

Family Handbook



3000 E. Manzanita Ave.

Tucson, AZ 85718

520-209-7800

mzes.cfsd16.org

Family Handbook

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**Manzanita Elementary School
3000 E. Manzanita Ave.
Tucson, Arizona, 85718**

Catalina Foothills School District

IMPORTANT PHONE NUMBERS

Office Staff:

Kim Boling	Principal	209-7802
Angela Gillespie	Assistant Principal	209-7812
Sheri Rosquist	School Secretary	209-7802
Honey Pie	Office and Attendance Clerk	209-7801
Cynthia Belmonte	Health Assistant	209-7804

School Office: 209-7800

Attendance Line: 209-7860

Manzanita CARE: 209-7814

CFSD District Office: 209-7500

Community Schools: 209-7551

SFE (Lunch Program): 209-8344

First Student, Inc.
(Bus Company): 209-7583 or 209-7581



Our Mission

Catalina Foothills School District, a caring and collaborative learning community, ensures that each student achieves intellectual and personal excellence, and is well prepared for college and career pathways.

Our Vision

Learning transfers to life beyond the Catalina Foothills School District experience, enabling each student to flourish as a responsible citizen in the global community.

Citizenship • Critical Thinking & Problem Solving • Creativity & Innovation • Communication • Collaboration • Systems Thinking

SCHOOL SCHEDULES

School Day Schedule

<u>Grade</u>	<u>Hours</u>
Kinder AM	8:00 – 11:00
Grades 1-5 & Kinder Plus	8:00 – 3:00

The exception to this schedule will occur almost every Wednesday, when an early release time is scheduled at 1:30 to facilitate teacher planning and professional development.

Specific early release dates are listed on the [district calendar](#).

Wednesday Early Release Schedule

Kinder AM	8:00 – 10:15
Grades 1-5 & Kinder Plus	8:00 – 1:30

Half-Day Schedule

Kinder AM	8:00 – 9:30
Grades 1-5 & Kinder Plus	8:00 – 1:30

In addition, the CARE Program provides an extended day option available before school from 6:30 a.m. until school begins and after school until 6:00 p.m., Monday through Friday (excluding certain holidays).

ATTENDANCE

Regular school attendance is critical to your child's academic and emotional success.

Absences

Please be sure to contact the school office each day your child is absent before 9:30 a.m. You can call the Attendance Line at 209-7860 before 7:30 a.m.

When a child is absent and we have not heard from a parent, the office will attempt to call your home, work, or emergency contact number(s) to verify the absence as part of our "safe arrival" policy.

Changes in Your Child's Routine

If your child needs to leave early, or if there is to be a change in transportation at dismissal time, please notify the teacher AND office ahead of time. If we do not receive a note, email, or phone call from a parent, your child will be dismissed according to his/her normal dismissal plan.

If you plan to be out of town, please notify the school, and be sure that the person you have named to be called in case of emergency is available. The office must always have a number to call in case of emergency.

Since children can easily confuse or misinterpret directions or information, be sure to check with the school if a message is relayed to you that you question or do not understand.

ARRIVAL AND DISMISSAL PROCEDURES

Manzanita Elementary Staff is committed to each child's safety and asks that each parent/guardian partner with the school staff to make our campus safe.

Important notes:

- Please utilize the school bus service, if at all possible.
- You may choose to park at La Encantada and walk your child to or from school. Students must be escorted by an adult. Adults may walk students to and from the east end of the sidewalk in the front of the school only.
- If you must transport your child, please:
 - ◆ Note that **parents/guardians are to remain in their vehicles during arrival and dismissal times, starting on the first day of school.**
 - ◆ Drop and pick up in designated areas only (NOT along Campbell or Manzanita Ave.).
 - ◆ **Do NOT drive to the end of Manzanita Avenue, make a u-turn, and come back east toward the parking lot,** out of courtesy to our neighbors.

MORNING ARRIVAL – Drop-Off Lane (front of school)

- Drop off begins promptly at 7:38 AM. **Parents/guardians are to remain in their vehicles in the drop-off lane.**
- Students may be dropped off anywhere along the sidewalk in the front of the school (from the west end by the playground to the east end by Campbell Ave.).
- Parents/guardians should pull all the way forward to the furthest available space to help keep traffic moving.
- Students should **independently** exit the vehicle **on the passenger side** (away from traffic), proceed to the main gate, and go to the playground (7:38-7:50) or to their classroom (7:50 or later). Please arrange child safety/car seats to allow for students to exit on the **passenger side only**.
- If students unload along the sidewalk by the playground, cars may loop around and exit (back onto

Manzanita Ave.). If students unload along the sidewalk in the front of the school, cars may proceed forward to Campbell Ave. or carefully pull out of the line to do the same.

MORNING ARRIVAL – Bus Bay

- Students will exit their bus and go directly to the playground (7:38-7:50) or their classroom (7:50 or later).

MORNING ARRIVAL – Walkers from La Encantada

- Please ONLY park in designated spaces at La Encantada (NOT at Skyline Villas Condominiums)
- Students MUST be accommodated by an adult to the east end of the sidewalk in front of the school. Beginning at 7:38, students may proceed along the sidewalk to the playground.

DISMISSAL

School dismisses at 3:00 p.m. on regular days and 1:30 p.m. on Early Release Wednesdays.

Children should be picked up promptly following dismissal. Be sure your child and his/her teachers know what the plans are for after dismissal.

All students are required to bring a note from home (which must be signed by the teacher and an office staff member) when they:

- Leave campus with anyone other than their parent or guardian
- Ride a different bus
- Ride a bus with a friend
- Get off at a different bus stop

AFTERNOON DISMISSAL – Pick-Up Lane (front of school)

- Students will be dismissed starting at 3:00 PM (1:30 PM on early release Wednesdays).
- **The school-provided number placard must be hung from the rearview mirror.** This will allow staff members out front to enter the assigned placard number into our dismissal software, CurbSmart.
- Once a staff member enters the assigned placard number, teachers will receive communication (in real time) of parent/guardian arrival and dismiss students assigned to the placard number. There will be staff available to supervise students walking from classrooms to the pick-up lane.
- **Parents/guardians are to remain in their vehicles in the pick-up lane** and proceed along the curb to the first available space, as per the direction of the staff.

AFTERNOON DISMISSAL – Bus Bay

- When a bus arrives, a staff member will enter the bus number into our dismissal software, CurbSmart.
- Once a staff member enters a bus number, teachers will receive communication (in real time) of bus arrival and dismiss students assigned to the bus. There will be staff available to supervise students walking from classrooms to the bus bay.

AFTERNOON DISMISSAL – Walkers to La Encantada

- Please ONLY park in designated spaces at La Encantada (NOT at Skyline Villas Condominiums).
- Bring the **school-provided name plate/placard** to show the staff member on duty, as described above.
- Students MUST be accommodated by an adult from the east end of the sidewalk in front of the school.

Parents/guardians who need child care before or after school should contact [Community Schools](#) about the CARE program.

For students leaving early, a parent/guardian must follow the office procedures for signing the child out at the front office.

TRANSPORTATION

Bus Safety Program

Students transported are under the authority of the school bus driver and the District. Riding a bus is a **privilege** and should be treated as such. Students who refuse to follow the rules for good conduct may forfeit their privileges to ride the school bus.

Building administrators have flexibility to determine appropriate consequences for student misbehavior on a bus, depending upon the circumstances surrounding any incident. However, per District policy, bus riding privileges for a student who throws anything out a bus window will be suspended for at least five school days.

It is the student's responsibility to carry their bus passes with them whenever riding a school bus and to follow the set of bus rules listed below. Please review the following bus rules with students on the first day of school and periodically thereafter.

Students shall: **Be Kind, Be Respectful, Be Responsible.**

- Be at their respective bus stops and ready for pickup five minutes before the scheduled pickup time when the bus is due.
- Stand a safe distance back from the curb or highway and line up single file, facing the street, when the bus approaches.
- Wait for the driver to motion them across the street when it is safe to cross, and walk in front of the bus by at least ten feet.
- Obey the driver's instructions.
- Always use steps and handrails, and never crowd or push when getting on or off the bus.
- Take their seats quietly and quickly.
- **Always wear their seat belts and remain seated at all times while on the bus.**
- Not eat or drink anything while on the bus.
- Never stand, except to exit the bus at their respective bus stops, and remain seated until the bus has come to a complete stop.
- Never throw anything inside the bus or out the bus window, and never extend hands, arms, heads, or any objects through the bus windows.
- **Have written permission, approved by the school, to ride another bus or get off at a stop other than their own.**
- Talk in normal tones; screaming and yelling are prohibited.
- Never use vulgar or abusive language.
- Not tamper with safety devices or damage the interior or exterior of the bus.
- Treat the bus driver and fellow passengers with respect.

The safety and welfare of students *waiting at bus stops* is the responsibility of parents. The schools want to assist parents and students by requesting that student riders comply with the specific expectations listed below. School administrators have the flexibility to determine consequences for student misbehavior at a bus stop and/or noncompliance of these expectations. Students who do not conduct themselves properly may be denied the privilege of riding on district school buses.

Students who utilize the District bus service are expected to arrive and depart on the bus, using the same bus stop. Parents may request that a student ride a different bus or disembark at a different stop, on a selected day. This requires a copy of a written parental request that includes the following information:

- The child's name
- The child's regular bus number
- The bus number of the requested route
- The signature of the parent/guardian

Bicycles, Skateboards, and Skates

Students may ride bicycles to school. Bicycles may not be ridden on the sidewalks or walkways. Students should lock bicycles in the designated area, located by the garden. Skateboards, rollerblades, and skates (including “heelies”) are not allowed on school grounds at any time.

SAFETY HABITS

- Help your child to learn his/her full name, parents’/guardians’ name(s), address(es), and telephone number(s). It is helpful if the parents’/guardians’ places of employment are also known.
- If your child rides the bus, discuss safety rules and obedience to the driver at all times. Also, stress the importance of going home promptly and avoiding strangers.
- You are your child’s best model for good safety habits. Play it safe!

APPROPRIATE DRESS

Casual clothes should be worn so that your child does not need to worry about getting “special clothes” dirty.

Please **LABEL** all removable clothing, such as jackets (as well as other personal items, such as water bottles, lunch boxes, etc.). Lost and Found articles can be found in the hallway of the school office. Unclaimed articles are donated to charity several times a year.

STUDENT DRESS CODE

The purpose of the Manzanita Dress Code is to protect the health and safety of children. Because physical activity is encouraged every day, appropriate clothes and shoes should be worn every day. Learning is an active process at Manzanita School; clothing may become damaged or dirty on occasion from outdoor play, art or science activities. Our dress code is neutral with respect to gender: the same rules apply to all clothing and all students. Most student attire is acceptable, within the following guidelines:

Clothing must be appropriate for an elementary-school setting:

- The base layer of clothing must accommodate the full range of movement that may be required in a classroom – sitting cross-legged or on the floor, kneeling, bending over, reaching out, raising hands, etc.
- The base layer of clothing must fully cover upper and lower undergarments including the student's buttock and groin area.

Hats & Hoods:

- Hats and hoods may not cause distractions in the learning environment and should not interfere with the safety of anyone on campus.
- Hats are welcomed and encouraged while outdoors, for sun safety.
- *Hats and head coverings may be worn at any time if they are being worn as part of religious observance or as a medical necessity.*

Footwear:

- Shoes (either strapped sandals or closed toe) are required to be worn while on the school campus.
- Shoes need to support a student's physical activities while at school, including but not limited to: running, jumping, climbing and sitting cross-legged.
- Flip-flops, high wedges/heels, and shoes with wheels in the soles (“wheelies”) are not safe, and therefore are not permitted.

Apparel considered **inappropriate** for an elementary school-setting includes, but is not limited to:

- Clothing that displays vulgar or offensive pictures/language, tobacco, alcohol products, references to illegal substances, or any weapons.

We rely on parental discretion and good judgment to guide students in making appropriate clothing choices for school. We will always try to avoid disrupting learning to handle dress code infractions.

Dress code violations may require an immediate change of clothes or shoes, and parents may be contacted to remedy the violation.

(Revised by the Manzanita Site Council, with input from the Manzanita community, March 2023)

Manzanita Learning Pledge

As a Manzanita Mustang,
I promise to treat everyone and everything with respect.
I will play fair and have fun.
I can solve every challenge, big or small, that comes my way.
I will keep working to reach my goals.
I can make a difference every day.
The future starts with me.



DISCIPLINE POLICY

Catalina Foothills School District has developed policies and procedures that govern student behavior. CFSD Board Policy JK is a link that parents connect to when registering online, and is available through the district website.

In addition, Manzanita has adopted a unified mindset for the school and our classrooms. These behavior guidelines define our expectations for behavior in our school. You will see “The Manzanita Mindset” guidelines posted throughout the school and your child will be learning them in their classroom. Our “Manzanita Mindset” expectations in each part of the school are outlined in the Mustang Mindset Matrix below.

As part of our Positive Behavior Interventions & Supports (PBIS) process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on the guidelines in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect, using a positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positives first and provide positive, immediate, frequent, and explicit feedback.

<u>Mustang Mindset Expectations</u>			
Area on Campus	I am Kind	I am Respectful	I am Responsible
ALWAYS	<ul style="list-style-type: none">• Be a friend to others• Use friendly words and actions	<ul style="list-style-type: none">• Honor personal space• Care for property and all living things• Be polite• Use active listening	<ul style="list-style-type: none">• Wear your mask• Maintain safe distance from others• Walk• Follow directions from all adults the first time• Keep hands to yourself• Keep your feet on the ground• Make safe choices
Arrival	<ul style="list-style-type: none">• Smile and greet Mustang students and staff	<ul style="list-style-type: none">• Use a level 1 or 2 voice	<ul style="list-style-type: none">• Go directly to your classroom
Dismissal	<ul style="list-style-type: none">• Say farewell to Mustang students and staff	<ul style="list-style-type: none">• Use a level 1 or 2 voice	<ul style="list-style-type: none">• Know where you are going• Walk to your dismissal area

Bus	<ul style="list-style-type: none"> Say farewell to Mustang students and staff 	<ul style="list-style-type: none"> Walk in a single-file line on and off the bus Use a level 1 or 2 voice 	<ul style="list-style-type: none"> Keep seats and floors clean Keep track of your belongings Follow driver's directions Stay seated, facing forward
Classroom	<ul style="list-style-type: none"> Help others when requested Encourage others to do their personal best and compliment them on their efforts 	<ul style="list-style-type: none"> Use signals to share your ideas 	<ul style="list-style-type: none"> Keep your work area neat, clean, and organized Persevere and do your personal best
Field Trips	<ul style="list-style-type: none"> Look out for one another 	<ul style="list-style-type: none"> Use signals to share your ideas 	<ul style="list-style-type: none"> Stay with your group Represent MZ positively Be prepared and ready to learn
Hallways	<ul style="list-style-type: none"> Stay on pavement Let others pass Hold the door open for others Quietly wave to others 	<ul style="list-style-type: none"> Walk with a level 0 or 1 voice Give younger students the right of way 	<ul style="list-style-type: none"> Walk on the right side Maintain a safe distance from others Feet on the ground
Library	<ul style="list-style-type: none"> Help others when requested 	<ul style="list-style-type: none"> Enter quietly Use a level 0 or 1 voice Use signals to share your ideas 	<ul style="list-style-type: none"> Return books on time Use shelf marker appropriately Handle books and equipment carefully
Lunch Areas	<ul style="list-style-type: none"> Sit with safe distance from others Say please and thank you 	<ul style="list-style-type: none"> Wait your turn Listen to and follow directions from all adults the first time Raise your hand for help 	<ul style="list-style-type: none"> Have your mask with you at all times Have your lunch card ready Be ready to order Eat your own food Clean up after yourself
Office	<ul style="list-style-type: none"> Greet the office staff and say farewell when you leave 	<ul style="list-style-type: none"> Enter with a level 0 or 1 voice Wait your turn 	<ul style="list-style-type: none"> Wait your turn Bring your pass

Playground	<ul style="list-style-type: none"> • Include everyone • Play for fun 	<ul style="list-style-type: none"> • Play fair • Take turns and share • Keep your hands and feet to yourself 	<ul style="list-style-type: none"> • Play safe • Rocks and sticks stay on the ground • Follow MZ playground rules
Restrooms	<ul style="list-style-type: none"> • Give privacy to others • Wait your turn 	<ul style="list-style-type: none"> • Give privacy to others • Wait patiently 	<ul style="list-style-type: none"> • Wash your hands with soap • Use equipment appropriately • Go directly to the bathroom and return directly to class

PLAYGROUND RULES & PROCEDURES

All students in grades K-5 need to consistently follow the rules. All adults need to support children's safety and welfare by consistently enforcing the rules.

Healthy Play Guidelines:

1. We play for fun.
2. The people are the most important part of the game.

Healthy Play Rules:

1. Resolve conflicts outside of the game.
2. Stay with a person who is hurt.

Playground Rules & Procedures:

1. Wait for an adult who is on duty before going into the MPR or onto the playground.
2. Stay within the fenced areas.
3. Fighting and play fighting are never allowed.
4. Be considerate of others' games.
5. Sand toys and jump ropes are allowed on the upper playground only.
6. Clean-up and put away all playground equipment when you are done.
7. Trees are for shelter only. No climbing, hanging, or sitting in the trees.
8. Stay off railings, fences and walls.
9. Hats stay on the owner's head.
10. Leave the playground or line up as soon as the recess bell rings.
11. Ramada:
 - Walk through the ramada area.
 - Ramada is for sitting and/or eating.
 - Sit on the benches, not on the tables.
12. Ball games:
 - Played on fields only.
 - Flag football is allowed with NO kicking or tackling.
13. Swings:
 - One person may swing on a swing at a time.
 - Watch your time on the swing and share.

- Swing forwards and backwards.
 - Come to a stop before getting off the swing.
14. Climbing Equipment:
- Hands must be used on all climbing equipment.
 - One at a time on the bars.
 - No “cherry drops”.
 - Single bar - Two hands, front flips only.
 - Slide - Climb up the ladder, go down the slide feet first, and walk away.
 - Walking only on the bridge.
 - Pole - Slide down the pole with two hands and one leg.
15. Basketball:
- Follow standard basketball rules.
 - Hands may not touch the net or rim.
16. Soccer:
- Follow standard soccer rules.
 - Use feet only.
 - Side tackles and high kicks are not allowed.
17. Flag Tag:
- Flags may be used for play in a gentle manner.
 - Grab flags only.
 - Flags may not be tied to the belt.
 - Flag belt must be worn over clothes.
 - Aggressive actions may result in flags taken away.

HEALTH OFFICE INFORMATION

- Please notify the school Registered Nurse or Health Assistant if your student has any medical history, chronic health condition or allergies (e.g., food, latex, etc.) that may affect them while at school. We may need to make an appointment to establish appropriate individualized health plans.
- **MEDICATIONS:** We carry acetaminophen (Tylenol), ibuprofen (Advil), antacid (TUMS) and cough drops (these are only for high school students). When you use our online system to register your child you will have the option to check the boxes for the above medications so that they may or may not be given during the school year, if needed.
 - o For any over-the-counter medications other than those listed above, you will need a completed *Medication Administration Consent* form **signed** by the child’s medical provider. This allows the medication to be administered by staff on campus. Any over-the-counter medications or supplements that will be administered at school need to be kept in the original containers. Ziplocks and pill boxes are not acceptable.
 - o For prescribed medications that will need to remain in the Health Office please be sure they are in the medication bottle with a current pharmacy label attached with the correct dosing. You will have the option to enter prescribed medications while registering online. For any that are added at a later date we will need a *Medication Administration Consent* form signed by the parent/guardian.
- **HEALTH FORMS need to be updated YEARLY:**
 - o *Health Information and Emergency Contact form*. This form needs to be updated annually to notify health staff of any changes in conditions and current health and emergency contact information.
 - o *Medication Administration Consent form*. Complete this form for any over-the-counter medication or new prescription medication that will need to be kept in the school Health Office and administered on campus.
 - o *FARE form*. We require this form for any student with a severe allergy that may cause anaphylaxis and would require the administration of an Epinephrine Pen.
 - o *Permission to Carry Medications for Self-Administration Consent*. This allows students to carry rescue inhalers, epi-pens, or diabetic supplies. These are the **ONLY** medications a student can

- o carry on campus and self-administer. Please provide an original copy of the doctor's order or pharmacy attached label.
 - o **Other forms are available on our district website under health services, or ask your school nurse or health assistant for a copy. Examples include Asthma Action Plan, Seizure Action Plan, Diabetes Action Plan, etc.*
- **IMMUNIZATIONS:**
 - o Proof of required immunizations, or exemption, must be provided in order to attend school. You will be able to enter these during online registration. If we find a discrepancy in immunization dates, we may ask for a hard copy. The list of immunizations that the state of Arizona requires can be found [HERE](#).
 - o Exemptions are available for specific circumstances, but the Arizona Department of Health Services recommends that all students attending school should receive required vaccinations to decrease the outbreak of preventable diseases.
 - o Records must be from a clinic or medical provider's office and include the name of vaccine, date given, and name of clinic and/or medical provider. We also will accept a completed Arizona School Immunization Record (ASIR).
- **ILLNESS AND/OR INJURY:**
 - o Please contact your school health office regarding questions related to illness and attending school.
 - o Does your child require assistance or health equipment during the school day? Please notify your Health Office so our team can assist with these accommodations.
- **HEARING/VISION SCREENING:**
 - o Certified Health Office staff will conduct hearing screening within 45 calendar days from the start of school. Screening rules are updated annually by the Arizona Department of Health Services. Click [HERE](#) for more information on the ADHS State Sensory Screening Program. Parents/legal guardians may opt out of hearing screening but we require signed documentation to do so. Please contact your school health office for the declination form.
 - o We conduct hearing and vision screening together. Vision screening is not currently required by the state but the ADHS State Sensory Screening Program does encourage annual screening. More information can be found [HERE](#).

VISITORS/VOLUNTEERS

Visitors and volunteers can enhance the educational experience for students, and are welcome at Manzanita School.

"Volunteers" are in classrooms frequently, sometimes unsupervised and can be alone with students. They come and go throughout the course of the school year, and do not necessarily have a regular schedule. **Parents/legal guardians of students** may volunteer in the classroom and around the school, at the teacher's/school's discretion. No formal process is required in order for this to take place. **Others** (including other family members, community members, etc.) who want to volunteer must apply through Human Resources. They are essentially "hired," and must be fingerprinted, have references checked, etc. Teachers will determine their needs for volunteers.

"Visitors" are in the classroom once, perhaps twice, during a year, at the teacher's/school's discretion. They are NEVER alone with students. These visitors sign in at the office and wear a visitor badge. No other process is required.

Visitors and volunteers will be asked for their ID on their first visit to school during the year, which will be copied and kept on file. Visitors and volunteers will be given a badge to wear while on campus.

HOME-SCHOOL COMMUNICATION

Bloomz

Bloomz is the primary method of communication between home and school at Manzanita. Both the school and individual teachers will maintain a Bloomz account as a method of communicating with families. Teachers will send home information about how to join these. The FFO also maintains a Bloomz account. Please watch for information about how to join this group, as well, to stay informed about all things, Manzanita!

Reporting to Parents/Guardians

Your child's progress will be formally reported to you according to the following schedule:

- October: Parent-Teacher-Student conferences
- November: Trimester Progress Reports
- March: Trimester Progress Reports
- June: Trimester Progress Reports

The elementary academic year is divided into three trimesters. Please refer to your school calendar for specific dates for conferences and progress reports.

Conferences are good times for you to discuss your child's progress and special needs with his/her teacher. It will help both you and the teacher if you come to the conference prepared with a list of specific questions you would like addressed.

Parents are welcome to contact their child's teacher anytime during the school year to request additional conferences. Your child's teacher may also contact you regarding your child's progress.

In addition, ParentVUE will be available to parents and guardians to provide them with the ability to track student progress.

Please plan to attend our grade level Welcome/Back-to-School Nights in the fall. Your child's teacher will present an overview of the curriculum and of the classroom program for the year.

Homework Policy

Purpose of Homework:

Homework is one of the many learning activities in which students engage outside of the classroom setting. Its purpose is to develop responsibility, self-direction, and organizational skills. Homework should extend learning and/or provide practice in applying concepts initially presented in the classroom. It gives opportunities for developing and fostering life-long learning practices and is a means for communication between home and school.

Homework Guidelines:

While homework may cover all subject areas, homework practices across all grade levels will include daily reading. Nightly reading may include: reading independently, reading to someone, and/or being read to by another person. Students in grades 1 - 5 may also engage in weekly math fact practice.

Specific classroom homework expectations will be communicated at your child's Back to School Night.

Time Allotments for Homework:

Kindergarten - Grade 2 15 - 30 minutes*

Grade 3 - 5 30 - 60 minutes*

* Times are approximate

Teacher Responsibilities:

Teachers will communicate homework expectations to students and parents. Assignments provided to students will be clearly explained and students will understand when the assignment is due. Teachers will set up routines and procedures to help with organization and timely completion of assignments by students.

Student Responsibilities:

Students should understand assignments and turn them in on time while developing ways to monitor work completion at home and learning organizational strategies. Work should reflect high standards regarding effort and completeness. If an assignment is challenging, students should communicate this to their teacher.

Parent/Guardian Responsibilities:

While students should assume responsibility for completing homework assignments, parents/guardians should take an active interest in supporting student's homework by:

- Providing a study area that works best for their child's individual needs
- Provide time for homework
- Encourage the child to complete homework on their own and for the child to seek clarification from the teacher if needed

BIRTHDAYS

Birthdays are special times for children. Teachers will establish a way of recognizing student birthdays during the school day in an appropriate manner that does not significantly detract from the instructional day. It is not permissible for students to bring in edible treats for birthday celebrations. **Nor are deliveries of balloons or other special items/events that may disrupt the operation of the school day, permissible.** With the classroom teacher's permission, non-edible treats (pencils, stickers, etc.) or a gift for the classroom (a special book) may be brought to school. For parties held outside of school, students are not to distribute invitations at school, unless the entire class is invited.

FAMILY FACULTY ORGANIZATION (F.F.O.)

The **Family Faculty Organization** supports dynamic home-school collaboration, cooperation, and commitment. It serves a parent community that holds high expectations for students and their schools. F.F.O. members are actively involved in our school as volunteers and in school-wide projects. They are a most welcome and appreciated part of our school community.

Families are encouraged to attend the monthly F.F.O. meetings. Notification of meetings will be posted in the school's office and on the F.F.O. Bloomz page. Meetings address a variety of topics, such as: Curriculum, special school projects, and other important issues. You are automatically a member of the school's Family Faculty Organization.

Some of the projects undertaken by the F.F.O. include Mustang Bucks fundraiser, school pictures, Manzanita Desert Dash, the book fair, the yearbook, staff appreciation days, art and science enrichment, etc. Proceeds from the various projects are used to meet additional student needs.

COUNSELING

The counseling program is a developmentally based guidance program offering instruction in areas such as peer group interaction, cooperation, transition, understanding feelings, conflict resolution, new student adjustments, changing families, friendship skills, and grief and loss. Additionally, the counselors are available to support parents, students, and staff with problem solving and community referrals.

Students have the opportunity to participate in a variety of groups, based upon need, with the counselors during the school year.

New students in Gr. 1-5 participate in new student groups at the beginning of the year.

The school counselors play an integral role in the development of our students and provide the needed support for students and their families.

CATALINA FOOTHILLS SCHOOL DISTRICT CURRICULUM OVERVIEW

The Catalina Foothills School District (CFSD) provides comprehensive and rigorous academic programs that are recognized nationally for preparing students well for postsecondary education. From early childhood through high school graduation, CFSD's wide array of programs and learning experiences equip every student with the necessary knowledge and skills to meet the challenges and opportunities in a global society.

While academics are at the core of a comprehensive education, CFSD also embraces the obligation to graduate students who are self-regulated and have the skill-set for lifelong learning. This set of skills - the capacity to see problems in new ways, think critically, design innovative solutions, and collaborate and communicate in diverse settings – enables our students to engage in deeper learning; that is, to go beyond the mastery of content knowledge to applying what is learned and transferring it to new situations or contexts. All CFSD students engage in ongoing skill building, which includes Critical Thinking and Problem Solving, Citizenship, Creativity and Innovation, Collaboration, Communication, and Systems Thinking. CFSD refers to these skills or competencies as “deep learning proficiencies” (DLPs). We are committed to fully engaging students in their learning and evaluating program results to ensure they move on from their PreK-12 education confident that they are well prepared to flourish in future studies, careers, and in life.

More information about the Elementary Program in CFSD can be found [here](#).

TECHNOLOGY/PHONES

The school offers a variety of opportunities for students to interact with technology, as appropriate to their learning. We teach students how to be responsible digital citizens as they use technology tools, in accordance with district policies.

Students are not permitted to utilize cell phones at Manzanita or on the school bus to or from school. If you choose to send your child to school with a cell phone, it is to be kept turned off and in your child's backpack.

STUDENT SUPPORT SERVICES

The Special Services Department is committed to creating environments that are mutually respectful and individualized. These environments support full participation of all individuals in every aspect of our community. Parents are full participants in the educational process of their children.

SPECIAL EDUCATION

A continuum of special education services exists to meet the needs of all students with disabilities. This service continuum is aligned with Federal and State requirements. Children attend their home schools whenever possible, attend class with nondisabled students whenever appropriate, and receive direct and indirect services per their individual needs.

Catalina Foothills School District services the full range of students with disabling conditions. Currently, the District services 600 preschool-12th grade students with disabilities. Student disabilities include specific learning disabilities such as autism, hearing impairments, speech or language impairments, visual impairments, orthopedic impairments, other health impairments, developmental delays, serious emotional disabilities, multiple disabilities, traumatic brain injuries, and multiple disabilities with sensory impairments.

SPEECH AND LANGUAGE

Speech and Language services are provided for students identified with communication delays/deficits that negatively impact academic progress. Qualifying conditions include: articulation, fluency (stuttering), voice disorders, hearing impairment, receptive and/or expressive vocabulary, and/or processing delays/deficits.

ENGLISH LANGUAGE DEVELOPMENT

The goal of the ELD (English Language Development) program is the acquisition of English language skills. CFSD follows the principles of Arizona's Language Development Approach, including asset-based behaviors and expectations; integrated instruction in disciplinary language and content; targeted and explicit language instruction; and assessment, monitoring, and feedback.

SERVICES FOR GIFTED STUDENTS

Students' academic needs are identified through an ongoing process that begins informally in kindergarten. In the primary grades (K, 1, 2), matching appropriate services to students is based on demonstrated need and includes input from teachers and parents.

Beginning in 3rd grade and continuing through 8th grade, standardized test information, coming from achievement tests is also considered in matching appropriate services to students. *The Cognitive Abilities Test (CogAT)*, used to assess abstract reasoning ability, is also a piece of the standardized test information collected. The *CogAT* is offered to all third grade students in August. Students new to the district in grades 3-5 and those who are eligible to retest will have *CogAT* testing opportunities in August and January. Additionally, successful performance in gifted services is considered as part of the data for future placement decisions.

Gifted Services Included:

- Extended Reading
 - Students who qualify for placement perform at or above 97th percentile in the verbal section of the *Cognitive Abilities Test* and/or exhibit high achievement on the Reading subjects of the state standardized test and who perform at the "Advanced Performance" level on grade level standards/benchmarks based on classroom assessments.
- Extended Math
 - Students who qualify for placement perform at or above the 97th percentile in the quantitative section of the *Cognitive Abilities Test* and/or exhibit high achievement on the Mathematics subtests of the state standardized test and perform at the "Advanced Performance" level on grade level standards/benchmarks based on classroom assessments.
- Interdisciplinary Studies (IDS)
 - Students who qualify for placement perform at or above the 97th percentile on the verbal and quantitative subtests of the *Cognitive Abilities Test*, and exhibit high achievement on the Reading and Mathematics subtest of the state standardized test and perform at commensurate achievement levels on language arts and mathematics grade level standards/benchmarks as measured by classroom assessments.
- Differentiation in the regular classroom program.

For more information on gifted services, see our K-12 Gifted Education Programming Framework on the CFSD website.

JICK
STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, as set out in this policy and accompanying regulation, student harassment, intimidation and bullying are prohibited on school property, on school buses, at school bus stops, and at school sponsored events and activities. Cyber harassment, intimidation and bullying are also prohibited.

Distinction between harassment, intimidation and bullying may be found in Regulation JICK.

The Superintendent shall establish procedures for the dissemination of information to students, parents, and guardians concerning this policy and accompanying regulation, incident reporting, support services (proactive and reactive) and student rights. Information will be provided to students, parents and guardians as follows:

- During the first week of each school year.
- To each incoming student during the school year at the time of the student's registration.
- In classrooms and in common areas of the school.
- Be summarized in the student handbook and on the District website.

The Superintendent shall establish procedures for the dissemination of information to District employees concerning this policy and accompanying regulation, including preventative measures, incident reporting, support services to students and students' rights. Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall also establish procedures designed to protect the health and safety of students who are harmed as the result of harassment, intimidation, or bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Adopted: June 13, 2017

JII

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students or their parent/guardian on their behalf may present a concern, complaint, or grievance regarding a violation of their student's constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A concern, complaint, or grievance may be raised regarding one (1) or more of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies other than maintaining the minimum academic and behavioral standards established by the Board, or their individual ability in the extracurricular activity.
- C. Discriminatory treatment on the basis of their race, sex, (which includes a prohibition against sexual harassment as described in the District's policy concerning sexual harassment), sexual orientation, gender identity or expression, national origin, ethnicity, religion, creed, age, or disability.
- D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a concern, complaint, or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The concern, complaint, or grievance should be made as soon as the student or parent/guardian knew or should have reasonably known that there were grounds for the concern, complaint, or grievance. The initial concern, complaint, or grievance should be made using form JII-EA; however, a verbal concern, complaint, or grievance may be made to a teacher or administrator. If a teacher, they shall inform an administrator of the concern, complaint, or grievance as soon as possible, but not later than the one (1) business day following the day that the teacher received the concern, complaint, or grievance.

When the initial concern, complaint, or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student or parent/guardian the particulars of the concern, complaint, or grievance and complete form JII-EA, no later than one (1) business day after learning of it. The administrator shall especially note all student or parent/legal guardian - provided particulars determined by the Superintendent to be necessary for the concern, complaint, or grievance to be investigated. Any question of whether a concern, complaint, or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the concern, complaint, or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student or parent/legal guardian's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to

the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or legal guardian may initiate the complaint process by completing Exhibit JII-EA.

A concern, complaint, or grievance may be withdrawn at any time.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or who is the subject of a complaint, or against a student who has testified, assisted, or participated in any manner in an investigation relating to a concern, complaint, or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting concerns, complaints, or grievances are to be available to students, staff, and parents or guardians in the school offices.

Disposition of all concerns, complaints, or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student or parent/legal guardian's concern, complaint, or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

A student knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: June 22, 2021