

**Mary McLeod Bethune Elementary School**  
1310 S. 15<sup>th</sup>. Avenue  
Phoenix, Arizona 85007  
Telephone Number – (602) 257-3830  
Fax Number – (602) 257-5103

### **Our Mission**

**We embrace the diversity of our community by creating an engaging and meaningful educational environment for all of our children. We develop learners who make responsible decisions and adapt to the challenges of the future.**

### **Our Vision**

**Bethune Elementary envisions a world-class, child centered learning environment with strong ties to the community. We will develop competent achievers who are confident, self-directed and motivated to become lifelong learners.**

### **Beliefs and Values that Guide Our Mission**

**All students will learn – Our students are capable of high academic achievement. Our educational team will maintain high academic standards for all students.**

**All stakeholders are excited about and committed to teaching our students – Everyone will maintain an environment that will foster high academic standards, positive reinforcement, and a high degree of professionalism for the benefit of our students.**

**All stakeholders share an interest in increasing student academic and behavioral growth – Everyone within our learning community will take ownership of their academic/behavioral activities.**

**All stakeholders will create a safe and orderly learning environment – Students and faculty will be provided with a safe and orderly learning environment. Respect for education will be appreciated by ALL.**

**All stakeholders will collaborate to ensure student success – Our educational team will work together to develop structures that will enhance student achievement and increase their understanding of the larger world around them.**

### **Expectations of Our Students**

**Students will be expected to:**

- **Acquire the academic skills in all subject areas that will meet or exceed the requirements of students throughout the country.**
- **Obtain emotional maturity, including empathy and a willingness to accept responsibility for personal accountability.**
- **Acquire responsibility for maintaining healthy and active lives.**

### School Schedule

All students will attend classes according to the following schedule:

- Head Start: 9:00 A.M. – 1:30 P.M.
- Kindergarten – Eighth Grade: 7:20 AM – 2:20 P.M.

### Early Dismissal Days

Throughout the school year, “Early Dismissal Days” are used for professional development for district employees and parent/teacher conferences

### Early Dismissal Schedule

- Kindergarten - Eighth Grade: 7:20 A.M. – 12:25 P.M.

**\*NOTE:** If you pick your child up from school, please be on time. Our staff must attend mandatory meetings/workshops and must leave campus in a timely fashion during these days.

### Playground Duty Before School Hours

Playground supervision begins at 6:50 A.M. Students are not allowed on campus prior to 6:50 A.M. due to safety reasons. Thank you for your cooperation. PEER students arrive at 6:30 A.M. under PEER Supervision.

### Cafeteria-Breakfast and Lunch Services

In order for your child to be served breakfast and lunch, it will be your responsibility to properly complete and sign all of the necessary paperwork related to our school meal program. This information will be distributed during the first day of school. Please return paperwork to the Bethune Elementary Main Office as soon as possible.

### Breakfast Schedule

Breakfast will be served to our students from 6:50A.M. to 7:15 A.M.

### Lunch Schedule

- Kindergarten - Second Grade: 10:50 A.M. – 11:20 P.M.
- Third Grade – Fifth Grade: 11:20 P.M. – 11:50 P.M.
- Sixth Grade – Eighth Grade: 11:50 P.M. – 12:20 P.M.

**\*NOTE:** The school meal program is intended for Bethune Elementary school children only.

### Attendance and Tardies

Attendance is one of the most significant requirements for student success. We need your daily support ensuring your child’s attendance at school and in ALL

daily classes. Therefore, we urge parents to send their children to school everyday unless they are ill or an emergency arises. Please remember the following:

- If your child is absent, please call the Bethune Elementary Main Office at (602) 257-3830 BEFORE 7:20 AM the day of the absence or the day before in order to inform the school of the status of your child.
- As required by law, when a student returns from an absence he/she must bring a written note signed by the parent/guardian explaining the absence within 48 hour of the absence. This note must be given to the teacher or the front office.
- Students who miss school with unverified absences will receive a letter from the District's attendance office, which could result in a court hearing and/or a fine for the parent/guardian. Students who have 10 consecutive and unverified absences will be withdrawn.
- If your child arrives after 7:20 A.M., the student must report to the Main Office and obtain a Tardy Pass. He/She will not be allowed to enter their classroom unless they have received a Tardy Pass.
- Tardiness is disruptive to the learning process and has a negative affect on the class.

### Health Services

Our school nurse is available five days a week to provide services. Parent / Guardian is encouraged to notify the nurse of any disability or special health needs that may require accommodations at school.

### First Aid-Emergency Care

The nurse will provide first aid and emergency care for students who become ill or injured during the school day. If your child is too ill to remain in school, parents will be expected to make arrangements to pick up the student. Staff members are not permitted to transport students. In case of a serious illness or injury, an ambulance will be called to transport the student to the nearest hospital.

### When to Keep Your Child at Home

It is important to maintain a healthy environment in the classroom to protect students. A child will be readmitted to school after obtaining appropriate therapy for the following conditions:

- Step throat, scarlet fever, impetigo, ringworm, pinworm, conjunctivitis (pink eye).
- Chicken Pox
- Hepatitis A, Hepatitis B and Meningitis: Require a physician's note to return.
- Head Lice

### Medications

Whenever possible, all medication required by students should be administered at home. The school nurse may administer medication only when a physician's

written order and parent's written permission are supplied. The medication in its original labeled container must be delivered by the parent/guardian to the principal or school nurse. Medication must not be sent to school in a student's backpack. Medication authorization forms can be obtained from the school nurse.

### **Allergies to Insects/Foods**

Parent/guardians of students with known bee allergies or life threatening food allergies must alert the school nurse, provide necessary medication and have a physician complete a medication authorization form with instructions for emergency treatment.

### **Asthma Inhalers & EpiPens**

Medication authorization forms must be completed and kept on file in the nurse's office. The physician should indicate on the form if the child may carry the medication and self administer. Self administration of medication is permitted for emergency medication only.

### **School Dress Code – Mandatory Uniform Policy**

All Bethune Elementary students must wear:

- A navy blue polo-shirt
- Khaki pants/shorts/jumpers or skirts
- Closed Toe Shoes
- Shades and Hats are permitted depending on weather (but must be taken off indoors)

Winter clothes:

- Sweaters or jackets

**NOT ALLOWED:**

- NO Colored hair (green, purple, red etc.)
- NO Red (including shoes, shoe laces, on hats, undershirts)
- NO Mohawk / Spiked hairstyles
- NO Face Piercing (eyebrow, lip, nose, cheek etc...)
- NO large (hoop) earrings
- NO Make-up
- NO Short Shorts ( past arms length)
- NO Sandals
- NO house shoes
- NO ripped leggings
- NO plastic / string bracelets (covering arm)

**If a student is out of uniform, he/she will go through the following steps:**

1. (First Offense) The student will be provided with a loaner uniform and the parent will be notified.
2. (Second Offense) The student will be provided a loaner uniform and the parent will be required to conference with the school principal.

3. (Third Offense) The student will be sent home and parent will be required to conference with school principal regarding uniform compliance and the potential for a disciplinary consequence for the student.

### **Bethune Elementary School Rules and Expectations**

**As a Student at Bethune Elementary School, I WILL:**

- **Respect ALL People and Property**
- **Be Prepared to Learn**
- **Use Appropriate Language**
- **Have a Positive Attitude**
- **Be Drug and Alcohol Free**

### **Consequences for Inappropriate Behavior While on Campus**

Teachers will teach their students about the classroom and school wide rules during the first few weeks of school. These concepts will be reviewed throughout the year in order to ensure student/parent understanding.

Minor disruptions are handled in a routine manner by the classroom teacher through discussion with the student. If however, the student continually does not comply with our school's behavioral/academic expectations, the following consequences WILL take place:

● **In Class Consequence:** This will be based on the classroom expectations of the student's teacher and grade level team. The consequence will be part of a grade level discipline plan that has been developed per grade level at Bethune Elementary.

● **Parent Intervention:** Parents may be called to sit with student during academic day.

● **Detention:** The student will be isolated during his/her lunch period. Detention could also require the student to remain after school for a specified amount of time which will be determined by the teacher or the administrative staff.

● **Loss of privilege:** Student may lose the opportunity to participate in field trips afterschool club or any other special activity.

● **Community Service:** The student will assist in afterschool grounds cleanup with supervision on ½ day afternoon.

● **In-School Suspension (ISS):** The student is isolated on campus and does not participate in regular school activities, classes or events during the time he/she is assigned to In-School Suspension (ISS). The student will work on assignments provided by the student's teacher.

● **Out of School Suspension (OSS):** The administrative staff may suspend a student from school for up to 10 days (with the exception of special education students- Please see school administrator if you have questions or concerns).

● **Restitution:** Student / Parent may be asked to pay or share cost for damaged property.

● Due process procedures will be followed and the student and his/her parent will be notified prior to suspension. The decision rendered may result in your child being placed on long term suspension with an alternative placement.

### **INAPPROPRIATE BEHAVIORS THAT WILL NOT BE TOLERATED**

- Abusive, obscene language and/or jesters
- Any form of distractive behavior
- Refusal to engage in the educational program
- Persistent disruptive behavior in any school related area (class/bus/cafeteria/playground)
- Disrespectful speech or action
- Failure to follow established procedures
- Graffiti/Vandalism
- Harassment / Threats of others, including harassment based on race, gender, religion or disability
- Fighting/instigating a fight
- Theft
- Tampering with any alarm devices

### **CONTROLLED SUBSTANCES**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, and the Phoenix Elementary School District clearly prohibits the unlawful possession, use or distribution of these substances by students on school premises or as part of any of its activities. Students who violate District policies are subject to disciplinary sanctions consistent with Local, State, and Federal Law up to and including suspension, expulsion and referral for prosecution.

### **DUE PROCESS HEARING**

If there is a consistent pattern of behavior by a student that is detrimental to the learning process, the administrative staff will request a due process hearing which will take place at the District Office. The purpose of the hearing is to determine if there is a cause of action and could potentially determine the next phase in the educational experience of a student. This process will take place when ALL interventions and prevention strategies have been exhausted at Bethune Elementary. However, a due process hearing can be initiated immediately if a student commits a severe act.

### **INVOLVEMENT OF LAW ENFORCEMENT AGENCIES**

Students are advised that outside law enforcement agencies may be involved in instances of any and all of the criminal acts listed below. The decision to involve outside law enforcement agencies shall be made by Bethune's administrative staff.

- Arson
- Assault

- Harassment of others, including harassment based on race, gender, religion or disability
- Sale, use, possession of controlled substances including tobacco, alcohol, drugs, and “look-alike” drugs
- Bomb Threats
- Burglary
- Larceny
- Explosives
- Tampering with Fire Alarms
- Firearms (real or fake), Weapons and Dangerous Instruments
- Intimidation of school authorities
- Vandalism
- Threats to others
- Ditching / Truancy
- Any other gang related activities such as recruiting

**\*NOTE: When, in the judgment of the administration, the student’s behavior reaches such proportion or is of a nature that will influence other students negatively and/or obstructs the educational process or denies the rights of others within Bethune Elementary, this behavior is grounds for suspension.**

### **SCHOOL BUS SAFETY TIPS**

**As a parent, you can help ensure our students arrive to and from school safely each day by practicing the following school safety tips:**

- Be sure your child arrives at the bus stop 5 mins. before the bus is scheduled to arrive.
- When the bus approaches, remind your child to stand at least 5 giant steps (ten feet) away from the curb and line up away from the bus.
- Never run after the school bus if it has already left the bus stop.
- Never run in front or behind the school bus to pick up something that your child dropped or forgot.
- Make sure you tell your child never to get on the bus until it has completely stopped.
- After the bus stops and the door opens, take firm hold of the handrail and get onto the bus.
- Never push another student while getting on or off the bus.
- All students riding the bus should go directly to a seat and sit quietly; this allows the bus driver to concentrate on driving safely.
  
- Students should never place any part of their bodies through the bus window.
- When outside of the bus, make sure your child is aware of the danger zones and is always within sight of the bus driver. The *Danger Zone* is a 10-foot wide area on all sides of a school bus – an area where children are in the most danger of being hit.

### **Behavior on Buses and other District Vehicles**

**Students are expected to follow all District policies for riding school transportation. Students will lose bus-riding privileges after repeated minor safety and behavior violations, or after a major disciplinary problem while riding the school bus. Students who live outside the boundaries of the Phoenix Elementary School District #1 are not provided with District sponsored transportation. Out of district students must have transportation arranged and managed by their parent/guardians.**

**NOTE –All District students who have lost their bus riding privileges must make their own arrangements for transportation.**

### **PARKING**

**Use Visitor Parking**

**RED ZONE NO Short Term / Long Term**

### **VISITORS**

**All adults entering the building, including parents and visitors, must use the front door, sign in and sign out in the office and wear a visitor badge. The purpose for this registration is to maintain the safety and security of our students and staff and also to be able to locate visitors if it is necessary. We lock all our doors except the front entrance. Classroom visitors are permitted in the school. However, permission must be received from the principal and the teacher prior to the day of the visit.**

### **CUSTODIAL AND NON-CUSTODIAL PARENTS**

**Bethune Elementary School will remain neutral (will not choose sides) between parents who are involved in a legal action affecting the family, unless otherwise directed by a court order. It is the responsibility of a student's parent to notify us of any court order. If there are restrictions regarding visitation or exchange of information by the noncustodial parent, we need a certified copy of current court orders on file in the office. Please be sure all legal paper work is current before you ask for restrictions to be placed on the non-custodial parent. For the safety of the student, we ask for written permission from the custodial parent in order for a student to be released from school to the non-custodial/joint custodial parent.**

### **Lost and Found**

**Bethune Elementary School cannot be responsible for money or valuable items (ex: cell phone, Cd players, MP3 Players, Ipods, game systems) that are lost or damaged. Students should not bring such items to school. Children's clothing, footwear and possessions should be clearly marked with their first and last names. Unclaimed clothing, lunchboxes, etc. will be placed in the lost and found box in the Nurse's Office. Parents and students are encouraged to check the box periodically. Items not claimed will be given to outside agencies.**

**If students choose to bring electronic devices (Cell phones, game or music devices) the school will not be held accountable if lost or stolen. Use of these items during school hours will result in staff confiscation and a parent or guardian will have to come pick up the item. If an infraction occurs a second time, the item will not be released until the end of the trimester or end of year to a parent.**

### **School Counselor and Social Worker**

**Our social worker and school counselor work with all students, school staff, families and community members as an important part of the education program. School counseling is an essential component of Bethune Elementary program, supporting academic success for each student. It is based on the belief that each student possesses intrinsic worth and specific rights, and is capable of personal growth, lifelong learning and self-direction.**

### **Assessment**

**100 % student attendance is expected during benchmark and state mandated testing days.**

### **Curriculum**

**Our students will develop and enhance their skills in reading, mathematics, science, social studies, health, spelling and writing. Our school curriculum follows a plan developed but teachers and administrators district wide and aligns with Arizona State Standards. Our goal is to ensure all students have comparable preparation to be successful in both elementary school and in high school. All children participate in physical education, music, technology integration and art throughout the week. The enrichment program includes all students.**

**The classroom curriculum is supported and extended through whole class enrichment projects. Small group and one-on-one enrichment opportunities are also scheduled and further challenge students identified by the classroom teacher.**

**Children in need of support to assist them in their learning may have scheduled time with our special educator, educational resource instructor or speech/language pathologist. Instructional Assistants (IA) may also work with students to meet their needs. Every effort is made to provide instruction within the classroom setting, but some instruction may take place in another location.**

### **Homework**

**Homework is an important component of our instructional program. It is intended to reinforce and review concepts learned at school. We ask that parents /guardians take an active role by providing each child with a quiet area in which to complete homework assignments and also by reviewing assignments with children. Please check with your child's teacher to see what supplies may be needed at home to complete homework assignments.**

## **BETHUNE ELEMENTARY HOMEWORK GUIDELINES**

- 1. The homework guidelines for Bethune Elementary School are the result of the collaborative efforts of parents, teachers, and administrators. The guidelines are based on current research, parent and teacher input.**
- 2. Teachers assign homework for a variety of reasons, including:**
  - **To help students understand skills/concepts currently being learned.**
  - **To help students review prior skills/ concepts learned.**
  - **To assess student understanding.**
  - **To instill good study and work habits.**
  - **To develop independence and responsibility.**
  - **To help students learn how to research and use information.**
  - **To provide an important communication link between school and home that shows parents what children are learning.**
- 3. Parents should offer supportive guidance and feedback as needed. Homework should never be completed by an adult. If your child is having difficulty completing homework, please contact your child's teacher. Bethune teachers are committed to ensuring that every child's homework experience is worthwhile and successful.**
- 4. Bethune teachers have the following expectations regarding the quality of completed homework assignments for all students:**
  - **Homework should be completed neatly and legibly.**
  - **Homework should demonstrate that it was completed with care, accuracy, and pride.**
  - **Homework should be completed to the best of each student's ability.**
  - **Homework should be returned to school on time.**
- 5. It is recommended that students in kindergarten and first grade read with an adult every evening. These kindergarteners and first graders will occasionally receive a homework assignment to complete with adult support. Students in Kindergarten through 8<sup>th</sup> grade can usually expect to receive homework assignments Mondays through Fridays, as well as recommended reading.**

### **Students Placement/Assignments**

**Students are assigned particular classroom teachers based upon what is thought to be an appropriate placement by school officials. Parents wishing to request a change in a student's placement must be in writing and given to the principal. All necessary changes will be made after the first two weeks of school. Changing student's placement later in the school year is discouraged.**

### **FIELD TRIPS**

**Parents are to receive written notification of any trip their child's classroom is sponsoring. Parent permission forms for field trips must also be returned to the school before the scheduled field trip. No child may attend any trip for which**

his/her form has not been returned. Parents/Guardians are expected to chaperone when available.

### **RECESS**

Children focus better and learn more effectively when offered regular breaks and the opportunity for physical exercise. All children are expected to go outside during their scheduled recess except in inclement weather when all pupils remain inside. Please ensure that your child is dressed appropriately for the weather conditions. It is our policy that if a child is well enough to attend school, the child is well enough to play outside at recess. Should a parent request that a child remain inside for health reasons, the parent is expected to present the school a statement from the child's doctor.

### **PROVIDING FOR THE EXCEPTIONAL STUDENT**

#### **Special Education Students**

Bethune Elementary offers a wide range of special education services for students who are identified as having a disability. Service includes special education academic instruction and Speech/Language therapy. Bethune's special education team consists of 5 special education teachers, a Speech/Language Pathologist, a Nurse, a school psychologist, and 2 social workers.

#### **ALPS**

The Phoenix Elementary School District's ALPS program caters to the needs of our gifted and talented students. The ALPS extracurricular programs offer opportunities for all students to broaden their learning experience. Students will be identified through the procedures outlined in the Phoenix Elementary Website. If you do not have access to a computer, please contact the staff of Bethune Elementary for details.

### **PARENT / STUDENT / STAFF COMPACT**

**SEE ATTACHED**

### **EXPECTATIONS OF OUR LEARNING COMMUNITY**

The relationship between parents, students, teachers, and administration is a partnership. In order to ensure that all of our students will be successful

#### **ALL PARENTS/GUARDIANS ARE EXPECTED TO:**

- 1. Recognize that the education of their child (ren) is a joint responsibility of the parents/guardian and the school community.**
- 2. Send their children to school ready to participate and learn.**
- 3. Ensure their children attend school regularly and on time.**
- 4. Insist their children be dressed and groomed in a manner consistent with the student dress code.**
- 5. Help their children understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment.**

6. Know school rules and help their children understand them.
7. Convey to their children a supportive attitude toward education and the Phoenix Elementary School District #1.
8. Build positive relationships with teachers, other parents, and their children's friends.
9. Help their children deal effectively with peer pressure.
10. Inform school officials of changes in the home situation that may affect student conduct and performance.
11. Provide a place for study and ensure homework assignments are completed.
12. Initiate parent conferences, as necessary, as a way to resolve problems.

### **STUDENTS ARE EXPECTED TO:**

1. Work hard toward personal growth.
2. Be honest with themselves and others.
3. Show respect for fellow students, teachers and all District staff.
4. Perform all assignments to the best of their ability.
5. Consider their education as preparation for the future.
6. Obey all school rules and regulations.
7. Respect public and private property.
8. Attend school regularly and on time.
9. Develop high moral standards and the courage to live by them.
10. Strive for mutually respectful relationships with teachers and comply with the requests of teachers, administrators, and other District staff.
11. Take full advantage of educational opportunities available at school.
12. Learn and practice civic responsibility.

### **ALL TEACHERS ARE EXPECTED TO:**

1. Maintain a climate of mutual respect and dignity, which will strengthen each student's self esteem and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school rules and enforce them in a fair and consistent manner.
5. Communicate to the students and parents:
  - a. course objectives
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom/Grade level discipline plan
6. Communicate regularly with students, parents, other teachers, and appropriate staff concerning student growth and achievement.
7. Initiate parent conferences, as necessary, as a way to resolve problems.

**ALL COUNSELORS, SOCIAL WORKERS AND PSYCHOLOGIST ARE EXPECTED TO:**

- 1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.**
- 2. Initiate teacher/student/counselor conferences as necessary and parent conferences as a way to resolve problems.**
- 3. Review with students their educational progress and future plans.**
- 4. Report information to a school administrator that might impact a safe, orderly school environment.**
- 5. Encourage students to benefit from the curriculum and extracurricular programs.**
- 6. Participate in crisis management.**
- 7. Refer students and/or parents to appropriate human services agencies outside of school.**
- 8. Assess student social and emotional behaviors.**

**ADMINISTRATORS ARE EXPECTED TO:**

- 1. Promote a safe, orderly and stimulating school environment, supporting teaching and learning.**
- 2. Ensure that students, staff, and parents have the opportunity to communicate regularly with the administrative staff.**
- 3. Evaluate all instructional programs on a regular basis.**
- 4. Support the development of, and student participation in, appropriate extracurricular activities.**
- 5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.**
- 6. Ensure regular communication with supportive community agencies and law enforcement officials.**
- 7. Initiate teacher/student/counselor conferences as necessary and parent conferences as a way to resolve problems.**

**OUR SUPERINTENDENT IS EXPECTED TO:**

- 1. Promote safe, orderly and stimulating school environment, supporting teaching and learning.**
- 2. Review the policies of the Board, and state and federal laws relating to school operations and management with District administrators.**
- 3. Ensure that staff and parents have the opportunity to communicate with the Superintendent.**
- 4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.**
- 5. Work with District administrators, when appropriate, in reinforcing the Code of Conduct to ensure that cases are resolved promptly and fairly.**

**BELIEVE, ACHIEVE, SUCCEED!**



**Received**

**I have read and understand the Rules of Bethune School.**

\_\_\_\_\_  
**Student Print Name**

\_\_\_\_\_  
**Parent Print Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**

**Date:** \_\_\_\_\_