

LARKSPUR ELEMENTARY SCHOOL

2430 E. Larkspur Drive
Phoenix, AZ 85032
Jamie Roberson, Principal
(602) 449-3300



Advancement via Individual
Determination

LARKSPUR STUDENT – PARENT GUIDELINES

2021 / 2022

At Larkspur Elementary we make dreams a reality!

*We nurture critical thinkers through collaboration,
exploration, and determination who commit to college
and career success.*

***Please review the guidelines with your child.
You may contact your classroom teacher with any questions.***

PARADISE VALLEY UNIFIED SCHOOLS

LARKSPUR ELEMENTARY SCHOOL

2430 E. Larkspur Drive
Phoenix, AZ 85032
Jamie Roberson, Principal
(602) 449-3300

Welcome to Larkspur!

The information contained in this document has been developed to serve as a general guideline for students and parents. Each section should be read carefully.

During the first two weeks of school, and throughout the school year, the information included in the guidelines will be discussed and explained to the students by their teachers. Please read and discuss the contents with your child.

It is our hope that this year will be one of the most exciting and rewarding times in your child's academic and behavioral development.

We look forward to greeting you personally and working in partnership with you for your child's betterment during this school year.

The Larkspur Staff

CONTENTS OF THE LARKSPUR GUIDELINES

Governing Board Members / Superintendent / Board Meetings

Larkspur Office / Hours

List of Frequently Requested Phone Numbers

Goals – Mission Statement

Model Larkspur Programs

- Absence Reporting
- Arrival
- Arriving Late
- Attendance
- Automobiles
- Bicycles
- Birthdays
- Breakfast
- Bus Privilege
- Cell Phones
- Citizenship
- Crosswalk
- Departure from School
- Dress for Success
- Drugs and Alcohol
- Electronics
- Field Trips
- Harassment & Bullying
- Health Services
- Homework
- Insurance
- Internet Access
- Leaving School Before Dismissal
- Lost and Found
- Lunch
- Make-Up Work
- Make Your Day Citizenship Program
- Music
- Parent Open School Night
- Parent Participation
- Physical Education
- Principal's List / Honor Roll
- School Expectations
- School Hours
- Staff Development Days
- Staff Lounge
- Student Well-Being
- Study Skills
- Telephone Use
- Traffic Safety
- Visitors
- Volunteers

GOVERNING BOARD MEMBERS

Anne Greenberg - President
Julie Bacon - Member
Nancy Case - Member
Susan Matura - Member
Stephanie Brown - Member

SUPERINTENDENT

Dr. Troy Bales, Ed.D.

MEETINGS

Governing Board meetings are held the 1st and 3rd Thursday of each month, unless notified otherwise.

District Administrative Board Room
15002 N. 32nd Street
Phoenix, AZ 85032
7:00 p.m.
(602) 449-2000

LARKSPUR ELEMENTARY SCHOOL OFFICE STAFF

Principal:	Jamie Roberson	(602) 449-3300
Admin. Assistant:	Roxanna Rivas	(602) 449-3300
Records Secretary:	Laurie Ciesla	(602) 449-3300
Nurse:	Diane Tasev	(602) 449-3303
Custodian:	Leticia Garcia	(602) 449-3311
Food Service Mgr:	Nancy Perez	(602) 449-3307
Attendance Hotline:	Available 24 Hours	(602) 449-3301

SCHOOL HOURS

Grades Kindergarten through 6 th grade	8:15 a.m. – 2:45 p.m.
AM Sun Kids Preschool	8:15 a.m. – 10:45 a.m.
PM Sun Kids Preschool	12:15 p.m. – 2:45 p.m.
Community Ed Preschool	8:30 a.m. - 2:30 p.m.

Early dismissal times will be 8:15 a.m. – 12:00 p.m. for all grades except:

AM Sun Kids Preschool	8:15 a.m. – 9:45 a.m.
PM Sun Kids Preschool	10:30 a.m. – 12:00 p.m.

LIST OF FREQUENTLY REQUESTED PHONE NUMBERS

Boy Scouts – Grand Canyon Council	(602) 955-7747
Girl Scouts – AZ Cactus Pine Council	(602) 946-1531
Little League (Shadow Mountain Little League)	(602) 504-1318
NYS	(480) 539-8989
Pop Warner Association	(602) 482-6433
YMCA	(480) 951-9622
Community Ed Department	(602) 449-2200
District Office	(602) 449-2000
District Transportation	(602) 449-2251
Gifted Department	(602) 449-2113
Preschool Office	(602) 449-2650
Special Education Department	(602) 449-2150

A PROFILE OF LARKSPUR SCHOOL

- Beliefs** Researched based instruction for academic success for all students.
Valuing All Cultures
Developing the Creative Child through Fine Arts Instruction
Collaborative Decision-Making
Parental Involvement is vital to the success of all students.
Technology plays a critical role in Student Success
All Students can achieve to their Full Potential
Students have Personal Responsibility for their Academic Success
Daily School Attendance is critical to Student Success
Physical Well-Being is important for Student Achievement
- Vision:** At Larkspur Elementary we make dreams a reality!
- Mission:** We nurture critical thinkers through collaboration, exploration, and determination who commit to college and career success.

MODEL LARKSPUR PROGRAMS

Larkspur has developed some outstanding model programs, which make our school unique. These programs help to integrate the core and special area curriculum and provide excellent ways to stimulate student interest in learning.

AVID

We have implemented AVID (Achievement Via Individual Determination) at Larkspur. AVID's mission is to close the opportunity gap by preparing all students for college readiness and success in a global society.

Accelerated Reading

This computerized and individualized reading management program encourages students to read more and better books independently.

Community Partnerships

We have established several partnerships with area businesses that enrich our campus by providing financial, in-kind, and volunteer support. (Scottsdale Bible Church, Safeway, Target, Fry's, Home Depot, are only a few.)

Kagan Cooperative Learning Institute

Teachers utilize cooperative learning structures, which enable students to work in groups to solve real-life problems.

Title I Programs

Our school receives extra federal funding to provide pullout remedial support for students who function below grade level in reading and/or math.

ABSENCE REPORTING

Under the District's attendance and excuse policy, it is the parent/guardian's responsibility to notify the school of an absence. We urge you to call the Hotline (449-3301), available 24 hours a day, or the school office (449-3300 prior to 9:00 a.m. on the actual day of absence.) If parent contact is not made on or before the day the child is absent, a truancy code will be entered for that day of absence.

A student whose absences (excused / unexcused) total 19 or more in a school year, and whose absences have materially affected academic progress may be retained in grade due to the negative effect on student progress. Nine or more unexcused absences during a semester will result in eligibility for the district C.U.T.S. Program. A letter will be sent home outlining the seriousness of the absences, ***as required by the Arizona Department of Education.***

ARRIVAL

Students are PROHIBITED from arriving at school earlier than 7:50 a.m. There is **NO SUPERVISION** prior to that time. Once students arrive at school, they may not leave campus unless a parent/guardian checks them out through the school office. ***ALL VISITORS MUST IMMEDIATELY CHECK INTO THE OFFICE UPON ARRIVAL ON OUR CAMPUS.***

ARRIVING LATE

A student who arrives late to school **must go directly to the office**. No student arriving after the 8:15 bell has rung will be allowed in class without a parent bringing them into the office, or a phone call to the office, prior to their arrival at school. The student **MUST** have a green tardy slip to enter the classroom.

ATTENDANCE

It is the belief of the Governing Board that public education in grades K-12 is important to today's society. The attainment of academic excellence requires attendance on a daily basis. Attendance is the responsibility of the parent/guardian and the student. Credit or promotion may be withheld if this requirement is not met.

Dear Parent/Guardian:

School attendance is not only a good habit, but state law requires it. Arizona State Law (15-802.E, 15-803.) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Larkspur Elementary School has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **“habitually truant”** if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. **The hearing will be held at the Juvenile Court Center.** A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion Fee. Failure to complete these consequences may result in suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday and/or formal court proceedings. It is the parent’s/guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Larkspur Elementary School is working with the community to ensure a quality education for all students. Please note that the school also reserves the right the have a CUTS Officer speak at Orientations and Assemblies, as well as to individual groups of students regarding the importance of school. If you have any questions or concerns, please feel free to contact Larkspur Elementary School at 602-449-3300.

Thank you for your support regarding this program.

Jamie Roberson
Principal

AUTOMOBILES

We ask that parent/guardians drop-off and pick-up children in the drop off lane, entering off of Larkspur. Please pull forward to the furthest opening in the fence before allowing your child to exit from your vehicle. Do not use the front of the school as a drop-off/pick-up area; and please do not block the crossing lane. Feel free to park and then walk your child up to the drop-off area.

BICYCLES

Students in grades 4-6 may ride their bikes to school independently. Students in grades K-3 must be accompanied by an adult if they ride their bikes to school. We require that bicycles be locked in the bike rack inside the bike compound. **All bicycles are parked at school at the owner's risk.** Although we take all possible precautions, we cannot assume responsibility for student bicycles.

Students are required to walk their bicycles on all school property, and to cross at the appropriate crosswalks. Bicycle rules must be followed at all times. We encourage the use of bicycle helmets for all students riding their bikes to school. Violation of these rules will result in revocation of bicycle privileges.

BIRTHDAYS

Although we will allow celebrating a student's birthday at the end of the day (please arrange a day and time with the teacher), we must now ask that any 'treats' for a party be pre-packaged from the store. As always, please avoid sending soda or drinks that would need to be poured for each student or cakes that would need to be served. Balloons, stuffed animals, flowers, etc. will not be allowed to be delivered to students in the classroom. *(Balloons also are not allowed on the school buses.)*

BREAKFAST

All students will be served, **free of charge**, breakfast each morning in the classroom. Breakfast is served at 8:15 for every student.

BUS PRIVILEGES

All passengers are under the authority of the bus driver and shall observe the following rules to retain your privilege of riding the bus:

1. Obey the bus driver's instructions and directions at all times.
2. Bus aisles/emergency exits shall remain clear of all objects.
3. Stay properly seated with your back against the seat back, your legs facing forward, and all parts of your body out of the aisle.
4. Keep your head, hands, feet, and objects to yourself and inside the bus.
5. Talk quietly, use respectful language – no profanity.
6. No eating or drinking on the bus (water in plastic bottles is acceptable.)
7. Animals, insects, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol, or drugs not permitted.
8. No student has the right to interfere with the safety, well being, or learning of others.
9. Balloons or oversized stuffed animals are not allowed on the buses.

BUS RIDERS

Only those students living in designated areas are permitted to ride the school bus. All students must obey the bus rules. Once students are on the bus they will not be released to anyone except through the school office. Those students receiving referrals for inappropriate behavior on the bus, or at the bus stop, may be suspended from riding the bus for a period of time determined by the Principal.

CELL PHONES

Students are discouraged from having cell phones on campus. If a student brings a cell phone on campus, **it is to be turned off and kept in the backpack for the entire day. If the cell phone is observed by a staff member out of the backpack, the student will not be allowed to bring the phone back to school.** Under no circumstances is a student to use a cell phone while on campus. Larkspur assumes no liability for stolen, lost, or damaged cell phones.

CHANGES TO GOING HOME

Any phone calls to or from a student must be screened through the office. We understand that emergencies do occur during the day, but please try to make plans the night before for after school instructions (take the bus, walk home with somebody, being picked up by someone, etc.)

Students going home with other students: Office must have a written note from both students' parents.

CROSSWALK

Crosswalks are painted at the intersections of 24th Street and Sweetwater, 24th Street and Larkspur, 28th Street and Larkspur, and at Larkspur Drive and the parking lot entrance. When students are in the vicinity of the crosswalk, they are required to cross the street with the assistance of the Crossing Guard.

Our Crossing Guards are scheduled for the maximum time allowed to us. Please consider the duty hours when sending your child to school. The guard is on duty at the following times.

7:50 – 8:15 a.m.

12:00 – 12:20 p.m. for early dismissals

2:45 – 3:00 p.m. for all regular dismissals

DEPARTURE FROM SCHOOL

Students are expected to proceed immediately to the south exits of the school upon dismissal at 2:45 p.m. and are expected to leave campus immediately, unless waiting for a parent or guardian. They are not to loiter on school grounds, including playgrounds, as adult supervision is not provided. Exceptions are students participating in supervised, after school programs, or those who received expressed permission from a staff member.

DIGITAL CITIZENSHIP

The following guidelines and policies apply to:

- Students who use computers belonging to the Paradise Valley Unified School District.
- Students who access network resources available through the Paradise Valley Unified School District.
- Students who bring personal electronic devices to Paradise Valley Unified School District schools and events.

Network access, including the Internet, is available to students. Official district student email accounts, complete with Internet services, are also provided upon enrollment to enable more effective and efficient teacher and administrator communication with students and parents. Official student accounts utilize the Google Suites applications, which includes, but is not limited to, email, Google Documents, YouTube, Chat, Blogger, and Hangouts. Access to following applications is restricted at the elementary grades (K-6): No access to Chat, Blogger, and Hangout.

Individual elementary schools may allow access to restricted applications provided parents are provided advanced notification of changes.

Paradise Valley Unified School District also maintains contact information (home phone, email, cell phone, address) for appropriate communication business and to promote instruction and learning.

The district has taken technical and organizational precautions to restrict access to controversial materials; however, on a shared network it is impossible to control all controversial materials. District administration believes the valuable information and interaction available on our network and the Internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

Guidelines for Acceptable Use:

- Only devices (computers, phones, drivers, etc.) approved by district administration may be connected to the district network. • Computers,

telecommunications, and network resources are to be used for educational purposes only.

- Students shall not purposely submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
- Students shall abide by all copyright and trademark laws and regulations.
- Students shall not reveal personally identifiable data unless authorized to do so by designated school authorities.
- Students shall not reveal their personal logins/passwords, allow others to work using their login/passwords, or attempt to discover the logins/passwords of others.
- Students shall not use the network in any way that would disrupt the use of the network by others.
- Students shall not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication or network resource.
- Students shall regularly read and respond to communication received via district-provided email accounts according to the timeline expectations established by their school authorities.

Privileges and Responsibilities:

The use of Paradise Valley Unified School District computer, telecommunication, and network resources is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies.

Parents may prohibit their student from the use of certain types of technology and the internet by notifying school administration in accordance with state statute 15-1046.

Services:

The Paradise Valley Unified School District reserves the right to monitor the use of district computer, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. Should it become necessary, files may be deleted.

The Paradise Valley Unified School District is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the district.

The Paradise Valley Unified School District may make rules, as needed, for the operation of the system.

Digital Etiquette and Digital Privacy

The use of digital devices and social media during the school day must be approved by your teacher or school administration. Unless specifically authorized by school administration, the following guidelines should be followed when photographing, creating video, and/or posting to social media any Paradise Valley Unified School District student or staff member. See Electronic Devices in the PVSchools Parent Student Handbook for more information.

Parents, protect the privacy rights of children when photographing/recording your own child's school experience. Although you may be comfortable posting, emailing and sharing photos or video of your child, other parents may not feel the same. Additionally, the posting of the photograph of a child under court protection may put that child's safety at risk.

Students, protect the privacy rights of your fellow students and staff by photographing/recording others with permission and consent.

Parents and students protect the privacy of others by:

- framing your photo/video in such a way as to exclude others.

- shoot classroom photos or videos from behind so that faces are not visible.
- crop photos to exclude others before posting them online or otherwise sharing them

DRESS FOR SUCCESS

Larkspur is a place of learning; therefore, appropriate attire, hair color, jewelry, and hairstyles are required. Clothing/jewelry should not be worn that is hazardous to the health and safety of students or disruptive to the learning environment. Hair color should not interfere with, or be disruptive to the learning environment. Hairstyles should not be disruptive. Footwear must be worn by students at all times; sandals should have a heel strap, and should not be worn on the days that your child has P.E. (Tennis shoes are recommended.) Platform shoes are not acceptable for school.

Shirts and blouses must have at least 2 finger widths of coverage at the top shoulder. Necklines must be high enough to allow for appropriate coverage. Shirts must cover the waistline of shorts, slacks, and skirts with no midriff or back skin showing at any time. Backless or halter tops, and sheer garments without an appropriate undershirt are not permitted. Any clothing allowing undergarments to show is inappropriate and is not permitted.

Shorts and skirts must be long enough to cover the buttocks at all times.

Hats, beanies, caps, bandannas, hoods, and sunglasses are not allowed to be worn in the classroom/building. They are allowed to be worn on the playground.

Any type of dress/attire that interferes with the learning of others is not allowed at any time.

Exceptions to dress code can be for religious or health reasons. ***All requests for dress code exceptions must be submitted in writing to the school principal.***

Examples of clothing ***NOT*** to be worn are: see-through blouses or shirts, net shirts, half shirts, halter tops, tank tops with undergarment strap showing, spaghetti straps, t-shirts with vulgar language or pictures advertising alcohol, drugs, tobacco, firearms, or violence, short-shorts, cutoffs with exposed undergarments, muscle shirts or gaping tank tops, shoes with wheels, baggy pants, low cut tops, or chain wallets.

A student will either change into clothing kept in the nurse's office, or be sent home to change if the school deems the dress does not meet these standards. If there is a disagreement regarding the dress code, the ***principal shall prevail.***

DRUGS AND ALCOHOL

Drugs and alcohol are not permitted. Students using or possessing drugs or alcohol will be suspended from school.

ELECTRONICS

Larkspur is not liable for damage, loss, or theft of any electronic items brought to school.

FIELD TRIPS

Field Trips are considered as an extended part of the classroom. Appropriate behavior and dress are expectations for the students. Permission slips need to be returned to the school prior to any student going on a field trip, verbal permission is ***NOT*** acceptable. If any parent wishes to remove their child from a field trip to take them home, the student must be signed out through the office. If a parent would like to attend a field trip as a chaperone, please visit <https://www.pvschools.net/Page/152> to complete the Volunteer Application.

HARASSMENT/BULLYING

All students have the right to attend school without the fear of being harassed or bullied.

Harassment/bullying of any kind will not be tolerated at Larkspur. Students found guilty of harassment/bullying are subject to disciplinary actions, which may include:

- Warning
- Parent Called
- Step 4
- In/Out of School Suspension
- Restorative Justice (How is the student going to fix the relationship?)

Consequence depends on frequency and severity of a child's actions.

To report incidents of harassment or bullying follow this procedure:

1. Contact the closest adult and report the incident. If you want to remain anonymous go to the office to report, or tell your teacher and he/she can report to the office on your behalf.
2. All reports of harassment/bullying will be investigated.
3. All persons filing a false report will be subject to the same consequences as above.
4. Retaliation for filing a Harassment/Bullying complaint will result in the same disciplinary actions as above.

Parent reporting: Contact your child's teacher or call the principal to report any incidents of harassment/bullying. 602-449-3300.

Teacher reporting: Report all incidents of Bullying/Harassment to the Principal.

A copy of the Paradise Valley School District policy on Harassment, Intimidation and Bullying can be found on the district website at

<https://www.pvschools.net/cms/lib/AZ01902189/Centricity/Domain/278/PVSchools-Harassment-Policy.pdf>

HEALTH SERVICES

Our school has a registered nurse on campus. The school nurse does not diagnose illnesses. Only a qualified medical doctor can diagnose illness. Please do not send your ill child to school to be diagnosed by the nurse; you will be called to pick up your student.

Medications: When students must take medication at school, either by a physician's order or by parent/guardian request, ***the following steps will be required:***

Prescription Medication

1. Medication must be delivered to the nurse in the ***original prescription container***.
2. The prescription label must have the ***student's name***, current date, name of medication, dosage, and the time to be given.
3. A ***permission form*** must be signed by the parent/guardian authorizing the nurse to administer the medication.

Non-Prescription Medication

1. Medication must be delivered to the nurse in the ***original container*** or packaged by the manufacturer.
2. Dosage to be given must be in keeping with the manufacturer's recommendation as printed on the label.
3. A ***permission form*** must be signed by the parent/guardian authorizing the nurse to administer.

Teachers are ***NOT*** permitted to keep or administer medication. ***NO CHILD MAY CARRY MEDICINE TO ADMINISTER TO THEMSELVES.*** These requirements are made for the protection of all children.

Immunizations: Arizona law ARS 15-803, requires that an immunization history for each child be on file ***PRIOR*** to school attendance.

Emergency Cards: The return of school on one Emergency Card per student is a priority at the beginning of the school year. Please see that the information is complete and kept up-to-date as to address, telephone numbers, etc. These cards are used by the school to reach a parent in case of illness or accident.

Please provide the name, address, and telephone number of at least one person other than yourself who would care for your child in case of illness. This is important for those children whose mothers are homemakers as well as those who work outside the home.

It is the responsibility of the parent/guardian to provide transportation and care of a sick child. Your cooperation in providing this important information to the nurse's office is appreciated.

HOMEWORK

We believe strongly that homework is a valuable learning activity. Among its many applications are skill reinforcement, self-discipline, responsibility, wise use of time and an opportunity for parents to observe what the student is learning in school. Assignment of appropriate homework is encouraged, and the Governing Board will support teachers in the application of sanctions to ensure that students do not ignore their homework assignments. Homework should be seen as an opportunity to make mistakes and to learn from these mistakes. As such, homework assignments are not used for grading purposes, but for reinforcement of skills the students are learning in class. Every assignment turned into a teacher should be acknowledged. If a student chooses not to turn in or complete a homework assignment the consequence for not doing the work is to do the work during a non-instructional time of the school day.

Although parents/guardians may be asked to help with studying, homework is the student's responsibility. The staff will try hard to see that students understand the assignment and have the proper preparation for completion of the assignment.

Communication between teachers and parents regarding homework is considered essential. Parents should consult with individual teachers as to the expectation and how parents may help in this effort. On days of absences, parents must request homework in the morning from the office and may be picked up after 2:45 in the front office.

Please review your student's homework calendar DAILY. Sign off when work has been completed if required by the homeroom teacher. It is your student's responsibility to bring necessary materials for you to see how each assignment is structured.

We ask that you sign off on a DAILY basis to ensure that your student understands each assignment. Please contact your student's teacher immediately if any questions arise.

INSURANCE

If you do not have accident or medical coverage for your child, you might want to consider the school insurance program. Forms are available in the office. Accidents do happen, BE PREPARED.

ITEMS PROHIBITED FROM SCHOOL:

1. Weapons (real or fake)
2. Gum and candy, unless authorized by and supervised by the teacher.
3. iPods, music players, unless authorized by and supervised by the teacher
4. Roller skates, roller blades, roller shoes, skateboards
5. Electronic games, laser pens, shock pens.
6. Personal computers unless authorized by and supervised by the teacher.
7. Toys
8. Baseball/football/basketball cards, other trading cards, or playing cards, unless under the direction and supervision of a teacher.

These items can distract from the educational program and are in danger of being damaged, lost or stolen. The school will assume ***no responsibility*** for items stolen or lost.

LEAVING SCHOOL BEFORE DISMISSAL

Parents and guardians wishing to pick up a student during the day for a medical appointment, etc., must come to the office and have the student paged. Parents or guardians will be asked to “sign-out” for their student in a notebook kept in the office and to show a photo I.D. to office staff. Students will only be released by the office staff to those persons named on the Emergency Card on file. All visitors should note that it is a violation of state law for visitors to the campus to fail to report directly to the school office upon arrival. ***Students will not be called to the office ahead of the parent/guardian arriving – parent/guardian must be present.***

LOST AND FOUND

Everything that a student brings to school should be plainly marked with both first and last names. Found items will be retained in the lost and found container outside of the cafeteria in the hallway, and if not claimed, will be donated to a charitable organization at various times during the school year. Small items found, such as wallets or jewelry, are turned in to the office. ***Neither the school nor district offices will be held liable for items lost at school.***

LUNCH

Hot lunches are served at school to students in grades K-6 at a cost of \$2.50 per day, which includes milk or apple juice. If a student brings lunch from home, milk or apple juice can be purchased for 25¢ per day. ***PLEASE DO NOT SEND SODA TO SCHOOL.***

We have a debit system for purchasing lunches. Students can deposit money in their account daily in the lunchroom BEFORE SCHOOL between 8:10 and 8:25 a.m. You can now add money to your child’s lunch account online at EZSchoolPay.com. Students are given their I.D. number and need to memorize their number to expedite the lunch line. Should the student forget their I.D. number, they are asked to go to the end of the line and the cashier will manually look up the student’s number when they get to her again. This is necessary to keep the line flowing smoothly. Teacher helpers will also be on hand to assist students.

Low and negative balances on students’ meal accounts will be communicated to households by letter, email and or phone by the school principal.

Please note: **APPLICATIONS FOR FREE AND REDUCED LUNCHES** are given to each student at the beginning of the school year, upon late enrollment, and upon request. Applications are available in the school office. All application information is kept confidential.

You may apply online at:

https://www.pvschools.net/sites/default/files/About%20PV/Health%20and%20Nutrition/Apps_English_2021-22.pdf

MAKE-UP WORK

For a prolonged absence, parents/guardians should request work to be done at home. In order to provide time for teachers to prepare materials, requests should be made to the office early in the morning and picked up in the office after 2:45 p.m., unless arrangements have been made with the teacher for an alternate time.

MAKE YOUR DAY CITIZENSHIP PROGRAM

Effective schools have an established student conduct plan, which delineates the rights and responsibilities of the students. The policies and procedures are fair and consistently administered.

At Larkspur, we assure each student the opportunity to learn in a school and classroom climate conducive to learning.

In order to grow educationally, socially, and emotionally, children need to be in an environment in which there are concerned staff members who will set firm, consistent, positive limits while providing warmth and support for their appropriate behavior. Larkspur staff is dedicated to this end.

The ultimate goal of the parents, teachers, and staff is to equip our students with skills, which will enable them to become successful citizens. We believe that an essential component in the pursuit of this goal is discipline. We believe that positive and negative consequences clearly stated, widely publicized, and consistently provided serve most effectively as the framework for our discipline system.

Larkspur uses the Make Your Day Citizenship Program as our school-wide citizenship program.

Paradise Valley School District also provides on the website a PARENT-STUDENT HANDBOOK: Policies, Procedures, Rights and Responsibilities. Please refer to the DISCIPLINE section of the handbook for the district's Philosophy, Definition of Offenses, Legend of Action, and Due Process.

A discipline file is kept in the Infinite Campus and a notation is made on each student's visit to the office. Repeated offenses may result in suspension from school.

Our school discipline policy also incorporates positive rewards for those children who do what is expected the best they can. The administration and their classroom teachers recognize students who are positive role models.

These established policies and procedures provide the type of school climate in which Larkspur students are afforded a positive learning environment.

We use the Make Your Day Citizenship Program school wide at Larkspur. We find that our children are taking responsibility for their own behavior, learning communication skills, and making better choices about their behavior.

We are excited to be able to offer our students the opportunity to develop these life long skills. We are also pleased that parents are informed about their child's behavior on a daily basis.

The Larkspur staff looks forward to working closely with each other and with you to help our students be the best they can be.

Purpose: The Make Your Day Program exists to provide a consistent campus management system for all classes and school areas. This also includes to and from school and bus conduct. It demonstrates that teachers hold high expectations for all students and is a cooperative citizenship program, not merely a discipline plan. Make Your Day centers on one rule: ***No one has the right to interfere with the learning, safety, or well being of others.***

Students are encouraged to take responsibility for their own actions, including attendance and academic performance. Emphasis is placed on the importance of each student working to his/her own ability level. The program allows all students to make mistakes without cumulative, punitive action.

It provides time for thought and direction. Effort is expected and rewarded, and there is frequent positive feedback.

Students make decisions that develop critical thinking skills. Students are taught school wide appropriate behaviors and students are expected to understand and correct inappropriate behaviors. The foundation of Make Your Day is that all students are capable of success and that making appropriate choices at school will generate a lifetime of success.

PLEASE NOTE: Student desks are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the cleanliness and order of their desks. ***School authorities may conduct inspection of desks at any time, for any reason, without notice, without student consent, and without a search warrant.***

Five Step Program for Inappropriate Behavior: The Make Your Day Program emphasizes student decision making, responsibility, and accountability. It is important for the student, parent, and teacher to realize that progression through the steps is entirely the student's choice.

The following step(s) are used when a student interferes with the learning, safety, or well being of others:

Step 1: The student will be asked privately to take a seat away from the academic setting facing away from the learning environment. The student is to spend 2 to 5 successive minutes quietly thinking about the problem he/she had. If the student is successful in doing this, then the student may return to the desk and continue working.

Step 2: If a student fails to take advantage of this time away from work, the student is asked to stand by his/her chair for 2 to 5 minutes before returning to Step 1.

Step 3: If the student continues to have problems on Step 2, a focus point is placed in front of the child to help the student direct his/her attention on this point. The focal point is a sign that reads, "No one has the right to interfere with the learning, safety, or well being of others." When success is met for 2 to 5 successive, successful minutes, the student returns to Step 2. The student is reminded that if their behavior continues they are choosing step 4.

Step 4: If problems continue beyond Step 3, the student will be sent to the office for Step 4 to phone the parent for a conference. When appropriate, the teacher will authorize the student to use the classroom phone. With an adult present, the student will call his/her parent to explain the situation and request a parent conference. The student is expected to honestly state the facts and possible future alternatives. (See Conference Expectations)

The student will remain out of class (in a buddy room) or possibly out of school until the parent and the student are available to meet with the teacher and/or administrator. While in a buddy room the student will sit away from the academic setting. A student awaiting a parent conference may not participate in classroom or school activities until the conference has been successfully completed.

A Step 4 parent conference is often an alternative to suspension.

Automatic Step 4: Major behavior choices can result in an Automatic Step 4. Some examples of major behaviors are, but are not limited to fighting, harassment, bullying, disrespect/defiance, stealing, etc. If the student chooses an Automatic Step 4, the student will be sent to the office to phone the parent for a conference. (See above for the procedure followed for Step 4s)

Step 5: When the student is unable to function in the school setting or has committed a major offense, the principal or designee, will contact the parent and indicate the child needs to be picked up at school immediately. School suspension may be a likely consequence of the behavior that leads to Step 5.

It must be noted that when the student is on steps, he/she is not allowed to talk, move around excessively, or make noises. In addition, repetition of poor behavior while on a particular step may cause the student to continue on the step for a longer period of time.

Conference expectations: When a student calls a parent to come to school for a conference, the purpose is to help the student understand the behavior expected to occur at school.

At Step 4 and Step 5, the student has, in essence, requested his parent to be present for a conference about his behavior problem. The student is expected to conduct the conference with the parent and teacher. State the problem, offer acceptable alternative behavior, and convince those in attendance as to whether he/she is ready to appropriately rejoin the class.

This determination is made as follows:

- Student stated his problem successfully and completely.
- Student expressed it was his responsibility to handle his behavior.
- Student verbalized alternative methods of handling problem.
- Student exhibited positive attitude toward accepting responsibility.
- Student expressed desire to return to class.

Lunch and Lunch Recess: Due to the large number of students served and supervised at any lunch period, the teachers in charge will set the points that each student has earned.

Summary: For student citizenship to be most effective, the cooperation of the school staff and the parent is essential. If, at any time, there are questions or comments, you are requested to contact your child's teacher, or the principal. We appreciate your ongoing participation and your support of our efforts to provide the best possible learning environment for our students. Thank you!

MUSIC

Larkspur has one half time vocal music teacher. Pupils in grades K-6 are scheduled automatically for their classes. Larkspur's chorus is the Mustang Chorale. Students in grades 3-6 are eligible to join.

Students in grades 4-6 are eligible for an instrumental music program that includes band and strings. An information meeting for interested parents/guardians will be held after school begins and will be announced in the school newsletter. All 4th - 6th grade students registered for the instrumental music program will not have the same number of vocal music classes as other students not in the instrumental program.

PARENT OPEN HOUSE NIGHT

The purpose of Parent Open House Night at Larkspur is to familiarize parents with the general and specific information about the programs and procedures in your child's classroom. The open house night will be posted on our website, our marquee, lobby TV, emails will be sent home to parents, and flyers will be sent home with students.

PARENT PARTICIPATION

Parent involvement at Larkspur is most welcome and is viewed as an essential element in our students' success. Parents are encouraged to participate in their children's education in a variety of ways:

- Volunteer at school: in a classroom, the office or other special areas.
- Join and become active in our P.T.S.A. (Parent, Teacher, Student Association): This organization provides our students with in-school programs, extra-curricular activities, parent programs, and fund raising projects that benefit all students.
- Attend meetings of the Larkspur School Council (**in person or via Google Meet Link in Public Calendar**): This group meets to discuss current and future plans and programs in our school. Members are elected in May for two or three year terms. Dates are announced in the newsletter and meetings are held in the Principal's office.
- Participate on school committees that guide the school in areas of curriculum and programs.

PHYSICAL EDUCATION

Physical Education classes are provided for pupils in grades K-6. For safety reasons, all students must wear appropriate footwear, i.e., sneakers or other rubber soled shoes. Strapless sandals and thongs will not be permitted. Special uniforms are not required. There is no showering after physical education classes. Dresses should be avoided on P.E. day, or students should wear shorts underneath.

Listed below are the procedures for any student to be excused from physical education:

- For a temporary P.E. excuse of one to three days, a written excuse must be submitted to the nurse between 8:15 and 8:35 a.m. The note must specify the illness or injury. The nurse will complete the appropriate form for the student to give to the physical education teacher to verify the excuse.
- For long-term excuses of more than three (3) days, the parent is required to obtain a written statement from the student's physician describing the health problem and the length of time to be excused from active physical education participation.

PRINCIPAL'S LIST / HONOR ROLL

We believe that student recognition is important in promoting student self-esteem and enjoyment of school. Classroom teachers will be recognizing students throughout the year in a number of ways.

School-wide efforts for student recognition include the following:

- a. **Principal's List:** Students in grades 5 and 6 are eligible on a semester basis. Criteria are:
 - Student earns A or A- in all areas of report card.
 - Student earns S or above in all areas, work habits and behavior (no minus marks).
- b. **Honor Roll:** Students in grades 5 and 6 are eligible on a semester basis. Criteria are:
 - Student earns A, A-, B+, B, or B- in all areas of report card.
 - Student earns S or above in all areas, work habits and behavior (no minus marks).
- c. **Merit Awards:** Every child at Larkspur is eligible to receive this recognition based on exemplary behavior toward another child or adult. Incentives may be coupons, certificates, announced on morning announcements, etc.
- d. **Contests:** Throughout the year, Larkspur has writing and oratorical contests such as Spelling Bee, Poetry Contest, and/or Science Fair. All participants will receive recognition.
- e. **Personal Achievement:** This is an award that will recognize a student for personal achievement in the academic environment. This award is usually given to a student who has not been recognized on the Principal's List or Honor Roll.

It is our philosophy that all students who participate, and who try their best deserve recognition. We encourage you, as parents, to help us recognize your child's special qualities on a daily basis.

SCHOOL EXPECTATIONS: *Do what is expected and do it the best you can.*

Walking To and From School

1. Walk to the nearest crossing point.
2. Follow Crossing Guard's directions.
3. Don't fight or play fight.
4. Arrive at school between 7:55 and 8:10 a.m.
5. Go directly home or to a sitter.
6. Don't walk across the parking lot.

Classrooms

1. Be in class on time.
2. Be prepared by having necessary books, papers, pencils, etc.
3. Keep current on your assignments; take part in discussions, and activities.
4. Leave food, candy, toys, and gum at home
5. Be respectful to all school employees.
6. Help visiting teachers as much as possible.
7. Take care of your books and other school property.
8. Follow the directions of the teachers.
9. Keep your classroom neat.
10. Get along with your fellow classmates.
11. Keep your voice at an appropriate classroom level
12. Keep your desk clean and neatly arranged.
13. Stay in your seat when expected.
14. Raise your hand when expected.
15. Walk between classes.
16. Use a pass when not with your teacher/class.
17. Follow specific rules for your classroom.
18. Hats are not to be worn in the building.

Cafeteria

1. Sit at assigned grade level tables.
2. Eat a well-balanced, healthy meal.
3. Use good table manners.
4. Don't exchange food with others.
5. Keep gloves, balls, etc. in the box.

6. Speak quietly.
7. Keep hands and feet to yourself.
8. Stay seated until dismissed by the cafeteria teacher. Place disposable food tray and trash in containers provided.
9. Food and objects are not to be thrown.
10. Clean up after yourself and around your area.

Playground

1. Supervision begins at 7:55 a.m. No one should be on the playground before that time. Proceed immediately to your assigned playground area in the morning when you arrive on campus, or cafeteria.
2. Be quiet around the buildings where other classes are in session.
3. Stay in the assigned play area.
 - a. K = Kindergarten Sandpit and Primary Field
 - b. 1-6 = Intermediate Sandpit and North Field
4. Don't jump out of, or off equipment.
5. Line up immediately when your bell rings.
6. Walk on sidewalks and blacktop areas.
7. Ramps are for disabled access only.

Bus

1. Be at your bus stop on time.
2. Stand at a safe distance from the road.
3. Get in line when you see the bus coming; board carefully and in an orderly manner.
4. Stay in your seat; don't stand or walk while the bus is in motion.
5. Keep head and arms inside the bus.
6. Never throw anything inside of, or out of, the bus.
7. Keep aisles clear.
8. Don't distract the driver; obey the directions of the driver.
9. Take care of the seats; don't write on them, or damage them, etc.
10. Don't eat, drink, or chew gum on the bus.
11. Don't take large items on the bus.
12. Don't take animals on the bus.
13. Know the evacuation procedure.
14. Ride your assigned bus.

STAFF LOUNGE

The staff lounge is reserved for the exclusive use of employees. Students are not to use the staff lounge without office approval.

STUDY SKILLS

The Larkspur staff uses a comprehensive Study Skills Program to encourage responsibility and organization in our students. This program has the following components:

- a. Use of a school-wide, homework calendar.
- b. Use of consistent assignment format in grade 3-6.
- c. Completion of all homework assignments.

TELEPHONE USE

Students may use the telephone ONLY for emergencies, and ONLY with a teacher or school staff person's permission. Students are not permitted to call home for forgotten homework, musical instruments, after school plans, etc. No verbal permission will be accepted for field trips. Cell phones may not be used on campus. Parent phone calls will not be put through to classrooms for any reason during teaching periods. You may, however, be placed into a teacher's voicemail for the teacher to return the call.

TRAFFIC SAFETY

To ensure safety for you and your children, please review the following safety rules:

- a. Please use the drop-off/pick-up lane in the lot coming off of Larkspur for all student drop-offs and pick-ups. Pull all the way up to the numbered fence openings. Staff will be available to assist in traffic flow. Please remember that they are there to assist with all children being picked-up and dropped-off.

- b. Remind your children to use crosswalks to cross the streets, with no running in the crosswalks. Bikes are to be walked across in the crosswalks.
- c. Please do not park in front of the school or on the crosswalk area by the front office. They are not allowed to cross this front lot for any reason without adult supervision.
- d. Students are no allowed to be dismissed from the front office area without adult supervision.

VISITORS

Please let us know in advance when you plan to visit the school. While visitors are always welcome, busy classrooms are sometimes engaged in activities that will provide observers little information. Therefore, we may suggest another day or time period. Contact your child's teacher for an appointment. All visitors must sign-in with the office and receive a visitor pass upon arrival on campus. All visitors (non-students) must report immediately to the office upon arrival to the campus. Non-compliance with this direction will constitute a criminal trespass violation. Staff members have been instructed not to engage in conversation with visitors without a badge, other than to instruct the visitor to report to the office for sign-in. This rule is for the safety of all children at Larkspur.

While visiting the campus, you are NOT to speak to students for any reason, notify a staff member for any concerns you may have. **NO CLASSROOM OBSERVATION WITHOUT PRIOR PERMISSION FROM PRINCIPAL.**

VOLUNTEERS

We welcome volunteers at Larkspur. In order to become a volunteer, whether it will be for 1 day or the entire year, there are certain guidelines we must abide by per our district policy. Please come to the front office to receive the necessary paperwork to become a volunteer. Please keep in mind that this procedure may take anywhere from 7-14 days for completion. **Volunteers are not allowed in the classrooms until the district has given the school the clearance for you to volunteer. Volunteer packets for field trips will not be accepted on the day of the field trip.**

A FINAL NOTE

Thank you for helping your child to understand this handbook. It is intended to be as comprehensive as possible. However, situations may arise which are not covered. Since this handbook is a guide to policies and procedure, the school administration reserves the right to adjust, modify, or delete as necessary. We sincerely hope you keep this booklet and refer to it to answer your questions.