

Family Handbook

2013-2014



Deer Valley Unified School District No. 97

20402 N. 15th Ave. ♦ Phoenix, AZ 85027-3636 ♦ Phone (623) 445-5000 ♦ Fax (623) 445-5086 ♦ www.dvust.org

Our mission is to provide extraordinary educational opportunities to every learner.
Revised 8/22/12

Dear Terramar Students, Parents and Guardians,

I am delighted to have the opportunity to welcome you to Terramar School. We are pleased to offer you a comprehensive education for students, pre-school through eighth grade. Our staff has worked diligently to develop educational systems to promote the success of your child. As we enter our tenth year, we hope to promote the love of learning and a sense of responsibility in every student. Each grade level addresses the individual needs of students by utilizing various forms of assessment. These diagnostic tools assist our teachers with meeting the learning needs of all students. High expectations are set at each grade level and our teachers are afforded the opportunity to work collaboratively to meet the needs of all their learners. We desire to cultivate an atmosphere that welcomes students, parents, and the surrounding community. Our volunteers, community partners, and our award winning PTSA have assisted and supported our efforts in providing a meaningful educational opportunity for all students.

This handbook is designed to give you information about our school and to promote the partnership between your home and school. Terramar School and the Deer Valley School District policies, procedures, and programs are outlined here to give you a better understanding of the culture of our school. We invite you to be a participant in the education of your child from helping with homework at home to participating in school wide events.

We encourage you to take some time to read this handbook and most importantly to review it with your student. This will establish a common ground for all of us, as we strive for the best working environment for our school learning community. If you have any questions or comments, please feel free to contact your child's teacher or the school office. On behalf of the entire staff of Terramar, we are thrilled to have you join us in this year's learning adventure.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jenna Moffitt".

Mrs. Jenna Moffitt, MA. Ed.
Terramar Principal

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Terramar School

7000 W. Happy Valley Road

Peoria, Arizona 85308

623-445-7600 (Office)

623-445-7690 (Attendance)

*School Colors: **Green and Khaki***

*School Mascot: **Titan***

School Hours

First Grade through Eighth Grade

8:15 a.m. - 3:00 p.m.

Kindergarten

AM: 8:15 a.m. – 11:00 a.m.

PM: 12:15 p.m. – 3:00 p.m.

Early Release Schedule

8:15 a.m. – 11:35 a.m.

Kindergarten: (AM) 8:15-9:45 and (PM) 10:05-11:25

Students should arrive no earlier than 8:00 a.m. unless they are purchasing breakfast or attending a scheduled activity.

Breakfast will be served at 7:40 in the multi-purpose room.

Staff supervision campus-wide begins at 8:00 a.m.

WHO DO I CALL IF I HAVE A QUESTION?

- If your child is ill or will not be attending school today, please call our 24-hour attendance line at (623) 445-7690.
- If you have questions regarding registration: School Registrar, Mrs. Reddington (623) 445-7606.
- If you have questions regarding school lunches: Cafeteria Manager, Mrs. Forsley - (623) 445-7614
- If you have a question regarding immunizations or illness: School Nurse, Mrs. Cupero - (623) 445-7610
- If you need to make an appointment to see Mrs. Moffitt, Principal: Office Manager/Principal's secretary, Mrs. Schrecker - (623) 445-7604
- If you need to speak to the middle school prevention counselor, Ms. Burns- (623) 445-7617
- If you have to discuss a Transportation/Bus issue: Transportation Department (602) 467-5090 – Doreen Cowan, Region 3, Lead Supervisor

Arrival/Dismissal

Bicycles: Students are permitted to ride bicycles to school. For safety reasons, it is recommended that only 3rd through 8th grade students ride bicycles to school. It is suggested that all students who ride bicycles wear a helmet for their protection. Students should lock their bike in the bike rack area. Those who ride bicycles will assume all responsibilities and risks involved. **Mini-bikes, motorcycles, motor-bikes, motorized scooters, skateboards, Heelys (with wheels inserted), and roller blades are not allowed at school at any time.**

Crosswalks: School crosswalks and crossing guards are district employees or volunteers. Crossing Guards will be stationed at the corners of Desert Moon and 68th Avenue. Please encourage your child to use these crosswalks and not to cross a school driveway or busy street at any other point. We care about the safety of your children and know you will encourage them to take advantage of the precautions established for their well being.

Dismissal: In order to ensure a safe and orderly dismissal, all teachers will walk their students from their classrooms to the front of the school just west of the multi-purpose room.

- At dismissal, there will be only **one student point of pick-up - the far west end of the campus, at or beyond the multi-purpose building. All students who are driven home will be dismissed at this far west gate.**
- Students who take the bus, ride a bicycle, or walk will be dismissed from the academic building at the bus lane.
- At dismissal, **no vehicles will be permitted to enter the pick-up area until 2:45pm (11:25 am on half days).**
- Once the pick-up gate is opened, all vehicles must stay in **a single file** and pull up as far as possible, leaving approximately 4-5 feet between your vehicle and the vehicle directly in front of you.
- **Drivers must remain in and attend their vehicles at all times.**
- Parents /guardians may still park their vehicle in any available parking space and walk over to the pick up area to meet their child(ren), but they must do so by using the raised marked crosswalk.
- **Vehicle line-up along Happy Valley Road at arrival or dismissal time is not permitted.** Peoria police may ticket any driver who stops or loads students on Happy Valley Road or who leaves their vehicle unattended.
- If you do not want to wait in line, arrive a few minutes after the dismissal bell when the majority of the traffic has cleared. Typically, this will be after 3:07pm.
Parents / guardians may not park and wait for their children along Happy Valley Road.

ATTENDANCE AND REGISTRATION

Admission Procedures and Immunization Requirements

To enroll your child in Terramar School, contact the school registrar. When you register your child, you will need to bring the following:

- A birth certificate or a certified copy
- An immunization record
- Proof of residency (utility bill, rent receipt, lease agreement, escrow doc., etc.)
- Legal guardian or custody papers, if applicable
- Official withdrawal form from the previously attended school (1st through 8th grade)

Under state law, schools must have written proof of immunization before admitting a child to school. Generally, most types of records supplied by the health care provider are acceptable, as are records supplied by a previous school.

Immunizations required are described in the “**Health Center**” section of this handbook. After the immunization record has been reviewed, the school will notify you if your child’s immunizations are incomplete. If you receive such a notice, please have the missing vaccination(s) taken care of as soon as possible so your child can continue school without interruption. If your child should not be immunized because of a medical condition, personal belief, or natural immunity (*i.e.*, has already had the vaccine-preventable disease), you must file a Request for Exemption with the school.

Confidentiality of Records and Directory Information Release

All staff members are required to safeguard the privacy of each student. Information dispersal is regulated by FERPA (see Student Rights and Responsibilities Handbook).

Child Protection – Custody Information

If a parent has a court decree which establishes that parent as the legal guardian of a student or which establishes certain guidelines for access to a student by a natural parent, the school needs to have a copy of such a document for attachment to the child's permanent record. That document will be utilized as a legal base for working with the custodial parent. Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. In absence of such a document, the school has no right to withhold information or refuse access to a student by either parent. For example, we cannot keep either parent from picking up his/her child from school.

In the event that you leave your child in the temporary custody of a relative or friend due to out of town business or vacation, the school needs to have a signed note by the custodial parent. In addition, please be sure the assigned person is also listed as a responsible party on the child’s Pink Emergency Medical Referral Card.

Leaving Campus

For their own safety, students may not leave the campus during the school day without permission. If it is necessary for a child to leave the campus, the parent needs to notify the office in writing or in person, and the child will be signed out at the school office by a parent/guardian or an adult designated on the emergency card. Please have picture identification available for the office staff to verify.

Reporting Absences

If your child is going to be absent, use the attendance number (623-445-7690) to notify the school. Please do so in advance or by 8:15 a.m. on the day of the absence. If that is not possible, you need to send a note with your child when he/she returns to class, which states the dates and reasons for the absence. Arizona law requires us to verify all absences in this way.

An absence may be excused if you have notified the school and if the absence is for illness, death in the family, religious observance, or other unusual circumstances. Absences for reasons such as trips, family vacations, and medical appointments are discouraged, and depending upon the frequency and effect on the child's performance, may be considered unexcused even with prior notification. For your child's benefit, please try to schedule trips and appointments during non-school hours whenever possible. Attendance can impact retention/promotion decisions.

Students are required to make up any work missed as a result of absences. If a student is absent, it is the child's responsibility to contact the teacher when he/she returns to obtain missing work. For each day a child is absent, they will have one day to make up the work. For absences of 3 days or longer, parents may e-mail a request or phone the teacher and leave a message. The homework request will be honored by the next day if the request is made by noon of the previous day.

Student Attendance

Attendance is very important to a student's academic success. Even the most capable student cannot learn if he/she does not attend school. For this reason, attendance is part of the district's promotional requirements. In grades K-8 the recommended attendance standard for promotion is 90%. The school will alert parents of impending problems in this area via telephone or mail.

Attendance is the responsibility of both parents and students. If your child is going to be absent from school be sure to call the attendance line. If a child is absent without the knowledge and permission of his/her parents, or if the absence violates state law and district procedure, it will be considered truancy. [See: **CUTS** in Student Rights and Responsibilities handbook]

Tardiness

If a student is going to be tardy, please call or send a note. **When students arrive after 8:15 a.m., they need to report to the school office for a pass before going in the classroom.** Students will receive a warning letter at 6 unexcused tardies and after school detention at 9 unexcused tardies. Tardies are routinely reported quarterly.

HEALTH CENTER

School is a HEALTHY environment. The nurse's major responsibility is to maintain that environment and give each child the best possible opportunity to learn and reach his/her potential by addressing health problems followed by appropriate referrals and follow-up care. The Health Center is NOT a primary care facility like a doctor's office. If your child is ill, please keep him/her home.

By law, the nurse is not allowed to make a medical diagnosis, prescribe treatment, or administer medications without a written doctor's order. First-aid and medical care provided by the school nurse are primarily for illnesses or injuries that occur during the school day, or treatments as directed by your family physician that can be administered in the school setting.

Immunizations

The State of Arizona has revised the immunization requirements for preschool, kindergarten and 1st grade children entering school for childcare. In addition to Diphtheria, Pertussis, Tetanus (DPT) and Polio (OPV) immunizations, youngsters need to complete a second dose of the Measles, Mumps, Rubella (MMR) vaccine and receive at least the first dose in a series of three for Hepatitis B prior to starting school. Children entering Preschool will need Hepatitis A immunizations, there are two needed. Children entering Childcare, Preschool, Kindergarten, 1st and 7th grade will need to have had Varicella disease (Chicken Pox) or an immunization. The Arizona Department of Health Services has recently made changes to rules requiring two more immunizations for students 11 years of age and older who will be entering 6th grade: Tdap (Tetanus, Diphtheria, attenuated Pertussis) and MV (Meningococcal Vaccine). Students entering 6th grade next year must have documentation of these immunizations prior to beginning the school year in August, 2008.

Parents and guardians should contact their physician, the Arizona Immunization Program Office (602-230-5852) or their school nurse if they have questions or would like clarification. Copies of the immunization form are available at all district schools. The form includes a place for certification of religious, medical or personal exemptions, if appropriate.

Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the Arizona Department of Health Services or local health department. The department of health services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the pupils.

Emergency Cards and Emergencies

It is essential that the school have the most current emergency information on file for each student. The information on the emergency referral card needs to be completed by the parent/guardian the day the child begins school at Terramar. It is the responsibility of the parent/guardian to update this information as needed. Current phone numbers are critical in case of an emergency. Parents are asked to complete two Emergency Medical Referral Cards. One card will be filed in the nurse's office and the other in the main office. Students will be released early, due to illness or other personal reasons, to only those persons indicated as responsible parties on the student emergency card. It is very important to keep your child's emergency card up to date so we can reach you if there is a problem. If a child is

involved in an emergency situation, every effort will be made to contact the parent/guardian immediately. If the parent cannot be reached, the alternate person listed on the student's emergency card will be notified. If emergency medical care is needed, the student will be taken to the nearest hospital. When children hurt themselves at school, parents are responsible for any related medical bills.

Medications at School

If your child requires medication at school, carefully read the following sections. State laws and school district policy strictly regulate how any medications are given at school. When it is necessary for a student to take medication during school hours, the following requirements **MUST** be met:

Physician's Orders

A physician **MUST** prescribe the medication and a written physician's order **MUST** accompany the medication. Most often this would be the prescription label and it needs to include the name of the medication, dosage, time to be given, and how long to be given. It needs to include the child's name and a current date. When obtaining a new prescription, many pharmacies will issue a second labeled container for school use if you request it.

Signed Parent Consent

There needs to be written permission from the parent to administer the medication to the child at school. Consent forms are available in the Health Center.

Original Container

The medication **MUST** be brought to the nurse in the original container. All medications **MUST** be transported to and from the Health Center by the parent or an adult designated by the parent. Children are not allowed to carry medications to school.

Over The Counter Medications

Medication policies also include any "over the counter" medications, such as Tylenol, cough syrups, cough drops, Calamine lotion, Bacitracin ointment, etc. Written parental consent needs to be received, and these medications **need to** be provided by the parent and kept in the Health Center.

Medications on Field Trips

Parents need to provide the medication to the teacher/trip leader and make arrangements for the medication to be given on field trips. Consent forms are included on trip permission slips and will need to be filled out, signed by the parent and returned to the teacher. Teachers or trip leaders need to be provided the dosage of the medication needed for the trip in properly labeled original containers (same as for school). The School Nurse legally cannot give medication orders to anyone other than a licensed nurse.

Physical Education Excuses

A written parental excuse is required, if your child cannot participate in P.E. class for one week or less. A written doctor's excuse is required, if your child cannot participate in P.E. class for over one week.

CURRICULUM AND PROGRAMS

Grading Procedures and Systems for Kindergarten

Teachers will communicate to parents all grading practices and procedures at the beginning of the school year.

Academic Subjects

The following symbols will be used for reporting progress on the standards in **Listening/Speaking, Language Arts, Writing, Math, Science, and Social Studies**

E = **Exceeds the Standards**

S = **Meets the Standards**

N = **Needs Support** (needs additional guidance and direction)

Blank = not yet assessed

Assessment Physical Development

E = Exceeds the Standards

S = Meets the Standards

N = Needs Support

Student Conduct and Attendance

X = Need for Improvement

Blank = age appropriate behavior

Grading Procedures for 1st through 6th Grades

Teachers will communicate to parents all grading practices and procedures at the beginning of the school year. It is part of the district standards that progress reports are provided to parents at a minimum of halfway through each grading quarter. It is recommended that the assignment of academic grades for each subject area be based on a composite or average of a student's performance on daily assignments, homework, tests, projects and other classroom activities as determined by the classroom teacher. No one test or project should be more than 25% of the total grade.

Grading Systems for 1st through 6th Grades

Academic Subjects – 1st and 2nd Grades

The following grading systems for 1st and 2nd grades will be used in all academic subjects: **Reading, Writing, Spelling, Math, Social Studies, and Science**. Plus and minus signs will be used.

90 – 100 = E

70 – 89 = S

60 – 69 = N

59 & below = U

Academic Subjects – 3rd through 6th Grades

The following grading system for 3rd through 6th grades will be used on the Elementary Report Card in all academic subjects: **Reading, Writing, Spelling, Math, Social Studies, and Science**. Plus and minus signs will be used.

100 = A+ 89 = B+ 79 = C+ 69 = D+

99 = A+ 88 = B+ 78 = C+ 68 = D+

98 = A+ 87 = B 77 = C 67 = D

97 = A 86 = B 76 = C 66 = D

96 = A	85 = B	75 = C	65 = D
95 = A	84 = B	74 = C	64 = D
94 = A	83 = B	73 = C	63 = D
93 = A	82 = B-	72 = C-	62 = D-
92 = A-	81 = B-	71 = C-	61 = D-
91 = A-	80 = B-	70 = C-	60 = D-
90 = A-			59/below = F

Academic Recognition – 3rd through 6th Grades

Principal’s List

All A’s
No N’s or U’s for achievement
No Incompletes

Honor Roll

A’s or B’s
B Average
No N’s or U’s in achievement
No Incompletes

Conduct – 1st through 6th Grades

Teachers will mark areas of needed improvement with an **X**.

Conduct Area

Explanation

Completes work on timeturns in completed assignments at the time the teacher has specified

Prepared for classhas assignments, books, materials, and tools at the time they are needed

Listens attentivelyis actively listening and involved in instructional presentation

Follows directionfollows teacher’s instruction promptly without excessive reminders

Follows classroom/school rulesfollows the rules of the school and classroom

Takes care of property.....takes care of textbooks, school-issued supplies, classroom materials and equipment

Works well aloneworks independently without undue assistance from teacher or others

Works neatly.....assignments are legible and orderly

Works accuratelyassignments are thoughtfully and carefully answered

Displays appropriate classroom behaviorstudent is not disruptive; student does not talk out, interrupt, leave seat without permission, or interfere with others’ learning

Displays appropriate playground behavior.....student interacts appropriately with peers and uses the equipment in a responsible manner

An “X” in any of the above areas **will not** affect Honor Roll or Principal’s List status.

SAGE – 3rd through 6th Grades

The SAGE teacher for 3rd through 6th grades will provide classroom teachers with quarterly grades and a year-end average grade. The grading system A, B, C, D, and F will be used. Plus and minus signs will be used where appropriate (see chart). SAGE may be referred to on the report card and discussed in the elementary report card comment section.

Special Areas – 1st through 6th Grades

Two separate grades will be used for grading in the special areas (Art, Music, and Physical Education): an individual achievement grade and a citizenship grade. Each special area teacher should prepare guidelines for grading that identify the criteria to be used in student evaluation. These guidelines should be made available to the principal, classroom teachers, parents and students.

The individual achievement grade should take into consideration individual student improvements, mastery of presented material and skill development. A variety of evaluative techniques should be used for determining a child's achievement grade. Such techniques may include class discussion, knowledge testing, skill testing, authentic assessments, and teacher observations.

The citizenship grade is to be based on a combination of effort and behavior. Citizenship effort has been previously defined. Consult the student conduct checklist on the 1st through 6th grade report card and/or your school's discipline plan for guidelines in evaluating student behavior.

For 1st through 6th grades, each special area teacher will provide the classroom teacher with grades for each student at the end of each grading period. Average yearly individual achievement and citizenship grades will be provided with the fourth quarter grades.

The following grading scale will be used for Special Area grades:

90-100	E	Exceeds the Standards
70-89	S	Standards Met
60-69	N	Needs Improvement
59 & below	U	Unsatisfactory

Plus and minus signs may be used.

Grading Procedures for 7th and 8th Grades

Teachers will communicate to parents all grading practices and procedures at the beginning of the school year. Progress may be reviewed by parents through Powerschools or upon request to the teacher. It is recommended that the assignment of academic grades for each subject area be based on a composite or average of a student's performance on daily assignments, homework, tests, projects and other classroom activities as determined by the classroom teacher. No one test or project should be more than 25% of the total grade.

Grading Systems for 7th and 8th Grades

In all subject areas, academic and exploratory, SAGE, Title 1, ESL, and Special Education, letter grades A, B, C, D, and F will be used. Plus and minus designations will **not** be used.

90 – 100	= A	I = Incomplete
80 – 89	= B	
70 – 79	= C	N = No Grade Given
60 – 69	= D	
59 & below	= F	

Citizenship

Teachers will assign one citizenship grade E, S, N, or U for each subject which will reflect the student's attitude, level of learning, enthusiasm, responsibility and participation in learning.

E	Exceeds the Standards
S	Standards Met
N	Needs Improvement
U	Unsatisfactory

Academic Recognition – 7th and 8th Grades

Principal's List

All A's
No N's or U's in Achievement
No Incompletes

Honor Roll

A's or B's
No C's, D's or F's
No N's or U's in Achievement
No Incompletes

Student Evaluation

Student assessment helps to drive instruction and curriculum revision by providing data on student achievement. At Terramar School the following measures of student progress will be utilized:

- Stanford 10, a national standardized test that is administered in the spring to 2nd graders in the areas of Reading, Mathematics, and Language.
- Arizona Instrument to Measure Standards Dual Purpose Assessment (AIMS-DPA), Arizona mandated test of the state's standards given at the elementary level to 3rd through 8th graders in the areas of Reading, Mathematics, 5-7 in Writing, and 4th and 8th graders for Science.
- District-developed assessments that measure achievement of skills in various subject areas will be administered in Kindergarten through 8th grade.
- Teacher evaluation of student achievement include measures of achievement for instructional placement (i.e., DIBELS, DRA, curriculum pre- and post-tests).

Student Progress

Report cards are sent home four times a year, shortly after the end of each grading period. Your child's educational progress is evaluated continually, so we encourage you to contact the teacher any time you have questions or concerns. PowerSchools enables you to access your child's grades from your home computer. You will need to personally pick up the password from the school office in order to access your child's grades. In addition, student progress reports are sent home mid-quarter. Conferences are held twice a year after the first and third quarters. Your child's teacher will contact you at these times to set up a time and date for your conference. Important dates for testing, progress reports, report cards, and conferences will be sent home via your student.

Promotion/Retention Standards (see the PRG Handbook)

Promotion is defined by the standards and criteria prescribed by the DVUSD Governing Board and the State Board of Education as a student passing all classes as determined by the teacher. Students must demonstrate accomplishment of the standards in reading, written communication, mathematics, science and social studies as adopted by the State Board of Education. In addition to these standards, test scores, grades, teacher recommendations, and other pertinent data will be used to determine promotion. See the district Promotion, Retention and Grading handbook for detailed information.

8th Grade Promotion Ceremony

If an 8th grade student receives a final grade of F in any subject, they will not be permitted to participate in the promotion ceremonies. If a student's conduct is deemed unacceptable, the privilege of participating in the promotion activities may be revoked.

Retention Procedures

All conferences with parents regarding possible retention or retention shall be reported to the principal. According to A.R.S. 15-521.10 each teacher shall make the decision for promotion or retention of students. All recommendations for promotion or retention must be documented by the teacher. Recommendations that do not comply with the stated criteria must be substantiated by the teacher.

HOMEWORK PHILOSOPHY

Homework is an effective tool in developing responsibility, study habits, and to practice, review and reinforce skills. It extends the learning time and involves the home in the child's curriculum. It should be purposeful, related to classroom experiences, and be both age and grade appropriate. The purpose and directions for the assignment need to be clearly communicated. Homework should be preceded by instruction that prepares a child to do the task independently and successfully. Homework builds confidence and reinforces positive attitudes toward learning in school.

School

- Communicate homework policy and guidelines to parents and students.

Teacher

- Inform students of the district's policy as well as his/her own guidelines for homework.
- Provide effective instruction prior to assigning homework that prepares the child to do the task independently and successfully.
- Provide meaningful tasks for practice and reinforcement.
- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Follow the Homework Guide for the amount of time designated for homework, including special projects.
- Post all assignments and provide time for students to record them in their planner/agenda.
- Model homework strategies and provide models as appropriate throughout the school year.
- Evaluate and provide feedback on assigned homework.
- Ensure that resources and materials required for homework projects are easily obtained by students.

- Provide ways for parents to communicate with teachers about homework.
- Notify parents regarding homework problems and missing assignments.

Parent

- Provide structure, a site, and tools needed to help the child organize and complete homework.
- Provide and use a student planner/agenda to monitor homework.
- Promote a positive attitude toward homework.
- Monitor, but do not do homework for the student.
- Initiate communication with the teacher when concerns arise.
- Use PowerSchools program to access your child’s grades.
- Check teacher websites for updated information about assignments and activities.

Student

- Complete assigned work on time and return it to the teacher.
- Copy all assignments into planner/agenda, carefully recording due dates and important information.
- Be responsible for completing all assigned work when absent from school.
- (For grades 6-8) Long-term assignments/projects are due on the date assigned by the teacher. Please make arrangements for assignments/project to be brought to school if the student is absent.
- Maintain the highest quality on homework assignments.

HOMework GUIDELINES

Homework - Work assigned to be completed at home to reinforce, strengthen or extend the learning of skills or material taught in class.

Classwork – Independent work assigned in class to provide practice and reinforcement opportunities. This work may become part of the work a student completes at home if not completed by a student during the allotted time in class.

Long-term Projects - Any assignment that will take more than two weeks to complete. Work on such projects may include a combination of classwork and homework assignments. A time line and an explanation of the purpose and the process to be used for the project will be sent home on the day the project is introduced to the students. When a child has a long-term project, parents and students should expect: a detailed description of the project and expectations, timeline or due dates, and an assessment guideline.

Guidelines for Homework

Time Frames – Students and parents may expect these to be the average amount of time it takes to be complete homework at home. Homework should be expected Monday through Thursday, and on occasion teachers may make assignments on Fridays.

K – 10 minutes	1 st Grade – 10-15 minutes
2 nd Grade – 15-20 minutes	3 rd Grade – 20-30 minutes
4 th Grade – 30-40 minutes	5 th Grade – 40-50 minutes
6 th Grade – 50-60 minutes	7 th Grade – 60-80 minutes
8 th Grade – 80-100 minutes	

Agendas/Planners

Homework in Kindergarten through 2nd grades will be given in a variety of ways and may differ slightly from teacher to teacher. The assignments may be on a daily basis or a weekly basis. Unfinished classwork is not considered as part of the homework assignments and thus not considered in the time frame. Agendas/planners will be made available to 3rd through 8th graders. Parents will be expected to review them on a daily basis to insure that they are keeping up with the daily assignments.

Supporting Your Child as They Complete Their Homework

The following tips are provided to help you help your student(s) with the completion and understanding of their homework.

Parental involvement is critical to student success.

- Help to set up a consistent organized place for homework to be done.
- Help your child establish either a consistent schedule for completing homework or help her/him to create a schedule each Monday night that reflects that particular week's activities.
- Encourage, motivate, and prompt your child, but do not sit with her/him and do the homework with her/him. The purpose of the homework is for your child to practice and use what he/she has learned. If your child is consistently not able to do the homework by him/herself, please contact the teacher.
- If your child is practicing a skill, ask him/her to tell you which steps are easy for him/her, which are difficult, or how he/she is going to improve. If your child is doing a project, ask him/her what knowledge he/she is applying in the project. If consistently unable to talk about the knowledge he/she is practicing or using, please call the teacher.
- Although there may be exceptions, the minutes your child should spend on homework should equal approximately 10 times his/her grade level (a 2nd grader would spend 20 minutes, a 3rd grader would spend 30 minutes, and so on).
- When bedtime comes, please stop your child, even if he/she is not done.

SPECIAL PROGRAMS

Academy of the Arts

The Academy of the Arts Curriculum has been vertically articulated to provide specialized opportunities for students' pre-K through 8th grade. Information pertaining to coursework and extracurricular programs is routinely updated on the school website and can be provided upon request.

Athletic Programs

A competitive girls' and boys' program for 7th and 8th grade students will be available in the following sports:

- Volleyball
- Basketball
- Spiritline
- Softball or Baseball

Terramar School will participate in Deer Valley's conference for K-8 schools. In accordance with the state of Arizona's regulations and Deer Valley's Governing Board Policy, only those 7th and 8th grade students deemed eligible may participate in extra co-curricular activities in which competition is an integral part of the organization. Students need to be passing all subjects in order to be eligible. Grade checks will be conducted every week. Any student earning a failing grade at the grade check time immediately becomes ineligible for play until the next grade check at which time all grades are passing.

Extra Curricular Eligibility

A student shall be eligible for participation in extracurricular activities only when all mandated paperwork and requirements are met, such as parental consent forms, insurance requirements, and/or physical examination.

Academic Eligibility - In addition, to maintain eligibility a student needs to be academically eligible. In order to maintain academic eligibility, a student must maintain all passing grades. Organizations such as National Junior Honor Society have different and higher standards for eligibility.

Behavioral Eligibility - If a detention, on campus reassignment, or suspension has occurred, the student may not participate in extracurricular activities scheduled on the day(s) the discipline activity was served by the student. Students who are participating in extracurricular activities on or off campus fall under guidelines for behavior and conduct and are subject to disciplinary action.

Attendance Eligibility - Students need to be in attendance at least one-half of the school day to be eligible to participate in extra-curricular activities.

Student Council

Student Council is an important aspect of our school. It provides opportunities for students to develop leadership skills. The Student Council has the opportunity and responsibility to sponsor activities that encourage school spirit and build a school community that reflect positive character attributes. Student Council may host events such as food drives,

fundraisers for charity, Red Ribbon Week, to name a few. Students in 6th through 8th grades may apply to be selected as student council officers. They must have a “C” average in all classes, no suspensions and only one detention for the entire year. Classroom representatives from 4th through 8th grades are also important members of the council who are elected by their respective home room class. All classroom representatives who have the correct qualifications are accepted into Student Council. Meetings are held regularly and all members receive a schedule.

National Junior Honor Society

The National Junior Honor Society Chapter at Terramar School was established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Chapter membership not only recognizes student’s academic accomplishments, but also challenges them to cultivate active involvements in school activities and community service. The Terramar School Chapter of the NJHS conducts the selection process and inductions for students entering 7th and 8th grade each spring. Membership is limited to 7th and 8th grade students maintaining a 3.5 GPA or higher and who also meet other criteria determined by the school’s Faculty Council.

Community Schools

Terramar School will offer a variety of extra curricular programs over the course of the school year as well as summer school. We are dedicated to providing as many different before or after school opportunities as possible. We offer a before and after school day care program that has been developed to serve our students who need adult supervision and care from 6:30 a.m. to 6:00 p.m. Our developmental preschool encourages parents of typically developing children to seek out the program and ask about admission. The increase of role models helps all child development. The integrated program is valuable to all as it teaches the importance of acceptance and the appreciation of differences.

Field Trips

As a part of their learning experience, students are provided the opportunity to visit places of interest in the community. Field trips are relevant to curriculum content being studied in the classroom. They are especially worthwhile endeavors for students and your support is essential. When your child’s class is planning a field trip, a permission slip form will be sent home, giving full details as to the place the class will be visiting, the cost (if any), the times of departure and return, and the method of transportation. **The permission slip form needs to be returned with a parent/guardian signature in order for your child to participate. In addition, any parent volunteers must first be approved by the teacher. All parent volunteers must fulfill the requirements of the district volunteer class/paperwork.**

Middle School Dances

Periodically the school will sponsor dances for 7th and 8th grade students. Dances are a privilege. Students must agree to follow all dance procedures/rules if participating. A permission slip, which includes the dance rules, needs to be reviewed and signed by the student and a parent/guardian. That signed form is required to obtain a ticket. The forms will be distributed during the days prior to the dance. The tickets need to be purchased before entering the dance. Dances, which are chaperoned by teachers and parents, are fun social activities for the students. Dance procedures/rules include:

1. Dances are for Terramar students only. **Absolutely no visitors are allowed.** All Terramar rules apply.
2. Dances are considered special affairs, and the **dress code is enforced.**
3. Students are to treat one another with respect and courtesy. Displays of affection are inappropriate.
4. Once students arrive at the dance, they may not leave the multipurpose room until the dance is over unless the parent arrives at the door to release the student early. Chaperones will be positioned at all exits.
5. **Students who are suspended or are truant on the day of the dance may not attend the dance.**
6. **Students who are absent from school on the day of a dance may not attend the dance.**
7. Students with serious or frequent disciplinary actions may not be allowed to attend current or future dances.
8. Students will be dismissed to the parent or adult indicated on their permission slip. Students need to be picked up as soon as the dance is over at the multipurpose room.

Character Counts

The Character Counts program is designed to build a positive school climate by focusing on six pillars of character - trustworthiness, respect, responsibility, fairness, caring, and citizenship. Character education teaches universally accepted values and motivates youth to incorporate these values into their lives. This program is endorsed by the Arizona Character Education Commission that was established by Governor Jane Dee Hull in 1999. The school community works together to help students understand these traits and to celebrate students who exhibit those traits. Additional information regarding the six pillars is listed on page 28.

General Education Intervention Team (GEIT)

When students are experiencing difficulties in the classroom that are not addressed through strategies the teacher and parent have utilized, a GEIT meeting may be called. This team will be composed of a team of teachers who will use their expertise and experience to brainstorm strategies that will support student success in the classroom.

Special Education

If you suspect your child (including preschoolers) has a physical, mental, or emotional disability, please confer with the Principal or the Intervention Specialist to discuss your concerns. Terramar School has a special services team to address student needs, develop interventions, and engage in pre-referral, evaluation and case management activities.

SAGE (Gifted Education)

Students who qualify will be eligible for the SAGE program for reading and/or math. Detailed information on this program, including a booklet describing the program philosophy and curriculum, is available for review at the school office.

GENERAL SCHOOL RULES

Animals

In order to protect the health and safety of all students, we ask that animals not be brought onto campus property. The exception will be if arrangements have been made through both the classroom teacher and the principal when an animal is part of a special presentation or project. Written permission needs to be obtained before the animal is brought to school. Animals are to be properly restrained preferably in a proper container or secure cage. Parents assume all liabilities for injuries or damage if an animal is brought to school.

Bicycles, Heelys (with wheels inserted), Skates, Skateboards, and Scooters

The safety of students and pedestrians is extremely important to the Terramar School community. Deer Valley Unified School District does not allow students to bring Heelys with wheels inserted, skates, skateboards, scooters, or other motorized devices on school grounds, including at the bike rack. No skateboards, scooters or motorized riding devices may be locked in the bike rack. If a student rides his/her bike to school, the bike must be locked in the bike rack area. The school assumes NO responsibility for stolen or damaged bicycles or other riding devices. We recommend students wear helmets when riding to and from school. **Bikes, Heelys (with wheels inserted), skates, skateboards, and other transportation devices are NEVER allowed inside the campus courtyard, building, or playground areas.**

Before and After School Regulations

Loitering on school grounds, including the parking lot areas, is not permitted. Students not transported by bus should not arrive before 8:00 a.m. unless they are officially enrolled in a school program. A warning bell will sound at 8:10 a.m. and a second final bell will sound at 8:15 a.m. Any student who is not in their classroom when the second bell rings will be considered tardy. The student will report to the office for a late pass. Any student who is on campus before school or remains on the campus after dismissal needs to be under the supervision of a teacher or coach.

All students are to show proper respect during morning announcements and exercises. All students are expected to be in their classroom for morning announcements. For security reasons, the only school entrance to be utilized between 8:15 a.m. and 3:00 p.m. will be through the administration office.

Backpacks and Book Bags

Students shall be allowed to carry a sensibly sized and appropriate bag for purposes of bringing books and instructional supplies to and from school. Prohibited or unauthorized items may not be brought to school in backpacks or book bags.

Cafeteria Procedures

Students in 7th and 8th grades will have a 30-minute lunch, and 1st through 6th grades will have 40 minutes (which includes a recess break). All students are required to report to the cafeteria during their assigned lunch period and will be dismissed to class after they have had

time to eat. Students are expected to maintain appropriate behavior as outlined in the Student Rights and Responsibilities portion of this Handbook.

Cafeteria Program

The DVUSD Food & Nutrition Department strives to provide a balanced nutritional program for all students, meet USDA requirements, and provide support and options for the parents. Breakfast and lunch programs are available at Terramar. A monthly menu is available online and will also be sent home with your student(s) throughout the year. A meal account can be opened and a **confidential** pin number assigned to each student. Parents simply send a check or cash in an envelope marked with the student's name to be delivered to the cafeteria for deposit into the account to be used for breakfast, lunch or snacks. To purchase snacks on lunch accounts a parent needs to send a permission slip to set up an amount. We also offer an online account service that allows parents to add payments directly to the student's school meal account using Visa or MasterCard for a nominal fee. This service also allows you to check your child(ren)'s balance and sign up is quick and easy. For further information go to <http://www.EZschoolPay.com>. When a student's account runs low the child's hand may be stamped as a reminder to the family. Applications for free or reduced meals are continuously available from the cafeteria. See the cafeteria manager for more details.

Breakfast: \$1.25

Lunch: \$2.50

VENDING MACHINES are only to be used during non instructional time.

Classroom Interruptions

To avoid classroom interruptions and to maintain the integrity of instruction in the classroom, we ask that parents avoid calling the office or the teachers requesting messages be delivered to the students that could have been conveyed before or after school. If there is a family emergency, we are more than happy to help by sharing information with the student. To avoid academic distractions, items like balloons, flowers, etc received in the office will not be delivered to the classroom. Students can pick them up from the office at the end of the day.

Communication

Parents/guardians can communicate with teachers using e-mail, the telephone or written correspondence. Meetings can be scheduled by contacting the teacher or staff member and arranging a date and time. Teachers and/or staff will respond to a parent's request to be contacted within 24 hours during regularly scheduled in school calendar days. If two messages have been left for a teacher/staff member with no return call, please call the school office and inform the school secretary.

Fundraising

There will be no fundraising programs unless authorized by the administration.

Gum At School

We ask that students not bring gum to school. We find it in all sorts of inappropriate places and it is difficult to clean off the carpets. There should be **no gum chewing** at school.

Library/Media Center

The Library Media Center provides books, reference materials and computers for student use. Terramar Library Media Center operates according to district policy on an open flexible schedule. Students may obtain a pass from their teacher and take advantage of the library anytime during the school day. Also, according to District policy, the library is open for student and staff use, so that they have the reference and resource material available for their academic use. The Library Clerk makes every effort to help students select books that are appropriate for their needs. Kindergarten through 1st grades may check out 1 book for 1 week. Second through 8th graders may check out 2 books for two weeks. Exceptions to the check out limits may be made for special reports or assignments. Students and parents are financially responsible for any books that are checked out in the student's name. If a student has an overdue book at anytime, their privileges to check out books will be suspended, until the book(s) are returned in good condition or payment is received for the book. If a book has been lost or damaged, the book(s) must be paid for, in order to restore library privileges. Replacement book(s) are not accepted because library books are library bound with labeling and processing to meet the needs of our database. At the end of the year, if a student still has a book or books still under their account, the students' report card will be held until the account is cleared. Eighth grade students may not participate in promotions activities until their library account is cleared.

Personal Property

Personal Property - Students are not permitted to use personal items such as radios, CD players, iPods, MP3 players, cell phones, baseballs, basketballs, bats, footballs, video games, roller blades, skateboards, etc., at school, unless the teacher requests or provides permission. We also discourage students from bringing large amounts of money to school. Terramar School cannot assume responsibility for the loss or damage to personal property brought to school.

Your support is appreciated.

Physical Education Dress

The dress guidelines for students participating in physical education are set for your child's safety. Students should wear:

1. Appropriate footwear (athletic shoes).
2. No platform sneakers, boots of any kind, sandals or open toed shoes. Students may bring an extra pair of tennis shoes to use on PE days.
3. Appropriate clothing including shorts or pants as the weather dictates. If dresses are worn it is suggested that shorts be worn underneath.
4. Jeans that are too baggy or too tight restricting movement are not permitted.

Student Telephone Use

Teachers need to screen student requests to use the telephone. Students are to use the phones in the classrooms. There is NO telephone available in the office for student use. **Students are to use the telephone for emergencies only. Phone calls are not to be made to obtain homework or special assignments, or to change after school pick up plans.**

Textbooks and Instructional Materials

All textbooks and instructional materials assigned to students remain the property of the school district. If a student requires a second copy of a textbook or workbook for any reason (loss, damage, etc.), the parent/guardian is required to pay for the replacement. All materials need to be returned at the end of each school year. The cost of damaged or lost materials is the responsibility of the student and his/her parent/guardian. Payment arrangements should be made through the school office.

Tobacco-Free Policy

For the protection of public health, and to set a good example for children, the use of tobacco on school grounds and other district property is prohibited. Parents and other visitors must refrain from smoking or chewing tobacco while on school property or at school-sponsored events such as field trips. The law prohibits the use or possession of tobacco products on school grounds.

<p style="text-align:center">STUDENT BEHAVIOR AND DISCIPLINE STUDENT RIGHTS AND RESPONSIBILITIES</p>
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DVUSD Discipline Procedures

A complete copy of the DVUSD Student Rights and Responsibilities handbook is sent home at the beginning of the school year. We also have copies available for review in the school office.

Terramar Conduct Expectations

General Conduct (at school, at bus stops, on buses and at school functions)

At all times students are expected and encouraged to display respect and courtesy towards all members of the school community and visitors to the campus. Students have the responsibility to practice good citizenship by demonstrating through their actions an understanding of the characteristics of a responsible and respectful member of the school community. This includes following all district and school rules and regulations. The school's discipline policy is at all times intended to cultivate a positive atmosphere in which quality education and productive learning can take place. Good behavior makes school a pleasant place for everyone, and a place where learning can take place. Whether in class, on the playground, in the cafeteria, or on the way to and from school, Terramar School 'Campus Expectations' apply.

Terramar School Campus Expectations (see district Student Rights & Responsibilities Handbook for more detailed information)

1. Terramar students are expected to complete school work on time and to the best of their ability.
2. Terramar students are expected to attend class regularly and be on time.
3. Terramar students are expected to follow school and classroom rules.
4. Terramar students are expected to conduct themselves in a reasonable and cooperative manner. Terramar students are expected to obey reasonable requests from all school staff including bus drivers, secretaries, custodians, lunchroom staff, and campus assistants.
5. Terramar students are expected to dress in a manner that does not disrupt the educational process.
6. Terramar students are expected to help maintain a clean, safe, and productive environment. Terramar students will refrain from chewing gum, littering, and bringing toys, play items, or electronic equipment of any type to school. Terramar students are expected to avoid inappropriate physical contact, language, and dangerous behavior. This includes running, pushing, play fighting, and rock throwing.
7. Terramar students are expected to be courteous and respectful to others. Terramar students are expected to maintain a climate free from harassment or any other form of verbal or physical threats or intimidation. Terramar students are to respect other people's personal space by keeping hands, feet and objects to themselves.

Any behavior that endangers the health or safety of others is prohibited. A positive character awareness program will be utilized to encourage and support student understanding of responsible behavior, good choices, and the identification of characteristics that support

positive behaviors. Students are expected to distinguish between good choices and poor choices and reflect and accept the consequences of their actions.

Cafeteria Standards

1. Respect others by getting into the back of the line as you enter the lunch line, do not cut in line to stand with friends.
2. Proceed through the serving area in an orderly manner.
3. Pay attention to signals from monitors and teachers for seating and dismissal.
4. Food is to be consumed in the cafeteria only and is not to be taken to courtyard or playground areas.
5. Eat and visit politely, using quiet voices.
6. Respond politely to directions from campus assistants, lunchroom staff, and supervisors.
7. Keep your feet on the floor and walk at all times.
8. Remain seated in assigned seating area unless dismissed by a staff member. If you need to get out of your seat, raise your hand.
9. Leave a clean space: please pick up litter and trays around you as you exit and deposit them in the appropriate location.

Playground/Courtyard Standards

1. Remain in supervised area.
2. Engage in appropriate games and activities as per playground/recess rules.
3. Return equipment to appropriate locations.
4. Comply with signals to line up or go inside.
5. Respond politely to directions of campus assistants and supervisors.
6. Refrain from throwing sand or rocks.
7. Tackling, pushing, play fighting, name-calling, threatening, or other harmful activities are not allowed.
8. Share equipment and wait your turn.
9. If equipment needs to be repaired or goes over the fence, let the person on duty know immediately.
10. If someone is hurt, let the person on duty know immediately.

Assembly Expectations

1. Walk to the assembly and be seated promptly.
2. Become quiet when someone approaches the microphone.
3. Be courteous to all speakers and performers.
4. Participate only in an appropriate manner, depending on the activity at the time.
5. Leave the assembly only when dismissed.

Dress and Appearance Expectations

Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.

- In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard.
- No hats may be worn inside any campus buildings at any time, except for properly approved occupational safety head gear required for special classes.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.

Other types of clothing, dress, or grooming may be questionable if they violate health or safety standards, modesty, or common values. Articles of clothing that distract from the educational process are inappropriate to the educational setting. The final decision as to the appropriateness of dress shall be determined by the administration according to the standards of dress as defined by District School Board Policy JICA-R.

Discipline Expectations (See SR&R Handbook)

Terramar School uses an expectation system based upon the Character Counts Program (see page 28). Student behavioral progress will be tracked within the classroom and on campus utilizing behavior-tracking forms. Students are expected to exercise the six pillars and maintain appropriate behavior at all times. Feedback concerning student behavior will be provided through notices, phone calls, and behavioral progress reports. If a student needs improvement in any of the expectation areas, the student will be provided with several steps to help them shape their behavior in an appropriate manner.

Bus Conduct

Riding the bus is considered a privilege for all Deer Valley Unified School students. Bus rules are printed in the Student Rights and Responsibilities Handbook. At dismissal, students are required to wait in a single file line until the bus driver grants permission to board the bus. The driver is responsible for the orderly conduct and safety of all passengers being transported. (ADOT R17-9-104). If a student needs to ride another bus temporarily, parents must receive approval from the district Transportation Department. Notes to the driver are not acceptable. See Bus Discipline Procedures section of the Student Rights and Responsibilities Handbook.

Transportation is not a legal requirement except for transportation of special needs students who have an IEP requiring transportation. The School Board requires students to conduct themselves in a manner consistent with established standards for respectful and safe behavior on the bus, prior to boarding, and leaving the bus. Bus behavior standards are outlined in the Students Rights and Responsibilities handbook. Bus violations may result in a bus suspension or school suspension. Students who lose their bus privileges are still required by law to attend school.

Discipline Actions (See SR&R Handbook)

Warning: A warning is given for a first minor offense.

Denial of Privileges: Privileges need to be earned. They will be withdrawn for improper behavior. The length of such denial is dependent on the nature of the infraction and the frequency of the violation(s) by the violator.

Lunch Recess Detention: Recess detention will be held daily. Students assigned to a lunch recess detention will report to the assigned buddy classroom at the beginning of their recess time and serve the detention for the total recess time.

After-School Detention: Detention will be held from 3:10-4:10 on Tuesdays and Thursdays. Parents are to pick students up promptly at 4:10 p.m. If a student is a walker, the student will be dismissed promptly at 4:10 p.m. to walk home. If a student does not report for detention, he/she may be reassigned to two detention dates. If students misbehave while serving a detention, they may be assigned a second detention.

On Campus Reassignment: Students reassigned to in school study will spend their assigned time in a school study center. Parents will be notified if such a reassignment is warranted. The student will complete assignments made by the regular classroom teachers for classroom credit.

School Property/Personal Property

Students are given responsibility for taking care of their school's books, equipment, and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for repair or replacement. If student's misbehavior results in damage to school property, disciplinary action may also be taken. Students are discouraged from bringing personal property to school. The school is not responsible for damage to, loss or theft of any personal items brought to school.

MISCELLANEOUS INFORMATION

Chain of Command

We encourage parents and community members to contact the school regarding any questions or concerns. The first line of communication should always be with your child’s classroom teacher. For any safety issues or school concerns, always feel free to contact a building administrator. Often times, however, the school secretary, can answer your questions at **623-445-7604**. If you have a concern about your child’s teacher, please contact them directly. If the problem is not resolved, then contact the school administration.

Child Abuse – Reporting

According to state law, child abuse is not something school employees can ignore. Non-accidental injury, sexual molestation, abuse and neglect must be reported to Child Protective Services (CPS) and the police department. People who are required to report suspected abuse are protected by state legislation from any civil or criminal liability. The district’s reporting procedures, developed by teachers and school officials, and endorsed by the Arizona Department of Education, involve a team. If you or someone else you know needs help, or if you need to report a child abuse problem that you are aware of, call Child Protective Services at 1-888-767-2445.

Continuous Improvement Team (C.I.T.)

Terramar School has established a site-based decision-making council, known as the Continuous Improvement Team (C.I.T.). The C.I.T. typically meets once a month to discuss school issues and goals. A “plan,” known as the Continuous Improvement Plan (C.I.P.), was developed and is revisited annually. The primary responsibility of the C.I.T. is to monitor the implementation of the C.I.P. using research and school data to evaluate its effectiveness. The dates, location of the meeting, and an agenda are posted in the school office. The minutes of each are kept on file in the office and available to parents upon request. A complete, updated plan is available in the main office for check out.

Parent Teacher Student Association

The National PTA is the largest child advocacy organization in the United States and one of the largest volunteer organizations. Each local PTSA is linked through its membership and acceptance of the PTA objectives and policies to the National and State PTA. Terramar School needs YOU to become a member, attend the meetings, and get involved. You now have an opportunity to bring the community closer together and share a role in the future of your children and our country. Please keep watch for communications from PTSA during the school year.

PTSA Executive Board Members for 2013-2014:

President.....Dawn Tiller
Vice Presidents.....Michael Bailey/Larissa Boden
Secretary.....April Gavrillis
Treasurer.....Lisa Best

Safety Alert Drills

Terramar has established fire and safety drill evacuation procedures to prepare our students and staff in the event of an emergency. The fire and safety drill procedures follow guidelines set by both the fire department and the school district. Fire and safety drills are practiced regularly during the school year. These drills include monthly fire drills and quarterly lockdown drills. It is important to practice these emergency procedures so that if an emergency were to occur, our students and staff would know how to proceed to safety in a safe and orderly manner.

School Newsletter

The school newsletter will be published monthly and it will be posted on our website. This is a very informative means of communication and we ask that you please take the time to read it. It will keep you abreast of the latest school activities, events, and celebrations. From time to time, we will send out updates on important upcoming events in addition to classroom newsletters sent home.

Video Taping and Photographing of Students

During the course of the school year, your children may be involved in school activities that are captured on video or photographed. If you do not want your children to be photographed, written notification needs to be sent to the school. Complete information on this is sent home in your child's first day packet.

Visitors/Volunteers

We welcome the partnership between parents and community members to nurture the growth of our students. Visitors and volunteers to Terramar are required to sign-in and get a visitor's badge at the office before entering campus. Please be sure to return the badge and sign out in the office on the way out. If you are interested in spending some time in a classroom be sure to contact the teacher to make arrangements. To maintain the integrity of instruction for all students, we ask that visitors and volunteers do not attempt to conference with the teachers during instructional periods. We also ask that all visitors and volunteers keep their cell phones on vibrate when visiting in classrooms. Students should not be interrupted as they work in the classroom. Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations. Students' siblings may accompany their parents for special events such as concerts or plays.

All volunteers must go through training, fill out an application and provide health/emergency information before they are allowed to work on campus. Volunteers must not bring their other children to campus when working as a volunteer (Governing Board Policy GCL). Fingerprinting is required for chaperones for overnight trips, volunteer coaches and those assisting in areas where students might be more vulnerable (locker rooms, dressing rooms, etc.). Remember to celebrate during National Volunteer Week in April. "Volunteers are not paid – not because they are worthless, but because they are priceless." Anonymous.

THE SIX PILLARS OF CHARACTER

Trustworthiness

- Be honest
- Don't deceive, cheat or steal
- Be reliable – do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal – stand by your family, friends and country

Respect

- Treat others with respect; follow the Golden Rule
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don't threaten, hit or hurt anyone
- Deal peacefully with anger, insults and disagreements

Responsibility

- Do what you are supposed to do
- Persevere: keep on trying!
- Always do your best
- Use self-control
Be self-disciplined
- Think before you act – consider the consequences
- Be accountable for your choices

Fairness

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

Caring

- Be kind
- Be compassionate and show you care
Express gratitude
- Forgive others
- Help people in need

Citizenship

- Do your share to make your school and community better
- Cooperate
- Stay informed; vote
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment