

Mammoth – San Manuel Unified School District

Mammoth-San Manuel K-5 Handbook

PO Box 406

San Manuel, Az 85631

520-385-2336

Fax: 520-385-3035

School Hours:

8:30 – 2:40 M, T, TH, F

8:30 – 12:30 W

2019-2020 SY



Mission Statement:

Our mission is to be an educational leader in providing a safe collaborative community where our valued members strive to achieve their personal best in both academics and character; where our successes are celebrated; and our dreams are encouraged on a path of life-long.

Governing Board

Terry Newman	President
David Aronson	Member
Michael Carnes	Member
Malinda LeGrand	Member
Louis Madrid	Member
Julie Dale-Scott	Superintendent
Melissa S Joliat	Principal

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Mammoth-San Manuel USD # 8

2019-2020

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5- New Teachers 1st day
6 Returning Teachers 1st day
8- First Day of School
14,21,28- Early Release

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3- Winter Break
8,15,22,29- Early Release
20- MLK Day, No School

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2- Labor Day
4,11,18,25- Early Release

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17- Presidents' Day
5,12,19,26- Early Release

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2,9,16,23,30- Early Release
10,11- Fall Break
18- End of Quarter 1-½ day
24-25- Parent/Teacher Conf K-8 ½ day only

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4,11,25- Early Release
13- End of Quarter 3-½ day
16-20- Spring Break
26-27- Parent/Teacher Conf K-8 ½ day only

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6,13,20- Early Release
11 – Veteran's Day
27-29- Thanksgiving Break

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1,8,15,22,29- Early Release
10 & 13- Easter Break

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4,11,18- Early Release
19- HS Finals-½ Day (K-8 regular day)
20- End of Quarter 2- ½ Day
23-31- Winter Break

MAY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6,13- Early Release
20- HS Finals - ½ Day (K-8 regular day)
21- End of Quarter 4- ½ day
25- Memorial Day

Classroom Assignments:

- In order to create an optimal environment for all children, it is necessary to examine several educational factors relevant to placement. We strive to establish well-balanced classrooms based on: academics, male-female ratio and special education/behavioral needs.
- Combination classes may be recommended in order to meet Mammoth-San Manuel USD suggested teacher/student ratio. In general, we place siblings in separate classrooms to ensure individual development.
- Parents may supply information to assist the staff in placement; however the assignments will be made by the school principal. Also, in order to request a change in placement, the parents must meet with the principal. A change will occur only if there are reasonable educational reasons behind the move.

Report Cards:

- Mammoth-San Manuel USD uses PowerSchool for attendance and grades. It is recommended that the parent call the school in order to obtain the username and password for each individual student in order to stay current on grades.
- Report cards will be sent home with your student every nine weeks or given to parents at parent/teacher conferences.
- If you have a question regarding your student's grades, please do not hesitate to contact the teacher to set up a meeting. Please do not drop in during the school day without an appointment, as the teacher's primary concern is that of the students in his/her classroom.

Parent/Teacher Conferences:

- Conferences will be held at the end of the first and third quarters (see calendar for dates). This is the time to discuss any concerns that you have in regards to your student. If you feel that these times are not enough, please call the teacher and set up a time to meet.
- You may only discuss your student with the teacher. If you have any questions or concerns, please notify the office immediately.

Awards:

- The students have the opportunity to receive academic rewards every quarter by receiving all A's or B's in their classes as well as Honor Roll (3.5-4.0 GPA). All classes are part of these awards.
- **The students also have the opportunity to receive Perfect Attendance awards which means no absences, no tardies and no check-outs per quarter.**
- Students can earn certificates of awards at the classroom level to be given in class as well as ones given at the award assemblies.
- Our Bulldog Award is given for quarterly citizenship, an overall end of year Citizenship award can be earned by no more than five (5) tardies and five (5) absences in a year and no Doghouses or referrals to the office.

Attendance:

- Your student's attendance is crucial to his/her success in school. When your child is absent, please call by 9 AM the day of the absence in order to report why he/she is not in class.
- If a student is not in attendance on the day of an extra-curricular activity, they cannot attend that extra-curricular activity.
- Tardy is defined as arriving after the start of the regular school day at the assigned location ready for instruction.

- An unexcused absence is any absence which has not been excused by a parent according to the procedure mentioned above.
- An excused absence is any absence which has been excused by a parent. Excused absences shall also include any school sponsored event which causes student to miss class, such as field trips, early dismissal for school sponsored sports.
- Truant is any unexcused absences.
- A habitually truant child is a child between the ages of six and sixteen who is truant for at least five days during a single school year (A.R.S. §15-803). Arizona state law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session. Unless exempt as defined by A.R.S. §15-803. If a parent fails to ensure that the child attends school, the law states that they are guilty of a “Class III (3) Misdemeanor”.

Number of Absences	Consequence
Any unexcused absence	Call to parents
5 total absences	Parent notification. If five or more are unexcused, then possible referral to SRO for habitual truancy.
10 total absences	Parent notification. If five or more are unexcused, then possible referral to SAR for habitual truancy
15 total absences	Parent notification and administrator contact. If five or more are unexcused, then the possible referral to SRO for habitual truancy. Possible attendance contract.
18 total absences	Parent notification and administrator contract. Refer to law enforcement for citation. Withdrawal and reenrollment process. Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences.

Student Check Out:

- If you wish to pick your student up from school for any reason, you must come to the office and complete the paperwork.
- Students may not walk home during school hours.
- Students will only be released to individuals who are on the Registration form. If you wish to change the information on this sheet, please notify the office in writing.
- If you feel that someone who is not allowed to pick up your student will attempt contact, please let the office know immediately.
- **If a student is checked out from school early for any reason, that absence will affect your student’s attendance as well as the Perfect Attendance award.**

Make Up Work:

- If your student is sick and cannot complete schoolwork at home while they are sick, please have the student pick up the work the day they return to school.
- If your student is able to complete the work while they are home sick, please inform the office of a homework request, or let the teacher know in advance. Teachers must receive 24 hours notice.
- Make up work will be available upon request in the office between 3:30pm – 4:00pm daily.
- The student will be allowed one day for each day absent plus one additional day in order to complete the work at home.

Curriculum:

- First Avenue Elementary School is dedicated to teaching reading, writing and math and we seek to provide an enriching educational program.
- In addition, each student learns Social Studies (Arizona in 4th grade, US History 5th grade) and Science.
- We also offer classes in Art, Computers and Physical Education.

Special Education:

- The Mammoth-San Manuel USD provides special education services for students with special needs. The following services are available for qualified students:
 - English Language Learners
 - Resource/Self Contained
 - Speech/Language
 - Talented and Gifted
- If you feel your child is in need of any of the above services, please feel free to let the office know.

Library:

- The library is provided for reading, student research and enjoyment. Learning to use the library is a helpful guide to obtaining knowledge.
- The library is open 7:30-8:25 and 2:45-3:30 so that the students may return or check out books in addition to normal class times.

Computers:

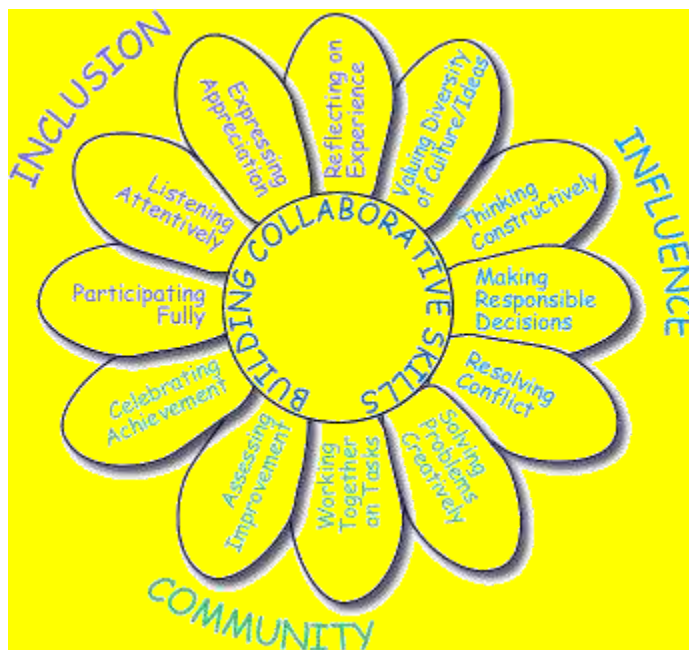
- Computers are provided for students to learn the basics of computers.
- All students and parents must sign a technology form in order for a student to use the computers.
- If a student destroys or damages any part of a computer or any other school electronics, their parents will be expected to pay repair or replacement costs.

Mandatory Reporting:

- All school personnel have an obligation to report any incidents based on “reasonable belief” that abuse has occurred. This includes student-to-student aggressive physical contact.
- For general information on mandatory reporting, please contact the school secretary and information will be provided upon request on Arizona’s Child Abuse Reporting Statute.

Mammoth-San Manuel USD Elementary Schools Discipline Plan:

- The Elementary Discipline Plan is built around school wide Tribes Learning Communities (TLC). We believe that focusing on the Tribes Agreements a positive environment is created that promotes student success.



- Students who choose to follow school rules will receive encouragement, praise and positive privileges.
- When a student makes a decision and acts in a manner that is unacceptable there will be consequences. Faculty and staff will take time to help students understand that they are responsible for their own choices and how to make better choices.
- When a student makes a poor choice, they will receive a logical consequences to help students learn self-discipline and responsibility. We believe we can accomplish “Discipline with Dignity” by delivering logical consequences. Examples of logical consequences are: losing a privilege when it is abused, losing a recess, trash pickup, cleaning up a spill, etc.
- At the classroom level, teachers incorporate Tribes Learning Communities lessons into each day. A “Doghouse” note may be sent home to help keep parents/guardians informed of a behavior or action and what was done in response to that infraction.
- Students who choose to fight or commit other severe offenses will receive severe consequences. Physical violence could be an automatic out-of-school suspension depending on the infraction.
- We appreciate your support in making our Tribes Learning Communities a success. We know that a cooperative effort between home and school results in a positive, pleasant environment where students enjoy learning.

GRRS

	Classroom/Specials	Playground	Restrooms	Cafeteria	Breezeways	Bus	Parking Lot
Great Attitude	Use positive praise Think before you act Greet who you meet Work cooperatively with	Solve problems using kind words Show good character Greet who you meet	Wait patiently	Use kind words Have good manners Greet who you meet	Use kind words Greet who you meet	Use kind words Greet who you meet	Listen to safety patrol
Respect	Enter quietly Listen carefully and follow directions Use proper voice Wait your turn to speak Honor others' property	Mind all adults Everybody plays Take turns Take care of equipment	Leave restrooms in sanitary condition Keep lights on Use quiet voices Honor privacy of others	Enter, eat and exit quietly Eat your own food Allow others to enjoy their food choice Listen to adults Use proper voice	Always walk quietly Keep, hands, feet and objects to self	Listen to the driver Use quiet voices Be polite to others	Be considerate of others
Responsibility	Follow school rules and uniform policy Be prepared and organizes Be on time for class Focus on your work Turn in homework on time	Ask to leave the play area Follow game rules Keep playground clean Report problems	Report misuse and inappropriate behavior Use restroom at designated time Flush after each use Wash hands with soap	Keep your area clean Wait patiently Stay in assigned area Keep food in the cafeteria	Stay on the right track Single file Get drinks quietly	Walk to and line up appropriately at bus Keep belongings with you at your seat Follow all bus rules	Walk in designated area Use walking feet
Safe	Use materials and equipment properly Move carefully Sit correctly Keep hands, feet and objects to self	Stay in designated areas Be truthful Use good sportsmanship Use equipment properly	Keep floor dry Stay off toilets and sinks	Clean up food and spills Walk Sit correctly Keep hands, feet and objects to self	Walk Keep breezeway clean Steer clear of doors and others	Follow all bus rules Keep aisles clear Stay seated	Stay clear of parked and moving cars Cross the street in cross walk

Cafeteria:

- Students may purchase either breakfast or lunch in the cafeteria.
- Students are not allowed to charge meals in the cafeteria, so it is essential that parents put money into their cafeteria account.
- Applications for free and reduced meals are sent home with students at the beginning of the school year.
- Please ensure that you check the monthly lunch calendar for prices of meals.
- Breakfast is from 8:00-8:25 every day.

Transportation:

- Students should not arrive before 8:00am. We would appreciate your assistance in helping to ensure that your student(s) do not arrive on campus before 8:00am, as we do not provide adult supervision until that time.
- Please make plans with your student in regards to afterschool prior to coming to school. In response to parent concerns and for the safety of our students, we are strictly enforcing the bus pass policy. Phone calls are no longer acceptable for designating bus passes. Passes will only be given to students who provide a written note, email or fax containing the Child's name and the name of the bus stop they need to be dropped off at. All bus passes must be sent to the office BEFORE 12PM. For children who have specific days and/or alternate bus stops frequently, a note must be sent to the office specifying the bus schedule and arrangements for each day.
- Bicycles, Skateboards, Scooters, Heelys, etc: These items may be used as transportation to and from school; however they may not be used on campus at any time. Bicycles should be locked at the bicycle rack by the office. If a student does not have a lock, it is recommended that the student do not bring the bicycle to school. All students are expected to obey all traffic rules and bike safety rules at all times, including wearing a helmet. There should only be one rider on a vehicle.
- Bus service is provided to some students as a district courtesy. Following the bus rules will ensure that your student can continue to ride the bus. Students who choose to break rules will have their bus riding privileges suspended or revoked. Once students arrive at the school, they may not leave the school grounds without being checked out by a parent or a parent designee. Electronics should not be on the bus.

Field Trips

- **All students are required to attend the full day of school on the day of the field trips.**
- Checkout from the field trip requires **24 hour** prior administrative approval and will only be done if it's imperative that the student be checked out. **If a student is checked out from a field trip early, that absence will affect your student's attendance as well as the Perfect Attendance award.**

School Property:

- It is a violation of governing board policy and state statute to damage or deface school property. If your student chooses to participate in such an act, parents are expected to pay replacement costs.
- These charges will be levied at the end of the school year and will need to be paid before report cards will be issued. Students will also be subject to disciplinary action.

Personal Property:

- Students should only carry money that they actually need for school.
- It is recommended that students do not bring any item of value to school. The school will not be responsible for loss of money or personal property brought to school. If these items are brought to school, they will be confiscated and the student will be subject to disciplinary action. These items include, but are not limited to: electronics, drugs or weapons of any kind, pornography, hard balls, water guns, water balloons, skateboards, baseball bats, laser pointers, toys and any item that is considered a disruption to the educational process.
- Students are not allowed to sell or trade items. Items and money will be confiscated and parents will be contacted.

Dress Code:

- Students are allowed to wear any color bottoms but still no leggings/jeggings (leggings count as undergarments). No rip, torn, frayed edges or holes are allowed for bottoms.
- Tops must have sleeves and if there are messages or images they must be a positive if any at all. No lace or open backs on tops.
- Length on skirts and dresses must be to each individual child's mid-thigh.
- Shoes must be closed toed.
- All hats/hoodies must be removed while inside the building. The bill of the cap must be worn in a forward position.

Pets/Animals:

- Pets and animals are not permitted to be on school grounds. The only exception is if the teacher and principal have made prior arrangements and the parent is willing to transport the animal in a contained cage.
- If a stray animal is found on campus, the Pinal County Animal Control Center will be called.

Telephones/Cell Phones:

- The office telephone is used to conduct school business. The office phone is not available to students except in the case of an emergency. Calling home for lunch money, homework, coats or rides are not considered an emergency. If it is raining and your student feels the need for a ride, they will be allowed to call after 2:45 PM from the office.
- Cell phones may not be used during the school day. If a student chooses to bring a cell phone to school, it must be turned off and in his/her backpack during the entire school day. If a student chooses to use his/her cell phone during the school day, the phone will be confiscated and available in the office at the completion of the school day. After a second time, the phone will be available after a parent speaks with the principal. If it occurs again, the cell phone will no longer be allowed on campus.

Visitors:

- Parents are encouraged to visit their student's classroom. Please make arrangements to visit through your classroom teacher. All visitors must sign in at the office before entering any other room or building on the campus.
- Students may not bring other students to campus that are not enrolled at Mammoth-San Manuel PK-12 School, as the student is not covered under the district insurance.

Volunteers:

- We welcome and encourage volunteers. If you wish to volunteer, please contact the office or your student's teacher.

School Release:

- Releasing students during the school day may happen due to inclement weather or emergency situations. This happens very infrequently and may require additional make-up days.
- Please determine a family plan on how to handle this kind of emergency. Discussing beforehand that a student may not be able to make a phone call home will ensure that the student has control in a situation. Parents and Guardians will be contacted once we have made it to a safe place.

Immunizations:

- Arizona law (ARS 36-671 through 674) requires that an immunization history be submitted for each child entering a public school. The responsibility for compliance with this provision is placed upon the parent, guardian or person "in loco parents" of the child. The immunizations must be current and include: DTP, TD, Polio Vaccine, Rubella, Hepatitis and Mumps Vaccines. The only exceptions to school immunization requirements are if the vaccine will seriously endanger the child or if the child is being raised in a religion in which the teachings are opposed to immunization.

Medication:

- If a student needs to take medication during the school day, school personnel must administer the medication in the Nurse's Office. Administration of medication will conform to Arizona Statutes. We maintain careful control of the possession and use of medication by students at school. Tums, Tylenol and cough drops may be administered to a student as long as a guardian signs the permission form for the school year. This form is available in the Nurse's Office as well as the front office. We ask that you provide this medicine for your child as well. When possible, students should take all medications at home.
- Students are not allowed to carry medication on them. If your student must take medication at school, it must be in the original container and accompanied by written instruction.