

**2021-2022**



**ARROWHEAD ELEMENTARY  
SCHOOL  
Student Handbook**

*An Arizona Department of Education “A” Rated School  
2019 A+ School of Excellence™*

**7490 W. Union Hills Dr.  
Glendale, AZ 85308**

- **Office: 623-376-4100**
- **24-Hour Attendance Line: 623-376-4190**

**Please report all absences/tardies to 623-376-4190 by 8:45 AM**

- **Fax: 623-376-4180**
- **Nurse: 623-376-4110**

**Visit our school website: <http://arrowhead.dvusd.org>**

## DISTRICT MISSION STATEMENT

Our mission is to provide extraordinary educational opportunities to every learner

**RAISE the bar of #EXTRAORDINARY**

### MISSION STATEMENT

High levels of learning for all.

### VISION OF LEARNING

Arrowhead is characterized by a collaborative culture in which all stakeholders take collective responsibility for ensuring all students learn at high levels.

### OUR MANTRA

Be kind • Be safe • Be responsible

### ARROWHEAD FACTS

**Student Enrollment:** Approximately 600

**School Colors:** Teal blue, black and white

**Mascot:** Panther

**Grade Levels:** Pre-K through 6

**Before/After School Child Care:** Panther Pride

Level	Regular Start Time	Regular Dismissal Time	90 minute PLC Friday Start Time	90 Minute PLC Friday Release Time	Early Release Start Time	Early Release Dismissal Time
K-6th	8:45 AM	3:30 PM	8:45 AM	2:00 PM	8:45 AM	12:05 PM
Pre-K AM	8:45 AM	11:30 AM	8:45 AM	3:30 PM	8:45 AM	10:15 AM
Pre-K PM	12:45 PM	3:30 PM	8:30 am	3:30 PM	10:35 AM	12:05 PM

### **PTO Executive Board**

**Follow the PTO on facebook @arrowhead elementary PTO**

President Holly Hauptman  
Vice President Janelle Mahoney  
Treasurer Andria Ellingson  
Secretary Theodor Sims Martin  
Homeroom Parent Liaison Sonia Milorin  
Volunteer coordinator Samantha Childers  
Grant Writer Margaret Labedz

## **SCHOOL HOURS**

School begins at 8:45 AM and dismisses at 3:30 PM. Students are not permitted on campus until 8:30 AM when there is adult supervision or at 8:15 AM in the cafeteria if they are participating in our breakfast program.

## **GATES LOCKED/SCHOOL SECURITY**

School gates will remain locked throughout the school day. Students who are enrolled in the before/after school care program, or students that eat breakfast in the cafeteria at 8:15 AM, will enter through the cafeteria door from the parking lot. All other students will enter through designated campus gates between 8:30-8:45 AM.

Gates will be unlocked at 3:30 PM when school dismisses.

Parents and guardians must remain outside the school gates and are not permitted on campus without first signing in and showing identification in the front office.

## **DROP-OFF/PICK UP PROCEDURES & MAP**

We ask that you remain in your vehicle as you drop off your children. There will be Arrowhead staff members greeting students as they get out of cars, arrive through gates, and get off buses. Students will go directly to their classroom or to the café for breakfast upon arrival.

Drop off time is 8:30 am. Students who are eating breakfast at school may arrive as early as 8:15. All students who wish to eat breakfast will go directly to the cafeteria upon arrival.

Pick up time is 3:30 pm (Kindergarten will start dismissing at 3:20). Exceptions: Friday Early Release days dismiss @ 2:00. Half Days dismiss @ 12:05.

Here are the drop-off and pick-up procedures:

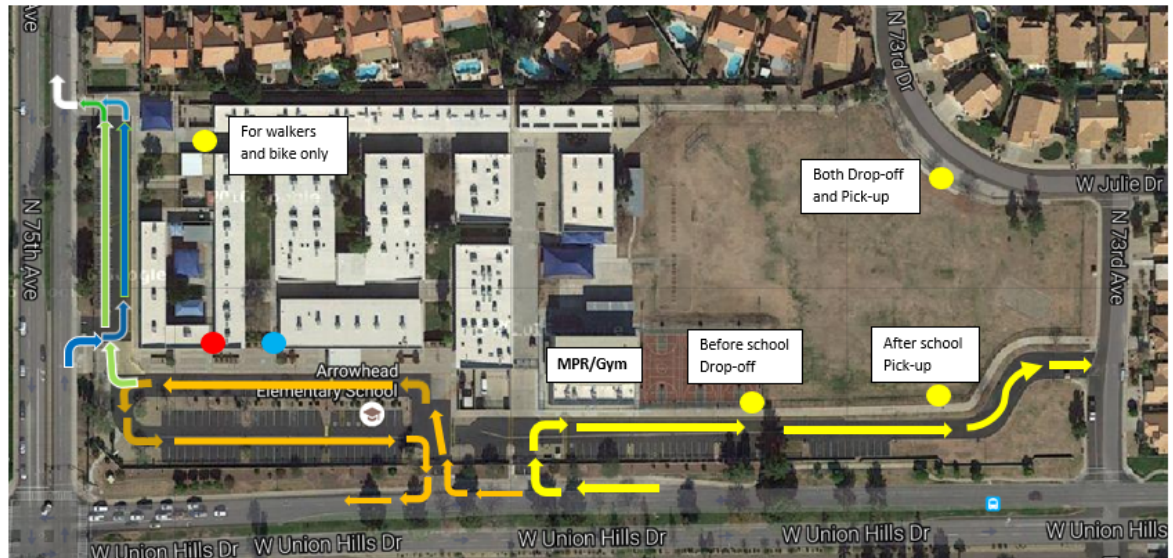
- Pre-School, Kindergarten, and 1<sup>st</sup> graders are to be dropped off and picked up in the West Parking Lot where the office is located. Parents of preschoolers should pull to the left side of the driveway in front of the school because they must exit their vehicle to sign in their child. Kindergarten and 1st grade parents should use the right side curb and remain in your vehicle as your child exits the car.
- 2<sup>nd</sup> -6<sup>th</sup> grade students are to be dropped off and picked up in the East Parking Lot where the Gymnasium is located.
- Another option for drop off / pick up is the back gate off of 73<sup>rd</sup> and Julie. Check out the map for further clarification.
- Please follow the one-way flow of our parking lot, utilizing parking spaces if you need to leave your vehicle for any reason.

**Please do not leave your vehicle unattended while parked in the fire lane. Please do not ask your child to cross traffic lanes to join you in your car.** This is very dangerous! A second exit from the south-west parking lot has been added which will allow cars to exit onto 75<sup>th</sup> Avenue using a right turn only, permitted to enter the campus.

If you wish to talk to your child's teacher after school, we ask that you politely make an appointment with the teacher and sign in at the front office.

We greatly appreciate your help in keeping all of the children safe.

Arrowhead Elementary School Drop-off and Pick-up Gates



Remember to be safe/courteous. Drop-off is at 8:30 am and Pick-up is at 3:30 pm on normal days, 2:00 pm on Early Release Fridays, and 12:05 on Half days.

● = Kindergarten/Preschool Pick-up Gate (after school)

● = Kindergarten/Preschool and 1<sup>st</sup> grade Drop-off Gate (before school) – also 1<sup>st</sup> grade pick up gate (after school)

● = 2<sup>nd</sup> – 6<sup>th</sup> Grade Gates (Northwest Gate by Bus Area – for walkers and bicycle riders only; Basketball Court (before school only)/Field Gate (after school only); 73<sup>rd</sup> Dr. and Julie Gate)

→ = Kindergarten Drop-off/Pick-up Path through their parking lot

→ = 2<sup>nd</sup> – 6<sup>th</sup> Grades Drop-off/Pick-up Path through their parking lot

→ = Kindergarten/Preschool/1<sup>st</sup> grade Drop-off/Pick-up vehicle relief path. **ONLY** open during before school drop off and after school pick up.

Otherwise the gate will be closed. Please be careful when using. One must yield to busses coming through the Bus Lane. Will be right turn only to exit.

→ = Bus Lane. For busses ONLY.

## **CUSTODY**

In most cases, when parents are divorced, both mom and dad continue to have equal rights where their child is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of that order must be on file in the school office. If you do not provide us with such orders, we must provide equal rights to both parents.

## **CAMPUS VISITATION/VOLUNTEERS**

Visitors and volunteers are always welcome. Volunteers need to go through Volunteer Training only once. Every year thereafter a new volunteer agreement must be signed. Visitors will need to sign in at the front counter and then take a visitor's sticker before going to their destination. Volunteers will sign in at the front counter and then take a sticker before going to their destination. **Please be prepared to show ID.** Visiting the classrooms during instruction time is distracting, so prior approval by the teacher and/or principal is required. Students from other schools are not permitted to visit campus during school hours due to liability and supervision considerations.

Please visit [dvusd.org/volunteering](http://dvusd.org/volunteering) for more information on volunteering on campus.

## **STUDENT ATTENDANCE**

Learning builds day by day. A child who misses a day of school misses a day of learning. Research shows that children who are in school most of the time do better on state tests. Studies also show that kids who are absent more often score lower on state tests. Being late for school hurts a child's learning and disrupts the learning of others. A student who is 10 minutes late every day will miss 30 hours of instruction during the year.

Your child's success in school depends on having a solid educational background – one that can only be gained through regular school attendance.

### **Absences - 24 hour Attendance line: 623.376.4190**

- Excused Absences - Parents must **call the school's 24 Hour Attendance Line: 623-376-4190** prior to 8:45 a.m. to excuse the child's absence. Please give the child's name, teacher's name and reason for absence including whether the child has a fever if he/she is ill.
- The student must be fever free for 24 hours without the use of fever reducing medication before returning to school. A note or email to a teacher will not excuse the absence.
- Family Trips and Appointments - Absences impact your child's education. Please be mindful when planning trips and making appointments.

### **Punctuality**

When students are tardy for school, it is disruptive to the classroom and can be unsettling for the student. Please help us send the message that school is important by making punctuality a priority. If your child will be arriving later than 9:30 AM please call the attendance line in advance to notify the office.

- Arrival – Students are NOT permitted to arrive on campus prior to 8:30 AM unless they are eating breakfast in the cafeteria. Students SHOULD arrive by 8:40 AM.
- Tardiness – Students are counted tardy after 8:45 AM if not in their classroom seat.
- **Excused tardiness – Students arriving after 8:45 AM must be signed in by a parent.**
- Unexcused tardiness – Students arriving after 8:45 AM without a parent are unexcused.

### **Dismissal**

For the safety and protection of your child, you must come to the office, with your ID, to sign him or her out. Your child will then be called to the office. **To lessen classroom disruption at the end of the day, no students will be dismissed early between 3:10 - 3:30 PM.**

## **TARDY POLICY**

School starts at 8:45 AM. Please call the attendance line, 623-376-4190, if your child will be late. It is extremely important that you get your children to school on time. We enforce a tardy policy and the CUTS Program (see below). Students must be signed in at the office and receive a pass when they are late for any reason. Parents must sign their child in if they arrive after 8:45 AM. Only verified doctors' notes will be considered for an excused tardy.

## **Court Unified Truancy Suppression Program (CUTS)**

The CUTS program, administered by the Division of Community Services under the direction of the Maricopa County Juvenile Probation Department, is a diversion program designed for juveniles who commit a first or second truancy offense and are willing to take responsibility for their behavior. CUTS consists of a probation officer, school official, parent and student coming together to address truancy. The goal of the program is to increase school attendance. The philosophy of CUTS is that when a student's truant behavior is confronted by a team, including parents, school officials and a representative of the Court, the student is less likely to continue the behavior.

**Students will be referred to the CUTS program on their fifth (5<sup>th</sup>) unexcused absence or when the student has been absent ten percent (10%) of the school year (18 school days).**

The probation officer, with the help of school officials and parents, decides the consequences for the truant student. Consequences may include, but are not limited to, community service, an educational class for student and parent and/or counseling. The parent will be assessed a 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.

### **HOMEWORK**

Home Practice Guidelines and Procedures Research provides strong evidence that, when used appropriately, home practice benefits student achievement. To make sure that home practice is appropriate, follow these guidelines:

#### **Time Guidelines**

- Carefully assign home practice so that it is appropriate to students' age and achievement levels. Also, be careful that home practice does not take too much time away from other home activities (Marzano & Pickering, 2007).
- Home practice directly related to the standards-based instructional objectives can be assigned using the following time guidelines:
  - Grades K-1: up to 30 minutes per night across all content areas
  - Grades 2-3: up to 60 minutes per night across all content areas
  - Grades 4-6: up to 90 minutes per night across all content areas
- Content areas need to collaborate on how much work is given each evening.
- Larger projects or assignments should be split up over multiple days.
- Home practice times can be differentiated for the needs of each student.

#### **Assigning Home Practice**

- Assign purposeful work for students to practice at home. Focus on giving students home practice tasks such as practicing a skill that has been addressed in class to deepen the students' understanding and knowledge, providing students opportunities to extend their learning through independent investigation, or allowing for differentiation that allows students to explore topics of their own interest (Marzano & Pickering, 2007).
- Create home practice opportunities that maximize chances for student completion and success. Ensure home practice is the appropriate level of difficulty for each student so that

they may complete the assignments with success independently. Home practice should also be challenging enough to make it interesting and valuable as a learning tool (Marzano & Pickering, 2007).

- When evaluating home practice, the teacher will provide students valuable feedback on their learning in a variety of ways. Feedback is critical for improving student achievement. Home practice should be no more than 5% of the grade.

### **Parental Involvement**

- Parental involvement in home practice should be supportive of student learning without the expectation that parents are teachers at home or are there to police the students' homework completion, possibly have parents assist by listening to their students summarize their learning. It is important to recognize that each student has a different support system at home and that successful home practice should be possible for each student in each different home environment (Marzano & Pickering, 2007).
- Parent access to the PowerSchool portal, ps.dvusd.org, can assist in reviewing assignment due dates, emailing teachers and viewing current grades. Please see the front office staff for login information.

Reference: Marzano, R. & Pickering, D. (2007). The Case for and Against Homework. Responding to Changing Demographics, 64(6), 74-79. Retrieved from:

<http://www.ascd.org/publications/educational-leadership/mar07/vol64/num06/The-Case-For-and-Against-Homework.aspx>

\*Homework is independent practice which reinforces the lesson and is directly related to the lesson. When the student can perform the skill or process without major errors, then s/he is ready to develop fluency by practicing without the availability of the teacher. The parent should not need to monitor the practice as the student is doing it, but should check the finished product. Children whose parents are engaged with their education are more likely to be successful, occasionally students may have take-home projects that may require parental engagement and thus, help increase student achievement. In the upper grades, less dependence on parents in the project taken home is expected.

### **PRINCIPAL'S LIST/HONOR ROLL**

The following criteria are established for Principal's List and Honor Roll for 3<sup>rd</sup> – 6<sup>th</sup> grade students:

**Principal's List:** A certificate will be awarded to students who have earned all A's (including special areas and other electives) and no "N's" or "U's."

**Honor Roll:** A certificate will be awarded to students who have earned all A's or B's (including special areas and other electives), and no "N's" or "U's."

### **DEER VALLEY UNIFIED SCHOOL DISTRICT** **K-12 DISCIPLINE POLICY**

The Arrowhead Discipline Policy was developed in accordance with the adopted K-12 Deer Valley Unified School District and the Revised Statutes of Arizona ARS 15-843 (Student Rights & Responsibilities Handbook). Please review this handbook with your child. Discipline is administered by the principal, teacher on assignment or designee, the faculty and the staff. Students will be referred to the principal, teacher on assignment or designee for violations outlined in the Discipline Guidelines of the Student Rights & Responsibilities Handbook and

when their disruptive behavior interrupts the educational process. Due process will be followed.

All discipline referrals submitted to the school administrator/designee will begin with a conference with the student. Parents will be notified through the written referral form and in the case of suspensions/expulsions by a personal phone call, written correspondence or conference. The specific actions to be taken will depend upon the nature, severity, and frequency of the offense. The consequences/disciplinary actions may be taken in isolation, in combination, or in any order, and are confidential. Progressive discipline will be used in cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the district.

### **BULLYING/HARASSMENT/INTIMIDATION/VIOLENCE**

The Governing Board of the Deer Valley Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

***Bullying:*** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly, through another person or group, or through cyberbullying;
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

***Cyberbullying:*** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.



**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harming a person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified when district officials have a reasonable belief that an incident of bullying is a violation of the law.

Forms are available to report all incidents of bullying at [www.dvusd.org](http://www.dvusd.org) (click on Safe Schools under the Parents & Students tab) and on your child's school's website.

### **STUDENT DRESS CODE**

- ❖ 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, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- ❖ Bare feet are never acceptable. Closed shoes are to be worn for any type of physical activity, such as P.E.

- ❖ Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- ❖ No hats may be worn inside any campus buildings at any time, except for properly approved occupational safety headgear required for special classes, or approved spirit day attire.
- ❖ 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.

### **ELECTRONIC DEVICES/SOCIAL MEDIA**

#### **OFF AND AWAY ALL DAY!**

Student cell phones must be in the OFF position and placed inside their backpacks when they are inside the school gates.

Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibilities of ensuring that those items are not used inappropriately or at inappropriate times on campus or on a bus. If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption. Unless approved by the teacher, these items must be in the off/silent position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device. Recording in the classroom without prior administrative permission may be a violation of FERPA. Please see Bus Discipline Procedures regarding personal electronic devices on the bus.

This is intended to promote the responsible use of all personally owned electronic devices in the Deer Valley Unified School District. Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto DVUSD property or to DVUSD sponsored activities.

Students should understand that they bring an electronic device on campus at their own risk. DVUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

For most kids and teens, social media is an essential part of their lives. There are many good things about social media, but there are also many potential dangers. We encourage parents/guardians to get educated about social media, and to help their child make good choices when they post something online. For more information on ways to keep children safe while using social media, please visit [www.commonsemmedia.org/privacy-and-internet-safety](http://www.commonsemmedia.org/privacy-and-internet-safety).

### **FIELD TRIPS**

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, the superintendent may limit field trips. All out-of-county or overnight field trips must be specifically approved by the Governing Board. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation will be provided only by District approved conveyances, operated

by authorized personnel, following all transportation rules and guidelines for those vehicles' use. Students must not be transported in employee-owned vehicles.

On occasion you may be invited to make a donation of money and/or food items, etc. These donations are strictly voluntary and are not required. Please understand that all students will have the opportunity to participate in field trips regardless of parent donation. Field trip chaperones must have attended a volunteer training.

### **BICYCLES/ROLLERBLADES/ SKATEBOARDS/SCOOTERS**

Bike gates are secured from 9:00 AM to 3:30 PM. If you need to check your child out for early release, please come by after 3:30 PM to pick up your child's bike when gates are opened. While on campus, students are to walk bicycles.

### **PETS ON CAMPUS**

Pets are **not** allowed on campus (sidewalks in front of school office and buildings included). Please do not bring your pets to school when you drop off or pick up your child. There have been incidents of dogs jumping on children while parents wait outside the gates for school to be dismissed, or while parents are dropping students off in cars. No pets are allowed in classrooms.

### **LOST & FOUND**

Students are encouraged to place their name on all personal belongings such as coats, lunch boxes, gloves, sweaters, etc. Lost items will be kept in the "Lost & Found" area. Parents are also encouraged to check for missing items when on campus. Unclaimed items will be donated to a local charitable organization throughout the year. Arrowhead is not responsible for lost or stolen items.

### **CAFETERIA**

Arrowhead offers free breakfast and free lunch. Each month a copy of the menu can be found [here](#) and on the Arrowhead website.

## **LUNCH TIMES**

	Lunch
Kinder	11:05 - 11:35
1st	11:30 - 12:00
2nd	11:50 - 12:20
3rd	12:00 - 12:30
6th	12:10 - 12:40
5th	12:30 - 1:00
4th	12:40 - 1:10

You can set up a lunch account for your child with cash or check, or by logging on to [www.EZSchoolPay.com](http://www.EZSchoolPay.com) where you can monitor their balance as well as pay online. Your child will enter his or her student I.D. number at the keypad in the cafeteria when he or she goes through the lunch line. The cashier will make the student aware of a low balance when his or her account reaches \$5.00. You may contact the cafeteria at any time during the year to check on your child's account. The telephone number is 623-376-4114.

## **GENERAL PROGRAM DESCRIPTION**

DVUSD Food & Nutrition participates in the School Breakfast Program and National School Lunch Program. We are committed to offering nutritious meals at affordable prices. Our cafeterias serving pre-K-8 offer three different entree options daily, one of which is always vegetarian. Students are always offered milk, as well as fruit and vegetable sides with their entrée. Additionally, students are able to supplement their meal with fresh fruits and vegetables from the fresh fruit and vegetable bar. In order to support the increased independence of our high school students, they are offered an even wider variety of options for both breakfast and lunch. Options include yogurt, breakfast sandwiches and fresh fruit for breakfast and fresh salads, Mexican, Asian, Italian and deli items for lunch. Please visit your school's cafeteria website for more specific menu information. You can visit the Food & Nutrition webpage at [dvusd.org/nutritioninformation](http://dvusd.org/nutritioninformation) to learn more about nutrition content of all menu items and allergy information.

## **PAYMENT OPTIONS**

When a student is enrolled in school they are given an ID number from the school's front office that they will keep throughout their time at DVUSD. If you do not know your students ID number, please contact your school. All students key in their ID number on a pin pad when they go through the breakfast and/or lunch line to make a purchase.

Parents can add money to a student's account in three different ways:

1. **Cash:** Students may buy meals with cash or add cash to their account in the cafeteria.
2. **Check:** Students may bring a check with their student ID number and current phone number on it to the cafeteria to be added to their account.

3. **Online:** Payments can be made at [www.EZSchoolPay.com](http://www.EZSchoolPay.com) using VISA, MasterCard, or Discover card for a fee of \$2.00 per transaction. Parents can also use EZSchoolPay to view student spending and set up low balance reminders **at no cost**.

### **FREE AND REDUCED PRICE MEAL HOUSEHOLD APPLICATIONS**

Free and reduced price meal household applications are distributed students in the first week of school and can also be found online at [www.EZMealApp.com](http://www.EZMealApp.com) or [www.dvusd.org/mealassistance](http://www.dvusd.org/mealassistance).

Students who participated in the meal assistance program last year are eligible for the same benefits the first 30 days of the new school year only. All students must submit a new application by September 18, 2019 to continue receiving benefits, if eligible. If a new and complete application is not received by September 18, 2019, students will pay the full meal price starting September 19, 2019.

Find more information at [www.dvusd.org/mealassistance](http://www.dvusd.org/mealassistance), on your August school lunch menu, or by contacting our office at 623-445-5166.

### **BUYING SNACKS IN THE CAFETERIA**

In addition to daily meal options, school cafeterias also have a variety of snacks and beverages available for purchase. All snack items sold in the cafeteria meet Federal nutrition guidelines, called Smart Snack Standards. These standards are similar to those of the school meal programs. You can learn more about the standards on the Food & Nutrition website at [www.dvusd.org/nutrition](http://www.dvusd.org/nutrition).

Note: Parents can contact their student's cafeteria manager any time to place restrictions on a student's ability to purchase snacks. Restrictions can be made in several different ways including setting daily spending limits, allowing snacks on certain days only, or totally blocking all snack sales. Parents can find a list of available snack items and their cost on the Food & Nutrition website.

### **POLICY ON UNPAID MEAL CHARGES**

The Food & Nutrition Department understands that sometimes a student's meal account will run low or go into the negative. To ensure that all students are being treated equally as well as to ensure that we are being fiscally responsible with our limited resources, we want to make our meal charge policy known to all parents.

#### **Grades Pre-K Thru 8**

- It is the policy of the Deer Valley Unified School District to provide a complete meal to all students. In the event a student's account has insufficient funds to pay for the meal, the account is charged. Parents/guardians shall be contacted for payment through phone calls and written notification.
- À la carte purchases are not permitted when the account is in a negative balance.

#### **All Grade Levels**

When a negative account balance exceeds the dollar amount equivalent to ten lunches:

- The Principal, Counselor and/or designated staff member of the Food & Nutrition Department will contact the student's parent(s)/guardian(s) to determine an appropriate resolution of the circumstance.
- The student's parent(s)/guardian(s) will be provided application materials for the free and reduced-price meal programs.

If it is determined the district is unsuccessful in collecting payment, the debt may be sent to a collection agency.

It is the parent's responsibility to monitor the student's account balance. At any time, parents can set up low balance reminders and view spending at no cost using EZSchoolPay.com. EZSchoolPay is a secure, convenient and friendly way to manage and pay for your child's school meals via the Internet.

For more information on the school lunch program, please refer to the Food & Nutrition website by going to [www.dvusd.org/nutrition](http://www.dvusd.org/nutrition). You may also contact your school cafeteria manager.

### **SAFE AND HEALTHY EATING**

Please encourage your student/child/ or children to be seated upright when eating and not to be distracted. Encourage them to eat slowly, take small bites, and fully chew and swallow their food before talking or laughing. If you pack a lunch and send it with your child, please avoid food items that could be difficult to chew or which could possibly cause choking. Encourage them not to eat while walking, running, or engaging in other activities. Encourage them to avoid children's games that involve catching a food item in the mouth or putting large amounts of food into the mouth. Eating in the cafeteria should be fun and social, but eating in the cafeteria is a privilege. For those who misbehave or fail to follow these directions, cafeteria privileges may be revoked.

### **NURSE/HEALTH CENTER**

Every school in the Deer Valley Unified School District is served by a licensed registered nurse or a licensed practical nurse. The basic purpose of the health center is to promote and safeguard the health and well-being of each child. Cooperation between parents, staff and school nurse or LPN is vitally important in achieving this goal. During the school year, screening for vision, hearing, and scoliosis will be conducted at various grade levels. If any abnormalities are found, they will be reported to the parents/guardians.

**School is a Healthy environment.** The nurse promotes a positive wellness environment to give each student the best possible opportunity to learn and reach his/her potential. The nurse is the consultant for students, parents and educational staff members concerning health issues and problems. He or she may, at times, recommend further medical follow up when a health problem is suspected.

**The Health Center** provides first aid and medical care primarily for illness or injuries that occur during the school day. It is not a primary care facility like a doctor's office. The nurse is, however, qualified to collaborate with you and your child's physician to provide an educational environment in which your child can learn and thrive. While the nurse does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given in the health office.

**Disease Prevention/Immunizations:** Written proof of compliance with immunization requirements is a part of the registration process in Arizona Schools. State and Federal Laws mandate that school-age children be immunized to prevent certain diseases. If you are unsure of the requirements for Immunization, see your doctor, visit the School Health Center (or go on the Arrowhead website, go to "Staff Websites" and scroll down to "Debbie Long Nurse" to access Nurse Debbie's website) or call the Maricopa County Health Department at

(602)-506-6767 or (602)-263-8856 for locations of clinics and hours of operation. Immunizations at the County clinics are free of charge for children under the age of 18, but please bring your insurance information with you. Exemption forms are available from the nurse.

**Parent and Emergency Contacts/Health History: Parents are required to complete Emergency Contact and Health History Forms for each of their children every year.** These forms contain vital information should your child become ill or injured at school. Students will be released ONLY to those persons indicated on the form. **Photo ID is required to pick up any child during the day at school.**

**Student Illness:** If a student feels ill during the school day, he/she should report his/her complaint to the classroom teacher for referral to the nurse. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the nurse. Please keep your children home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. **Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school.** If your child has been diagnosed with contagious illness, please contact the Health Center so parents of other students in the class can be notified. Please call your child's doctor for advice on an ill child. Do not send ill students to school to be evaluated by the nurse.

**Medication:** In compliance with ARS 15-344 and ARS 32-1901, *over-the-counter medications are not available in the Health Center.* Tylenol, ibuprofen, calamine, neosporin, topical or oral Benadryl, cough drops, antacids or any like remedies **are not stocked.** Students are not permitted to have medication in their possession at any time without a *specific* prior written arrangement with the nurse.

**Prescription medications must be in an original prescription container labeled for the student with a current date. The label must state directions that coincide with the request being made by the parent.**

Over-the-counter Medications needed by students during the school day must be checked in to the Health Center by a parent/guardian. Requests must be in agreement with the manufacturer's directions or have a superseding physician's order. Herbal preparations must have a doctor's order. It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the Health Center. At the end of the school year, any medication remaining in the Health Center will be discarded.

**PE Excuses:** Students requesting to be excused from P.E. must bring a note signed by their parent to the Nurse. The Nurse will then write an "excused from P.E." pass for the student to take to P.E. Any request for an excuse for three or more PE classes must be accompanied by a Physician's written order. **All injuries requiring any type of orthopedic support or device on campus must be reported with a physician's order and cleared through the Health Center. This includes requests for an elevator key.**

**Chronic Health Conditions:** If your child has been diagnosed with a chronic health condition please contact the nurse immediately. He or she will inform you of the DVUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day.

## **Gifted Education**

During the academic day we offer a Gifted Program implemented to provide instruction to academically talented students. Each grade level has an identified “Gifted Cluster” classroom. These classroom teachers have received gifted ed training or hold a gifted endorsement. They provide enrichment learning opportunities. Students in grades 3-6 who qualify for math take part in the “Walk up to Math” program. This means they go to the next grade level math class. Sixth graders are enrolled in 7th grade math which is taught by our gifted teacher on campus. Students in grades 2-6 who qualify for reading participate in “Spark” learning opportunities taught by the gifted teacher. The gifted teacher also supports students and their teachers in all grades.

Students are identified for the program through teacher referral, parent request, and testing. Testing will be conducted three times a year, generally within the first 30 days of the school year, within 30 days of second semester and within 30 days of the end of the school year. A child who passes the test in September or January can begin participating at that time. Testing in May is for placement the following fall when school begins.

## **BEFORE & AFTER SCHOOL PROGRAM**

DVUSD Community Education school-based Before and After School Care Programs offer families the opportunity to extend their children’s learning and development beyond the school day in a safe and supervised environment. A diverse set of enrichment activities such as homework assistance, tutoring, organized play indoors and out, and access to optional after school enrichment classes ensures there is something for everyone to enjoy. The hours are 6:30 - 8:30 AM and 3:30 - 6:00 PM. For more information, please call 623-445-5005.

## **CAMPUS AREA RULES**

1. Students are not allowed on school grounds prior to 8:30 AM. The only exception is if they are eating breakfast. They may begin entering the cafeteria at 8:15 for breakfast.
2. Upon arrival, students will go directly to the cafeteria or to their classroom
3. Students are to follow instructions of all school staff inside and outside the classroom.
4. Students are not to engage in any action that is potentially or actually harmful to the safety of themselves, other students or adults (i.e. running on walkways, throwing of objects, pushing or shoving, fighting, and profanity).
5. All students are to show respect for others and their property.
6. Students are not to bring any dangerous objects or substances to school. The school is not responsible for personal items students bring to school.
7. Students are not to leave the classroom or campus without appropriate written permission or authorized passes.
8. Hats are to be taken off when inside buildings (see District Dress Code).
9. Do not litter. Help keep our campus clean.
10. Always walk on the cement. Please do not walk on the grass.
11. Bicycles will not be ridden on the school campus. Bicycles must be walked upon entering campus and locked in campus bicycle gates.
12. Limit quiet conversation while moving as a class on campus unless directed otherwise by a teacher so that classes in session will not be disturbed.
13. No more than three students in bathrooms at a time during recess.



## **CAFETERIA RULES**

1. Playground equipment, backpacks and school work will be placed in the appropriate area upon entering the cafeteria.
2. Students waiting for lunches will stand in a single file line in an orderly manner.
3. Remember these four (4) cafeteria rules:
  - Walk in the cafeteria.
  - Use proper table manners.
  - Speak softly.
  - Stay seated in the assigned area until dismissed.
4. After eating, students will clean their eating area and dispose of garbage.
5. All food and drink must be consumed in the cafeteria.
6. No glass allowed.
7. Show respect to all cafeteria workers.

## **PLAYGROUND RULES**

### **TACKLE FOOTBALL IS NOT ALLOWED**

#### **Walk - Walk - Walk - Walk**

1. Walk ONLY in wood chip area, sand area and all cement surfaces except basketball courts.
2. Walk ONLY to and from the cafeteria.
3. All running, jogging, skipping, etc. is only allowed on the grass field area and basketball courts.

### **Playground Equipment**

1. Keep sand in the sand area and wood chips in the woodchip areas. Do not kick sand or wood chips when walking through those areas.
2. No climbing on or hanging/ swinging upside down on any equipment. Head must always be above feet.
3. No jumping on or off any equipment.

### **Slides**

1. One person at a time.
2. Slide all the way down, no stopping.
3. Sitting only, facing forward.
4. No climbing on or up the slides.
5. No walking or running on or up the slides.
6. No standing or sitting at or near the bottom or top of slides.
7. No pushing down slides.

### **Monkey Bars**

1. Grab bars with both hands, hang down and travel across by moving hands from one bar to the next until reaching the opposite end.
2. No jumping onto bars from the platform.
3. No swinging or hanging upside down on bars.
4. One person at a time traveling across bars.

## **Swings**

1. One person at a time on any swings.
2. No pushing is allowed.
3. No standing near or walking around the swings when someone is swinging.
4. Sit properly and hold on with both hands.
5. No jumping off swings.
6. Swing back and forth, not side to side.
7. No standing, laying on or hanging upside down on swings.
8. No front or back flips off the swings.

**Students should not do anything that may cause harm to themselves or other students.**

# PAWS for Success: Campus Expectations

Motto: Be Kind, Be Safe, Be Responsible

	<b>Be KIND</b>	<b>Be SAFE</b>	<b>Be RESPONSIBLE</b>
<b>Bus Waiting Area</b>	<ul style="list-style-type: none"> <li>● Speak politely to the bus driver.</li> <li>● Speak kindly to adults on duty.</li> </ul>	<ul style="list-style-type: none"> <li>● Wait quietly in line for the bus to arrive.</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions from adults.</li> <li>● Follow all bus rules.</li> <li>● Wait for your turn to load the bus.</li> <li>● Cell phones remain in backpack.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● Speak politely and softly to adults and other students.</li> <li>● Respect personal space.</li> </ul>	<ul style="list-style-type: none"> <li>● Walk only</li> <li>● Keep hands, feet, and objects to yourself.</li> <li>● Eat your own food.</li> <li>● When dismissed, WALK to the playground.</li> </ul>	<ul style="list-style-type: none"> <li>● Wash hands before entering cafeteria.</li> <li>● Stand patiently in line with proper spacing between each other.</li> <li>● Know your lunch number.</li> <li>● Sit where assigned.</li> <li>● Clean up area after eating.</li> <li>● Raise your hand for permission to leave.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>● Use kind words.</li> <li>● Include everyone who would like to join in.</li> <li>● Share and take turns.</li> <li>● Help others</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet, and objects to yourself.</li> <li>● Use playground equipment as it was intended.</li> <li>● Leave objects that belong on the ground, on the ground.</li> <li>● Follow game rules.</li> <li>● Walk on the concrete areas.</li> </ul>	<ul style="list-style-type: none"> <li>● Respond to the whistle the first time it is blown.</li> <li>● Listen to adult directions.</li> <li>● Stay in assigned areas.</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>● Wait quietly for your turn.</li> <li>● Maintain your privacy and that of others.</li> </ul>	<ul style="list-style-type: none"> <li>● Wash your hands with soap and water after using restroom.</li> <li>● Walk only</li> <li>● Use facilities as they are intended to be used.</li> </ul>	<ul style="list-style-type: none"> <li>● Keep restroom clean and orderly.</li> <li>● Use inside voice in restroom.</li> <li>● No climbing or banging on bathroom doors.</li> </ul>
<b>Walkway</b>	<ul style="list-style-type: none"> <li>● Greet others politely and acknowledge others when spoken to.</li> <li>● Walk quietly</li> <li>● Help others</li> </ul>	<ul style="list-style-type: none"> <li>● Walk only</li> <li>● Watch when walking in front of doorways.</li> <li>● Stay on sidewalk.</li> </ul>	<ul style="list-style-type: none"> <li>● Walk in FLASH lines.</li> <li>● Listen to adult directions.</li> <li>● Go directly to where you need to go.</li> <li>● Be where you need to be.</li> </ul>

Please refer to the new 2021-2022 Student Rights and Responsibilities handbook available online at <http://dvusd.org/domain/1302> (scroll down and click on Student Rights and Responsibilities) for information about all procedures and policies.



**Arrowhead Elementary School**  
**7490 W. Union Hills Dr.**  
**Glendale, AZ 85308**  
**623-376-4100**  
**School Website: <http://Arrowhead.dvusd.org>**

My child and I have read the 2021-2022 Arrowhead Student Handbook.

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Print Parent's Name

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Parent's Signature

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Date

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Print Child's Name

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Grade

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Child's Signature

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Date

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To view the Student Handbook visit our school website at <http://arrowhead.dvusd.org>. Click on the School Information link at the top of the page, then click on Student Handbook.

If you would like to request a hard copy of the Student Handbook, please contact the office at 623- 376-4100.