

SEVILLA PRIMARY SCHOOL



PARENT – STUDENT HANDBOOK

– **ELECTRONIC VERSION** –

For a complete version please contact our school office.

2013-2014

ALHAMBRA SCHOOL DISTRICT NO. 68

SEVILLA PRIMARY SCHOOL

3801 West Missouri
Phoenix, Arizona 85019

Telephone: (602) 242-0281
Automated: (602) 242-2503
FAX: (602) 242-2791

Office Hours: 7:30 a.m.- 4:30 p.m. Monday - Friday

Mrs. Mandi Bilyou..... Principal (Ext 5600)
Mrs. Tanya Whiteford..... Outreach Coordinator (Ext 5600)
Mrs. Arlene Ruble Secretary (Ext 5601)
Attendance..... 602-242-2503 (Eng Ext 5698/Spa Ext 5688)

Sevilla Primary Facts

School Colors

Maroon and Gold

School Mascot

Spartan



Facts about the Spartan

The Spartans come from an ancient city called Sparta, also known as Lacedaemon. It was at one time the most powerful city-state of ancient Greece. The Spartans were famous for their military power, loyal soldiers, agriculture, and endurance.

Facts about Sevilla Primary

Sevilla Primary was established in 1959. The school was rebuilt in 1997.
Sevilla Primary has been around for over 50 years!



SEVILLA PRIMARY SCHOOL
PARENT/STUDENT
AGREEMENT FORM

2013-2014 School Year

Dear Parents:

At Sevilla Primary School, we strive to maintain a safe and productive learning community for our students. Please review the contents of this handbook with your child to ensure that you understand the guidelines and procedures of our school both academically and socially.

Please sign and return this page to your child's teacher.

My child and I understand the contents of this handbook.

Student's Name: _____ Date: _____

Grade: _____ Teacher's Name: _____

Parent's Signature: _____

2013-2014 Año Escolar

En la Escuela Primaria Sevilla, estamos dedicados al mantenimiento de una comunidad educativa la cual es segura y productiva para nuestros estudiantes. Favor de repasar el contenido de este manual con su hijo/a para asegurar su entendimiento de los procedimientos de nuestra escuela en términos académicos y sociales.

Favor de firmar abajo y devolver esta pagina a la maestra/al maestro de su hijo/a.

Mi hijo/a y yo entendemos el contenido de este manual.

Nombre de Estudiante: _____ Fecha: _____

Grado: _____ Nombre de Maestra/o: _____

Firma de Padre: _____



SEVILLA PRIMARY SCHOOL

DRESS CODE AGREEMENT

Dress Code - Uniforms

A uniform dress code has been approved by the Sevilla Primary School Community to enhance the learning environment of our students. Students are expected to dress in uniform dress daily, reflecting pride in themselves and their school. The Sevilla Primary Dress Code includes the following:

1. Tops: **Shirt/blouse** – solid color **maroon, navy** or **white**, collared, long or short sleeve polo/golf shirt
2. Bottoms: **Pants, shorts, skirts, skorts, jumpers** – solid color **khaki** (tan) or **navy blue** (not denim)

Please sign and return this page to your child's teacher.

My child and I understand and will follow the uniform policy and accept any and all consequences set forth in this handbook.

Student's Name: _____ Date: _____

Grade: _____ Teacher's Name: _____

Parent's Signature: _____

Sevilla Primary Dress Code Violation	
Name:	_____
Teacher:	_____
Date:	_____
<input type="checkbox"/> Non-uniform pants ...color: _____ ...style: _____	
<input type="checkbox"/> Non-uniform shirt ...color: _____ ...style: _____	
<input type="checkbox"/> Other: _____	
<u>Resolution/Consequence</u>	
<input type="checkbox"/> Call parent for change of clothes	
<input type="checkbox"/> Send student to the Nurse	
<input type="checkbox"/> Time Out (Punishment Box) 1 day _____ 2 days _____ 3 days _____	
<input type="checkbox"/> Office Referral (Only after 3 rd violation)	
Infraction # 1 2 3 4 5	

Un código de vestimenta de uniforme ha sido aprobada por la comunidad de la escuela Sevilla Primary para mejorar el ambiente de aprendizaje de nuestros estudiantes. Los estudiantes deben vestirse en uniforme todos los días, reflejando orgullosos de sí mismos y de su escuela. El código de vestimenta para Sevilla Primary incluye lo siguiente:

1. Camiseta/blusa: Color marrón sólido, azul marino o blanco, camisa con cuello, manga larga o corta tipo polo
2. Pantalones: shorts, faldas, falda pantalón, jumpers, de color sólido caqui (khaki) o azul marino (no mezclilla)

Mi hijo/a y yo entendemos el contenido de este manual.

Nombre de Estudiante: _____ Fecha: _____

Grado: _____ Nombre de Maestra/o: _____

Firma de Padre: _____

Parents: Student safety and well-being is of utmost importance. Having current and accurate contact information for each child is essential. If changes occur, please use this form to share your new information. Thank you for helping keep our records accurate.

Estimados Padres: La seguridad de los estudiantes y su bienestar es de suma importancia y teniendo la información de contacto exacta para cada niño es esencial. Si hay algún cambio, por favor de usar esta forma para compartir su nueva información. Gracias por ayudarnos a mantener nuestros registros al corriente.

Teachers: Please forward this form to the school office.



SEVILLA PRIMARY SCHOOL
Change of Information Form

Child's Name: <i>Nombre de estudiante</i>		Teacher: <i>Maestro/a</i>	
Current Address: <i>Nueva direccion</i>			
City, State, Zip Code: <i>Cuidad, Estado, Código Postal</i>			
Phone Number: <i>Numero de Teléfono</i>		Grade: <i>Grado</i>	
Person Submitting: <i>Presentación de Persona</i>	Mom ____ <i>Mama</i>	Dad ____ <i>Papa</i>	Guardian (other) ____ <i>Guardian (otro)</i>



SEVILLA PRIMARY SCHOOL
Change of Information Form

Child's Name: <i>Nombre de estudiante</i>		Teacher: <i>Maestro/a</i>	
Current Address: <i>Nueva direccion</i>			
City, State, Zip Code: <i>Cuidad, Estado, Código Postal</i>			
Phone Number: <i>Numero de Teléfono</i>		Grade: <i>Grado</i>	
Person Submitting: <i>Presentación de Persona</i>	Mom ____ <i>Mama</i>	Dad ____ <i>Papa</i>	Guardian (other) ____ <i>Guardian (otro)</i>

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For a complete version please contact our school office.

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Sevilla Primary School

3801 West Missouri Avenue | Phoenix, AZ 85019

Phone | 602-242-0281

Dear Sevilla Primary Parents and Guardians,

Welcome to Sevilla Primary School! We are excited that you are joining us for the 2013-2014 school year.

At Sevilla Primary School, we place a strong emphasis on academics and the necessary social skills required for your child(ren) to reach their maximum potential. Our teachers consistently deliver quality instruction in all subject areas while promoting positive interactions and high self-esteem. There are many programs at Sevilla Primary to meet the needs of your child(ren):

Outstanding Programs

- | | | |
|-------------------------------|------------------------------|----------------------------------|
| 🏠 Academic Vocabulary Program | 🏠 Health Services | 🏠 School Carnival |
| 🏠 Achievement Recognitions | 🏠 KinderKorner | 🏠 School Music Programs |
| 🏠 Art Club | 🏠 Library | 🏠 School Spirit Days |
| 🏠 Art Education | 🏠 Lunch Bunch Tutoring | 🏠 Sevilla Buck Store |
| 🏠 Character Counts! | 🏠 Morning Math | 🏠 SMART Board Technology |
| 🏠 Computer Writing Lab | 🏠 Music Education | 🏠 St. Mary's Food Bank |
| 🏠 ESL Program | 🏠 Parent Nights | 🏠 Student Council |
| 🏠 Engineering is Elementary | 🏠 Parent Resource Room | 🏠 Student of the Month Breakfast |
| 🏠 Field Trips | 🏠 Parent Volunteer Room | 🏠 Success For All Reading |
| 🏠 FOSS Science Program | 🏠 Perfect Attendance Rewards | 🏠 Tutoring |
| 🏠 Investigations Math K-3 | 🏠 Physical Education | |

Sevilla Primary School values the **team approach** in educating our students. We encourage you to take an active role in all our programs. There are many opportunities for you to get involved. **Being active in your child's education is a solid investment in their future!**

To see your child's class in action or to get involved at Sevilla Primary School, please **contact the school office at 602-242-0281**.

We are looking forward to another outstanding year at Sevilla Primary School!

Sincerely,

Mandi Bilyou

Principal



Sevilla Primary School

3801 West Missouri Avenue | Phoenix, AZ 85019
Phone | 602-242-0281

Estimados Padres y Guardianas de Sevilla Primaria,

Bienvenidos a la escuela de Sevilla Primaria! Estamos emocionados que ustedes se van a juntar con nosotros para el año 2013-2014.

En Sevilla Primaria esforzamos un fuerte énfasis en académicas, y lo que es necesario para que su niño puede llegar a su máximo potente. Nuestros maestros entregan instrucción en todos los sujetos mientras prometiendo interacción positiva y alto autoestima. Tenemos muchos programas en Sevilla Primaria que puede usar su niño.

Programas Pendiente

- | | | |
|--|---|--|
| 📖 Programa de Académica de Vocabulario | 📖 KinderKorner | 📖 Viajes de estudios para Recompensa |
| 📖 Reconocimiento de Logro | 📖 Biblioteca | 📖 Carnaval de Sevilla |
| 📖 Club de la Arte | 📖 Ayuda Académica después de Almuerzo (Lunch Bunch) | 📖 Programas de Música |
| 📖 Educación de Arte | 📖 Educación de Música | 📖 Días de Espíritu Escolares |
| 📖 Programa de Carácter (Character Counts!) | 📖 Noche de Padres | 📖 Tienda de Recompensas (Sevilla Buck Store) |
| 📖 EiE (Engineering is Elementary) | 📖 Salón de Recurso de Padres | 📖 Tecnología del "SMART Board" |
| 📖 Salón de Computadoras para Escritura | 📖 Salón de Voluntarios | 📖 Banco de Comida (St. Mary's Food Bank) |
| 📖 Programa de Ciencia FOSS | 📖 Celebración de Asistencia Perfecta | 📖 Concilio de estudiantes |
| 📖 Investigations Matemáticas K-3 | 📖 Educación de Físico | 📖 Estudiante del Mes |
| 📖 Servicios de Salud | 📖 Ayuda Académica en Clases (Push-In Tutoring) | 📖 SFA Programa de lectura |
| 📖 Grupo de Niños con Carácter (Kids with Carácter) | 📖 Ayuda para Leer por la Mañana (Rise & Read) | 📖 Tutoría |
| | 📖 Ayuda para Matemáticas por la Mañana (Morning Math) | |

La escuela de Sevilla Primaria le damos valor al equipo en la educación que le dan a los estudiantes. Nosotros le animamos que usen todas las programas. Ser activo en la educación de su niño es una inversión sólida para el futuro de su niño.

Para visitar la clase de su niño en acción, o si quiere involucrarse en la escuela de Sevilla Primaria por favor llame a 602-242-0281

Estamos esperando otro año maravillosa en la escuela de Sevilla Primaria.

Sinceramente,

Mandi Bilyou

Directora

Alhambra Customer Service Ambassadors

Customer Service Standards

Courtesy and Respect

- Greet visitors immediately with a smile and a willingness to assist.
- Listen attentively and show compassion and understanding.
- Treat everyone with dignity and respect.
- Communicate by using clear and positive language.
- Act with sound judgment and integrity.
- Ensure customer confidentiality and privacy.

Communication

- Answer telephones within three rings saying the school or department's name and the staff member's name... "Thank you for calling Alhambra School District's Community Relations Office, this is Linda. How may I help you?"
- Be proactive and resourceful by providing requested information or connecting the customer with the most appropriate person to assist.
- Maintain a pleasant tone and positive attitude.
- Be an active listener and value every customer's inquiry or concern.

Responsiveness

- Acknowledge and serve every customer in a courteous and respectful manner.
- Go the extra mile to assist, and provide honest and accurate information.
- Provide correct answers, solutions, or appropriate alternatives in problem solving.
- Respond to emails, faxes, and return calls within 24 hours.
- Work as a team to ensure questions and concerns are answered thoroughly and with appropriate follow through.
- Display a positive and calm demeanor.

Environment

- Create a welcoming, professional, and inviting atmosphere.
- Act and dress professionally.
- Maintain facilities, buildings and grounds with pride to promote a safe and orderly learning environment.
- Provide all staff members with appropriate identification badges.
- Require all visitors to check-in at the front office and wear visitor's badges or nametags.

We pledge to:

- Greet you with a warm greeting, friendly smile and positive attitude.
- Acknowledge and serve you immediately in a professional, courteous and respectful manner.
- Listen to your concerns and strive to exceed your expectations in meeting your needs.
- Respond in a timely manner to ensure your concerns are properly addressed.
- Value your input, feedback and suggestions.

Alhambra School District's Core Values

Alhambra strives for excellence in both educating children and teaming with our community. In keeping with this spirit, the District developed core values that define our beliefs, our commitment to kids, and our focus.

- Guarantee High Academic Results
- Drive continuous growth through professional development.
- Ensure data-driven instructional excellence.
- Build enduring relationships and respect diversity.
- Empower parents as active partners.
- Commit to technological advancement.
- Maximize financial resources.

Sevilla Primary School - Mission Statement

The Sevilla Primary Staff supports the Alhambra School District philosophy and goals. Our mission is to create and maintain a positive, child-centered learning environment committed to academic excellence. We believe in creating lasting partnerships between our staff, families, and community. We enable all members of the school community to reach their highest level of achievement, and are dedicated to creating lifelong learners who will become contributing members of society. To achieve this mission Sevilla Primary staff will:



Develop and nurture a climate that supports teamwork and consistent communication between the home, school, and student.



Create a learning environment that focuses upon personal best and provides the tools and opportunities necessary for children and families to achieve this personal best.



Encourage learning by celebrating success and acknowledging each other's accomplishments.



Respond to current data as a guide for instruction and a means to meet each student's individual learning needs.



Uphold the six pillars of character by being caring, fair, respectful, responsible, trustworthy, and demonstrating good citizenship.



Recognize the need for change and innovation in technique and strategy while refining tried and true practices so our students will continue to succeed in a global society.

Sevilla Primary School – School Goals



To improve academic achievement through data driven instruction and high expectations.



To integrate character education into the daily routine so children learn to have respect for self and others.



To build and maintain a positive school climate.



To increase parent and community involvement by providing a variety of family-based activities.

GENERAL INFORMATION

SCHOOL HOURS

Horas de Escuela

The school day is as follows:

Office Hours <i>Las horas de oficina</i>	7:30 a.m. – 4:30 p.m.
Grades K-1 <i>Grados K-1</i>	8:20 a.m. - 2:30 p.m.
Grades 2-3 <i>Grados 2-3</i>	8:20 a.m. - 3:30 p.m.

SCHEDULE FOR K-3 STUDENTS

Breakfast in the Cafeteria <i>Horas de comida en la mañana.</i>	7:40 – 8:10 a.m.
Playground Gates Open <i>Cercos para el área de recreos abren.</i>	8:05 a.m.
Playground Gates Close <i>Cercos para el área de recreos cierran.</i>	8:20 a.m.
Morning Whistle to Line Up <i>Timbre para formarse en la línea.</i>	8:15 a.m.
Students Enter the Building <i>Estudiantes entran al edificio.</i>	8:20 a.m.
SFA Reading <i>Programa de Lectura S.F.A.</i>	8:40 – 10:10 a.m.
Kindergarten Lunch <i>Horas de Comida del Mediodía – K</i>	10:30 – 10:50
First Grade Lunch <i>Horas de Comida del Mediodía – 1</i>	12:10 – 12:30
Second Grade Lunch <i>Horas de Comida del Mediodía – 2</i>	11:05 – 11:25
Third Grade Lunch <i>Horas de Comida del Mediodía – 3</i>	11:35 – 11:55
Grades K – 1 Dismissal <i>Descarte de grados K/1</i>	2:30 p.m.
Grades 2 – 3 Dismissal <i>Descarte de grados 2/3</i>	3:30 p.m.

SCHOOL TALK

To access an extension, dial (602) 242-2503, and enter the teacher's extension number.

ATTENDANCE

During school hours you may report absences or tardies by calling (602) 242-2503 Ext 5603. Parents may use the School Talk system to report absences during non-school hours. Refer to the handbook section “Absences and Tardies” for more details and instructions.

SERVICES

Cafeteria.....	242-2503 ext. 5614
Health Office.....	242-2503 ext. 5611
Library.....	242-2503 ext. 5718
Psychologist	242-2503 ext. 5616
Volunteer Coordinator	242-2503 ext. 5604



2013-2014 School Calendar

2013-2014 Calendario de Año Escolar

Please make every effort to have your child in school everyday. Use this calendar to help plan appointments and your family vacation time during “no school” or “early release” days and help your child strive for perfect attendance! Students who achieve perfect attendance will receive “Perfect Attendance” recognition and awards.

August 12 <i>12 agosto</i>	First Day of Classes for Students <i>Primer Día de Clases</i>
September 2 <i>2 septiembre</i>	Labor Day Holiday – No School <i>Día del Trabajo – No Hay Clases</i>
September 18 <i>18 septiembre</i>	Staff Development Day – No School for Students <i>Entrenamiento de Maestros – No Hay Clases</i>
October 17 <i>17 octubre</i>	First Quarter Ends <i>Fin del Primer Trimestre</i>
October 18 <i>18 octubre</i>	Staff Development Day– No School for Students <i>Entrenamiento de Maestros – No Hay Clases</i>
October 24-25 <i>24-25 octubre</i>	Parent/Teacher Conferences – Early Release for Students <i>Conferencias de Padres y Maestros – Salida Temprano</i>
November 11 <i>11 noviembre</i>	Veterans Day Observed – No School <i>Día de Veteranos – No Hay Clases</i>
November 20 <i>20 noviembre</i>	Half-Day Staff Development – Early Release for Students <i>Entrenamiento de Maestros – Salida Temprano</i>
November 28-29 <i>28-29 noviembre</i>	Thanksgiving Holiday – No School <i>Vacaciones del Día de Dar Gracias – No Hay Clases</i>
December 11 <i>11 diciembre</i>	Half-Day Staff Development – Early Release for Students <i>Entrenamiento de Maestros – Salida Temprano</i>
December 23–January 3 <i>23 diciembre – 3 enero</i>	Winter Recess – No School <i>Vacaciones del Invierno – No Hay Clases</i>
January 6 <i>6 enero</i>	Classes Resume <i>Clases Resumen</i>
January 10 <i>10 enero</i>	Second Quarter Ends <i>Fin del Segundo Trimestre</i>
January 16-17 <i>16-17 enero</i>	Parent/Teacher Conferences – Early Release for Students <i>Conferencias de Padres y Maestros – Salida Temprano</i>
January 20 <i>20 enero</i>	Martin Luther King, Jr. Day – No School <i>Día de Dr. Martin Luther King Jr. – No Hay Clases</i>
January 22 <i>22 enero</i>	Half-Day Staff Development – Early Release for Students <i>Entrenamiento de Maestros – Salida Temprano</i>
February 17 <i>17 febrero</i>	Presidents’ Day – No School <i>Día de Presidentes – No Hay Clases</i>
February 19 <i>19 febrero</i>	Half-Day Staff Development – Early Release for Students <i>Entrenamiento de Maestros – Salida Temprano</i>
March 13 <i>13 marzo</i>	Third Quarter Ends <i>Fin del Tercer Trimestre</i>
March 14 <i>14 marzo</i>	Staff Development Day – No School for Students <i>Entrenamiento de Maestros – No Hay Clases</i>
March 17-21 <i>17-21 marzo</i>	Spring Recess <i>Vacaciones de Primavera – No Hay Clases</i>
April 23 <i>23 abril</i>	Half-Day Staff Development – Early Release for Students <i>Entrenamiento de Maestros – Salida Temprano</i>
May 7 <i>7 may</i>	Half-Day Staff Development – Early Release for Students <i>Entrenamiento de Maestros – Salida Temprano</i>
May 22 <i>22 mayo</i>	Last Day of School – Early Release for Students <i>Escuela de Verano Comienza – Salida Temprano</i>



Sevilla Primary School

2013-14



North

Kindergarten

Mrs. Davidson	209
Mrs. Valverde	208
Miss Lavalley	213
Ms. Moore	210
Mrs. Ryan	214
Mrs. Vold	212
Ms. Wheeler	215
Miss Walters	216

1st Grade

Ms. Chaney	416
Ms. McDuffee	413
Mrs. Miner	417
Ms. Dargatzis	415
Miss M. Sanchez	421
Mrs. Thornton	418
Ms. Vargas	414

2nd Grade

Ms. Davis	203
Mrs. Frye-Gutierrez	204
Mrs. Harmon	223
Ms. O'Connor	206
Mr. Riordan	207
Ms. R. Sanchez	205
Ms. Vargas	202

3rd Grade

Mrs. Flowers	403
Mr. Miller	410
Miss Peters	408
Ms. Bales	407
Mrs. Thomas	409
Ms. Wegner	412
Ms. Williams	411
Mrs. Young	402

Exceptional

Ms. Wiggins	218
Mrs. C. Frye	221
Miss Ross	219

Leadership Team

Mrs. Ourada, Title I	304
Mrs. Noble, ELL	304
SFA Office	406
K SFA Materials Room	211
Data Room	201

Special Areas

Mr. Ackerman (PE)	440
Mrs. Sarracino (LIB)	426
Mrs. Gilman, Kent (ART)	420
Mrs. Nestor (MUS)	443
Computer Lab	447

Special Services

OPEN (PSYC)	OFF
Mrs. Ford (RES)	217
Ms. Joseph (OT)	222
OPEN (SLP)	423

Tutoring Rooms

1 st Grade Hall	419
1 st Grade Hall	421
Kinder Hall	208
3 rd Grade Hall	401

Cafeteria

Mrs. Castillo Cabrera

Parent Volunteer Coord.

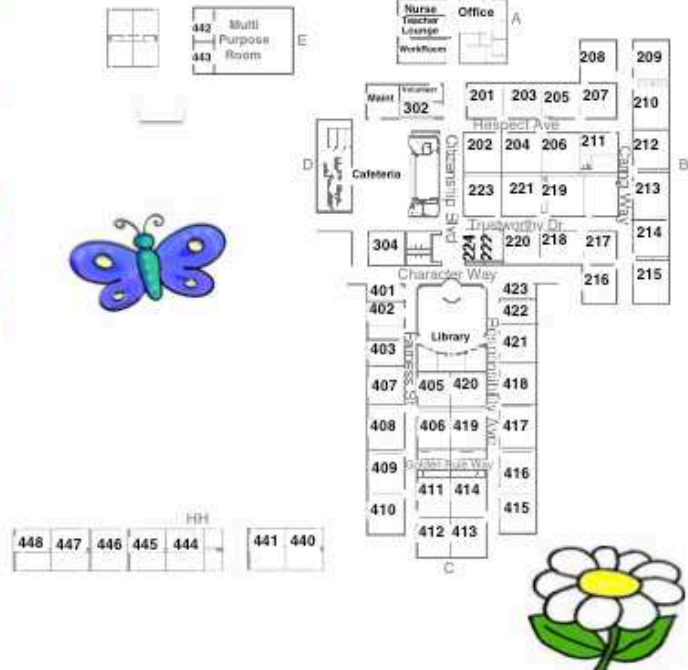
Open	VOL
Volunteer Room	VOL

Head Start

Ms. McKinley	445
Ms. Montoya	446
Ms. Tash	448

Attendance/ISD

Mrs. Stoduck	302
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Absences and Tardies

Please make every effort to have your child in school everyday. Students are expected by Governing Board Regulation to be in attendance 95% of the possible number of instructional days.



Parents are required by Alhambra District Governing Board policy, established under the auspices of Arizona State Law, to report the child's absence and give cause (by telephone or note). Parents must state the reason for the absence in specific terms, e.g., stomach ache, ear infection, headache, vacation, death in the family, no transportation, etc. The specific reasons are needed for reports the Attendance Office must generate for the State.

You may also want to advise your employer that you have children in school, and that the school may be calling from time to time to verify his/her absence. Make them aware of your child's last name if it is different from yours. Many times employers are not familiar with you on a last name basis, and this makes it very difficult for us to contact you. Please schedule appointments, vacations, and other activities for your child so they do not miss school. When a child misses school, they lose valuable instruction from the teacher.

Attendance Reminders:

- All student **absences** must be **reported within 24 hours**.
- For the welfare of your child, notify the automated attendance line at (602) 242-2503 ext. 5603, before 9 a.m. on the day of absence.
- During non-school hours, the School Talk system may be used to report an absence.
- A **WRITTEN EXCUSE**, signed by a parent or guardian, **MUST** be sent to school the day following the absence.
- **TARDIES ARE UNEXCUSED**, except for appointments (doctor, dentist, etc.), for which a parent must send a written, signed note.
- A student (age 6 and above) can be **cited** for **truancy** for six or more unexcused absences in a school year. Six or more unexcused absences can result in parent(s) or legal custodian being cited for paternal truancy. Excessive absences, excused or unexcused, can also result in a citation; that is seventeen and a half days or 10% of the enrollment.

Reporting an Absence using School Talk:

You may report the absence at any time. The line is active 24 hours a day.

1. Dial the automated number: **602-242-2503**
2. When you hear the answer: "Thank you for calling..." **press 1 immediately**.
3. When you hear the message: "If you know the extension..." **press 1 again**.
4. Follow the directions, which are as follows:

You will be asked a series of questions. Please wait for the tone to give your response.

- Please state the student's name and grade level.
- Please state the student's teacher and room number.
- Please state the reason and date of absence.
- Please state your name and relationship to the student.
- Your call is complete. You may hang up.

Reportando un Ausencia usando “School Talk”:

Usted puede reportar la ausencia a cualquier hora; la línea es activa la 24 horas al día.

1. Marque el numero automatizado: **602-242-2503**
2. Cuando usted oiga la respuesta, : “Thank you for calling...” **presione 2 inmediatamente.**
3. Cuando usted oiga el mensaje, **presione 1.**
4. Siga las instrucciones, que son como sigue:

Le indicaran que información necesita dejar, que es como sigue:

- El nombre y año escolar del estudiante
- El maestro del estudiante y el numero de cuarto
- La razón y la fecha de la ausencia
- Su nombre y su relación con el estudiante
- Su llamada esta completa. Puede colgar.

Admissions

New *kindergarten students must be 5 years old on or before August 31* of the school year in which they are enrolling. Ages must be verified by a birth certificate and immunization records must be complete. Proof of residency and identification is required for admission to school.

Other grade level students who are transferring from other schools should arrange to provide copies of their academic record to insure their admission to the proper classes, and a withdrawal form from the previous school.

Arrival & Dismissal

Daily Arrival Procedures (ENG/SPA):

When your child arrives in the morning, he/she should either go to the cafeteria for breakfast or their grade level playground. The cafeteria is open for breakfast from 7:40 a.m. to 8:10 a.m. The playground gates open for students at 8:05 a.m. Please do not drop your child off before 8:05 a.m., unless they are eating breakfast, as there is NO supervision. The whistle blows at **8:15 a.m.** At this time students line up in their designated area and wait to be escorted to class by their teacher. To facilitate a smooth arrival for all students, parents will not be allowed to escort children to class**. The office is not open for arrival until the playground gates close at 8:20 a.m. Late students must be issued a tardy pass at the school office before going to class. Please make sure your child comes to school on time everyday. Students are marked tardy at 8:31.

**In August, parents are permitted to escort children to class for a few days. This practice enables you to support your child’s transition to school, while still encouraging them to grow into a responsible student. Please explain to your child that school age children walk by themselves and that mom or dad will only be helping on the first two days. Tuesday, August 9 and Wednesday, August 10 students may be walked to class by a parent. Beginning Thursday, August 11, students will need to follow the daily Arrival Procedures.

We appreciate your cooperation for the safety and wellbeing of all our children.

Procedimientos Diarios de Entrada:

*Cuando su hija(o) llega en la mañana, debe de ir a la cafetería para el desayuno o a el área de recreo de su grado (ver mapa). La cafetería está abierta para el desayuno de 7:40a.m.-8:10am. Las puertas del campo se abren para los estudiantes a 8:05 a.m. Favor de no dejarlos antes de 8:05 a.m., al menos que comen desayuno, ya que no hay supervisión. El timbre suena a las **8:15 a.m.** A este momento los estudiantes se forman en su área designada y esperan a su maestra(o) para pasarlos a sus clases. Para facilitar la llegada para todos los estudiantes, no se permitirá que los padres acompañen a los niños a la clase. ** La oficina no estará abierta para la llegada hasta que las puertas del campo de recreo estén cerradas a las 8:20 a.m. Los estudiantes que lleguen tarde deben de pasar la oficina de la escuela antes de ir a clase por un pase. Favor de asegurarse que su hija(o) llegue a la escuela a tiempo todos los días. Los estudiantes se marcan tarde después de las 8:31 de la mañana.*

*** En agosto, los padres están autorizados para acompañar a los niños a clase durante unos días. Esta práctica provee el apoyo a la transición de su hijo a la escuela, a la vez que alentarlos a convertirse en un estudiante responsable. Por favor, explique les a sus hijos que los niños en edad escolar pueden entrar por sí mismos y que mamá o papá sólo les ayudaran en los dos primeros días. El martes 9 de agosto y el miércoles 10 de agosto los estudiantes pueden caminar a la clase con uno de sus padres. A partir del jueves 11 de agosto los estudiantes tendrán que seguir los Procedimientos de Entrada Diaria.*

Agradecemos su cooperación para asegurar el bienestar de todos nuestros niños.

Daily Dismissal Procedures (ENG/SPA):

K/1 Students are dismissed at 2:30 p.m. 2/3 Students are dismissed at 3:30 p.m. To protect your child, any changes to dismissal procedures must be in writing (no phone requests may be taken as they are not verifiable). Parents who need to dismiss students early from the office for an appointment must do so in person no later than 15 minutes prior to the dismissal times (K/1 2:15 p.m.; 2/3 3:15 p.m.)

North Pick-Up: Parents may drive or walk to pick up students in this area. Parents may not park in red zones. Red zones are fire lanes and may be used for loading and unloading only (drivers may not leave their vehicle). Students may only be loaded at the curb. There is no parking or loading in the middle lane. Please use all designated crosswalks when walking in the parking lot.

South Pick-Up: Only walkers, who live south of the school, may use this gate. This area cannot accommodate driving pick-ups. The crosswalk and bus driveway are no-parking zones. It is unsafe and illegal to park in these areas. Parents who drive need to use the North Pick-Up area.

Daycare/Bus: Children will be escorted to their dismissal areas.

We appreciate your cooperation for the safety and wellbeing of all our children.

Procedimientos Diarios de Salida:

Estudiantes de K/1 salen a las 2:30p.m. Estudiantes de 2/3 salen a las 3:30p.m. Para proteger a su hijo, cualquier cambio en los procedimientos de salida deben de ser por escrito (no pueden ser llamadas telefónicas por que no podemos verificar con quien estamos hablando). Los padres que tienen que recoger a los estudiantes temprano para una cita deben hacerlo en persona por

la oficina a más tardar 15 minutos antes de los horarios de salida (K / 1 2:15 p.m.; 2 / 3 3:15 p.m.)

Salida del Norte: Los padres pueden conducir o caminar para recoger a los estudiantes en esta área. Los padres no pueden estacionarse en zonas rojas. Zonas rojas son área de bomberos y pueden ser utilizados para carga y descarga solamente (los conductores no pueden dejar su vehículo). Los estudiantes sólo podrán subirse a los carros en la orilla de la banqueta. No hay estacionamiento o carga en el carril del medio. Favor de usar los cruceros designados para caminar a el estacionamiento.

Salida del Sur: Solamente los que caminan, que viven al sur de la escuela, pueden usar esta puerta. Esta zona no es para los estudiantes que son recogidos en carro. El crucero peatonal y crucero de autobuses no son zonas de estacionamiento. Es peligroso e ilegal estacionarse en estas zonas. Los padres que necesitan manejar deben de hacerlo por el lado Norte.

Guardería/Camión: Los niños serán acompañados a sus áreas de despido.

Agradecemos su cooperación para asegurar el bienestar de todos nuestros niños.

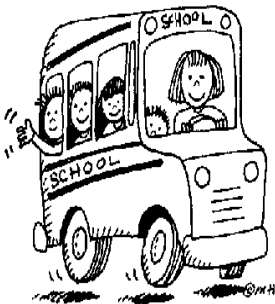
Bicycles

Students are discouraged to ride bicycles to school because of problems involving theft and vandalism.



1. Students in grades K-2 are not permitted to ride bicycles to school.
2. Students in grade 3 who ride bicycles must lock them in the fenced bicycle area. This area is locked during school hours and will not be opened until dismissal time.
3. Bicycles are never to be ridden on campus, on sidewalks, or in the parking lot area.
4. Only students living in the Sevilla attendance area may ride bicycles to school.
5. STUDENTS WHO RIDE BICYCLES TO SCHOOL ASSUME ALL RESPONSIBILITY FOR THEM. Parents must complete a permission slip (available in the office) if they want their 3rd grader to ride a bicycle to school.

Bus Services/ Schedules /Rules



1. Free school bus services are provided for students living in sector code 092. The boundaries of this sector are as follows:
 - a) West of 39th Avenue
 - b) South of Camelback
 - c) East of Grand Avenue
2. Students are to board/discharge from the bus at designated bus stops. A copy of the bus stop schedule is available in the school office.
3. Students are to use the bus stop closest to their home. While at the bus stop, students are to be orderly, by staying out of the street and not going onto private property. If possible, parents are encouraged to accompany their child to the bus stop and wait with the child until the bus arrives. We encourage students be met at the bus stop. A responsible party must meet kindergarten students at the bus stop.
4. Parents may report unacceptable behavior by students at the bus stops to the school office. Students can lose their bus privilege for misbehavior at the bus stop.

5. Students need to adhere to the following Alhambra School District rules when riding the school bus:
- Arrive at the bus stop several minutes early.
 - Wait for the bus in a safe place in an orderly manner.
 - Get on the bus in a single file line. NEVER PUSH. (Line begins with lowest grade level and then goes up).
 - Bus driver's instructions and directions will be obeyed at all times.
 - Bus aisles will remain clear of all objects.
 - Passengers will remain properly seated at all times.
 - Students will keep their hands to themselves at all times.
 - Students may talk quietly or in a normal conversational voice.
 - Students must keep everything inside the bus.
 - Weapons, tobacco, alcohol, eating, and drinking are prohibited. This includes chewing gum.
 - Glass containers, live animals or insects, and extremely large objects are prohibited.
6. Students who do not follow the above rules will have a Bus Incident Report written by the bus driver and submitted to the school administration. The student's inappropriate bus behavior will be addressed and may result in the loss of bus privileges. If a student has lost bus privileges, parents must arrange for alternate transportation to school. A bus suspension is not an acceptable excuse for missing school. The Bus Incident Report will be sent home for parent signature and then returned to the school office the following school day. A Bus Incident Report may result in:
- First Report – A warning (bus privilege may be suspended or lost depending on the situation)
 - Second Report – 3 days off the bus
 - Third Report – 5 days off the bus
 - Additional Reports – Minimum 7 days off the bus up to total loss of bus privilege
7. In order to provide for the security and safety of students, Alhambra School District mounts video cameras on the school buses to monitor student behavior.

Cafeteria Expectations



- Students must follow the direction of the cafeteria staff, duty teacher, and teaching assistants.
- Students need to wash hands upon entering and before receiving meals.
- Students are to use quiet voices and remain in their assigned seat and not move around the cafeteria.
- Socially acceptable behavior is required.
- Students are to leave the area around where they ate in a clean condition. This includes the table, bench, and floor areas.
- Students are not to take food from the cafeteria. Students are not permitted to "trade" or "share" food.
- Students are to dispose of trash in a proper manner and return trays in a proper manner.
- When dismissed, students must walk directly to their assigned playground and not loiter in or around the cafeteria/buildings.

Guidelines from Alhambra District Child Nutrition Department:

- Meal charges are not allowed.
- The cafeteria clerk reminds students when their meal account has only two meals remaining.
- Students must have money in their account, or lunch money for the day, in order to receive meals. Advance account deposits save students time in lines.
- On three occasions during the school year, students in grades K-3 will be given an alternate meal of a peanut butter sandwich, cheese wedge, carrot and celery sticks, an apple and milk when they have a “zero” account balance or no lunch money for the day.
- During student meal service, no outside food service (i.e. McDonald’s, Burger King, Taco Bell, etc.) is allowed in the cafeteria. Sack lunches are permitted.
- Milk can be purchased to go with sack lunches for 25¢. If the student is not buying milk, parents are encouraged to provide unsweetened fruit juice for sack lunches.
- Soda pop or other carbonated drinks are not allowed with either school meals or sack lunches.

Cafeteria (Breakfast/Lunch) Program

Sevilla Primary has an excellent cafeteria, and students are encouraged to participate in the program. Menus are published monthly. The hot lunch includes milk. If parents choose to send a "sack" lunch, students may purchase milk. Students are not permitted to leave campus for lunch or during the lunch period.

The cafeteria uses a computerized meal tracking system. Students can pay in advance for any number of days and are encouraged to do so. Cash is accepted for meal purchases. The students are no longer required to buy tickets for a certain number of days, or even for a specific meal, but may pay into their accounts any amount of money for a week, a month or the entire year using the account for either breakfast or lunch. Students will key in a Personal Identification Number (PIN) to access and record payment for their meal transactions. Students will be reminded when it is necessary to deposit more money into the account. A new online payment option will be introduced in the 2013-14 school year. Upon activation, information will be sent home to families.

Breakfast is served from 7:40 a.m. - 8:10 a.m. Lunches are served during the school day according to the cafeteria schedule. Meal prices are:

	<u>PER DAY</u>	<u>5/DAY</u>	<u>10/DAY</u>
Breakfast, Reduced	\$0.30	\$1.50	\$3.00
Breakfast, Paid	\$1.00	\$5.00	\$10.00
Breakfast, Adult	\$1.60	\$8.00	\$16.00
Lunch, Reduced	\$0.40	\$2.00	\$4.00
Lunch, Paid	\$1.80	\$9.00	\$18.00
Lunch, Adult	\$2.95	\$14.75	\$29.50
Mini Lunch, Adult	\$2.20	\$11.00	\$22.00

REDUCED price meals are offered only to students who qualify according to federal regulations. A current application is required each school year.

Cafeteria PIN Numbers

- A personal identification number has replaced meal cards.
- The PIN number is the child's student number.
- Students will type the PIN on a keypad. Cafeteria staff will assist.
- PIN numbers are issued to individual students to help properly identify meals as paid, reduced, or free in compliance with federal regulations.
- PIN numbers are to be used by all students, including paid, reduced, and free, unless paid or reduced students are paying cash for the day.
- Students are encouraged to make deposits on accounts for meals to save time in line.
- Students may pay with cash or check made payable to Sevilla Primary Cafeteria.

Campus Safety Reminders

- Students must stay on sidewalks.
- Students must stay out of the parking lot and away from parked cars.
- Students must have a written pass when away from a designated area.
- Restrooms are designed for a specific purpose and are to be used for that purpose ONLY!
- Students may not climb on fences or on top of ramadas or classrooms.
- Possession or consumption of candy, food items, or gum during school hours will not be permitted. Food items brought to school to be consumed during lunch period are excluded from the rule.
- The entire campus is "OFF LIMITS" from dusk to dawn, unless a student is engaged in an organized activity with adult supervision.
- During irrigation, the irrigated areas are "OFF LIMITS" to everyone!

CHARACTER COUNTS! Program

Our school utilizes the CHARACTER COUNTS! Program, and it is very successful. We have high expectations for our students and want them all to succeed. This is simple if they work and develop their character traits. The program consists of six pillars. Each pillar represents one character trait. They are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Having character means doing the right thing, no matter what! Our character is revealed by how we act when we think no one else is looking. By living the life of a person with character you can grow to be a productive, happy, and successful person.

During the school year, we focus on one of the Character pillars per month. Each week, there is a social skill that helps emphasize the monthly character trait. We discuss the social skill with our students, and when we see character worthy behavior, they are rewarded with Principal Pillars that can be entered into a drawing or saved to redeem for larger rewards. We reinforce positive behavior so it will occur more often.

CHARACTER COUNTS! can also work at home. We want this behavior to continue throughout your child's life. We encourage you to use our program everyday. An easy way to do that is to point your child's positive behavior. When you see your child doing something right, tell them! Use the character words such as "That was a very caring thing to do to help your brother." It can also be used to show them when they have not been showing good character. With the CHARACTER COUNTS! Program in use at home and in school we are assured to raise children with great character. For more information about this program, please speak with your child's teacher. Remember, your Character Counts!

Child Care

Please see the school office for a list of day care centers in the Sevilla Primary area. Various extended day opportunities are available throughout the school year. Information regarding these programs will be sent home with students or included in the school newsletter and/or website.

Classroom Interruptions

1. Learning time is valuable and must be protected. To ensure minimal interruptions to instruction, intercom messages to classrooms will be restricted.
2. Please make arrangements with your child concerning appointments, after school child-care changes, etc., before they leave for school in the morning. Emergencies are the exception.
3. Messages may be left for your child via the school office or by using the teacher voice mail system. The automated phone system will allow you to leave a message for your child's teacher by calling 602-242-2503 and then dialing the teacher's extension. Teachers are encouraged to check messages throughout the day.
4. Phone messages regarding changes to student dismissal routines are not verifiable. For the safety of our students, all dismissal changes need to be made in person or in writing. Please advise the teacher, with a signed written note, if there is any change in the method in which your child will go home. Remember that students will not be released to anyone not on the emergency school information card (yellow card). Any changes to the yellow card must be completed in person, in writing.

Closed Campus

All Alhambra District schools are considered to be "closed campuses." Students may not leave the grounds during the hours school is in session. This includes lunchtime. Parents requesting an exception must contact the school principal for an approval of their request.

For the protection of children state law requires visitors (including parents) to report to the school office before entering campus (ARS 13-2905).

Once students arrive at school by any means, e.g. school bus, parents, walking, etc. they cannot leave the school grounds. This includes any student involved in after school programs. Students are not to go to local stores on their way to and from school. Fences are not to be climbed.

Discipline

The fundamental purpose for sending our children to school is to receive a quality education in a safe and secure learning environment. A quality education prepares children for a successful future. For children to receive this quality education, teachers must be allowed to teach in an environment that is free of negative disruptions, so the focus can be maintained on the academic, social and emotional growth of the children. Students will not be allowed to disrupt the educational process for themselves, their teachers, or their fellow students.

Sevilla Primary operates by following three rules:

1. Be Safe
2. Be Respectful
3. Be Responsible

At Sevilla Primary everyone will behave in a respectful, responsible, and safe manner. Teacher will share routines and procedures that have been established to maintain a respectful, responsible and safe environment. This explanation helps students understand the rewards for following classroom/school expectations and the consequences for not following the rules. Parents are encouraged to work closely with the teacher to build a strong home/school partnership that is essential to the success of any school discipline plan.

When students break school rules a consequence is the result. All students have certain rights, which will be protected by due process. If an infraction occurs, the student is informed of the infraction against him/her and provided an opportunity to explain his/her position. Serious infractions will be logged on an Individual Student Discipline Report form. One copy will be filed and the other will be forwarded to parents. When possible, parents will be notified by telephone of all violations, upon occurrence, by a school official.

Explanation of Disciplinary Terms

1. **Student Conference:** Held between student and school official wherein the student is required to recognize the infraction and given an opportunity to correct it. The conference will be recorded in a Student Discipline Report.
2. **Corporal Punishment:** Corporal punishment is not used in the Alhambra School District.
3. **Time-Out:** Time-out is a consequence that removes the student from the situation to allow for a “cooling off” or reflection period. The purpose is to allow the student time to cool off and reflect on appropriate behavior before returning to classroom activities.
4. **Detention of Students:** “Detention” is a consequence for inappropriate behavior. Students participate in an extended time-out in an area designated by the teacher or school administration. Should students be detained in addition to the regular school schedule, the parent or guardian will be notified.
5. **Due Process:** Students are afforded due process during disciplinary proceedings. Within the referral process students are asked to communicate by answering: 1) Have you been informed of the infraction(s) against you? 2) Have you been given the opportunity to tell what happened?
6. **Expulsion:** May be recommended from the Alhambra School District Governing Board. (Refer to District Policy JGE)
7. **ISD (In-School Detention):** Process will be initiated only after steps designed within the system have been implemented or if a serious infraction warrants immediate disciplinary action. ISD provides the student an opportunity to continue his/her regular academic work while being disciplined and serves as a buffer between the regular school program and out-of-school suspension or expulsion. Students may be assigned ISD for up to 10 days. This action will be recorded in a Student Discipline Report.
8. **Parent/Guardian Contact:** Teacher/Administrator contacts parents/guardian to discuss an infraction/situation to inform and solicit support.
9. **Parent Conference:** May be requested in attempting to gather information or better serve a particular student. The conference may involve several school officials, staff members, or even the student. Conferences are recorded in a Student Discipline Report and filed.
10. **Parent Custody:** Student will be transported to, or released to custody of parent for remainder of day, or suspended to parent for a period of time. This action is recorded in a Student Discipline Report.
11. **Restitution:** According to Arizona law parents are legally responsible for payment of intentionally damaged or destroyed school property.

- 12. Suspension/OSS (1-9 days Out of School Suspension):** Procedure used for the more serious infractions and usually only after ISD has been initiated or attempted. Process begins after parents have been notified of discipline action taken and the due process procedure completed. Action will be recorded in a Student Discipline Report.

Alhambra District Discipline/Behavior Statement

Citizenship in a democracy requires respect for the rights of others. Student conduct should reflect consideration for the rights and privileges of others. It also demands cooperation with all members of the school community.

Teachers and administrators are charged with the responsibility of carrying out the program of instruction as set forth by the State of Arizona and establishing and enforcing policies and regulations pertaining to discipline.

1. All students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function, for example, field trips, banquets and all other school events on campus or off. The regular school day includes the time of travel to and from a student's home residence. Arizona law places teachers in the same legal position as parents while students are in school.
2. There is to be no loitering on or near the campus at any time. When a student has completed his school day, he is expected to leave the campus. Loitering around private homes, apartments, or businesses in the area bounding the campus is a distinct violation of school policy.
3. State law prohibits possession of, or use of tobacco, intoxicating beverages and drugs or narcotics by minors. The possession, use of, or attendance while under the influence of any of the above is prohibited.
4. The willful damaging or destruction of property belonging to students, faculty, staff or the school is prohibited.
5. Possession of fireworks of any type is against Arizona law and students violating this law on campus or at any school event will be subject to disciplinary action.
6. Possession of school property for personal use is prohibited.
7. Any student who is insubordinate, defiant, or disrespectful to any member of the faculty or staff is subject to school discipline.
8. Any student whose conduct, whether on campus or off, is such that it brings discredit to the school may be subject to disciplinary action, depending upon the seriousness of the offense.
9. Disturbance or disruption of any phase of the educational process or school activity is not permitted.
10. A student who threatens another person or uses physical violence against another person is subject to suspension.
11. A student who violates any law pertaining to crimes against property (such as theft, burglary, arson, etc.) on school property shall be subject to disciplinary action.
12. Dangerous, harmful, or disruptive equipment, property, and/or substance(s) not necessary to the school program should not be brought to school.
13. All violations of school policies and regulations, including those students constantly on report for disruptive behavior, are subject to disciplinary action with possible suspension or expulsion. All student suspensions and expulsions will be initiated only after following the procedure of "due process" as defined by the Board of Trustees' policies and regulations.

References: Arizona Revised Statutes 13-4031, 15-342(1), 15-803(E), 15-841 and 15-843. Alhambra School District Policy JG, JGA and JGD.

Dress Code - Uniforms

A uniform dress code has been approved by the Sevilla Primary School Community to enhance the learning environment of our students. Students are expected to dress in uniform dress daily, reflecting pride in themselves and their school. The Sevilla Primary Dress Code includes the following:

3. Tops: **Shirt/blouse** – solid color **navy, maroon** or **white**, collared, long or short sleeve polo/golf shirt
4. Bottoms: **Pants, shorts, skirts, skorts, jumpers** – solid color **khaki** (tan) or **navy blue** (not denim)
5. Footwear: Students **MUST** wear shoes at all times! Flip-flops are not permitted. Tennis shoes are recommended and should be worn for PE classes. Shoes must have closed toes and sandals must have a strap around the ankle. Footwear that may damage furniture, floors, or walls (spikes, cleats, chains, wheels, etc.) is not permitted.
6. Winter wear: Solid sweatshirts and sweaters will be navy blue or white. No logos or other colors are permitted. For winter, navy blue sweatpants are permitted as well as navy blue or white turtle neck collars. There are no restrictions on jackets and coats.
7. Hats: Students are not permitted to wear hats, caps or visors inside the school building.
8. Hair color: Student hair color needs to be within the ranges of human hair. Extreme hairstyles or coloration of hair is inappropriate and unacceptable.
9. Clothing revealing the midriff is not allowed.
10. Excessive make-up or jewelry is not permitted. Make-up purses are not to be brought to school.
11. In the interest of safety, body piercing will not be permitted. Ear piercing is permitted, however, hooped earrings must be limited to the diameter of a quarter. Dangling earrings are limited to one inch.
12. Clothing displaying obscene, vulgar, suggestive language, or advertisements for establishments or products prohibited for use by children will not be permitted on our campus. Activity or clothing relating to gang activity is also strictly prohibited.
13. The Sevilla Primary dress code is in accordance with the Alhambra District Policy JICA.

Drug Free School Zone

1. Sevilla Primary is a Drug Free School Zone. This zone extends 1,000 feet beyond any perimeter line of the school grounds (See #5 below).
2. The mission of the Drug Free School Zone is to guarantee a safe environment on and around the school campus.
3. This guarantee will be accomplished through enhanced enforcement and prosecution of drug, weapon, and other criminal laws, as well as through the use of drug and gang awareness programs.
4. With cooperation between local law enforcement, school districts, prosecutors, parents and the community at large, our children and their teachers will be afforded the fundamental right to a safe educational environment.
5. Arizona law ARS 13-3411 provides for stiffer penalties for those caught selling, using or possessing drugs within 1,000 feet of a school campus.
6. Law enforcement authorities will be notified in any situation where a person is suspected of violating ARS 13-3411, the Drug Free School Zone laws.

Emergency Information (change of information)

It is of vital importance to keep the student's emergency cards current (yellow/pink cards). **For your child's protection, please notify the school IMMEDIATELY when there is a change to any of the information recorded on the student emergency cards. A Change of Information form is provided at the beginning of this handbook.** The following information is provided on the emergency cards:

1. Current home address and telephone number - or the telephone number of closest neighbor who will contact the parent. Include cell phone numbers.
2. Place of employment and phone number of both parents/guardians.
3. Name of a person who is responsible for child in the event parents cannot be located immediately if any emergency occurs.
4. Names of persons who may pick up the child(ren) from school.
5. Information on whether a student's name/picture may be published.
6. Pink card – general health information and permission to treat common health conditions.

Any **change** resulting only in a “one time change,” i.e., unable to pick up your child and want the child to ride the bus, **must be done in writing and sent with the child to give to his/her teacher the morning of the change.** Ailments such as diabetes, epilepsy, cardiac diseases, asthma, and allergies are some of the diseases that should be noted on health records and discussed with the health coordinator immediately.

Emergency Notification System

The district implemented a new automated alert and notification service to help keep parents informed. This new service is called Blackboard Connect and enables the district to personally communicate with parents about emergency situations, school events, and important issues impacting your child. The system allows us to send personalized voice messages to your family's home, work or cell phones, e-mail communications, and even text messages. Now, the district can reach all parents throughout the district within minutes.

When calls are made using the notification system, please note the following message delivery notes:

- When a call comes from the automated notification system, the caller ID will display a district phone number (602-336-2920) if it is an emergency notification, and the school's phone number if it is an event or notification call.
- Community outreach or event notification calls will come from the local schools, and all emergency notification calls will come from the District Office. When a call comes from the system, please do not hang up and call the number on the caller ID; it's important to listen to the message first as detailed information will be given through the automated system. It is difficult for the district to answer individual calls from thousands of parents if you hang up before the message is delivered. We will always communicate the final outcome of any emergency situation.
- When listening to a message, please be aware that background noise will cause the system to stop and start. It is carefully calibrated to determine whether a person or an answering machine/voicemail has been reached, and background noise may affect the delivery. If possible, move to a quiet area, or press the “mute” button on your phone.
- If you missed any part of a message, please stay on the line and press the “ * “ (star) key on your phone to hear the entire message again.

- If you missed a phone call, please listen to your voicemail or answering machine for messages.

To ensure that you are notified if there is an emergency at your child's school, the district needs current and accurate mailing addresses, phone numbers, and email addresses of the primary contact person. Please be sure to update this information on an annual basis by completing the Alhambra District's Emergency Card each year. Also, if you move or change phone numbers, please notify the school and provide accurate contact information immediately.

Servicio de Alerta y Notificación Automatizado

El Distrito ha implementado un nuevo servicio de alerta y notificación automatizado para ayudar a mantener informados a los padres de nuestros alumnos. Este nuevo sistema, llamado “*Blackboard Connect*”, nos permite comunicarnos personalmente con los padres sobre situaciones de emergencia, eventos escolares y asuntos importantes que conciernen a sus hijos. Con este sistema podemos enviar mensajes de voz personalizados directamente al teléfono de su lugar de residencia, trabajo o celular; comunicaciones por correo electrónico e inclusive mensajes de texto. Esto significa que ahora podemos comunicarnos con todos los padres de este distrito escolar en tan solo unos minutos.

Cuando la llamada proviene de este sistema automatizado, tengan presente lo siguiente con respecto a la forma en que recibirán los mensajes:

- Si la llamada es para notificarles sobre una emergencia, el identificador de llamadas mostrará un número telefónico del distrito (602-336-2920), mientras que si se trata de un evento escolar o información común el número de teléfono mostrado será el de la escuela.
- Las llamadas para comunicaciones a la comunidad o de eventos escolares provienen del teléfono de la escuela local, mientras que las notificaciones sobre una emergencia provienen del teléfono de la oficina del distrito escolar. Cuando reciban una llamada de este sistema, les agradecemos no colgar el auricular para llamar al teléfono que muestra el identificador de llamadas. Es importante que escuchen el mensaje completo, ya que por medio del sistema automatizado les damos toda la información detallada. Si cuelgan antes de escuchar el mensaje en su totalidad, se crea la dificultad de tener que responderles con llamadas individuales a los miles de padres de familia. En estos mensajes, siempre explicaremos el resultado final de una situación de emergencia.
- Mientras estén escuchando un mensaje, tengan presente que cualquier ruido de fondo va a causar que el sistema se detenga y vuelva a comenzar. Este sistema esta cuidadosamente calibrado para determinar si es una persona o una contestadora automática quien ha respondido a la llamada, y cualquier ruido de fondo podría afectar la entrega del mensaje. Si es posible, vaya a un área silenciosa u oprima el botón “mute” (mudo) para bloquear el ruido en su auricular mientras escucha el mensaje.
- Si por alguna razón no logra escuchar bien el mensaje, permanezca en la línea y oprima el botón con el asterisco “*” para volver a escucharlo.
- Si no responde a una llamada en el momento en que la recibe, revise el buzón de mensajes de voz o la contestadora telefónica automática.

Es importante que el distrito escolar tenga la información correcta de su dirección, números de teléfono y correo electrónico de la persona contacto, con el fin de poder notificarles de inmediato en caso de cualquier emergencia en la escuela de sus hijos. Asegúrense de actualizar esta información completando la “Tarjeta de Emergencia del Distrito Alhambra” todos los años. También recuerden que deben avisarle a la escuela de inmediato si se mudan a otra dirección o si cambian su número de teléfono.

Enrollment

- Open Enrollment - The Alhambra School District will accommodate as many attendance variance requests as possible from both inside and outside the District attendance area. Please contact the school principal if you wish to request an attendance variance for your child. The principal of the school will be happy to discuss the request with you. Granting of variances is a site-based decision by the local school principal. The decision to grant a variance is based on enrollment for the grade level or special program of each school. Parents are responsible for all transportation for students attending Sevilla Primary on a variance.
- Enrollment – Enrollment is processed through the school office. For registration, please bring the following: birth certificate, current immunization records, proof of residence and the parent/guardian's ID.
- Withdrawal – Student withdrawals are also processed via the school office. Please request a withdrawal form. Please note: students with ten (10) or more consecutive days of unexcused absences shall be withdrawn as of the first day of absence.

Field Trips



Field trips provide an enriching activity for students, as it gives the child a first-hand experience. Teachers will notify parents of any upcoming field trip and send home a permission slip. Parents will also be asked to chaperone on field trips. Parents who chaperone may not bring other children.

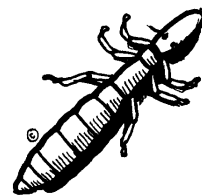
Parents will be advised if there is a cost for the field trip. No child will be denied a field trip opportunity due to not being able to pay a fee. Permission slips need to be signed and returned for the student to participate on the field trip.

Field trips are a privilege. Students with chronic or extreme behavior problems may be denied field trip participation. The teacher will contact the parent if this action is being considered. Occasionally parents may be requested to support their child by attending the field trip with them.

Health Services

1. Head Lice

The Alhambra district has a “NO NIT” policy. As per that policy, children diagnosed with head lice or nits (eggs) may not attend school or ride the school bus until they have been cleared through the Health Services Office. The best strategy for controlling lice is to use shampoos designed for treatment of lice combined with diligent nit removal. Shampoo is available from the health assistant. Be sure to follow the directions on the label. Nit removal is important, as some of the eggs will survive the shampoo treatments. It is also important to



shampoo all affected family members at the same time. Be sure to shampoo everyone again 7-10 days after the first treatment. Generally, if the proper treatment is followed, students should miss no more than 3-5 days of school due to lice.

2. Immunizations

Arizona Revised Statute 15-803 requires the parent, guardian, or *person en loco parentis* of a child to provide the school with an immunization history at the time of enrollment. This history includes the month, day, and year for each vaccination. By law, parents must show proof of current immunizations, and children will not be permitted to attend classes until the immunization history has been provided.

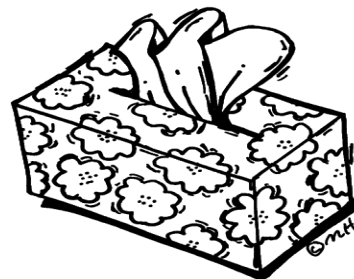
3. Medication



A physician must authorize all prescription medication to be administered at school. Medication must be in the original container. The container must be clearly labeled. Medication must be brought to the school by the parent or other parent-designated adult. Along with a physician's written order, there must be parental written permission for each prescription medication. **Students are not allowed to carry medication to administer to themselves, except for an asthma inhaler or an Epi pen as directed to do so by a physician.** Teachers are not permitted to hold or administer medication to students at school.

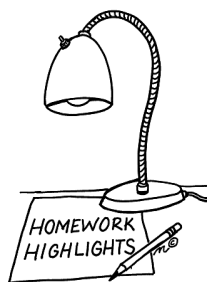
4. Contagious Illnesses

Students sent home with a possible contagious disease, e.g. Pink Eye, Impetigo, Ringworm, etc. must be on medication for 24 hours, and on return to school, they must have a note from their doctor stating the non-contagious status of the student. Students sent home by the Health office with a fever **MUST** be fever free for 24 hours before returning to school.



Persons picking up sick children during the school day must sign them out with the nurse. Persons picking up children during the school day must be on the student emergency card as a designated pick up person. A picture ID is required to sign students out.

Homework



The purpose of homework is to reinforce learning, make up missed assignments, and enrich the subject matter presented in class. When homework is assigned to students, the expectation is the homework will be completed and submitted to the teacher at the expected time. The classroom teacher will establish specific requirements and procedures for homework assignments. Homework may include “standing” assignments such as weekly spelling tests, reading in a subject area, practicing math facts, etc. These types of on-going assignments are important in developing self-directed study habits.

National studies and Alhambra District Policy IKB suggest the following time allotments per day (these time allotments are suggested and may vary):

Kindergarten	15 minutes
Grade 1	20 minutes

Grade 2.....	20 minutes
Grade 3.....	25 minutes

Sevilla Primary School is a Success For All (SFA) reading school. Students in grades K-3 will receive nightly reading homework. Students will need to read to an adult, friend or family member for 20 minutes each evening. Look for Read and Respond signature sheets or Book Club assignments each evening.

Each month second and third grade students will participate in the Superintendent's Math Achievement Club (SMAC). This book is to be completed and returned at the end of each month. All students who return the SMAC booklets will receive an incentive prize.

All third grade students will participate in the Sevilla Primary Spartan Homework Link. The homework link is designed to improve student performance in Reading, Writing, and Math.

Homework Hotline (602) 246-5000

A Homework Hotline is available through the district to all students every Monday through Thursday from the hours of 4:00 pm to 6:00 pm. Certified teachers are available to answer questions and to assist students with homework assignments.



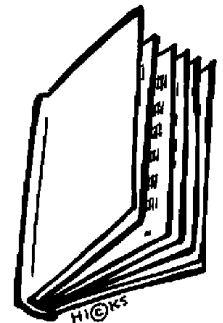
Library Usage

The library is open for classes and checkout each school day except at the end of the school year when inventory is taken.

Grades K-3 check out procedures: Students may check out one book at a time.

Students are expected to take care of library materials and return them on time. Library privileges may be revoked temporarily or permanently if these rules are not observed. In the event of damage to materials, students should notify the library staff immediately. The following fines will then be assessed:

- \$1.00 for missing or damaged barcode.
- \$1.00 to \$2.00 for writing in book. Cost varies depending on extent of damage.
- \$1.00 to \$2.00 for torn pages. Cost varies depending on extent of damage.
- \$1.00 to \$2.00 for torn cover or spine. Cost varies depending on extent of damage.
- \$2.00 for plastic cover damage.
- If a book cannot be repaired, the student will be charged full cost of book.



The checkout period lasts one week for most materials. If a student needs longer than a week to complete a book report, they may bring the book into the library and renew it.

Individual reading is encouraged through the use of an award program in the library. Awards are given for reading books in grades 1-3, and in kindergarten, for listening to the reading of books.

Our library coordinator welcomes both student body and parent volunteers. Those assisting during class time must have permission from their classroom teachers. Parent use of the library is encouraged and may be arranged through the library coordinator.

Several computers are available in the library on a first come, first serve basis for use by students. Students may use the library for viewing, listening, quiet games, or recreational reading in addition to reference work and materials checkout with permission from the classroom teacher.



Lost and Found

Lost items are kept in the Health Office. Students/parents should check for lost items before or after school. Items not claimed by the end of each month will be placed in the Sevilla Primary Community Chest. The Community Chest allows parents/students to claim any unclaimed item during the first week of each month. After the Community Chest Week, all unclaimed items will be donated to a charitable organization.

Make-Up Work

Work may be made up if:

1. A student is absent when assignment is made.
2. A student is absent when assignment is due.

An excused absence will allow students to turn in assignment per arrangement with teacher. It is the responsibility of the parent/student to contact the teacher to obtain an assignment. Homework will be sent home upon parent request after the first day of absence. Please contact the school office or your child's teacher if these arrangements are necessary.

Newsletter



A monthly school newsletter is sent home with your child. The newsletter is intended to keep the community aware of the upcoming events at the school and in the community. Occasionally, students or classes will be recognized or highlighted in the newsletter to share the fabulous things they are doing at Sevilla Primary School. Parents are encouraged to read the newsletter each month to stay informed on Sevilla Primary happenings. Please encourage your child to bring home the newsletter and review the information with him/her.

Parent Involvement – MVP Money Program – Most Valuable Parent



At Sevilla Primary, we value parental involvement! To encourage more parent participation this year we are rewarding parents with MVP Money!

- **What is it?** Special bills that are issued to our most valuable parents – LIKE YOU!
- **When do I earn MVP Money?** Every time you attend a listed event, you earn the dollar amount indicated.
- **What do I do with MVP Money?** MVP Money will be used to bid on items in the Sevilla Primary MVP Auction. We have secured donated items from our teachers, business partners, and community. These items will be auctioned off. Parents can win items in the auction by bidding with MVP Money. The more MVP Money you collect, the more you can win. Two auctions will be held this year. Don't Miss Out on the Fun – Get Involved!



Programa de MVP - Más Valiosos Padres

En la escuela Primaria de Sevilla, nosotros valoramos la participación de los padres. Para animar más participación este año estamos recompensando a los padres con dinero MVP.

- **¿Qué es?** -Billetes especiales que se darán a nuestros padres mas valiosos - ¡COMO USTED!
- **¿Cuándo puedo ganar dinero MVP?** -Cada vez que usted asista a un evento inscrito, usted recibirá la cantidad de dinero indicada.
- **¿Qué debo hacer con el dinero MVP?** Dinero MVP se utilizara para hacer una oferta en artículos en la subasta de la escuela Primaria Sevilla. Hemos asegurado artículos donados por nuestros maestros, socios comerciales, y la comunidad. Estos artículos serán subastados y los padres pueden ganar artículos haciendo ofertas con el dinero MVP. Más dinero MVP que reciba, más se puede ganar. Tendremos dos subastas este año. ¡No se pierda la diversión, - Participe!

Parent/Teacher Conferences

Parents will be formally invited to attend Parent-Teacher conferences at the end of the first and second grading quarters. Information will be shared by the teacher on your child's academic and social progress. Parents are encouraged to attend and to ask questions regarding their child's progress. Report cards are typically given out at the Parent-Teacher Conference, not prior to the conference.

Parties



Individual student birthday parties/treats/celebrations and/or invitations are not permitted at school. We will not interrupt instruction to distribute treats, snacks, invitations, etc.

There are two scheduled parties during the school year: Winter and Valentine's Day. Parties are held the last hour of the school day. The homeroom teacher will notify parents of the party date. Instructional time is valuable and should be protected. For this reason, no surprise parties or additional parties are to be held without prior approval of the principal.

Party treats **CANNOT BE HOMEMADE (PER MARICOPA COUNTY HEALTH CODE)**. All treats must be store bought in the original, unopened container. Please ensure that there are enough for each child in the classroom.

Personal Property

The school assumes NO responsibility for any personal property that is brought to school. This includes musical instruments, bicycles, clothing, etc. Any theft, however, should be reported to the office.

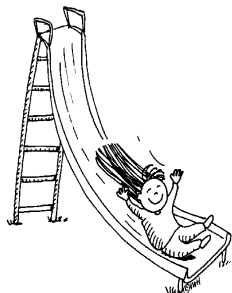
The following items are not permitted on campus: ELECTRONIC OR BATTERY OPERATED DEVICES (including, but not limited to, tape recorders, pagers, cell phones, iPods, hand-held games), SKATEBOARDS, ROLLER SKATES, ROLLER BLADES, and SCOOTERS. Such items should NEVER be brought to school. These items will be confiscated and turned into the school office if found in a student's possession. Parents will be contacted to pick up any confiscated items.

Pets on Campus

For the safety of our staff and students, there are no pets allowed on campus. Please do not bring your dog or other animal to school for show-and-tell or when picking up or dropping off your child. The friendliest family pet can feel threatened when surrounded by a large group of people, which could lead to a dangerous situation for our students and staff.

Playground Guidelines

The following playground reminders are to be observed in order to provide a safe environment for all students. Remember, at Sevilla Primary everyone behaves in a safe, respectful and responsible manner.



1. K-1 students report to the EAST playground before school.
2. 2-3 students report to the WEST playground before school.
3. All students must have a pass to enter the building (restroom, nurse.)
4. Students are to walk on all sidewalks.
5. Climbing or standing on school fences or gates is prohibited.
6. Following three whistle blows, students line up behind their correct mark.

Promotion/Retention/Placement of Students

Alhambra District Policy IKE addresses promotion/retention of students. The Alhambra Governing Board believes that student success lies with the mutual cooperation of parents/guardians, staff members, and students. The Governing Board is dedicated to the total and continuous development of every student.

Student Placement

Original grade-level placement of students in schools is determined by the school principal taking into consideration the individual student's academic, social, emotional and linguistic attributes, as well as chronological age and previous educational history. In some instances an academic screening will be used to assist in original grade-level placements.

Student Promotion

Promotion requirements are an integral part of the educational plan for all students. Promotion requirements reflect the District's high expectations for student learning.

Promotion from grade to grade is based on the following criteria. No one criterion may be utilized solely in determining grade-to-grade promotions.

- Student mastery of learning objectives set forth in Board-adopted curriculum guides and measured by criterion-referenced testing.
- Successful completion of class assignments, projects, and tests.
- Achievement on the District wide standardized achievement test.
- Attendance.
- Teacher recommendation for promotion [A.R.S. 15-521.10].
- The child's previous educational history.

Student Retention

Student retention is a process that is followed when, in the judgment of the professional staff and after consultation with the parents/guardians, it is determined to be in the best interest of the student. If necessary, the primary grades are suggested as the most appropriate time for student retention. Retention, however, may be considered at any other grade level, when documented evidence indicates that it is in the best interest of the student.

A student who is being considered for retention will be referred to the school child study team (CST). The following criteria will be included as determining factors regarding retention:

- The child's past educational history, academic achievement, and mental ability.
- The child's physical and social characteristics.

Based on the collection of data, the CST will recommend to the teacher a program that will best serve the child's needs. The CST may recommend interventions other than retention.

Each student who is retained will have an individual learning plan (ILP) developed by the child study team, teachers, and parents/guardians. This will ensure that the instructional and learning environment for the next school year is changed appropriately to meet the student's needs.

The principal shall establish procedures to ensure that all parents/guardians are informed of promotion requirements. These procedures shall be communicated to new and continuing students at the opening of school and at registration of new pupils after school is in session. Promotion and retention requirements will be stated in each school's student/parent handbook and/or other means of written communication. Adopted: February 8, 1990, Governing Board Policy: IKE

Positive Reinforcement

Many positive rewards will be presented to those students displaying proper conduct and a positive attitude during the year. In fact, the emphasis will be on the positive side.



1. Principal's Pillars are given out to students that display good citizenship, being kind and courteous, being helpful and trustworthy, and displaying outstanding behavior: demonstrating Character Counts! traits. The Principal Pillars may be used for several things such as going to the front of the cafeteria line, and receiving free ice cream.
2. Sevilla Bucks are earned for exceptional behavior and can be spent at the Sevilla Buck Store for many different items.

Report Cards

Report cards are issued at the end of each quarter. The Sevilla Primary K-3 grading scale is as follows:

<u>Effort & Citizenship</u>	<u>Grading System</u>
E = Excellent	90-100 = A
S = Satisfactory	80-89 = B
I = Improving	70-79 = C
N = Needs Improvement	60-69 = D
	59-below = F

It is the practice of the Sevilla School faculty and administration to report grades for students who have completed a minimum of twenty days in class. There is insufficient information about students who have attended less than four full weeks of class to merit a grade. Your child's teacher(s) will be able to inform you as to the general efforts made by a child in attendance less than the required twenty days.

School Community Council (SCC)/ Suggestion Box



Sevilla Primary School has a School Community Council (SCC) made up of community members, parents, teachers, support staff, and administrators. All parents are invited to attend the monthly meetings.

The purpose of the SCC is to involve the community in the process of making decisions and offering input into a variety of activities that affect the school and the community based on Governing Board Policy.

The SCC operates under a set of by-laws that are aligned to District Policy. Parents are elected to the SCC at the organizational meeting

in September. Consult the school newsletter or contact the school office for meeting dates, times and locations.

Suggestions for SCC from parents and the community are always encouraged. The Sevilla Primary School Suggestion Box is located in the school lobby.

Selling Items

Students are not permitted to solicit funds on campus by selling items unless the principal has previously approved the sale.

Smoking / Use of Tobacco Products

Smoking of tobacco products is prohibited at all times on Alhambra School District properties. This is an Alhambra District Governing Board Policy, which is in line with Federal regulations and applies to people of all ages on school campuses.

Student Council

Sevilla Primary School has a third grade Student Council that oversees activities for all grades. The Student Council has representation from each third grade classroom. Officers are elected.

Student Fees

The school provides educational opportunities for students to engage in activities to extend learning beyond the classroom. The parents of our students usually pay fees associated with these type of special learning experiences to include, fieldtrip admissions, registrations, etc. At no time will a student be denied or exempt from participation in school sponsored activities due to family financial hardship. If a parent or legal guardian is unable to remit payment of fees for the special activity due to financial hardship, the parent or legal guardian should contact the classroom teacher or school administration. Such circumstances will be dealt with individually and confidentially on a case-by-case basis.

Student Recognition (Student of the Month)

A variety of programs exist at Sevilla Primary School that recognize students for their positive contribution. Monthly (September-April), each certified teacher selects a student who exemplifies those qualities that make him/her a model to others. The following qualities are considered when teachers select a Student of the Month:

- Academic effort or improvement
- Positive interaction with peers and staff
- Positive attitude/improved attitude
- Exhibits pride in school
- Demonstrates the Six Pillars of Character

Students of the Month are recognized during a monthly recognition breakfast. They receive a certificate and other incentives, and their picture is posted in the school office. Parents are invited to join us for the Student of the Month breakfast.

Substitute/Guest Teacher

Substitute/Guest teachers are to be considered as our guests. Students should make every effort to be even more courteous and helpful. These efforts reflect good citizenship standards and regard for your teacher as well. Please make the substitute's day a positive experience. Students sent to the office by a substitute teacher for disruption in the classroom will be assigned a disciplinary consequence.

Telephone Use by Students

Telephones for student use are available in the school office. These are business telephones and student use is restricted to valid calls. Students are not permitted to use telephones in classrooms/building without appropriate permission from staff. During school hours, students must have a note from their teacher to use office phones. Before or after school use of office telephones will be approved by office personnel based on the validity and type of call. Student cell phones are not permitted on campus.

Visitors on Campus

To protect the safety of students, all visitors to school campuses must report to the office to identify themselves and indicate the purpose of their presence on campus. Visitors must sign in and obtain a dated visitor's sticker, which must be worn while on campus. We ask that visitors please sign out at the conclusion of their visit.

Sevilla Primary is committed to providing a safe and secure learning environment for every child. The following state laws ensure that every campus is a safe and secure learning environment:

- Loitering in or about a school is prohibited and considered a Class 1 misdemeanor (A.R.S. 13-2905).
- A person who knowingly insults 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 and possible penalty of up to 30 days imprisonment and/or up to a \$500 fine. (A.R.S. 15-507).
- Criminal trespass in the State of Arizona is a Class 3 misdemeanor with a possible penalty up to 30 days imprisonment and/or up to a \$500 fine. (ARS 13-1502)
- Disorderly conduct is a Class 1 misdemeanor. (ARS 13-2904)

Volunteers/Parental Involvement



Sevilla Primary School values the **team approach** in educating our students. We invite parents to take an active role in all our programs. Parents are encouraged to visit their child's classroom to observe instruction and to support their child's schoolwork.

We offer many opportunities for you to get involved. Be a **volunteer!** Volunteers provide valuable support by assisting students and teachers and by helping with special events and are **always needed and welcome** at Sevilla Primary. If you wish to help in a classroom, or the library on a regular basis, or if you would prefer helping the health coordinator for a specific period (i.e. sight or hearing tests), please contact our volunteer coordinator at (602) 242-2503, Ext 5604.

Make a difference...join the **School Community Council**. SCC provides parents with opportunities in decision-making at the school level and Booster Club provides support through activities and funding for the improvement of Sevilla Primary School programs.

To see your child's class in action or to take advantage of any of these opportunities, **contact the school office at 602-242-0281**.

Be sure to ask about the district **Legislative Committee**, the **Parent Leadership Ambassadors** group, or how to take part in a **Community Luncheon**.

Being active in your child's education is a solid investment in their future!

Zero Tolerance /Firearms/ Sale of Drugs

To ensure the safety of all students and employees, the Alhambra School District takes a strong **zero-tolerance** approach in dealing with firearms and the sale of drugs on school campuses. Students who possess firearms or are engaged in the sale of drugs at school will be expelled from the district. A.R.S. 15-841(G) stipulates that, "A school district or charter school shall expel from school for a period of not less than one year a student who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school..."

The District will report threats made against the school, students, or employees to the police department, and offenders will be prosecuted to the full extent of the law. "Bullying" and/or harassment will not be tolerated. "Bullying" is the intentional, ongoing attempt to harm someone with physical force or teasing, taunting, threatening, and intimidation. The key component is that the bullying occurs repeatedly over time to create a pattern of harassment or abuse.

Students may also be disciplined for off-campus misconduct if their actions have a negative, direct impact on their school, programs, other students, and staff. This would primarily apply to off-campus criminal behavior or activities.

As explained in a previous handbook section, the purpose of the Drug Free School Zone is to guarantee a safe environment on and around the school campus. This is accomplished through enhanced enforcement and prosecution of drug, weapon and other criminal laws as well as through the use of drug and gang awareness programs. The cooperation between local law enforcement, school districts, prosecutors, parents and the community-at-large, our children and their teachers ensures the fundamental right to a safe educational environment. Arizona law A.R.S. 13-3411 provides for stiffer penalties for those caught selling, using or possessing drugs within 1,000 feet of a school campus. Law enforcement authorities will be notified in any situation where a person is suspected of violating A.R.S. 13-3411.