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 inside any building on campus. Hats and hoods must be kept off except outside on winter mornings or to protect from the sun.

**SHOES:** Appropriate shoes must be worn at all times. Flip-flops, are not allowed. Shoes must have a backing on them for safety reasons. Students are required to have athletic shoes for PE. Any shoe with a heel higher than one inch is a safety hazard. 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.

**CONSEQUENCES:**

Repeated dress code violations will result in progressive discipline.

### **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.

### **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 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.