

Mammoth – San Manuel Unified School District

Mammoth Elementary STEM School

111 W Dungan Drive

Mammoth, Az 85618

520-487-2242

Fax: 520-487-9206

School Hours: 8:45-3:20 (M, T, Th, F)

8:45-2:15 (W)



Governing Board

Terry Newman	President
Malinda LeGrand	Member
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## Calendar

Thursday, August 7	First Day of School
Monday, August 25	District Wide Inservice – No School
Monday, September 1	Labor Day - No School
Wednesday, September 17	Teacher Inservice - 11:25am dismissal
Friday, October 10	End of First Quarter - 11:25am dismissal
Monday, October 13	District Recess
Thursday-Friday, October 16-17	Parent Teacher Conferences - 11:25 am dismissal
Wednesday, November 5	Teacher Inservice - 11:25am dismissal
Tuesday, November 11	Veteran's Day - No School
Wednesday-Friday, November 26-28	Thanksgiving Break - No School
Wednesday, December 3	Teacher In-service - 11:25am dismissal
Friday, December 19	End of Second Quarter - 11:25am dismissal
Monday, December 22-Friday, January 2	Winter Break
Monday, January 5, 2014	First Day of Third Quarter
Monday, January 19	Civil Rights Day - No School
Wednesday, January 28	Teacher In-service – 11:25am dismissal
Monday, February 16	President's Day – No School
Wednesday, February 25	Teacher In-service – 11:25am dismissal
Friday, March 6	End of Third Quarter - 11:25am dismissal
Monday, March 9-Friday, March 13	Spring Break
Friday, March 20	Parent Teacher Conferences - 11:25 am dismissal
Friday, April 3-Monday, April 6	Easter Break
Wednesday, April 29	Teacher In-service – 11:25am dismissal
Thursday, May 22	End of Fourth Quarter – 11:25am dismissal

### Classroom Assignments:

- In order to create an optimal environment for all children, it is necessary to examine several educational factors relevant to placement. We strive to establish well-balanced classrooms based on: academics, male-female ratio and special education/behavioral needs.
- Combination classes may be recommended in order to meet Mammoth-San Manuel USD suggested teacher/student ratio. In general, we place siblings in separate classrooms to ensure individual development.
- Parents may supply information to assist the staff in placement; however the assignments will be made by the school principal. Also, in order to request a change in placement, the parents must meet with the principal. A change will occur only if there are reasonable educational reasons behind the move.

### Report Cards:

- Mammoth-San Manuel USD uses the source of PowerSchool for attendance and grades. It is recommended that the parent call the school in order to obtain the username and password for each individual student in order to stay current on grades.
- Report cards will be sent home with your student every nine weeks or given to parents at parent/teacher conferences.
- If you have a question regarding your student's grade, please do not hesitate to contact the teacher to speak on the phone or set up a meeting. Please do not drop in during the school day without an appointment, as the teacher's primary concern is that of the students in their classrooms.

#### Parent/Teacher Conferences:

- Conferences will be held at the end of the first and third quarters (see calendar for dates). This is the time to discuss any concerns that you have in regards to your student. If you feel that these times are not enough, please call the teacher and set up time to meet with them.
- You may only discuss your student with the teacher. If you have any questions or concerns, please notify the office immediately.

#### Awards:

- The students have the ability to receive academic rewards every quarter by receiving all A's or B's in their classes as well as Merit Roll (3.0-3.49 GPA) and Honor Roll (3.5-4.0 GPA). All classes are part of these awards.
- The students also have the ability to receive Perfect Attendance awards which means no absences, no tardies and no check-outs per quarter.
- Other awards are available; please see your classroom teacher for more information.

#### Attendance:

- Your student's attendance is crucial to their success in school. When your child is absent, please call the day of the absence in order to report why s/he is not in class that day by 9am.
- If a student is not in attendance on the day of an extra-curricular activity, they cannot attend that extra-curricular activity.

#### Student Check Out:

- If you wish to pick your student up from school for any reason, you must come to the office and complete the paperwork.
- Students may not walk home during school hours.
- Students will only be released to individuals who are on the Registration form. If you wish to change the information on this sheet, please notify the office in writing.
- If you feel that someone who is not allowed to pick up your student will attempt contact, please let the office know immediately.

#### Make Up Work:

- If your student is sick and cannot complete schoolwork at home while they are sick, please have the student pick up the work the day they return to school.
- If your student is able to complete the work while they are home sick, please inform the office of a homework request, or let the teacher know in advance.
- Make up work will be available upon request in the office between 3:30pm – 4:00pm daily.
- The student will be allowed one day for each day absent plus one additional day in order to complete the work at home.

#### Curriculum:

- Mammoth Elementary STEM School is dedicated to teaching reading, writing, math and science. Teachers will exercise an intense focus on Science, Technology, Engineering and Math.
- In addition, each student learns Social Studies (Arizona in 4<sup>th</sup> grade, US History 5<sup>th</sup> grade, World History in 6<sup>th</sup> grade).
- Students will be challenged to learn through subject integration, project based activities and real world problem solving.

#### Special Education:

- The Mammoth-San Manuel USD provides special education services for students with special needs. The following services are available for qualified students:
  - English Language Learners
  - Resource/Self Contained
  - Speech/Language
  - Talented and Gifted
- If you feel your child is in need of any of the above services, please feel free to let the office know.

#### Library:

- The library is provided for reading, student research and enjoyment. Learning to use the library is a helpful guide to obtaining knowledge.
- The library is open from 8:00-8:30 so that the students may return or check out books in addition to normal class times.

#### Computers:

- Computers are provided for students to learn the basics of computers. They will also use the computers as an intervention strategy. Computers are also available in the student's primary classroom; please contact your student's teacher in order to find out availability.
- All students and parents must sign a technology form in order for a student to use the computers. If a student destroys or damages any part of a computer or any other school electronics, their parents will be expected to pay repair or replacement costs.

#### Mammoth-San Manuel USD Elementary Schools Discipline Plan:

- The Elementary Discipline Plan is built around School Wide Positive Behavior Intervention and Supports (SWPBIS). We believe that focusing on these strategies created a positive environment that promotes student success.
- Students are responsible for the choices they make. When a student chooses to break a rule, s/he is making a decision to accept a consequence. Faculty and staff will take time to help students understand that they are responsible for their own choices.
- We believe in providing logical consequences to help students learn self-discipline and responsibility. We believe we can accomplish "Discipline with Dignity" by delivering logical consequences when students choose not to follow rules. Logical consequences are directly related to the misbehavior. Examples of logical consequences are: losing a privilege when it is abused, losing a recess, trash pickup, cleaning up a spill, etc. When a student makes a poor choice, they will receive a "Birdhouse" stating the infraction and what was done in response to that infraction.
- Students who choose to follow school rules will receive encouragement, praise and positive privileges. Students will receive positives which can be collected and traded for a variety of items at our quarterly Positive Store.
- Students who choose to fight or commit other severe offenses will receive severe consequences. Physical violence could be an automatic out-of-school suspension depending on the infraction.
- We appreciate your support in making our management program a success. We know that a cooperative effort between home and school results in a positive, pleasant environment where students enjoy learning.

**SOAR**

	Classroom/Specials	Playground	Restrooms	Cafeteria	Breezeways	Bus	Parking Lot
<b>Safe</b>	Use materials and equipment properly Move carefully Sit correctly Keep hands, feet and objects to self	Stay in designated areas Be truthful Use good sportsmanship Use equipment properly	Keep floor dry Stay off toilets and sinks	Clean up food and spills Walk Sit correctly Keep hands, feet and objects to self	Walk Keep breezeway clean Steer clear of doors and others	Follow all bus rules Keep aisles clear Stay seated	Stay clear of parked and moving cars Cross the street in cross walk
<b>Obligation</b>	Follow school rules and uniform policy Be prepared and organizes Be on time for class Focus on your work Turn in homework on time	Ask to leave the play area Follow game rules Keep playground clean Report problems	Report misuse and inappropriate behavior use restroom at designated time Flush after each use Wash hands with soap	Keep your area clean Wait patiently Stay in assigned area Keep food in the cafeteria	Stay on the right track Single file Get drinks quietly	Walk to and time up appropriately at bus stops Keep belongings with you at your seat Follow all bus rules	Walk in designated area Use walking feet
<b>Attitude</b>	Use positive praise Think before you act Greet who you meet Work cooperatively with others	Solve problems using kind words Show good sportsmanship Greet who you meet	Wait patiently	Use kind words Have good manners Greet who you meet	Use kind words Greet who you meet	Use kind words Greet who you meet	Listen to safety patrol
<b>Respect</b>	Enter quietly Listen carefully and follow directions Use proper voice Wait your turn to speak Honor others' property	Mind all adults Everybody plays Take turns Take care of equipment	Leave restrooms in sanitary condition Keep lights on Use quiet voices Honor privacy of others	Enter, eat and exit quietly Eat your own food Allow others to enjoy their food choice Listen to adults Use proper voice	Always wwalk quietly Kepp, hands, feet and objects to self	Listen to the driver Use quiet voices Be polite to others	Be considerate of others

#### Mandatory Reporting:

- All school personnel have an obligation to report any incidents based on “reasonable belief” that abuse has occurred. This includes student-to-student aggressive physical contact.
- For general information on mandatory reporting, please contact the school secretary and information will be provided upon request on Arizona’s Child Abuse Reporting Statute.

#### Cafeteria:

- Students may purchase either breakfast or lunch in the cafeteria.
- Students are not allowed to charge meals in the cafeteria, so it is essential that parents put money into their cafeteria account.
- Applications for free and reduced meals are sent home with students at the beginning of the school year.
- Please ensure that you check the monthly lunch calendar for prices of meals.
- Breakfast is from 8:15-8:40 every day and lunch is from 11:30-12:00 every day.

#### Transportation:

- Students should not arrive before 8:15am. We would appreciate your assistance in helping to ensure that your student(s) do not arrive on campus before 8:15am, as we do not provide adult supervision until that time.
- Bicycles, Skateboards, Scooters, Heelys, etc: These items may be used as transportation to and from school; however they may not be used on campus at any time. Bicycles should be locked at the bicycle rack by the cafeteria. If a student does not have a lock, it is recommended that the student do not bring the bicycle to school. All students are expected to obey all traffic rules and bike safety rules at all times, including wearing a helmet. There should only be one rider on a vehicle.
- Bus service is provided to some students as a district courtesy. Following the bus rules will ensure that your student can continue to ride the bus. Students who choose to break rules will have their bus riding privileges suspended or revoked. Once students arrive at the school, they may not leave the school grounds without being checked out by a parent or a parent designee. Electronics should not be on the bus.

#### Field Trips

- All students are required to be in school on the day of the field trip in order to attend.
- Checkout from the field trip requires prior administrative approval and will only be done if it’s imperative that the student be checked out. If a student is checked out from a field trip early, that absence will affect your student’s attendance as well as the Perfect Attendance award.

#### School Property:

- It is a violation of governing board policy and state statute to damage or deface school property. If your student chooses to participate in such an act, parents are expected to pay replacement costs. These charges will be levied at the end of the school year and will need to be paid before report cards will be issued. Students will also be subject to disciplinary action.

#### Personal Property:

- Students should only carry money that they actually need for school.
- It is recommended that students do not bring any item of value to school. The school will not be responsible for loss of money or personal property brought to school. If these items are brought to

school, they will be confiscated and the student will be subject to disciplinary action. These items include, but are not limited to: electronics, drugs or weapons of any kind, pornography, hard balls, water guns, water balloons, skateboards, baseball bats, laser pointers, toys and any items that is considered a disruption to the educational process.

- Students are not allowed to sell or trade items. Items and money will be confiscated and parents will be contacted.

#### Pets/Animals:

- Pets and animals are not permitted to be on school grounds. The only exception is if the teacher and principal have made prior arrangements and the parent is willing to transport the animal in a contained cage.
- If a stray animal is found on campus, the Pinal County Animal Control Center will be called.

#### Telephones:

- The office telephone is used to conduct school business. The office phone is not available to students except in the case of an emergency. Calling home for lunch money, homework, coats or rides are not considered an emergency. If it is raining and your student feels the need for a ride, they will be allowed to call after 3:30pm in the office.
- Cell phones may not be used during the school day. If a student chooses to bring a cell phone to school, it must be turned off and in their backpack during the entire school day. If a student chooses to use their cell phone during the school day, the phone will be confiscated and available in the office at the completion of the school day. After a second time, the phone will be available after a parent speaks with the principal. If it occurs again, the cell phone will no longer be allowed on campus.

#### Visitors:

- Parents are encouraged to visit their student's classroom. Please make arrangements to visit through your classroom teacher. All visitors must sign in at the office before walking on campus.
- Students may not bring other students to campus that are not enrolled at Mammoth Elementary STEM School, as the student is not covered under the district insurance.

#### Volunteers:

- We welcome and encourage volunteers. If you wish to volunteer, please contact the office or your student's teacher.

#### School Release:

- Releasing students during the school day may happen due to inclement weather or bomb threats. This happens very infrequently and may require additional make-up days.
- Please determine a family plan on how to handle this kind of emergency. Discussing beforehand that a student may not be able to make a phone call home will ensure that the student has control in a situation. Parents and Guardians will be contacted once we have made it to a safe place. If an emergency evacuation should occur, Mammoth Elementary students will walk to the Blessed Sacrament Catholic Church.

#### Immunizations:

- Arizona law (ARS 36-671 through 674) requires that an immunization history be submitted for each child entering a public school. The responsibility for compliance with this provision is placed upon the parent, guardian or person "in loco parents" of the child. The immunizations must be current and



include: DTP, TD, Polio Vaccine, Rubella, Hepatitis and Mumps Vaccines. The only exceptions to school immunization requirements are if the vaccine will seriously endanger the child or if the child is being raised in a religion in which the teachings are opposed to immunization.

#### Medication:

- If a student needs to take medication during the school day, school personnel must administer the medication in the Nurse's Office. Administration of medication will conform to Arizona Statutes. We maintain careful control of the possession and use of medication by students at school. Tums, Tylenol and cough drops may be administered to a student as long as a guardian signs the permission form for the school year. This form is available in the Nurse's Office as well as the front office. We ask that you provide this medicine for your child as well. When possible, students should take all medications at home.
- Students are not allowed to carry medication on them. If your student must take medication at school, it must be in the original container and accompanied by written instructions.

#### Mammoth Elementary STEM School Student/Parent Expectations

- Cannot have more than 5 unexcused absences per school year
- Cannot be tardy more than 5 times
- Must remain in school all day
- Must maintain a grade point average of 75% or higher during each grading period. Special Education and ELL learners must show progress per their IEP
- Must turn in completed homework on a regular basis
- Must participate in community service projects (at least 3)
- Must refrain from consistent disciplinary issues (no more than 3 per school year)
- Ongoing parental involvement
- In the event that a student does not meet these expectations, parents will be notified and expectations for improvement will be discussed. Teachers will communicate with parents to ensure students remain on task. If a student does not meet the agreed upon expectations, s/he will be required to exit Mammoth Elementary STEM School.