

# Student Handbook

*2026-2027*



Main Office: 602-257-3889

Attendance Line: 602-257-3816

Fax: 602-257-3923

Nurse: 602-257-3891

1210 N. 5<sup>th</sup> Avenue  
Phoenix, Arizona 85003

# COMMUNICATION

Principal: Anthony Pietrangeli – Anthony.Pietrangeli@phxschools.org

Assistant Principal (IEIS): Heidi McKnight – Heidi.McKnight@phxschools.org

Office Manager: Cristina Munoz – Cristina.Munoz@phxschools.org

Assistant Office Manager: Magali De Jesus – M.deJESUS.ALVAREZ@phxschools.org

School Psychologist: Dr. Lisa Persinger – Lisa.Persinger@phxschools.org

School Social Worker: Cassie Richey – Cassie.Richey@phxschools.org

The Exceptional Student Services Team oversees programs for all students with IEPs and are responsible for screening incoming students for special needs and conducting evaluations for special education when necessary.

Faculty and staff communication can be coordinated through Class Dojo, e-mail, or extension.

*\*A brief email or DOJO message is the preferred method for communicating with faculty members. Parents/guardians may leave phone messages for specific faculty via the school office, if needed.*

## **Official School / District Calendars**

The official school calendar for each academic year is posted on the school and district website and distributed to each family prior to the start of school. Any updates and revisions will also be found on the web version of the calendar, which is updated as needed. This calendar should be carefully coordinated with each family's own calendar and should be consulted on a regular basis throughout the year. The calendar identifies school holidays, and early release days.

## **Social Media**

Kenilworth's social media platforms are an important tool for communication. Families are encouraged to visit websites (specifically Class Dojo) regularly to view communiqués, faculty contact information, updates on athletic and extra-curricular schedules and locations, and other school-related events and information.

- Class Dojo (Primary form of School Communication)
- Kenilworth Facebook
- School /District Website

Kenilworth is dedicated to meeting the accessibility needs of all students, parents/guardians, and members of the public. For specific questions or concerns about the accessibility of communication, please contact the front office. \*DOJO automatically translates all communication into each families preferred language.

## School Hours

Please do not drop your children off before 7:15 AM as Kenilworth does not have supervision before 7:15 AM.

Kindergarten – 8th Grade:

Doors Open for Breakfast: 7:15 AM  
(Any student needing breakfast should arrive at 7:15 AM)

**Academic Start:** 7:30 AM

Dismissal: 2:30 PM

\*Early Release Wednesday Dismissal: 12:30 PM\*

If you pick your child up from school, please be on time.

ALL students must leave the campus at 2:30 PM. Students are not allowed to remain on campus after 2:30 PM for safety reasons unless they are approved to stay for a school-sponsored event.

Students who have not been picked up by 2:45 PM (12:45 PM on early release days) will be directed to the office in order to call their parent/guardian. The parent/guardian will have to enter the school to sign their child out with the office staff and as documentation of being “exceptionally late.”

We may collaborate with the Phoenix Police Department to assist with any families that have not picked up their child when we are unable to contact a parent/guardian or in cases where families are “exceptionally late” more than 3 times during the school year.

The **ONLY** exception to this expectation is if your child is enrolled in the afternoon YMCA Program or is involved in an approved, school-sponsored activity. If your child is involved in an after-school activity, the primary sponsor or coach will provide a permission slip for the student to participate/ stay on campus.

Early Dismissal Days

Please view the district’s master calendar for early release Wednesdays.

***\*Students should remain at school for the entirety of the school day. Students who are removed prior to 2:30 on full days, or 12:30 on early release days will receive a half day absence.***

In the event that a student is not picked up after an afterschool activity or school event, the program instructor /sponsor has the authority to withdraw the student from future sessions.

### Extra-Curricular Pick-Up

The spirit of the policy is to encourage parents/guardians to make proper arrangements to have their student(s) picked up on time.

# SCHOOL SITE MAP AND LOCATIONS

## KENILWORTH FRONT OFFICE

All visitors / guests to Kenilworth are required to check in at the front office. Kenilworth requires photo identification for **all persons** checking students out during the academic day and those individuals must be designated as permitted to pick up the student via the student's registration record. Only individuals who are 18 years or older are permitted to check students out.

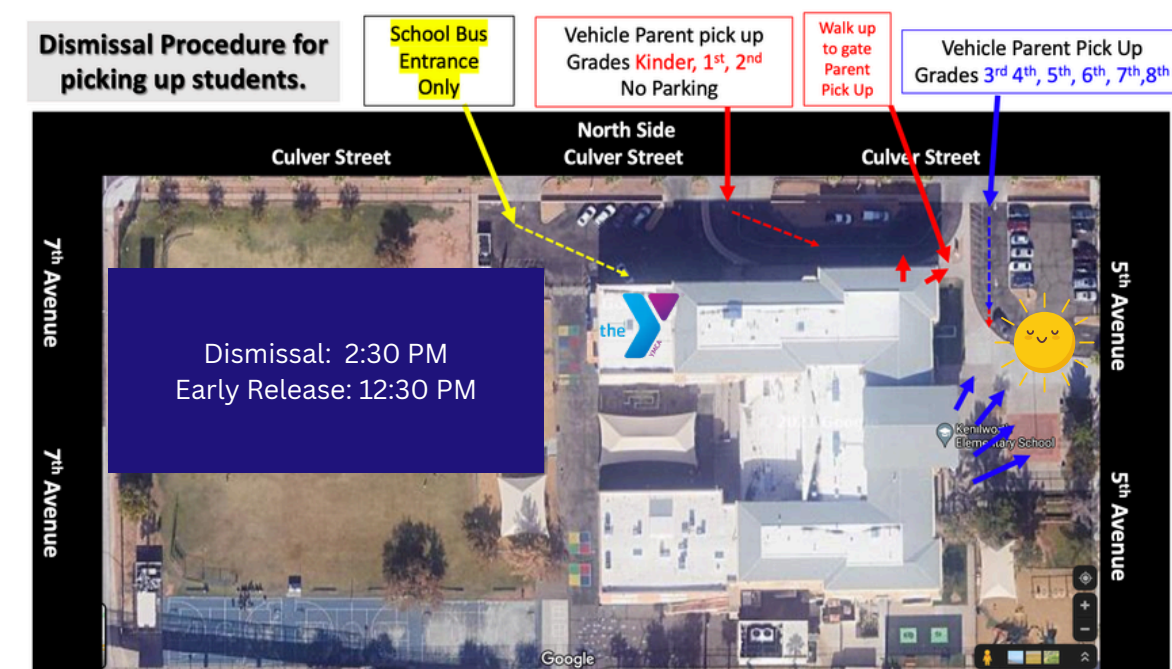
## LOST AND FOUND

Kenilworth maintains a lost and found inside of the cafeteria and high value items (above \$50) are stored at the receptionist's desk. It is strongly recommended that all personal items be marked with the student's name. Clothing should have the last name on the inside label. All unidentified clothing, lunch boxes, waterbottles etc. not claimed within the quarter will be donated prior to the closure of the quarter. **Kenilworth is not responsible for high value or personal items brought to campus and request these items be left at home.**

## TRAFFIC FLOW FOR DROP-OFF AND PICK-UP

Often there is not enough parking for parents/guardians to park during morning drop-off and afternoon releases. All parents/guardians must proceed through the drive through lines to both drop off and pick up their students. While not perfect, our traffic management plan is the result of dedicated study and continuous improvement. We ask that all families adhere to the scheduled drop-off and pick-up times and locations as indicated on the map below:

- AM: Drop off near the front steps (Denoted by Sun on the map below)
- PM: K-2<sup>nd</sup> North Side / Culver Entrance (Red Arrows)
- PM: 3-8<sup>th</sup> - Front of School / Culver Entrance (Blue Arrows)
- Bus: No Parent Parking or YMCA Pick Up until 2:45 or 12:45 (Wed)
- YMCA: Same as bus entrance **\*AFTER times above\*** - Walk up ramp



**\*At NO TIME should you leave your vehicle in the student drop off zone or along the South curb of Culver street. We will be utilizing support from the Phoenix Police Department to ensure a safe and efficient arrival and dismissal. Please adhere to all school procedures and state laws when dropping off and picking up your student. Student safety is our number one priority!\***

# ATTENDANCE AND TARDINESS

**Attendance is one of the most significant requirements for student success. We need your daily support to ensure your child's attendance at school and in ALL daily classes; therefore, we urge parents to send their children to school every day unless the student is ill or an emergency arises.**

## **Attendance (Excused / Unexcused / Truancy)**

- If your child is absent, please call the Kenilworth Elementary Attendance Line at 602-257-3816 BEFORE 7:15 AM the day of the absence or the day before in order to inform the school of the status of your child. Please include: Student name, grade, teacher, date, and reason for absence.

Pursuant to A.R.S. § 15-901(A)(1), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions.

Pursuant to A.R.S. § 15-803(A)(2), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or a person authorized by a parent.

All other cases of absence, whether reported by the parent/guardian or not, shall be considered unexcused. Arizona state law (15-802.A, 15-803.E) requires every child between the ages of 6 and 16 to attend school while it is in session unless the student is ill.

**The state considers a student "habitually truant" when they have accumulated five or more unexcused absences or an accumulation of more than ten percent (18 days) of the required number of school days of excused and unexcused absences.** Failure to attend school 90% of the time could result in a citation being issued. (Students who are chronically ill should request a Chronic Illness form to be completed by the student's doctor). An unexcused absence of ten consecutive days or longer will automatically result in the withdrawal of the student from Kenilworth.

In order for absences relating to illness, doctor appointment, bereavement, or family emergencies, Kenilworth must be notified in advance or at the time of any absence by the parent/guardian per A.R.S. § 15-807(B).

It is the responsibility of the parent/guardian to call or email the school before 7:15 a.m. to report an absence by leaving a message on the attendance line. Kenilworth will document the date, reason, and person reporting the absence. Students will be recorded as having an unexcused absence if no message is left. (The administration will not usually attempt to contact parents/guardians in the event of a message not being left.) Please be sure the school office has current telephone numbers on file.

It is the responsibility of the student to make up all missed assignments in a timely manner after an excused absence from school. If a student is unable to attend school and seeks their assignments, the student or parent/guardian should contact the teacher. Each grade level teacher will have an established make-up policy, including appropriate deadlines, for missed work. Parents/guardians may receive a detailed attendance report upon request from the school office.

## ATTENDANCE AND TARDINESS CONTINUED

The City of phoenix C.U.T.S. (Court Unified Truancy Suppression) Direct Cite Program will be implemented as a response to negative attendance patterns.

### **Tardiness:**

School begins at 7:30. Tardiness is highly disruptive to classroom instruction and has a negative effect on the class and your child. Possible consequences for excessive tardiness are outlined in the Handbook for Student Success. ***Please plan your morning commute so that your child arrives on time for school.***

Students who arrive after the beginning of school (7:30 a.m.) must report directly to the school office for a late pass in order to be admitted to class.

Kenilworth makes a distinction between cases of excused tardiness (e.g., due to a doctor's appointment, illness, or other family business) and unexcused tardiness (e.g., due to oversleeping, transportation problems, or some other reason). The school disapproves of the accumulation of unexcused tardiness, irrespective of the circumstances.

## VISITORS TO KENILWORTH SCHOOL

The school front doors will open at 7:15 a.m. and only students will be permitted to enter the campus beyond the foyer at that time.

All visitors will be directed to the front office.

All exterior doors are locked and remained locked during the academic day. All guests / visitors must enter through the front of the school.

Kenilworth has numerous staff on campus who help ensure each child gets to his/her classroom every morning. Parents / guardians are not permitted to walk their children to class beyond the first 2 days of school.

# HEALTH SERVICES

Our school nurse is available five days a week to provide services. Parents/guardians are encouraged to notify the nurse of any disability or special health needs that may require accommodations at school, including documented allergies or chronic health conditions.

## **Health Records**

Please complete any health-related forms and records in a timely manner and ensure updated information is provided to the health office throughout the academic year.

## **When to Keep Your Child at Home**

It is important to maintain a healthy environment in the classroom to protect students. A child will be readmitted to school ONLY after obtaining appropriate therapy for the following conditions: Strep Throat, Scarlet Fever, Impetigo, Ringworm, Pinworms, Conjunctivitis (Pink Eye), Chicken Pox, Hepatitis A, Hepatitis B, Meningitis, Head Lice (in some cases), Hand/Foot/Mouth, and other conditions as determined by the nurse.

## **First Aid-Emergency Care**

First aid and emergency care for students who become ill or injured during the school day will be provided. If your child is too ill to remain in school, parents will be expected to make arrangements to pick up the student. Staff members are not permitted to transport students.

In case of a serious illness or injury, an ambulance will be called to transport the student to a hospital.

## **Medications**

Whenever possible, all medication required by students should be administered at home. The school nurse may administer medication only when a physician's written order and parent's written permission are supplied. The medication in its original labeled container must be delivered by the parent/guardian to the principal or school nurse. Medication must not be sent to school in a student's book bag. Medication authorization forms can be obtained from the school nurse.

## **Allergies to Insects/Food**

Parents/guardians of students with known bee or other allergies or life-threatening food allergies must alert the school nurse, provide necessary medication, and have a physician complete a medication authorization form with instructions for emergency treatment.

## **Asthma Inhalers & EpiPens**

Medication authorization forms must be completed and kept on file in the nurse's office. The physician should indicate on the form if the child may carry the medication and self administer. Self-administration of medication is permitted for emergency medication only.

# KENILWORTH BELIEFS REGARDING DISCIPLINE and POSITIVE BEHAVIOR

Teaching and learning of the intended curriculum for all students is the highest priority; therefore, Kenilworth administration expects that all students will conduct themselves in a manner that is conducive to thinking and learner for everyone, at all times.

## **Defining Discipline**

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behaviors to acceptable behaviors.

## **Student Incentives for Positive Behavior**

Again, we believe that student discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain and sustain positive behaviors. Our Incentive Program is designed to teach appropriate student conduct within and outside of the school grounds. It is comprised of the following components:

- Super Improver: The ability to “Level Up” for improvements in academics, behavior, virtues, and more.
- Student of the Month: Monthly recognition of students who show a commitment to peace and being a Super Improver
- Specialty Incentives: Including opportunities for special rewards throughout the year as available.

## **Dress Code**

Students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Administration has the final decision as to the appropriateness of all clothing, attire, and accessories.

Hats, hoodies, and sunglasses should be worn outdoors only. Gators are not permitted. Any clothing that references drugs, alcohol, tobacco, or unacceptable language/behavior/inuendos (directly or implied) is not permitted. Items deemed as distracting, including headbands with animal ears, tails, large chains, etc. are not permitted. For safety reasons, students should not wear crocs or slides to school. All clothing must fit properly, with torso covered at all times, even in motion. All undergarments need to be concealed. Shorts, skirts, and pants need to cover the area above the mid-thigh for both front and back. Sleeveless shirts/tops are allowed BUT straps must be at least 2 inches in width. For all students, clothing revealing a large amount of skin areas will be addressed as our effort to support a healthy, positive learning environment for everyone on campus.

## **Noncompliance Procedures**

Kenilworth Elementary will strive to achieve full compliance within the guidelines of the Dress Code Policy. Since noncompliance interferes with the smooth operation of the school, the plan listed below has been developed to address students who do not comply with the required dress code procedures. If a student comes to school with a dress code violation, the following measures will be taken. A uniform will be provided to the student which will be returned at the end of the school day. A pattern of non-compliance will be addressed according to PESD Student Handbook for Success.

## **BEHAVIOR CONTINUED**

A student's behavior plays a central role in forming their character. Kenilworth takes the moral formation of students seriously and works earnestly to assist their growth and development of good habits of thought, word, and deed. Kenilworth views students as young persons who need role models and encouragement, as well as clear boundaries to promote the best versions of themselves.

Students desire trustworthy boundaries, both for their own sense of security as well as their sense of justice. Students need boundaries to support them in their moral and intellectual development as well as to preserve the classroom for those students who are ready to learn. All students will make mistakes or bad choices and test boundaries as they progress along the path toward living virtuously. This means they are human, not bad students. The faculty and staff of Kenilworth are committed to assisting the growth and well-being of each student with an eye toward their good, including upholding and enforcing boundaries of behavior with fairness and consistency.

Many student misbehaviors are minor in nature and will be addressed in the moment. These smaller instances of correction from teachers fall in line with the normal course of building good habits and will not be communicated home. Students speaking out of turn in class, needing reminders to walk in line properly, or choosing not to follow instructions are typical examples. Other situations will require more time for the teacher, Vice Principal, or Principal to determine the proper course of action. In the case of more serious or escalated misbehavior, such as disrespect towards an adult, defiance of authority (including persistent, willful, low-grade misbehavior), lying to an adult, cheating on exams or academic assignments, fighting, forging a parent/guardian's signature, theft, willful destruction of property, etc., the parent/guardian will likely be contacted and informed of the disciplinary measures taken.

The framework and implementation of behavioral expectations and consequences is established by Kenilworth's Leadership Team. Corrective actions may include, but are not limited to:

- Suggestion or encouragement
- Redirection
- A brief and discrete conversation
- Being addressed directly
- Making a verbal or written apology
- Loss of a privilege
- Being sent to speak with the school administrator who oversees disciplinary matters
- Detention
- Suspension
- Recommendation for Long-Term Suspension or Expulsion

The school reserves the right to exercise reasonable judgment as individual circumstance may dictate.

Threats of violence and physical, verbal, or sexual harassment are illegal and will result in parent/guardian contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and recommendation of long-term suspension or expulsion.

Natural consequences often attend misbehaviors and bad decisions. For example, students who insult others may find themselves with fewer peers to play with at recess.

# **HARASSMENT, BULLYING, and INTIMIDATION**

Kenilworth prohibits acts of harassment, intimidation, or bullying of students. "Harassment, intimidation, or bullying" means any gesture or written, verbal, or physical act toward a student that takes place on school property or at a school-sponsored activity and that:

1. Is motivated by any actual or perceived characteristic of the student, such as race, ethnicity, religion, ancestry, sex or sexual orientation, socio-economic status, or disability; and
2. Harms the student or damages the student's property or threatens personal harm or damage to their property; or
3. Insults, demeans, or intimidates the student or a group of students in such a way as to substantially interfere with the student or students' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

The school expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities, and equipment.

All school employees are required to report alleged violations of this policy to Kenilworth's administration. All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Kenilworth's administration will determine whether an alleged act constitutes a violation of this policy. In so doing, a Leadership Team member shall conduct a prompt and thorough investigation of the alleged incident. The investigating party may conclude that the alleged violation occurred or did not occur, or that the evidence is inconclusive. If the investigating party concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student's file.

In the case an act of bullying, intimidation, or harassment is found to have occurred the following may be considered:

- The developmental and maturity levels of the parties involved.
- The levels of harm, the surrounding circumstances.
- The nature of the behaviors, past incidences or past or continuing patterns of behavior.
- The relationships between the parties involved, and
- The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the school's policies and applicable law. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the students committing the acts. Other acts may be so serious that they require a response by law enforcement officials. The school prohibits retaliation against any student who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a student who engages in reprisal or retaliation shall be determined by the principal or IEIS after consideration of the nature and circumstances of the act, in accordance with applicable school policies and law.

## **FAMILY-TEACHER ACADEMIC PARTNERSHIP**

Kenilworth believes that students should strive to be the primary agent in their education. Kenilworth's first priority in this regard is to encourage student responsibility by establishing an open line of communication between students and their individual teachers. Timely and effective communication between teachers, students, and parents/guardians is essential in fostering academic growth.

### **COMMUNICATION ROLES**

**Student:** Student capacity for communication will expand rapidly during their years at Kenilworth. Beginning in Kindergarten, students are responsible for listening and following directions, including tracking assignments and communicating honestly with their teachers and parents/guardians with support.

**Teacher:** Teachers are responsible for clearly communicating student expectations. Teachers will celebrate student achievement and success and are also responsible for notifying parents/guardians when their student is struggling considerably with the material or is not performing as expected and in regard to behavioral or other concerns.

**Parent/Guardian:** Parents/guardians are responsible for clearly communicating with teachers any conditions that may affect their student's ability to learn and focus in class. Parents/guardians must conduct themselves in a civil manner—towards Kenilworth faculty, towards students, and towards each other. Screaming, vulgarity, and other forms of uncivility, will not be permitted on campus, including in the parking lot. Uncivil adult behavior undermines the community and will not be tolerated.

## **ACADEMIC EXPECTATIONS FOR STUDENTS**

Kenilworth's mission is centered on providing an environment that allows every student who wants to learn the opportunity to engage with the subjects, ideas, and curriculum, the practice of which will prepare them to lead rich and fulfilling lives. To exclude any student from this opportunity would cause Kenilworth to fall short of its mission. Kenilworth is for students of all aptitudes or capacities and a core belief we hold tightly is that every student is capable of success.

Just as individuals differ in their physical gifts and characteristics, students all have different gifts and challenges in the subjects of learning. Kenilworth is committed to helping all students learn and grow.

A student's willingness and desire to learn and grow (the curiosity and perseverance of each student) is the key to the pursuit of excellence. All students who are genuinely curious, and apply themselves diligently on a daily basis will show growth. Success is measured as a student's growth in maturity, accomplishment, and understanding over the course of their years at Kenilworth.

## **GRADING: FEEDBACK TO STUDENTS AND FAMILY COMMUNICATION**

A letter grade will be earned by each student for all of their core subject areas. The letter grade will be calculated by the grades earned on weekly assignments, assessments, and criteria set forth by the classroom teachers.

The teacher will collect assignments to be graded at least once a week. The teacher will return the assignment and communicate to the student the letter grade earned for that assignment in a time frame no longer than one week after the assignment is collected. Assignments will be returned weekly via Kenilworth's Family Communication Folders. Any assignments turned in after the stated due date will be considered late and may be assessed a penalty according to the educator's policy.

Each graded assignment will become part of the whole letter grade earned for the progress report and report cards.

Students will be encouraged to keep track of their graded assignments so they may be empowered to explain their letter grade to the families.

### **Progress Reports**

Progress Reports are provided once a quarter but student grades and assignment documentation are available 24/7 via the Parent Vue platform. It is the responsibility of the parents/guardians to respond to the teacher as soon as possible when concerns arise. Kenilworth encourages parents/guardians to talk with the teacher as soon as they think their student might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. If a parent/guardian wishes to talk with their student's teacher by phone or to make an appointment for a conference, please email the teacher directly or call the school office. The teacher will respond within 24 business hours.

### **Report Cards**

Report Cards are provided quarterly and include official academic grades as well as student comments and feedback regarding study habits, attendance, etc.

### **Synergy - ParentVUE**

All Kenilworth student grades can be viewed in Parent Vue 24 hours a day, 7 days a week during the academic year. We ask that parents check ParentVUE at least weekly and bring any questions or concerns to the teacher prior to the close of the grading period. If at any time you are unable to access your ParentVUE account, please contact the front office.

### **Conferences**

It is never appropriate to stop by the classroom (before, during, or after school) or to stop a teacher on campus without making an appointment first. Please contact your child's teacher via DOJO, e-mail, or phone to schedule an appointment.

## CELL PHONES AND PERSONAL TECHNOLOGY

The **use of cell/smart phones, and smart watches and other personal electronic devices, including but not limited to earbuds/AirPods, during the school day is prohibited.** The reason for such a prohibition is to promote an uninterrupted academic environment. Kenilworth has a compelling interest in keeping students not just physically present on campus, but mentally and emotionally present as well, and the ways in which use of phones and social media encourage detachment from real persons and conversations are detrimental to the academic environment.

Before entering campus cell phones, smartwatches, and all other electronic devices are to be powered off (not just silenced) and placed in the students backpack. Upon entering a student's homeroom all technology devices **must be turned off and remain out of sight.**

Each student will have the opportunity to turn in their electronics. All the items will be locked up until the end of the day when they will be returned to the students.

If a student needs to phone a parent/guardian during the school day, the student must come to the school office to use one of the school's phones. In rare cases in which parents/guardians need to get an emergency message to a student before the end of the school day, they should call the school's main telephone line and ask for a message to be delivered at least 60 minutes prior to the end of the school day. Additionally, you may DOJO the teacher; however, this should only be done in conjunction with contacting the front office.

Parents/guardians should be mindful that texts or other messages that they send directly to the student during the school day are only to be retrieved **after** school dismissal.

Violation of the above restrictions will result in confiscation of the cell phone or electronic device. Confiscated phones or electronic devices will be turned in to the school office and released only to parents/guardians.

Kenilworth reserves to itself the right to investigate allegations of bullying, harassment, intimidation, and other threats that occur on social media venues and are directed at or which disrupt the learning environment of the school. Not everything said or done by students online is the school's business, but actions and words directed against fellow students, parents/guardians, or school employees will be considered as such. The school will also notify law enforcement when credible threats of violence, harassment, or illegal activity are detected.

### **ELECTRONIC DEVICES AND OTHER PROHIBITED ITEMS**

iPods or other portable music players, cameras, Pokemon/trading cards, electronic games, drones, iPads/tablets, laser pointers, wireless/Bluetooth earbuds, personal sporting equipment, costume or costume elements (including animal headbands), water guns or water toys, toy guns/toy weapons, plushies (stuffed animals), squishies/Needohs, and other toys or items that are not part of the academic or extra-curricular program and/or have the potential to disrupt the educational environment are prohibited on campus. This includes students creating disruptive elements/items on campus, including paper darts, airplanes, etc. that are not a part of the classroom lesson/experience.

***\*Students should not bring toys, valuables, or sports equipment to campus. These items will be confiscated by Kenilworth Staff and held until picked up by a parent or guardian\****

Tobacco and other legally controlled substances, vape/thc pens, alcohol, lighters, matches, pocket-knives, weapons of any kind, and sexually explicit material are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action.

## EXTRACURRICULAR ACTIVITIES AND EVENTS

Kenilworth believes that extracurricular activities play an important part in a child's joy of learning. The creative and/or physical outlet provided by such participation promotes a well-balanced life. Extra-curricular participation also builds teamwork and school spirit among the community of learners. Still, Kenilworth recognizes that students must show a special commitment, especially for athletics, in attending events/practices/games and also keeping up on their academic obligations. There is a range of supervised activities to select from depending on Kenilworth's community partnerships and each students' age/grade.

For all extra-curricular activities, students should be picked up at the time the extra-curricular activity ends. **Siblings are not allowed to be on campus during extra-curricular activity times unless they are also registered in an extracurricular activity.** As the school office closes at 3:00 p.m., they will not be able to assist after that time. Kenilworth encourages parents/guardians to schedule ahead of time if it is known that a student needs to be picked up early.

Kenilworth students and their families/guests are expected to conduct themselves in a respectable manner at all extracurricular events as they represent the Kenilworth community.

Students are eligible to participate in athletic activities **based on requirements** of the school, coach, specific league, and/or ruling body for the athletic activity.

## AFTERSCHOOL CARE

Afterschool at Kenilworth is provided by the YMCA on Kenilworth's campus. YMCA has their own policies, behavior expectations / procedures, and communication processes. Please contact the YMCA directly with any questions or concerns.

YMCA Afterschool Pick-Up: Please park on the North side of the building near the loading dock/ramp **after 2:45** on regular dismissal days and after 12:45 on early-release Wednesdays. **Do not park in this zone prior to these times as we have multiple busses picking up students.**

Proceed up the ramp to the loading dock door and follow the posted procedures for YMCA pick up.

## **FOOD and DRINK on CAMPUS**

Kenilworth students are provided free breakfast and lunch. **Students wishing to eat breakfast should arrive by 7:15 AM.** Students who arrive after 7:15 AM are not guaranteed breakfast. All students receive free lunch. Kenilworth's breakfast and lunch menus are posted on the district website. Students may also bring a sack lunch to school each day – all lunch items may ONLY be consumed in the cafeteria during designated lunch times. Students are not permitted to share food and should refrain from bringing soda, energy drinks, hot chips, candy etc.

Coffee, smoothies, frappuccinos, and all drink types (other than water) MUST be consumed prior to entering the school building each morning. Opened containers will be discarded upon entry. Sealed containers will need to be left in the office. Energy drinks, soda, etc. is not permitted on campus. Students may bring water only.

Kenilworth does not permit external vendors (such as Door Dash, etc.) to deliver lunches for students.

Depending on each teacher's classroom policy, students may be permitted to bring healthy, nut-free food/snacks into classrooms to be consumed during the designated snack time. Students are ONLY permitted to drink water in the classrooms and common areas.

There are water stations available on the campus for student use. Students are encouraged to bring personal, labeled water bottles into classrooms. All water bottle stickers should be school appropriate. As a precaution against sickness, students should not share water bottles.

## **Student -to- Student Sales / Exchange of Money, Goods, Services**

To maintain a safe, equitable, and disruption-free learning environment, student-to-student (non-school-sponsored) sales and monetary exchanges are prohibited on campus and during school-sponsored activities.

Prohibited Activities (Including but not limited to...)

Students are not permitted to:

- Sell or attempt to sell items to other students, including but not limited to bracelets, artwork, toys, snacks, drinks, or other goods.
- Sell, trade, or distribute food or lunch items, whether brought from home or obtained on campus.
- Exchange money for goods, services, favors, or any other purpose.
- Collect money on behalf of themselves or others without prior written approval from school administration.

## **ADDITIONAL POLICIES AND SUPPORT**

For additional policies that govern Kenilworth please visit:  
<https://www.phxschools.org/support/>

- Support
- Bullying Prevention
- Food & Nutrition
- Handbook for Student Success
- Homelessness Assistance
- Meals Menu Calendar
- Social & Emotional Support
- Special Education Services
- Title I & ESSA
- Family & Community Engagement
- AZ Parental Rights Handbook
- Technology
- ParentVUE

# Support Kenilworth: Tax Credit Donation

Arizona allows each state taxpayer to donate up to \$200 per year to public schools in support of extracurricular activities and claim a dollar-for-dollar state tax credit. Married couples filing joint tax returns may donate and claim a tax credit of up to \$400 per year. Those who are married and filing separately qualify for a \$200 maximum state tax credit.

It allows you to reduce the amount of your tax liability to the state or increase your refund from the state. For example, if you donate \$200, your state tax credit will be \$200. When you file your taxes in the spring, your state tax bill will be \$200 less, or if you are receiving a refund it will be \$200 more. Either way, you are sending dollars directly to the school of your choice instead of the Arizona Revenue Service.

Your donation will be used to provide money for extracurricular activities such as field trips, after school tutoring, intramural activities and more.

**Please consider donating to KENILWORTH: Greatest Need**

## ARIZONA'S EDUCATIONAL TAX CREDIT

Arizona state law enables you to receive a tax credit of up to \$200 (\$400 if married filing jointly) when you make a donation to a public school. These credits are available to individuals filing Arizona state returns.



21st Century Education with a Reach  
**PHOENIX #1**  
 Elementary School District

### SUPPORT YOUR NEIGHBORHOOD SCHOOL IN PHOENIX ELEMENTARY SCHOOL DISTRICT #1

Name: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Tax Year: \_\_\_\_\_  
Up to \$200 per taxpayer

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School:

<input type="checkbox"/> Bethune	<input type="checkbox"/> Faith North	<input type="checkbox"/> Lowell
<input type="checkbox"/> Capitol	<input type="checkbox"/> Garfield	<input type="checkbox"/> Magnet
<input type="checkbox"/> Dunbar	<input type="checkbox"/> Heard	<input type="checkbox"/> Traditional
<input type="checkbox"/> Edison	<input type="checkbox"/> Herrera	<input type="checkbox"/> Shaw
<input type="checkbox"/> Emerson	<input type="checkbox"/> Kenilworth	<input type="checkbox"/> Whittier

Please make your check payable to:  
 Phoenix Elementary School District #1

Mail this completed form along with your donation to:  
 Phoenix Elementary School District #1  
 Attention: Tax Credit  
 1817 North 7th Street  
 Phoenix, AZ 85006

For each tax year, Tax Credit donations may be made from January 1st through April 15th of the following calendar year.

Program:

<input type="checkbox"/> After School Programs	<input type="checkbox"/> Greatest Need
<input type="checkbox"/> After School Sports	<input type="checkbox"/> Other _____
<input type="checkbox"/> Field Trips	_____