



**2018-2019**

Parent/Student Handbook

## Indian Bend Elementary School

3633 East Thunderbird Road  
Phoenix, Arizona 85032

602-449-3200  
PVschools.net/ibes

**Office hours:**  
8 a.m. to 3:30 p.m.

### **Vision statement**

The vision of Indian Bend Elementary is to lead students to high achievement and individual excellence through an active professional learning community.

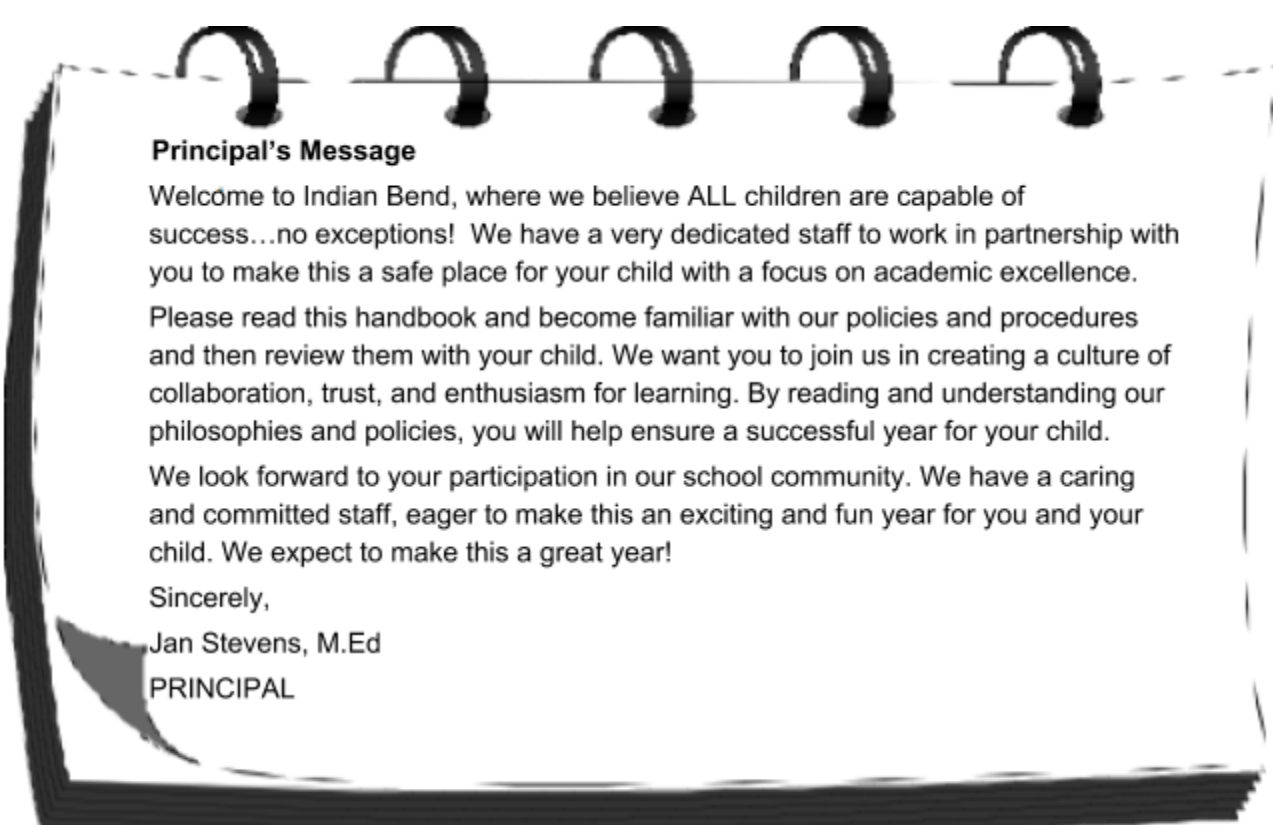
### **Values statement**

We, the stakeholders of Indian Bend Elementary School, value:

- Children first
- Collaborative decision-making
- Student achievement
- Respect
- High Expectations

### **Mission statement**

The mission of Indian Bend Elementary School is to provide a safe and nurturing environment that promotes a strong academic foundation for each student. We are committed to providing guidance for every student to reach their full potential. We live and breathe the belief that ALL children are capable of success...no exceptions!

A graphic of a spiral-bound notebook page with a white background and a black border. The page is held by five black rings at the top. The text is centered on the page.

### **Principal's Message**

Welcome to Indian Bend, where we believe ALL children are capable of success...no exceptions! We have a very dedicated staff to work in partnership with you to make this a safe place for your child with a focus on academic excellence.

Please read this handbook and become familiar with our policies and procedures and then review them with your child. We want you to join us in creating a culture of collaboration, trust, and enthusiasm for learning. By reading and understanding our philosophies and policies, you will help ensure a successful year for your child.

We look forward to your participation in our school community. We have a caring and committed staff, eager to make this an exciting and fun year for you and your child. We expect to make this a great year!

Sincerely,

Jan Stevens, M.Ed

PRINCIPAL

## ATTENDANCE PROCEDURES

Prompt and regular attendance by all enrolled students is required. State law places responsibility for attendance on the parents or guardians.



**ABSENCES:** When it is absolutely necessary for a student to be absent from school, the parent or guardian shall notify the school on the morning of the absence by 10 a.m., by calling the Attendance Office at 602-449-3201. Failure to do so, will result in the student being marked truant.

**TARDIES:** Students who arrive late must report to the school office before going to class.

All students are expected to remain on campus from the time school convenes until dismissal time. Exceptions will be made for students whose parents have made special arrangements, such as doctor appointments. The student must be signed out in the office by the parent or a verifiable, authorized adult. Parents may not go directly to the classroom to release a student.

**Students are not permitted on campus before 8:15 a.m. There is no supervision. Students must be picked up at 3:15 p.m., the end of the school day, or at 4:15 p.m. for students enrolled in afterschool programs.** Students who are not picked up on time, will be dropped from after school enrollment.

When children are left at school and parents or emergency contacts cannot be reached, children are turned over to Phoenix Police Department. This step would only be taken, after all reasonable attempts have been made to reach emergency contacts. It is extremely important that all contact numbers for parents and emergency contacts are kept current. This is the responsibility of the parent to inform the school records secretary of phone number changes.

Parents will be informed of their child's attendance record on each report card. Parents will be notified if their child is missing an excessive number of school days. The school will notify the proper state agencies, if the situation is not rectified.

Indian Bend Elementary participates in the Maricopa County Court Unified Truancy Suppression program (CUTS) through the Juvenile Court Center. We track attendance very closely. If the parent fails to take necessary steps to provide their child with appropriate education, they may receive a citation. If convicted, it is a Class 3 misdemeanor, punishable by jail time and/or a fine. Attendance is extremely important at IBES.

## AWARDS

Indian Bend recognizes students with high academic achievement and good effort through a quarterly awards assembly. Awards are given for the following merit:

- Principal's List - All A's (Gr. 4-6)
- Honor Roll - All A's & B's (Gr. 4-6)
- Excellence Awards - Teacher Discretion - (Gr. 4-6)
- Special Area Awards

## BICYCLES

Only students in **grades 4-6** may ride bicycles to school.

- The bicycles are walked in crosswalks, in automobile areas and on campus.
- Bicycles will be securely locked with their own lock. Do not lock bikes together in case one of the students needs to leave.
- 4th-6<sup>th</sup> grade students and parents together make the decision to ride to school. Indian Bend assumes no responsibility for loss, injury or damage. The bicycle compound cannot be observed from inside the building; therefore, during the day it is NOT

supervised. There have been thefts of bicycles while in the compound. If your child's bike is stolen, it is the parent's responsibility to call Crime Stop to report the theft.

- Failure to obey rules will result in the loss of the privilege to ride bicycles to school.
- Please do not leave bikes in the rack overnight.
- Students are encouraged to wear helmets. Please see the SRO at IBES if you are unable to purchase a helmet for your child and he/she can try to get one donated.

Students in Grade 3, second semester, may ride to school if parents' written permission is on file in the office and administrative pre-approval has been granted. Students in grades K-2 are not permitted to ride bikes to school.

## **BIRTHDAYS**

At IBES, we believe in celebration. Due to a large student body and multiple birthdays occurring daily, we try to manage birthday celebrations. We try to balance birthdays while protecting the instructional time and minimizing distractions. With this in mind, please follow the procedures below when planning a school treat for your child.

- At school, we do not host or permit birthday parties. A simple birthday treat for the class is acceptable. If you plan to bring in a treat, teachers must be notified 48 hours in advance, so they can allot some time in their planning for your child's treat.
- Invitations may not be passed out in the classroom or at school for home or school celebrations.
- Cookies with no frosting or nutritious treats are always preferred by teachers over messy cupcakes.
- Home baked treats are not permitted. All food must come from a certified bakery or be individually wrapped and in the original box/ package/ container.
- For safety reasons, plastic picks or rings in the top of treats will not be permitted. Often we have parents remove these in the office prior to accepting the treat to send to the classroom.
- No balloons, flowers, pinatas, favors, banners, decorations, or gifts should be brought to school. We will be unable to accept them. Please keep these types of items for home celebrations.
- Since we are planning the treat around instruction, the time for the teacher must remain flexible and is at the teacher's discretion.
- Teachers prefer that family members do not attend, but allow this to be a classroom only celebration.
- Typically the teacher will plan a 10 minute time for the students to sing "Happy Birthday" and eat the provided treat. There are no games, etc.
- Treats are dropped off in the front office. Teachers are notified and arrange for it to be picked up before the celebration.

## **BULLYING/HARASSMENT**

Indian Bend is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of harassment, bullying, hazing, or threat of harm. Students have the right and responsibility to report harassment, bullying, hazing, or threat experiences, and to have that report processed by a knowledgeable staff member.

Bullying is defined as **repeated** acts, over time, that involve a real or perceived imbalance of power. Bullying can be physical in form (pushing, hitting, kicking, spitting, stealing); verbal

(making threats, taunting, teasing, name-calling); or psychological (social exclusion, spreading rumors, manipulating social relationships).

Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension, or expulsion from school, depending on the severity of incidences and/or frequency of offenses. Counseling, mediation, community service, and other programs where the student takes responsibility for the action, may be used as alternative consequences.

Students will not bother or annoy other students physically, verbally, or visually. This includes language or gestures that insult, intimidate, or negatively affect another person's feelings.

**Harassment includes, but is not limited to:**

- Name calling of any kind
- Racial, ethnic, religious, or sexual slurs
- Profanity directed at another student
- Insulting gestures
- Suggestive or obscene letters, notes, invitations, pictures, or clothing
- Real or implied threats of any kind
- Spreading rumors
- Preventing another student from moving freely
- Jokes told at another student's expense
- Unwelcome teasing
- Unwelcome physical contact of any kind

Bullying and Harassment should be reported to a staff member. Retaliation for filing a harassment complaint is forbidden.

**CHANGE OF ADDRESS**

Students are requested to submit to the office any change of address or telephone numbers. All parents are required to have a current address and current phone numbers on file with Indian Bend. In case of emergency the school needs a current phone number to reach parents / guardians during the school day.

**CITIZENSHIP PROGRAM**

See "Make Your Day" information.

**CONFERENCES**

Conferencing is a positive way to develop two-way communication between home and school on the student's academic and social progress. Two formal Parent-Teacher conferences are held during the year. As the conferences approach, you will receive notification of your scheduled time. We encourage parents and teachers to hold a conference when necessary throughout the year. We request that parents set up an appointment, rather than drop in, because teachers often have before- and after-school commitments.

**DISCIPLINE**

See "Make Your Day" information.

## DRESS CODE, CONDUCT, APPEARANCE

### DRESS FOR SUCCESS

School is the child's place of business, and children who are dressed in appropriate school clothes are more likely to succeed. Clothing that is DISRUPTIVE TO LEARNING is not allowed at Indian Bend. The dress code below is one approach we take to be respectful, be responsible, and be safe.

The following guidelines will help students dress appropriately at Indian Bend:

- Shoes must be worn at all times for health and safety reasons. Sandals must have a back. Flip flops and shoes with wheels are prohibited.
- Attire which attracts undue attention to the wearer and causes disruption in the school is not acceptable. T-shirts which advertise alcoholic or tobacco products or have objectionable language or suggestive pictures on them are not allowed.
- Clothing must adequately cover the body. The length of shirts and blouses must extend beyond the belt level and the midriff must not be visible. **Tank tops**, razorback shirts, low cut tops, backless or halter-tops, spaghetti strap dresses and blouses, and sheer garments are **not permitted**.
- Shorts and skirts must not expose private areas of the body. Shorts must have a minimum of a 2 ½ inch inseam and hit the middle of the thigh. If pockets hang below the bottom of shorts, they are too short.
- Skirts, and dress lengths must hit the middle of the thigh. If students do not own longer length shorts, they should wear jeans or pants.
- Adding leggings under clothing does not change the required length of shorts, skirts and dresses.
- Clothing must fit properly. Clothing must cover undergarments at all times.
- Belts should be appropriate size and fit.
- Students must wear clothing, jewelry, and hair in a manner that will not be hazardous to their health or safety.
- Chains or spikes of any kind are not permitted.
- Hats or head coverings may not be worn in the building. Hats may be worn outside but must be worn with the bill facing forward at all times.
- Sunglasses may not be worn inside the school building.

The dress code is in effect at all school events, regardless of the time of day. A student who dresses inappropriately for school activities will call home for a change of clothes or given a change of clothes by the school nurse.

Anything that interrupts the learning of others will be considered DISRUPTIVE TO LEARNING and is not allowed. This includes: washable tattoos, chains, long belts, spiked dog collars, hairstyles which attract undue attention, excessive makeup, etc. Students who cause an interruption to learning will be asked to remove these items or to wash their skin or hair. Students who refuse to do so may be subject to disciplinary action.

**Decisions as to the appropriateness of dress rest with the Principal. The school administration reserves the right to identify acceptable dress on a case by case basis, relative to the level of modesty displayed.**

### EMERGENCY CARD

At the beginning of the school year, your child will receive an "Emergency Card" complete with information. If there are any changes, please note them in appropriate places on the card, sign and return it to the school right away. If no changes are needed, please sign the card to verify accuracy and return it to the school office. Emergency cards serve as a record of any medical problem, allergies, and doctor's name and telephone number in the event of an accident or illness. It is imperative that we have an emergency telephone number for each

child, in case we are unable to reach parents at their numbers. Please update this information throughout the year when your situations change, by sending a note to the office or call the records secretary.

## FOOD SERVICES



Money may be added to each student's debit card by either parents or students before each school day. If unable to do so, cash may be used to purchase a meal. Menus are available with listings for breakfast and lunch.

Applications for free and reduced lunches will be available in the office. Parents may apply at any time during the year by completing the form and returning it to the school. For further information, please contact the

District Nutrition & Wellness Office at 602-449-2274.

## FOOD FOR CLASSROOM EVENTS

In an effort to comply with the Maricopa County Department of Environmental Services, we request donors provide food items only in the following forms: individually sealed drink containers, pre-packaged foods, or bulk items prepared by a vendor like a grocery store or restaurant. If you have any questions, please contact the school office. Information on birthday food is under the "Birthdays" section of this handbook.

## HOMEWORK PROCEDURES

During an absence or series of absences, important direct instruction time has been missed. This teacher/student interaction must take place before expecting students to be responsible for and benefit from homework assignments. Therefore, it is not necessary to request homework for students prior to or during an absence. If the absence is due to an illness, focus on getting well. If it's due to a personal experience, attend to the personal experience. Upon the student's return from an absence, the teacher will meet with the student, establish the necessary direct instruction, adjust the required homework assignments, and establish a reasonable period of time to complete (make-up) and turn in the work.

## HONORS PROGRAM



Students in grades K~6 who qualify for gifted services will participate in a cluster model, and grades 5-6 will have math and reading replacement services through a pullout model. As the schedule permits, 4<sup>th</sup> graders are sometimes serviced in a pull-out model, depending upon several factors. Testing takes place two to three times a year. Students can be tested, based upon parental and/or teacher recommendation. Testing dates are determined by the PVUSD Gifted Department.

## INJURY INSURANCE

The school will send home information concerning the purchase of accident insurance. The school is not acting as the agent, nor does it carry any accident insurance on students. Therefore, parents are encouraged to evaluate this coverage. The cost is low and there are several options available. This school does not carry medical insurance coverage for accidents that occur on school grounds.

## LOST AND FOUND

The school cannot assume responsibility for losses; however, if you report them immediately, every effort will be made to help locate lost articles. Our lost and found box is located in the multi-purpose room. The school office holds valuables.

## LUNCH AND BREAKFAST PROGRAM

A free breakfast is served in the classroom daily to all students who wish to participate. Lunch is also served daily for **\$2.50**. Drinks are 25 cents and snacks are 25-75 cents. Students will eat in the lunchroom unless approval is given and supervision provided by a staff member to eat in an alternative location. No food is to be taken out of the lunchroom. Students will use good table manners, eat while seated, talk using quiet voices, and enter and exit the lunchroom in an orderly manner. Students will remain at their assigned tables until dismissed, and it is their responsibility to keep their area at the table and surrounding area clean.

## MAKE YOUR DAY CITIZENSHIP PROGRAM

Indian Bend's citizenship program is intended to be proactive and preventive in nature. All students are given:

- The opportunity to learn in a positive caring atmosphere
- The opportunity to make choices
- The opportunity to evaluate and self-correct
- The opportunity to make their day

### Program Philosophy

The Make Your Day Citizenship Program is an understanding that **EVERY STUDENT HAS THE RIGHT TO LEARN IN A SAFE ENVIRONMENT**. It demonstrates that teachers hold high expectations for all students and is a cooperative citizenship program, NOT MERELY A DISCIPLINE PLAN. **MAKE YOUR DAY** CENTERS ON ONE RULE: **NO ONE HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY, OR WELL BEING OF OTHERS.**

The program encourages students to take responsibility for their own actions and academic performance. Emphasis is placed on the importance of each student working to his/her own ability level. The program allows all students to make mistakes without cumulative or punitive action. It provides time for thought and reflection.

Effort is expected and there is frequent positive feedback. The program allows students to make decisions that develop critical thinking skills. Students are taught school-wide appropriate behaviors. Students are expected to understand and correct inappropriate behaviors. The foundation of the **MAKE YOUR DAY** program is that **ALL** students are capable of success and that making appropriate choices at school will generate student success.

### Student behavioral expectations

**At Indian Bend Elementary School, we expect children to DO WHAT IS EXPECTED and DO IT THE BEST THEY CAN.**

This is exhibited in the following behaviors:

- Students are expected to show positive behaviors by respecting the rights and feelings of others.
- Students are expected to foster a physically and emotionally safe environment by respecting school and personal property.
- Students are expected to be in class on time, assume the responsibility of being on task, do their personal best and complete all assignments.
- Students are expected to follow all of the rules, as outlined in the school and district handbooks, and to respect any additional rules or guidelines established by adults



- in authority.
- Students are expected to choose positive alternatives to inappropriate behavior.

### **EARNING POINTS THROUGH SELF AND PEER REVIEW**

1. At the conclusion of designated instructional sessions, students are asked to review their own performance each session, both academically and behaviorally by awarding themselves from 0 to 45 points (3-6 grades) and 0 to 10 points in the primary grades (K-2). Students earn points inside the classroom by doing what is expected, staying on task, following directions, and maintaining a safe environment. Outside the classroom, students are expected to walk in 4 for the Hall lines, not interfere with other people, and play safely on the playground.
2. Once students have rated their performance, fellow students have an opportunity to give feedback to each other under teacher direction. Students may have a concern with another's points if that person interfered with their learning, safety, or well being. Examples of interference would include talking, being aggressive, teasing, etc. Teachers make the final determination about the concern regarding the student's behavior. Students who remain on step during the point review have the right to give their own points and defend the concern, but may not have concerns with others because students in this circumstance have chosen to turn away from the learning environment.
3. Students earn 50 points (grades 3-6) and 13 points (K-2) during special area and lunch.

### **FIVE STEP MAKE YOUR DAY PROGRAM**

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 the steps is entirely the student's choice.

**STEP 1:** When a student interferes with the learning, safety, or well being of another student on campus, the teacher or staff member will walk over to the student and privately let the student know what inappropriate behavior he/she is exhibiting. The student moves to a place facing away from the activity thus being in an area where he/she can successfully reflect on their actions. The amount of time a student spends in a Step 1 situation varies from student to student. The teacher will privately, and in a timely manner (usually 1 to 3 minutes), approach the student to ask if he/she is ready to return to the activity. The student will make the choice to return to the activity or continue on Step 1. If a student consistently chooses Step 1 for the same behavior, the teacher may develop a behavior plan to help the student change his/her inappropriate behavior.

**Note:** When a student is on Step, he/she is not allowed to talk, move around excessively, or make noises.

**STEP 2:** If a student is not successful while on Step 1, the teacher will privately approach the student and ask him/her to stand. The amount of time the student stands varies from student to student. The teacher will privately, and in a timely manner, approach the student to ask if he/she is ready to return to Step 1. Upon successfully completing Step 1, the student returns to the activity.

#### **STEP 3:**

If the student is not successful while on Step 2, he/she will have a choice between Step 3 and Step 4. If the student chooses Step 3, then the Make Your Day rule ("No one has the right to interfere with the learning, safety, or well being of others.") is a focal point for the student to read while standing. The time a student spends on Step 3 varies from student to student. The teacher will privately, and in a timely manner, approach the student to ask if he/she is ready to return to Step 2. Upon successfully completing Step 2, the student returns to Step 1. Upon successfully completing Step 1, the student returns to the activity.

**STEP 4:** If the student is not successful while on Step 3 or chooses Step 4, the student will go to the office with his/her Step 4 form. At that time, the parent will be notified and requested to come to the school for the student's Step 4 conference. The student will sit on Step 4 in another classroom. He/she will be asked to sit in an area away from the activity and will remain there until the parent arrives for the conference. The student will remain out of class until the parent and the student are available to meet with the teacher and/or administrator for a successful Step 4 conference. When a parent comes to school for a Step 4 conference, the purpose is to help the student understand the behavior choices expected to occur at school.

**Automatic Step 4 is chosen through the following behaviors:**

1. Fighting
2. Stealing
3. Vandalism
4. Defiance or disrespect of an adult
5. Profanity
6. Threats of violence by voice, body-language, or any type of bullying behavior
7. Rock throwing, with potential for harm

**STEP 5:** This Step is used only when a student is unable to function in the school setting. At this point, the principal or designee, will contact the parent and indicate that the student needs to be picked up at school, immediately, or if that is not possible, the principal/designee will transport the student to the parent at home or work. School suspension is a likely consequence of a student who is placed on a Step 5.

**Step 5 is determined by the Principal and includes such behaviors as:**

1. Possession and/or use of tobacco, matches/lighter
2. Possession and/or use of drugs or paraphernalia
3. Possession and/or use of weapons, knives, Chinese Starts, firecrackers, or other objects of danger to others
4. Any Step 4 issue can escalate to Step 5 to be determined by building authority
5. For repeated Step 4 issues, it can result in a Step 5.

#### **STUDENT BEHAVIORAL EXPECTATIONS**

1. Students will exhibit positive behaviors at all times by respecting the rights of others to learn in a safe environment.
2. Students will foster a safe environment by respecting school property and using it responsibly.
3. Students are expected to choose positive alternatives such as teacher assistance and/or avoidance of confrontations.
4. Students are expected to be on time and to make proper use of the instructional setting by assuming the responsibility of being on task and successfully completing all assignments.
5. Use of the restrooms and visits to the nurse will be allowed when necessary.
6. Gum and candy are prohibited on campus.
7. Passes are required while walking in the building.
8. Tennis shoes, closed toe shoes, and shoes with straps are to be worn at school (flip flops are not allowed).
9. Any fighting will be subject to an automatic Step 4. **THERE IS ZERO TOLERANCE FOR FIGHTING, THREATENING, OR ANY TYPE OF BULLYING AT INDIAN BEND.**



#### **AWARDS AND REWARDS**

Make Your Day Program is founded on the premise that each student is an active participant in the learning process. Children are encouraged to accept responsibility for their learning behavior. A reward system has been established with each classroom to develop intrinsic

self-confidence, high self-esteem, and pride in one's accomplishments. Daily self-assessment allows children to acknowledge their behavior successes when they Make Their Day. Parents can expect their child to come home daily with news of making their day, or a note explaining why their child did not make his/her day. If the child comes home with such a note, the note must be signed and returned the following school day.

#### **ITEMS THAT MAY NOT BE BROUGHT TO SCHOOL**

- Gum and candy, unless authorized by the teacher
- Fidgets (teachers have fidgets that can be used in the classroom if deemed necessary by the leadership team - students may not bring them)
- MP3 players, iPods, cell phones, tablets, and all personal electronic devices (unless authorized by the teacher or school official)
- Roller skates, roller blades, roller shoes
- Electronic or video games
- Squirt guns, water balloons, pogs, stun pens,
- Skateboards or motorized scooters
- Toys, action figures, cars, trucks, etc., unless authorized by the teacher
- Baseball / football / basketball cards unless authorized by the teacher
- Pocket knives, sharp objects, razor blades, toy weapons, lighters
- Hard balls, bats, baseballs
- Any non-related school items

These items can distract from the educational program and also are in danger of being damaged, lost or stolen.

#### **NURSE AND MEDICATION**

A registered nurse coordinates our Health Center and works with Indian Bend families on many health and education related issues. In addition to that, we teach students lifelong habits that promote healthy lifestyles. Please remember to notify the nurse of any health problems or concerns regarding your child. If your child is on any medication, even if only at home, remember to notify the nurse so he/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 on the emergency card. Always keep in mind, no child will be sent home alone, or released without an adult to accompany them.

We request that you do not send an ill child to school to be diagnosed by our nurse, due to legal factors and health concerns for the other students. Please do not send your child to school if he/she has a fever during the last 24 hours, vomiting, diarrhea, any undiagnosed rash, uncontrollable cough, or red itchy eyes with drainage. Following these guidelines will help prevent the spread of communicable diseases at school.

#### **Dispensing Medications**

Nursing personnel, or their designees, have the authority, based on professional judgment, to administer patent or proprietary medications to minor students with written or oral permission by a parent/legal guardian. All medications must be brought to the nurse's office when the student arrives on campus. Parents must provide all over-the-counter medication in the original container along with written permission, if they want their child to have them during the school day. Prescription medicine must be in the original container with a current prescription label. No student may carry medication to administer to themselves or others. Any medication remaining at the end of the school year cannot be sent home with a student and MUST be picked up by the parent or guardian. Medications not picked up will be discarded.

## Health Screening

Age/grade appropriate health screenings of students (height, weight, vision, hearing, and scoliosis) are performed throughout the school year. You will be notified if a physician referral is recommended.

## PARENT COMPLAINT INVOLVING EMPLOYEE

As partners, parents are expected to work with their child's teacher(s) to solve all issues, problems, or concerns at the lowest level possible. Together, staff and parents should identify the problem, brainstorm solutions, and work to implement strategies in a professional manner. The school principal is available **after** lower level interventions have been attempted and meetings or phone conversations have been held between the teacher and the parent regarding the problem. If a parent is not satisfied with the outcome of a meeting with a teacher or staff member, parents may follow the Parent Complaint Procedures in Governing Board Policy.

## PETS/ ANIMALS IN THE CLASSROOM

Due to staff and children's allergies and safety, pets and all other animals are not permitted on the school campus (even if they are in a cage or kennel). There are no exceptions.



## PHOTOGRAPHS

We often take digital pictures of students and use them for yearbook, school website, and publications. Written notice should be on file in the school office, if your child cannot be photographed. This is the responsibility of the parent. The school will assume your child can be photographed, if there is no written request on file in the school office to prohibit photography.

## PROHIBITED ITEMS AT SCHOOL

See under Make Your Day section - "Items That May Not Be Brought To School."

## PTO (PARENT TEACHER ORGANIZATION)

Our school has a PTO. Elected officers help the organization to perform tasks that make Indian Bend Elementary School a better part of your family's life. Look for ways to become involved in PTO.

## PUPIL PROGRESS REPORTS

Written grades and/or progress reports to parents of students in grades one through six shall be issued approximately every nine weeks. P.E., Art and Music (Band, Strings, General Music) written reports shall be issued at the close of each semester and conferences held with parent(s) as scheduled or as needed. Technology standards are taught by the classroom teacher.

Deficiency notices warn of MAJOR problems in student work habits and/or achievement and are sent home at the midpoint of each of the 9-week grading periods for grades 4 - 6. Please log into the Infinite Campus program on the IBES website homepage to access your child's grades online. Use your student's I.D. and internal password.

## RETURN TO CLASSROOM

Students and parents are not allowed to return to the classrooms after 3:15 p.m. dismissal.

## SCHOOL BUS SERVICE

Bus service will be provided for kindergarten students who live beyond 1/2 mile and first-sixth grade students who live beyond one mile from school. Anyone who lives on the east side of 40<sup>th</sup> Street (within the IBES boundary) qualifies for bus services. 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. If a student is to ride a different bus or get off at a different stop, changes must be submitted in writing to the school office for prior approval. If you have a problem with the bus service or driver, please contact the PVUSD Transportation Department at 602-449-2251.

## **SCHOOL BUS CONDUCT**

As stated in the district Parent / Student Handbook, the school bus is an extension of the school and the same rules apply regarding discipline and general conduct. Additionally, students must remain properly seated, keep the aisle clear and insure that all parts of their body (i.e., hands, heads, etc.) remain inside the bus. Violations of rules or safety are grounds for denial of bus transportation privileges or other discipline. We appreciate the assistance of parents in sending your child to the bus stop only a few minutes before the bus arrives unless you are able to supervise them. The following are the district Bus Rules.

All passengers are under the authority of the bus driver and shall observe the following rules:

- Obey the bus driver's instructions and directions.
- Bus aisles/emergency exits shall remain clear of all objects.
- Stay properly seated with your back against the seat back, your legs facing forward and all parts of your 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 in plastic bottles is acceptable).
- Animals, insects, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol or drugs are not permitted.
- No student has the right to interfere with the safety, learning or well-being of others.

## **SCHOOL BUS CONSEQUENCES**

Students who fail to follow the rules will be issued a bus referral by the bus driver. For each referral, the child will conference with the principal and then take the referral home for parent signature (to be returned the following day). Consequences are as follows:

First referral: Administrator conference and possible loss of bus privileges for one day.

Second referral: Conference and loss of bus privileges for 1 to 3 days.

Third referral: As above for 3 to 5 days.

Fourth referral: As above up to 9 days with review for long term suspension or possible expulsion from bus.

Fifth referral: Possible long term suspension or expulsion from bus.

Any step may be bypassed, if the situation warrants a more serious consequence. The principal will take an individual student's situation into consideration and will work with the district Transportation Department.

## **SCHOOL SITE COUNCIL**

The School Council includes membership of the principal, parents, teachers, support staff and community members. The Council has the opportunity to address issues pertaining to students, their education, and the school community. Advisory procedures will be utilized with outcomes reflecting board goals, policy and procedures. Dates will be published on the school calendar. These meetings are open to the public and everyone is invited to attend. The meeting dates are published on the school calendar that is available on the school website as well as the Monday Parent Message.

### **SIGNING STUDENTS OUT EARLY**

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours.

A child will be released only to the parents with identification unless the school has been notified in writing by the parents that they have granted permission for someone else with identification to pick up their child, or if the person picking the student up is listed on the emergency card. This must be done in person, in the school office.

Teachers will release students to the office, and will not release the student to other individuals. Students are not allowed to leave school on their own. They must have an adult sign them out once they have arrived on campus to leave early for the day.

Repeated missed instruction due to excessive early sign-outs will be addressed by the principal with the parent.

### **SOCIAL WORKER**

A social worker is available on campus to assist families with social/emotional needs and referrals to community agencies. In addition, the social worker facilitates support groups in various areas.

### **SPECIAL EDUCATION**

#### **Notification of Confidentiality Rights Regarding Education Records of Students with Disabilities and Their Parents**

Confidentiality of education records is a right of public school students and their parents. Two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA) provide for this right. Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

Education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and Child Find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and

staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers. This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. The Family Educational Rights and Privacy Act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

An agency reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime. An agency reporting a crime may transmit copies of the student's special education and disciplinary records only to the extent permitted by FERPA.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, D.C.

A school may designate information in education records as “directory information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines “directory information” as follows: the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights are available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

#### **TELEPHONE**

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. Daily messages from parents to students are considered excessive. Establish an after school plan with your child in advance, at home.

#### **TEXTBOOKS / LIBRARY MATERIALS**

All textbooks and library books are loaned to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them. Students are urged to take good care of books.

#### **TITLE I**

IBES receives federal Title I funding to provide students who are at risk with educational assistance such as tutoring, extended day programs, and materials needed to support student learning.

#### **TRANSFERS**

If it becomes necessary to leave our school during the year, please notify your teacher and the Records Secretary in advance, so that we may help make your transfer speedy and efficient. Library books and texts will need to be returned before leaving.

#### **TRANSPORTATION (BUS)**

If you have any questions or concerns with the bus, please contact the Transportation Department, which is responsible for the bus schedules, drivers, or routes. The number is 602-449-2251.



#### **TRESPASSING**

Visitors are required by law to gain permission from the school’s administration to be on campus per A.R.S. § 13-1502 and A.R.S. § 13-2911. Trespassing is a Class 1 Misdemeanor. Trespass warnings are issued as necessary. A second offense results in a police report and possible charges.

#### **VOLUNTEER PROGRAM IN THE SCHOOL**

Our school is proud of its volunteer program and the help that our students receive from our



volunteers. Please call our PTA Volunteer Coordinator at 602-449-3200, or contact your child's teacher if you are available to help. We need you!

Every volunteer who works for the Paradise Valley Unified School District must complete a Volunteer Registration and Application Form and Emergency Card before he/she begins work. This includes parent volunteers. In accordance with our district policy, volunteers who do not have a child in the school where they will be working, MUST be screened by the Human Resources Department, before beginning volunteer work. The volunteer coordinator will provide training for all volunteers who come on a regular basis.

All volunteers must be pre-scheduled by the classroom teacher or volunteer coordinator before admission into school. Administrative pre-approval must be given in advance of volunteer work.

### **VISITORS AT SCHOOL**

All parents and visitors are to report to the office when they arrive at the building. Parents are welcome at school and may visit by making all arrangements with the child's teacher or administrator. You must identify yourself as a visitor by wearing a Visitor Badge. Please schedule an appointment with a teacher prior to a visit to school. This will aid you in being able to accomplish the purpose of your visit, with the least disruption to everyone's instructional day. All visitors must have a purpose/reason approved by school personnel to be on campus during the instructional day.

### **WITHDRAWALS**

It is necessary to come into the office to properly withdraw a student. At that time, the parent will receive paperwork that is needed to register the child at his / her new school. Please notify the school at least one week prior to withdrawal.

### **GRADING SYSTEM**

#### ***Grades K through 2***

##### **Performance key:**

<b>E</b> - Excellent	Student consistently and automatically applies concept/skill.
<b>S</b> - Successful	Student is successfully applying the concept/skill most of the time.
<b>P</b> - Progressing	Student has been applying the concept/skill most of the time.
<b>N</b> - Needs Support/ Assistance	Concept/skill has been introduced and practiced. Little or no application has been observed.

A blank indicates that the concept/skill was not emphasized this quarter. Continued low performance in subject area may result in retention.

#### ***Grades 3 through 6***

##### **Achievement grade:**

<b>A</b> - Excellent	Student applies the concepts/skills consistently.
<b>B</b> - Above Average	Student applies the concepts/skill most of the time.
<b>C</b> - Average	Student applies the concepts/skills with support.
<b>D</b> - Below Average	Student requires considerable support to apply the concepts/skill.
<b>F</b> - Failure	Student fails to apply the concepts/skills.

A blank indicates that the concept/skill was not emphasized this quarter. Continued low performance in subject areas may result in retention.

### **STANDARDS ASSESSMENT K-6**

- 3 - Meets
- 2 - Approaches

- 1 - Falls Below
- Not Assessed

### **SPECIAL AREAS**

#### **Effort key**

- + High level of effort
- ✓ Sufficient effort
- Minimal/no effort

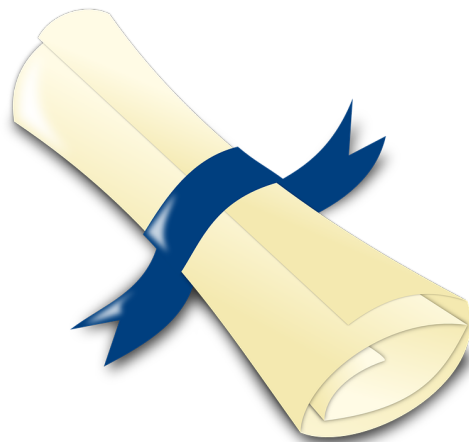
### **HONOR ROLL Grades 4 - 6**

Honor Roll - All A's and B's

Principal's List - All A's

### **STUDY SKILLS & CITIZENSHIP**

- E - Excellent
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory



**Indian Bend Elementary School**  
**3633 E Thunderbird**  
**Phoenix, Arizona 85032**

Art Room Storage	ATB Syllaba Room 9	PTA / Storage Room 7	Title I Pre-school Lovett Room 5	Title I Pre-school Schimke Room 3	TOA's Office	Principal's Office	Office Restrooms	Kindergarten Hook Room 31	Kindergarten Schrock (ELL) Room 29	Kindergarten Room 27	Ferguson	
ART Schweizer Room 10	Resource Boutchia Room 8	Special Ed Bondy Room 6	Gifted Beaudoin Room 4	Front Office	Nurse's Office	Administrative Assistant's Office	Office Storage	Math Lab/Technology Chapman Room 30	CD Kindergarten Herrera Room 28	Kindergarten Room 26	Way	
GIRLS Restroom	LADIES Restroom	LADIES Restroom	Unisex Restroom	Media Center	Media Center	Mat storage	Tier II/III Math O'Neill Room 32	Teacher Workroom Room 33	Speech Hinski Room 35	LOUNGE	GIRLS Restroom	BOYS Restroom
BOYS Restroom	Social Worker Billiard Room 10A											
CD 4th/5th/6th Peter Room 11	5th Grade Parker Room 14	6th Grade Augustine Room 16	Room 18	Media	SRO Office	Psych Bach	Media Center	1st/2nd ELL Krag Room 20	1st Grade Fisher Room 22	1st Grade Mallette Room 24		
Room 12	5th Grade Frank Room 13	6th Grade Moore Room 15	6th Grade Williams Room 17	Title 1 Lib/Lab Boles & Zenk Room 19	Storage	Custodial Office Guillermo Olalde	Electrical Rm.	CD 1st Urias Room 21	1st Grade Biondo Room 23	PE Room 25	Lundberg	

KITCHEN Storage	<b>MULTIPURPOSE ROOM</b>	Music - Roper
KITCHEN		STAGE
GIRLS Restroom		Band -Bradfield Strings - Rasmussen
BOYS Restroom		

		2nd Grade Merrill Room 36	2nd Grade Chavez Room 37
		2nd Grade Belfiore Room 38	CD 1st/2nd Jones Room 39
4th Grade Bentley Room 46	3rd Grade Fowler Room 44	CD 2nd/3rd/4th Teubner Room 42	CD/SLP Malena/Goldman Room 40
			3rd Grade Jacobson Room 41
			Storage
			Staff Bathrooms
			Boys Restroom
			Girls Restroom
Room 49	3rd / 4th ELL Marthaler Room 47	3rd Grade Holmes Room 45	4th Grade Hall Room 43

5/2/2018

