



**Desert Trails**  
Elementary School

## PARENT-STUDENT HANDBOOK

### GENERAL INFORMATION

Desert Trails Elementary School  
4315 E. Cashman Drive  
Phoenix, Arizona 85050  
(602) 449-4100  
(602) 449-4001 Attendance Line  
(602) 449-4105 Fax  
(602) 449- 4103 Nurse  
Office Hours: 8:00 a.m. - 4:00 p.m.  
Playground Supervision: 8:15 a.m. - 8:45 a.m.

Principal:	Mrs. Torrilhon
Admin Assistant:	Suzanne Tossell
Records Secretary:	Beth Starkel
Psychologist:	Skyler Cordova
Nurse:	Alison Anderson

### MASCOT AND COLORS

Desert Trails mascot is a Hawk. Our school colors are teal and black. Every Friday is School Spirit Day, and school colors or school T-shirts are worn. Desert Trails Spirit shirts may be purchased through our PTO.

### SCHOOL DAY

Regular schedule: 8:45 a.m. - 3:15 a.m.	Kindergarten Release 3:00 p.m.
Early Release schedule: 8:45 a.m. - 12:30 p.m.	Kindergarten Release 12:15 p.m.

8:40 a.m. - First bell - Students walk from the playground to the student line up area.

8:45 a.m. - Second bell - Teachers pick up students from the student line up area and walk them to their classroom. All students arriving after the second bell will need to be signed in at the office by an adult.

- All gates are locked until 8:15 a.m. each morning. Any adult entering campus at any time must sign in at the front office.
- Parents of students who arrive too early on a regular basis will be contacted to resolve the situation.
- Students must go directly to the playground area before school. Students may not drop off belongings nor wait at their classroom door.
- Students are dismissed at 3:15 p.m. All students must leave the school grounds as soon as possible and report directly to their homes or after school activities.

The Desert Trails Parent and Student Handbook is to be used as guidance and direction for school procedures and policies. This handbook is a supplement to the Paradise Valley Unified School District's Parent/Student Handbook.

## ADMISSION TO SCHOOL

A child must reach five prior to September 1 to be eligible for kindergarten. Likewise a child must be six prior to September 1 to be eligible for first grade. Under Arizona Law ARS 15-830, a child will not be allowed to enroll until a record of immunizations or a statement of exemption is submitted to the Records Secretary. A copy of the proof of immunization will be kept in child's health file.

## ARRIVALS AND DEPARTURES

Classes begin at 8:45 a.m. Upon arriving students should report directly to the playground. Students should arrive no later than 8:40 a.m. as teachers bring the children in at 8:45 a.m. Students are welcomed on our campus after 8:15 a.m. Supervision will not be available until that time, and student safety is our primary goal.

Students arriving after 8:45 a.m., a parent will need to escort and sign them in at the front office prior to going to their assigned class.

Children in grades one through six are dismissed at 3:15 p.m. 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.

We ask parents to schedule student appointments outside the school day so that children do not miss instructional time. We also realize that, on occasion, you may need to take your child out of class for a short period of time or for an early dismissal. The front office will call the classroom to dismiss the student from the class **when the parent has arrived** to sign them out.

**\*\*Students will not be called to the office until the parent has arrived in the office. Parents/guardians will be asked to sign-out their child and at that time, the student will be called to the office.**

Only a parent or those listed on the emergency cards may sign-out a student during school hours, unless a written note or email presented to the office, giving permission for the student to be signed out by a specific person, designated by the parent.

## ATTENDANCE AND PROCEDURES

Regular attendance is a key to academic success. Students should remain out of school only when absolutely necessary.

A student whose absences total more than 10% (nine days per semester) in a school year and whose absences have negatively influenced his/her academic progress may fail, receive a lower grade or be retained. If your child has a medical condition that could result in frequent absences, you are encouraged to discuss the matter with the principal and/or school nurse.

When a student is going to be absent from school, **a parent is expected to call the attendance line (602-449-4101) on the day of the absence, before 9:10 a.m.** When leaving a message, please be sure to be detailed and give a reason for the absence such as stomach ache, flu, fever, etc. If no contact is made to the school within 24 hours of the start of the absence, the absence will be considered unexcused. A reasonable effort will be made to notify the parent by phone when a student is absent.

**\*\*It is essential that parents contact the school immediately if there is a change in any telephone numbers, address and/or emergency contact information.**

\*\*Fever or vomiting require a 24 hour period in the absence of those symptoms *without* the use of medication before they may return to school.

## **BICYCLE SAFETY POLICY & PROCEDURES**

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 rollerblades 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.

## **BIRTHDAYS, GIFTS, CELEBRATION, ETC.**

We understand that friends and parents like to celebrate various occasions. However, **balloons, parents, and bouquets cause many distractions, are not allowed on the bus or on campus.** Classroom treats maybe distributed if pre-approved by the classroom teacher. In an effort to comply with the Maricopa Department of Environmental Services, food brought into the classroom for snacks and parties must come in a commercial source and cannot be homemade.

## **BUILDING CONDUCT**

Running in the school building is not allowed. Students are expected to leave and enter the building in an orderly and quiet manner - walking at all times and keeping their voices down so as not to disturb others. Gum is not allowed at school.

Students, staff and visitors to Desert Trails are expected to respect the rights of others and are not to interfere with the educational process. Verbal or physical abuse to any student or adult will not be tolerated.

Schoolbooks, equipment, and furniture are expensive and must be given proper care. Students and their parents will be charged for damage to school property. Disciplinary action will occur.

Good citizenship is a major goal. The behavior of our students reflects the extent to which we are achieving that goal. We will work hard to improve the morale and citizenship of the student body in a positive way, encouraging each child to SOAR. We will also consistently encourage students to take responsibility for their own behavior.

## **BUS SAFETY AND BEHAVIOR EXPECTATIONS**

Bus transportation will be available for eligible students. Kindergarten students who live beyond ½ mile and first through sixth grade students who live beyond one mile from school. Buses will pick up and drop off students at their designated stops.

\*\*All kindergarten students will need to have a parent waiting at the bus stop in the morning with the student and after school when the school bus drops off. If a parent/guardian is not at the bus stop at the end of the day, the kindergarten student will be brought back to Desert Trails and the parent will be contacted to pick the student up from school.

- Ride your assigned bus.
- Arrive at bus stop 10 minutes early.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Enter and leave the bus in an orderly manner.
- Treat the bus respectfully; keep it clean.
- Obey the bus driver's instructions and directions.
- Stay properly seated and back against seat back, legs facing forward and all parts of body out of the aisle.
- Keep head, hands, feet and objects to yourself and inside the bus.
- Talk quietly; use respectful language - no profanity.
- No eating or drinking on the bus (water bottles are acceptable).
- Animals, insects, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol or drugs are not permitted.

The school bus is an extension of the school day and the same rules apply regarding discipline and general conduct. Student misconduct is reported to the school office and to parents through a Bus Misconduct Report. Violations of rules and/or safety are grounds for denial of bus transportation privileges or other discipline.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

It is imperative that our files contain accurate information so that 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.

## **COMPUTER, TELECOMMUNICATION, CELL PHONES & NETWORK RESOURCES**

The District Office does not recommend that students in elementary schools have cell phones (watches that function as cell phone/electronics) in their possession during school hours. If parents feel it necessary for their child to have a cell phone (Smartwatch), it **MUST be turned off and placed in the student's backpack during the day**. If the student is using the phone (Smartwatch) during the school day, or if it disrupts the classroom, the student will call the parent to have the phone picked up. The school will not be liable for any lost, damaged or stolen cell phones and/or Smartwatches.

Network access, including the Internet, is available to students. Official PVUSD student email accounts, complete with internet services are also provided to enable more effective and efficient teacher/administrator communication with students and parents. PVUSD also maintains contact information (home phone, email, cell phone, address, etc.) for appropriate communication business. Our goal in providing this is to promote instruction and learning. The district has taken technical and organizational precautions to restrict access to controversial materials; however, on a shared network it is impossible to control all controversial materials.

The district believes the valuable information and interaction available on our network and the internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

### **Guidelines for acceptable use**

- Only devices (computers, phones, PDA's, drivers, etc.) approved by PVUSD administration may be connected to the PVUSD network.

- Computers, telecommunications and network resources are to be used for educational purposes only. Students shall not submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
- Students shall abide by all copyright and trademark law and regulations.
- Students shall not reveal personal identifiable data unless authorized to do so by designated school authorities.
- Students shall not reveal their personal logins/passwords or attempt to discover the logins/passwords of others.
- Students shall not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication or network resource.
- Students shall regularly read and respond to communication received via district - provide email accounts according to the timeline expectations established by their school authorities.

### **Privileges and Responsibilities**

The use of Paradise Valley Unified School District computers, telecommunication and network is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies.

### **Services**

The Paradise Valley Unified School District reserves the right to monitor the use of district computer, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. The Paradise Valley Unified School District is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the district. The Paradise Valley Unified School District may make rules, as needed; for the operation of the system.

### **CONFERENCES - PARENT/TEACHER**

Conferences are formally scheduled for parents twice during the school year. This is a special opportunity to share and celebrate the progress of each of our students. Parent participation and involvement is highly valued and can be very significant in the success of each child. It is our hope that the communication between teacher and parent will occur on an ongoing basis throughout the year, and the parents will meet and/or confer with their child's teacher to discuss concerns whenever necessary.

### **DRESS CONDUCT AND APPEARANCE - STUDENT, STAFF AND PARENT**

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.
- When earrings are worn, they should be the post type.
- 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)

## **EMERGENCY INFORMATION**

Each student will receive an Emergency Information Card on the first day of school. Please complete **both** sides of the card, sign (parent and student), date and return with your student the following day.

**\*\*Please understand that only those persons listed on the student’s emergency card will be authorized to pick up your student from school. Should you need to update or change any emergency information (phone numbers, names, etc.), please contact the office staff immediately, in person, or send a written note detailing the changes desired, signed and dated by the parent or guardian.**

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.

## **HAWK CLUB**

Mascot Clubs (Hawk Club at Desert Trails) assist families in the school district by providing a safe and fun environment for students before and after school. The hours of operation are 6:30 a.m. - 8:15 a.m. AND 3:15 p.m. - 6:30 p.m.. Specific information regarding the Mascot program may be obtained through the Community Education Department of the Paradise Valley School District at (602) 449-2000.



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## **FOOD SERVICE - BREAKFAST/LUNCHES**

Breakfast will be served starting at 7:45 a.m. at a cost and is available to any student. Hot lunches are served to student's grades kindergarten through sixth grades at a cost. The lunch includes one entree, deli-bar items and milk and/or juice. Students may bring lunch from home and may purchase milk or juice for \$.25. Your student may pay for their lunch on a daily basis or you may prepay for your child's lunches in the cafeteria (8:15 a.m. - 10:00 a.m.) with either cash or a check or on the EZ SchoolPay website at [EZSchoolPay.com](http://EZSchoolPay.com).

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, place all trash in the containers provided
- Remain seated until dismissed by staff member

According to the Maricopa County Department of Environmental Services, food brought into the classroom for snacks and parties must come from a commercial source and cannot be homemade.

## **HEALTH CENTER**

The school nurse is Alison Anderson. Office hours are from 8:45 a.m. - 3:15 a.m.

Our registered nurse, who is eager to work with Desert Trails families on many health and education related issues, staffs our Health Center. In addition, we will teach students lifelong habits that will promote healthy lifestyles. 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.

All sick students are to be sent home through the nurse's office. Students will not be allowed to call parents from the classroom phones or cell phones to be picked up by a parent if they are not feeling well. If it is necessary for the student to leave school, the parent will be contacted and requested to pick up the child. The nurse tries first to locate a parent/guardian before calling the emergency numbers listed on the Emergency Card. No child will be sent home alone or released without an adult to accompany them.



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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.

### **LIBRARY/MEDIA CENTER**

Our library is very versatile. It contains a selection of non-fiction, fiction and reference books. Students have the opportunity to visit the library with their teacher. Students will receive a library account for check out privileges. Any books and/or materials charged to their account are their responsibility. Library books that are lost, stolen or destroyed must be paid for.

### **LOST AND FOUND**

Lost and found is located in the Cafeteria. Valuable items should be brought to the office when found. Please be sure your child's name is marked on all apparel, lunch boxes and other personal items which are brought to school. Lost, stolen and/or damaged personal property cannot be replaced at District expense. **At the end of each quarter, unclaimed items will be donated to charity.**

### **MAKE-UP WORK - FOR ABSENCES OF 2 OR MORE DAYS**



It is the student's responsibility to ensure that all work missed is requested upon returning from an absence. Teachers will cooperate with students in providing their assignments. Parents assisting in picking-up work (on the third day of an absence or later), need to email the teacher by 9:00 a.m. If work is available to do at home, it will be in the blue basket in the office no earlier than 3:15 p.m. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to complete their assignments.

### **PETS/DOGS ON CAMPUS**

Insects, reptiles, or pets maybe brought on campus or transported on the school bus.

Domestic animals, such as dogs, are unpredictable. It is difficult to tell what triggers an animal to react. In order to prevent an accident, please keep all dogs off campus.

### **PROHIBITED ITEMS AT SCHOOL**

Non-school related items can be disruptive in the classroom and on the playground. Therefore, the following items are prohibited at school:

- Radios
- MP3 Players
- iPods
- Cell Phones
- Laptop Computers
- Walkie-Talkies
- Video Games
- Skateboards
- Roller Blades
- Roller Shoes
- Heelys
- Scooters
- Trading Cards
- Firecrackers
- Pop Caps
- Matches
- Stink/Smoke Bombs
- Knives
- Squirt Guns
- Gum
- Hard Balls
- Bats
- Toys

The school assumes no liability for loss or damage to such items. If necessary, the items will be confiscated by the administration or teacher and returned to the parent.

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

### **PARENT TEACHER ORGANIZATION (PTO)**

All parents and students attending Desert Trails Elementary are members of the Desert Trails PTO. Our goal is to provide support to our faculty, staff and to enrich our students' learning environment and experience. The PTO organizes many fun family activities and student programs as well as fundraising events to support these programs. EVERY parent's support and efforts are crucial to the success of these programs. Volunteers are always needed and welcomed.

The PTO bulletin board is located in the front lobby. Please check it for upcoming events and meetings. The PTO general meetings are held throughout the school year. Exact dates and times of the general meetings will be posted on the Desert Trails and Desert Trails PTO websites.



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### **PHYSICAL EDUCATION**

Physical education is required of all students in grades K-6, as mandated by state law and district policy. Students are required to wear tennis shoes or rubber-soled shoes that have been approved by the P.E. teacher. Students wearing inappropriate shoes will not be allowed to participate in class and may not receive credit for achieving class goals.

Students may be excused from P.E. if a physical problem exists. If an excuse is necessary, the following procedure is to be followed:

- A parent must send a signed note requesting that a child be excused from P.E. the note should state the reason for the request, and the dates for which the child should be excused. The note may be honored for three consecutive days.
- After receiving a note from the parent, the nurse will give the student a pass that will excuse the student from not more than three classes.
- Students needing an excuse for more than three consecutive P.E. classes must bring a note from a physician stating the reason for the excuse and the length of time the student will need to be excused.

### **PLAYGROUND USAGE**

Students are allowed on the playground area and/or field at 8:15 a.m. No student is allowed on the playground and/or field prior to 8:15 a.m., as there is no Duty-Aide staff scheduled to supervise the students until that time. Parents, siblings or other children who are not students at Desert Trails, may not be on the playground, except during those events that are open to the public.

### **RAINY DAY SCHEDULE - PLAYGROUND GATES ARE LOCKED**

Students may enter through the school lobby, no students on the playground(s).

Grade KG - Kindergarten Hallway

Grades 1, 2 and 3 - Library

Grades 4, 5 and 6 - Cafeteria

### **STUDENT DROP OFF/PICK UP**

An information memo and map regarding drop off/pick up and parking procedures are included, herein. Student safety is of the highest priority at Desert Trails. Please take the time to familiarize yourself with the drop off and pick up procedures.

\*\*A signed note should be sent to the office in the morning if your student will be taking any alternate route home, or to be picked up by anyone other than listed on the emergency card during the school day.

## **STUDENT LINE UP AREA**

*Kindergarten:*

Classes line-up in the Kindergarten playground.

*Grades 1 through 6:*

Classes line up on the field by the teacher name.

\*\*During a regular schedule, students are not allowed to go to the classroom or wait in the hallway for class to begin. They should proceed directly to the field.



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## **TELEPHONE**

We want all students to feel safe at Desert Trails. The school telephone is for business purposes and should not be used by students for personal arrangements. These arrangements should be made at home or the day before. Messages from home will be taken and given to students as needed and when appropriate. Phone calls to individual students will not be put through to the classroom. A message will be taken and delivered to the student.

## **TEXTBOOKS**

All books are on loan to students. They are expected to respect and care for them properly. Students are responsible for replacement or damage costs.

## **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 Desert Trails 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 visiting our campus must be accompanied by an adult during their visit to ensure their safety.

## **VOLUNTEER PROGRAM**

Desert Trails encourages you to become a volunteer. The staff enjoys the support offered by interested individuals who are generous enough to offer their services. We look forward to working with you.

All volunteers need to complete the VOLUNTEER AND/OR CHAPERONE APPLICATION prior to volunteering. Volunteers who are planning on chaperoning on a field trip **MUST** be fingerprinted, background check and cleared by the Paradise Valley Unified School District office prior to attending the field trip with Desert Trails students. Chaperones WILL NOT be allowed to accompany students without completing this process. No exceptions.

### **WITHDRAWAL FROM SCHOOL**

Parents are asked to notify the school office in writing or by telephone at least **two** days prior to the student's last attendance day. The Records Secretary will then prepare a withdrawal form for the parent to sign and take to the new school.