



Boulder Creek
Elementary School

Parent/Student Handbook

2017-2018

Policies, procedures, rights & responsibilities

Everyone Learns Every Day!

Amy Moore, Principal
22801 N 22nd Street
Phoenix AZ 85024
602-449-4500

www.pvschools.net/bces

Boulder Creek Elementary School

IMPORTANT

Boulder Creek Elementary School

22801 N 22nd Street, Phoenix AZ 85024, 602-449-4500

Amy Moore, Principal

Paradise Valley Unified School District No. 69

Parent – Student Handbook

Acknowledgement & Verification

Please sign below indicating both that the student and parent have read and reviewed the 2017-2018 Boulder Creek Elementary School Handbook and the Paradise Valley Unified School District Handbook.

The Boulder Creek Handbook is located on the Boulder Creek website at www.pvschools.net/Page/4042 under Our School/Overview/Boulder Creek Handbook.

The Paradise Valley Unified School District Handbook is located on the District website at www.pvschools.net//site/Default.aspx?PageID=3194 under Parents & Students/Publications/ParentStudent Handbook.

A limited number of both handbooks are available in hard copy. You may obtain a hard copy upon request.

Student Name(Printed): _____

Parent Name(Printed): _____

Student Teacher: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please return this page to your classroom teacher by **August 10, 2017**.

Parent Student Handbook

Boulder Creek's Parent Student Handbook

- pvschools.net/Page/4042

The Paradise Valley District Parent Student Handbook is available online at

- pvschools.net/site/Default.aspx?PageID=3194

Note: the district handbook will not be sent home individually.

School Telephone Numbers

Office	(602) 449-4500
Office Fax	(602) 449-4505
Attendance Line	(602) 449-4501

HOURS

Office Hours	7:00am – 3:30pm
School Hours	8:15am – 2:45pm - Instructional activities begin at 8:15am
Early Release	8:15am – 12:00pm
Preschool	8:30am – 2:30pm

(contact Community Education at 602-449-2200 for information on Preschool)

A.M. Playground Supervision 7:45am– 8:15am

Students may arrive on school grounds at 7:45am. There is no supervision before that time. Parents of students who arrive too early on a regular basis will be contacted to resolve the situation.

Students are permitted in the building only after 8:10am unless the school administrator or classroom teacher has given permission, or the student is enrolled in a program.

Students need to be lined up in the back of the building at 8:10am so teachers may bring their classes in at that time. Students arriving after 8:15am must check in through the school office. Any parent entering the building at any time must sign in and out and take a visitor's sticker in the school office.

All students and parents are to use the designated pick-up and drop-off areas.

OFFICE STAFF

Mrs. Amy Moore	Principal
Ms. Missy Martin	Assistant Principal
Ms. Nicole O'Connor	Administrative Assistant
Mrs. "Z" Schepis	Records Secretary
Mrs. Suzanne Tossell	Office Clerk/Campus Assistant
Ms. Robin Weinberg	School Nurse
Mrs. Jessica Thompson	School Psychologist

2017-2018

Boulder Creek Elementary
22801 East 22nd Street
Phoenix AZ 85024

Dear Boulder Creek Parents and Students,

Welcome to the beginning of a new school year at Boulder Creek Elementary School. The Boulder Creek Staff and I are looking forward to meeting and working with you this year. We are committed to providing all our students with a quality educational experience.

The purpose of this handbook is to provide information to help our families become familiar with the policies and procedures at Boulder Creek Elementary School. To help in keeping the lines of communication open, please take the time as a family to discuss this handbook together and sign/return the Acknowledgement & Verification Form.

Our school mission statement (page 5) was developed with the input of parents and students. It is my hope that we will work together to achieve our mission, and that our children will understand the importance of a good education.

Our doors are open to you. Please do not hesitate to contact us with any questions. Thank you in advance for the opportunity to learn and grow with your child(ren). We look forward to a wonderfully exciting and challenging year together.

Respectfully,

Amy Moore – Principal
Boulder Creek Elementary School

Current Website Information

Paradise Valley Schools Website: www.pvschools.net

At the pvschools website you may find additional information about the following topics:

[District School Year Calendar](#)

[District School Lunch Menu](#)

[EZpay](#)

(Pay for student lunches online)

[Bus Finder](#)

[Infinite Campus](#)

Important! Please sign up as a parent. You will receive an email with your own password which will enable you to log in as yourself, and will give you access to all the of the records of your child(ren) who are attending PVschools. By doing this, you will no longer need to remember your student's password. After this process, you will login to the "Parent Portal".

[BCES PTO](#)

www.bouldercreekpto.com

Email Mrs. Moore

amoore@pvschools.net

[Boulder Creek Elementary School Mission Statement](#)

Everyone Learns Every Day!

Boulder Creek Elementary School 2017-2018 Staff

Kindergarten	Room #	School Nurse	Room #	Resource	Room#
Amy Gildersleeve	407	Robin Weinberg.....	104	Jenny Farrington.....	652
Dina Tritschler.....	314			LaDawn Whitmer	Media
Laura Webb.....	701	Art		Lori Goodman, Resource Aide	
Reagan Winters.....	408	Gayle Olsen.....	200	Sharon Hill, Para Professional	
Kristyn Zonsius.....	313			Suzan Demirjian, Para Professional	
Grade One		Physical Education			
Blaire Kinsey.....	406	Natalie Peck.....	703	Principal	
Amanda Intorcias.....	402	.5 PE Teacher	704	Amy Moore.....	Office
Erinn Lauchner.....	401	Media/Library		Assistant Principal	
Katie Narciso.....	405	MaryJo Canella, Clerk...		Missy Martin.....	Office
Courtney Ross.....	400	STEM		Support Personnel	
Grade Two		Allison Coppola.....	311	Nicole O'Connor	Office
April Colceri.....	506	Vocal Music		"Z" Schepis.....	Office
Mary Morton.....	507	Cherese Collins.....	251	Suzanne Tossell.....	Office
Karen Matson.....	606	Instrumental Music		Custodial Staff	
Rose McCorkle.....	607	Allen Walker.....	250	Ana Soto	
Grade Three		Strings		Food Service	
Beth Bodwell.....	501	Mark Niemeyer.....	250	Carmen Hassa.....	Cafe
Theresa Davidson.....	500	Psychologist		Duty Aides/Crossing Guards	
Mary Farrell.....	601	Jessica Thompson.....	552	Sandra Bieganek	
Jenifer Ericson.....	600	Honors		Claudia Burke	
Grade Four		Janice Dwosh.....	452	Stacy Haedt	
Kristina Chouinard.....	455	Reading Specialist		Wendy Houlihan	
Debra Stouffer.....	451	Robin Whittier.....	602	Seema Naik	
Angela Williams.....	456	Speech		Jennifer Silverberg	
Grade Five		Mark Florentine.....	502	Jill Spack	
Sally Cavolo.....	551	PreK		Jessica Whipple	
Jill Frey.....	650	Deanna Mahkovec.....	700	Stacia Wolfe	
Wendy Hannon.....	550	Heidi Fawcett, Aide.....	700		
Lois Holland.....	651	Elaine Makos, Aide.....	700		
Grade Six					
Megan Cameron.....	657				
6 th Gr Teacher.....	556				
Betsy Kohmescher.....	656				
Donna Plaza.....	557				

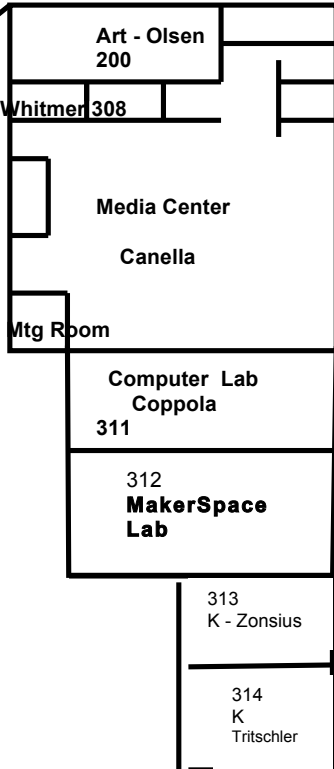
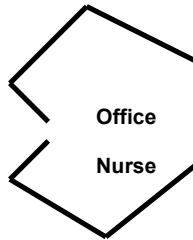
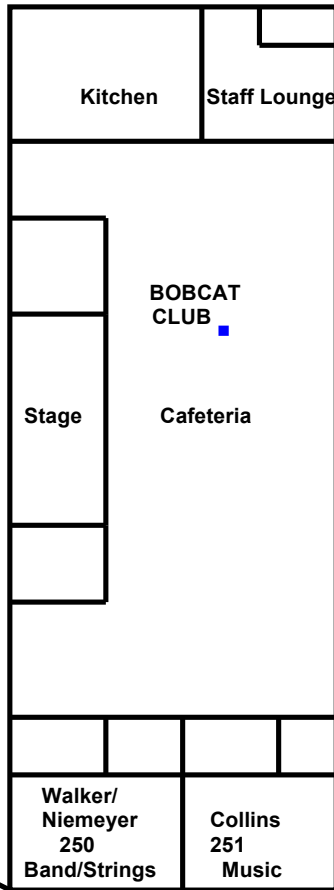
Bobcat Club – Before and After School Care

For general information regarding the Bobcat Club before and after school program, please call Community Education at 602-449-2200.

Boulder Creek Elementary School 2017-2018

Principal: Amy Moore
 Assistant Principal: Missy Martin
 Principal's Secretary: Nicole O'Connor
 Records Secretary: Zandra Schepis
 Office Clerk: Suzanne Tossell
 School Nurse: Robin Weinberg

22801 N. 22nd Street
 Phoenix AZ 85024
 Main No: (602)449-4500
 Attendance: (602)449-4501



456 4 th Williams	557 6 th Plaza
455 4 th Chouinard	556 6 th New

657 6 th Cameron
656 6 th Kohmescher

452 Honors Dwosh	552 Psychologist Thompson
451 4 th Stouffer	551 5 th Cavolo
450 4 th	550 5 th Hannon

652 Resource Farrington
651 5 th Holland
650 5 th Frey

400 1 st Ross	500 3 rd Davidso
401 1 st Lauchner	501 3 rd Bodwell
402 1 st Intorcica	502 - OT Speech - Florentine

600 3 rd Ericson
601 3 rd -Farrell
602 Reading Whittier

405 1 st Narciso	506 2 nd Colceri
406 1 st Kinsey	507 2 nd Morton
407 K Gildersleeve	
408 - K Winters	

606 2 nd Matson
607 2 nd McCorkle

700 Pre-K Mahkovec	701 K Webb	702 Science Lab	703 PE Peck	704 .5 PE New	705 PTO
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SECTION I

General Policies & Rules

Admission to School

A child must reach age five prior to September 1 to be eligible for kindergarten. Likewise, a child must reach age six prior to September 1 to be eligible for first grade.

Arizona Law ARS 15-830, requires proof of immunizations before starting school. A copy of the proof of immunization will be kept in the child's health folder. Immunizations must be up to date in order for the child to be enrolled. If the requirements are not met the child can be held from attending school until such requirements are met.

Arrivals and Departures

Classes/Instructional time begins at 8:15 a.m. Please have students on campus no later than 8:10 a.m. to ensure they are in class at 8:15 a.m. when classes begin. Students are welcomed on our campus after 7:45 a.m. Supervision will not be available until that time and student safety is our primary goal. Therefore, we ask that you have your child leave home so as to arrive at school NO EARLIER than 7:45 a.m. EACH DAY.

Breakfast is available for purchase to all students beginning at 7:45 a.m. in the cafeteria. We request that students eat breakfast as soon as they arrive on campus and prior to going to the playground. This will help them arrive on time to class.

Students arriving after 8:15 a.m. need to check in at the front office to pick up a pass prior to going to their assigned class.

STUDENT DROP OFF PROCEDURES

- We suggest students be dropped off by the gates in the south parking lot.
- After the student is dropped off, he/she must enter through the gates and drop their backpacks in the back of the building. They may then proceed to the playground. Students eating breakfast must enter through the office.
- Students should not enter the building through the front office in the morning unless it is after 8:15 a.m. A PARENT MUST ACCOMPANY THE TARDY STUDENT INTO THE FRONT OFFICE AND SIGN THEM IN.
- Kindergarteners are dropped off at the gate in the south parking lot. They can then proceed to the Kindergarten playground before they line up.
- After all students line up after the first bell, their teacher will bring them into the building. Parents may not enter the building at this location with their student. If a parent wants to visit or volunteer, they must sign in at the office and wear a visitor badge.
- NOTE: If we are on rainy day schedule due to the weather, all students
- will enter through the front office and proceed to their grade level designated area in the building.

PLEASE DO NOT PARK YOUR CAR IN AN UNDESIGNATED AREA!

STUDENT PICK-UP PROCEDURES

- Children in grades kindergarten through six are dismissed at 2:45 p.m.
- Students riding the bus will proceed to the back of the building to board the buses. Kindergarten will be escorted from their classrooms.
- Students attending Bobcat club will proceed to the Multi-Purpose Room (Cafeteria) to check in with the Bobcat Club staff. Kindergarten will be escorted by a Bobcat Club staff member.
- Students will leave the building through the exit closest to their classroom.
- Kindergarten, 1st, 2nd, and 3rd grade students may be picked up by the gates in the south parking lot.
- 4th, 5th and 6th grade will be released by the north parking lot and may be picked up there.
- Please pull forward in either parking lot. Please do not double park or leave your vehicle unattended (unless you are parking in a parking spot).
- Please DO NOT have any student cross the parking lot unless they are accompanied by an adult. Please do not encourage students to break the rules to speed up your student's departure.
- For safety reasons, we request that students leave school immediately unless they have written parental permission to be involved in a school sanctioned activity after hours.

It is important that we insure the safety of each child at Boulder Creek Elementary School. If for any reason you wish to pick your child up from school before dismissal, you must come to the office in order to have them paged. Parents or guardians will be asked to sign-out their child in a notebook kept in the office. **Please be prepared to show photo I.D.**

Only a parent or legal guardian may sign-out a student during school hours, unless a written note or e-mail is presented to the office, giving permission for the student to be signed out by a specific person, designated by the parent. An exception is made if the school nurse is unable to contact the parents, but instead must notify an "emergency" contact to pick up a student for medical or emergency reasons. No student will be allowed to wait outside between 8:15 a.m. and 2:45 p.m. for someone to pick them up. Your cooperation will insure the safety of each child.

Attendance – Absences, Excuses & Tardies

We feel school attendance is a critical part of a successful school year. Student attendance is ultimately the responsibility of the student and his/her family. Students should be absent only when absolutely necessary, as much of the classroom activity cannot be made up. The benefit of discussion and participation is **lost** forever to those who are absent. It must be emphasized that regular, **on-time** attendance is the key to much of the success a student may gain from his/her school program.

- When your child is ill or not going to be at school on a particular day,

please call the school attendance line at 602-449-4501 **prior to 8:00 a.m.** on the actual day of your child's absence. When calling in an absence, please state child's name, teacher, grade and reason for absence. Failure to report a child's absence will constitute an unexcused absence or truancy. It is for **your** child's protection that this policy is in place and we appreciate parental cooperation and support. Parents, let us remind you that attendance is a matter of Governing Board Policy and that a student may be retained for excessive absences that affect his school academic progress. We encourage you to discuss with the principal and/or nurse any medical conditions your child may have that result in frequent absences. Excessive tardy - 10 tardies equal ½ day absence.

- **Homework** will not be provided for a one day absence. If your child will be out additional days due to an illness or an emergency requested homework will be provided. Every effort will be made to help the student gain a solid understanding of the subject matter upon his/her return to school.
- **TARDIES – The school bell rings at 8:10 a.m.** – classes begin at 8:15 a.m. Instruction commences after morning announcements. It is less disruptive to the class if **everyone** is present when the teachers begin direction for the day. A student is tardy if he/she isn't in the classroom at 8:15 a.m. A parent or guardian of the tardy student must sign him/her in at the office before they may go to class.

Students that have 18 or more unexcused or excused absences may be considered for retention due to their absences.

Bicycle Safety Policy & Procedures

For safety reasons, Governing Board Policy and the Phoenix Police Department advises **only students in grades three through six ride a bicycle to school.** Students who are eligible to ride bicycles to school are responsible for following common bicycle safety practices. We encourage all bicycle riders to wear helmets while riding to and from school. No skateboards, go-peds, motorized scooters, roller blade shoes or roller blades allowed.

Students who are eligible to ride their bicycles to school are responsible for practicing the following safety practices:

- Obey all traffic rules, coming and going to school.
- Walk bicycle from edge of school property and across crosswalks when coming and leaving school.
- One rider per bike.
- Park in racks provided.
- Lock your bike.
- Wear a helmet.
- Bicycles are ridden to and from school at the owner's risk.
- Bicycles must not be ridden on school grounds or parking lots **BEFORE** or **AFTER** school.
- Students should not loiter or ride bicycles around the rack area.
- A bicycle rider should have received bicycle safety instruction.

Bus Service/Transportation

Students in grades one through six, living more than one diagonal mile from school are eligible to ride the bus. Kindergarten students living more than one-half diagonal mile are eligible for transportation. Buses will pick-up/drop-off students at their designated stops. You, as a parent, are encouraged to be waiting for your child at the stop. This is particularly important for younger students during the first couple of weeks after your child begins school. This will help both your child and the driver to become familiar with the correct stop. Tell your child that if they are disoriented, scared, confused, etc. to let the driver know and to stay on the bus. Teach your child how to safely walk to/from the bus stop and remind them to respect private property at the bus stop. For bus stop locations go to pvschools.net/domain/62.

The safety and welfare of students and possibly the community at large is of primary concern. Bus riders should practice the following safety practices and conduct themselves in a socially acceptable manner. Misbehavior/vandalism on the bus or at the bus stop will be dealt with appropriately. All passengers are under the authority of the bus driver and shall observe the following rules:

- Arrive at your bus stop on time or 10 minutes before
- Wait at a safe distance from the road
- Form a line when you see the bus coming
- Obey the bus driver's instructions and directions
- Board carefully
- Remain in your seat with your back against the seat back, your legs facing forward and all parts of your body out of the aisle
- Protect your head and arms by keeping them inside the bus
- Respect others around you by never throwing anything inside or outside the bus
- Follow the directions of the driver; assist him/her by not being or causing distractions
- Treat the bus driver and bus respectfully, keep the bus clean
- Talk quietly, use respectful language – no profanity
- No eating or drinking on the bus (water in plastic bottles is acceptable)
- Animals, insects, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol, or drugs are not permitted
- Remember to ride your assigned bus

Bus tickets will be issued for students who violate bus safety practices. The first ticket will constitute a warning. The second ticket will result in a phone call home and/or a step 4 conference with the principal. The third ticket will be automatic suspension from the bus for three days. The fourth ticket will be suspension from the bus for three weeks. The fifth and final ticket will result in permanent removal from the bus.

If a child is to ride a different bus or get off at a stop that is different from their regular stop, they need to have a note from their parents that is approved through the school. That note should be stamped and signed by a representative

of the school, and then presented to the driver when the child gets on the bus. This will allow the driver to know that the child is to get off at a different stop (or ride a different bus) and also that we don't have a forgery. Bus drivers will issue tickets to students not following the rules, which could lead to loss of bus privileges.

Don't Lose Your Riding Privilege!!!

Cell Phones/Watch Phones

Cell phones: Parents & Visitors – The use of cell phones is a distraction to the learning environment and they often interrupt instruction.

PLEASE TURN OFF / SILENCE YOUR PHONE WHILE ON CAMPUS

Cell Phones/Watch Phones: Students – Cell phones and watch phones are to be turned off and put away between the hours of 8:15 a.m. and 2:45 p.m., as well as during, before and after school activities (i.e., Enrichment Classes, Homework Club) and on the school bus. Cell phones, watch phones and smart watches are only allowed for safety reasons. The school assumes no liability for loss or damage of such items.

CELL PHONES/WATCH PHONES/SMART WATCH BEING USED BY STUDENTS WILL BE CONFISCATED AND CAN BE PICKED UP BY PARENTS FROM THE PRINCIPAL.

Change of Address or Phone Number

It is imperative that our files contain accurate information so we can locate you should an emergency arise. If a change in any information should occur, please notify the office by phone or in writing of those changes. All parents must have some telephone number on file where they can be reached during the school day. We thank you in advance for helping us in this matter.

Computers & iPads

At Boulder Creek Elementary, we believe that computers, iPads and their applications are important educational links to the future. District and school Internet acceptable use policies are a guide for students, parents, and staff to help insure positive educational experiences. ***Parents must submit a letter if they would like their child's Internet privileges revoked.***

Conferences-Parent/Teacher Portfolio

Conferences are scheduled for parents and students, kindergarten through sixth grades, at the close of the first and second quarter (October and January). This is a special opportunity to share and celebrate the progress and growth of each of our students. Parent participation and involvement with the conference is highly valued, significant and rewarding to all. It is our hope that communication lines will be kept open and on-going throughout the year and that parents will be encouraged to meet or confer with their child's teacher to discuss concerns whenever necessary.

Food Services/Cafeteria Practices

Each student will be able to establish a lunch account when they enroll at Boulder Creek Elementary School. Checks deposited into their account should be made payable to PVUSD. This account works like a debit account. When the student reaches a zero balance, the student receives a stamp on their hand and/or given a written notice indicating the need to deposit additional money in their lunch account. If money is not deposited, the student is given a cheese sandwich for lunch until money is deposited. Each student is required to memorize their student ID number, which is used to access their account.

Breakfast will be served starting at 7:45 a.m. at a cost of \$1.00 and is available to any student.

Hot lunches are served at school to grades kindergarten through sixth. The cost of a hot lunch is \$2.25 per day and includes milk or apple juice. If a student brings lunch from home, milk or apple juice can be purchased for .25 cents per day. Snacks are also available from .25-.75 cents (snacks can not be purchased with money from a student's account – they must be purchased for in cash).

Students may deposit money into their lunch and/or beverage card account daily from 7:45 a.m. to 8:15a.m. or pay cash for their lunch or beverage at the assigned eating time. (Please note prices are subject to change).

Parents can create an account and pay for school lunches by going to www.EZSchoolPay.com.

A free and reduced lunch program is available at Boulder Creek. Please check with Food Service personnel, in the cafeteria, for an application.

In order to establish an appropriate atmosphere while eating, the following practices are the responsibility of students when in the cafeteria.

- Remember to always walk
- Keep your hands and feet to yourself
- Use good table manners
- Sit at your assigned table
- Talk at an appropriate voice level
- Food, beverages and candy are to remain in the cafeteria
- Sharing of food is not allowed. We will provide lunch if a child forgets their money or sack lunch
- Based on the recommended State Nutritional Recommendations, no sodas/any carbonated beverages are to be brought to school.
- When finished, empty liquids into designated container, place recycle items in designated container and place all trash in the containers provided
- Remain seated until dismissed by staff member

Emergency Cards

It is ESSENTIAL that all parents complete and return an Emergency Card for each student during the first week of school. Please fill in all lines, including work numbers and names of people who will assume responsibility for your child in the event of an emergency if you are not available.

If a home or work phone number changes, please notify the school immediately. Your child's welfare may depend on keeping the Emergency Card accurate.

Field Trips

Field trips are part of the regular school program. However, because they are off campus activities, a student who has demonstrated inappropriate behavior at school may be denied permission to participate. Before a student may attend a field trip, a written permission slip signed by a parent or legal guardian is required. Supervision by school personnel will be provided on all trips. The Boulder Creek PTO does provide scholarships to those who need financial assistance to offset the cost. Because field trips are curriculum-driven, attendance is mandatory except in cases of inappropriate behavior.

GENERAL GUIDELINES FOR SCHOOL PRACTICES

Each member of our community is required to behave in a manner that enhances the learning process and recognizes and protects the rights of others.

Recognizing that these are priorities and that each of us responds best when communication and problem solving are conducted with dignity and cooperation, we expect that each member accept their responsibility and commitment to these standards. With this attitude and atmosphere we can maintain high quality educational programs, promote positive growth and celebrate productive successes. Thus the following six basic guidelines represent the building foundation of our behavioral expectations throughout our campus community:

- Respect yourself and others
- Respect school and personal property
- Work and play safely
- Listen attentively
- Follow directions
- Work quietly, not disturbing others

Health Center/Emergency First-Aid/Illness/Medication

A registered nurse, who is eager to work with Boulder Creek families on many health and education related issues, staffs our Health Center. In addition, we will teach students lifelong habits that will promote healthy life styles. Please remember to notify the nurse of any health problems or concerns your child may have. If your child is on any medication, even if only at home, remember to notify the nurse so that she may help monitor the medication for any adverse reactions.

Our primary purpose is to evaluate and/or treat any child who becomes ill or injured at school. If it is necessary for the child to leave school, the parent will be contacted and requested to pick up the child. The Health Center tries first to locate a parent before calling the emergency numbers listed. Always keep in

mind no child will be sent home alone or released without an adult to accompany the child.

We request that you do not send an ill child to school to be diagnosed by our nurse due to health and legal factors. If you feel your child is ill, please keep him/her home. If your child has a fever, they must be fever free without medication for 24 hours before returning to school. The rules applied to fever also apply to vomiting (they must remain out of school for a 24 hour period after any such occurrence). If your child has strep-throat or pink eye they must be on medication for at least 24 hours before returning to school.

Medication: State Law rigidly controls dispensing medication to children by a school nurse. These requirements are made for the protection of all children. When students must take medication at school, either by a physician's order (prescription medication) or by parent/guardian request (non-prescription medication) the following steps will be required:

- A medication form provided by Paradise Valley School District must be completed and signed by the parent/guardian prior to dispensing any medication.
- Medication must be delivered to the nurse in the original prescription bottle or over the counter container.
- The prescription label must have the student's name, current date, and name of medication, dosage and the time to be given.
- If dosages should change while the child is on the medication, such changes need to be faxed to the nurse from the doctor or a new prescription bottle provided with the changes listed prior to the new dose being administered.
- The dosage of a non-prescription medication must be within the manufacturer's recommendation as printed on the label.
- Teachers only keep and administer medication on field trips.

NO CHILD MAY CARRY MEDICINE TO ADMINISTER TO THEMSELVES without a doctor's order on file in the nurse's office. It is expected that parents will transport all medications, including throat lozenges and cough drops to and from the health office. At the end of the year parents must pick up any unused medication.

Health Screening

Age/grade level appropriate and program specific health screenings of students (e.g. height, weight, vision, hearing, scoliosis) are performed each year. You will be notified should the nurse detect a possible problem.

Homework

The Governing Board strongly believes that homework is a valuable learning activity. Among its many benefits are:

- Skill Development
- The development of self-discipline, responsibility, and wise use of time
- The opportunity for parents to become involved in and aware of what their children are learning

- Homework is considered practice and will count for study skills assessment on report cards

Assignment of appropriate homework is encouraged, and the Governing Board will support teachers' efforts to ensure that students do not ignore their assignments.

Communication between teachers and parents regarding homework is considered essential. Parents should consult with individual teachers as to the expectations and how parents may help in this effort.

Internet Policy

Computers, iPads and iPods are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, telecommunications and networked information resources allow people to interact with hundreds of thousands of libraries, databases and bulletin boards with the potential to exchange messages with people throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration and communication, exceed disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Paradise Valley Unified School District Governing Board supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Acceptable uses of the Paradise Valley Unified School District electronic information resources include:

Being responsible, courteous and polite

- Using appropriate language
- Honoring all rules and laws of copyright and personal property
- Accepting full responsibility for the use of personal accounts
- Researching assigned classroom projects
- Sending and receiving electronic mail (email)
- Exploring other authorized computer systems, libraries, databases and bulletin boards

Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers are private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on students' rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Sending or receiving copyrighted materials without permission
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Advertising or promoting events that are illegal or against school policy

Violations may result in a loss of access as well as other disciplinary or legal action.

Library/Media Center

Students are encouraged to participate in frequent checkout of library material as well as utilizing the Media Center for both pleasure and research experiences. ALL materials must be checked out before taken from the Media Center. Students may check out two (2) books at a time. However, if many classes are dealing with similar subjects, students may be limited to one (1) book per subject. Also, **no** books may be checked out by students with overdue books. Students are responsible for materials they have checked out in their name. Lost books must be found, replaced, or paid for before a student's check out privileges are restored. Every effort will be made, according to the district's policy of collecting for lost books, to remind students of their obligations to make restitution for the lost book.

Lost and Found

For that occasional misplaced item, the school has designated a collection box for lost items to be placed and is a starting place for you to look. Although schools are not responsible for lost items, we will make every effort to help locate the item reported missing. All student items must be labeled with your child's name. All items will be donated at the end of every month.

Make-Up Work For Absences of 2 or More Days

It is the student's responsibility to ensure that all work is obtained and made up upon return from any absence. In cases of prolonged absences, parents should consult with individual teachers.

Newsletter

Our newsletters are valuable means of communication. They are published and posted on our website: pvschools.net/Page/3962 and e mailed if you have provided us an e mail address.

Non-Discrimination

No person connected with the Paradise Valley Schools, whether a student, employee or volunteer shall, on the basis of sex, creed, or color, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity.

Parent Orientation Night

Our Parent Orientation Evening will be held in August for Grades 1- 6 (parents only please) and Kindergarten Parent Orientation will be held the first day of school. Parents are invited to attend and will receive important information from the teachers for the coming year.

Physical Education Excuses

Physical Education is required of all students unless excused by a physician for valid health reasons. For a temporary P.E. excuse of three consecutive days or less, a written parental excuse must be submitted to the nurse at the beginning of that P.E. day. The note must specify the illness or injury. The nurse will complete the appropriate form for the student to give to the physical education teacher to excuse the child from participation in activities that day. If your child frequently needs a temporary excuse, please contact the physical education teacher and/or nurse.

For long-term excuses of more than three consecutive days, the parent is required to obtain a written statement from the student's physician describing the health problem and the length of time to be excused from active physical education participation. The note will be kept in the student's health file and a copy sent to the physical education instructor. A second note will be required from the physician to allow the child to resume his/her normal activities: As a reminder the dress code for P.E. includes tied, closed toe shoes, shirt, and shorts or pants.

Principal's List/Honor Roll

To promote and acknowledge continued academic excellence and progress in grades four through six, Boulder Creek has two categories of recognition.

- Principal's List - a student will qualify for this list if he/she receives all A's in general subject areas as well as S's or better in the non-graded sections. All ✓ or + and no - .
- Honor Roll - a student will qualify for this list if he/she receives all A's and B's in the general subject areas as well as S's or better in the non-graded sections. All ✓ or + and no - .

(Non-graded sections includes special area classes, band and strings classes and student behavior/efforts.)

Prohibited Items at School

Students are not allowed to bring any weapon to school, any toy weapon or any object that could be used as a weapon. Possession of such could result in suspension or expulsion. No skateboards, roller blades, roller blade shoes, motorized or non-motorized scooters are allowed. Additional items that are prohibited include: toys, matches, smoke bombs, poppers, stink bombs, knives, jackknives (or other blades), radios, MP3 players, iPods or any other item that would be a classroom disturbance. (We cannot possibly list all prohibited items, however, if it causes disturbances it should NOT be at school.) These items will be confiscated if they are brought to school and parents will need to pick up these items in the office. Electronic devices may be allowed on a case by case basis as determined by curriculum and is at the discretion of the principal.

Drugs and alcohol are not permitted on campus. The discipline policy regarding possession, use and sale of drugs and alcohol is strictly applied. Students who provide drugs and/or alcohol in school are recommended for expulsion on the first offense. Students who are found in possession, or under the influence of drugs and/or alcohol on a first offense are suspended. A second offense of use or possession will result in a motion for expulsion of the student.

Promotion/Retention

Students will normally progress from grade to grade. When facts indicate that retention is in the best interest of the student's academic progress, there must be close cooperation between the parents and all personnel involved. Each child will have individual consideration and decisions will be made only after a careful study of facts relating to all phases of the child's growth and development.

In accordance with state law, teacher(s) make the decisions for promotion or retention of student. The Governing board shall require that, if a parent or legal guardian of a child chooses not to accept the decision of a teacher that the child be promoted or retained in grade, the parent or legal guardian execute a release of the teacher of all liability for actions done in good faith pertaining to the child's promotion or retention. Only the Paradise Valley Unified School District Board may overturn the teacher's decision. Therefore, the parent may appeal any promotion or retention decision to the Governing Board.

Should the Board overturn the teacher's decision, the teacher is automatically released of all liability for actions done in good faith relating to the child's promotion or retention.

REF.; § A.R.S. 14-341 (17), A.R.S §15-342 (11)

Retention/Promotion Appeals

1. Final decision for retention or promotion must be made prior to or no later than the last day of school. Parents are to be notified of these decisions by the local school.
2. Parents disagreeing with the teacher's decision must make arrangements to discuss their concern with the teacher(s) involved in the decision.
3. Parents wishing to appeal the decision after the conference must sign ADE Form 40-201 releasing the teacher of any liability for actions done in good faith pertaining to the child's promotion or detention. Signing of this form DOES NOT CHANGE the teacher's decision.
4. The parent will then submit ADE Form 40-201 and a letter of appeal to the principal as soon as possible, but no later than August 1, following the close of school. The principal will forward the letter and ADE Form 40-201 to the Assistant Superintendent for Elementary Education or Secondary Education for processing.
5. The letter of appeal must provide relevant background information, parent assessment of the student's progress during the term in question, and a clear statement as to why the Governing Board should overturn the teacher's decision. The appeal letter must also clarify how a reversal of the original decision will benefit the child.
6. The principal will prepare the following packet of information for the hearing:
 - a. The student's report card and a record of parent contacts during the year.
 - b. Relevant testing data.
 - c. Description of procedures used in determining promotions and retentions at the school.
 - d. The essential facts and concerns involved in making the decision in each case appealed.
7. At the direction of the Governing Board, the Superintendent or his designee will convene an Education Subcommittee to hear each appeal and to make a recommendation to the Board.
 - a. Membership of the Subcommittee shall consist of:
 - i. A Parent
 - ii. A K-8 principal (not involved in the appeal)
 - iii. A K-8 teacher (not involved in the appeal)
 - b. The hearing shall be conducted by the Superintendent or his designee.
 - c. The hearing shall be conducted as follows:
 - i. Each subcommittee member shall receive a sealed copy of the parent's letter of appeal, ADE Form 40-201, and the principal's packet one week in advance while kept in the strictest confidence.
 - ii. At the established hearing date, the parent and principal

- appear to answer questions of the subcommittee. The principal is encouraged to have the teacher present during the appeal hearing. The teacher has the right to be present.
- iii. The parent may make a short verbal presentation to the committee, approximately five (5) minutes in length.
 - iv. Following questions from the subcommittee, the parent and school personnel will be excused while the committee deliberates and makes a recommendation to the Board.
 - v. The hearing will be audio taped. The tapes will be available for the Governing Board members. The committee's written recommendation will be forwarded to the Board for its formal decision at a subsequent meeting.
 - vi. The decision of the Board will be final.

Parent/Teachers Organization - PTO

Our PTO is an active, vital part of Boulder Creek Elementary School. Elected officers help the organization perform tasks that make Boulder Creek Elementary School a better part of your family's life.

Parents are encouraged to join and participate in our school through the group. They organize and sponsor many of our family centered programs and activities. Your time and effort show your children your really care about their education. Boulder Creek PTO would warmly welcome your participation. For more information, please contact the office or visit our PTO's website at www.bouldercreekpto.com.

Playground Practices

In order to maintain a safe and stimulating environment the following practices are the responsibility of the students when out on the playground.

- Treat each other with respect and kindness in words and actions
- Use equipment properly, carefully and cooperatively
- Remain within the safety of the playground boundaries
- Parents bringing young children (infant through four years of age and those not attending Boulder Creek) remain with those children at all times while on campus (before, during and after school)

School Council

The Governing Board of the Paradise Valley Unified School District believes in many areas of school administration, decisions are best made by those most closely involved or affected by the decisions. As a result, every school in the district has a school council. The primary focus of Boulder Creek's School Council is directed toward the benefit of the students in general and the school and community as a whole. At Boulder Creek, the school council is comprised of two parents, two teachers, one classified employee, one community member, and the school principal.

School council meetings are open to the public. Notices of the meetings are

posted online. Minutes of the meetings are also available and posted on the Boulder Creek website.

Staff Development Days

On six separate dates – 8/30/17, 9/27/17, 12/6/17, 1/31/18, 2/28/18, 4/4/18 special teacher training will take place during the second half of the day. Students will have an early dismissal time on the staff development days and the buses will run according to an early dismissal schedule. Please check school website, newsletters and calendars for updates on these dates and times of dismissal. Lunch will not be served on these days.

Student Accident Insurance

At the beginning of the school year information concerning the purchase of student accident insurance is sent home with every student. This insurance is available through an independent insurance company at a low cost and covers the child throughout the school year. If you do not have accident or medical coverage for your child, you may want to consider this program. Additional forms are available in the office if yours should be misplaced and you are interested in the program.

Student Arrangements

So as not to interrupt the learning process in the classrooms – please make after school arrangements BEFORE your child leaves for school in the morning. After school arrangements, which differ from a student's normal routine (e.g., play dates, study dates) require a note to the front office in the morning. In addition, if the parent requests a change in after school arrangements they must be made prior to 1:00p.m. unless it is an extreme emergency.

If a parent needs to drop off an item for a student to pick up, it can be left in the office and the teacher will be notified.

Student Progress Reports

Grades and/or progress reports to parents of students in grades K-6 shall be issued approximately every nine weeks. Reports for P.E., Art and Music (Band and Strings if applicable) are issued at the close of each semester (every eighteen weeks). Written progress reports for students in grades K-6 shall be issued shortly after mid-quarter, if needed. Grades are consistently available online via Infinite Campus.

Student, Staff and Parent Dress, Conduct and Appearance

Keeping in mind that our manner of dress is often a reflection of the respect and attitude we have about ourselves and those around us, we ask parents and students to support us in the belief that you need to dress appropriately for the situation. Student dress, personal appearance, or conduct shall not disrupt nor distract from instructional procedures, school sanctioned social functions, or the disciplinary control of the teachers. Clothing should not be hazardous to the health and safety of the student or disrupt or distract from the educational program. If the school deems that the attire does not meet this standard, the

student will be required to change.

In addition, for reasons of safety and modesty, please follow these guidelines:

- All students must wear footwear (no flip-flops, open-toed shoes or shoes with wheels will be worn) due to safety insurance liability issues.
- Hats may be worn to and from school and at recess as long as they are worn correctly. (i.e., baseball visors should shade the face) All hats must be removed from the head when entering the building.
- Hair color should be a natural color (blonde, brunette, natural red).
- When earrings are worn, they should be the post type.
- No other face or body piercings allowed.
- No spaghetti strap shirts/dresses (straps must be a minimum of two adult fingers wide) unless worn over another T-shirt or under a jacket.
- No strapless tops
- Make-up is not allowed.
- Chains or spikes of any kind are not permitted.
- Garments promoting alcohol, illegal substances, tobacco, sexual connotations and violence are not permitted.
- Shirts must cover waistline of shorts, slacks and skirts with no midriff or back skin showing at any time. Any attire that is sexually suggestive, or extremely brief or tight is prohibited. No see-through blouses or shirts (unless they have a shirt underneath), half-shirts or halter tops, over-sized tank tops, T-shirts with vulgar or violent language or pictures.
- Shorts and skirts must pass the "hand rule" which means no shorter than where the student's longest finger touches the leg when the arm is hanging straight down.
- Necklines may be no lower than the width of the hand when measured from bottom of the neck or collarbone.
- No attire that exposes the navel or clothing that exposes the undergarments (such as sagging pants), or boxer shorts.
- No baggy or oversized clothing (pants must be worn at waist level).

Dress code violations will lead to the following (depending on the severity of the infraction):

1. Conference with student
2. Call home
3. Visit nurse for appropriate clothes (which will need to be returned clean)

Student-to-Student Harassment or Misconduct Policy

Policy Statement: The students at Boulder Creek Elementary School shall have the right to attend school without fear of harm, threat, intimidation or harassment and **that right shall be protected.**

Definitions

Harm: Students shall not hit, kick, strike or otherwise be physically abusive to any other person during school time or while on school property.

Threat: Students shall not threaten to harm any person for any reason during school time or while on school property. This includes direct or indirect suggestion of harm for any reason.

Extortion: Defined as demanding something of value in exchange for protection from harm. This will not be tolerated at school.

Intimidation: Students shall not engage in any activity that frightens another student or makes that student unhappy or uncomfortable in the school setting.

Harassment: Students shall not annoy, antagonize or bother another person physically, verbally or visually. This includes the use of offensive language, symbols, gestures, touching, unfounded rumors, etc. or any unwanted sexual advances.

Consequences: These will be consistent with existing consequences present in the School and District Discipline Policy. In the case of sexual misconduct, a referral shall be forwarded to the school nurse and psychologist to determine if counseling or related services are indicated. If so determined, appropriate services will be recommended for parent consideration.

Procedures: Any student who feels he has been a victim of any of the above should immediately contact the principal, a teacher, nurse or other trusted adult.

Suspension and Expulsion

The Governing Board directs the Superintendent and the administration to develop and maintain appropriate standards of student conduct and advises students and parents of those standards. Students shall comply with those standards, pursue the required course of study and submit to the authority of the staff of the district. While only the Governing Board may expel a student, the Superintendent, the school principal or his/her designee are given the authority to suspend students for good cause. Due process procedures shall be adhered to in all cases involving suspension and/or expulsion. Please refer to the Paradise Valley Unified School District's Parent/Student Handbook for complete policy details.

Telephone

We want all students to feel safe and secure at Boulder Creek. If there is an emergency, students will be permitted to call home. The school telephone is for business and is not to be used to make arrangements to go home with a friend. THESE ARRANGEMENTS SHOULD BE MADE AT HOME THE DAY BEFORE. We also discourage phone calls for forgotten homework, musical instruments, etc.

Textbooks

All books are on loan to students. HOWEVER, STUDENTS ARE RESPONSIBLE FOR LOST OR DAMAGED BOOKS AND WILL BE REQUIRED TO PAY FOR THEM. Students are expected to respect and care for them properly.

Visitors

Visitors are welcome on our campus. To maximize a visitor's time here, we suggest making prior arrangements with the classroom teacher or principal. This

will aid in your being able to accomplish the purpose of your visit. UPON ARRIVAL AND BEFORE VISITING A CLASSROOM OR ANY AREA ON CAMPUS, ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE AND WEAR A VISITOR BADGE – Visitors include anybody who is not a Boulder Creek Staff member (i.e. parents, grandparents, legal guardians, relatives, friends, vendors, other district staff, etc). This is for the protection of your children and is required by state law. This also helps us provide an uninterrupted learning experience. *Picture I.D. will be required.*

Wandering in the hallways during school hours is not allowed. While visiting our school please follow our dress code and turn off all cell phones.

Young children or children not attending Boulder Creek Elementary visiting our campus must always be accompanied by an adult during their visit to ensure their safety. A baby or toddler that is younger than four years may not be on the playground equipment in the kindergarten or large playground.

Volunteer Program

Boulder Creek Elementary School is proud of its volunteer program and the help our students receive from our volunteers. Boulder Creek encourages you to become a volunteer at your child's school. The staff enjoys the support they receive from the volunteer program and looks forward to working with you.

Your participation in the volunteer program means more individualized instruction can be given to each child. In addition, it provides an enriching and rewarding experience for you the parent, grandparent and/or guardian.

You will be asked to complete a Volunteer Service Statement & Agreement, a conviction report and a Voluntary Emergency Information Form (available in the office) when accompanying students on a field trip and/or volunteering in the classroom(s). Any individual (parent, stepparent, legal guardian, grandparent, relative) who wishes to attend an overnight field trip or attend a daytime field trip where students will be with the chaperone and out of the sight of certified staff, will be required to have a background check and be fingerprinted. This will be conducted by the Paradise Valley Unified School District. This process can take at least six weeks or more.

SECTION II

Behavioral Expectations

MAKE YOUR DAY CITIZENSHIP PROGRAM

Boulder Creek Elementary School is designed to be a center of high academic and personal achievement for every member, be it student, staff, parent or patron. The foundation for such a goal must include a consistently safe and positive environment.

The following portion of this handbook outlines our Make Your Day Citizenship Program. Please read and review this section carefully, as a family, during the first week of school. Teachers will also review this section in class to be sure all students understand the procedures.

The Make Your Day program is intended to be proactive and gives all students the opportunity to learn in a positive atmosphere, to make choices, to evaluate and self-correct.

We believe that...

No one has the right to interfere with the learning, safety and well being of others.

We are committed to the following:

We will do what is expected and do it the best we can.

Introduction & Overview

During the 1996-1997 school year, the staff and parents of Boulder Creek voiced concern relative to citizenship awareness. In response to these concerns, we have implemented the Make Your Day Citizenship Program.

The Make Your Day program is no more than the understanding that **no one has the right to interfere with the learning or rights of others** and that each student is to **do what is expected and do it the best they can.**

If a student is interfering with the learning or rights of others, they are permitted to take time away from the current activity in order to process the consequences of their current behavior, its effect on those around them and engage in problem solving to resolve the difficulty. In a few minutes, the student is allowed to return to designated activities if they indicate a willingness to participate appropriately. More time is allowed if a student needs additional time to reflect and/or to gather self-control. On occasion, a three way conference between the staff member, the student and the parent(s) is structured to give the student an opportunity to assess and take responsibility for their behavior, provide alternate choices for

future situations and indicate a readiness to return to the classroom.

Throughout the day, each student is aware that the consequences of their behavior, both positive and negative, result from their choices and **not** from decisions made by the staff. Students who do not meet expectations are required, on a written form, to describe why they did not make their day. Students are expected to discuss their behaviors with their parents, ask their parents to sign the form and return it the next day. Communication with parents is critical for changing negative behavior and an important strength of this program.

Make Your Day is positively motivated. It constantly puts students in positions to succeed, not fail. If a student does not "make their day", they are simply provided with an opportunity to learn from a mistake or to modify their behavior. This is not a program about "good" or "bad;" this is a program about choice and taking responsibility for personal behavior. It allows a student to make a mistake without feeling like he/she is a bad person. Students are provided with the opportunity to develop lifelong skills in taking responsibility, in making choices and in effective communication.

Your teacher or the principal will be happy to answer any questions you may have about this program. Thank you for your support and understanding of our efforts to create a safe and positive learning environment for your child at Boulder Creek Elementary School.

Program Purpose

The Make Your Day program provides a consistent total campus management system. It demonstrates that teachers hold high expectations for all students and is a cooperative management system, not merely a discipline plan. Students are held responsible for their own actions and for coming to school ready to learn. The foundation of Make Your Day is threefold:

- All students are capable of success
- Parents must be directly involved in their student's academic process
- Making appropriate choices at school, coupled with open communication between home and school, will generate student success

Earning Points

Students earn points when they are doing what they are supposed to do, the best way they know how. At the end of designated time periods, students are asked to review their performance by assigning themselves points. Each student has the opportunity to earn points on a daily basis to help them "make their day".

Once students have assigned their own points, fellow students and/or staff have an opportunity to give feedback to each other under teacher direction. In other words, if students in the classroom feel that a fellow student has given himself/herself too many points, they may question or disagree with those points. Student concerns will only include interfering with learning and/or safety.

Teachers make the final decision about the disagreements and point assignments.

Students are taken off concerns (or the option to challenge another student's points) when they use concerns irresponsibly; for example; using concerns as a threat or a "get-back," pettiness or continuously monitoring others' behavior. The purpose of a concern is to help others in their self-evaluation.

Students "make their day" by averaging 45 points per class period in intermediate grades and 10 points in primary grades.

Incentives and Rewards

Each student is an active participant in the learning process. Students are encouraged to accept responsibility for their learning and behavior. Each classroom teacher at Boulder Creek establishes a reward system to develop self-confidence, high self-esteem and pride in one's accomplishments. Your child's teacher will communicate to you regarding this aspect of Make Your Day.

Steps

Inappropriate behavior will be dealt with in steps. The Make Your Day Program emphasizes student decision-making and responsibility. It is important for the student, parent and teacher to realize that progression through steps is **entirely the student's choice. It must be noted that when the student is on steps, he or she is not allowed to talk, move around excessively or make noises.**

Step 1: When an inappropriate behavior occurs by a student in a class, the student will be asked to take a seat away from the academic setting and sit facing away from the class. The student is to spend an appropriate time period, approximately 3 - 5 minutes, quietly thinking about the choice he/she made. The student then may choose to return to the class activity.

Step 2: If the student fails to sit appropriately on Step 1, he/she forfeits his/her chair and stands facing away from the class for an appropriate time period before returning to Step 1.

Step 3: If the student fails to stand appropriately on Step 2, the student will focus on a sign with the Make Your Day principle written on it. The purpose of this is to assist with concentration on appropriate behaviors. After an appropriate time period, the student may return to Step 2.

Please note that Steps 1 - 3 allow the student to remain in the classroom and receive instruction as they attempt to correct their behavior.

Step 4: Inappropriate behavior on Step 3 will lead to a Step 4 conference. The student will be sent to the office and a phone call will be made to arrange a conference time with a parent/legal guardian. Parent(s)/legal guardian(s) will be requested to come in for an immediate conference to facilitate the student's returning to class. In most cases, the student will remain out of his/her assigned classroom and will be sent to an alternate classroom in the same grade level until

a parent, student and teacher/administrator conference can be held. This conference is to determine if the student is ready to return to their class for the purpose of learning. If the parent(s)/legal guardian(s) are not able to meet on the day of the Step 4 violation, the student will be kept in an alternate classroom for the remainder of the time until the parent(s)/legal guardian(s) are able to conference regarding their child's behavior. Upon completion of a successful conference, the student returns to their class.

Step 5: This step is used only when a child is out of control or has violated district policy that warrants suspension. At this point, the principal or designee will contact the parent/legal guardian and indicate that the child needs to be picked up at school immediately. If this is not possible, the principal or designee will transport the student to the parent/legal guardian at home or at work. The alternative classroom may be used for the remainder of the day if a contact is unable to be made. The student will remain at home the following day or until they have satisfied the sanction requirements appropriate for their infraction as outlined in the Paradise Valley Unified School District discipline policy and a successful conference has occurred. The Step 5 conference will be scheduled by the administrator. **Please note that Step 5 sanctions may involve short and long term suspension from Boulder Creek.**

Step 4/5 Conference

When the parent/legal guardian comes to school for a conference, the purpose is to help the student understand the behavior choices expected to occur at school.

The student will conduct the conference. At this time the student will:

- State the problem
- Express that it was his/her responsibility to manage his/her behavior
- Offer alternative methods of managing his/her problem
- Exhibit a willingness to accept responsibility
- Express a desire to return to class

Both parent/legal guardian and teacher/administrator must find the outcome of the conference acceptable and make the determination that the student is indeed ready to appropriately rejoin his/her class. **Please note that even with a successful conference the student will be expected to fulfill the sanction his/her behavior brought about.**

Please note: Step 4 and 5 will result in zero points for that class period and the child will not make their day.

NOTICE - Some behaviors require a circumventing of all or a portion of the steps system.

Steps may be adjusted for students who chronically misbehave. When an administrator evaluates which disciplinary action is appropriate for the behavior of a student, the individual case is reviewed in the context of the student's past behavior and disciplinary record.

Exceptions

Shadowing: When another student responds to or interacts in any manner with a student on steps, he/she has chosen to "shadow" or follow his/her fellow student through the steps. Choosing steps is only the business of the student making the choice. No other student should be allowed to become involved.

Requesting Steps: Occasionally a student, for any number of reasons, may choose to go to steps so he/she may earn his/her points away from the learning environment. This student should be accommodated by the teacher and recognized for taking responsibility for behavioral management.

Automatic Step 4: Immediate Step 4 placement will occur should the student participate in any of the following behaviors:

- Defiance of school authority (willful disobedience)
- Refusal to obey reasonable directions or requests of any staff member, including, volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc.
- Progression through steps 1-3
- Shadowing
- Fighting
- Bullying
- Willful abuse or destruction of property
- Chronic cheating
- Stealing
- Extreme disrespect
- Threatening others
- Profanity directed at others

Automatic Step 5: If a student's behavior is such that it surpasses the parameters of the Make Your Day Program and violates the Paradise Valley Unified School District's discipline policy, the student will not participate in steps but will be immediately referred to the Boulder Creek school administration for disciplinary measures. Those infractions are outlined under the Paradise Valley policy section of the Parent Handbook. An automatic Step 5 placement will occur should the student participate in any of the following behaviors:

Possession and/or use of tobacco, lighters or matches

Possession and/or use of alcohol

Possession and/or use of illegal drugs or related paraphernalia

Possession and/or use of illegal weapons, knives, Chinese stars, firecrackers or other objects of danger to others.

Step 4 categories violated to an extreme extent

Student Management/Behavior Guidelines

Positive Celebrations

Spirit assemblies will be held after each quarter to honor students who will be recognized for academic achievement awards and positive behavior. This will involve grades K - 6. Parents of students who will be honored will be invited to attend the event to participate in the celebration.

Principal's Luncheon

Students who are recognized for academic awards will be treated to a pizza lunch at the end of the quarter, courtesy of our PTO.

Morning Broadcasts

Daily morning broadcasts by the principal will update students and staff on Boulder Creek events, student achievements and expectations.

Compliment Cards

Compliment cards will be issued to students who are observed demonstrating positive, polite or helpful behavior. A copy of this card will be placed in the grade level compliment card box. Students' names will be drawn each week from the box. Special recognition will be given to those students whose card is drawn.

Positive Behavior Reinforcement

Be Kind Award

Turn Off the Technology & Read

Compliment Card Awards

Attitude is Everything (KG only)

Leader of the Pack

Pawsitively Pristine Tables

Classroom teachers will develop additional positive reinforcements specific to their classroom.

NOTICE

It is the Paradise Valley Unified School District No. 69's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities ages 3 through 21 years and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

We are responsible for identifying, locating and evaluating all children with disabilities including children ages 3 through 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, communication, social/emotional, adaptive development and motor skills. If any concerns are noted the child may be referred for additional help.

Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program. We will ensure that:

Transition conferences for children ages 2 years 6 months to 2 years, 9 months will be held

By the child's 3rd birthday an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented and

For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

If you have concerns about a child you know please contact Linda Taylor, Director of Special Education at 602.449.2150 for more information.

2017 Governing Board

Mark Lane.....President
Julie Bacon.....Member
Nancy Case.....Member
Anne Greenberg.....Member
Sue Skidmore, Ed.D.....Member

James P. Lee, Ed.D.
Superintendent