

Parent-Student Handbook

2011-2012 School Year



STETSON HILLS SCHOOL

*To empower our students to be successful
in an ever-changing world.*

TABLE OF CONTENTS

GENERAL INFORMATION

1

- ◆ Welcome Letter
- ◆ School Hours (regular lunch times and early release)
- ◆ School Phone Numbers and Hours

RESPONSIBILITIES

2

- ◆ Parental Responsibilities
- ◆ Student Responsibilities

REGISTRATION AND WITHDRAWAL

3-4

- ◆ Entry Requirements
- ◆ Immunizations
- ◆ Emergency Cards
- ◆ Student Records
- ◆ Custody
- ◆ Directory Information
- ◆ Withdrawing a Student

ATTENDANCE/EARLY RELEASE

4-8

- ◆ Absences / Tardies
- ◆ Truancy
- ◆ CUTS Program
- ◆ Attendance Incentive
- ◆ Early Student Pick Up
- ◆ Classroom Interruptions
- ◆ Requesting Homework

ACADEMIC INFORMATION

9-20

- ◆ Report Cards and Conferences
- ◆ Honor Roll / Principal's List
- ◆ PowerSchool
- ◆ Deer Valley Promotion / Retention Standards
- ◆ Curriculum and Instruction
- ◆ Promotion Ceremony for 8th Grade
- ◆ Acceleration
- ◆ Assessment
- ◆ Supplies and Textbooks
- ◆ Homework Policy
- ◆ Homework Guidelines
- ◆ Stand-Based Practices
- ◆ Student Planners
- ◆ Library Books and Media Center Policies
- ◆ Internet Agreement
- ◆ Computer Usage and Responsibility

HEALTH AND SAFETY

21-25

- ◆ Illness / Emergency / Emergency Cards
- ◆ When to Stay Home
- ◆ Medication
- ◆ Immunizations
- ◆ Insurance
- ◆ Injury / Accident
- ◆ Physical Education (P.E.) Excuses
- ◆ Reporting Child Abuse
- ◆ Animals, Pets and Stray Dogs
- ◆ Emergency Drills
- ◆ Bicycles
- ◆ Student identification Cards
- ◆ Possession of Weapons

STUDENT ARRIVALS/DEPARTURES

- ◆ Student Arrival Procedures (K-8)
- ◆ Student Dismissal Procedures (K-8)
- ◆ Crosswalks
- ◆ Parking Information
- ◆ Student Pick Up Traffic Flow
- ◆ Bus Information
- ◆ Safest Route to School Walking Plan

FOOD SERVICES

- ◆ Breakfast Program
- ◆ Lunch Program

PARENT/SCHOOL COMMUNICATION

- ◆ Communication Procedures / Problem Resolution
- ◆ Visiting on Campus
- ◆ Telephone Use
- ◆ Parent Observation Policy

PARENT/COMMUNITY INVOLVEMENT

- ◆ Parent - Teacher - Student Association
- ◆ Volunteers
- ◆ Campus Improvement Team
- ◆ Field Use and Facility Rental

SPECIAL PROGRAMS

- ◆ Special Service
- ◆ Educational Programs
- ◆ Field Trips
- ◆ Prevention / At Risk
- ◆ Extra / Co-Curricular Activities
- ◆ Daycare

26-29**SPECIAL EVENTS/ACTIVITIES****37-40**

- ◆ Student Dances
- ◆ Extra Curricular Activity Fee
- ◆ Parties
- ◆ Spirit Days
- ◆ Sports programs
- ◆ Eligibility
- ◆ National Junior Honor Society

30**MISCELLANEOUS****41**

- ◆ Lost and Found
- ◆ Personal Property
- ◆ Cell Phones
- ◆ Student Deliveries
- ◆ Yearbooks

31-32**33-34****STUDENT DISCIPLINE CODE AND POLICY**

- ◆ Philosophy of Student Conduct **Appendix**
- ◆ Character Counts **Appendix**
- ◆ Discipline Policy **Appendix**
- ◆ Lunch Procedures **Appendix**
- ◆ Playground Rules **Appendix**
- ◆ Dress Code **Appendix**

34-36**DISTRICT INFORMATION**

- ◆ District Phone Numbers **Appendix**
- ◆ District Calendar **Appendix**

WELCOME TO STETSON HILLS

On behalf of the staff at Stetson Hills School, we would like to welcome you and your child to the new school year. Our competent and caring staff is dedicated to providing your child with the best education possible. We have made a commitment to the academic, social and physical well-being of your child. We are proud of our teachers and their ability to provide your child with a well-rounded education, but they cannot do it alone. Educational success can be achieved only through a working partnership between home and school. We hope you will take time to visit us and become familiar with all areas of the school program.

We invite you to become an active member of the Stetson Hills community. We offer many opportunities for parents to become involved at our school. We welcome you to become a member of our dynamic P.T.S.A., volunteer in classrooms and around school, participate in school-wide programs, and attend informational presentations that relate to your child's educational experience.

This handbook contains important information about our school. Please keep it handy for easy reference throughout the school year.

Ms. Amy Jorgensen

Principal

Mrs. Jamie Wilber

Assistant Principal

GENERAL INFORMATION

STETSON HILLS SCHOOL HOURS

A.M. Kindergarten	8:45 a.m. - 11:30 a.m.
P.M. Kindergarten	12:45 p.m. - 3:30 p.m.
Grades K-8	8:45 a.m. - 3:30 p.m.

LUNCH TIMES

Grade K	11:30-12:00	Grade 4	11:50-12:30
Grade 1	11:40-12:20	Grade 5	12:25-12:55
Grade 2	11:00-11:40	Grade 6	12:45-1:15
Grade 3	11:10-11:50	Grade 7	11:00-11:30
	Grade 8	11:45-12:15	

EARLY RELEASE TIMES

AM Kindergarten	8:45 a.m. - 10:15 a.m.
PM Kindergarten	10:35 a.m. - 12:05 p.m.
Grades 1 - 8	8:45 a.m. - 12:05 p.m.

OFFICE HOURS / TELEPHONE NUMBERS

Monday - Friday	7:30 a.m. - 4:30 p.m.
Attendance:	623-445-5390
Office:	623-445-5300
Nurse:	623-445-5311
Cafeteria:	623-445-5314
Bus Transportation:	623-467-5090
Community Schools:	480-268-1020

WEB ADDRESSES

www.stetsonhills.dvusd.org (Stetson Hills Site)

www.dvusd.org (District Website)

ps.dvusd.org/public (PowerSchool site)

www.ezschoollpay.com (Lunch Money)

*Visit the Stetson Hills website for a link to teacher websites.

Additional Important Telephone Numbers:

Crime Stop	602-262-6151
Deer Valley School District	623-445-5000

RESPONSIBILITIES

PARENTAL RESPONSIBILITIES

As the parent/guardian of a Stetson hills student, parents are held accountable for certain parental responsibilities and for their child's conduct during school time and school activities. Parents must understand that their child must exhibit appropriate behavior and language.

Parent responsibilities, in accordance with Arizona laws, include:

1. Making sure their child gets to school on time and attends on a regular basis.
2. Having their child nourished, in good health, dressed appropriately, clean and ready to learn.
3. Educating themselves and their child of school rules and district regulations.
4. Paying for property damages as a result of their child's misconduct.

STUDENT RESPONSIBILITIES

Students at Stetson Hills are held accountable for certain responsibilities and for their conduct during school time and school activities. Students must understand that they must exhibit appropriate behavior and use language that is not offensive to the rest of the community.

Their responsibilities, in accordance with Arizona laws, include:

1. Making sure they get to school on time and attend on a regular basis.
2. Arriving at school nourished, in good health, dressed appropriately, clean and ready to learn.
3. Knowing the school rules and district regulations and abiding by them.
4. Knowing that any property that they may damage will have to be paid for because of their misconduct.

This handbook is provided to assist parents and students with information to support their roles. All parents and students must sign a statement that they have read the handbook and are familiar with its content.

REGISTRATION AND WITHDRAWAL

ENTRY REQUIREMENTS

Children entering Kindergarten for the first time must be five (5) years old by September 1 of the current year. Children entering the first grade must be six (6) years old by September 1 of the current year.

When registering any student at Stetson Hills School, the following documents are required:

- Original certified copy of the students' birth certificate.
- Original immunization record for the student.
- Accepted forms of proof of residency are a contract to your home or utility bill.
- Withdrawal form from previous school.
- Valid AZ drivers license.
- Legal papers relating to custody, visitation, name change, adoption (if applicable).

IMMUNIZATIONS

Arizona law requires that all children entering school be immunized. Verifiable documentation is required of all new entrants to Arizona schools. This documentation must show the date and type of dose administered or laboratory evidence of immunity. Copies of required immunizations are available in the main office.

EMERGENCY CARDS

All parents must complete an Emergency Medical Referral Card (pink & red cards) for each of their children **every** year. These cards will tell us how to contact you or another responsible adult in the event your child becomes ill or is injured in school. **It is very important that the office is notified of additions, deletions, or changes to the Emergency Medical Referral Cards during the school year. Change forms are available in the front office.** Students will be released early due to illness or personal reasons ONLY to those persons listed on the emergency card. Identification will be required of ANYONE picking up a student early from school. Please inform the school office **immediately** if any change in contact information needs to be made throughout the school year.

STUDENT RECORDS

As a parent, you have access to your children's school records. Deer Valley School District's policies on access to student records and other parent and student rights comply with the Family Educational Rights and Privacy Act of 1974.

CUSTODY

If there is a court order that limits the rights of one parent in the matters of custody or visitation, a copy of that order must be on file in the school office. Unless that court order is on file, we **must** provide equal rights to both parents. In the event that you leave your child in the temporary custody of a friend or relative, the school **must** have a notarized letter. Hospitals require this notarized information in the event of an emergency. In addition, please be sure the friend or relative is also listed on the student's Emergency Medical Referral Cards at school.

DIRECTORY INFORMATION

Pursuant to FERPA (the Family Educational Rights and Privacy Act), the district may permit access to or the release of directory information to the public unless the parent or eligible student gives written notice to the district that such information should not be made public without prior written consent. Notice must be given to the school **within two weeks after the student enrolls** in the Deer Valley School District. Parents who do not wish information released about their children must provide a written notification to the school office stating that no information should be released. **If this notification is not received, we will assume that your permission is given to use your son's/daughter's directory information as described above.**

Directory information includes the following: student's name, date and place of birth, address, the name of the student's parents, class designation (grade); the student's extra curricular participation; the student's achievements, awards or honors; the student's height and weight if a member of an athletic team; the student's photograph, the school or school district the student attended before enrollment in this district. **Directory information is used to compile such things as newsletters, yearbooks, play and athletic programs. This release form does not apply to those uses.**

WITHDRAWING A STUDENT FROM SCHOOL

Parents are requested to notify the school office in writing or by telephone at least two days prior to the last day the student is in attendance. An official withdrawal form must be signed by the parent when a student is withdrawn from school.

Students are responsible for returning all school materials, textbooks, library books, paying any balances due on cafeteria account, etc. upon withdrawal from school. A charge will be assessed for lost or damaged books.

ATTENDANCE / EARLY RELEASE

ABSENCES/TARDIES—POLICIES AND PROCEDURES

Consistent school attendance is absolutely critical to the success of the students at Stetson Hills School. Good attendance teaches responsibility, strengthens academics and better prepares the students for their education beyond Stetson Hills and into the world of work. Being on time and ready to learn is essential for the mission of Stetson Hills to be carried out. Your assistance and cooperation in good attendance is necessary.

- ♦ Chronic medical conditions must be documented by a doctor to be excused.
- ♦ Tardies will be excused only with doctor or dentist office documentation.
- ♦ Each absence after the 10th can only be excused by a doctor's note or the school nurse.
- ♦ After 5 unexcused absences, a citation for truancy may be issued by the school or police to parent and/or student.

The guidelines above mean that each student needs to be at school on time each and every day or will be tardy. Students are considered tardy when the 8:45 bell rings. If your student arrives at 8:45 or later, they will need a tardy slip from the office before going to class. Please schedule vacations, personal business and other family activities for weekends, evenings or during the regular school holidays. The school year is only 180 days long. This leaves 185 days of the year available for other activities.

You will need to notify the attendance clerk in the office at 623-445-5390 by 9:30 a.m. if your child will not be attending school or will be tardy that day. You may also call at night (4:30 p.m.—9:30 a.m.) and leave a message on the attendance recorder. If you don't have a phone, please send a note to the office when your child returns. Phone calls and notes should contain child's name, teacher's name, room #, and date(s) of absence, specific reason for the absence and the name of the caller or note writer. **Please call in each day your child is absent.**

There are two kinds of absences: excused and unexcused. Excused absences are for:

- ♦ Illness
- ♦ Serious illness or death in immediate family
- ♦ Emergency medical or dental attention
- ♦ Emergency situations and trips of educational value approved by the principal in advance
- ♦ Authorized religious holidays

Thank you for your support in making Stetson Hills the best school it can be and in helping provide your child with the best possible education they can receive.

TARDY PROCEDURES

Not only is school attendance vital to your child's success, it is the law. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years to make sure the child attends school for the full time school is in session unless unable to attend due to illness or other legitimate reason.

- ♦ School breakfast will be served from 8:10—8:35 a.m. every school day.
 - Reason: The morning bell rings at 8:40 a.m. and kids are expected to be in their classroom sitting down ready to begin at 8:45 a.m.
- ♦ Unexcused tardies will result in the following consequences:
 - **On the 4th Tardy:** Parent letter sent home (K-8).
 - **On the 10th Tardy:** Administration/School Counselor will make a phone call to the parents and administration will issue a lunch detention (K-2) or an after school detention (3-8).
 - **On the 15th Tardy:** Administration/School Counselor will require a meeting with parents and administration will issue a lunch detention (K-2) or an after school detention (3-8).
 - **On the 20th Tardy:** Referral to administration
 - **On the 25th Tardy:** Referral to administration

EXCUSED TARDIES:

Regular and punctual attendance is critical for student success. We understand that life gets very hectic, especially first thing in the morning, but teachers strive to begin teaching promptly. Students who arrive late often miss critical instructions. Because we want students to have every possible advantage, we are imploring families to ensure that children arrive on time.

A tardy is defined as failure to be at a designated location at a specific time. At Stetson Hills we expect students to be in their classroom ready to begin learning at 8:45 a.m. Please remember to request notes from the offices of dentists, doctors and others where possible if children are tardy due to appointments. Medical and dental appointments are considered “excused” tardies. With few exceptions, most tardies are considered unexcused. If you are unclear about whether a tardy or an absence is excused, you may call 623-445-5390 / 623-445-5306, or send an e-mail to the school registrar, Susanne Murphy (Suzanne.murphy@dvusd.org).

TRUANCY

It is unlawful for any child between the ages of six and sixteen years of age to fail to attend school during the hours school is in session, unless excused. (ARS 15-802) “Truant” means an unexcused absence (ditching) for at least one class period during the day. Students may be considered truant if they:

1. Leave school without being signed out by parent or guardian in the office.
2. Are absent from class without permission.
3. Obtain a pass to go to a certain place and do not report there.
4. Believe they are ill and go home or stay in the restroom instead of reporting to the nurse’s office.
5. Come to school, but do not attend classes

CUTS PROGRAM

Stetson Hills is in partnership with the Maricopa County Juvenile Probation Department. Juveniles who are cited for a first or second truancy offense will be referred to the program.

CUTS consists of a probation officer, school official, parent, and student coming together to tackle truancy.. The goal of the program is to increase school attendance for students under the age of 16. The probation officer, visiting the school, with the help of school officials and parents decides the consequences for the truant student. Consequences may include community service, an educational class for student and parent, and/or counseling. The parent will be assessed a \$25.00 fee. All consequences must be completed within 30 days following the CUTS meeting. Failure to comply with these sanctions results in the case being set for a court hearing in Juvenile Court.

A schedule of probation officer visits, monthly classes, and more program information may be found at: www.maricopa.gov/juvenile/PROGRAMS/cutsinfo.htm.

ATTENDANCE INCENTIVES

One of our goals is to encourage improved attendance at Stetson Hills School. We need your help in accomplishing this goal. You can assist by ensuring your child attends school on a regular basis and is on time each day. Doctor’s appointments and vacations should be scheduled after school hours or during recess times (Spring Break, Winter Break, etc.), whenever possible. One way the school emphasizes regular attendance is to recognize students who have perfect attendance with no tardies. Students who have perfect attendance will receive a “Perfect Attendance” certificate at the end of the year.

EARLY STUDENT PICKUP

If it is necessary to pick up your child during school hours, you need to report to the school office to sign him/her out. The office will then call our child to the office. **Your child will not be called to the office prior to your arrival.** For your child's protection:

- ◆ **Your child will not be released to anyone except his/her parents or the responsible party you have identified on the Emergency Cards.**
- ◆ **Picture identification will be required.**
- ◆ **A not or telephone call is NOT sufficient to have your child released from school.**
- ◆ **No student will be released after 3:20 p.m.**

CLASSROOM INTERRUPTIONS

Interruptions to classroom instructions are detrimental to the learning environment. Make sure your child knows how he/she is getting home before the start of the school day. Reminder calls for your child are disruptive to the learning of others. If an emergency occasionally happens, we will do our best to help. We encourage you to make a "how to get home plan" for your child and then keep the same plan every day.

Frequent classroom disruptions can result when there are numerous requests to deliver items to students during the school day. The following list of items will help parents/students to understand how items will be distributed throughout the day. Our first priority is our students' learning and that the classrooms are not interrupted numerous times throughout the day. Here is how the office will be handling the following items since they are the most common:

- ◆ Balloons, flowers, food for the classroom, sports items: Will be held in the office for the students to pick up at the end of the day. The office will call the student after 3:00 p.m. to pick up.
- ◆ Homework, Progress Reports, Report Cards: Will be in the teacher's mailbox.
- ◆ Lunches or lunch money: A call will be made for the student right before lunch.
- ◆ Band instruments, notebooks: A call will be made for the student to come to the office to pick up the item in the office.

REQUESTING HOMEWORK

If your child is absent more than **three** days, you may request that homework be prepared for you to pickup in the office. Please call or e-mail the teacher before 9:00 a.m. on the fourth day and homework will be available in the office at the end of the school day. Please check teacher's website for posted assignments. Student should check with their teachers upon returning to school to see if any additional make-up work is required. No homework will be faxed.

Please call in advance (before 9:00 a.m.) when requesting homework for absent students. Teachers are not able to stop instruction to gather homework. This takes time. Your cooperation is appreciated.

ACADEMIC INFORMATION

REPORT CARDS / CONFERENCES

Conferences are scheduled twice each year. This is the time when parents and teachers talk about students, their progress in school and their special needs. We believe both parents and teachers are **partners**. Please join the teacher in finding the best way to help your child learn. Because conference timelines are limited, we ask you to think in advance about what you would like to talk over with the teacher. You may ask for more conferences during the year. If you ever have a question, please contact your child's teacher.

Report cards are issued four times a year, after each nine-week period. Parents are to sign the report card envelope before it is returned to school. If your child is experiencing difficulties, a progress report will be sent home 4-5 times before the end of each grading period.

HONOR ROLL / PRINCIPAL'S LIST

Students in 3rd-8th grade can earn academic awards if they meet the following criteria:

- ◆ **Principal's List:** A's in all subjects. No N's or U's in Special Area Achievement Grades. No incompletes.
- ◆ **Honor Roll:** A's and B's in all subjects. No N's or U's in Special Area Achievement Grades. No incompletes

POWERSCHOOL

PowerSchool provides parents access to their child's grades via the internet. This tool allows for increased communication between the school and home. PowerSchool User ID and Passwords are now available. If you have not received your access information, please stop by the main office to obtain it. A valid picture ID is required for parents to pick up their child's login and password. Visit <http://ps.dvusd.org/public> to access your student's grades.

DEER VALLEY PROMOTION/RETENTION STANDARDS

Students must demonstrate accomplishments of the standards in reading, written communication, mathematics, science and social studies adopted by the State Board of Education. In addition to these standards, test scores, grades, teacher recommendations, and other pertinent data will be used to determine promotion.

In grades K-8, the student shall be promoted if the student receives a teacher's recommendation for promotion. The promotion criteria include:

- A. Achievement on class assignments, projects and tests: The **minimum** standard for promotion to the next grade for grades K-8 in Deer Valley Unified School District is a grade of D for the final grade in all classes, inclusive of class assignments, projects and tests.
- B. Seventh and eighth grade students must pass a minimum of two of the following classes: mathematics, language arts, science and social studies in order to be reassigned. Students who fail more than two classes of math, language, science and social studies must pass language arts and/or mathematics in summer school in order to be reassigned.
- C. Reassignment:
- D. Attendance: The **minimum** attendance standard for the Deer Valley Unified School District is 90% of the days of the school year per A.R.S. 15-803. Extenuating circumstances will be considered on an individual basis.

Definitions for Grades K-8

Promotion: A student passing all classes is promoted

Reassignment: A student who fails one or two classes may be placed/reassigned into the next grade level. Additionally, at grades 7 and 8 exceeding the age limit may warrant reassignment to the next grade level.

Retention: A student who fails three or four classes stays/is retained in the same grade level unless the student successfully completes the summer school requirements.

According to A.R.S. 15-521.10, each teacher shall make the decision for promotion or retention of students. All recommendations for promotion/retention must be documented by the teacher. Recommendations that do not comply with the stated criteria must be substantiated by the teacher.

If a parent or legal guardian disagrees with promotion/retention decision of the teacher as provided in A.R.S. 15-521.10, the parent or legal guardian may request in writing that the Governing Board review the teacher's decision.

PROMOTION CEREMONY FOR 8TH GRADE

Eighth grade students must pass (60% or higher) all subjects for the year in order to participate in the promotion ceremony. Promotion ceremonies are activities that honor the promotion of 8th grade students to their next level of education. Students must be eligible to participate in these ceremonies. Accommodations are made on an individual basis for special-needs students. Students who are not eligible to participate within the guidelines may be reassigned to high school. Students who are being reassigned will be notified by the school. Students must pass all academic classes to participate. Passing is determined by a yearly average of course grades.

Please keep in mind that this is an activity that honors the promotion of our eighth graders to their next level of education. It is NOT intended to be a formal affair. Please do not go to undue expense. With that in mind, the following guidelines should be taken into consideration:

Girls:

- ♦ Dresses, skirts and blouses, or pant outfits are acceptable. No jeans.
- ♦ Skirt length to be respectable; no mini and no floor length skirts.
- ♦ No backless, strapless, or spaghetti strap dresses or blouses.
- ♦ Please avoid high heels for safety reasons.
- ♦ No gum allowed during ceremony.

Boys:

- ♦ Dress slacks, dress shirts.
- ♦ No jeans, shorts or sweatpants.
- ♦ Suits, sports jackets and ties are optional.
- ♦ Dress should not include tuxedos, T-shirts, or hats.
- ♦ No gum allowed during ceremony.

Dress is NOT to include tuxedos, floor length formals, T-shirts, or hats. We also ask that due to the problems with parking, any extra vehicles, such as limos, not be used.

Special Education Promotion/Retention

The decision to promote or retain special education students in Deer Valley Unified School District will be made by the multidisciplinary team. The classroom teacher does not have the sole right or responsibility to promote or retain special education students.

Acceleration

When circumstances indicate that acceleration in grade place is in the best interest of the student, close cooperation between the parents and all school personnel involved is imperative. Each student's placement will be considered individually and decisions will be made only after a careful study of facts relating to the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also determining factors. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place the student in the school program where the greatest success will result.

The final decision to accelerate a student rests with the Superintendent. Parent involvement in all steps of the process is vital. Parental consent, teachers, administration and community members. Should you have any questions or concerns regarding the curriculum, please stop by the office and talk with the principal. She should be able to help you or get you in touch with someone from the district office who can answer your questions and concerns.

ASSESSMENT**Student Assessments**

The goal of assessment is to improve student achievement through assessments that are based on state academic standards and aligned with the curriculum and instruction.

Arizona State Mandated Assessments

The goal of the Standards and Assessment Section of the Arizona Department of Education is to have useful data for districts to make data driven decisions for instruction. Students will be taking AIMS in grades 3-8. The test will measure student achievement using standards based items developed by Arizona educators. The test will also produce a norm referenced score showing how students performed on norm referenced items embedded in that test. Second grade students will continue to take only a norm-referenced test.

District Mandated Assessments

The district is in the process of developing standards based assessment items that will be utilized to make reasonable inferences about students' status with respect to knowledge and/or skills identified in the Arizona articulated standards. The tests are designed for teachers by teachers as a resource to inform instruction.

SUPPLIES AND TEXTBOOKS

Basic supplies and textbooks are provided free to all elementary students. Each student is responsible for the care of textbooks and library books. A charge will be assessed for lost or damaged books. Arizona law requires that public schools provide supplies required for academic success. Teachers may request optional, supplementary items which you may supply, at your discretion. If you have any questions, feel free to contact the school.

HOMEWORK POLICY

At Stetson hills, we believe that homework should involve parents, students, and teachers to strengthen the home/school partnership. Parents are requested to check assignments daily. The Deer Valley Unified School District recommends the following guidelines for homework to reinforce skills taught in the classroom:

HOMEWORK GUIDELINES

1. To enrich and expand in-class curriculum
2. To improve study skills
3. To connect the school and home
4. To complete work that was missed due to an absence or unfinished daily work
5. To provide parents with a better picture of their child's skills, concepts and work habits.

Homework plays a critical role in helping students become lifelong independent learners who take responsibility for their own learning. Becoming responsible for homework is a continuation of a learning process developed in the classroom and carried on by the child in his home environment. Its effectiveness depends upon careful planning by the teacher as well as supportive parental involve-

Kindergarten	Three nights per week, reading daily
Grade 1	Approximately 15 minutes per day (Mon - Thurs) Math/Spelling plus daily Reading
Grade 2	Approximately 20 minutes per day (Mon -Thurs) Math/Spelling plus daily Reading
Grade 3	Approximately 20-30 minutes per day (Mon-Thurs)
Grade 4	Approximately 30-40 minutes per day (Mon-Thurs)*
Grade 5	Approximately 40-50 minutes per day (Mon - Thurs)*
Grade 6	Approximately 45-60 minutes per day (Mon-Thurs)*
Grade 7/8	Approximately 60-75 minutes per day (Mon -Thurs)*

*Friday assignments may be given at the discretion of the teacher.

STANDARDS-BASED PRACTICES

The purpose of Standards-Based Practices (SBP) are to measure a student's performance and product against defined grade level expectations. In an SBP and reporting system, grades reflect what a student knows and can do, as outlined in the Arizona State Standards. Teachers in Grades K-8 will base report card grades on academic achievement only.

What is the difference between Standards-Based Practices and traditional grading?

Traditional grading is easy to spot because it typically involves:

- ♦ Simple letter grades.
- ♦ Assessments based on teacher-defined criteria.
- ♦ A single overall grade per student based on a combination of related and unrelated assessments of skills, knowledge, performance and conduct over a period of time.

Traditional grading results in a very limited measure of a student's abilities; the A on a child's report card might thrill parents, but this grade does not convey precise information. Standards-Based Practices overcome this problem. The essential qualities of Standards-Based practices does not convey precise information. Standards-Based practices overcome this problem. The essential qualities of Standard's Based practices involve:

- ♦ Rubrics with meaningful labels.
- ♦ Assessments based on specific state, district or school-wide standards.
- ♦ Multiple grades per student: one grade for each standard that reflects the student's achievement related to the standard.
- ♦

How do Standard-Based practices work?

Traditional grading averages all of the work and other subjective factors that a student has done over a quarter or semester. This includes practice of identified skills found in daily homework or the perceived effort a student may have demonstrated. SBP focuses solely on proficiency and removes extraneous factors such as effort, missing practice or attendance. Standards-Based Practices assesses a student's most recent and overall work so it truly reflects what a student has learned and what they now know.

Why is Stetson Hills implementing Standards-Based practices?

Standards-Based practices helps to improve student achievement by focusing on four critical questions:

- ◆ What do students need to know and be able to do?
- ◆ How will we know that they have not learned it?
- ◆ What will we do when they have not learned it?
- ◆ How will our instruction change when they already know it?

Grades based on curriculum standards become triggers for action. Standards-Based practices help teachers plan their instruction so they can challenge and support all students. They help parents know the academic areas in which a student meets or exceeds expectations, needs challenge or needs support.

Grade for Achievement

In Grades K-8, the report card grade summarizes achievement on many tasks or assessments during a marking period. These tasks/assessments may take different forms, including tests, quizzes, composition, exhibits, presentations, graphic displays, performances, discussions and simulation.

How do the Standards-Based Practices affect students in special populations?

Students receiving services for limited English proficiency, special education, or 504 disabilities will be afforded all accommodations and modifications, as documented by English language learner (ELL) plans, Individualized Education programs (IEPs) or Section 504 plans. Gifted and talented students can be truly challenged in a Standards-Based classroom because if they show early mastery of fundamental skills and concepts, they can then concentrate on more challenging work that is at higher levels of Bloom's taxonomy or that seeds connections among objectives.

Re-teaching/Reassessment

Reassessment opportunities are identified by the teacher and occur within an instructional unit. Multiple reassessments are offered per task/assessment. This forces students to learn about themselves as a learner. They have to analyze their own study habits to figure out what actually works for them, helping students retain knowledge.

When reassessment is offered, all students may be reassessed, regardless of the grade on the original task/assignment. The reassessment grade replaces the original grade unless the reassessment grade is lower. Students must meet the following requirements for reassessment:

- ♦ Complete the original task or assessment.
- ♦ Complete required assignments.
- ♦ Complete the re-teaching/relearning activities.
- ♦ One attempt per student per day.
- ♦ Students may have up to two reassessments.
- ♦ An attempt is a testing situation and must be taken seriously.

Homework

Teachers in Grades K-8 assign homework as an important part of instruction.

- ♦ Homework for practice is not part of the academic grade.
- ♦ Homework/Classwork may be evaluated for learning if the students have been working on that standard for a period of time.
- ♦ Teachers provide feedback on homework that is assigned to practice new skills.
- ♦ Teachers give feedback in writing and/or by talking with students individually or in groups.

Extra Credit

Because students will have the opportunity to redo summative assessments and tasks until they demonstrate mastery, extra credit will not be offered.

How will late work be handled?

- ♦ Academic grades reflect student mastery and content knowledge not behavior such as tardiness. Therefore, late work will not affect the student's academic grade.
- ♦ Student work that is not turned in at all will be reflected with a score of 49%.
- ♦ Submitting late work is an issue of punctuality. While it is essential, it will be communicated separately in the effort portion of the grade book.
- ♦ All work will need to be completed and turned in for grading prior to the last week of each quarter.

What about non-academic factors?

Grades will reflect the level of the student's academic achievement. While non-academic factors are highly valued, they do not contribute to the student's achievement grade based on state and national standards. Instead, non-academic factors will be communicated separately from an achievement grade.

Examples of non-academic achievement factors include:

- ♦ Behavior, Attendance, Attitude, participation, Effort and Punctuality
- ♦ Homework is practice which extends a student's understanding rather than mastery unless it is an assigned project summative assessment.
- ♦ Any evidence of student characteristics not attached to an academic standard.

What about non-academic factors?

Grades will reflect the level of the student's academic achievement. While non-academic factors are highly valued, they do not contribute to the student's achievement grade based on state and national standards. Instead, non-academic factors will be communicated separately from an achievement grade.

Examples of non-academic achievement factors include:

- ◆ Behavior, Attendance, Attitude, participation, Effort and punctuality
- ◆ Homework is practice which extends a student's understanding rather than mastery unless it is an assigned project/summative assessment.
- ◆ Any evidence of student characteristics not attached to an academic standard.

Stetson Hills's Standards –Based Practice Understandings:

- ◆ Grades communicate student achievement of learning standards; students' grades will not be reduced or inflated due to student behaviors *outside of the standards*.
- ◆ Standards are clearly communicated to students *with clear indicators of proficiency and examples of proficiency*.
- ◆ Grading is consistent among teachers and common assessments are utilized to measure student achievement.
- ◆ Students learn at different rates and will have multiple opportunities to demonstrate their knowledge of standards; students are expected to take steps to correct errors of knowledge, understanding or skills before they 'reattempt' to demonstrate mastery of standards
- ◆ Formative assessments are used to provide *timely and descriptive feedback in order to allow students to utilize feedback self-assess progress towards a standard*. Summative assessments provide *current mastery of standards*.
- ◆ Avoid recording zeros for work not done; a 49% will be recorded in the grade book until work is turned in.

STUDENT PLANNERS

Students in grades 3-6 will be provided with an assignment book/planner. Students will bring their planner home nightly, and these must be returned to school daily. This will support your child's organization and our communication with you on a daily basis. A fee will be charged to replace a lost assignment book/planner or communication folder.

Students in grades 7/8 will be provided with a Middle School handbook. This handbook is like a planner and is a place for families and students to keep track of assignments that are due, reading logs, restroom logs, as well as teacher/class information.

LIBRARY BOOKS/MEDIA CENTER POLICIES

The mission of the Library/media Center program is to help students become life-long learners, and to develop a love of reading for various purposes. Flexible scheduling is employed in the library program to allow students and teacher maximum use of the library and its resources. Please be aware that district policy states students and their parents/guardians are financially responsible for damaged or lost books, and payment is expected during the same calendar year. Checkout may be restricted for students with outstanding, lost or damaged books. Parents who do not wish their children to check out books from the Media Center for any reason are requested to notify the librarian in writing.

DVUSD INTERNET AND E-MAIL AGREEMENT/PERMISSION FORM

Students/parents must sign an agreement/permission form for each child in order to allow access to networked computers and the Internet. The network is provided for students/users to conduct research and communication for academic purposes only as determined by the District curricula. Independent access to the network is provided to students/users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. All network administrators/teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search of websites visited to ensure that such use meets the District intent as a tool for academic purposes. Files stored on District servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from all around the world. The District has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The District is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with sources such as television, movies, radio and other potentially offensive media. Parents may revoke their students' internet/E-mail privileges at any time by notifying the school in writing. Students may have their Internet/Email privileges revoked for misuse.

COMPUTER USAGE AND RESPONSIBILITY

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The following are **not** permitted:

1. Sending, accessing or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computers
5. Employing the network for commercial purposes.
6. Accessing inappropriate areas.
7. Violating copyright laws.
8. Trespassing in others' folders, work or files.
9. Using passwords of others.

CONSEQUENCES

1. Violations may result in a loss of access.
2. Violations may be subject to disciplinary action.
3. When applicable, law enforcement agencies may be involved.

Procedures will be discussed with students regarding technology use on campus. A Technology User Agreement will be reviewed with students; students will be required to sign the user agreement indicating they understand the procedures for technology use at Stetson Hills.

HEALTH AND SAFETY

ILLNESS/EMERGENCY/EMERGENCY CARDS

Please do not send your child to school if he/she has diarrhea, vomiting, a fever, rash or a communicable disease. Students should be out of school for 24 hours after running a high fever. **Injuries or serious illness during school:** if serious enough to remove your child from school, you will be notified. It is the parents' responsibility to make arrangements to pick up your child. Your child will be released only to persons listed on the student's emergency cards.

WHEN TO STAY HOME

We think good attendance is vital, but not when it may jeopardize the health of others. Please keep your child at home if he/she shows any signs of illness. This will prevent the spread of disease and allow your child to recuperate more quickly. If your child has a fever, he/she needs to stay home twenty-four (24) hours after the temperature has returned to normal. Please, do not medicate your child for a fever, and then send them to school. They are still contagious and may spread their illness to the other students and staff.

MEDICATION

ALL MEDICATIONS (including OTC and cough drops, etc.) MUST BE DELIVERED TO THE NURSE BY AN ADULT IN THE ORIGINAL CONTAINER.

State laws and school district policy strictly regulate how any medications are given at school. When it is necessary for a student to take medication during school hours, the following requirements MUST be met:

Doctor's Prescriptions

Medications must be in the **original container**. Prescription label must include:

1. Name of student.
2. Name of medication.
3. Dosage
4. Time to be given.
5. How long to be given.
6. Current date.

Parent consent forms (available in the Nurse's office) **MUST** be filled out.

Over –the-Counter Medications (in original container!)

The nurse does not have over the counter medicine in the nurse's office; they must be supplied by parent with written permission for the nurse to administer. Parent consent forms are available in the Health Office.

- ♦ Parents/guardian **MUST** provide written permission to administer any medication.
- ♦ Parent permission forms are available in the nurse's office.
- ♦ The nurse will return medication only to adults for weekend use, etc.

IMMUNIZATIONS

Immunizations: The State of Arizona requires **all students entering school to be 100% compliant with the immunization law.** If there is a medical, personal or religious reason you choose not to have your child immunized, please contact the health Office for an Immunization Exemption Form. Forms are available in the Health office that explain what the School Requirements are and where you can go to get free immunizations.

- A. **Students who are 11 years old and entering the 6th grade are required to have Tdap and Meningococcal (MV) vaccinations in order to attend school.** These immunization are recommended for students in the 5th grade as they turn 11 years old, as well as older student entering 7th grade and above.

Additional immunization requirements for **kindergarten through 12th grade.**

- 4 DPT (unless received before the age of 4, then 5 doses are needed)
- 3 OPV (unless received before age of 4, then 4 are needed)
- 2 MMR
- 3 HEP B
- 2 Hep A (preschool)
- 1-2 Varicella (chicken pox) or documentation of having had the disease.

By law, the school cannot allow a child to attend if his or her record does not show the month and year (month, day and year for **MMR**) for each required dose, or if he/she has no immunization record.

INSURANCE

Student insurance for school injuries is available at a nominal cost and is optimal. The school assumes no liability for the coverage or any subsequent negotiations with the company. Our school is not affiliated with the company. Claim forms will be available in the school office for insured students.

INJURY/ACCIDENT

In case of injury/accident on school property, it is important that a report be filed in the school office. Forms are available in the school nurse's office.

PHYSICAL EDUCATION (P.E.) EXCUSES

- ♦ *One week or less:* A written parental excuse is required.
- ♦ *Over one week:* A written doctor's excuse is required.
- ♦ *Lengthy illness or injury:* A written doctor's excuse is required. A doctor's release stating the child is okay for P.E. is required before they may return to P.E.
- ♦ *Children with physical limitations:* Please have your doctor give us written guidelines, as well as the need for pre-medication needs before exercise. Medication must be kept in the nurse's office and administered by the nurse.

REPORTING CHILD ABUSE

According to state law, child abuse is not something school employees can ignore. Non-accidental injury, sexual molestation, abuse and neglect must be reported to Child Protective Services (CPS). People who are required to report suspected abuse are protected by state legislation from any civil or criminal liability.

ANIMALS, PETS AND STRAY DOGS

On occasion, students may wish to bring animals or pets to school as part of a school project. Permission must first be obtained from the administration, via the teacher, before any animal can be brought to school. The teacher will instruct the child to make arrangements for the parent to deliver the animal or pet to the classroom and to take it home immediately after the showing. Animals are to be properly restrained or in proper containers. All shots must be up-to-date. Parents are to assume all liabilities for any injuries or damage that may occur. Pets are not allowed on campus, including the fields, at any time.

For the safety of our students, stray cats or dogs that find their way on campus will be turned over to the animal shelter if the owner cannot be located. Please caution your children not to encourage any animal to follow them to school.

No animal, insects, reptiles, etc. may be carried on a school district bus. Please do not bring any animals before, during or after school when visiting the campus unless special permission is arranged through the administration.

EMERGENCY DRILLS

1. **Fire evacuation:** In the event of a fire or emergency evacuation, students and staff will hear a loud tone. Follow printed instructions posted in each classroom for evacuation. These drills are scheduled on a regular basis to teach our students the safest and quickest route from the school buildings.
2. **Emergency Lock Down Procedures:** Stetson Hills has a lock down procedure and will routinely practice this procedure.

In the event that a potentially dangerous person enters the campus or if random violence breaks out in the nearby neighborhood, the school will be “locked down”. During lock down procedure students and teachers will be inside classrooms. Doors are locked by teachers in the classrooms and students and teachers sit quietly. They will remain in the classroom until the drill is completed or the emergency situation is resolved.

BICYCLES

Students who ride bicycles must assume all responsibilities and risks involved. Bicycles must be parked and locked in the bicycle rack. Each student must have his/her own lock and not share it with another student—whether it be brother, sister or friend. Mini-bikes, motorcycles, motorbikes, skateboards and scooters are not allowed at school. While on school grounds, students are to walk their bicycles.

POSSESSION OF WEAPONS

It is a violation of state law and Deer Valley Governing Board Policy for any person to carry or possess a weapon on district property. This includes students and all adults; employees, parents and other district visitors. The only exceptions involve peace officers and those who obtain special authorization from the appropriate school official.

Any individual (student or adult) possessing or carrying a weapon will be dealt with to the fullest extent that Deer Valley Governing Board Policy and state law will allow.

Governing Board Policy and Arizona Statutes which refer to this issue include GBEB (Staff Conduct), GCQF (Discipline, Suspension and Dismissal of Support Staff members), JICI (Weapons in School), KFA (Public Conduct on School Property), KI (Visitors to Schools), ARS 13-3102, ARS 15-341 and ARS 15-841.

STUDENT ARRIVALS/DEPARTURES

STUDENT ARRIVAL PROCEDURES (GRADES K—8)

1. Students may not be on school grounds prior to **8:30 a.m.** because there is no supervision. (The only exceptions are students in chorus, band or students eating breakfast. Breakfast is served from 8:10 a.m.—8:35 a.m. daily). **Students are not to arrive on campus before supervision is available. Students may not climb fences to enter the school grounds.** Before and after school care is available through the Community Schools, 480-268-1020.
2. **STUDENTS K-6 SHOULD GO DIRECTLY TO THE PLAYGROUND** when they arrive after 8:30 a.m. Students must stay on the playground until the 8:40 a.m. bell rings. Students are to walk to their rooms. Only 7-8 students are required to be in the 7/8 quad area from 8:30 a.m.—8:40 a.m., K-6 students need to be on the playground.
3. Students arriving by **BUS** will be dropped off in the Bus Loading/Unloading Zone. These students will proceed to the playground and remain on the playground until the 8:40 a.m. bell rings.
4. Students arriving by **BIKE** will park and lock their bikes in the bike rack area.
5. Students brought to school by **CAR** or other vehicles should be dropped off in the drop off zone in the front parking lot. Students must be dropped off on the side of the street closest to school.
6. Day care vans will use the front parking lot for drop off.
7. For the safety of students, no student shall walk through the parking lot or between cars without an adult.

STUDENT DEPARTURE PROCEDURES (GRADES K-8)

1. Students are dismissed at 3:30 p.m. All students must leave campus at dismissal (exceptions are academic tutoring/study time, parent permission for special activity, etc.) It is very important that your student(s) are picked up in a timely manner. Students picked up by a car are picked-up in the zone closest to the school. Students are not permitted to enter the parking lot without an adult.
2. Students who ride **BIKES** should go to the bike racks, unlock their bikes and walk their bikes off campus. Students are not to ride in the street or carry a second passenger on their bicycle.
3. All students who are walkers or bike riders will exit through the central corridor or front entrances of the school. No one shall cross the bus lane at dismissal time.
4. Day care vans will pick up day care students by using the front parking lot.
5. **AFTERNOON BUS RIDERS:** Students will wait with duty teacher until dismissed to busses. Students are to stay on the sidewalk.

CROSSWALKS

Children are to use ONLY designated crosswalks. DO NOT cross streets at any other point. Students are expected to follow the instructions of crossing guards.

PARKING INFORMATION

Students being picked up by parents will use the pickup/drop off loop in the front parking lot. Please arrange the pickup point with your child. It is a violation of phoenix City Parking Code 36-134 to park a vehicle in the road where there are signs posted which say “No Stopping”/”No Standing” or “No Parking”. There are such signs posted on Stetson Hills Loop in front of the school. The no parking zone includes the area between the signs which states, “No Stopping”/”No Standing” or “No Parking” starts here and “No Stopping”/”No Standing” or “No Parking” stops or ends here. There have been come complaints from neighborhood residents to the police department about people parking in this area. Anyone parking in these marked areas may be cited for the parking violation and subject to the \$16.00 - \$31.00 fine.

Please do not park in **HANDICAPPED SPACES** unless your vehicle is appropriately licensed/marked. Please do not park in unmarked parking spaces.

STUDENT PICK-UP TRAFFIC FLOW

The student pick-up/drop-off loop is designated to promote the safe transportation of children. Students may be picked up or dropped of only where signs are posted. Follow the blue line forward. Loop around if necessary. **THIS PROCEDURE IS DESIGNED TO EXPEDITE PICK-UP AND DROP-OFF OF STUDENTS. DO NOT LEAVE YOUR CAR UNATTENDED IN THIS LOOP.**

BUS INFORMATION

Deer Valley School District provides bus transportation for kindergarten students who live more than 1/2 mile from the school and for first through sixth grade students who live more than 1 mile from the school.

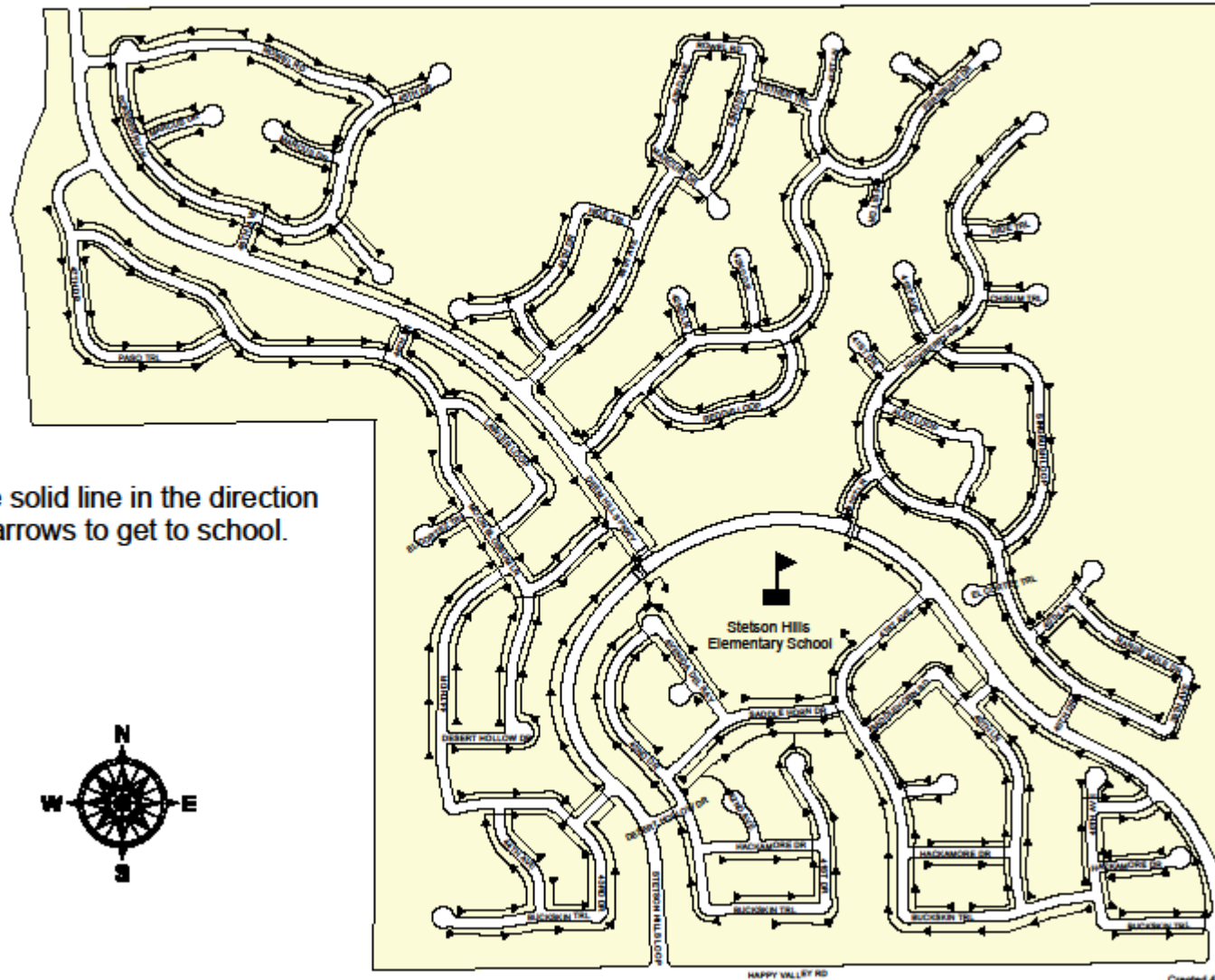
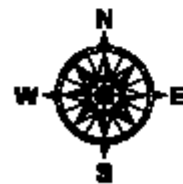
While students are riding the school bus or waiting at designated bus stops, they are expected to conduct themselves in an orderly manner. Schedules and bus stop locations are available in the Stetson Hills office or by contacting the Deer Valley transportation department at 602-467-5090.

SAFEST ROUTE TO SCHOOL WALKING PLAN

The Stetson hills Safety Team and the City of Phoenix have been working together in an effort to improve safety for your children. The Safest Route to School Walking Plan shows the safest walking routes available for your children. When more students are walking to school, that means fewer parents are driving them, which will alleviate some of the traffic congestion associated with our school. If you have any questions or concerns about the established routes, or if you are aware of any changes that affect this map, please contact the office.

Stetson Hills Elementary Safest Route to School Walking Plan

Follow the solid line in the direction of the arrows to get to school.



Created 4/9/04

FOOD SERVICES

SCHOOL BREAKFAST AND LUNCH

Deer Valley offers a varied lunch menu and sends a copy home with each student at the beginning of each month. In addition to the regular menu, a salad bar is offered for students in grades K - 8. **Breakfast, lunch and milk prices are listed on the school lunch menu.** Students may bring their lunch or eat a hot lunch in the cafeteria. Parents are always welcome. We offer a la carte items or, if you prefer, you may place your order for a hot lunch by calling the cafeteria office early that morning. The cafeteria phone number is: 623-445-5314.

Students may purchase lunches through the Cafeteria Clerk. Students in grades K-8 use their student I.D. number and input this number at the cashier's checkout. Lunch tickets may not be shared. Parents may deposit any amount of money in the student's account to be used any time during the school year for lunch or milk. Checks are made payable to Stetson Hills. Please put student ID number or room number on all checks. All school lunches include a one-half point of 1% milk and juice. If your child has a milk product allergy, juice can be substituted. Please contact the school nurse if your child has an allergy to milk.

If a student does not have money or lunch, he/she must try to contact a parent. If no one can be reached, we will debit his or her account for a meal. This must be reimbursed as soon as possible.

Stetson Hills' cafeteria serves breakfast from 8:10 a.m. to 8:35 a.m., Monday through Friday. Students may purchase breakfast within these time lines.

The Deer Valley School District takes part in the National School Lunch Program/School Breakfast Program. Students may qualify for reduced price or free lunches and breakfasts. Applications are available at each campus in the school office.

To make payments on-line, go to: www.ezschoollpay.com

PARENT/SCHOOL COMMUNICATION

COMMUNICATION PROCEDURES/PROBLEM RESOLUTION/CHAIN OF COMMAND

It is important for parents to communicate concerns, questions and desires about their children's academic and behavioral progress to the teacher. Your children's teachers are the best resource for resolving these issues. We will do all we can to resolve concerns at the school level.

1. The parent(s) meets with the teacher to explain the concern and reach a resolution. A plan of action may be needed. Please schedule a follow-up meeting to check on progress. (This second "meeting" may be in person, by note, or over the phone).
2. If the concern is not resolved, then it is appropriate to contact the principal. The principal will schedule a meeting with the parents and teacher. The concern will be explained and actions taken to this point will be outlined. A new plan of action will be developed and carried out. A follow-up meeting will be scheduled to check on progress.
3. If the concern persists after attempts to resolve the concern with the teacher and principal, then parents may contact the appropriate administrator at the district office. Our staff will be of assistance in giving this information, should it become necessary.

VISITING ON CAMPUS

We welcome adult visitors.

- ♦ To arrange a visit, please contact your child's teacher or the office. Parents will not be able to drop in on the classroom unexpected.
- ♦ All visitors must sign in at the office before any visit on campus. Faculty and staff are instructed to direct you to the office if you are not wearing a visitor badge.
- ♦ Parents may visit the campus to have lunch with their child; however, parents will not be allowed on the Kindergarten or 1st through 8th grade playground at lunch; toddlers are not allowed on the equipment on either playground as per regulations by the manufacturer.
- ♦ Children who do not attend Stetson Hills are not permitted to visit school during school hours.
- ♦ Please arrange for teacher conferences before or after school.

TELEPHONE USE

It is important that classroom interruptions be kept to a minimum. It is the responsibility of the student to check at the office for forgotten lunches and/or homework. **Students will not be called from class to answer phone calls or to pick up forgotten items.** Messages will be delivered in cases of emergency.

Each teacher has a direct phone line to their classroom. The teacher will give his/her number to parents at the beginning of the school year. Calls to teachers should be limited to before and after school. Teachers will not be called from their classes to answer the telephone except in emergencies. If you find it necessary to call at a time other than before or after school, you may leave a voice message by calling the teacher's direct phone number. During school hours, the number will ring to the teacher's voice mail. The teacher will call you back at his/her earliest opportunity.

Students should not expect to make general use of the telephone; it is needed for parent and teacher use. This rule will be strictly enforced. **After-school activity arrangements should be made prior to arrival at school.**

PARENT OBSERVATION POLICY

We welcome all parents and visitors to Stetson hills! In order to minimize disruption to the teaching/learning environment, please follow these procedures:

- ◆ Parents are asked to schedule observation appointments through the classroom teacher at least 24 hours in advance. It is helpful for the teacher to know the purpose of the visit so that time and length of visit can be arranged. If the visit is to be done by a counselor or psychologist, parent authorization is needed in writing before scheduling the observation. Paperwork is available in the front office.
- ◆ Parents are asked to make arrangements for siblings who do not attend school to not be on campus during the observation.
- ◆ Please report to the office at the time of your arrival to receive a badge. This is required.
- ◆ The office will notify the teacher when the parent arrives.
- ◆ The teacher will not be able to conference with a parent while students are in class. Conferences must be scheduled for another time.

PARENT/COMMUNITY INVOLVEMENT

PARENT - TEACHER - STUDENT ASSOCIATION (PTSA)

The PTSA at Stetson Hills is an important school—community organization that is highly involved in many activities that benefit our students, staff and surrounding community. We are proud of our PTSA and appreciate the commitment and support this group has continually demonstrated.

During this school year, there will be many opportunities to become involved in Stetson Hills PTSA. Every parent is encouraged to join. This is a great way to make new friends in your neighborhood, while helping your child through the elementary school years. Stetson hills is a neighborhood school. We encourage you to be involved. If you have any questions concerning PTSA, please contact the PTSA president or call the school office. PTSA direct line: 623-445-5363; office line: 623-445-5300.

VOLUNTEERS

You can be a source of special skills, give personal attention or be an extra pair of hands when you become a school volunteer. There are so many ways you can help. Volunteers can be: Classroom helpers, media Center assistants, Junior Achievement facilitators, Clerical aides, Field trip helpers, health Office assistants, Tutors, Resource speakers or Campus monitors. The job and the hours are up to you! There is much to be done everywhere on campus. If you have a few hours to give each week to work in the school office, nurse's office, library or classrooms, please contact your child's teacher or the school secretary at 623-445-5304. A "Volunteer Registration" must be completed by all volunteers. One side asks for some basic information, the reverse side is entitled "Volunteer Emergency Information". All volunteers will complete the medical information which will remain on file in the health center. That information will be treated with the same confidentiality as student and staff health information. Volunteers will also complete a "Volunteer Service Agreement" that is kept in the office. Parents who volunteer for overnight fieldtrips must be fingerprinted at the district office.

CAMPUS IMPROVEMENT TEAM (C.I.T.)

Stetson Hill's Campus Improvement Team (C.I.T.) is a decision making group that includes certified and classified staff and parents as members. The C.I.T. meets on a monthly basis. The C.I.T. makes decisions about allocating Campus Improvement Team (C.I.T.) funds and a number of school functions and operations. Input from staff, students and parents is gathered and used in this process. This is an exciting opportunity for parents to work in cooperation with school staff to make a positive difference in our child's school life. If you are interested in becoming a member of Stetson hills' C.I.T., please contact the school office.

FIELD USE AND FACILITY RENTAL

Requests for the use of Stetson Hills sports field and facilities by organized youth sports associations and community organizations are considered upon proper application through the school administrator. Groups must provide a certificate of insurance as per DVUSD Board policy. Stetson hills activities and sports programs take precedence over any outside organizations.

SPECIAL PROGRAMS

SPECIAL SERVICES

Deer Valley Unified School District offers the following Special Education programs:

Learning Disabled	Hearing Handicapped
Emotionally Disabled	Severe Language Impaired
Mildly Mentally Handicapped	Severe language Therapy
Moderately Mentally Handicapped	Adaptive Physical Education
Multiple Handicapped-Autistic	Occupational Therapy
Multiple Handicapped-Severe/Profound	Physical Therapies
Visually Handicapped	Homebound/Hospitalized

Teachers or parents may refer children for evaluation; however, parental approval is required for all evaluations. If you desire further information, please contact the Support Specialist or Psychologist at Stetson Hills, or call the district Special Services office at 623-445-4942.

EDUCATIONAL PROGRAMS

Excellent programs are provided for the education of students in the following areas: art, physical education, general music, instrumental music, library, SAGE (gifted education), EL (English as a Second Language) and Special Education. These subjects are an integral part of your child's curriculum and are scheduled daily or weekly. The SAGE, EL and special education programs require special testing for placement.

SPECIAL AREA PROGRAMS

Teachers are provided to teach art, physical education, general music, choral music, instrumental music, library and classes for gifted students. These teachers are specialists with many hours of training devoted to helping children learn about those areas of the curriculum. Special subjects are an integral part of your child's curriculum and are scheduled daily or weekly.

FIELD TRIPS

Field trips will be coordinated with academic learning. Students must meet classroom participation criteria and may not go on field trips without a permission slip signed by a parent or legal custodian, which includes **EMERGENCY TELEPHONE NUMBERS. NO VERBAL AUTHORIZATION WILL BE ACCEPTED.** When your child's class is planning a field trip, a note will be sent home with the child giving full details. You may be asked to be a chaperon. Preschool children may not accompany parents on field trips. (Parents chaperoning all overnight field trips MUST be fingerprinted at the district office).

Medication on Field Trips:

School nurses legally can not direct anyone other than another nurse to give medication. If any medication needs to be given by teacher or trip leader during a field trip, parents must complete consent form and provide properly labeled dose to the trip leader.

PREVENTION/AT RISK

Each campus has a prevention coach to help coordinate activities on campus. This may include workshops for teachers, red ribbon week, peer mediation, cross-age tutoring and cultural awareness programs.

EXTRA/CO-CURRICULAR ACTIVITIES

Stetson Hills has many programs for student success. These programs may include, but are not limited to:

Honor Roll/Principal's List	Stetson Hills Spirit Days
Beginning and Advanced Band	Chorus
Field Trips	Intramurals/Field Day
Campus/District Poetry Contest	Student Performances
Spelling Bee	Geography Bee
Student Talent Show	Homework Club
National Junior Honor Society	

DAYCARE

Many of our students go to day-care centers directly from school. To avoid confusion and concern of the part of students, we need you to give us the name, address and telephone number of the day-care center you use. Please provide the teacher with a schedule showing when your child will be going to day-care. (Also, be sure to send the teacher a note when there is a change in this schedule so students and bus drivers do not miss each other and the teacher who sees your child gets on the bus is fully informed.) We ask that you notify the day-care center when there is a change in the school schedule, such as parent/teacher conferences, holidays, ear dismissal days and field trips.

Before and after school care is provided by the Community Schools program. The times are 6:30 a.m. until the first bell and from 3:30 - 6:00 p.m. More information is available in the office.

SPECIAL EVENTS/ACTIVITIES

DANCES

Dances will be held at Stetson Hills for 7th and 8th grade students. These dances, which are chaperoned by staff and parents, are fun social activities for students.

Dance procedures/Rules for 7th and 8th Grade include:

1. A signed permission slip is required to purchase a ticket during the days prior to the dance. A list of names is available in case a ticket is lost. Only students with a ticket may enter the dance. **TICKETS ARE NOT SOLD AT THE DOOR.**
2. Dances are for Stetson Hills students only. Visitors are not allowed. Student ID cards are required.
3. Once students arrive at the dance, they may not leave until the dance is over unless the parent arrives at the door to release the student early. Chaperons are positioned at all exits.
4. Students are to treat one another with respect and courtesy. Displays of affection are inappropriate. **THE DRESS CODE AND ALL SCHOOL RULES APPLY.**
5. Students who have been suspended, or absent due to illness on the day of the dance, may not attend the dance. Dances are a privilege and students with disciplinary actions may not be allowed to attend current or future dances.
6. Students will be dismissed at the end of the dance to meet parents at the pick up/drop off area. Students must be picked up immediately after the dance.

EXTRA CURRICULAR ACTIVITY FEES

The Deer Valley School District charges each student an annual \$1.00 extra-curricular activity fee. The purpose of the fee is to generate increased extra-curricular activities for student participation, and to promote the extra-curricular tax credit provision available per current state law. Revenues generated from the fees will be used by the individual school to support extra-curricular activities. No student will be excluded from participation due to the inability to pay.

PARTIES

Classroom parties may be held to celebrate Fall Festival (Oct. 28), the Winter Holiday Season (Dec. 23) and Valentine's Day (Feb. 14). Parties are held the last 45 minutes of the school day. Siblings and other children who do not attend Stetson Hills are not permitted to attend class parties. However, they are permitted to attend school performances and other extra curricular events (i.e. concerts, plays, PTSA sponsored events, sporting events).

SPIRIT DAYS

Friday of each week are "Spirit Days" at Stetson hills. Students are encourage to wear their Stetson hills t-shirt or the school colors of blue and yellow. School t-shirts are available in a variety of sizes for purchase in the front office. Quantities are limited.

SPORTS PROGRAM

Students in grades 7-8 may participate in our competitive sports program. Stetson Hills competes with other Deer Valley K– 8 schools in an intra-district athletic conference. The sports offered at Stetson Hills include:

Volleyball (boys and girls) Basketball (boys and girls) Spirit line (boys and girls) Softball (girls) Baseball (boys)

Students who participate in sports programs are subject to all regulations of Deer Valley Athletics policy. This policy is distributed to all athletes at the beginning of each athletic season and can be found on the SH Athletics website. All 7-8 athletes will need to have physicals before trying out for sports. This will be part of the clearance process.

ELIGIBILITY:

In accordance with the State of Arizona's regulations and Deer Valley's Governing Board Policy, only those students deemed academically eligible may participate in extra or co-curricular activities. Athletic Eligibility will be determined every week by the Administration and Athletic Coordinator starting the first Monday after the week of tryouts.

If a student-athlete is failing a class (Minimum of 1 F), they will be put on a pending academic list for one week. During this pending period, the student-athlete will still be considered on the team and allowed to participate. If a pending student-athlete is still failing a class (Minimum of 1 F) the following week, the student-athlete will be put on an ineligible list for one week. During this ineligible period the student-athlete will still be considered on the team, allowed to practice, but not allowed to participate in games or travel with the team to away contests. If the student-athlete has a combination of three occurrences during a season (Pending or Ineligible), then they will be dismissed from the team. This will be considered the three strike rule. If a student-athlete is put on the academic pending list, a letter will be sent home with the student-athlete. If a student athlete reaches the level of strike two (a combination of pending or ineligible), the coach should make direct contact with the parent/guardian to inform them of their student's academic eligibility status.

Grade checks will be run by Administration and/or the Athletic Coordinator using power schools every Monday morning and the pending/ineligible time period will be Monday- Saturday. Grades are considered for all classes with no exceptions, and it is not looked at on a class to class basis. In the case of a teacher error, then that situation will be dealt with on an individual basis.

Students assigned to OCR/ISS or students who are suspended from school may not participate in any team practices/games from the time of their assignment to OCR/ISS or home suspension until the day following their last day of assignment to OCR/ISS or home suspension. It is the responsibility of the coach to assure that no students assigned to on campus suspension or home suspension be allowed to participate. Students and parents should be aware that if the student is medically excused from participating in regular physical education classes, they could be ineligible for participation in school athletic programs as stated on the medical excuse from the parent or doctor.

Notice to 8th graders - 4th quarter grades will determine eligibility for 9th grade athletics and activities.

ATTENDANCE

Students participating in extra curricular events must be in attendance at school on the day of the events. Students who are excused for a part of the day, not to exceed one-half day, for dental appoints and/or medical appointments may be allowed to participate. Any student who participates in a game/contest that does not follow the above attendance requirements will automatically be suspended from the next game of competition.

Suspensions can carry over to the next athletic season and sport.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an organization that is designed to “promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, service and citizenship.” NJHS is sponsored by the National Association of Secondary School Principals, headquartered in Reston, Virginia.

Following the end of the third quarter, cumulative grade point averages are calculated for all sixth and seventh graders based on the grades earned as a student at Stetson Hills. Those who have maintained a grade point average of 3.7 based on a 4-point scale with no “N’s” or “U’s” in citizenship will receive a Student Activity Information Form.

NJHS states that “membership should never be considered on the basis of grades alone,” so the Student Activity Information Form will give the sixth and seventh graders an opportunity to share other information about themselves in a short, factual manner. It asks for general information about the students and their activities and interests. It also contains a description of membership involvement that should be discussed by students and their parents. Students are required to provide a statement of personal recommendation from an adult who knows the student well enough to give a brief character reference. This recommendation **may not** be from a current teacher or family member.

To evaluate a candidate’s character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects (s).

MISCELLANEOUS

LOST AND FOUND

Students are encouraged to place their name on all personal belongings, such as coats, lunch boxes, gloves, sweater, etc. Lost items, such as jackets, sweaters, lunch boxes, etc. will be kept in the “Lost and Found” area. The smaller items such as keys, prescription eyeglasses, bike locks, etc. will be stored in the office. Students may check the Lost and Found area in the cafeteria for missing items. Parents are also encouraged to check for missing items when they are on campus. Unclaimed items will be donated to a local charitable organization at winter recess and the end of the school year.

PERSONAL PROPERTY

Students are not permitted to bring personal items such as iPods, radios, CD players, baseballs, bats, footballs, calculators, video games, etc. to school, unless they have written permission from a teacher or administrator. We discourage students from bringing large amounts of money to school. Deer Valley cannot assume responsibility for the loss or damage to personal property brought to school. Your support is appreciated.

CELL PHONES

Students are allowed to carry a cell phone in their possession as long as the phone is turned off and kept in their backpacks during school hours. Anyone in violation will have the phone confiscated and a parent/guardian will need to come and pick it up.

YEARBOOKS

Yearbooks are sold at the beginning of the year. After purchases have been made, any extra yearbooks will be sold the last week of school on a first come, first served basis. Cash only will be accepted. If library books or money are owed from the student, the yearbooks will be held until payment or lost books are returned.

APPENDIX

STETSON HILLS SCHOOL DISCIPLINE CODE

PHILOSOPHY OF STUDENT CONDUCT

A positive learning environment and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, Stetson Hills has established guidelines designed to ensure a safe environment for all students and staff in our school. For these guidelines to be most effective, it is vital for the family, the school and the community to work together in the training of our young people.

It is important to remember that students are responsible for their own actions. Students whose actions are in violation of school/district guidelines will be expected to accept the appropriate consequences. When disciplinary action is taken, it shall follow our established discipline plan. Each teacher will have a discipline plan for his/her classroom. When a student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to the administration. Stetson Hills' Discipline Plan is aligned with the Deer Valley unified School District's Student Rights and Responsibilities handbook and follows all district policies and procedures.

CHARACTER COUNTS

Students are encouraged to make positive and safe choices. Character Counts is the framework that Stetson Hills has adopted to promote the six core ethical values of trustworthiness, respect, responsibility, fairness, caring and citizenship. The six pillars of character are integrated into classroom curriculum and instruction, and these six pillars of character are supported by positive recognition programs campus-wide.

DISCIPLINE PHILOSOPHY

In order to maintain a safe and orderly climate that is conducive to learning, we expect our students at Stetson Hills to respect the rights of others and conduct themselves in an appropriate manner. .

Two general rules that define our expectations of our students both inside and outside the classroom at Stetson Hills are:

- ♦ **All students will engage in behavior that is in the best interest of themselves and others.**
- ♦ **No one has the right to interfere with the learning or well being of another person.**



Stetson Hills Students, Staff, and Parents will:

- ~Not bully others.**
- ~Try to help students who are being bullied.**
- ~Include students who are left out.**
- ~When we know somebody is being bullied, we will tell an adult at school or at home.**

Behavior(s) must be ALL of the below to be defined as bullying:

1. A specific type of aggression that can be verbal, physical, or psychological.
2. Behavior is intended to harm or disturb.
3. Behavior is carried out over time.
4. There is an imbalance of power, either physical or psychological (this includes excluding)

Stetson Hills

Lunch Procedures:

If students go to lunch after recess: When recess is over and it is time for lunch, students will line up at the gate, by homeroom class when the whistle is blown. Lines will be released one at a time to wash their hands at the hand wash station. Students are encouraged to wash with soap and water then use a paper towel to dry hands. Please make sure to throw the paper towel away in the garbage can. When entering the cafeteria, students should walk to their assigned table or get in line to buy lunch.

If students go to recess after lunch: Students will be walked to the cafeteria, washing their hands on the way in.

All Students: Students in grades 1st – 8th will sit at assigned tables, by homeroom. Students are allowed to save one spot for a friend in their homeroom class.

When students have finished eating, they will need to raise their hand to throw trash away and then return to their seat until the monitor or teacher has dismissed the row/table. Students will clean up their table and proceed out the east doors onto the basketball courts for recess **OR** to the gate for lining up to return to class.

Please remember to follow all cafeteria rules ~

Make sure to eat your food promptly.

Use inside voices.

Raise your hand if you need help or to get out of your seat.

Clean up after yourself. Make sure to pick up your trash from the table, seat, and floor.

Listen to adults supervising the cafeteria



Playground Rules

Feel free to do anything, as long as it doesn't create a problem for anyone else or yourself.

- ❖ **Students who use the playground equipment safely will be allowed to continue to use it.**
- ❖ For safety, play in designated, supervised areas only.
- ❖ Play games that are safe and respectful.
- ❖ Be fair to PE classes and allow them their PE time by not interrupting them.
- ❖ Remember to keep all personal items (toys, electronics, etc. at home, so that they don't become lost or stolen).
- ❖ Food and drink is allowed in the cafeteria, only.
- ❖ Store all lunchboxes in the buckets, which are in the cafeteria.

SWINGS (K-6th Grade only):

- Please sit on swings, and do not jump out of swings, twist, or swing sideways.
- Taking turns, after counting to 100, will ensure that everyone gets to swing.

SLIDES(K-6th Grade only):

- Please go down the slide, feet first and one at a time.
- Keep slide free from wood chips, sand, dirt, etc.

Playground Rules

(Continued)

BALLS:

- Students will be allowed to play touch football, as long as there is no tackling.
- Please play soccer or kickball in the grass area.
- Be respectful of our neighbors, by not playing by the fences.
- For safety, please stay out of ditches, planter areas, and away from classrooms
- Wall ball will not be allowed to ensure the safety of all students
- K-6 students: If you do not have a ball, and you would like one, please ask the playground monitor for one.
- 7-8 students: You may bring soccer balls, footballs, and basketballs from home to use while at recess. Please make sure that your name/grade are written on the ball.
- Balls will be collected off of the roof once a week.

CLIMBING EQUIPMENT(K-6th Grade only):

- Remember to swing across the monkey bars, one at a time.
- Please do not crawl on top of the bars.
- Please do not hang upside down or flip from the bars.

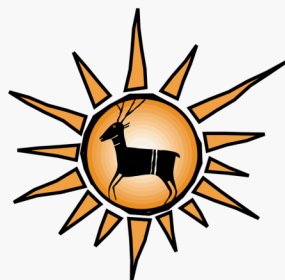
LINING UP:

- Please line up as soon as the bell rings to ensure your playground time for the next day.
- Wait for your teacher to pick you up or to be dismissed, one line at a time, to the café.

STETSON HILLS DRESS CODE FOR STUDENTS
ADOPTED BY THE DVUSD SCHOOL BOARD

- ◆ Students will be expected to dress and groom in a neat fashion, reflecting pride in themselves, their families, and their school. Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the education environment, safety, health and welfare of self and others. The following rules apply to the school day as well as all school sponsored activities and events:
- ◆ Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back or under the arms. Halter tops, spaghetti straps, racer-back, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- ◆ Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- ◆ Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- ◆ No hats may be worn (by staff members or by students) inside any campus buildings at anytime, except for properly approved occupational safety headgear required for special classes.
- ◆ Defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol on clothing or jewelry are expressly prohibited.
- ◆ Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol must be covered.

The final decision as to the appropriateness of dress shall be determined by administration. Students will be asked to change to more appropriate attire and will be told not to wear the offending clothing again. Continued dress code violations will result in progressive discipline.



Deer Valley Unified School District No. 97

Information Desk

(623) 445-5000

Superintendent/Governing Board.....	(623) 445-5002
Deer Valley Education Foundation.....	(623) 445-5012
Public Information Office.....	(623) 445-5013
Administrative Services.....	(623) 445-4951
Community Education.....	(623) 445-4967
Food and Nutrition.....	(623) 445-4984
Transportation.....	(602) 467-5090
Educational Services.....	(623) 445-4902
Curriculum.....	(623) 445-4912
School Accountability and Evaluation.....	(623) 445-4907
School Operations.....	(623) 445-4943
Special Education Services.....	(623) 445-4943
Head Start.....	(602) 467-6130
Fiscal Services.....	(623) 445-4958
Tax Credit Hotline.....	(623) 445-4958
Human Resources.....	(623) 445-5050
Employment Hotline.....	(623) 445-5055
Safe Schools Hotline.....	(623) 376-3262
School Status Line.....	(623) 376-INFO

www.dvusd.org