

# Desert Springs Preparatory

## 2022-2023 Parent and Student Agreement

### **ATTENDANCE IS REQUIRED**

Arizona law A.R.S. § 15-802 requires attendance at school.

***To have a child excused, call the records secretary before 9:15 a.m. on the day of the absence.***

In order to have a child released from school early you must come to the office and sign the student out. Students will be released only to their parents or designated representative. This designation must be in writing. A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A child will be released only to the parents/guardian with identification unless the school has been notified in writing by the parents/guardian that they have granted permission for someone else with identification and who is listed on the child's emergency card.

It is extremely important that all contact numbers for parents and emergency contacts are kept current. This is the responsibility of the parent to inform the school records secretary of phone number changes.

Parents will be informed of their child's attendance record on each report card. Parents will be notified if their child is missing an excessive number of school days. The school will notify the proper state agencies, if the situation is not rectified.

Desert Springs participates in the Maricopa County Court Unified Truancy Suppression program (CUTS) through the Juvenile Court Center. We track attendance very closely. If the parent fails to take necessary steps to provide their child with appropriate education, they may receive a citation. If convicted, it is a Class 3 misdemeanor, punishable by jail time and/or a fine. Attendance is extremely important at DSPES.

### **ADMISSION TO SCHOOL**

A child must reach age five prior to September 1 to be eligible for kindergarten. A child must reach age six prior to September 1 to be eligible for first grade. Children who have not received all of the required immunizations may be enrolled in schools if the required immunizations are obtained within 15 days of enrollment. Open Enrollment is offered through PVUSD for all families interested in attending a school outside of their home boundaries. You must contact the school for principal approval and availability.

### **BEFORE AND AFTER SCHOOL SAFETY**

Students should not be on campus before 8:30 a.m. and should leave promptly at dismissal time at 3:15 p.m. Parents of students who arrive too early or are late on a regular basis will be contacted to resolve the situation. Students arriving after 8:45 a.m. must check in at the

school office and will be marked tardy. Excessive tardies will result in a parent meeting with the principal.

## **BICYCLES**

For safety reasons, students in kindergarten through second grade may not ride bicycles to school. Only students in Grades 4-6 (and Grade 3 during the second semester) may ride their bicycles to school. Upon arrival, students are required to walk their bikes on and around the school campus, and on all sidewalks. Students in grades 3 through 6 riding bicycles must remember they do so at their own risk and they must obey all traffic rules and bike policies. The school assumes no liability for loss or damage to a bike.

- Bicycles must be parked in bike racks, located on the northwest end of the school.
- Bicycles must be locked when not in use.
- Bicycles must not be ridden on school grounds or parking lots before or after school.
- Bike riders must wear a bike helmet when riding to and from school.

## **BIRTHDAY RECOGNITION**

Teachers will recognize student birthdays within the classroom setting. Due to allergies and dietary restrictions of students food treats are not permitted. Students may bring a small favor such as pencils, stickers, or other non food items for class if desired. We also ask parents to refrain from sending flowers, balloons, etc., or from providing classroom birthday luncheons. This all too often causes a distraction from the learning environment, as well as other students feeling left out when they do not receive such student recognition. In addition, **Birthday Party Invitations may NOT be distributed on school grounds**, unless **ALL** students in the classroom receive one.

## **BREAKFAST AND LUNCH PROGRAMS**

Breakfast is served each morning in the cafeteria if you are interested. Lunch, including milk, is \$2.50. For milk only the cost is 25 cents. Students are encouraged to pay into their lunch accounts before school, Monday through Friday, not at lunchtime. To pay online, go to [www.ezschoollpay.com](http://www.ezschoollpay.com).\*\*

## **BUS RULES and TRANSPORTATION**

The District Transportation Dept. is responsible for bus schedules, bus stops, and items lost on the bus. If a child is to get off at a stop that is different from their regular bus stop, they need to have a note from their parents that is approved through the school. That note should be signed by a representative of the school and then presented to the driver when the child gets on the bus. This will allow the driver to know that the child is to get off a different stop. Any questions, please contact the District Transportation office at (602) 449-2251.

Don't lose your riding privilege! Repeated violations of bus policy will result in bus suspensions. All passengers are under the authority of the bus driver and shall observe the following rules:

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

### **SCHOOL BUS CONSEQUENCES**

Students who fail to follow the rules will be issued a bus referral by the bus driver. For each referral, the child will conference with the principal and then take the referral home for parent signature (to be returned the following day). Consequences are as follows:

First referral: Administrator conference and possible loss of bus privileges for one day.

Second referral: Conference and loss of bus privileges for 1 to 3 days.

Third referral: As above for 3 to 5 days.

Fourth referral: As above up to 9 days with review for long term suspension or possible expulsion from bus.

Fifth referral: Possible long term suspension or expulsion from bus.

Any consequence may be bypassed, if the situation warrants a more serious consequence. The principal will take an individual student's situation into consideration and will work with the district Transportation Department.

### **BULLYING/HARASSMENT**

Desert Springs Preparatory is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of harassment, bullying, hazing, or threat of harm. Students have the right and responsibility to report harassment, bullying, hazing, or threat experiences, and to have that report processed by a knowledgeable staff member.

Bullying is defined as repeated acts, over time, that involve a real or perceived imbalance of power. Bullying can be physical in form (pushing, hitting, kicking, spitting, stealing); verbal (making threats, taunting, teasing, name-calling); or psychological (social exclusion, spreading rumors, manipulating social relationships).

Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension, or expulsion from school, depending on the severity of incidents and/or frequency of offenses. Counseling, mediation, community

service, and other programs where the student takes responsibility for the action, may be used as alternative consequences.

Students will not bother or annoy other students physically, verbally, or visually. This includes language or gestures that insult, intimidate, or negatively affect another person's feelings.

Harassment includes, but is not limited to:

- Name calling of any kind
- Racial, ethnic, religious, or sexual slurs
- Profanity directed at another student
- Insulting gestures
- Suggestive or obscene letters, notes, invitations, pictures, or clothing
- Real or implied threats of any kind
- Spreading rumors
- Preventing another student from moving freely
- Jokes told at another student's expense
- Unwelcome teasing
- Unwelcome physical contact of any kind

Bullying and Harassment should be reported to a staff member. Retaliation for filing a harassment complaint is forbidden.

### **CELL PHONES, ELECTRONICS, TECHNOLOGY**

**Students.** Cell phones, including watch phones, are to be turned off and put away in the backpack from when they enter and exit campus between the hours of 8:30 am-3:15 pm, as well as, during before/after school activities (i.e. Recess, Enrichment Classes, Mascot Club, etc.). Students will not be permitted to keep cell phones in their pocket. If a student is found to be in possession of a cell phone during prohibited hours (i.e. playground, bathroom, hallway etc.) students must turn the phone into the front office. A parent or guardian will be required to pick up the cell phone at the end of the day.

Unless previously authorized by the school's administration or designee, students are not to use personal electronic devices for the purpose of recording conversations, taking pictures or video footage of others at school, on the bus or at school-related activities/events.

The school assumes no responsibility or liability for loss, damaged, or stolen items.

**Parents and visitors.** The use of cell phones on campus is a distraction to the learning environment and they often interrupt instruction. Please turn off or silence your phone while on campus.

### **CHANGE OF RESIDENCE AND TELEPHONE NUMBER**

Please contact the front office at (602) 449-7101 if your phone number or your address change and update your child's file online<sup>5</sup>. All parents should have a telephone number on file where they may be reached during the school day. [Update here](#)

## **DRESS FOR SUCCESS- STRUCTURED DRESS CODE**

Desert Springs Preparatory structured dress code is in effect Monday through Friday with a “free” dress day every half day. This “free” dress day will adhere to the PVUSD code of conduct related to school dress.

- The structured dress code includes solid black, solid navy, or solid khaki bottoms. These could be pants, leggings, shorts, skirts, capris or solid, logo free & stripe free athletic shorts. Shorts must be worn at the waist and fall above the knee.
- Tops include colored “polo” style shirts in the following solid colors: black, navy blue, light blue, red, pink and white.
- In addition to the polo tops, Desert Springs Preparatory spirit shirts and/or shorts can be worn on any day with the appropriate tops or bottoms. Spirit shirts and shorts should be from the current or last couple school years that say “Desert Springs Preparatory Elementary School”
- DSPES club shirts (Chorus, Student Council, COMETS, etc) are not structured wear, but may be worn on the day of the club meetings or events as approved by club leader, and on free dress days. Approval would only be granted for shirts within the structured dress code colors.
- Outside clubs may solicit expressed approval from principal to wear uniform shirts on meeting days, for example; Girl Scouts/Daisies and Boy/Cub Scouts.
- Closed toe shoes, sneakers, boots, loafers, etc. No open toe shoes, sandals or flip flops.
- Students not observing structured dress code will be asked to change into appropriate dress.

**In addition please see the guidelines below that also pertain to half day free dress.**

We display cleanliness, good grooming, neatness, and modesty. The dress code is one way we show we are SOAR students.

The school enforced dress code:

- Closed toe shoes must be worn at all times for health and safety reasons. Tennis shoes must be worn during Physical Education class.
- Attire which attracts undue attention to the wearer and causes disruption in the school is not acceptable.

- Clothing must fit properly and adequately cover the body. Tops must have 3-finger width of material covering shoulders, or a t-shirt underneath.
- Clothing, jewelry or other personal items must make positive and appropriate statements.
- Hats or head coverings may not be worn in the building. Hats may be worn on the playground in order to protect the face from the sun.

Decisions as to the appropriateness of dress rest with the principal. A student who dresses inappropriately for school activities will call home for a change of clothes or be given a change of clothes by the school nurse.

## **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. PV Schools 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.

### **DISCIPLINE**

Students are expected to follow all of the rules, as outlined in the school and district handbooks, and to respect any additional rules or guidelines established by adults in authority.

Each grade level will manage discipline in the classroom through a specific management system. Teachers will provide this information through Back to School information and Curriculum Night. Teachers regularly communicate student behavioral progress, as well as through report cards.

**Reflection Form** - A PVUSD Elementary Student Communication Form with a **'Minor'** behavior. The teacher may contact the parent and the Reflection Form must be signed and returned the following day. Examples of consequences for a Reflection Form include but are not limited to: loss of privilege, loss of recess, student apology, and student/teacher/parent conference, assigned appropriate community service.

If an incident is repeated after two reflection forms, the third will result in a Elementary Student Conduct Communication Form.

**Elementary Student Conduct Communication Form-** A PVUSD Elementary Student Communication Form can be the result of repeated incidents after completing two Reflection Forms *or* a specific Major behavior that constitutes an automatic referral. Major behaviors that constitute an automatic referral include but are not limited to: physical aggression, fighting, overt defiance, continued disrespect, continued bullying, repeated abusive language, abusive language towards another.

If a student receives a referral the administrator will contact the parent to request a conference to take place within the following 48 hours. The conference may include the student, parent, teacher and administrator. When a parent comes to school for a conference, the purpose is to help the student understand the behavior choices expected to occur at school and to work together as a team to ensure the student has the tools necessary to make good choices. Examples of consequences for a referral include but are not limited to: the student/parent/teacher/administrator conference, loss of privilege, In

School Suspension, and Out of School Suspension. Continued referrals will follow the district progressive discipline policy, with an increase in Out of School Suspensions

### **FIELD TRIPS**

Field trips are part of the regular school program. However, because they are off campus activities a student who has demonstrated inappropriate behavior at school may be denied permission to participate. Before a student may attend a field trip a written permission slip signed by a parent or legal guardian is required. Supervision by school personnel will be provided on all trips. To defray the cost of the trip, students are asked to pay a nominal fee. The school may provide scholarships to those who need financial assistance to offset the cost.

### **GRADES and PROGRESS REPORTS**

Progress reports are issued to parents of students in Grades K-6 every 9-10 weeks. Conferences will be held with parents as scheduled or as needed. Grades are available online via Infinite Campus. Parents should request a paper copy from the teacher if needed.

### **Hawk and Soaring/ Honor Roll and Principal's List**

- 4th, 5th, and 6th graders have the opportunity to be on the School Honor Roll each quarter.
- The Honor Roll: All A's and/or B's, no N's or U's, and no minuses in Special Areas.
- Principal's List: All A's, no N's or U's, and no minuses in Special Areas.

### **HOMEWORK POLICY**

Students in all grades will be required to do homework.

### **INFINITE CAMPUS GRADEBOOK**

Infinite Campus is the school's online grade book that is accessible from home. Log in at <https://www.pvschools.net/families/infinite-campus>

### **ITEMS PROHIBITED AT SCHOOL**

The following items are prohibited at school: iPods, CD players, radios, video games, skateboards, heeie wheels, roller blades, baseball cards, firecrackers, pop caps, stink bombs, knives, toy weapons, candy, gum, hard balls, bats, toys, trading cards for Kindergarten through 4th graders, etc.

Scooters (motorized), skateboards, razor, roller blades, heeies and mopeds are prohibited on school grounds.

The school assumes no liability for loss or damage to such items. If necessary the items will be confiscated by the administration or teacher and returned to the parent.

### **LOST AND FOUND**

The school will make every effort to help locate lost articles when reported. At the end of each semester any unclaimed items are donated to a local charity.

### **MESSAGES**



The office staff will only deliver emergency messages to students during the school day. Please relay information to students regarding pick-up, after school activities, or other personal messages prior to the school day.

### **PARENT/TEACHER CONFERENCES**

Individual parent-teacher conferences are scheduled for parents of all students, kindergarten through 6th grades, at the close of the first and second quarter. At these conferences, the teachers will discuss the student's progress report with the parent.

Conferences will be held during the second and third quarters of school. See the school calendar for exact dates.

A conference with a teacher or staff members may be requested at any time by a parent. Appointments should be arranged between the teacher and parent. Parents are encouraged to confer with their child's teacher. For conferences with the principal or psychologist, please contact the school secretary to arrange an appointment. Keep the lines of communication open all year: don't wait until parent conference time to discuss a problem or question.

### **PTA – PARENT TEACHER STUDENT ASSOCIATION**

Our school has an excellent PTA. Parents are encouraged to join and participate. Your time and effort shows your student you really care about their education.

### **SCHOOL COUNCIL**

The Governing Board of the Paradise Valley Unified School District believes many school decisions are best made by those most closely involved or affected. Every school in the district has a School Council composed of two parents, two teachers, one education support professional and the principal. School Council meetings are open to the public. Notices of meetings are posted in the office and in the principal newsletter. Minutes of the meetings are also available.

### **SOAR LIKE A HAWK**

Desert Springs Preparatory follows a positive behavior model that teaches, models, and reinforces appropriate behaviors. **Students learn to be SAFE, ORGANIZED, ACCOUNTABLE, and RESPECTFUL in all areas of the school.** Students earn SOAR cards for following these expectations. These cards are turned into the office. Once a week, cards are drawn and students are recognized. Students also choose prizes.

### **STUDENT PLACEMENT**

Our staff makes recommendations to the Principal after careful thought, taking into consideration such factors as balance of boys and girls, heterogeneous grouping, balance in class size, and student academic and behavioral needs. We believe in creating a group dynamic that allows all children to exceed their own potentials. Students are placed in the spring of each year for the following school year. Parents may elect to provide the school with information that would aid in the selection of a successful classroom environment for their student.

### **SCHOOL NURSE – HEALTH MATTERS**

A registered nurse is assigned to each school on a full time basis. It is important that you notify the nurse if your child has epilepsy, asthma, heart disease, diabetes, vision or hearing problems, allergies, a physical or mental disability, or other health needs.

### ***General Information***

The nurse is not allowed, by law, to make a diagnosis, prescribe treatment or administer medication without a doctor's order. First-aid and medical care provided by the school nurse are primarily for illnesses or injuries that occur during the school day.

### ***Immunizations***

Arizona State Law ARS §15-803 states that children must have immunization information on file at school. Your child may not attend school until required immunizations are documented and provided to the school.

### ***Illness or emergency***

Please do not send your child to school if he/she has diarrhea, vomiting, fever, rash, deep cough, or a communicable disease such as chicken pox, strep throat, pink-eye, lice, etc. Children should be free of fever (below 100 degrees) for 24 hours before returning to school. If you are unsure please call the school nurse before sending your child to school. You will be notified if your child has an illness or injury at school; children are not permitted to walk home when ill or injured.

### ***Health Screenings***

Health screenings (height, weight, vision, hearing, blood pressure, scoliosis) are conducted each year. You will be notified should the nurse detect a problem.

### ***Emergency Cards***

The student emergency cards must be completed online via the Infinite Campus Parent Portal no later than the fifth day of school. We do not retain emergency cards from the previous year. In addition to parent phone numbers, at least two emergency contacts should be listed. Medications and health conditions sections should be noted.

<https://sites.google.com/pvlearners.net/pvassist/infinite-campus-help/annual-update>

### ***Medication***

If it is necessary for a child to take medication during school hours, the following requirements must be met:

- Students may not keep medication with them. Diabetes with insulin pumps are an exception.
- Prescription medication must be in the original container with a current prescription label.
- Over-the-counter medication must be in the original container. Appropriate dosage as stated on the label will be dispensed.

- There must be written permission from the parent/guardian to administer medication to the child. Dosage, time, dates to be given and name of medication must be stated. A separate medication form needs to be completed for each medication.
- Medications are expected to be brought to school by the parent / guardian.
- Inhalers cannot be kept on the child's person unless the student is in the 5th or 6th grade and has given a written doctor's order to the nurse. (For severe asthma only.)
- It is recommended that liquid medicines that require refrigeration be left in the Health Center during the dates to be dispensed. Ask your pharmacist for a second container to be kept at school.
- If medication needs to be given during a field trip, please provide the nurse with an extra labeled pharmacy bottle.
- Medications brought to school and not meeting necessary requirements will not be dispensed by the nurse and will be locked in the office until a parent/guardian verifies the medication and follows the procedure or takes it home. Cough Drops must be handed in to the Nurse or teacher to dispense due to choking hazard.

### ***Physical Education (PE) Excuses***

A written parental excuse is required if your child cannot participate in P.E. class for three classes or fewer. If your child is unable to participate in P.E. for more than three classes a doctor's excuse is required. A doctor's release is required for a child to participate in P.E. following surgery or serious injury.

### **SECURITY: VISITORS AND VOLUNTEERS**

State law requires visitors to first report to the school office, sign the register and obtain a visitors badge. Please use only the front entrance of the school at all times. Office staff is unable to retrieve items after a teacher has secured the classroom for the day. Forgotten books, homework, and personal items cannot be retrieved until the next school day.

### **TELEPHONE**

Students may not use the office or classroom phone for personal calls except in emergency and with staff permission.

### **TEXTBOOKS and LIBRARY BOOKS**

All textbooks are loaned to students free of charge. However, students are responsible for lost and damaged books and will be expected to pay for them. Students are urged to take good care of books to avoid an assessment at the end of the year. Library books must be returned before any students go on vacation or withdraws from school. Parents are financially responsible for books that are lost or damaged beyond repair.

### **VISITORS**

Parents will be able to attend events and volunteer this school year. BEFORE visiting a classroom or Multi-purpose Room, Visitors MUST check in through the front office and receive a visitor's sticker. This is for the protection of your children and is required by state

law. Please schedule an appointment with a teacher prior to a visit to school. This will aid in your being able to accomplish the purpose of your visit.

### **VOLUNTEER PROGRAM**

Desert Springs Preparatory Elementary School is proud of its volunteer program and help our students receive from our volunteers. ***We need you!*** Your participation in the volunteer program means more individualized instruction can be given to each child. In addition, it provides an enriching and rewarding experience for you, the parent. Our front office handles all volunteer paperwork and the level of completion that is required for that parent/guardian to volunteer. Please visit the front office for paperwork.

**Chaperones:** Any individual (parent, stepparent, legal guardian, grandparent, relative) who wishes to attend an overnight or daytime field trip ***must adhere*** to the procedures outlined in the district Volunteer Handbook. Background check and fingerprinting are required. Please plan to complete this process by the end of October. Please see the front office staff if you have questions.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

Please notify the school office in writing or by telephone at least two days prior to the student's last attendance day. The records secretary will then prepare a withdrawal form for the parents to sign and take to the new school. All school materials loaned to the student must be returned. Items that are lost or damaged must be paid for by the parents before school records will be forwarded to the new school.

**District Calendar is available at this link through the district homepage**

<https://www.pvschools.net/calendar>

**District Family/Student Handbook**

<https://www.pvschools.net/families/family-student-handbook>