



***First Avenue Elementary  
"Home of the Bulldogs"***

***914 First Avenue  
San Manuel, AZ 85631  
520-385-4341  
Fax 520-385-2118***

***K-6  
STUDENT—PARENT  
HANDBOOK  
2011 – 2012***

***Mammoth-San Manuel School District  
[www.msmusd.k12.az.us](http://www.msmusd.k12.az.us)***

Dear Parents and guardians,

Welcome to First Avenue Elementary School! Our goal is to help each student acquire a quality education. Our faculty and staff are trained professionals that provide an educational environment conducive to learning. Student academic achievement is our top priority!

Since parents are the most important people in their child's life, we invite you to be active members in the educational career of your child. With such increased accountability measures as the No Child Left Behind Act (NCLB) and high stakes testing, it is imperative that teachers and parents work together in helping students to be successful. Please feel free to contact your child's teacher or myself if you should have questions or concerns.

This handbook provides valuable information about First Avenue Elementary School. If you have any questions regarding policies or procedures, feel free to contact me at 385-4341 or email me at [barajam@sanmanuel.org](mailto:barajam@sanmanuel.org). I am looking forward to a fun, exciting, and productive school year!

Sincerely,

Monica Barajas, Principal



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Mammoth-San Manuel School District

Governing Board

Mark Phelps  
Cindy Blair  
Aracelli Bonner  
Michelle-Castro-Gonzales  
Fred Roybal

President  
Member  
Member  
Member  
Member

**Dr. Ron Rickel**

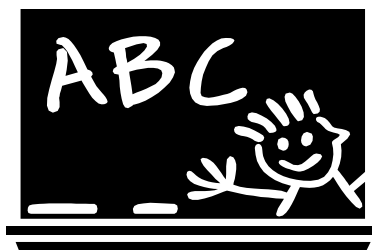
**Superintendent**

**First Avenue Elementary Faculty & Staff**

<b>Principal</b>	Monica Barajas		
<b>Secretary</b>	Heather Peoble	<b>Nurse</b>	Tanya Kellum
<b>Pre-K Teachers</b>	Shawnie Christian	Joyce McClung	
<b>Kindergarten Teachers</b>	Annette Reidhead	Marcheta Vender	
<b>First Grade Teachers</b>	Isabel Austin	Yvette Guerrero	Mark Parrish
<b>Second Grade Teachers</b>	Tara Garcia	Tanya Ruiz	Wendy Torres
<b>Third Grade Teachers</b>	Annette Aguirre	Deanne Hogan	Veronica Fry
<b>Fourth Grade Teachers</b>	Brenna Halcomb	Amy Triphan	
<b>Fifth Grade teachers</b>	Abby johnson	Debbie Vargas	
<b>Fifth/Sixth Combo Teacher</b>	Sabrina Cazares		
<b>Sixth Grade Teachers</b>	Manuel Chavez	Brian Parisot	
<b>SPED Teachers</b>	Stella Miller	Karen Nowell	Evette Porras
<b>ELL/TAG Teacher</b>	Joyce Flick		
<b>Art Teacher</b>	Valerie Rickert		
<b>Physical Education Teacher</b>	Mike Sloan		
<b>Paraprofessionals</b>	April Fessenden	Rachael Franco	Gloria Terrazas
	Marge Garcia	Cindy Watson	Yadi Gutierrez
	Ricci Baeza	Ali Lilley	Carmen Ronquillo
	Linda Ramsey	Rosie Sierra	Nancy Knowles
	Mary Rowlands	Sarah Sedillos	Cindy Sweeney
<b>Librarian</b>	Helen Ramirez	<b>Cafeteria</b>	Linda Creely
<b>Computer Lab</b>	Rachelle Mortensen		Tracy Gonzales
<b>Maintenance</b>	Al Anaya		Susan Riekofski

# First Avenue Elementary Calendar Schedule

August 11	First Day of School
August 29	Teacher In-service Early Release Day for all students- <b>11:00 a.m. dismissal</b>
September 5	Labor Day— <b>No School</b>
September 16	District Wide In-service Day— <b>No School</b>
October 14	End of First Quarter - <b>11:00 a.m. dismissal</b>
October 17	District Recess
October 20 & 21	Parent-Teacher Conferences Early Release for all students- <b>11:00 a.m. dismissal</b>
November 11	Veteran's Day— <b>No School</b>
November 23-25	Thanksgiving Break — <b>No School</b>
December 16	End of Second Quarter Early Release for all students- <b>11:00 a.m. dismissal</b>
December 19–30	Winter Break — <b>No School</b>
January 16	Civil Rights Day— <b>No School</b>
February 8	Teacher In-service Early Release Day for all students - <b>11:00 a.m. dismissal</b>
February 20	President's Day— <b>No School</b>
March 16	End of Third Quarter Early Release for all students- <b>11:00 a.m. dismissal</b>
March 19-23	Spring Break— <b>No School</b>
March 30	Parent-Teacher Conferences Early Release for all students- <b>11:00 a.m. dismissal</b>
April 6-9	Easter Break — <b>No school</b>
April 17	Teacher In-service Early Release for all students - <b>11:00 a.m. dismissal</b>
May 24	End of Fourth Quarter Early Release for all students-Last Day of School <b>11:00 a.m. dismissal</b>





## SCHOOL HOURS 8:25 A.M. - 2:40 P.M.

**Students should not arrive at school before 8:00.** We would appreciate your assistance in helping your child on the time they leave from home and arrive at school to correspond with the 8:10 A.M. guideline. **We are very concerned about your child's safety and adult supervision is not provided until 8:10 A.M.** At the end of the school day, the buses will pick students up at the dirt parking lot (teacher's parking lot), those students who will be picked up by parents will be released at the paved parking lot (parent drop off/pick up), and those students who walk home will be released at the top playground gate on Giffin avenue.

## CURRICULUM



First Avenue Elementary School is dedicated to teaching Reading, Writing and Mathematics. In addition, each student learns Social Studies, (Arizona in fourth grade, United States History in fifth grade, World History in sixth grade), and Science. We also offer classes in Art, Computers, and Physical Education. We seek to provide an enriching educational program.

## SPECIAL EDUCATION

The Mammoth/San Manuel School District provides special education services for students with special needs. The following services are available for qualified students:

ELL (English Language Learners)  
Resource and Self-Contained  
Speech and Language  
TAG (Talented and Gifted)

If you feel your child is in need of any of the above services, please feel free to let us know.



# **SCHOOL-WIDE MANAGEMENT PLAN**

Our School-Wide Management Plan at First Avenue Elementary School is built around our **Positive Behavior Intervention Strategies**. We believe that focusing on these strategies creates a positive environment that promotes student success. There are three components to the plan. The first component is following these important **Life Skills**. The second component is **Logical Consequences** for positive and negative behavior. The third component is **Suspension** for severe offenses such as fighting.

## **Positive Behavior Intervention Strategies**

### **GREAT ATTITUDE**

Choosing to think and act positively without becoming upset or losing control

### **RESPECT**

Being considerate of others, doing what is right, and treating others the way you like to be treated

### **RESPONSIBILITY**

Having a plan with a purpose and accepting responsibility for the choices we make

By allowing students to develop and practice these strategies, we will be helping them to have a successful school year. The strategies will be taught thoroughly, especially during the first few weeks of school, to make sure students understand school expectations.

Students are responsible for the choices they make. When a student chooses to break a rule, he/she 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 pick up, cleaning up a spill, etc.

The School-Wide Management Plan includes the following consequences: reminder of the rule and/or warning, conference with teacher and/or principal, delivery of a logical consequence, completing a written Student Responsibility Plan, parent and principal involvement.



Students who choose to follow school rules will receive encouragement, praise, and positive privileges. Students also receive “Positives Slips” which can be collected and traded for a variety of items at our quarterly “Positive Store.” Green slips can also be earned by students for positive behavior. Green slips can be traded in for a snack.



If a student chooses to fight or commit other severe offenses, severe consequences will result including; out of school suspension and contact of authorities, depending on the severity and frequency of the infraction. **Physical violence could be an automatic out-of-school suspension depending on the infraction.**

We also have a successful Peer Mediation Program which students can take advantage of to help them solve minor conflicts and disputes.

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.

**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.



# DEFINITIONS OF EXTREME CLAUSES

If a clear danger to students or staff members is present, the principal may immediately remove a student from school. A parent will be notified before the student is removed from campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written letter to take home to parents.

## THREATS / BULLYING/FIGHTING

All students have the right to attend school free from harassment, threats and bullying. It is a student's responsibility to report this type of behavior to the office. The parents of students participating in this type of behavior will be notified. If the offense is severe or if the behavior continues the student may be suspended from school.

## PROFANITY / OBSCENE GESTURES

Students are expected to conduct themselves in a manner that is free from profanity and obscene gestures. Parent notification and possible suspension may result from participating in this type of behavior.

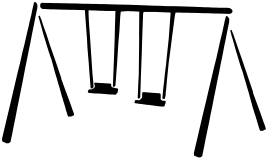
## ILLEGAL SUBSTANCES

No illegal substances including alcohol, cigarettes, tobacco and drugs are allowed on campus. Students in possession will be suspended with parent notification.

## WEAPONS

No knives, guns, lighters, matches, or other objects that may cause harm may be brought to school. Students in possession will be suspended with parent notification.





## PLAYGROUND RULES

Playground rules are enforced to allow children to play on school equipment safely. The rules are as follows:

1. Use all equipment the way it is designed to be used.
2. DO NOT leave the supervised area without adult permission.
3. One student on the slide at a time, sit-down forward sliding only, no walking up
4. One student on the bars at a time, keep hands on the bars.
5. One student on a swing at a time, sit-down swinging only. Stay clear of the swings while they are in use.
6. Do not push or pull another student off any equipment.
7. Stay clear of the PE class during recess.
8. Line up immediately when the bell rings or the whistle blows ending recess.
9. NO ROCK THROWING.

If students choose to break these rules, they will earn a logical consequence. Each grade level has access to the playground before school, during recess, and during lunch.

## BICYCLE / SKATE BOARD / SCOOTER SAFETY

We have bike racks in front of the office. Students are responsible for locking their bikes and for making them secure. If a student does not have a lock to secure their bicycle they should not bring their bike to school. In addition:

1. Bikes are not allowed through the parking lot or on the sidewalks.
2. Only one rider on a bike at a time.
3. Students are expected to obey all traffic rules and bike safety rules.
4. No bikes, skate boards, skate shoes or scooters are allowed to be ridden on either campus before school or between 2:30 P.M. and 4:00 P.M.
5. We encourage the use of safety helmets.





## **CAFETERIA INFORMATION**

Cafeteria rules are established to allow children to eat in a positive atmosphere where they feel comfortable. The following rules are posted:

1. Use quiet talking voices.
2. Keep hands, feet and objects (including food) to yourself.
3. Empty and replace trays properly.
4. Clean up any spills that you are responsible for.

## **CAFETERIA PRICES**

Students may purchase either breakfast or lunch tickets. Breakfast is \$.85 per day and lunch is \$1.35 per day. Students are not allowed to charge meals in the cafeteria. Applications for free or reduced meals are sent home with students at the beginning of the school year.

We have a water machine in our cafeteria. Students may purchase a 20 oz. plastic bottle for \$1.00.

## **BREAKFAST TIME**

First Avenue Elementary

8:10 A.M.-8:25 A.M.

## **LUNCH TIME**

Kindergarten 11:00 A.M.– 11:40 A.M.

Fifth grade 11:30 A.M.-12:10 P.M.

Second grade 11:15 A.M.-11:55 A.M.

Fourth grade 11:15A.M.-11:55 P.M.

First grade 11:30 A.M.-12:10 P.M.

Sixth grade 12:10 P.M.-12:50 P.M.

Third grade 11:45 A.M.– 12:25 P.M.

# TRANSPORTATION INFORMATION

Bus service is provided to some of our students as a district courtesy. In order to allow students to travel to and from school in a comfortable atmosphere, we ask that the following rules be followed:

1. The bus driver is the supervisor.
2. Use quiet talking voices.
3. Stay seated, facing forward.
4. Keep hands, feet and objects in the bus and to yourself at all times.

The following items are NOT ALLOWED on the bus:

NO ANIMALS

NO GLASS

NO WEAPONS OF ANY KIND

NO ELECTRONICS

NO EXPLOSIVES

NO ALCOHOL OR DRUGS

If your child rides the bus, please go over these rules with them. Any student riding the bus that violates these rules will receive a warning. Persistent violators will be suspended from riding the buses. In addition, our discipline policy is in effect and logical consequences will be enforced on the bus.

## consequences:

1. Verbal Warning
2. Front seating for a period of time
3. Suspension from riding the bus
4. Permanent loss of privileges of riding the bus

Students who choose to misbehave will be brought to the attention of the principal. The consequences will depend on the severity of the infraction.

Once students arrive at school, they may not leave the school grounds without being checked out by a parent or parent designee.



## ASSIGNMENT TO CLASSES

In order to create an optimal classroom environment for all children, it is necessary to examine several educational factors relevant to placement. We establish well-balanced classrooms by considering the following criteria:

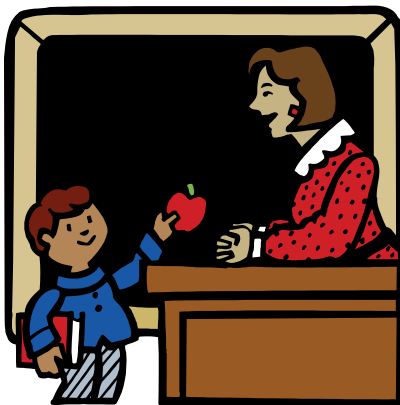
1. The academic standing of students.
2. A reasonable boy-girl ratio in each classroom.
3. Special education and behavior needs of all students.

Combination classes may result to meet suggested District-- teacher/student ratios.

It is general policy to place siblings in different classrooms in order to ensure individual development.

Parents may provide information to assist the staff in placement. However, the assignment of students to appropriate instructional settings is the responsibility of the building principal.

Change of classroom assignment will be considered only after parents meet with the principal—and there is a valid EDUCATIONAL reason for a change in assignment.



## REPORT CARD INFORMATION

Academic evaluations are designed to provide information to parents on their child's progress based on teacher records. The social and work habit checklist is based on teacher judgment and/or records. Ratings are based on goals and objectives that may vary with student ability, course content, and teaching style. The teacher may add items; not all items need to be checked.

Report cards will be sent home every nine weeks or they will be given to parents at the parent-teacher conferences. The following dates are the end of each quarter:

October 14, 2009  
December 16, 2009  
March 16, 2010  
May 24, 2010

### **GRADING SCALE**

A = 90% - 100% (Excellent)  
B = 80% - 89% (Good)  
C = 70% - 79% (Satisfactory)  
D = 60% - 69% (Unsatisfactory)  
F = 0% - 59% (Failing)  
NG = No Grade Given  
P = Passing



If you ever have a question concerning your child's grades, please do not hesitate to contact your child's teacher. You may send a note with your child or call and leave a message for the teacher to return your call.

Teaching students is our first priority, so please call ahead if you wish to speak to your child's teacher. We will try to schedule a convenient time for you to meet. Drop-ins are encouraged before or after school, but discouraged during school hours.

**PROGRESS REPORTS** are sent home during the 5<sup>th</sup> week of each quarter. This gives parents an indication of how their child is doing. Please feel free to get in touch with your child's teacher at any time if you have questions or concerns.

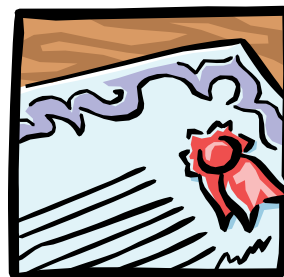
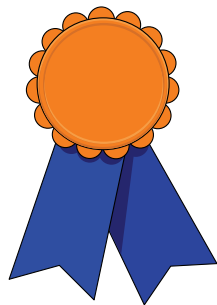
## **PARENT-TEACHER CONFERENCES**

Conferences will be held at the end of the first and third nine-week grading periods. This is a good time to discuss any concerns you may have about your child. If you feel there is a need to have more conferences, don't hesitate to call and set up a time with your child's teacher.



## **HONOR ROLL / AWARDS ASSEMBLIES**

Students receive an Honor Roll Award by earning above average grades in all subjects (all A's or all A's and B's in reading, writing, spelling grammar, math science and social studies). Awards are presented at the end of each of the first three quarters during our Quarterly Awards Assembly. Our End of the Year Honors Awards Assembly will include those students who earned high marks all year.





## LIBRARY

Our library is provided for reading, student research and enjoyment. Learning to use the library can be a helpful guide to obtaining knowledge. If students need assistance finding materials, our librarian will be happy to assist them.

The library will be open before school opens in the morning. Students may use that time to return and check out books. It is important for students to remember that the library requires a quiet or "study" atmosphere.

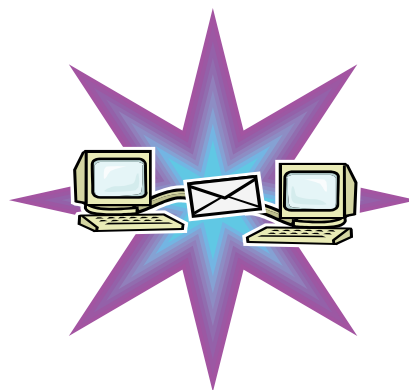
We place a very high priority on Reading at First Avenue Elementary—so our Library is one of the most important places on campus!

## COMPUTER INFORMATION

Students are scheduled to use the Computer Lab with their class on a weekly basis. Students learn keyboarding, word processing, desktop publishing, Internet and other computer skills. They will also use the computer to learn skills across the curriculum.

A computer is also available in each classroom. Each individual teacher will cover its specific classroom use and the availability to each student.

**If a student purposely destroys/damages any part of a computer, parents will be expected to pay repair or replacement costs.**





## **ATTENDANCE INFORMATION**

Your child's regular attendance is crucial to his/her success in school. Therefore, we encourage your child to be in attendance and on time every day.

When your child is absent, please call on the day of his/her absence to let the office know why he/she is out (First Ave. 385-4341).

If a student is not in attendance on the day of an extra-curricular activity, he/she may not participate in the activity.

Students with Perfect Attendance (does not miss more than 1/2 day during the year) will be eligible to attend a special event at the end of each semester.

**Students missing more than 15 total days during the school year without a doctor's written consent will be considered for retention at the end of the school year.**

### **PICKING UP A STUDENT DURING SCHOOL HOURS, INCLUDING LUNCH TIME**

In the event that a student must be released from school during school hours, the following procedure will be followed:

1. Students will be released to a parent/legal guardian, designee, or authorized agent only.
2. Students must be signed out in the office by the person picking him/her up. Students cannot walk home during school hours.

**Only individuals listed on your child's gold Student Information Form will be allowed to check your child out of school.**

The principal's office must be notified IN WRITING, if there has been any change in the legal custody of your child.

PLEASE NOTIFY THE OFFICE IF YOU FEEL THAT SOMEONE UNAUTHORIZED MAY ATTEMPT TO CONTACT OR PICK UP YOUR CHILD WHILE HE/SHE IS AT SCHOOL.

### **MAKE-UP WORK**

Regular attendance at school is necessary for learning the curriculum. Absences interfere with the sequence and continuity of skill development. Please make every effort to have your child attend school regularly.

If your child is sick and unable to complete work at home, please have him/her obtain their missed work when they return to school. They will be allowed one day for each day absent for sickness - plus one additional day to complete their work. However, if your child is well enough to complete their work, you may arrange to have make-up work ready for you to pick up in the office after 3:00 p.m.

## **SCHOOL PROPERTY**

It is a violation of governing board policy and state statute to damage or deface school property. Should a student damage, destroy, or misplace materials such as textbooks or library books, parents are expected to pay replacement costs. These charges will be levied at the end of the year and will need to be paid before report cards will be issued. If students deface school property, they will be expected to return the property to its original condition. They will also be subject to disciplinary action.

## **PERSONAL PROPERTY**

Students are not to bring to school any items of value which may be stolen, damaged, or lost. Students should only carry money they will actually need at school. Large sums of money should never be brought to school. The school ***will not be responsible*** for loss of money or personal property which is brought to school by a student.

### **THE FOLLOWING ITEMS ARE NOT TO BE BROUGHT TO SCHOOL:**

NO WEAPONS OF ANY KIND

NO TOBACCO OR ALCOHOL PRODUCTS

NO ILLEGAL DRUGS

NO PORNOGRAPHY (Includes clothing items)

**NO ELECTRONICS** (Including radios, tape recorders, CD/DVD players, Game Boys, I-Pods, MP3's etc.)

NO HARD BALLS

NO WATER GUNS AND/OR WATER BALLOONS

NO STEEL MARBLES

NO SKATEBOARDS/ROLLER SKATES

NO ALUMINUM OR WOOD BATS

NO LASER LIGHT PENS OR POINTERS

NO GUM

NO TOYS

NO MAGAZINES OR CATALOGS ADVERTISING WEAPONS

ANY ITEM THAT CAUSES DISRUPTION TO SCHOOL

If these items are brought to school, they will be confiscated and the student will be subject to appropriate disciplinary action.

## SELLING / TRADING ITEMS AT SCHOOL

Students are not permitted to sell or trade anything at school at any time. Students found selling or trading anything at school will have the items and money confiscated. Their parents will also be notified.



## PETS AND ANIMALS

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



## TELEPHONE USE & CELLPHONES

The office telephone is used to conduct the daily business of running the school. The office phone is not available for student use, except in an emergency. Calling home for lunch money, homework, coats, and a ride home are not considered emergencies.

Therefore, we encourage you to make arrangements with your child before they leave for school.

If it is raining and your student feels he/she needs to call home, they will only be allowed to do so after 3:00 P.M. This will enable parents to call in first and allow the office to get messages to teachers.

Cell phones are great for parents to help locate their child after school. If a child brings a cell phone to school they must follow the procedures necessary to maintain a learning environment. **Students are not permitted to use CELL PHONES during the school day.** If a student brings a cell phone to school it must remain turned off in their backpack. If a student is caught using a cell phone during school hours the cell phone will be taken to the office where the student may pick it up after school. If the student is caught a second time using a cell phone during school hours, the cell phone will be taken to the principal where the student's parents must come a pick it up.

## VISITORS ON CAMPUS

We encourage classroom visitations. Parents who would like to visit their child's class may make arrangements with the teacher or the principal. ALL VISITORS MUST SIGN IN AT THE FRONT OFFICE BEFORE GOING TO A CLASSROOM.

**NO PARENT OR GUARDIAN IS ALLOWED TO GO ON TO CAMPUS TO DISCUSS ANY PROBLEM OR CONCERN WITH ANY CHILD THAT IS NOT A MEMBER OF THEIR IMMEDIATE FAMILY.** All problems or concerns MUST be reported to the school office.

Students may not bring another student who is not enrolled at First Avenue Elementary to school, due to our liability. Our insurance does not cover students who are not enrolled in our school.

## VOLUNTEERS

We welcome and encourage volunteers. If you are interested in doing volunteer work in our school, please contact the school office or your child's teacher. WE INVITE YOU TO BE A PART OF YOUR CHILD'S EDUCATION! PLEASE COME JOIN US!



## RELEASING STUDENTS DURING THE SCHOOL DAY

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 an emergency. Students need a safe place to go where they will be supervised. They will also need to call their parents/guardians when they arrive at their safe place so their parents know where they are. We cannot possibly contact over 500 parents in this type of situation. We will allow students to call home, but discussing it beforehand will help the students to feel in control. If an emergency evacuation should occur, **First Avenue students will walk to the Mormon Church.**

## IMMUNIZATION INFORMATION

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 child will be seriously endangered by the vaccine or if the child is being raised in a religion in which the teachings are opposed to immunization.



## ADMINISTERING MEDICATION AT SCHOOL

Certain health problems require that a student take medication during school hours. Administration of all medication by school personnel shall conform to Arizona Statutes. **ALL MEDICATIONS SHOULD BE ADMINISTERED AT HOME WHEN AT ALL POSSIBLE.**

We maintain very careful control of the possession and use of medication by students at school. **NO STUDENT IS ALLOWED TO CARRY ANY KIND OF MEDICATION.** All medications must be kept in the nurse's office and administered by school personnel. Should it become necessary for your child to take medications at school, whether prescription or over-the-counter medication, it must be in the original bottle and be accompanied by written instructions. Necessary forms and additional information are available in the Nurse's Office.

Over the counter medication such as Tums, Tylenol and Cough Drops may be administered to a student if the parent or guardian signs a permission form for the school year. Please stop by the nurse's office or call the office to ask for a copy of this form to be sent home.

### **STUDENT DRESS**

All students in kindergarten (K) through eighth (8th) grade who attend the District schools are expected to dress in the proper standard school attire. It is the parents' responsibility to ensure compliance with the dress code. All students who attend the District schools must dress in accordance with this dress code.

All students will wear the standard school clothing. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems. The standard school clothing shall be:

Tops: All solid white, solid red, solid dark green, solid royal blue, or solid navy blue shirts with lay-down collar. No logos or labels showing on the shirt except those that are school related. Styles include a "polo" shirt, blouse and dress shirt. Tops must not be oversized or too tight-fitting. School team members are permitted to wear team jerseys over their collared shirts on game days.

Bottoms: Solid navy blue or khaki. No logos or labels showing. No blue jeans or stretchy type material. Pants must be worn at the waist and not be oversized or too tight-fitting.

Shoes: Athletic shoes must be mostly white, navy, or black. Dress shoes must be brown, black, or navy. Shoelaces must be white, navy, or black. No open toes, no heels.

Outer wear: Students may wear windbreakers, jackets, sweaters, or sweatshirts as outer wear. Outerwear must be solid white, navy blue, black or khaki colored. Jr/Sr High Team jackets are acceptable. Emblems are acceptable as long as they are appropriate and not gang related.

Other: Belts must be solid black, brown, navy, or khaki in either leather or fabric; and may not dangle below the waist. Socks must be white, navy, black, or brown. No undergarments may show. Long sleeve shirts or turtlenecks worn under polo, dress shirt, or blouse must be white, red, green, royal blue, or navy blue. No items are allowed that are gang/drug related, pose a physical danger, or are profane.

Additional items may be added to the standard school clothing during the school year as approved by the school board.

Any clothing, buttons, jewelry, or other accessories that are oversized; display vulgar, lewd, obscene, or plainly offensive messages or images; display images of weapons, drugs, violence, alcohol, spray cans; make reference to or identify gang affiliation; or that are racially or ethnically offensive; are strictly prohibited.

Students not dressed in accordance with the District dress code may be offered use of standard school clothing for the day; or their parents will be contacted to bring correct clothing. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District policy manual. Students who refuse to dress in accordance with the dress code may attend another school outside the District, in accordance with open enrollment policies.

No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such extreme circumstances, the school will work with families to provide assistance for the student to be furnished with standard school clothing.

New students who enter District schools will have one (1) week to purchase standard school clothing. During this time period, the schools may donate the use of one (1) uniform set per child.

On occasion, the principal may allow a "dress up" day when students may wear clothing other than the standard school clothing. This will be on special occasions only. The students and parents will be notified prior to the "dress up" day.

**Other Uniforms**

Boy Scout, Girl Scout, or any other uniform that is not school related, may not be worn during normal school hours.

**Uniform Exchanges**

District Schools will organize opportunities for families to exchange uniforms with one another once each year.

**Professional Staff Dress Code**

The Professional Staff Dress Code is established by Board policy; however, staff may at any time wear the student District uniform.

The Board recognizes the critical importance of its educational mission to promote academic achievement and a safe and secure environment at all campuses in the District. To assist in creating a positive educational environment, a dress code that includes mandatory uniforms has been adopted for the District. The Board believes the dress code is in the best interests of the District's students for at least the following reasons:

- Climate for learning. Uniforms help students focus on learning. They help set the tone of the proper work attitude in the classroom, reducing behavior problems and improving performance.
- School unity and pride. Attractive student uniforms promote school spirit, good self-image, and school unity.
- Label competition. Uniforms eliminate "label competition" and the peer pressure to wear expensive clothing. They allow the students' attention to be directed to learning.
- Economy and simplicity. Uniforms are economical, Comparisons show that uniforms cost significantly less than what most parents pay for unregulated school clothing. Durability, reusability, and the year-to-year consistency cut costs. Student dress options are simplified, thus reducing the tug-of-war between students and parents over what to wear.
- Upholding of modesty standards. Uniforms meet widely accepted standards of modesty, thus eliminating the conflicting interpretations of dress codes and the embarrassment that often is associated with "violations" of dress codes.

No student will be denied an education for inability to afford a uniform. In situations of economic need, the District will work with parents and students to resolve any family's financial inability to purchase a student uniform.

For students who do not wish to follow the dress code, the district will provide information for alternative enrollment in a neighboring school district.

Adopted:        date of manual adoption  
LEGAL REF.: A.R.S. 15-341

### **Consequences:**

1<sup>st</sup> offense-verbal warning and a copy of the dress code policy will be sent home with the child

2<sup>nd</sup> offense-a phone call home to the parents asking them to bring a change of clothes for their child and a dress code policy will be provided

3<sup>rd</sup> offense-suspension from school for a day

4<sup>th</sup> offense-suspension from school for five days

5<sup>th</sup> offense-could result in expulsion from school



## **Annual Notification to Parents Regarding Confidentiality of Student Education Records**

Dear Parent,

Mammoth – San Manuel Public School Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- Ø The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR 3000.560 – 300.574) issued pursuant to such Act; and
- Ø The Individuals with Disabilities Education Act; Title 20, United States Code, Sections 1412(2)(D) and 1417; and the Federal Regulations (34 CFR 300.560 – 300.574) issued pursuant to such Act; and
- Ø Arizona Revised Statutes, Title 15, Section 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the school may include – but are not necessarily limited to identifying data; report cards and transcripts of academic work completed; standardized achievement test scores; attendance data; reports of psychological testing; health data teacher or counselor observations; and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of First Avenue Elementary School under the supervision of the building principal and are available only to the teachers and staff working with the student. If your child should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the school for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be actual costs of copying.

If you believe information in the record file is inaccurate or misleading, you have the right to request that correction be made or to add comments of your own. If any time an agreement between the principal and parent cannot be reached, you may contact the School Superintendent and request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for five years after the date you child was last enrolled in this school.

Copies of the Student Education Record Confidentiality policies and procedures may be reviewed in the principal office. Federal law also permits a parent to file a complaint with the Family Policy Compliance Office in Washington, D.C., if you feel the school is violating school records policies and statutes.

**Mammoth/San Manuel School District  
First Avenue Elementary School  
School/Parent Compact**

In compliance with IASI (Improving America’s School Act of 1994), Title 1, Part A, Section 1118, First Avenue Elementary has developed the following SCHOOL/PARENT COMPACT.

First Avenue Elementary will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet the State’s challenging student performance standards.

This will include, but will not be limited to:

- Instruction by highly qualified staff
- Use of the Board Adopted Curriculum
- Annual parent-teacher conference
- Frequent progress reports
- Reasonable access to staff
- Computer assisted instruction

With the goal of establishing ongoing, good communication between teachers and parents, First Avenue Elementary School will provide parents with opportunities to volunteer, observe, and participate in classroom activities.

First Avenue Elementary School values parents as partners in the effort to improve and help students achieve high academic standards. Parents are responsible for supporting their children’s learning by:

- Monitoring attendance
- Homework completion
- Monitoring amount of television their children watch
- Participating, as appropriate in decisions relating to the education of their child
- Encouraging the positive use of extracurricular time
- Staying informed about their child’s education and communicating with the school by promptly reading all notices from the school or school district either received by their child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Your signature indicates you have read the First Avenue Elementary School/Parent Compact. (Please note that signatures are not required).

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for being a valued partner in your child’s education.**



# First Avenue Elementary Handbook 2010-2011

I have read and understand the handbook for First Avenue Elementary School.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
date