

## PRINCIPAL'S NOTE

### **Dear Chaparral Families,**

On behalf of our faculty and staff, we would like to welcome you to the 2016-2017 school year at Chaparral Elementary. We are confident that this will be a successful year for you and your child.

The purpose of this handbook is to acquaint you with information pertaining to the general organization, operation and policies of our school. You are encouraged to review this information with your child. If you have any questions, please feel free to ask a staff member or call the office at 602-896-5300. It is our goal to be available to answer questions and concerns.

We are all here for the same purpose, – to inspire your student to become a lifelong learner. When families and Chaparral staff work cooperatively, student success is the ultimate result. We are delighted to have you share in this educational partnership!

Sincerely,

*The Chaparral Staff*

## GENERAL INFORMATION

**School Address:** 3808 W. Joan De Arc

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

### **Important Phone Numbers:**

Office: 602-896-5300

Health Office: 602-896-5310

Attendance: 602-896-5311

KidSpace: 602-896-5315

**School Hours:** 8:15 a.m. – 3:15 p.m.; Early Release Wednesdays: 1:45 p.m.

**Office Hours:** 7:45 a.m. – 3:45 p.m.

## VISION STATEMENT/

## PHILOSOPHY

### **Chaparral's Vision:**

Inspiring lifelong learning through an engaging and challenging environment.

### **Chaparral Philosophy**

#### *Student Behavior*

Chaparral School teaches all students how to Be Responsible, Be Respectful and Be Safe. Teachers, support staff and principal implement Positive Behavior Intervention and Support (PBIS) as our school-wide approach to 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 and sounds 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. Chaparral students and staff will continue to follow a strict “No Bullying” policy, which creates a physically and emotionally safe learning environment for all students.

#### *Student Engagement and the Differentiation of Instruction*

Chaparral teachers make student engagement in learning mandatory by eliciting responses from all students throughout the lesson. Many Chaparral teachers implement Whole Brain Teaching as a dynamic instructional strategy that does not allow students to “opt out” of participation in the learning process. All Chaparral teachers make the differentiation of instruction a priority in their classroom. In order to meet individual student needs, Chaparral teachers continually ask, “What does this student need at this moment in order to be able to progress with this key content, and what do I need to do to make this happen?”

#### *Academic Support*

Chaparral uses Title I funds to provide all students, kindergarten through grade six with additional academic support in reading using the Response to Intervention (RTI) model. Our academic intervention specialist provides all students with ongoing progress monitoring in reading fluency and comprehension. Any student who is below grade level in reading receives additional instruction, targeted to meet his or her specific learning needs, in the Literacy Lab. As a school, we have applied for the 21<sup>st</sup> Century Grant. If awarded, students will receive additional assistance in reading and math through our 21<sup>st</sup> Century Grant and the After-school Academy and summer school. Also each grade-level team of teachers identifies a grade-level, math-facts goal for their students at the beginning of each year. Students who meet academic goals in reading and math are recognized at quarterly assemblies for students and their parents.

### **Mission Statement**

Building the foundation for lifelong learners who belong to the community, believe in their own value and ability, and become the best they can be.

### **Curriculum, Instruction and Assessment**

Here at Chaparral, we follow all District guidelines regarding curriculum, instruction and assessment. Assessment testing is done in the fall and again in the spring. Progress monitoring of students is completed continuously throughout the school year for the purposes of making instructional decisions regarding grouping and intervention.

## GENERAL SCHOOL INFORMATION

### **Arrival/Dismissal Times**

Students may arrive after **8:00 a.m.** They must be in their classrooms by the **8:15 bell**. Students are not to be on campus prior to 8:00 a.m., as supervision is not available. **The only exception to this is for students who participate in before-school activities such as Books Before Breakfast and 21<sup>st</sup> Century Programs.** Letters are sent home to inform and remind

parents of this policy. If students persist in arriving early, disciplinary action will be taken.

At dismissal, students not in day care are to leave school immediately unless they are involved in a sanctioned school activity. **Please be here on time to pick up your student. Students are dismissed at 3:15 p.m. on Monday, Tuesday, Thursday and Friday; 1:45 p.m. on Wednesday.**

A teacher may keep a pupil up to one hour after school for remedial or enrichment work or for disciplinary reasons. If this is the case, you will be notified *before* the student is kept.

Parents wishing to pick up pupils during the day for medical appointments, etc., must come into the office in order to sign out their student/s. Parents will be asked to "sign out" their child in a notebook kept in the office. **Families are urged to make appointments before or after school to avoid absences whenever possible. In an effort to minimize interruptions to the classrooms at the end of the school day, children will not be checked out of class after 3:00 p.m. on regular schools days and 1:30 p.m. on Early Release days unless for an emergency. Please keep this in mind when making appointments. Research shows a direct correlation between student attendance and academic achievement. That means that students need to be on time for school, be in school, and not be pulled out early unless absolutely necessary. Instruction is occurring in the classrooms up to the last bell.**

## Lost and Found

Everything that a student brings to school should be plainly marked inside with the student's first and last name. Found items will be retained in the hall by the health office for a period of one month, and if not claimed, they will be donated to a charity.

## Lost and Damaged Textbook Charges

If a student loses or damages a textbook or library book, appropriate charges will incur. In the event a lost textbook is returned by the student who lost it, and paid for it, a refund for the book will be issued providing that it is returned in good shape.

## School Grounds and Building Rules

A complete list of expected student behaviors is found in the Student Code of Conduct, which is issued to each student at the beginning of the year. Students are expected to conduct themselves anywhere in the school in such a manner as to avoid distracting or interrupting normal activities. Courtesy and proper behavior, as generally recognized by most people, are expected from students. Students are to be aware of and make every effort to prevent acts that will endanger themselves or other students and adults. Students are encouraged to use common sense in conducting themselves in a responsible manner that allows learning and safety for everyone in school.

## Midterm Dates

Midterm release dates for the 2016-2017 school year will be announced when school begins.

Check newsletters; some dates may be subject to change.

## Report Card Dates

Report card release dates for the 2016-2017 school year will be announced when school begins.

# COMMUNICATION

## 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. Business meetings are held once a month. These meetings are announced in the newsletter and are open to all parents and teachers. We encourage parents to become involved in the PTA through participation in monthly meetings and by assisting with special events. PTA officers for the 2016-2017 year will be announced.

### Committees of the PTA include:

- Homeroom Parents
- Fund-raising
- Volunteer Program
- School Pictures
- Hospitality

## Site Council

Our Site Council is involved in 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.

## Student Telephone Usage

Students may not use the office phone except with the teacher's written permission. Phones are available for use in every classroom during noninstructional time. We discourage the use of the phone except for emergencies. Students may not call for permission to visit a friend after school, come home for lunch, etc. Such arrangements should be made before coming to school. Parents are urged to limit calls and messages to students. *Your effort to plan ahead can save a great deal of office staff time.*

# STUDENT DISCIPLINE/BEHAVIOR

## Tardiness/Absences

A pupil who arrives at school late should report to the attendance clerk, pick up a tardy slip, and proceed to class. Pupils in kindergarten through sixth grade who are tardy more than twice in a grading period may be required to make up this time after school. Being prompt is a valuable lifetime habit and should be encouraged by parents.

If a child will be absent from school, please call the attendance line prior to 9 a.m. at **602-896-5311**. Voice mail is available to take your messages after 3:45 p.m. and around-the-clock to accommodate working parents. When you know in advance that your child will be absent, please notify the attendance clerk before the absence date. **Arizona State Law requires a specific reason for absence, i.e., chicken pox, cold, etc. Do not just say "ill." Please note that excused tardies and absences may require a doctor note for verification.**

Students participating in an after-school activity are expected to be in classes on the day of that activity.

Students who are absent are responsible for making up any missed classwork.

## 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.

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.

## Articles Prohibited at School

Any valuables brought to school are subject to a number of risks. Please do not have children wear precious jewelry, expensive time pieces or heirlooms. **Radios, iPods, tablets and electronic games are not permitted anywhere on campus.**

**Students are not allowed to use cell phones on campus for any purpose, including receiving calls, taking pictures or text messaging. If you desire that your child carry a cell phone for nonschool time emergency purposes,** the phone must be turned off and kept, at the student's risk, in his or her backpack or binder. All violations of this policy, including having the phone ring or emit any noise, will result in discipline. Teachers will implement their own procedures in class as needed. The first violation will result in a lunch detention with the phone given to a school administrator for student pickup after school. Subsequent violations will result in no less than two lunch detentions with the phone given to a school administrator for a parent/guardian to pick up. Additional disciplinary action may be imposed depending upon the circumstances.

We ask that students not bring personal property to school. Toys, dolls, etc., often cause distractions or problems within the classroom. Many problems have been encountered because toys have been lost, stolen or destroyed.

**PARENTS ARE ALSO REMINDED THAT THE SCHOOL DISTRICT DOES NOT INSURE STUDENT PROPERTY.** If your child brings a cell phone, radio, watch, bicycle or the like to school, and it is destroyed, there is very little we can do to provide relief.

## Student IDs

ID Cards: All Chaparral students are required to wear IDs while on the Chaparral 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 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. Students may not be allowed on the bus if an ID is not present.

If students deface, destroy, render their ID unreadable or lose their ID, they will be required to purchase a replacement ID for \$5.00. Lanyards/Pouches are 50 cents each.

## HEALTH AND SAFETY

### Office Procedures, Safety/Bicycles, Skateboards, Scooters/Parking Lot

#### Office Procedures

1. All visitors to Chaparral Elementary are required to check in at the office. Please sign in the Visitors Log and take a visitor's badge. Let the office know where you are headed and the expected time you will be on campus. The office will then call ahead and let the teacher know you are coming.
2. While on Chaparral's campus, visitors MUST display their visitor's pass at all times. This is for the safety of our Chaparral students and staff.
3. If you are going to be on campus during instructional time, younger siblings and family members should not be with you, this assists in less of a disruption to the classroom.
4. Please be prepared to show proper ID when coming to pick up your student during school. This is for the safety of the student that we check IDs.

#### Bicycles

Bicycles can be a great safety hazard. The regulations listed below are planned to provide for safety and are an effort to safeguard bicycles from being stolen or damaged:

1. We recommend that kindergarten and 1st graders NOT RIDE their bicycles to school.
2. Bicycles are to be walked on the sidewalk starting at the crosswalk or near the parking lot area and by the bicycle rack.
3. Bikes must be parked properly and only take up one space.
4. **Every bicycle should have a good padlock and chain. These are to be used daily.** Students are asked NOT TO SHARE PADLOCKS as this can create problems.
5. All bicycles are to be parked in the enclosed bicycle rack area.
6. Students are to stay away from the bicycle rack unless parking bicycles or taking them home.
7. Bicycles are to be walked across the street at crosswalks under the direction of the crosswalk guard. Riders at Joan De Arc then proceed on the sidewalk until they arrive at the bike racks by the basketball courts.
8. Students who misuse the bicycle privileges may be denied these privileges.
9. Students should not ride double on bikes.
10. We strongly urge students to wear safety helmets when riding their bikes.

All bicycles are parked at school at the owner's risk. Although we take all possible precautions, we cannot assume responsibility for bicycles that are lost or stolen.

Skateboards, inline skates (rollerblades) and scooters may be used for transportation to school; however, students should follow the same rules as those for bikes once crossing the crosswalk. Bicycles may be walked into and out of the bike rack area at arrival and dismissal times, but are not to be ridden anywhere on campus.

Parents, the following guidelines will help ensure your child's safety in the school parking lot:

- **Barricade:** A barricade has been erected on the east side of the drive-through area. The purpose is twofold. First, it guides foot traffic to the only designated crosswalks and prevents people from darting between cars. It further eliminates the parking to the left of the drive-through area that creates a risk every time a door is opened to traffic, a child crosses the drive-through or you attempt to merge and exit the parking lot.
- **Crosswalk:** There is to be only one area to cross the drive-through area and enter the parking lot, and that will be the designated crosswalks near the middle of the parking lot. Crossing to the north or south of the barricade places both you and your child at risk.
- **Drop-off/Pickup Zone:** This is the area next to the sidewalk and designated by the red paint. **Students should exit the vehicle on the curb side only; please do not allow your child to open car doors and get out of the vehicle in the path of oncoming cars.** There are to be NO UNATTENDED VEHICLES in this area. If your student is not ready, please park your car in the main parking lot and meet your student at an agreed-upon location on campus. When you are ready to exit the drop-off zone, please use your turn signal to indicate you want out and merge with the next opening. Please do not drive in the Drop-off/Pickup Zone.
- **Drive-through Zone:** No parent should stop and allow a student to exit a vehicle in this zone. Your cooperation in allowing cars to merge from the Drop-off/Pickup Zone is one of the key elements in the safety of our parking lot.
- **Unattended Children:** Children should never, under any circumstances, be left alone in a car.
- **Drop-off Procedures:** Please refer to maps distributed with the school newsletter outlining drop-off procedures. **The Joan De Arc entrance is to be used for EXIT ONLY. Parents will be required to use the entrance off 37<sup>th</sup> Drive to enter the parking area. Parents should ONLY drop off at the curb and follow the flow of traffic. Please park in a marked space to walk your child(ren) in to the classroom.**

Specific parking lot procedures will be issued at the beginning of the school year and periodically through the newsletter.

## Illness and Emergency

When a student is ill and needs to be sent home, the health technician will phone a parent who will be asked to come for the child. The parent will need to sign the child out in the office.

If there is an emergency, the health technician will assess the child, then either she or the designated person will make the proper phone calls to the appropriate people.

## Appropriate Dress

Chaparral Elementary School students are expected to follow the District dress code at all times. Dress and grooming shall not present a risk to the health, safety or general welfare of students or others in the school nor shall they interfere with or disrupt the educational environment or process. Dress and grooming shall not be contrary to 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.

**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 the student's arm is held straight down to the side of the body and the fingertip is longer than the length of the skirt or shorts.
- No holes in clothing above the knees are permitted. This includes distressed jeans.

**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. 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 with rollers are not allowed.

Please note District guidelines regarding hair and make-up.

### **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, meeting with student, parent/guardian and administration 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.

## Olweus Bullying Prevention

Chaparral students and staff will continue to develop the Olweus Bullying Prevention Program on campus. Bully situations may be reported anonymously through the bully boxes set in the office and in the library. Reports of bullying will be handled in accordance with District guidelines. Teachers will have periodic classroom meetings to discuss bullying behavior and discuss strategies in dealing with being bullied.