

Parent/Student Handbook

MacArthur Elementary School

2020-2021

The MacArthur Family

Students, Staff, Parents Community

Learning Today...Leading Tomorrow

****PLEASE RETURN THIS PORTION TO YOUR CHILD'S TEACHER****

I have been notified that the MacArthur Parent/Student Handbook is available for review on the school website: <http://www.mpsaz.org/macarthur>

I understand it is my responsibility to read the information presented in the Parent/Student Handbook.

Child's Name: _____

Teacher's Name: _____ Grade: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

ABSENCE/TARDY REPORTING

If your student will be absent or tardy on any given day for any reason, please call our 24 hour-attendance line, 472-7800 press 1. You may also leave an attendance message by pressing 1 on the auto menu. Please call the office before 8:30 A.M.. If your student arrives tardy, he or she must check in through the office before going to class so we can take them off the absent list. Please contact your student's teacher for make-up work.

Excellent attendance is a high priority at MacArthur. Missing school can be detrimental to your student's progress. When a student is absent for any reason, make up work will be assigned at the discretion of the teacher. MPS Policy JED-R states to be excused, the absence must be sufficiently necessary or compelling to override the importance of a student's daily attendance. Examples include illness, family emergency or religious holiday.

MacArthur is committed to making the most of our educational day. Therefore, being on time is a top priority. Please do all you can to assure your child arrives to school on-time. Thanks

BIRTHDAY INVITATIONS/RECOGNITION

A birthday party is a very special event in every student's life! When some students in a classroom are invited, but others are not, it can be emotionally upsetting for those who are left out. A suggestion to help with this is to ask your child's classroom teacher to put the invitations in invited student backpacks.

Birthday gifts and decorations (flowers, balloon bouquets, and presents) can be an educational distraction in the classroom. Therefore, these items will not be delivered to the classroom. However, if you would like to bring any of these items for your child on their birthday, they will be held in the office until the last 15 minutes of the day. At that time, your child will be called down to the office to get them.

BUS

Riding the bus is a privilege, not a right. Good behavior is expected from all students while riding a bus to and from school, or on field trips. The bus driver's first priority is to arrive safely at his/her destination. MPS drivers are courteous professionals who appreciate your respect. Buses are provided for students who live one mile or more from school. Students must have signed parent permission to ride a different bus. Please have your student bring the written permission note to the office for a "bus stamp".

The usual procedure for bus discipline incidents at all district schools is as follows:

- | | | |
|-------------------------|---|--|
| 1 st Offense | - | Written warning and possible removal from bus for one day |
| 2 nd Offense | - | Removal from bus for three days |
| 3 rd Offense | - | Removal from bus for five days |
| 4 th Offense | - | Removal from bus for one month or end of semester (whichever is longest) |

A serious offense, regardless of which offense it may be, could result in denial of bus privileges for the remainder of the year. For more information regarding bus rules please visit the Transportation website, <http://www.mpsaz.org/transportation/>,

CALLING SCHOOL

District Policy requires that teacher phones be turned off during the instructional day. MacArthur classroom phones will go directly to the teacher's voice mail from 8:15 a.m. to 2:45 p.m. (12:45 p.m. on Wednesdays). Teachers are asked to check messages at lunch for the end of day messages. In the event of an **emergency**, please call the office main number (472-7800) and we will get the message to your child's teacher.

Please reinforce with your child that after school social arrangements should be made in advance and outside of the school day. Students should not use the office telephone for "last minute" phone calls to parents for this purpose. Thanks

Office phone numbers, special area teachers and classroom teacher direct line numbers can be found on the web site, <http://www.mpsaz.org/macarthur/staff/>.

CELL PHONES

Cellular telephones are not allowed to be turned on during the school day. Students must keep cell phones in their backpack until they are off the school grounds. A cell phone brought out during the school day will be put in the office until a parent picks it up. (MPS is not responsible for lost or stolen articles.) If you need to contact your child in the event of an emergency, please call the school office at 472-7800 and we will locate him/her immediately.

COMMUNICATION WITH SCHOOL

Your child's teacher is your best form of communication and link to our school. Please watch for notes or progress reports on a continual basis. If you have questions or concerns, call the teacher using his/her direct line or visit our website www.mpsaz.org/macarthur. Letters from the principal and PTO are posted on line.

CONFIDENTIALITY

We are unable to give out a student's or parent's name, address or phone number to another student or parent without their permission. Please keep in mind that teachers are not legally able to talk about any student with a parent except the parents' own child. Thanks for understanding!

CRISIS PLAN

The staff and students practice lock down and fire drills during the year. Staff are also trained how to conduct an evacuation. Parents are asked to keep their emergency phone numbers current with the school. In the event of an emergency, parents will be called using our School Messenger system and a voice mail will be made. Always keep your phone number current with the school.

DAILY DISMISSAL

When students are dismissed at the end of the day, they are to go directly home, as there is no adult supervision of the playground at the end of the day. Thank you for helping us keep your children safe.

DISCIPLINE PROCEDURES

Teachers and staff promote an orderly environment that is both caring and nurturing. Parents should call the teacher to discuss behavior infractions and/or discipline notices sent from school. Incidents that take place outside of the classroom (playground, cafeteria, etc.) should also be discussed with the classroom teacher. Our playground aides are not authorized to speak with parents. Keep in mind that teachers are not legally able to talk about any student with a parent except the parents' own student.

In addition, Character Education will be incorporated throughout the school on a daily basis and recognized on a weekly basis and through Character/Student Recognition Assemblies.

The Six Pillars of Character Are:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

PBIS will also be used at MacArthur for recognizing good student behavior.

DRESS CODE

The MPS District Policy JFCA-R was approved July 2, 2008. Students must comply with the following dress standards at school and school events:

- Jeans, pants and trousers must be worn at the waist area and must not drag excessively on the ground. No sagging is allowed.
- Clothing must cover abdomen, back, buttocks, chest, and genital areas. Tops that expose cleavage are prohibited. When standing, tops must completely cover the midriff to the skirt, shorts or pants. See-through clothing is prohibited.
- Skin-tight outer clothing, such as spandex, is prohibited unless it is worn for a school-sponsored extracurricular activity (dance, wrestling, etc.)
- Tube tops and halter tops are prohibited. Tank tops and other sleeveless tops are permitted only if the straps are wider than one and one-half inches and the armholes are no lower than two inches from the armpit.
- Shorts must have at least a two-inch inseam and extend to the tip of the student's fingers.
- Dresses and skirts must extend at least one inch beyond the tip of the student's fingers.
- Clothing or attire by which an adolescent female student does not wear a bra or underwear, wears a bra or other garments as outerwear, or wears clothing in a manner such that underwear is visible through outerwear is prohibited.
- Clothing or attire by which an adolescent male does not wear underwear, wears underwear as outerwear, or wears trousers or shorts so that underwear is visible are prohibited.
- Pajamas and sleepwear are prohibited.
- Bandanas, hairnets and do-rags are prohibited.
- Jewelry and accessories with studs, spikes, sharp objects or heavy chains are prohibited.
- Sunglasses may be worn indoors only if there is a medical need to wear them.
- Hats or other head apparel may not be worn inside school buildings unless for religious, medical, or safety purposes. Students will not be prohibited or discouraged from wearing hats or other clothing designed to reduce sun exposure while outdoors.
- Trench coats and other oversized clothing that can conceal contraband are prohibited.
- Footwear must be worn at all times. Shoes with wheels and cleats are prohibited.
- Safety dress requirements for specific classes must be followed.

Parent volunteers and staff are expected to adhere to the same dress code standards.

MacArthur strongly encourages safe footwear when at school. Student play and PE activities involve running and jumping requiring sturdy footwear. Please no flip flops!

EARLY CHECK OUT

We try to maximize the time your child spends in the classroom every day. If your child needs to check out of school before the end of the day, please stop by the office to sign your child out. We will then call for your student to come down to meet you.

ECA TAX CREDIT

To help us maintain our enrichment programs and clubs, we hope you will support the State of Arizona Extra-Curricular Activity (ECA) tax credit fund. This program directly benefits your children at NO COST TO YOU! Your donation will enable you to receive a TAX CREDIT of up to \$400 for a married couple (\$200 for single parents or married filing separately) on your Arizona State Income Tax Return. This is a credit, not a deduction, which means the entire donation comes back to you in the form of a higher refund check, or a lower tax due amount. Meanwhile, our children receive enhanced extracurricular opportunities that support our educational program (e.g. field trips, computer club, band, orchestra, science camp, art, drama, etc.).

Donation cards can be obtained in the school office or the donation can be made online at <http://www.mpsaz.org/community/eca>

FIELD TRIPS

The purpose of field trips are to enrich the required curriculum, not to be used as rewards. Students are to be transported to and from school-sponsored activities via district operated vehicles. Teachers are not authorized to transport students to and from school-sponsored activities in their own vehicles. Certified teachers must accompany students on all school sponsored trips. We welcome parents on field trips, but we cannot allow siblings to attend.

GATES

MacArthur is a secure campus. Campus and perimeter gates are locked at 8:25 a.m. All visitors need to sign in at the office to enter campus.

GROOMING PRODUCTS

Grooming products (hairspray, cologne, make-up, etc.) are not allowed at school.

HOMEWORK

The responsibility for our students' education is shared by the school and the family. It is the policy of the Mesa School District to encourage student effort outside of the school day. Assigned homework is designed to provide practice of basic skills and concepts introduced in class, foster independent study skills, develop initiative and responsibility, and keep parents aware of their student's curriculum and academic progress. Students should spend 10 minutes times their current grade level on homework. For example a third grader should spend 30 minutes a day on homework. If you have any questions or concerns about homework, please direct to your student's teacher.

LEAVING SCHOOL GROUNDS

All students must remain on the school grounds during the regular school day. All students who leave and/or return during school hours must be signed in and out in the office. A parent/guardian must come into the office and sign the student out from school.

Unaccompanied students are not permitted to leave school grounds for lunch.

LOST AND FOUND

The Lost and Found is located in the cafeteria hallway. Students looking for items such as sweaters, jackets, or lunchboxes should check for the lost item before or after school. Using a permanent marker with your child's name on his/her item(s) is helpful so we can return to him/her. Unclaimed items left in Lost and Found are donated to a local charity each semester.

LUNCH

Students may bring a sack lunch or purchase a full meal from the cafeteria. Parents may prepay for school lunches online at <https://www.myschoolbucks.com/>. Prices and the monthly menu can be found at <http://www.mpsaz.org/food/menus/>. The lunch menu may also be available on your child's teacher website.

MEDICATIONS

All medication/pills, whether they are prescription or over-the-counter, must be held and administered by the school nurse. Administration of medicine is only through the nurse's office or at home. Students should not be carrying medications on their persons or in their lunches. This includes cough drops, Tylenol, vitamins, herbs, etc.

NEWSFEED

Please sign up to receive communication by visiting our website www.mpsaz.org/macarthur; open 'Parents,' scroll down to the bottom and select 'Subscribe to this News Feed.' You will receive information regarding the Mustang Memo and PTO. To receive an individual teacher newsfeed, go to Staff, click on your child's teachers name and then click on Homepage. Scroll down to the bottom and select 'Subscribe to this News Feed.' You will receive information regarding homework, calendar events, and classroom schedules.

OPEN ENROLLMENT

Students who would like to change schools within the Mesa Public School District, or are presently on open enrollment status at MacArthur, have until March 1 to submit applications to the desired school of their choice. Applications can be picked up in any MPS school office.

If openings are anticipated at any grade level, selection is made on a first come, first serve basis, and applicants will be notified between March 15 and May 31. If openings are insufficient, applicants will be placed on a waiting list. Capacity will be reviewed periodically over the summer and fall. Acceptance is on a year by year basis and subject to application and review each year.

PARENT TEACHER CONFERENCES

Parent – teacher conferences are held twice a year. Our teachers offer both student-led and parent–teacher conferences. Teachers post their schedules on their classroom home page.

PLACEMENT OF STUDENTS

In the spring of each year, parents may provide input to the Principal concerning the following year's placement of their student by completing a Student Information For Class Placement Form. This form will be available in the office in late March/early April and due back by late April. Current classroom teachers and special educators will make placements based on their experiences with students and the parent information on the Student Placement Form. The goal is to create classes that are balanced for size, gender, achievement, and behavior. We strive to create good learning environments for all students.

PLAYGROUND RULES

- Primary and intermediate students play on their designated playground and equipment.
- Students will stop and freeze when the first whistle is sounded and then on the second whistle will walk to designated line-up area.
- Students leaving the playground must get permission from a playground aide.
- Fighting of any type is not allowed at any time. This includes play fighting, hitting, kicking, pushing, shoving, pulling, pinching, tackling, etc.
- Games that include any type of tackling is prohibited.
- Take turns on the equipment. Use it safely, according to its design and the level of ability of those playing.
- MacArthur provides playground equipment for use during recess therefore students may not bring balls or toys from home.
- Swing straight on the swings in a sitting position. No tricks, such as twisting, leaning back, sitting doubles, pushing each other, etc are allowed. No running between swings.
- On the slide, go down feet first. Climb up the ladder one student at a time. Make sure the person in front is completely down before sliding.
- Throw only playground balls, not sand, rocks, or other objects that could cause injury to others.
- Gymnastics or acrobatics that require another person to spot, give assistance, hold or swing arms etc. are not allowed.
- Follow rules posted by the P.E. staff for tetherball and four square. Players have 60 seconds to settle a dispute or all players must leave the court.
- Use the restrooms and drinking fountains designated for recess time.
- No gum at school.

Please see website for rules for specific games.

SCHOOL SPIRIT

Our school colors are red and white. Students are encouraged to wear school colors or school apparel on Fridays. Our mascot is the Mustangs.

SELLING ON SCHOOL GROUNDS

The sale of any item and/or service by students for personal gain is strictly prohibited on campus or on the bus.

SCOOTERS/SKATEBOARDS/ROLLERBLADES

Students are not allowed to ride, or bring, motorized (electric or gas) scooters on our campus during the school day. Non-motorized skateboards, scooters and rollerblades may provide transportation to and from school, but cannot be ridden on campus grounds. A bike rack is available for students to park their scooters.

STUDENT ARRIVAL

Students having breakfast at MacArthur may enter the cafeteria after 7:55 A.M. All other students should not be on campus until 8:00 A.M. Students may drop off their backpacks at their classroom once the 8:00 bell rings and then proceed to the playground. Skates, rollerblades, and "Heeleys" are to be removed before coming on campus.

STUDENT RECORDS

Information from a student's records, including all grades and test results and psychological reviews, may not be released to anyone other than the legal parents/guardians without a proper court order. Requests for transcripts and testing information may be brought to the school office by the parent.

SUPPORTING YOUR CHILD'S EDUCATION

- **Plan ahead.** Have your child rested, nourished and at school on time with the required materials. Check your child's backpack, folder or assignment calendar. Plan your child's social activities and arrangements with friends in advance of the school day. Inform all parties of the after school plans. Write the after school plan for your child so that your child's teacher does not have to interrupt learning time to determine his/her after school arrangements. Make your child's appointments (doctor, etc.) for after school or vacation days. Arrange family vacations during times when school is not in session.
- **Make sure all arrangements are understood by your child.** To protect the educational environment by avoiding interruptions during class time, please make all necessary arrangements with your child in advance of the day. Be certain that your child has his/her lunch or lunch money, homework assignments, permission slips, books, projects, and instruments before leaving for school. If parents deliver items to school, they must be dropped off in the office. Students may retrieve the item during lunch. If your child will be leaving school early, the office will call for your child when you arrive at school.
- **Participate in scheduled parent-teacher conferences.** We look forward to conferencing with every parent during parent-teacher conference times. If you feel the need to conference with your teacher at a different time, please call the teacher to schedule an appointment.

TEXTBOOKS

Textbooks are furnished by the Mesa Public School District. In the event a textbook or library book issued to a student is lost, damaged or destroyed; the parent is responsible to pay for its replacement.

TIMES

School begins at 8:15 a.m. Students should not arrive at school before 8:00 a.m. We have no supervision prior to that time.

School ends at 2:45 p.m., except on Wednesday when it ends at 12:45 p.m. Students are to depart school immediately after the bell rings unless prior arrangements have been made with the classroom teacher. Once again, "Xplore Program" is offered after school until 6:00 p.m. Please call Community Education (472-7250) to arrange for those services.

If your child has missed the bus or has not been picked up after school, it is the parent's responsibility to make PROMPT arrangements for their safe transportation to home. While the school assigns staff members to monitor student safety during dismissal, this supervision is only available for a limited time at the end of each day. If a student has not been picked up by 3:15 p.m., when the office closes, we are REQUIRED to call district security or the police to escort your child home.

TOYS

Toys are not allowed at school unless the teacher has made a request for a particular assignment. Toys include such items as stuffed animals, cards, collections, electronic devices, etc. When students bring treasured toys from home and they get lost or broken on the playground, teachers cannot take instructional time to comfort upset children. We provide playground toys for students to use during recess times.

TRAFFIC

Student safety is our first concern. The Barkley drive through area is a designated area for Kindergarten and 1st Grade only. Please stay in your car and be patient as teachers load students into vehicles. Students who are being picked up in this area must wait for their parents in this designated zone. Please pull all the way forward in the assigned drop off /pick up area. This area is for moving vehicles only. Never leave your car unattended in this area, please use the parking area.

*Please try to use our parent drop-off/pick-up on the west side of our campus for 2nd-6th grade students.

In the interest of student safety, never stop along the street and motion children to cross traffic to come to your car.

If you are coming on campus to pick up or drop off your child during school hours, please park in the west parking lot.

Finally, please respect the instructions of our crossing guards, aides, and supervising teachers. They have a difficult job to do with a lot of responsibility, and their only concern is the safety of your children. Thanks

VISITING SCHOOL

For the safety of students and staff, all visitors to MacArthur must report to the school office upon arrival and must sign the visitor's log and obtain a visitor badge. All exterior doors except the front door will remain locked during the school day.

Parents or guardians are encouraged to visit their child's classroom and school. However, the date, time and frequency of visits to a classroom are subject to the approval of the teacher and/or Principal. Whenever possible, parents or guardians should inform their child's teacher in advance as to the day and time of visit to avoid conflicts with the school schedule.

When visiting a classroom, parents or guardians must realize that the first responsibility of the teacher is to the students, and the teacher may be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parents or guardians. Classroom visitors need to comply with the teacher's requests and instructions.

VOLUNTEERS

Volunteers are greatly appreciated and very much a necessity at MacArthur Elementary! Teachers will ask for classroom volunteers early and often, and you may also be invited by the Parent Teacher Organization to help out with school-wide programs and events. *Non-parent volunteers (which includes Grandparents) must be fingerprinted.* All volunteers are expected to adhere to the following guidelines:

1. Student privacy rights are protected by federal law. Maintain confidentiality if exposed to any student information or conversations regarding students or teachers.
2. Never touch or grab students or use offensive language.
3. Never discipline a student. Refer the student to a teacher.
4. Abide by all directions and instructions from classroom teachers and do not interfere with his or her actions.
5. If you are using any machines in the workroom, please give right of way for staff members when they arrive as they are on a schedule.
6. Small children cannot accompany the volunteer at school.
7. Please ask your classroom teacher for any training you might need to operate any of our machines.
8. For your own protection, never be alone with students in the classroom.

WALKING HOME

If you are a driver who is picking up your child after school, please do not offer to give a "walking" student a ride home without the parent of that child giving you express permission to do so in advance. If you are a parent of a "walking" student, please advise your child not to enter a vehicle unless you have expressly given him/her permission to do so.

ANIMALS

No live animals, including insects and reptiles, may be brought to school without permission from the principal. If permission is granted, animals must stay in a cage or on a leash. Teachers must be informed before an animal arrives at school. Animals may not be transported on the bus. No live venomous insects or reptiles shall be brought to school.