

"Be RESPECTFUL, Be RESPONSIBLE, Be SAFE"

Dear Arroyo Families,

Arroyo School welcomes you to the 2023-2024 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 each student brings unique attributes to our campus. We know it is our responsibility as educators to foster these attributes and help each student reach their full potential.

This handbook is designed to acquaint you with our campus and District. Please feel free to reach out with any additional questions or if a concern arises. As Arroyo's principal, I look forward to working together to create a strong community. This year I am excited to host various events to bring families on campus. I can be reached by phone (602-896-5100), e-mail (rebecca.burd@wesdschools.org), or in person.

This year we will continue with our Positive Behavior Interventions and Supports System (PBIS). 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) for updates on information pertaining to school-wide expectations and procedures.**

It is our desire to Be Respectful, Responsible, and Safe LOBOS.

Becca Burd

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). 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) 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.

Be Safe, Be Respectful, Be Responsible

1. In order to be RESPECTFUL of our new school, GUM is not permitted on campus.
2. In order to be SAFE, weapons of any kind (including toys or replicas) are not permitted on campus;
3. In order to be RESPECTFUL and RESPONSIBLE, electronic toys or equipment (including, but not limited to: iPads, cameras, and gaming systems) are not permitted on campus.
4. Anything of value to you that you would not want lost or stolen (the school cannot be responsible for your private property); should not be brought to school.
5. In order to be RESPECTFUL and RESPONSIBLE, between the hours of 7:15 a.m. and 2:45 p.m., students in grades K-6 need to keep electronics including, cell phones and **earbuds/headphones** in their backpack turned off. Seventh and eighth grade may keep their phone on them turned off.
6. In order to be RESPECTFUL, if a student is involved in any type of cyber bullying in or outside of school that interrupts the school day, they will need to check their cell phone in daily with our Behavior Support Advocate.
7. In order to be RESPECTFUL, all staff, students and parents/guardians are to interact respectfully with each other.

Dress Code

Students are encouraged to dress in a manner that complements their appearance and the standards of our school. 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.

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.

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.

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, PTO 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. All volunteers must be cleared by the District following the District’s volunteer policies. Please reach out to the front office or your child’s teacher if you are interested in volunteering

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

Please see our parking lot procedures below. Thank you for working with us to keep our students safe!

- Pull forward as far as you can until you're able to stop.
- The left-hand lane is used to pass through; you may not cut over to the right-hand lane.
- Once the car is stopped, students need to get out of the car on the right-hand side.
- Driver must remain in the car. Our staff is happy to help the student(s) get out/in the car safely.
- If your child requires more assistance, we ask you park your car and walk your child onto campus for safety.
- When walking to school, please use the parking lot crosswalk closest to 47th Ave.
- The crosswalk closest to campus is reserved for handicap only.
- Do not interact with any students that are not your own children. If you have a concern, please tell a staff member on duty.
- Be respectful to all staff members. The staff is out there to keep all students safe and kindly work with families.

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 absences, families will receive an attendance notification letter. When a student reaches 10 **unverified, unexcused, and excused absences**, families will receive an attendance warning letter and 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.

Tardies

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.

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.

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 PTO

Our PTO 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 on the front marquee and social media. Meetings are open to all parents/guardians and teachers.

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.

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.

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