



Positive Behavior Interventions and Supports



Bronze Award Winning School by PBISaz.org

Parent/Student/Staff Handbook



Mustangs

Learn, Grow, Succeed



Deer Valley Unified School District No. 97

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WEST WING SCHOOL

SCHOOL HOURS

Grades K-8

8:45 a.m. to 3:30 p.m.

EARLY RELEASE HOURS

Friday - 2:00 p.m.

Half Days: Grades K-8 - 8:45 a.m. to 12:05 p.m.

Office Hours: Monday through Friday

7:30 a.m. - 4:15 p.m.

7:30 a.m. - 2:45 p.m on Early Release Fridays

Attendance (Automated): 623-376-5090

Main Office: 623-376-5000

Principal: Mrs. Shelly Schubert

Assistant Principal: Mrs. Tiffani Morrison

Secretary: Mrs. Shaunna Owsley

Registered Nurse: Mrs. Jan Rey

Registrar: Mrs. Becky Schreiner

Accounting Clerk: Mrs. Jennifer Farr

[School Website](#)

DVUSD Governing Board

Paula Carver Jr.
Kimberly K. Fisher
Steven Bottfield
Dr. Karen Pack
Stephanie Simacek

DVUSD Superintendent

Dr. Curtis Finch

ANIMALS AND PETS

No pets are allowed on campus. This includes no pets on leashes or carrying pets.

For the safety of our students, stray dogs that find their way on campus will be turned over to the Maricopa County Animal Control if the owner cannot be located. Please caution your children not to encourage any animals to follow them to school.

ARRIVAL AND DISMISSAL

Listed below are all of the arrival and dismissal procedures with the procedures that address the parking lot arrival/dismissal procedures.

Bus Lane- Busses pick up and drop off students in the bus lane only. Daycare busses use the parent drop off/pick up lane in the front parking lot. Students are not allowed to cross in front of the busses at anytime. No parking is allowed at anytime in this area. No student drop off or pick up in the bus lane.

Parent Pick Up- The back loop (Lollipop) is to be used for parent drop-off and pick up for grades 1-8. ONLY parents of PreSchool students, kindergartners and their siblings may use the front parking lot. Teachers will direct students in loading cars during dismissal.

Students

1. Students are not allowed on campus before 8:30 a.m., unless they are going to breakfast or a club such as choir, band, student council, etc.
2. Skateboards, roller skates, scooters, skate shoes and rollerblades are not allowed at any time. Please do not rollerblade with your child to school. Please walk or bike ride with your children to school.
3. Students are to stay on sidewalks at all times. The only exception is if parents park in the parking lot and escort their child(ren) into the school. The crosswalk should be used in this situation. Bicycles must be walked on sidewalks until they are completely off of campus.
4. Please do not ask your children to cross between cars at any time. This is extremely dangerous. Your child may be given discipline if this safety rule is not followed.

ASSEMBLIES

Teachers will escort students to assigned seating and will supervise their behavior during assemblies. Rules of common courtesy are always in effect, with students demonstrating respect and appreciation. Talking, whispering, whistling, stamping of feet, booing and other similar noises are discourteous. At pep assemblies, cheering is acceptable within controlled limits. Students behaving inappropriately will lose immediate and possibly future assembly privileges.

ATHLETIC EVENTS

Students in grades 7 and 8 may attend games without a parent, but they are required to follow all school-wide expectations. Students that are disruptive or are in unsupervised areas will face discipline consequences. Students in all other grades are to have a parent accompany them at all West Wing games, unless they are part of the school team. If a student comes to a game without a parent, they may be subject to disciplinary action.

ATTENDANCE /ABSENCES /TARDINESS

Regular attendance and being on time are two things that help children have a good attitude toward school and facilitate their individual success. If your child is unable to attend school, please call the automated attendance line using the voice mail telephone number at 623-376-5090. Follow the brief prompts to record your child's absence. This service is available twenty-four (24) hours a day, seven (7) days a week. The Attendance Clerk is available Monday through Friday between the hours of 7:30 a.m. to 4:30 p.m. An unreported absence will result in a telephone call from the attendance clerk to the parent at home or at work. If you are unable to call the school, please send a note to the teacher the morning the student returns to school. The note should contain the student's name, date(s) of absence, specific reason for absence and the parent's signature. Excessive absences can be a problem that ultimately affects a student's academic success. **A specific letter explaining the CUTS (Court Unified Truancy Suppression) Program will be in your child's first day packet.** If a student is going to be tardy, please call or send a note. **When tardy, students must report to the school office for a pass before going to the classroom. Please see Appendix A for an example of CUTS letters at the back of the handbook.**

Arizona State guidelines for student attendance are as follows:

- 0% to less than 50% of instructional time equals full day absent.
- 50% to less than 75% of instructional time equals half day absent.
- 75% of instructional time and up equals full day present.

Tardies:

Students should arrive on campus no later than 8:40 a.m. daily. The late bell rings at 8:45 a.m. A student will be considered late after the 8:45 a.m. bell and marked "L" for late, for any arrival after that time. This procedure is in compliance with school and district procedures. An excused tardy is accepted **only** when the student has a medical appointment, the student **MUST** be accompanied by a note from a doctor's office. Accompanying your child to the office alone does not excuse the child's tardy. Your doctor is familiar with this procedure and can supply you with the required documentation or a payment receipt can also be accepted.

Consequences for excessive tardies are outlined on page 29.

NOTE: Each year, the DVUSD School Board approves a school calendar. A copy of this calendar is available at www.dvUSD.org/our-district/calendars. We ask that you try to plan around this calendar when making plans for vacations and special appointments.

BEFORE SCHOOL PROCEDURES

There is no supervision before 8:30 and after 3:45. Students may not arrive on campus before 8:30 a.m. Students arriving on campus prior to 8:30 a.m. to have breakfast, must remain in the cafeteria until the 8:30 bell rings. Any student arriving before 8:30 is expected to purchase a school breakfast. Any student, who habitually arrives at school early, will have their parents contacted and discipline rendered. All students need to be off campus by 3:45 p.m unless part of an after school activity.

BICYCLES, ROLLERBLADES, SCOOTERS, AND SKATEBOARDS

Students are permitted to ride bicycles to school. For safety reasons, it is recommended that only third through eighth grade students ride bicycles to school. It is suggested that all students who ride bicycles wear a helmet for their protection. Students who ride bicycles must assume all responsibilities and risks involved. While on campus, students are to walk their bicycles. Bicycles must be parked and locked in bicycle racks. Each student should have his/her own

lock and not share it with another student, whether it be a brother, sister or friend. Students who are found loitering in the bike racks or touching other students' bikes will be referred to the school office.

Mini-bikes, motorcycles, motor-bikes, skate shoes, hoverboards, and rollerblades are not allowed at school or to be ridden to or from school. e-bikes, motorized/electric scooters and Non-motorized skateboards and scooters are permitted. However it is recommended that they be locked in a bike rack during the school day. Students are expected to walk all wheels in all school crosswalks and all sidewalks leading up to our campus.

BUS INFORMATION- TRANSPORTATION DEPARTMENT – 602-467-5090

While students are riding the school bus or waiting at a designated bus stop, they are expected to conduct themselves in a respectful and orderly manner. Riding a school bus is a privilege provided for students living beyond a one mile walk from school, **or attending a field trip**. Copies of the school bus rules and regulations will be provided in your child's first day packet. If you did not receive this information, please contact the school office at 623-376-5000.

CAFETERIA

Parents are encouraged to eat lunch with their child during their lunch time. Parents are not permitted to share food with any student that is not their own. Many of our students have allergies that can be life threatening. Parents that pass out food to other students are jeopardizing the health of our students and we are trying to prevent any emergency situations from occurring. Administration will respond if a report is made that food is being shared.

CHAIN OF COMMAND GUIDELINES

We always encourage parents and community members to contact the school regarding any questions or concerns. The first line of communication should always be with your child's classroom teacher. For any safety issues or school concerns, always feel free to contact a building administrator or the school secretary. If you have a concern about your child's teacher, please contact them directly. If the problem is not resolved, then contact the school administrators. If the concern remains unresolved the following chain of command should be followed:

1. West Wing Teacher
2. West Wing Administration
3. District Office School Operations Director
4. Associate Superintendent
5. Superintendent
6. School Governing Board

CHILD PROTECTION

Custody - 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. Unless your court order is on file with us, we must provide equal rights to both parents.

In the event that you leave your child in the temporary custody of a relative or friend due to out of town business or vacation, the school must have a **signed note by the custodial parent**. In addition, please be sure the assigned person is also listed as a responsible party on the child's "Emergency Medical Referral Card" (Nurse's Office) and the "White Office Referral Card" (School Office).

Reporting Child Abuse - According to state law, child abuse is **not** something school employees can ignore. Non-accidental injury, sexual molestation, abuse and neglect must be reported to the Arizona Department of Child

Safety (DCS) and the police department. People who are required to report suspected abuse and/or neglect are protected by state legislation from any civil or criminal liability.

The district's reporting procedures, developed by teachers and school officials, and endorsed by the Arizona Department of Education, involve a team. If you or someone else you know needs help, or if you need to report a child abuse problem that you are aware of, call DCS at 1-888-767-2445.

Classroom Interruptions

Protecting instructional time and minimizing classroom disruptions are of paramount importance to our staff and students. In an effort to protect teachers from office disruptions and allow them to focus on instruction and student learning, we are implementing the following policies.

Our Forgotten Items Policy is to help avoid classroom disruption.

West Wing's "Forgotten Items" Policy is to help avoid classroom disruptions.

Please refrain from bringing the following items to the office during school hours. We will not interrupt classes to deliver these items.

- Lunches
- Snacks
- Shoes
- Projects
- Electronics
- Instruments
- Homework
- Notes
- Permission Slips
- Progress Reports
- Library Books

(Students with large instruments or school sports equipment can be dropped off and will be held in the office. Parents can help students deliver *large* projects between 8:30 AM and 8:45 AM)

The following items will not be accepted or held for students: snacks, water bottles, homework, books, clothing, shoes, phones/tablets/technology, or permission slips.

Fast food lunches are not accepted at the front office. Parents may attend lunch with their student if they are bringing in outside food.

We appreciate your support in implementing this policy. Thank you for helping us protect our instructional time and assisting us in promoting responsibility for all students.

Late Lunches:

Late Lunches will be placed on a table in the front office. Students can check to see if those have arrived. If a student does not have a lunch at that time, the cafeteria will provide a lunch, and the student's lunch account will be charged. Parents/Guardians are welcome to bring lunch to students during his/her assigned lunch time and are required to stay to have lunch with them if they are bringing lunch from a fast food restaurant. Fast food may not be dropped off as a late lunch. Students are not permitted to receive any delivery service drop off a lunch. Parents coming for lunch are invited to purchasing a lunch from the cafeteria or bring in a packed lunch. Parents/guardians are not permitted to bring lunch

for any student other than their own. Parents are not permitted to go to the playground and must sign out of the office after lunch.

CLOSED CAMPUS

Please be reminded that students are not allowed to leave the school grounds at lunchtime or any other time during the school day. If a student needs to be checked out early, a parent or a designated party indicated on the emergency card must come to the school office and sign him/her out. Your child will not be released to **anyone** who is not listed on the emergency cards. Anyone picking up a student is required to present their drivers license for proof of ID. No exceptions will be made to this rule.

COMPUTER USAGE AND RESPONSIBILITY

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communication apply. All school accounts and school issued devices are monitored and any concerning behavior is immediately reported to administration. Disciplinary action per the Students Rights and Responsibilities Handbook apply to all district issued accounts and devices.

The following are **not** permitted:

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

Consequences

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

CONFERENCES

Conferences are scheduled twice each year (October and February). It is during these times that parents may talk with their child's teacher(s) about their progress in school and their special needs. In the Deer Valley Unified School District, we think both parents and teachers are partners in the education process of your children. Please join the teacher in finding the best way to help your child(ren) learn.

Because conference times are limited, we suggest you think about what you'd like to ask the teacher in advance to your conference. You may ask for more conferences at any time during the year. In addition, if you ever have a question, your child's teacher is available through email and phone calls.

CONTINUOUS IMPROVEMENT

West Wing School has established a site-based decision-making team, known as the Guiding Coalition. This team is composed of a staff members. The Guiding Coalition members meet monthly to examine student progress and ensure that all students are learning at high levels. This team also creates our Campus Improvement plan known as the (C.I.P.)

has been developed and is revisited monthly. The primary responsibility of the Guiding Coalition team is to monitor the implementation of the C.I.P. using research and school data to evaluate its effectiveness.

CURRICULUM NIGHT/OPEN HOUSE

We hope all parents take the opportunity to attend these events as it provides you with an opportunity to meet your child's teacher and to become familiar with each specific grade level's curriculum. Curriculum videos are shared on our school website for parents to view. **Please see the website for Open House dates and times and Curriculum videos.**

DISCIPLINE

We expect our students to respect the rights of the people around them and to conduct themselves in a safe and orderly fashion. Behavior should be such that students will not do harm to themselves or others.

Disciplinary action is taken in situations in which students do not follow conduct guidelines. If a staff member or the administration feels that a student's behavior is continually causing problems, the parents will be informed and asked to work with the team toward a solution.

Classroom discipline and incentive plans are established by the individual teacher in their particular class or subject areas. These may vary from class to class; however, there is a consistency within each grade level and subject area, and all plans align to our behavior flow chart. The school-wide student discipline and behavior plan, as defined in this handbook, is uniform for the entire school. The entire plan is in compliance with the Deer Valley Unified School District's Discipline Handbook.

The success of any discipline plan or procedure depends not only on the effectiveness and cooperation of the teachers, but to a great extent, the support we receive from parents.

We are dedicated at West Wing School to provide every child the best possible climate in which to learn and develop. It is in your child's best interest that we work together in relationship to his/her overall education.

West Wing participates in a positive behavior management approach known as RTI-B. Our RTI-B matrix outlines expected student behavior, and our RTI-B flow chart outlines procedures for addressing behavior. A copy of the matrix and flow chart can be found at the end of this handbook.

Please review the campus behavior expectations matrix as well as the Student Rights and Responsibilities Handbook with your child. Any violation of these expectations will be considered a disruption to the learning of others and will result in progressive discipline procedures. If your child receives discipline that requires after school detention it is held after school from 3:35-4:15 pm and before school detention is held from 7:45-8:30 am.

You must acknowledge that you have read and agree to this Parent/Student Handbook in your student's "Returning Student Registration" forms that are completed online at the beginning of the school year. Please review the information and sign the electronic Acknowledgement form verifying that it has been read to or with your child. Non completion of these forms is considered an agreement with the Parent/Student Handbook.

CODE OF CONDUCT

Discipline is an important part of school. A well-disciplined school environment is a safe and pleasant place to be. To have a safe and pleasant school there will be positive and negative consequences for behavior. We strive to achieve this balance through our discipline plans at West Wing.

This code of conduct is followed at all times on the school campus, at lunchtime, before and after school, and on the school bus.

1. I will respect other people (adults or fellow students) in my words and actions.

- I will not bully or tease other students either by myself or as part of a group.
- I will listen and answer politely when spoken to.
- I will play without pushing and shoving.
- I will not fight.
- I will not use bad language.
- I will keep my hands and feet to myself at all times.

2. I will be a respectful learner at all times.

- I will do my best on my class work (work to my potential).
- I will pay attention in class to the best of my ability.
- I will write my homework in my agenda book and return it completed.
- I will follow individual rules of the classroom.
- I will respect, listen to and obey my teacher at all times.
- I will be ready at all times with my class materials.
- I will remain in my classroom unless given permission to leave by an adult.
- I will leave toys at home (basketballs and footballs are permitted).

3. I will walk from one area of the school to another calmly and with respect for others.

- I will walk quietly through the school at all times (including fire drills).
- I will line up with my class when the bell sounds or the whistle blows.
- I will wait calmly until told to go in with a teacher.
- I will keep my hands and feet to myself when walking in a straight and quiet line with my class.
- I must have a pass when leaving my classroom or the playground unsupervised.
- I will remain calm waiting for my parents at designated areas after school.

4. I will play safely and carefully on the playground.

- I will respect, listen to and obey the playground monitor and staff at all times.
- I will not play violently, play-fight or wrestle on the playground.
- I will not throw objects such as woodchips, sand, rocks, and sticks.

- I will not play games that endanger others (tackle football, tackle take-away and dodge ball).
- I will use the swings correctly. Double swinging, jumping off of swings, or twisting in swings is not allowed.
- I will not run, chase or jump off the Play booster or use equipment on it.
- I will go down the slide feet first, one person at a time.
- I will not play or hang out in restrooms.
- I will stay in designated areas unless given a pass by a staff member.
- I will follow the tether ball rules in my student agenda.

5. I will respect cafeteria rules.

- I will wait quietly in line at the cafeteria and keep my hands and feet to myself.
- I will respect, listen to and obey cafeteria monitors and staff at all times.
- I will leave all food (including ice cream) and utensils in the cafeteria.
- I will remain seated until dismissed by the cafeteria monitor.
- I will be polite and use good manners at all times.
- I will carefully throw away my plate and clean my area when I am finished eating.
- I will carefully place my lunch box in the designated area.

6. I will respect all property and the environment.

- I will take care of all the materials given to me to use (desks, textbooks, games, computers, etc.).
- I will not put graffiti on any part of the school or supplies.
- I will not touch or disturb other people's property.
- I will keep the school, playground, bathrooms and bus clean.
- I will put my garbage in the garbage cans.
- I will not chew gum on the school grounds (gum is not permitted on campus).
- I will walk only on the sidewalks when outside.

7. I will wear proper clothing, which is suited to the weather.

- I will follow the district and school dress code.
- I will wear proper gym shoes and clothes for gym class.

8. I will respect the school start times and be on time each day.

- I will not arrive on school grounds before 8:30 a.m. unless attending breakfast or special programs. (Doors will be locked until 8:30 a.m.).
- I will be in my seat at 8:45 a.m. when attendance is taken.
- I understand that CUTS letters will be sent home and the School Liaison Officer will be notified of excessive tardiness and/or absences.

DRESS CODE

J-2350 1994 by Arizona School Boards Association JICA

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.
- Obscene language or symbols, symbols of sex, drugs, and alcohol advertisement labels on clothing is prohibited.
- Religious messages on t-shirts may not be singled out for suppression but should be treated as other t-shirts with messages.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.

If a student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and other.

Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

1. Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, nor be deeply or narrowly cut in the front, back, or under the arms. Halter-tops, spaghetti straps, bralettes, off the shoulder tops, and strapless tops are not acceptable. Tank top straps must be 2 inches or more in width. Clothing that exposes undergarments will not be tolerated for males or females.
2. Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
3. Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
4. No hats may be worn (by staff members or by students) inside any campus buildings at any time, except for

properly approved occupational safety headgear required for special classes.

5. Clothing should not display obscene language or symbols; symbols of sex, drugs, and alcohol advertisement labels on clothing is prohibited.

Early Pick-Up

In order to protect instructional time, students will not be called out of class after 3:15/1:45. If a parent needs to pick up a student early, they must be picked up before 3:15/1:45 pm.

Email Policy

Protecting instructional time and minimizing classroom disruptions are of paramount importance to our staff and students. At West Wing School we have high expectations for staff and students, part of this expectation is that our teachers will be focused on their classroom instruction, lesson planning, and collaborating with other members of staff to ensure we are continually delivering extraordinary educational experiences to all students.

Email Curfew: West Wing has implemented email office hours. Our staff check emails Monday - Friday between 7:00 am to 8:30 am and 3:30 - 5:00 pm and may on their prep periods. This curfew is applied to encourage a better work-life balance.

Emails from a parent/guardian should be responded to within two school days (excluding weekends & school holidays). It is inappropriate to chase a teacher for a response to an email before two school days have elapsed. Excessive or aggressive emails to staff will be forwarded to administration to determine if a communication plan will be implemented. Teachers focus their attention on their daily work with our students. Weekly communication with important information should be read by parents. The Mustang Bulletin is an important email communication that is sent out every Monday to keep parents informed and is accessible from the school website. Archived editions of the Mustang Bulletin are also available on the school website.

If parents need to get a message to their child with a change in pick-up, they should contact the school office at 623-376-5000 to ensure that their child gets the message. Any changes must be communicated to the front office by 2:15 PM and will be delivered to your child prior to dismissal.

EXTRA-CURRICULAR EVENTS

Students participating in extra-curricular and school events must be in attendance at school on the day of the event. Students who are excused for medical and/or dental appointments on the day of the event, not to exceed one-half day, may be allowed to participate with proper documentation. Any student, who participates in a game/content/campus activity that does not follow the attendance requirements, will automatically be suspended from the next event. Suspensions can carry over to the next school year.

EXPLORATORIES

7th/8th Grade students are randomly placed in exploratory classes, depending on the nature of the class. Students/parents cannot choose their exploratory classes.

EFFECTIVE STUDY SKILLS

Some action planning steps towards effective study skills are:

Student Responsibility

1. Be prepared for class. Bring completed assignments and working materials, i.e., pencils, pens, paper, etc. A planner is recommended as an organization tool.
2. Plan time to study each day. List assignments for each class and have all materials needed at hand.
3. Organize your work. Establish a schedule for homework completion.
4. Seek assistance when needed from teachers and parents.

Parent Responsibility

1. Be sure your child is prepared to focus on learning and education.
2. Check your child's homework and planner **daily**.
3. Arrange an appropriate study area for your child and plan a schedule for daily/weekly study. Study time should be used for review or reading when no homework is assigned.
4. Seek assistance from your student's teacher or school administrator when needed.

FIELD TRIPS

As a part of their learning experience, students are sometimes provided the opportunity to visit places of interest in the community. These are especially worthwhile endeavors for the children and your interest and support is essential. When your child's class is planning a field trip, a permission slip form will be sent home, giving full details as to the place the class will be visiting and the method of transportation. The permission slip form must be returned with a parent/guardian signature in order for your child to participate.

In some cases, parent chaperones are needed for the trip. Parents who chaperone must complete a volunteer training class. Teachers will provide additional guidelines for chaperoning to those attending the trip. If you are not selected to chaperone, please do not meet your student at the field trip site. Only approved chaperones may attend the field trip.

Medications must be furnished by the parent to the teacher. **Students may not bring in the medication. Medications may not be given out from the nurse's office to the teacher.** If it is a prescription medication, it must be in its **ORIGINAL PHARMACY BOTTLE WITH CURRENT DATE**, labeled with the child's name, prescription number, and identification of medication along with correct instructions. Over-the-counter medicines must also be in their original containers with label intact to identify. The school district personnel will not be responsible or liable for any reaction to medicines given according to the above direction. All medications will be kept by the teacher or trip leader.

FIRE DRILLS/LOCKDOWNS

West Wing has established Evacuation and Lockdown procedures to prepare our students and staff in the event of an emergency. These procedures follow guidelines set forth by both the fire department and the school district. Fire drills are practiced monthly during the school year and lockdowns are conducted quarterly.

FOOD & NUTRITION GUIDELINES

West Wing complies with the rules and regulations set forth by the Maricopa County Health Code and with United States Department of Agriculture federal guidelines. Our guidelines will standardize the way in which food comes onto campus and is distributed to students.

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 balances 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. You may also contact your school cafeteria manager.

This institution is an equal opportunity provider.

FOOD CATEGORIES

FUNDRAISING GUIDELINES

All Foods

- Fundraising activities should not compete with the Food Services Department.
 - All food items being sold must come from a commercial business (supermarket, restaurant) with an approved Maricopa County health permit. Products sold cannot come from a residential kitchen.
 - The Food and Nutrition department reserves the right to check the fundraising operation for compliance of Maricopa County health code, or ADE Child Nutrition Program nutritional guidelines.

Non-Restricted Foods

- All items sold must comply with Arizona Department of Education Child Nutrition Program non-restricted foods lists.
- Entrees of any kind will not be allowed for sale during the breakfast or lunch period at any location on campus. i.e., selling pizza or burritos as a fundraiser.
- The location of the fundraiser cannot take place inside the cafeteria or an area leading to the cafeteria during the breakfast or lunch period.

Restricted Foods

- Restricted foods cannot be sold during breakfast or lunch. They may be sold, at the discretion of the sponsor, at times other than breakfast or lunch during the school day in locations other than the food service area. For example the sale of carbonated beverages or *Otter Pops* during the breakfast or lunch period would be prohibited.

AFTER HOURS BARBEQUES/CARNIVALS

These functions need to be compliant with Maricopa County Health Department. In order to operate a BBQ/carnival function where food is being served, a County permit is needed. There are three options schools can pursue. They are:

1. Hire a DVUSD certified food service employee to assist with the function. All DVUSD schools have an approved permit to operate these functions when a certified employee is present. The costs of this employee will be approx. \$20 per hour. Kitchen facility use and utensil supplies are included in this fee. Rental of the BBQ is approx. \$50 per function. BBQ rental fee includes delivery and pickup of BBQ, propane for the BBQ and cleaning of the BBQ. Hand washing facilities must be within close proximity.
2. The school can obtain their own Maricopa County health permit to operate. The fees for this permit range from \$70-\$260 per year depending on the type of permit. Any permit must also be accompanied by a person who can become certified in an approved Maricopa County sanitation course. Access to the school kitchen will require additional fees.
3. Hire a catering company with an approved Maricopa County permit to service the function. The vendor must possess the proper permit to cater a barbeque/carnival. The vendor must be completely self-reliant. Caterer must have all necessary supplies for the function and be able to comply with Maricopa County regulations with regard to sanitation and safety.

CLASSROOM PARTIES

These guidelines are established to insure safety and compliance with the Maricopa County Health Department. The County has strict regulations about food being prepared in residential kitchens and served at classroom parties. **It is not allowed. All food brought onto campuses for classroom parties must originate from certified kitchens, commercial institutions or commercial food service stores.**

The following guidelines will assist in this process:

- All foods offered must originate from a Maricopa County Health Department approved kitchen or institution. Examples would be products prepared at a supermarket bakery, retail location or from a commercial restaurant. For example, cupcakes prepared at home are not an approved item for a classroom party.
 - All food offered is delivered at the proper temperature and unwrapped food is served with a non-latex gloved hand or utensil. Example would be a pizza party from an approved vendor which is served by a gloved-hand or with a serving utensil.
 - All food offered is being consumed within a reasonable time and is maintained at proper temperature.
 - No contact is to be made by a non-gloved hand with any food items that are not pre-wrapped. ●
- Compliance of the above guidelines will be the responsibility of the classroom teacher or educator.

Questions can be forwarded to the Food Services Department at 623-445-4984, to our site Cafeteria Manager at 623-376-5014 or to the front office at 623-376-5000.

GRADING AND REPORTING

West Wing School grading practices are aligned to the Deer Valley PRAG and are refined ways of reporting what students know and how they demonstrate their learning of state content standards by grading assessments, projects and presentations rather than behavior or homework/practice.

Reporting grades promotes dialogue between teachers, parents, and students regarding what is expected of students in the academic environment, as well as communicating what each student knows and is able to do according to the academic state standards.

Another purpose of grading practices is to create a clear and accurate description of student progress in two key areas:

➤ **Academic performance that aligns with the Arizona College and Career Ready Standards**

➤ **Evidence of growth toward grade level expectations**

DVUSD Grading Practices

Ensuring fair and credible evaluation of student learning from classroom to classroom and school to school will directly impact and improve student learning. Students should be held accountable for their learning. We also recognize that grading practices can contribute to long-term student success. An emphasis on the evaluation of content standards and timely, constructive feedback are cornerstones to grading that reflect student growth and development.

DVUSD Grading Goals

Grading practices in DVUSD will encompass the following goals:

- Grades are equitable, accurate, specific, and consistent.
- Grades reflect academic learning and are not used as a punitive tool.
- Grades report the status of academic learning, not behavioral conduct.
- Assessment and grading provide actionable feedback to inform student learning.
- Grading takes into account that learning is a process that takes place over time and at different speeds for different students.
- The grading system coordinates and is consistent among common course teachers and/or grade levels to ensure clarity in expectations for all students.

Meaningful Grade Entries

Teachers are expected to enter a meaningful grade for each student in the electronic gradebook on a regular basis so that students, parents, and support staff can better monitor student progress. A meaningful grade is a grade entry for an assessment or coursework that measures learning standards. The frequency of entering meaningful grades is as follows:

- Classes that typically meet 4-5 days per week = at least 1 meaningful grade each week
- Classes that typically meet 2-3 days per week = at least 1 meaningful grade every other week
- Classes that typically meet 1 day per week = at least 1 meaningful grade every 3rd week

At least one meaningful assessment/assignment grade entry must be entered each week, but an entry that impacts the course grade must be entered at least every 2 school weeks (every 3rd week for classes meeting once per week).

Kindergarten-2nd Grade

Students in Kindergarten, 1st, and 2nd grades will receive marks for their proficiency towards the grade level standards using the following scale.

4 = Applies grade level skills with greater depth or complexity

3 = Demonstrates grade level proficiency

2 = Approaches grade level proficiency

1 = Displays a significant lack of grade level proficiency

Students in 1st and 2nd grades will receive marks for their overall performance in each course of study using the following letter grade scale. Overall course grades for students in 1st and 2nd grades will be determined by the average of all overall standards scores for the grading period. The average will be converted to a letter grade of E, S, N, or U.

E = Excellent (80%-100%)

S = Satisfactory (60%-79%)

N = Needs Improvement (42%-59%)

U = Under Performing (0%-41%)

Please note: Students in kindergarten will not receive an overall course grade for each core subject area. They will instead receive scores for each standard that was measured during the marking period.

3rd-12th Grades

Students in 3rd through 12th grades will receive marks for their proficiency towards the grade level standards using the following scale. These marks are for information and do not calculate the student's overall course grade.

4 = Highly Proficient

3 = Proficient

2 = Partially Proficient

1 = Minimally Proficient

Students in 3rd through 12th grades will receive marks for their overall performance in each course of study using the following letter grade scale. Overall course grades for students in grades 3-12 will be calculated from the average of the student's assignment scores* (assessments, coursework).

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

Grades of “D” and above are passing marks. A course grade of “F” indicates that the student has failed the course. For 9th-12th grade levels, no course credit will be awarded for a failing course grade.

*For graded work in the Assessment Category, teachers will enter the proficiency marks for each standard measured and use the following guide to assign a score to the assignment. Parents will see the percentage score for each grade book entry with the letter grade mark on the front page of the PowerSchool parent portal.

Grade Book Categories

All 1st-12th grade teachers' gradebooks will utilize the following categories in the gradebook.

ASSESSMENT: This category includes all items used to measure a student’s proficiency towards the learning standards once the student has had sufficient practice and at a specified point in time. This category can include summative tests, performance assessments, reports, unit or module assessments, quizzes, long-term projects, short-term projects, presentations, capstone projects, research papers, and lab reports.

COURSEWORK: This category includes formative work that provides students with the opportunity to learn content and skills and to receive feedback on their learning. Coursework is assigned to provide meaningful, independent practice, reinforce learning targets, and extend learning. This category can include in-class assignments, quizzes, exit tickets, checks-for-understanding, and daily activities.

PRACTICE: This category includes formative student work that a student completes while in the process of learning specific skills. Student work that is done inside and outside of the classroom, such as classwork and homework, falls into this category.

Category Weights

For 3rd-12th grades, gradebooks will be set to utilize the following weights for each category.

ASSESSMENT: 80%

COURSEWORK: 20%

PRACTICE: 0%

Categories are not weighted for 1st-2nd grades.

Citizenship Marks

Citizenship marks in grades Kindergarten-8th grade will continue to use the E/S/N/U scale in the 2023-2024 school year.

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Teacher Responsibilities:

- ❖ Design assignments and assessments that meet state academic standards
- ❖ Provide timely feedback and communication to students and parents so that progress on each academic standard can be monitored
- ❖ Provide opportunities for students to display learning in a variety of ways
- ❖ Allow re-taking or test corrections of math tests for a change in grade as determined by the teacher

Student Responsibilities:

- ❖ Request help to understand concepts that are misunderstood
- ❖ Complete all assignments in a timely manner
- ❖ Take advantage of opportunities to redo assignments or tests to show mastery of standards or to show exceeding/excelling of standards.
- ❖ Complete homework—do not rush to complete it, but use it as practice to learn concepts for assessments
- ❖ Arrange for time to redo assessments
- ❖ Check PowerSchool regularly to monitor progress

Parent Responsibilities:

- ❖ Communicate regularly with your child about his/her progress
- ❖ Help with time management to ensure that all assignments get completed on time
- ❖ Review completed work
- ❖ Provide a suitable study environment
- ❖ Sign necessary math forms/assessments to allow student to make corrections or retest
- ❖ Check PowerSchool weekly to monitor student's progress on each content standard
- ❖ Avoid prolonged vacations during the school year.
- ❖ Projects should be completed by students with parent collaboration and guidance.

Conduct

Teachers will mark areas of needed improvement with an “x”.

Conduct Area Explanation

Completes work on time turns in completed assignments at the time the teacher has specified

Prepares for class has all assignments, books, materials and tools at the time they are needed

Listens attentively is actively listening and involved in instructional presentation

Follows direction follows teacher's instruction promptly without excessive reminders

Follows classroom/school rules follows the rules of the school and classroom

Takes care of property takes care of textbooks, school-issued supplies, classroom materials and equipment

Works well alone works independently without undue assistance from teacher or others

Works neatly assignments are legible and orderly

Works accurately assignments are thoughtfully and carefully completed

Displays appropriate classroom student is not disruptive
behavior student does not talk out, interrupt, leave seat without permission, or interfere with others' learning

Displays appropriate student interacts appropriately with peers playground behavior and uses the equipment in a responsible manner

An "x" in any of the above areas may not affect Honor Roll or Principal's List status.

Academic Recognition- Grades Third through Eighth

In order to be eligible for academic recognition, students must have full-time status.

Principal's List Honor Roll

All A's A's or B's

No N's or U's No C's, D's, or F's

No Incompletes No N's or U's

No Incompletes

Powerschools

Every parent should have a Powerschools sign-in code to access the on-line grading system. Powerschools also records absences and tardies. Codes are received through the front office. Students may access Powerschools using their DV computer log-in.

HEALTH INFORMATION

Emergency Cards - We ask all parents to complete an Emergency Medical Referral Card for each of their children, every year. It is very important that this card is kept accurate and up-to-date, as this card tells us how to contact you or

another responsible adult of your choosing, should your child become ill or injured during school hours or while participating in a school-related activity. Students will be released early, due to illness or other personal reasons, to ONLY those persons indicated by you as responsible parties on the student's emergency card. **This card should be updated immediately if your address, home, business, or emergency telephone number changes at any time during the school year. This includes changes to the information regarding the responsible person(s) you list on the student's emergency information card.** A note or a telephone call is NOT sufficient to release your child to persons other than those listed on the student emergency card. **Identification will be required any time your child is released to you or anyone listed on the emergency card.** Also, please list any health problems your child might have, including all allergies to food, medicine, insect bites or stings.

School Nurse - The primary function of the professional school nurse is to strengthen the educational process through improvement of the health status of the children. Our school nurse is a licensed, registered nurse. She renders emergency first aid to students who are injured or become ill at school. In case of injury or illness during the school day, the student will be referred to the nurse. The nurse may, on her judgment, recommend to the parent or guardian that the student be picked up and taken home, or she may send that student back to class. If a parent or guardian cannot be contacted, there must be an alternate person to call if a child is ill, as an ill student may not stay at school. All prescribed medication must be sent to the nurse in the original container, must be checked-in by the nurse or designee, stored, and dispensed by the nurse or designee.

Immunizations - As of January 1, 1992 legal school entry immunization requirements have been enforced vigorously in Arizona. The law requires that parents of new entrants present verifiable documentation of immunization which includes the dates and type of dose of all required immunizations.

- Arizona's immunization requirements for **grades K through 8th grade:**

- two (2) MMR, three - four (3-4) Polio

- *K-3 needs one (1) Varicella

- three (3) Hepatitis B

- three - five (3-5) DPT

- *Grades 7/8 need one (1) varicella, or two (2) if dose #1 was received after age 13.

- NEW: Tdap required for Fall 2007

- Children 11 years and older must receive a dose of Tdap vaccine if 5 years have passed since the last DTaP/DT dose. Parents have the entire 2007-2008 school year to comply with this requirement.

In addition, students entering grades K, 1, 2, 3, 7, 8 need one-two varicella or proof of history of chicken pox.

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

When To Stay Home - We think good attendance is vital, but not when it may jeopardize the health of others. Please keep your child at home if he/she shows any signs of illness. This will prevent the spread of disease and allow your child to recuperate more quickly. If your child has a fever, he/she needs to stay home twenty-four (24) hours after the temperature has returned to normal.

Medication - If your child needs to take medication at school, bring it to the nurse's office, and complete a Consent for Medication Form.

By law, we cannot dispense medication unless it is in the original, labeled container. Parent/Guardian must bring any medicine to the school nurse for dispensing, including Tylenol, cough drops, etc. The school nurse does NOT provide any medications.

All medication that is not picked up from the nurse at the end of the school year will be disposed of. The nurse sends a memo home with your student as to dates and times.

Restricted P.E. Activities - Sometimes it is necessary for your child not to participate in P.E. A note from the parent is sufficient if the restriction is limited to a week or less. If activities are to be restricted for more than a week, we will need a doctor's statement.

HOMEWORK/PRACTICE POLICY

The West Wing staff believes that the following homework policy /practice will encourage and support your child in becoming a lifelong learner:

- Research data supports increased student achievement for those who successfully complete homework assignments/practice on a consistent basis.
- All homework /practice will be valuable to the learner.
- Parents are encouraged to read to or with their child daily.
- Organization and responsibility are learned skills that take the cooperation of parent, teacher, and student to develop. The assignment notebook or folder is a tool that will support this partnership.
- Please help your child understand the importance of using this agenda or assignment notebook/folder by reading it and returning it daily.

Expectations

Homework may be given nightly. Parents are the key to making homework/practice a positive experience for their children. Therefore, we ask that you:

- Make homework a top priority.
- Provide a quiet environment where homework can be done.
- Set aside a specific time for homework.
- Give praise and positive support to your children for doing their homework.

If your teacher does not assign a specific assignment for that night, we ask that you make sure your child does the following every night:

- Review Math facts
- Study Spelling words
- Silent Reading
 - Mandatory minimum Reading time limits
 - 1st Grade 15 minutes
 - 2nd Grade 20 minutes
 - 3rd Grade 25 minutes
 - 4th through 6th Grade 30 minutes

Absences

If an extended absence is known in advance, homework may be provided. Please notify your child's teacher three to five days prior to the absence. Otherwise, homework will be provided when the child returns to school.

Teacher Expectations

- Homework will reinforce what has been taught in class.
- Directions will be clearly expressed in class and checked for understanding before going home.

- Homework will not be used as a disciplinary device.
- Teachers will review homework.
- Comments will be made when meaningful (verbal, notes, stamps, or stickers).

INCENTIVES

West Wing School takes pride in student academics and social achievements, as well as in school spirit. The staff recognizes accomplishments in these areas in a variety of ways. These programs are aimed at providing our many deserving students public recognition for their successes during the school year. Our staff revisits these programs regularly to meet the needs of our students.

Classroom Incentives will be offered by individual teachers as part of their classroom discipline plans. Possible classroom incentives may include: extra recess, class parties, games, movies, written/verbal compliments, etc. The intent of this program is to reward students for consistent outstanding behavior. By promoting and celebrating good citizenship, we hope our students will realize its importance and will carry it over into high school, as well as into their adult lives.

Principal's List, Honor Roll, Mighty Mustangs, and All Things EQ Certificates and special recognition each quarter. The recognition of academic achievement and social emotional learning will provide the students the opportunity to recognize positive academic achievement and demonstrate pride in our school.

INSURANCE

Student insurance is available at a nominal cost and is optional. If an insured student is injured, under this plan, the student is given a claim form from the nurse. The school acts as a medium in making the insurance available and assumes no responsibility for subsequent negotiations with the company. Student insurance forms will be distributed by the school. Each family is responsible for sending the application and payment directly to the insurance company. **Please do not send the payments to school.**

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

The National PTSA is the largest child advocacy organization in the United States and one of the largest volunteer organizations. Each local PTSA is linked through its membership and acceptance of the PTA objectives and policies to the National and State PTSA.

West Wing School needs **YOU** to become a member, attend the meetings, and get actively involved. You now have an opportunity to bring the community closer together and share a role in the future of your children and our country. **Our children need PTSA and PTSA needs you!** Please watch for communications from PTSA during the school year. To contact the PTSA, please review their listed e-mail addresses on our school webpage.

REGISTRATION

Children entering kindergarten for the first time must be **five (5) years old by August 31st**. An original copy of the child's birth certificate is required at the time of registration.

The district has a procedure for early entrance to first grade for students who have attended a "kindergarten" program outside the district. For more information, contact the school office at 623-376-5000 or the District Office at 623-445-5000.

Arizona law requires that all children entering school must be immunized. Deer Valley Unified School District requires

current immunization records for all students upon registration. In addition, West Wing requires proof of residency upon registration (such as a current electric/water bill).

REPORT CARDS

Report cards are issued four (4) times a year, following each nine (9) week grading period (quarterly). A progress report can be accessed online via PowerSchool by the parent four (4) to five (5) weeks before the end of each grading period to keep you informed of your child's progress. If you do not have your PowerSchool parent login credentials, please contact the office.

RETENTION AND PROMOTION

If the classroom teacher or parents feel a student will benefit by remaining in his or her current grade, you will be involved in this decision. Arizona law indicates the teacher is responsible for the promotion or retention of students. Parents may appeal the retention to the administration within five (5) days of receipt of the retention letter by filling out a form in the school office. Only the Governing Board may overrule the teacher's decision and its decision is final. The decision to promote or retain special education students will be made by the multidisciplinary team.

SCHOOL LUNCHES

Breakfast and School lunches are available for all grade levels per day. Lunch debit accounts may be purchased in any dollar amount you choose. You will be notified when that amount is close to having been spent. Please send a check or cash (in the exact amount). Lunch debit accounts will keep the lunch line moving smoothly and make it easier for your child. All personal checks must include **the full name of your child**. Lunch accounts can be updated on a daily basis in the cafeteria from 8:15 a.m. to 8:45 a.m. Students are encouraged to put money on their lunch accounts at this time, as students waiting until lunch will be moved to the back of the line so as not to hold up the line. You may also go online to provide money on your child's lunch account at www.ezschooldpay.com. Please have your child's student ID number available, this is a requirement for online access to your child's account. **If a student does not have lunch money or a lunch brought from home, a cheese sandwich, a hot vegetable and milk will be provided.** Applications for Free and Reduced price lunch program are available in the school office.

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.

SMOKE FREE and DRUG FREE ENVIRONMENT

It is a Deer Valley Unified School District policy that our building and the campus remain "smoke free" and "drug free" in the interest of promoting good health standards for all. This applies to all after school and evening events as well.

SPECIAL PROGRAMS

Special area teachers are provided by the Deer Valley Unified School District to teach art, physical education, general music, choral music, instrumental music and classes for gifted students. These teachers are specialists with training devoted to helping children learn in these areas of the curriculum. Most special subjects are an integral part of your

child's curriculum and are scheduled daily or weekly. Only the reading programs, classes for gifted students, and special education classes require special testing for placement.

SPECIAL SERVICES

The Deer Valley Unified School District offers the following special education programs:

- Autism
- Early Intervention Pre-school
- Emotional Disability
- Hearing Impaired
- Mild Mental Retardation
- Moderate Mental Retardation
- Multiple Disabilities
- Multiple Disabilities Severe Sensory Impairment
- Orthopedic Impairment
- Other Health Impairments
- Severe Mental Retardation
- Specific Learning Disability
- Speech/Language Impairment
- Traumatic Brain Injury
- Vision Impairment

Teachers or parents may refer children for evaluation, however, parental approval is required for all evaluations. If you desire further information, please contact the school office at 623-376-5000 or call the Special Education office at 623-445-4944.

STUDENT EARLY CHECK-OUT

If it is necessary to pick up your child during school hours, please come to the office prior to 3:15 or 1:45 on early release Friday. When you arrive to pick up your child, you must come to the school office to sign him/her out, and we will call your child to the office. It will take a few minutes for your child to come to the office if they are at specials or lunch. Please plan accordingly.

For your child's protection:

- 1. Your child will not be released to anyone except his/her parents or the responsible party who you have indicated on the emergency card.**
- 2. Photo Identification will be required.**
- 3. A note or telephone call is NOT sufficient to have your child released from school.**
- 4. All students must be checked out through the school office.**
- 5. Checking your child out for lunch or early on a regular basis, even if it is only five (5) - ten (10) minutes is very disruptive to the classroom environment and causes the same effect as tardiness. Students are expected to follow their schedule as much as possible.**
- 6. Please use the [district calendar](#) to schedule appointments on non-school days.**

STUDENT/PARENT RESPONSIBILITIES

Lost and Found/Personal Property - Students are encouraged to place their name on all personal belongings such as backpacks, coats, lunchboxes, gloves, sweaters, etc. Lost items will be kept in the "lost and found" located in the

cafeteria. Students may check the lost and found during their lunch time. Smaller and/or valuable items that are found will be taken to the office. Students may check with the office staff for these types of items.

Parents are also encouraged to check for missing items when they are on campus. Twice a year, at the end of the first semester and at the end of the year, unclaimed items will be donated to a local charitable organization.

Students are not permitted to bring personal items such as ipods, cell phones, radios, cassette/CD players, baseballs, bats, footballs, video games, rollerblades, skateboards, silly string, etc., to school. We also discourage students from bringing large amounts of money to school. West Wing cannot assume responsibility for the loss or damage to personal property brought to school.

STUDENT PICK UP

Parents who pick up their children are requested not to offer rides to friends or neighbors without written permission from those parents. If you have reason to suspect that an unauthorized person might appear on campus seeking your child, please let us know so that we can take extra precautions. **All visitors to our school must stop in the school office, leave a photo ID, and obtain a visitor's pass before going to any location on campus.**

We want West Wing to be a warm and welcome place for all students and parents. At the same time, we have legal responsibilities which must be met. **When picking up your child(ren) at normal dismissal times, please wait outside the building in order to keep the hallways free and clear for student traffic. Please arrive as close to dismissal time as possible.** These procedures are for the protection of your children and we appreciate your understanding and cooperation in these matters.

MUSTANG CORRAL

Parents who utilize the Mustang Corral services are only permitted to use their code if their child is signed in and present in the Mustang Corral for that day. No parent should be using their Mustang Corral code to pick up their child from the campus, unless their child is in the Mustang Corral that day. Parents who do not follow these guidelines will risk having their code access revoked. Parents are given a unique 4-digit code to enter the gate to drop off and pick up their child. Please make sure that you protect your code and do not share it with others. This is to ensure that our campus is safe and secure during the school day.

STUDENT RECORDS

As a parent, you have access to your child's school records. The Governing Board also has policies which make the records of students over eighteen (18) available to them. School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records.

In addition, Board policies limit information which can be given to people outside the district, without the permission of parents or students over age eighteen (18). Deer Valley's policies on access to student records and other parent and student rights comply with the Family Education rights and Privacy Act of 1974. Procedures for reviewing records and summary of other parent rights are available in the school office.

TELEPHONE ACCESS FOR STUDENTS

Students may NOT use their cell phones during the school day. Do not ask your child to call you or text and please do not call or text your child during school hours. All emergency calls need to be made to the front office.

It is important that classroom interruptions be kept to a minimum. It is the responsibility of the student to check in the office for forgotten lunches and/or homework. Messages can be placed on your child's teacher voicemail. Messages will be delivered only in the case of emergencies. We appreciate your support of these procedures.

Telephones are intended for the use of parents, teachers, and staff. Students should not expect to make use of school telephones, except in absolute emergencies. **After school activity arrangements should be made prior to arriving at school. Students are not use cell phones during school hours.**

VIDEO TAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year, your children may be involved in school activities that are captured on video or photographed. If you do not want your child(ren) to be photographed, written notification must be sent to the school. Parent preferences can be updated online or sent in writing to the school registrar. Children are not to use their cell phones during the school day to record videos or take pictures of other students unless they have permission from a staff member or are in the Yearbook club.

VISITORS

To ensure the security of our students and staff, **all visitors must register in the office before any visit on campus, leave a photo ID, and wear a visitor's badge. Parents are not permitted in the playground or while students are outside.**

We encourage parents to visit frequently and take an active part in the education of their children. Please do not bring any children with you to classroom visitations, volunteer assignments, or recesses. You may arrange to visit during class time by contacting either the teacher or the office. Please arrange any conferences to be held before or after school hours.

Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations.

VOICE MAIL

The West Wing voice mail system gives you the opportunity to leave a message for any teacher or other staff member you wish to contact. A complete voice mail telephone number directory will be sent home the beginning of each school year. If additional staffing becomes necessary, a revised copy will be sent home to **replace** any older directory. Telephone calls to teachers can be made at anytime during the day, however, between the hours of 8:30 a.m. and 3:30 p.m. telephones are put on "Do Not Disturb." During this time, please leave a message and the teacher will get back to you as soon as they can. We encourage you to use this system for a more efficient and confidential method of communicating with your child's teacher or any other staff member you need to contact.

VOLUNTEERS

If you become a school volunteer, you can be a source of special skills, personal attention, and an extra pair of hands. There are so many ways you can help. Volunteers can be:

Classroom Helpers Media Center Assistants Clerical Aides Tutors Field Trip Helpers Health Office Assistants Guest Speakers

The job and the hours are up to you. If you can share some time with us, please call the school office or your child's teacher at 623-376-5000. We know that many parents work during the day, however, we want you to feel welcome to help whenever you can, as **we are partners with you in your child's education**. When you can't be here, perhaps you can ask grandmother, grandfather, a friend, or a neighbor to volunteer. More volunteers mean more help for our kids. We encourage parents to take an active part in the education of their children. If you choose to volunteer in the classroom or on a field trip, you **MUST attend the Volunteer Training Session**. It is a requirement that all volunteers attend this training. Training sessions will be held in the multi-purpose room on scheduled dates. Please call the office to find the dates and times.

You may arrange to visit during class time by contacting the teacher directly. Please remember when you volunteer, **do not** bring any children with you to volunteer assignments.

WATER BOTTLES

Students should only bring **water** to drink during the school day, and all water bottles must be **spill-proof**. Other appropriate beverages are allowed with a packed lunch, but they may only be consumed in the MPR during the designated lunch time.

We appreciate your help in reinforcing this expectation to help keep our classroom safe and clean.

WEBSITES

There are two websites that are available for you to access and get information about the district, the school, the PTSA and education information. Listed below are the two websites and a summary of what each site contains:

- **www.dvusd.org**

- Deer Valley Unified School District information
- Annual Report
- Charter School Information
- Up-to-date boundary information
- Current jobs
- Information on all schools in the district

- **westwing.dvusd.org**

- Information about West Wing
- Teacher websites
- Telephone numbers and school hours/lunch periods
- Links for Parents
- PTSA Link
- Newsletters

WITHDRAWING A STUDENT FROM SCHOOL

Parents are requested to notify the school office as soon as possible prior to the child's last day of school. Students are responsible for returning all school materials, Chromebooks, textbooks, library books, lunch debts, etc., upon withdrawal from school.

The West Wing **WAY**

	Hallways	Restroom	Playground	Cafeteria	Classroom	Bus	Library	Technology
R E S P E C T	<ul style="list-style-type: none"> *Walk on the right side of the hall/stairs/ walkway *Pick up after yourself & keep clean *Use quiet voices *Hands and feet to self 	<ul style="list-style-type: none"> *Keep the facility clean *Flush, wash, dry, good-bye! *Use quiet voices 	<ul style="list-style-type: none"> *Use equipment appropriately *Keep hands and feet to self *Snacks with permission(at table/field) *Pick up litter 	<ul style="list-style-type: none"> *Leave your area clean or cleaner than before *Throw away all trash/open food *Follow staff members' directions *Stand in line 	<ul style="list-style-type: none"> *Treat others the way you want to be treated *Use properly appropriately *Communicate effectively *Follow directions 	<ul style="list-style-type: none"> *Stay in assigned seat *Face forward in seat *Follow the bus driver's directions *Use quiet voices 	<ul style="list-style-type: none"> *Students must have a pass *Use quiet voices *Use properly appropriately *Look and listen to speaker 	<ul style="list-style-type: none"> *Only use technology as directed by the teacher *Close chromebook when transitioning *Report issues and damages immediately
C O M P A S S I O N	<ul style="list-style-type: none"> *Hold the door open for the person behind you *Be courteous *See something, say something 	<ul style="list-style-type: none"> *Give Privacy to others *Be courteous 	<ul style="list-style-type: none"> *Take turns *Include everyone *Be an upstander, (bystander video) *See something, say something 	<ul style="list-style-type: none"> *Be courteous *Be patient *Use quiet voices *Raise your hand to get up 	<ul style="list-style-type: none"> *Work together *Listen attentively *Help organize and clean up *See something, say something 	<ul style="list-style-type: none"> *Use kind words and actions *Keep the bus clean *Keep aisles clear 	<ul style="list-style-type: none"> *Follow the library procedures *Ask questions for clarification *Be courteous 	<ul style="list-style-type: none"> *Handle devices with care *Return device to proper location
I N T E G R I T Y	<ul style="list-style-type: none"> *Walk while transitioning *Go directly to your destination *Take the stairs one at a time & hold railing 	<ul style="list-style-type: none"> *See something, say something *Walk while transitioning *Go directly to your destination 	<ul style="list-style-type: none"> *Follow the rules *Line up when you hear the whistle immediately *Stay in designated area 	<ul style="list-style-type: none"> *Carry food trays with both hands *Use time wisely *Walk while transitioning 	<ul style="list-style-type: none"> *Growth Mindset *Come to school prepared to learn *Be involved 	<ul style="list-style-type: none"> *Use personal technology responsibly *See something, say something 	<ul style="list-style-type: none"> *Use your time wisely *Promptly return to your destination *Stay in assigned area 	<ul style="list-style-type: none"> *Use device for academic purposes only *Practice Digital Citizenship *Charge your computer daily

**Teachers/Staff Manage
MINOR Behaviors**

The West Wing Way Flow Chart

School-wide Expectations

**Admin. Manages
MAJOR Behaviors**

1 Encourage/Redirect
Use natural consequences.

2 Reteach appropriate social behavior. Utilize classroom plan. Document MINOR offense.
Notify Parent/Email/Call

3 Reteach and written reflection. Utilize classroom plan. Document MINOR offense:
• Think sheet
Notify Parent/Email/Call

4 Reteach and written reflection. Utilize buddy classroom plan. Document MINOR offense:
• Think sheet
• **Notify Parent/Phone Call**

3 MINORS = OFFICE REFERRAL
Submit referral with documented minors. Admin. will call to meet with student.



Minor Examples	Major Examples
<ul style="list-style-type: none"> • Minor Physical Contact • Lying • Stealing • Disruption • Disrespect • Dress Code- Send to Nurse • Technology Misuse • Stealing • Inappropriate Language 	<ul style="list-style-type: none"> • Harassment • Bullying • Drugs/Alcohol/Tobacco • Weapons • Threat Intimidation • Vandalism • Physical Aggression • Blatant Defiance/Disrespect • Stealing/Theft • Inappropriate Language to Staff

UNIVERSAL CLASSROOM PRACTICES:	
<ul style="list-style-type: none"> Buddy Classroom Call/e-mail home Conference with Student Loss of Participation 	<ul style="list-style-type: none"> Restate expectations Seat Change Warnings/reminders Character Cards

1 Complete the WW Referral Form. If immediate removal of the student is warranted, call the office.












2 Administration with confer with teacher if necessary, student conference with Administrator. Reflection/Restorative Practices to correct behavior.












3 Administration determines and assigns consequences according to the progressive discipline in the SR&R.





4 Parent contact and notify referring teacher of outcome. Incident documented in PS.













Students with repeated social behaviors will be referred to the Intervention Behavior Team to determine additional student supports.








Personal Electronic Device, Cheating/Plagiarism, Dress Code & Tardy Policies



Personal Electronic Device Offense	Consequences
<p>In alignment with HB 2484 and the DVUSD Student Rights and Responsibilities handbook, our school enforces a strict no personal electronic device including cell phones and wearable device use during school hours. To support student focus, safety, and engagement, cell phones must remain turned off and stored in backpacks from 8:45 AM to 3:30 PM. Cell phone use is not permitted during class time, passing periods, or lunch unless specifically authorized by a staff member. Accommodations will be made for students with medical needs and during an emergency.</p> <p>Students are expected to turn devices off and put phones away in backpacks upon entering the academic building. Violations of this policy will result in escalating consequences as outlined below and documented in PowerSchool.</p>	
1 st Offense	<ul style="list-style-type: none">  Warning. Phone sent to office. Student may pick-up after school.  Recorded in PowerSchool.
2 nd Offense	<ul style="list-style-type: none">  Phone brought to office. Parent must pick up required.  Office referral. One lunch detention.  Referral recorded in PowerSchool.
3 rd Offense	<ul style="list-style-type: none">  Phone sent to office. Parent pick-up required.  Office referral and one or more before/after school detention.  Record in Power School file. Tier 2 plan phone check-in/check-out.
4+ Offenses	<ul style="list-style-type: none">  Phone sent to office. Parent pick-up and Meeting.  Office referral and On Campus Reassignment(OCR).  Recorded in PowerSchool.









Cheating/Plagiarism Offense	Consequences
1 st Offense	<ul style="list-style-type: none">  Teacher contacts parent  Assignment marked 50%  Retake/make-up allowed  Office Referral logged in PowerSchool
2 nd Offense	<ul style="list-style-type: none">  Teacher contacts parent  Assignment marked 50%  Retake/make-up at teacher discretion  Office Referral and before/after School Detention
3 rd Offense	<ul style="list-style-type: none">  Teacher contacts parent  Assignment marked 50%  No retake/make-up allowed

	 Office Referral + On Campus Reassignment (OCR)
4+ Offenses	 Office Referral  Off-Campus Suspension and Parent Meeting  Additional consequences at administrative discretion

Dress Code Offense	Consequences
<p>Our dress code promotes a safe, distraction-free, and respectful learning environment. Students are expected to dress appropriately for school each day, following the guidelines outlined in our dress code.</p>	
1 st Offense	 Student sent to nurse for clothing change  Office logs incident in PowerSchool  Original clothing kept at office for end of day pick-up
2 nd Offense	 Student sent to nurse for clothing change  Parent notified by office or admin  Office referral and One-day lunch detention
3 rd Offense	 Student sent to nurse for clothing change  Parent notified by office or admin. Tier 2 plan.  Office referral and before/after school detention
4+ Offenses	 Student sent to nurse for clothing change  Parent notified by office or admin.  Office referral and On-Campus Reassignment (OCR)

Electric-powered Vehicles	Consequences
<p>While electric-powered vehicles—including e-scooters, e-bikes, and similar devices—are increasingly popular, they also pose serious safety risks during high-traffic times before and after school. Mopeds of any kind are not allowed to be parked on campus at anytime since the law requires a license and insurance. Hoverboards are not allowed to be parked or ridden to school. To keep all students and staff safe during arrival and dismissal, our school is enforcing a strict No riding any wheels in crosswalks and pedestrian walkways leading up to campus.</p>	
1 st Offense	 Parent notified  Warning issued and logged in PowerSchool  Safety expectations reviewed with the student and parent must pick up the student and vehicle.
2 nd Offense	 Parent notified  Office Referral in PowerSchool and school discipline rendered  Safety expectations reviewed with the student and parent must pick up the vehicle.
3 rd Offense	 Office Referral in PowerSchool and school discipline rendered

	 Parent notified  Safety expectations reviewed with the student and parent must pick up the vehicle.
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Tardy	Consequences
3rd tardy	 Letter sent home from Attendance Clerk  Parent/guardian communication attempt  Tardy recorded in PowerSchool
5 th tardy	 Second attempt to contact parent/guardian  Recorded in PowerSchool and Administration notified
10 th tardy	 Meeting with School Safety Officer (SSO)  CUTS (Court Unified Truancy Suppression) letter issued  Documented in PowerSchool

**Discipline is progressive and does not start over each school year.



Deer Valley Unified School District No. 97

West Wing School
26716 N. High Desert Dr. SW
Peoria, AZ 85383

DATE: _____

Appendix A

Dear Parent/Guardian;

School records indicate that your child, _____ has been absent _____ days. We are concerned about these absences and want to work with you and your child.

Arizona's truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school.

1. A student is "habitually truant" if he/she has five or more unexcused absences from school.
2. A student has "excessive absences" when the student misses more than ten percent (18 days) of the required number of school days per year whether the absence is excused or unexcused.

Arizona State law requires that parents ensure that their children between the ages of six and sixteen attend school. On the fifth unverified absence or 19 total verified/unverified absences, regardless of the reason you and/or your child could be issued a citation for a violation of an Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that both you and your child appear in court regarding this matter.

Prosecution of you and/or your child may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc. The parent will also be assessed a \$50 Diversion fee. If you, as a parent, receive a citation and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

As your child's attendance is critical to her success, please contact the attendance clerk, Jennifer Reese, at 623-376-5006 immediately to address this matter.

Please join me in working together to improve your child's attendance.

Sincerely,

Assistant Principal



Deer Valley Unified School District No. 97

West Wing School
26716 N. High Desert Dr. SW
Peoria, AZ 85383

DATE: _____

Dear Parent/Guardian;

In reviewing our attendance records, we show that _____ has been late to school _____ times this year. Please review the following consequences that may occur if your child is late due to an unexcused tardy.

Unexcused tardies will result in the following consequences:

On the 4th Tardy: Parent letter sent home (K-8)

On the 8th Tardy: The school office will contact parents

On the 10th Tardy: A detention will be assigned

On the 15th Tardy: Referral to Administration

All tardies are cumulative for each semester (August-December & January-May). Please refer to the DVUSD calendar for quarter end/start dates.

Excused Tardy: Excused due to a doctor or dentist appointment scheduled in the morning. Please bring a note from the medical facility verifying that your child had an appointment.

Unexcused Tardy: All other reasons student is late to school.

Punctuality is a positive work habit that we promote at West Wing School. It is a life skill, which is not only important for your child to succeed in school, but is an attribute, which will be beneficial throughout life. Please be advised that habitual tardiness is not only detrimental to the student learning and development in the classroom, but it is also a disruption to the learning of all other students in the classroom.

In order to provide your child with the greatest opportunity for success in school, it is necessary that your child be at school, on time, each day. Please discuss the importance of punctuality with your child and make arrangements for him/her to arrive on time, ready to learn. You can stay updated on the tardies and absences of your child by using your PowerSchool login to access your child's information. Please stop by the front office to obtain a copy of your username and password.

Thank you for working with us to provide a positive educational experience for your child. If our staff can be of any assistance, please do not hesitate to contact our attendance clerk, Jennifer Reese at 623-376-5006.

Sincerely,

School Administration

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