



**STUDENT PARENT HANDBOOK
PREPARED FOR THE STUDENTS AND PARENTS OF:**

**METCALF ELEMENTARY SCHOOL
904 FAIRBANKS RD.
MORENCI, AZ. 85540
www.morenci.k12.az.us
Phone: (928) 865-7290
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**METCALF ELEMENTARY SCHOOL RESIDES WITHIN THE
MORENCI UNIFIED SCHOOL DISTRICT #18
P.O. BOX 1060
STADIUM DRIVE
MORENCI, AZ. 85540
Phone: (928) 865-2081
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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

PRINCIPAL'S MESSAGE

Dear Families,

Welcome to Metcalf Elementary! I am honored to be the principal of a school where a genuine love for children and high expectations are a priority. The staff at Metcalf Elementary School is committed to offering a challenging and supportive school program for all of our kindergarten through fourth grade students. Our goal is to provide each child with the essential knowledge and skills they will need for success, while at the same time encouraging creativity, curiosity, and desires to be life-long learners.

We acknowledge that parents are the child's first and best teacher. Because nobody knows a child better than the parent, they play a critical role in the success of our students. Information such as understanding the child's unique needs, talents and interests can be provided to teachers to increase the child's success. Teachers will see each child as a member of the class and watch as they interact with peers, face the challenge of new learning, ask questions, and solve problems. A working partnership between parents and teachers is crucial to ensure that each child's time at Metcalf Elementary School is encouraging and rewarding.

The following pages of the student handbook are filled with important information regarding school policy and procedures at Metcalf Elementary School. By reviewing each page together as a family, it will help your child to clearly understand what is expected of them as a student and what they can expect of us as a staff. Please feel free to contact the school if you have any questions about our programs, rules, or district policies. We believe that open and clear communication between school and home is vital to the success of your child's academic development at Metcalf Elementary School.

In closing, we have made a strong commitment to create a positive and safe environment for learning so all students are provided the best opportunity to succeed in school. We look forward to working with you and your child. For more information, please check our school website at www.morenci.k12.az.us.

Sincerely,



Jennifer L. Morales
Principal
Metcalf Elementary School

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DISTRICT VISION STATEMENT

We are a top tier, technologically advanced school system that instills excellence in our teachers, staff and students allowing us to compete globally and prepare students for the future, for life.

DISTRICT MISSION STATEMENT

We, the stakeholders, are student centered and hold high expectations for students and ourselves. We work together to provide a safe, healthy, positive, supportive environment where the intrinsic value, dignity, and integrity of each individual are recognized and developed.

DAILY TIME SCHEDULE

Office Hours	7:15 a.m. – 3:45 p.m.	
First Bell K – 4 Grades	8:05 a.m.	
K – 4 Classes Begin	8:10 a.m.	
Kindergarten – Fourth Grade Remediation and Enrichment	8:20 a.m. – 8:50 a.m.	
First Grade Specials Class	8:55 a.m. – 9:25 a.m.	
Second Grade Specials Class	9:28 a.m. – 9:58 a.m.	
Kindergarten Specials Class	10:01 a.m. – 10:31 a.m.	
Fourth Specials Class	10:34 a.m. – 11:04 a.m.	
Third Specials Class	11:07 a.m. – 11:37 a.m.	
Kindergarten Lunch Break	Recess 10:35 a.m. – 10:50 a.m.	Lunch 10:50 a.m. – 11:20 a.m.
First Grade Lunch Break	Recess 10:55 a.m. – 11:10 a.m.	Lunch 11:10 a.m. – 11:35 p.m.
Second Grade Lunch Break	Recess 11:15 a.m. – 11:30 a.m.	Lunch 11:30 a.m. – 11:55 a.m.
Third Grade Lunch Break	Recess 11:37 a.m. – 11:52 a.m.	Lunch 11:52 a.m. – 12:17 p.m.
Fourth Grade Lunch Break	Recess 11:55 a.m. – 12:10 p.m.	Lunch 12:10 p.m. – 12:35 p.m.
Kindergarten Recess	12:50 p.m. – 1:05 p.m.	
First and Second Grade Recess	1:10 p.m. – 1:25 p.m.	
Third and Fourth Grade Recess	1:30 p.m. – 1:45 p.m.	
K – 4 Dismissal	2:30 p.m.	
After School Tutoring	2:30 p.m. – 3:10 p.m. Your child's teacher will contact you if your child is required to stay for after school tutoring.	

ATTENDANCE

“Every school day matters.”

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The School District will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The School District will place emphasis on the prevention and correction of the causes of absenteeism. Students in grades K-4 who miss more than **20** days during the school year **will not** be eligible for promotion. **Absences caused by extenuating circumstances do not count toward the 20-day total if a parent submits to the office supporting documentation by an attending professional (doctor, dentist, specialist, etc.) The written excuse must include associated dates.** The administration will review each situation on an individual basis in order to determine extenuating circumstances. Each student enrolled at Metcalf Elementary School is expected to be in attendance every day, except for illness or other unusual circumstances. Poor attendance is a major cause for poor grades and many other problems in schools. Unsatisfactory attendance always results in school work that is inferior to the work the student is capable of achieving. Parents need to call the school and let the secretary know when their child will be out.

Student Attendance for Perfect Attendance Purposes

KINDERGARTEN - FOURTH GRADE			
STUDENTS ARRIVING LATE			
Arrives before	9:40 AM		No Absence
Arrives	9:40 AM	11:12 AM	½ Day Absence
Arrives after	11:12 AM		Full Day Absence
KINDERGARTEN - FOURTH GRADE			
STUDENTS LEAVING EARLY			
Leaves before	11:13 AM		Full Day Absence
Leaves	11:13 AM	1:10 PM	½ Day Absence
Leaves after	1:10 PM		No Absence

IMPORTANT ATTENDANCE NOTICE TO PARENTS

All parents and legal guardians must be actively involved in the fundamental role of educating your children. No one has a greater influence in getting a young person to school every day and to recognize the importance of a good education and how it defines his or her future, than a parent. Truancy often creates bigger problems for children as they grow up. Truancy is defined as; the act or condition of being absent from school without permission or good reason.

Parents need to understand that when your child is not in class on any given day your child misses important lessons that may lead to your child falling behind in school, even though make-up work is provided. Students who are frequently absent require more individual attention by the teacher and add to the teacher's workload. **School attendance is both a right and a responsibility.**

The Morenci School District is an active partner with parents in the task of ensuring that all students meet or exceed the Arizona State Standards on the state mandated tests. Regular school attendance and class participation are a vital and fundamental part of the learning process. **In order for your child or children to receive the maximum instructional benefits, students must attend school on a regular basis and must arrive to class on time.** Regular school attendance is essential in helping students develop grade appropriate skills, self-discipline and responsibility.

Attendance and academic performance are closely related. Missing school on a frequent basis will have an adversarial effect on any child's educational needs. Absenteeism hurts the student in many ways. Students naturally fall behind in their approach to learning. They miss out on important concepts that build on one another that are critical to the development of new skills. Excessive absences will typically result in poor grades and ultimately, failure.

It is our goal at Metcalf Elementary School to promote consistent attendance standards with all our students and to encourage our students to come to school ready to learn each day. We are confident in the abilities of our staff as instructional leaders in the classroom. Our professional staff is capable of providing your child with a productive learning experience. However, you must have your children in school when they are not ill, or under certain extenuating circumstances.

We will closely monitor the attendance of each student on a daily basis. If the absenteeism of any student is frequent, the school will make contact with the parent by way of a letter or a phone call. The school will always make an attempt to work with parents first, when a child's absenteeism or tardiness is becoming a concern. **If attendance problems continue, resources outside the school will be notified, with the possibility of charges being filed against the parent.** We ask parents to communicate with the school when extenuating circumstances occur.

Most parents in our community do an excellent job of getting their children to school, and placing a priority on the education of their children. We want to continue to be recognized as a great school for learning, but we cannot do it without the help of all our parents. Teaching is a much bigger challenge today than ever before. All schools in Arizona are held accountable for teaching the academic state standards in several content areas. We will continue to do our best in preparing our students to help them become successful learners. The academic standards are what Arizona has defined as what it believes children need to know in order to become proficient learners. Teachers follow a structured curriculum map to teach the academic standards each day. When a student misses too many days of school, the student misses out on very important lesson instructions that can cause a child to fall behind. When a child falls behind, the child becomes frustrated. Frustration leads to poor academic performance and other potential behavioral and social problems.

Metcalf Elementary School is committed to helping every child succeed in school, but we need your support. Please help our staff by getting your children to school every day and on time. Schedule your doctor and dental appointments later in the afternoon if possible. Please do not take your children out of school on a Friday or Friday afternoon. Friday's are just as important as any other day of the week. It is also in your child's best interest to schedule vacation time when school is not in session. We appreciate your continued support.

ENROLLMENT INFORMATION

PARENTS PLEASE NOTE: Children must be **five years old** by **September 1st** to enroll in Kindergarten. This is district policy and there are no exceptions. Required documents to enroll a student are: **an original birth certificate, immunization records, and proof of Arizona residency.** If parents have questions regarding registration please call the Metcalf Office.

ARRIVAL/DEPARTURE

Students who walk or are transported by parents are to arrive no earlier than 7:55 a.m. **Teachers do not report to playground duty until 7:55 a.m.** Upon arrival, students must report directly to the playground if prior to the 8:15 a.m. start time, unless other arrangements have been made with the principal or teacher.

DISMISSAL TIME

Students are to leave school as soon as their class is over for the day. **Waiting for older brothers and/or sisters is not permitted.** Teacher permission is required to stay later. Parents who pick up their children must be **PROMPT.** It is not acceptable for students to wait on campus unsupervised.

TARDY POLICY

Students are considered tardy if they are not in their proper class when the tardy bell rings. When a student is tardy in the morning or first class after lunch, the student must report to the office for a tardy pass. Unexcused tardies will be handled by the teacher. Continued tardiness may result in more severe disciplinary action by the administration.

MAKE UP WORK FOR EXCUSED ABSENCES

When students have an excused absence, they will be allowed one day of make-up time for each day missed. This deadline can be extended, when there is adequate need, by contacting the child's teacher. There will be

no grade penalty if the “made-up” assignment is turned in within the allotted time. It is the responsibility of the student to obtain the missed assignments.

ACADEMICS

“Think left and think right and think low and think high. Oh, the things you can think up if only you try!”

It is the policy of the District that there be a basic curriculum to provide for the intellectual growth of all pupils, Kindergarten through the 12th grade, so that learning experiences and achievement may vary according to individual needs and give all pupils a basic foundation of attitudes, knowledge, and understandings needed for living in a democracy.

The various instructional programs will be developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning.

The instructional program at Metcalf Elementary has a strong emphasis on the basic subjects: Language Arts, Reading, Phonics, Spelling, Mathematics, Science and Social Studies. Programs in Music, Gifted, Special Education, and Computers are also provided.

The planned program for students may include individual study, guidance, other appropriate instructional activities, and all instruction required under state law and State Board of Education regulations.

ACCELERATED READER

Metcalf students participate in the Accelerated Reader program to encourage independent reading. Our library has thousands of books, and yearly Book Fairs provide support for increasing our collection.

TEXTBOOKS

Current textbooks and materials are used in the basic subjects. Multiple textbooks and a variety of instructional materials are used and are necessary to effectively prepare students for state mandated assessments. Quality learning tools are used to promote continuous improvement throughout the school community. Students are responsible for lost/damaged books and will need to pay for replacing the item.

REMEDIATION AND ENRICHMENT

Metcalf Elementary School utilizes remediation and enrichment to provide academic assistance to every child in every classroom. Each grade level at Metcalf utilizes district approved formative assessments, which measures mastery on Arizona State Academic Standards. Formatives are given every one to two weeks on specific objectives taught in the class. Metcalf’s performance standard is based on 80% mastery. Depending on whether the student is above or below 80%, determines whether they will attend a Reteach Class or an Enrich Class. The program takes place every day from 8:30 a.m. – 9:00 a.m. The Formative Tests are taken throughout each school quarter. The skills are reassessed on each benchmark assessment. Benchmark Assessments are administered quarterly. These tests provide immediate feedback to the teachers to improve instructional practices. In some circumstances, after-school tutoring is used as an intervention for students that fail to meet mastery.

This program is implemented to ensure that students are achieving academic “mastery” in the state standards. Research of effective and best teaching practices are utilized to help enhance student achievement. The program is regularly evaluated and improved with weekly common teacher planning time at every grade level, to review and assess student performance based on formative tests, and then plan instruction to meet each child’s needs for reteach, extend or enrichment. Together, all teachers collaboratively work with their respective grade level to monitor, evaluate, and improve instructional planning to continually improve instruction for all students.

HOMEWORK GUIDELINES

Homework is an important part of each student's education. When related directly to the daily curriculum, homework can be beneficial by providing practice of skills and processes taught in the classroom. It can aid in the development of responsibility on the part of the student, and in the development of self-discipline and work

habit. Homework is truly an extension of the classroom, providing every student with the opportunity for enhanced learning.

Students need to set aside time each day to complete their homework. Homework should be fully completed, accurate to the best of their ability, returned to the teacher on time, and should be done as neatly and correctly as possible.

Teachers depend on the assistance of parents to insure that each child gets the maximum benefit from the educational program. Parents should be available to assist their children with their homework when necessary, but parents should not complete the work for their children. Doing this does not benefit the child. Parents should review the homework their children are completing to assure it is completed and done correctly.

PROGRESS REPORTS AND REPORT CARDS

Metcalf Elementary School will send out progress reports during the fourth week of every grading quarter. The notices will be hand carried by the students. Parents are invited to confer with the teachers so that close cooperation can be obtained to help prevent failure.

Report cards will be distributed at the end of every grading quarter. There will be four grading quarters and grades will be recorded on each student's report card at the end of every nine-week grading period.

PARENT CONFERENCES

We care about your children and believe that communication is vital for success in school. Ongoing email and website communication between home and school is critical. Please do not hesitate to contact your child's teacher to address concerns as soon as possible. Please check the moodle page of your child's teacher for the most up to date information.

Parents are encouraged to meet and confer with the teachers and administrators of Metcalf Elementary School. Teachers are available for conferences between 7:55 a.m. – 8:15 a.m. and 2:35 p.m. – 3:30 p.m. Please call the Metcalf Office to set up an appointment.

PROMOTION AND RETENTION OF STUDENTS

The District is dedicated to the continuous development of each student. Original placement of a student in a school shall be dependent upon the academic, social, and emotional abilities as well as chronological age. Any placement more than one grade level below or above that commensurate with a student's chronological age will be determined by the principal, who will be guided by teacher recommendations and consultation with parent(s).

Promotion from year to year will be based upon standards for each basic subject area established by the School District. The academic standards that students must achieve in reading, written communication, and mathematics for promotion to the next grade are identified in curriculum map for each specific grade level. In addition to these standards, test scores, grades, attendance, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the students growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

DISCIPLINE

We are what we repeatedly do. Excellence, then, is not an act, but a habit. - Aristotle

Metcalf Elementary School believes in the development of a student's sense of responsibility. A sense of responsibility operates on many levels. First, students must assume responsibility for their own learning, actions, and decisions. Second, students must recognize a sense of responsibility to others, including family and community.

All members of the Metcalf Elementary Staff care about the students' safety and rights. We also want to provide a pleasant environment in which to learn. It is our goal to teach and help students learning in classrooms, in hallways, on the playground, in the lunchroom, on the bus, and during performances and presentations.

STUDENT CONDUCT

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, and at school functions. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to comply with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is regularly enrolled in good standing in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students in school buildings, on school grounds, using District property for any purposes, or attending a District-sanctioned event shall not engage in:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District facilities, including both buildings and grounds.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.
- In addition to the general rules set forth above, students shall be expected to obey all policies and regulations for student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey an order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution. Their punishments may be in addition to any customary discipline that the District presently dispenses.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

MORENCI SCHOOL DISTRICT BULLY POLICY

The Governing Board of the Morenci Public School District #18 believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. Please view our school website for more information on the bullying policy at MUSD #18 as well as a link for information on bullying and how to identify the signs of bullying.

SCHOOL BUS TRANSPORTATION SERVICE

Transportation of students is a privilege extended to students in the District. Arizona law does not require school districts to transport students. Riding the bus is not a right and this privilege can be revoked if behavior is inappropriate and/or endangers the safety of others. Parents are responsible for transporting students to school if they lose bus privileges.

SCHOOL BUS SAFETY

A.A.C. R17-4-606 (D) states, with respect to the authority of bus drivers, "The driver of a school bus is responsible for the orderly conduct and safety of the students and other passengers being transported. All adult passengers, such as coaches, teachers, monitors, etc., are also under the authority of the bus driver. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the student to be denied transportation".

Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting. Morenci Public Schools has installed video cameras on all of their school buses. The tapes from these cameras can be reviewed if any problems arise.

CONDUCT ON THE BUS

- Do not push shove or crowd on the bus.
- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver.
- Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Never run in the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a bus window; you might injure a pedestrian or force a motorist to make a dangerous move.
- Do not use profane or abusive language.
- Do not touch the emergency door or exit controls or any of the bus safety equipment unless there is an emergency.
- Vandalism of any nature to the bus is prohibited.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.
- Misbehavior at the bus stop is prohibited.

PROCEDURES FOLLOWED UPON STUDENT MISBEHAVIOR ON SCHOOL BUS

Any student reported to the office for misbehavior on the bus or at the bus stop will be subject to immediate disciplinary action. All students will be given a copy of the bus rules and regulations for parents to review. In most situations, any student who is referred to the office by a bus driver for misbehavior will result in removal of bus riding privileges for several days.

BUS STOP SAFETY

School rules apply at the bus stop. Additional bus stop rules are as follows:

- Be on time for the bus before and after school
- Stand a safe distance back from the curb or street
- Always listen to the bus driver for instructions

CLASSROOM

At Metcalf Elementary School, every child is expected to maintain community standards of expected behavior. No student may interfere with the learning of others.

Each teacher/class will develop their own discipline plan based on the following guidelines:

- The discipline plan will always allow the student to retain his/her dignity while being disciplined.
- The discipline plan will allow instruction to continue with minimal interruption.
- The discipline plan will include levels of parental communication.
- The discipline plan will modify disruptive student behavior.

PLAYGROUND

Student safety is the number one rule on our playground. Consequences for unsafe behavior will range from an informal conference, loss of recess, to suspension from school. Students will be expected to follow the rules the first time they are given. Failure to do so will result in consequences ranging from informal conference to suspension from school for defiance of authority.

The following is a list of rules and expectations for our playground:

- BE SAFE!!!
- Keep hands and feet to yourself
- Stay in designated areas
- Use equipment properly
- Line up immediately when the whistle is blown
- No food or drinks allowed on playground
- Use appropriate language and voice level
- Follow playground aide's directions the first time they are given
- Respect school property
- Respect others

SPECIAL PROGRAMS

The best way to predict the future is to create it. – Abraham Lincoln

Special Education Services

Metcalf has special education programs designed to help those students who may have learning disabilities. When a teacher or parent has a concern regarding a child's ability to learn, a conference will be scheduled to discuss the child's progress. If it appears that the child may have a learning disability, the child study team will be consulted. If the student's teacher, parent, special education teacher, and administrator agree that the child may have a learning disability, parental permission to refer the child for academic testing and/or a psychological evaluation will be requested.

Gifted Program

The Gifted program is designed to meet the needs of students who are academically advanced in mathematics and language arts. For information on the referral process and testing, please contact your child's teacher.

Title I Program

The Title I program at Metcalf Elementary is a pullout program that is supported by federal funds to serve the needs of identified students who are experiencing difficulties in reading. The purpose of the Title I program is to remediate students' skills in reading as well as to develop higher cognitive skills when given the opportunity to expand and reinforce their knowledge. The focuses of the programs are to strengthen reading, writing, listening, and to utilize these skills in various subject areas. For more information, please contact your child's teacher.

Parents Right to Know

Title I School-wide and Title I Targeted Assistance Programs

LEAs must notify parents of students attending Title I School-wide and Title I Targeted Assistance Programs that parents may request information on the professional qualifications of the student's teacher. The information must state if

- the teacher meets State Qualifications/licensure requirements,
- the teacher is teaching under an Emergency Teaching Certificate,
- the teacher has a baccalaureate degree,
- the child receives services from a paraprofessional and
- the qualifications of the paraprofessional.

LEAs must provide parents with a timely notice that their child has been taught for four or more consecutive weeks by a teacher of core academic subjects who is not highly qualified.

If you have any questions regarding any of these items, please contact Metcalf Elementary School.

INSURANCE INFORMATION

The Morenci Unified School District will provide, at no cost, **"school time"** accident insurance for K-12 students that **are not** presently covered with any other type of insurance policy. A supplemental insurance is also available for purchase through the school.

All parents of uninsured students, who wish to apply for coverage, must stop by the Metcalf office to complete and sign the application forms. If your child qualifies, we would urge you to stop by one of the school offices as soon as possible in order for school time coverage to become effective.

FOOD SERVICE PROGRAM

The Morenci School District provides a balanced and nutritious lunch for students. Eligible students may qualify for the free or reduced price lunch program. Forms for the Free/Reduced Lunch Program are available at each school or at the Morenci School Cafeteria.

Students who will be buying lunches will be asked to deposit money into their accounts. At this time, deposits can be made in person or by calling the cafeteria at 865-7219. Please place your payment in a sealed envelope clearly marked with your child's name, student ID number, and teacher. *Deposits of \$10 or more each time are suggested if paying in person. Deposits of \$25 are required if using a credit/debit card.* The cost of a lunch is \$2.75. Deposits may be made between the hours of 7:00 a.m. - 9:00 a.m. Students may purchase milk or juice if they bring their own lunch for \$0.50.

HEALTH OFFICE

If a student has an illness or injury that requires more than minimal care, the parents will be notified and asked to seek medical help for their child. The school will notify the alternative contact persons indicated on the student's information form if the parent cannot be reached. It is very important that the school be provided with current telephone numbers and an alternative contact such as grandparents or neighbor. Please contact the school at 865-7290 with updated information.

IMMUNIZATIONS OF STUDENTS

The school health office maintains a health file on each student. An immunization record for school attendance must be completed and current before a student can be enrolled. Arizona Revised Statute §15-872 requires that a complete, up to date record, including month, day and year, of each immunization, be furnished by the

parent/guardian prior to school attendance. The immunization requirements for each child entering school (K – 12) are as follows:

- **Diphtheria / Pertussis / Tetnus (DPT) - 5 doses** (4 doses acceptable if #4 dose given on or after 4th birthday)
 - **Polio - 4 doses** (3 doses acceptable if #3 dose given on or after the 4th birthday)
 - **Measles / Mumps / Rubella (MMR) - 2 doses** (must be given on or after the 1st birthday)
 - **Hepatitis B - 3 doses with last dose given after age 24 weeks**
 - **Varicella (chicken pox) – 1 dose or documented history of the disease up to age 12** (Students receiving the 1st dose of vaccine at 13 years or older need 2 doses of vaccine at least one month apart.)
- All grade levels required to have either documented history of disease or vaccinations.**

Upon enrollment, schools shall forbid attendance of (suspend) any student not meeting the requirements for immunization or exemption from immunization and shall suspend such student pursuant to A.R.S. 15-843.

MEDICATION

Students will not be allowed to bring any form of medication, prescription or non-prescription, to school. If it is absolutely necessary for a student to take medicine at school, it will be the parents' responsibility to contact the school medical assistant for proper forms to be signed by the parent and the physician. **Medicine or medication must be brought to school by the parent and given personally to the school medical assistant. This includes inhalers and EPI pens. If your child has an issue, please make sure all medication is given to the school medical assistant at the start of school.** All medicine must have the regular label from the pharmacist, plus the name and strength of the medication. In the case of prescription, it must have the doctor's name also. This procedure is for the protection of all students. We ask your cooperation in this matter. If you have any questions, please contact the school medical assistant at Metcalf Elementary School.

OTHER IMPORTANT INFORMATION

"If you can dream it, you can do it." – Walt Disney

CELL PHONES AND TOYS

Students always have access to a phone at school as long as they have a valid reason to make a call. For this reason we will not allow students to use personal cell phones at school. We recognize the value in students having a cell phone for communication with parents while participating in after school programs. Therefore, we will allow students to possess a cell phone at school but there are some requirements they must follow. Cell phones should not be turned on or taken out during school hours. If a teacher hears or sees a cell phone during school hours it will be confiscated. Confiscated cell phones will be turned into the office and a parent will be required to pick it up. Metcalf Elementary School is not responsible for lost, stolen, or damaged cell phones.

Students are discouraged from bringing toys or valuable items to school. If students choose to bring such items to school they will assume all responsibility. If the item is lost, stolen or damaged there will be no investigation by school administration or teachers. Teachers have ultimate authority to determine if such items will be permitted into their classrooms and/or how they may be used.

FIELD TRIPS

Each grade level has at least one field trip per year. Field trips are always relevant to the unit the grade level is studying. At times, the grade level will attend a field trip out of town. A limited number of parents may be asked to chaperone. Parents who are not asked or selected to work as a chaperone often consider driving their own vehicle to the destination of the field trip. **Unfortunately, this is not permissible.** Several of the parks and sites are made available for our school to attend and have certain restrictions and regulations that we must follow. This often includes the number of people that attend the field trip. If a parent or family member shows up at a school sponsored field trip unexpectedly, they **will not** be allowed to participate in the field trip.

LOST AND FOUND

Please be sure that your child's clothing and other items that are brought to school are clearly marked with his/her name. All articles found on campus should be turned into the school office. Students may find lost articles there. Unclaimed articles will be given to charity in June of each year.

MESSAGES

The office staff will make every effort to ensure that messages are given to students during school hours. Please try to refrain from calling in messages the last 45 minutes at the end of the day. It makes it extremely difficult to ensure your student receives the messages this late in the day. **This is especially important if the message relates to a change in transportation.**

SCHOOL DRESS CODE

Decency in attire is essential because it tends to influence our attitudes and behavior. In matters concerning dress, we realize that the school community is more sensitive than the general population. We believe it is important for the home and school to encourage desirable characteristics of student dress. A student's wardrobe should be conducive to sitting in desks, getting up and down, bending and kneeling. Clothing should be neat, clean, inoffensive, decent, and offer protection for all classroom activities while at Metcalf Elementary School. In order to clarify what is considered appropriate, the following has been developed.

- Clothing will be considered unacceptable if the clothing exposes the back, chest or midriff
- Pants will be worn at or above the waist with the belt, if worn, tucked in the belt loops.
- Split skirts, tops or frayed clothing that exceeds the limits described above will not be allowed.
- Footwear is mandatory. **(ANY TYPE OF ROLLER SHOES ARE PROHIBITED)**
- Hats may be worn during recess and anytime the student participates in outdoor activities.
- Students must remove hats upon entering the building or classroom.

Furthermore, the following articles of clothing are prohibited at Metcalf Elementary School:

- Clothing advertising sex, drugs, drug paraphernalia, tobacco or alcohol
- Clothing displaying vulgar language or obscene pictures
- No halter tops
- Clothing that exposes undergarments
- Sheer and mesh clothing that expose prohibited dress
- Chains
- Clothing that represents membership in a gang or group that promotes violence

Clothing considered being inappropriate but not defined by policy or regulation will be dealt with on an individual basis by the administration. The dress code may be altered as determined necessary by the administration.

Consequences for inappropriate dress:

- **1st offense** – Warning by the teacher. A T-Shirt will be provided by the school for the student to wear the remainder of the day.
- **2nd offense** – Detention. A call to the parent by the homeroom teacher. A T-Shirt will be provided by the school for the student to wear the remainder of the day.
- **3rd offense** – Student will be referred to the office, parents will be contacted by a building administrator. The consequences will result in After School Detention (ASD), and or suspension from school.
- **Repeated offenses** – May result in a parent conference, ASD, or suspension from school.

STUDENT RECOGNITION

At Metcalf Elementary School, we regularly celebrate our students for positive behavior and academics. Daily, students are given the opportunity to earn CATS tickets if they are caught demonstrating good behaviors. Tickets are returned to the child's homeroom teacher and each Friday a grade level drawing is held. Students who are selected receive a small incentive. Weekly, a student in each grade level is chosen from a designated homeroom class to be Student of the Week. This program recognizes students for demonstrating positive qualities in and out of the classroom.

STUDENT TRANSPORTATION

On occasion, a bicycle will be taken from the bicycle racks at school. The reason bicycles are stolen is usually because a student fails to lock his/her bicycle to the rack. Please make sure your child locks his/her bicycle while at school. If a student's bicycle is vandalized or stolen, it is the parent's responsibility to notify the police and file a report.

TAX CREDIT

Arizona Law (ARS 45-1089.01) allows taxpayers a tax credit for contributions paid during the taxable year to a public school for the support of extracurricular activities or character education programs. The tax credit is 100% deductible from your taxes, and is available to Arizona individual taxpayers. There is no requirement that the taxpayer have a child enrolled in a public school in order to get the credit.

Contributions made by single or head of household taxpayers cannot exceed **\$200**. For married taxpayers that file a joint return, the credit cannot exceed **\$400**. The amount of the tax credit does not have to be for the total amount, **any amount can make a difference**.

You may indicate where you would like your contribution to go. Contributions may be split between schools and/or different activities. Contributions can be made to music, field trips, character education, athletics, and clubs. Contributions can be made during the calendar year but must be made in the calendar year that you wish to claim the deductions. Contributions can be accepted at the district office. For more information, please contact Morenci Schools at 928-865-2081.

VISITOR INFORMATION

Visitation of Metcalf is welcomed; however, all parents and visitors must report to the main school office first! In order to ensure the safety and well-being of all children attending Metcalf Elementary School, parents and visitors **must report** to the main office and register prior to entering any other part of the building. Individuals who do not report and register are subject to **Federal Trespassing Regulations**.

According to **Arizona Revised Statutes 15-507**, a person who knowingly insults or abuses a teacher on school grounds or while the teacher is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor. The penalty for this is up to 30 days imprisonment and/or up to a \$500 fine.

VOLUNTEERS

Metcalf Elementary welcomes volunteers to the classrooms, office, school programs, and school grounds. Your time and services are irreplaceable. As a volunteer, you will work with the direction of the faculty to support their ultimate goal of meeting the educational needs of the children. Please keep in mind that you will be providing a service to students. **As a courtesy to others, young children will not be allowed to accompany volunteers to school.** If you are interested in volunteering, please contact the Metcalf Office to obtain the appropriate paperwork. **All volunteers must be board approved.**

QUESTIONS OR CONCERNS

Learn from yesterday, live for today, hope for tomorrow. The important thing is not to stop questioning! – Albert Einstein

We are here to serve our community, and will do our best to meet your needs. However, if issues do arise, parents are encouraged to keep the school notified of their concerns or questions. The usual line of communication in a school is to contact the teacher first. Then, contact the principal if necessary. Joint efforts between parents, teachers, and the principal/assistant principal will frequently solve most problems and answer most questions.

