

# **GRAYHAWK ELEMENTARY**



## **2018-2019 Parent/Student Handbook**

Michelle Pavlik, Principal  
7525 E. Grayhawk Drive  
Scottsdale, AZ 85255  
602-449-6600  
[pvschools.net/ghes](http://pvschools.net/ghes)

**Vision:** The Grayhawk Elementary School team of staff, students, parents, and community dedicates itself to the education of our children. The uniqueness of each child is respected, shared, and valued. Our aim is to instill within each student the love of learning, with an enriched and integrated core of basic knowledge. As a keystone of our mission, we believe in the partnership of school, family, and community. Together, we develop responsible students who possess the skills to solve problems and adapt to the changes of the future. When walking down the hallways of Grayhawk Elementary School, one will sense the pride in our school.

**Mission:** The mission of the Grayhawk Elementary team is to challenge our students and to achieve individual excellence.

**Mascot:**

Larry the Lynx

**School Colors:**

Turquoise and Black

**SCHOOL CONTACT INFORMATION**

|                 |              |
|-----------------|--------------|
| Office          | 602.449.6600 |
| Attendance Line | 602.449.6601 |
| Nurse           | 602.449.6603 |

**People to Know...**

|                |                 |
|----------------|-----------------|
| Principal      | Michelle Pavlik |
| Admin. Asst.   | Deanna Cabrera  |
| Rec. Secretary | Lisa Flores     |
| Office Clerk   | Yvette Walski   |
| School Nurse   | Ann Kaskel      |
| Psychologist   | Dr. Kat Powers  |
| Custodian      | Matt Lemm       |

**SCHOOL HOURS**

|                    |                 |
|--------------------|-----------------|
| Playground opens   | 8:20 - 8:45 am  |
| Regular School Day | 8:45 - 3:15 pm  |
| Early Release Day  | 8:45 - 12:30 pm |
| Office             | 8:00 - 4:00 pm  |

# TABLE OF CONTENTS

- Arrival/Dismissal Procedures
- Attendance
- Bullying Prevention
- PBIS
- Bus/Transportation
- Cafeteria
- Celebrations and Parties
- Cell Phones
- Character Education Programs
- Dress Code and Appearance
- Emergency Cards/Contact Information
- Field Trip Guidelines
- Health Office/School Nurse
- Homework
- Insurance
- Internet/Technology
- Lost and Found
- School Council
- School Safety
- Special Area Classes
- Student/Teacher Assistance Team
- Telephone Use
- Visitors, Volunteers, Chaperones
- Withdrawal from School
- Parent/Student Agreement

*This handbook is intended to be as descriptive as possible; however, situations may arise that are not discussed in this handbook. Since this is a guide to rules and procedures, the school administration reserves the right to: adjust, modify, add or delete to this handbook as necessary. Please refer to this handbook to help answer your questions throughout the year.*

*We are looking forward to working with you to provide the best possible year for our students. Thank you for your assistance in achieving this goal together.*

## **Arrival Procedures**

### **Car Drop-off for K through 6th grade**

All Kindergarten through 6th grade students being dropped off curbside will be using the designated drive-thru lane located in the front of the building. Please refrain from using your cell phone during this time.

1. Enter from the West on Grayhawk Dr. and pull all the way through to the end of the lane so that we can get as many cars in as possible.
2. Students should be ready to be unloaded on the passenger side of the car and will exit curbside only. Do not unload your child on the driver's side of the car as this is unsafe for both your child and campus assistant.
3. Please stay in your car to make this procedure safe and efficient. Campus assistants will be available to help students get out of their cars, if needed.
4. The back parking lot is **NOT** a drop-off and go area. If you use the back parking lot you must park and walk your child to the back gate.

### **Walkers**

If your child walks to school he/she will go to the back of the building to drop off their backpack. There is a designated spot for your child's backpack. Look for the cone with your teacher's name on it and place it in line behind the cone. Walkers will either walk through the perimeter gates on the East, South, or West side of the building. Students only pass through these gates. Back parking lot is for parents choosing to park and walk their students(s) to the South gate. For your child's safety this is not a drop-off area. Make sure to use designated crosswalks and be safe walking to and from school.

### **Bikers**

Students who ride a bike to school may use the bike rack located on the Northwest corner of the school. Also use designated crosswalks to get across streets. Walk your bike when using the crosswalk.

### **Kindergarten parents**

Kindergarten parents that wish to park and walk their child to the kindergarten playground may use the parking lot on the East side of the building and walk their child along the front of the building to the playground.

## **Dismissal Procedures**

### **Car pick-up for K through 6th grade**

For afternoon dismissal the car pick-up drive-thru(morning bus lane) will be located behind the school. Parents will enter the flow from 76th St and exit onto Grayhawk Drive. All students being picked up by car will be located in the back of the school. We will be using the "Bus lane" for parent pick up for afternoon dismissal.

1. Please make sure to have your student's first and last name written in large clear letter on a sheet of paper/cardstock. (cardstock provided at Meet the Teacher event as well as parent pick-up line of first day of school.)
2. Place the name on the passenger side dashboard or on our car's visor.
3. As you pull forward your student(s) will be called aloud by the campus assistants.
4. Students should not approach the car until it comes to a stop.
5. Do not exit the car to assist students. Campus assistants will be loading your child curbside only.
6. Remember to enter the drive-thru from 76th Street and exit onto Grayhawk Drive.

### **Walkers**

Students that walk home going southbound will exit through the middle doors in the back of the building and be assisted across the afternoon car pick up lane by campus assistant. Students that typically exit the front of the building to walk home will leave through the East double doors or the library. Students will not exit through the front office.

### **After School Programs and Enrichment Classes**

Students who go to an after school program or enrichment class should go directly to the class or pickup location at dismissal. If students are in an enrichment class, their enrichment teacher will bring them to the flagpole when class is dismissed.

### **Important Arrival/Dismissal Reminders:**

- Make sure to cross the street only in designated areas.
- Students need to be picked-up promptly at 3:15 pm. Any student not picked up by 3:20 pm will be brought to the office and will need to be signed out by a guardian before the student is released. This will be marked as a late pick-up. Excessive late pick-ups may result in revocation of open enrollment status.
- The Northeast parking lot is reserved for Kindergarten pick-up from 3:00 pm-3:15 pm. There is no student pick-up in that lot after 3:15 pm.
- If you park in the neighborhood and walk to pick-up your student at the flagpole, please be respectful of our neighbors and their property.

### **Attendance**

Arizona State Law requires that parents ensure that their children, between the ages of six and sixteen, attend school. Attainment of academic excellence requires attendance on a regular basis. Attendance is the responsibility of the students may be considered for retention due to excessive absences. (18 school days or 10% of the school year.)

### **Absences**

All absences must be called in to the Attendance line at 602-449-6601 or email [ghesatt@pvschools.net](mailto:ghesatt@pvschools.net) before 9:00 am. Notifying the teacher of a student absence is a courtesy, however, the attendance line should still be called. Please leave the child's name, teacher's name, and reason for their absence. Guidelines for absence due to illness can be

found on Nurse Ann's web page. Any Student whose absence is not reported to the office is considered truant.

### **Early Pick-up**

If parents wish to pick-up their students from school early they must be signed out through the front office. Only people listed on the emergency card are allowed to check students out: identification will be required. Signing out a student early may affect attendance. Students may not be immediately available as it can take time to locate them and allow them to collect their belongings, so please plan accordingly. Students will NOT be called out of class until the person picking them up is in the front office.

### **Early Dismissal Days**

All students are dismissed at 12:30 pm on early dismissal days. Lunch is not provided. Regular bus service is provided on early dismissal days. (See district calendar for dates.)

### **Late Arrivals/Tardies**

Students who arrive on campus after 8:45 am are considered tardy and must be signed in through the office by a parent or guardian.

### **Birthday Celebrations**

Birthday celebrations should be coordinated with the teacher. Consider classroom allergies when choosing birthday treats. Any snacks brought for the class must be store bought and individually wrapped.

### **Celebrations and Parties**

Classroom parties are scheduled several times during the school year and vary by class and grade level. Room parents work in collaboration with the classroom teacher to schedule and plan these events.

### **Bullying Prevention**

At Grayhawk Elementary we create an environment where every student feels safe and comfortable. Bullying is not tolerated on our campus. Bullying prevention lessons are integrated into our classes and the district bullying policy is posted in every classroom. All students have the right to attend school without fear of harm, threat, intimidation or harassment, and the right shall be protected. Consequences for bullying/harassment will be consistent with the district policy and may include warning, suspension, expulsion, or dismissal. 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.

### **School-level Discipline (PBIS)**

PV Schools and Grayhawk believe student and adult relationships are at the center of building a safe school climate and addressing student behavior. Our approach prioritizes making

connections over isolation, collaboration, and engagement in lieu of coercion, and learning opportunities with meaningful accountability. We believe in a relational approach to behavioral consequences that addresses inappropriate behavior, resolves problems, provides meaningful accountability, and builds relationships.

One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). We have developed specific expectations across campus as a means to set students up for success. We will also be using reflection sheets when needed as a means to increase communication between school and home with regard to behaviors which are not within acceptable expectations.

### **Bus/Transportation**

Please refer to the PV Schools transportation page for details on bus behavior rules, bus stops, and times. Students attending Grayhawk on an open enrollment transfer are not eligible for bus transportation.

### **Bus Passes**

Parents must notify the office in writing if a student will be riding the bus home with a friend, on a different bus, or getting off at a different stop. The office will give the student a bus pass to give to the bus driver.

### **Cafeteria**

- Breakfast is served from 8:15-8:40 am.
- Lunches may be purchased from the cafeteria or may be brought from home.
- Adding money to your child's account can be done by bringing cash or check (made out to PV Food Services) to the cafeteria manager in the lunch room, or online at EZSchoolPay.com
- Menus and prices can be found on the district Nutrition webpage.

### **Cafeteria Expectations**

- Seating- Grades 1-6 have open seating within their class during lunch. Assigned seating by the campus assistants may be used if necessary. Students will use inside voices and follow the directions of the campus assistants.
- Clean up & Dismissal- When dismissed, students are to appropriately throw away their trash and line up quietly. Students are responsible for cleaning up after themselves (table and floor). Students are not to take any food items out of the cafeteria.
- Other Expectations- Students may not leave the cafeteria unless they have been given a pass from their teacher or a campus assistant. Students are given enough time to finish

their lunch prior to being dismissed to class (15-20 minutes). If your child is expressing a concern in this area, please contact the teacher.

### **Cell Phones**

Student cell phones, Apple or smart watches must be turned off and stored during the school day between 8:40 am and 3:15 pm. Student cell phone use without specific teacher permission inside the school building is strictly forbidden. Any student found using these devices during the school day will be subject to disciplinary action. Our school is not responsible for lost, stolen, and damaged devices. Visitor/volunteer cell phones must be silenced at all times. To help facilitate a focused learning environment, all cell phone calls should be made outside the building.

### **Telephone Use**

If there is an emergency, students will be permitted to use the school telephone to call home. We discourage phone calls for forgotten homework, musical instruments, etc.

### **All Things E.Q.**

The "All Things E.Q." program is used in every classroom on our campus. This program works in conjunction with the PBIS Program and is designed to teach students to think, learn, and communicate in positive ways that increase success and personal happiness.

### **Dress Code and Appearance**

Students dress, personal appearance, or conduct shall not disrupt or distract from instructional procedures, school sanctioned social function, or the disciplinary control of the teachers.

### **District dress standards prohibit student dress and/or grooming that:**

- Presents a risk to the health, safety, or general welfare of students or staff.
- Interferes with or disrupts the educational environment or process.
- Is counterproductive to curriculum goals and/or educational objectives.
- Displays obscene language or symbols.
- Immodestly exposes the chest, abdomen, genital area, or buttocks.
- Creates an atmosphere of threat, intimidation, or undue pressure.
- Displays or advocates the use of illegal substances.

### **School Dress Code**

- Shirts must cover waistline or shorts, pants, 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.
- Tops or dresses with thin (spaghetti) straps are inappropriate unless worn over another t-shirt or under a jacket. Tank top straps must be at least three fingers in width.
- Shoes must be worn at all times (closed toe, closed heel, no sandals). Shoes must have no heels/wheels. No flip-flop type shoes. Athletic shoes are required on P.E. days.

- Length of shorts/skirts should be at least mid-thigh. No undergarments should be showing; no oversized or sagging pants or shorts allowed.
- Students may not bring or wear makeup.
- Extreme hair colors or hairstyles that interfere with student focus and learning will not be permitted.

### **Emergency Cards and Contact Information**

New emergency cards will be sent home the first day of school to be updated with contact and health information for your child. The office should be notified immediately of any change in email, home address, or phone numbers including emergency contacts during the school year. It is imperative to keep this information current in the event of an emergency. Proof of change of residence will be required.

### **Field trip Guidelines**

Field trips are part of the school curriculum. 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.

### **Health Office/School Nurse**

#### **Chronic Illness**

Please notify the school nurse of any chronic illness and special health needs, such as asthma or allergies, so that appropriate accommodations can be made for your student.

#### **Health Screenings**

At the beginning of each school year, a health screening is conducted by the school nurse that includes height, weight, vision, and hearing . Parents will be notified of any identified areas of concern.

#### **Medication**

**ALL** medication/pills whether they are prescription or over-the-counter, must be held in the nurse's office. Medications are to be administered by the nurse. In the absence of the school nurse, trained staff will administer medication.

- Over-the-counter medications must be in the original container with proper labeling along with a completed OTC Medicine Permission Form.
- Prescription drugs must be prescribed by a physician, in the original prescription bottle, and have a completed Prescription Medicine Permission Form.
- A second, empty prescription bottle is required for field trips.

### **P.E. Excuses**

To be excused from P.E., the following criteria must be met:

- Temporary excuse (three days or less) - parents should submit a note to the nurse requesting student be temporarily excused from P.E. for one specific illness or injury.

- Long-term excuse (more than three days) - parents are required to obtain a written statement from the student's doctor to be given to the nurse.

### **Homework**

We believe strongly that homework is a valuable learning activity to practice and reinforce classroom instruction. Communication between teachers and parents regarding homework is considered essential. Parents are advised of what is expected of their children and how they can reinforce the learning potential of the work assigned. Likewise, parents should advise teachers when the quantity of homework has brought the student to diminishing returns due to fatigue. Homework is typically not assigned on the weekend. Students in the Honors program may have up to 60 additional minutes per night.

The general expectation for homework time, beyond outside reading, is as follows:

Grade 3-30 minutes

Grade 4- 40 minutes

Grade 5- 50 minutes

Grade 6- 60 minutes

### **Late/Missing Assignments**

A missing assignment notice will be sent home for parent signature when homework is not turned in when due. Assignments must be made up by students as soon as possible.

### **Make-up Work During Absences**

When students are absent or out of the classroom (band, Student Council, doctor appointments, nurse's office, etc.), it is the students' responsibility to talk with their teacher(s) to obtain missed assignments. When students are absent from school, they have an equivalent number of days to make up any work unless there are special circumstances.

### **Requesting Homework**

Requests for homework when your student is ill must be made through the office by 9:00 am to be picked up no earlier than 3:15 pm that day. This request can be left on the absence line with your reported absence. Work for extended absences will require more time to collect and arrangements should be made with your teacher directly.

### **Insurance**

The district does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance. An optional school-day or 24-hour accident policy is available through a private agency. Please inquire in the office for more information on this program. In an emergency, the school may call paramedics, who may decide that an ambulance should be called. The parent is responsible for payment of these services.

### **Internet/Technology**

Students are required to sign a yearly technology use agreement. Inappropriate use of technology will result in disciplinary procedures.

## **Lost and Found**

The Lost and Found bin is located in the cafeteria. Marking your children's names on their belongings makes returning items to them much easier. All items not claimed at the end of each quarter are donated to charity.

## **School Council**

The Grayhawk Elementary School Council is a group of individuals representing the parents, staff and community, whose mission is to collaborate regarding a safe and nurturing environment of growth, tolerance and good citizenship which enhances the quality of education.

- School Council meetings are scheduled monthly.
- The agenda is posted twenty-four hours before each meeting on the front and back door of the building..
- All meetings are open to the public.
- If you wish to bring an agenda item to discussion, please contact your appropriate representative. A list of all representatives is located on the website.

## **Special Area Classes**

Students at Grayhawk rotate through "special area" classes during their school day. These classes include: Art, Music, STEM and Physical Education (P.E.). For the safety of the students, athletic shoes are required and hats are suggested during P.E. classes. Band and string classes are offered as electives for 4th-6th grade students.

## **School Safety**

Safety of our students is our number one priority. Our school has an Emergency Response Plan/Safety Committee that meets quarterly to review safety concerns and provide ongoing education for the students, staff, and community. The following guidelines have been implemented to ensure the safest environment possible:

- All perimeter doors, except for the entrance to the lobby, are kept locked throughout the day.
- After school, all students should leave the building promptly at dismissal time. Students may not wait in the school office or classrooms, as there is no supervision. Please make sure children know how they are to go home each day and are picked up on time to avoid concern and confusion.
- If parents or community members notice anyone who may be loitering on or around our campus, please notify the office immediately.
- Dangerous items such as matches, lighters, cap gun/caps, any type of weapon (real or toy), gang-related items, any drug-related item (including breath drops/breath spray, white out, or any other inhalant materials) are strictly prohibited.
- Animals are not allowed anywhere on school campus at any time without prior consent of administration.

- Arizona state law prohibits all forms of tobacco on school property. Smoking is prohibited on school property and at school functions, including field trips. A.R.S. 36-798.03
- If items brought to school prove to disrupt the learning environment, they can be taken from the child and returned at the end of the school day, to be taken home. In some cases, parents may be asked to pick up the item(s).

### **STAT Team**

The purpose of the Student/Teacher Assistance Team (STAT) is to discuss problems a student may be having including, but not limited to: academic, behavior, social, emotional, motivational, health, etc. The goal of the STAT is to provide direction and assistance (accommodations and interventions) in helping the child be successful. Referrals are usually made by the classroom teacher. This process is an excellent opportunity for concerns to be discussed and alternative plans to be suggested by a team of professional educators with the input of parents as partners in the child's education.

### **Visitors, Volunteers, Chaperones**

We welcome visitors at Grayhawk. All visitors need to check-in at the office and receive a badge or sticker while they are on campus. Please schedule all appointments and volunteer times with your teacher in advance. Morning volunteers will be permitted to proceed to classrooms at 9:00 am.

- Parents and guardians are free to visit their children during lunch time. If you plan to go onto the field during lunch recess, you will be given a vest to help our staff recognize that you have signed in at the office.
- Photographs and videos taken at a school function (on campus, field trip, extracurricular event, etc.) may not be published into the public domain.
- While a parent is volunteering or on a field trip, any children who are not enrolled at Grayhawk are not to accompany them. During special performances or events, all student siblings must be supervised by a parent at all times.
- Any visitor or volunteer who does not follow directions of the administrator in charge, or who becomes disruptive or interferes in any way, will be asked to leave the campus. Failure to abide by this or any other lawful directive of the administrator may result in assistance through local law enforcement.
- A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of her/his duties is guilty of a class 3 misdemeanor. (A.R.S. 15-507)
- Please be conscientious and dress appropriately while on campus and/or attending school activities.
- As a courtesy to students and/or teachers who are speaking or performing, we ask that you step into the hallway if you have a disruptive infant or toddler.

### **Withdrawal from School**

Please inform the records secretary of a student's withdrawal at least two days before withdrawal date so the proper forms may be prepared to bring to the new school. All school materials and books must be returned prior to withdrawal



## PARENT STUDENT HANDBOOK AGREEMENT

The Grayhawk Elementary School Parent/Student Handbook and PV Schools Parent/Student Handbook are available and my student and I agree to abide by the same on behalf of our family and our guests.

\_\_\_\_\_  
Print Parent/Guardian Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Grade

**PLEASE RETURN THIS FORM TO YOUR STUDENT'S HOMEROOM TEACHER OR THE GHES FRONT OFFICE.**