

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)

8:45-2:20 (W)

Governing Board

Mark Phelps	President
Macky Cordero	Member
Terry Newman	Member
Michelle Gonzales-Castro	Member
Fred Roybal	Member

John J. Ryan	Superintendent
Melissa S. Joliat	Principal

Table of Contents

Calendar
Classroom Assignments
Report Cards
Parent/Teacher Conferences
Awards
Attendance
Student Check Out
Make Up Work
Curriculum
Special Education
Library
Computers
Elementary Discipline Plan
Mandatory Reporting
Meal Times
Transportation
School Property
Personal Property
Pets
Phones
Visitors
Volunteers
School Release
Immunizations
Medications
School Dress Code

Calendar

9-Aug	First Day of School
27-Sep	Teacher Inservice - Early Release Day for all Students 11:00am dismissal
3-Sep	Labor Day - No School
14-Sep	District Wide Inservice - No School
12-Oct	End of First Quarter - 11:00am dismissal
15-Oct	District Recess
Oct 25-26	Parent Teacher Conferences, 11:00 am dismissal
12-Nov	Veteran's Day Observed - No School
Nov 21-23	Thanksgiving Break - No School
21-Dec	End of Second Quarter - 11:00am dismissal
Dec 24 - Jan 4	Winter Break
7-Jan	First Day of Third Quarter
21-Jan	Civil Rights Day - No School
8-Feb	Teacher Inservice - Early Release Day for all Students 11:00am dismissal
18-Feb	President's Day - No School
8-Mar	End of Third Quarter - 11:00am dismissal
Mar 11-15	Spring Break
22-Mar	Parent Teacher Conferences, 11:00 am dismissal
Mar 29-Apr 1	Easter Break
Apr 15-18	AIMS/Stanford 10 Testing
16-Apr	Teacher Inservice - Early Release Day for all Students 11:00am dismissal
23-May	End of Fourth Quarter - 11:00am 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 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. You may choose to set up a parent meeting, or may drop in before or after school. 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. 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.
- The students also have the ability to receive Perfect Attendance awards by not missing more than a ½ day of school during each semester.
- These awards are open to the parents; just remember to sign in as a visitor in the office.

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.
- 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 Student Information form. If you wish the 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 in the office after 3:00pm 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.
- In addition, each student learns Social Studies (Arizona in 4th grade, US History 5th grade, World History in 6th grade).

- Teachers will exercise an intense focus on Science, Technology, Engineering and Math.
- 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 staff 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 before and after school so that the students may return or check out books in addition to normal class times.

Computers:

- The computer lab is provided for students to learn the basics of computers. They will also use the computers as an intervention strategy. A computer is 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, 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 Positive Behavior Intervention Strategies (PBIS). We believe that focusing on these strategies created a positive environment that promotes student success. There are three components in the plan: Life Skills, Logical Consequences and Suspension.
- 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, 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.
- Students who choose to follow school rules will receive encouragement, praise and positive privileges. Students will receive positive 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 also have a Peer Mediation Program which students can take advantage of to help them solve minor conflicts and disputes.

• **SOAR**

	Classrooms/Library/Computer Lab/PE	Playground	Restrooms	Cafeteria	Breezeways	Bus	Parking Lot
Great Attitude	<ul style="list-style-type: none"> Use positive praise Think before you act Greet who you meet Work cooperatively with others 	<ul style="list-style-type: none"> Solve problems using kind words Show good sportsmanship Greet who you meet 	<ul style="list-style-type: none"> Wait patiently 	<ul style="list-style-type: none"> Use kind words Have good manners Greet who you meet 	<ul style="list-style-type: none"> Use kind words Greet who you meet 	<ul style="list-style-type: none"> Use kind words Greet who you meet 	<ul style="list-style-type: none"> Listen to safety patrol
Respect	<ul style="list-style-type: none"> Enter quietly Listen carefully and follow directions Use proper voice Wait your turn to speak Honor others' property 	<ul style="list-style-type: none"> Mind all adults Everybody plays Take turns Take care of equipment 	<ul style="list-style-type: none"> Leave restrooms in sanitary condition Keep lights on Use quiet voices Honor privacy of others 	<ul style="list-style-type: none"> Enter, eat, and exit quietly Eat your own food Allow others to enjoy their food choice Listen to adults Use proper voice 	<ul style="list-style-type: none"> Always walk quietly Keep hands, feet and objects to self 	<ul style="list-style-type: none"> Listen to driver Use quiet voices Be polite to others 	<ul style="list-style-type: none"> Be considerate of others
Responsibility	<ul style="list-style-type: none"> Follow school rules and uniform policy Be prepared and organized Be on time to class Focus on your work Turn in homework on time 	<ul style="list-style-type: none"> Ask to leave the play area Follow game rules Keep playground clean Report problems 	<ul style="list-style-type: none"> Report misuse and inappropriate behavior Use restroom at designated time Flush after each use Wash hands with soap 	<ul style="list-style-type: none"> Keep your area clean Wait patiently Stay in assigned area Keep food in the cafeteria 	<ul style="list-style-type: none"> Stay on the right track Single file Get drinks quietly 	<ul style="list-style-type: none"> Walk to and line up appropriately at bus stops Keep belongings with you at your seat Follow all bus rules 	<ul style="list-style-type: none"> Walk in designated area Use walking feet
Safe	<ul style="list-style-type: none"> Use materials and equipment properly Move carefully Sit correctly Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> Stay in designated areas Be truthful Use good sportsmanship Use equipment properly 	<ul style="list-style-type: none"> Keep floor dry Stay off toilets and sinks 	<ul style="list-style-type: none"> Clean up food and spills Walk Sit correctly Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> Walk Keep breezeway clean Steer clear of doors and others 	<ul style="list-style-type: none"> Follow all bus rules Keep aisles clear Stay seated 	<ul style="list-style-type: none"> Stay clear of parked and moving cars Cross the street in cross walk

- 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.

Cafeteria:

- Students may purchase either breakfast or lunch in the cafeteria.
- Breakfast is \$0.85 per day and lunch is \$2.00 per day.
- 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.

Meal Times:

- Breakfast is from 8:15-8:45 every day.
- Lunch is based on grade level. The schedule is as follows:
 - 11:30-12:10 – Kindergarten and First
 - 11:45-12:25 – Second-Sixth

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 front office. 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 have the possibility of having their bus riding privileges suspended or revoked. Once students arrive at the school, they may not leave the school grounds without being check out by a parent or a parent designee.

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:

- It is recommended that students do not bring any item of value to school.
- They should only carry money that they actually need for school.
- The school will not be responsible for loss of money or personal property brought to school. These items include, but are not limited to:
 - electronics,
 - drugs of any kind,
 - weapons of any kind,
 - pornography,
 - hard balls,
 - water guns or balloons,
 - steel marbles,
 - skateboards,
 - baseball bats of any kind,
 - laser pointers,
 - toys,
 - gum and
 - any item that may cause a disruption to the educational process.
- If these items are brought to school, they will be confiscated and the student will be subject to disciplinary action.
- 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.

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 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.
- 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.
- 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.
- When possible, students should take all medications at home.

Student Dress:

- All students in Kindergarten (K) through twelve (12th) grades 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’s schools must dress in accordance with the 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:
 - Shirts & Tops: Must be full length t-shirt or collared shirts. Must have sleeves minimally between shoulders and elbows. May not display alcohol, weapons, drugs or messages deemed inappropriate. Cannot be gang related. Necklines may not show cleavage. No open back shirts. No see through, mesh or revealing. No large visible logos or lettering except for school (First Avenue, Mammoth STEM, San Manuel Jr./Sr. High) related logos.

- Pants: Must be blue jeans or blue or khaki colored. Must not be ripped, torn, faded or have holes. Must fit at the waist. Must not be oversized or baggy. Must not reveal undergarments. Length must not be below shoes. Shorts must reach mid thigh or below. Must be blue jean, blue or khaki colored. No manufactory logos greater than one inch.
 - Shoes: No open toes, no sandals, no slippers or heels.
 - Outer Wear: Cannot display alcohol, drugs, weapons or any inappropriate messages. Cannot be gang related.
 - Other: Belts must be solid and may not dangle below the waist. No undergarments may show. 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 offensive; are strictly prohibited.
 - Students not dressed 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 this 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 students to be furnished with standard school clothing.
 - New students who enter District schools 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’ parents will be notified prior to the “dress up” day.
 - **Other Uniform:** Boy Scout, Girl Scout, or any other uniform that is not school related, may not be worn during normal school hours.

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.