**Lake View Primary School**

Home of the Eagles



**Family Handbook**

Student Policies and Procedures

**2019-2020 School Year**

“Education is not preparation for life; education is life itself.” - John Dewey

1801 N. Navajo Dr.

P.O. Box 1927

Page, Arizona 86040

www.pageud.org

Attendance Desk/Registrar: 928-608-4200

Principal’s Office/Admin Asst: 928-608-4202

Fax: 928-608-4291

**Cathy Erickson, Principal**

**Office Staff**

Crystal Andrews, Administrative Assistant

Shandine Benally, Attendance/Registrar

Holly Castelan, Counselor

Laytoya Kaibetoney, Dean of Students

Chloe Begay, School Nurse

Leonard Edgewater, Lead Custodian

Page Unified School District #8

2019-2020

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**Page unified school district #8**

**Page Unified School District #8 Mission Statement**

“Our Schools are passionate about the learning-for-all mission and understand that every student matters. We are responsible and accountable for the education of every student that walks through our doors every day.”

**Page Unified School District #8 Vision Statement**

“Page Unified School District is a community of learners who direct our collective actions and resources towards the unique learning needs of every child in order for all students to become college and career ready and successful in a global society.”

**Lake View Primary School Info:**

Office Hours (Mon - Thu):  7:30 AM - 4:00 PM

Office hours (Fri): 7:30 AM - 3:00 PM  
Classes in Session (Mon - Thu):  7:50 AM - 3:00 PM  
Classes in Session (Fri):  7:50 a.m. - 1:30 p.m.



**School Mascot: Eagles**

**Motto: “Soaring to New Heights”**

**Colors: Blue & Gold**

**Lake View Mission Statement**

Our mission is academic and social growth for all.

**Governing Board Members**

Mrs. Desiree Fowler, President Mrs. Delores McKerry, Member

Mr. Robert Candelaria, Member Mr. Ed Franklin, Clerk

Mrs. Sandra Kidman, Member Mr. Robert B. Varner, Superintendent

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Dear Parents and Guardians,

As the 2019-2020 school year begins, I would like to welcome you to Lake View Primary School. I am excited to be a part of an early education facility were the faculty, community and families are passionate about kids learning early literacy and math skills. Through programs and curriculum that is district wide we can effectively focus on academic achievement from Kindergarten through 12th grade and beyond.

Lake View Primary School is dedicated to Positive Behavior Intervention and Support systems (**“PRIDE**”) to reward children positively for good behavior, and address concerns or poor choices using reteach, interventions of support, or further supports that reflect positive social and emotional development.

We are committed to providing the very best educational opportunities that we possibly can. Our staff is dedicated to you as our stakeholders and will provide opportunities for you to participate throughout the school year to make this the best year for you and your child. Please become an active parent in building a better community school for all our students.

Use the handbook to become familiar with our policies, procedures, meal programs, attendance policies, and parent involvement opportunities. To locate Page Unified School District Policies visit Arizona School Boards Association (ASBA) <http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>

If you have questions; please contact any of the office staff, your classroom teacher, or call me directly. We will need to work together to make Lake View Primary the best school in the state!!

Sincerely,

Cathy Erickson

Lake View Primary Principal

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**LAKE VIEW PRIMARY SCHOOL EAGLES SOAR WITH P.R.I.D.E.**

POSITIVE

INVOLVED

RESPECTFUL



EXCELLENT

DETERMINED

All schools in the Page Unified School District are Positive Behavioral Intervention and Support (PBIS) schools. PBIS places emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school culture. Our school-wide expectations are that our students will display P.R.I.D.E.

* Positive
* Respectful
* Involved
* Determined
* Excellent

Lake View Primary School will define, teach, and reinforce these expectations to all students. On the next page, the Behavior Expectation Matrix defines the behaviors that Lake View expects from all of our students. Our goal is to have our students display P.R.I.D.E. in everything they do at school and in the community.

**Lake View Primary School’s Desired Outcome**

* Increased academic achievement and performance
* Decreased classroom disruptions and office discipline referrals
* Improved school climate and safety

To make these desired outcomes happen, Lake View has a systematic approach to proactive, school-wide discipline based on a Response to Intervention model. Data will be used to track, identify and respond to school-wide behavior issues and trends. Lake View Primary School is excited about PBIS and what it will bring to our school climate and culture.

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These are the expectations of all Lake View students. When students are showing their P.R.I.D.E. they will be positively reinforced with feathers, as well as verbal praise for displaying appropriate behaviors. These feathers will be gathered weekly and monthly for drawings where students will be able to win cool prizes. The more feathers they gather and the more P.R.I.D.E. they show, the more chance they have to win!



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**Observe Problem Behavior**

**Teacher/Staff Office**

**Is the behavior**

**Teacher/Staff Managed or**

**Office Managed**?

**Managed Behaviors Managed Behaviors**

**Warning/Redirect** student.

**Intervention 1:** Call to notify office of major infraction, student to be picked up or sent to office. -**Write ODR**

|  |  |
| --- | --- |
| **Teacher/Staff**  **Managed Problem Behaviors** | **Office**  **Managed Problem Behaviors** |
| Inappropriate language  -Name Calling | Abusive language  -Racial taunting |
| Physical contact ***(reaction)***  -Wrestling w/another student  -pushing/shoving/kicking  -biting (w/no marks) | \*Fighting/ physical aggression ***(intent)***  -kicking, hitting, pushing, shoving , biting, etc. w/intent to do harm |
| Disrespect  -Talking back | Truancy \*Leaving School Grounds w/out permission |
| Defiance  -Not completing class work  -Not following directions/ non compliance | \*Threat or Intimidation/ Bullying  -Verbal threats of aggression against another person |
| Observable Behavior  -running in the hallway  -poor line behavior  -throwing food | \*Vandalism of personal/ school property |
| Disruptive  -tattling  -distracting other students | Weapons/Dangerous Items  -knifes, bullets, lighters, matches, etc. |
| Property misuse  -“snooping” in other’s desk or bags | Lying/cheating  -Forgery |
| Dress code violation  -Inappropriate language on clothing | Harassment |
| Stealing  ***-petty theft=***w/little or no value | \*Theft  ***-major theft****=items*of high value |

**1st offense Intervention 1: Re-teach** & **Verbal Reflection.** Discuss behavior one to one, review PRIDE expectations. Document Minor\*

**Intervention 2:** Student conference with Dean: Reflection/ reteach/rehearse behavior

**Intervention 3:** Dean/Administrator determines and assigns consequences according to policy.

**2nd offense Intervention 2: Written Behavior** **Reflection Sheet** and/or **other Tier 1 Intervention** Document Minor

**Intervention 4:** Parent Contact (phone/ sheet) and Dean/administrator provides teacher with feedback.

**3rd offense Intervention 3: Contact Parent/Home** Document Minor

After 4 ODRs student is referred to the MTSS team for Tier 2 interventions.

**4th offense:**  Call office & send student with **ODR** sheet\* and documented minors

\*See forms in Resources

**\*Every week starts with a clean slate. \*Take concrete action to correct behavior (i.e. individual practice, removal from activity, seat change, etc.**

**\*Teachers are encouraged to use preventative strategies to prevent student misbehavior, including strategies taught in the PBISWorld.com website, Fred Jones “Positive Classroom Discipline”, Harry Wong-“First Days of School”, Effective Elements of instruction and yearly differentiation of Classroom Management Plan. Etc.**

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|  |  |  |
| --- | --- | --- |
| **Major Problem Behaviors** | **Definition** | **Interventions** |
| Abusive Language | Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way that is directed at someone. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Referral if behavior persists |
| Fighting/Physical Aggression | Student engages in actions involving serious physical contact where injury may occur with intent to do harm. Example: spitting on someone, hitting, punching, throwing objects, etc. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Suspension \*Police  \*Referral to School Counselor  \*Referral to Outside Agency  \*District Hearing/Expulsion |
| Defiance | Student engages in continuous refusal to- follow directions, talks back, and/or delivers socially rude interactions. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Referral to School Counselor  \*Referral to Outside Agency |
| Disrespect | Student engages in continuous verbal or non-verbal displays of rudeness or discourtesy such as inappropriate gestures, arguing, yelling, etc. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Referral to School Counselor  \*Referral to Outside Agency |
| Harassment/  Bullying | Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Suspension \*Police  \*Referral to School Counselor  \*Referral to Outside Agency |
| Theft | Student is in possession of, having passed on, or being responsible for removing someone else’s property without that person’s permission. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Suspension \*Police  \*Referral to School Counselor  \*Referral to Outside Agency |
| Lying/Cheating | Student lies or cheats repeatedly, chronically and it interferes with classroom instruction. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Referral to School Counselor  \*Referral to Outside Agency |
| Failure to follow school rules | Repeated disregard for school-wide expectations and rules. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Referral to School Counselor  \*Referral to Outside Agency |
| Weapons | Student is in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Suspension \*Police  \*Referral to School Counselor  \*Referral to Outside Agency  \*District Hearing/Expulsion |
| Property Destruction | Deliberately flooding restroom, intentionally breaking windows, destroying school property, removing tile from wall, etc. | \*Re-teach \*Parent Conference  \*Loss of Privilege \*Intervention  \*Suspension \*Police  \*Referral to School Counselor  \*Referral to Outside Agency |

**LAKE VIEW PRIMARY SCHOOL BEHAVIOR DEFINITIONS & RESPONSES**

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Insufficient progress. Team refers student to Educational Student Services (ESS) for possible testing.

Insufficient progress. Student moves to Tier 3. Teachers and parent(s)/Guardian(s) informed. Developmental History Form completed by parent(s)/Guardian(s).Discuss further interventions and possible retention.

Tier 2 interventions are successful. Interventions are continued and/or weaned off as appropriate.

Follow-up meeting is held. If showing success, interventions continue. If not, new interventions are planned. Progress and plan are communicated to teachers and parents.

Parent(s)/Guardian(s) notified of Tier 2 process.

Student is referred to System of Student Support (SSS) Team for data review and possible Tier 2 placement.

Plan is implemented and monitored on a biweekly basis. Progress Monitor every 6 weeks.

Tier 2 plan is developed during SSS Team meeting. Teacher and parent input are elicited. The plan is communicated to necessary teachers and parents. A Follow-up meeting is scheduled.

Continue to Progress Monitor

Problem(s) persist.

Interventions are successful!

Teacher collaborates with grade level team, reading specialist, dean, counselor, instructional improvement facilitator to identify differentiation strategies that may help the student begin to succeed at expected level. These interventions are documented on the Intervention Documentation Worksheet by the classroom teacher.

(3 rotations of interventions)

If there is a concern (behavioral, academic, attendance),

Lake View Primary

RTI Flow Chart

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**KEYS TO SUCCESS**

Teaching and learning are collaborative processes. This collaboration includes staff, students, families, and the community. This process requires all of us stakeholders to work together to create successful opportunities for our students as we all work for the same goal. Each of us plays a role in the students’ education.

**Staff Role**

* Staff have a responsibility to create a safe environment for students and staff.
* Staff have a responsibility to respect students and staff with respect and kindness.
* Staff have a responsibility to teach every child in the school with rigorous instruction.
* Staff have a responsibility to manage classroom that promote learning.
* Staff have a responsibility to collaborate with one another to increase student academic achievement.
* Staff have a responsibility to communicate with students’ families.

**Student Responsibilities**

* You have a responsibility to come to school. This means that you come to school every day, on time, unless you are sick or excused.
* You have a responsibility to practice good personal cleanliness. This means that you come to school clean.
* You have a responsibility to take care of property. This means that you take care of school property and respect the property of others.
* You have a responsibility to obey school rules. This means observing all safety, playground and classroom rules.
* You have a responsibility to complete your classroom assignments. This means that you do your best with class assignments and homework, and hand them in on time.
* You have a responsibility to take school messages home. This means that it is important for you to take all school messages to your parents.
* You have a responsibility to help make school a good place to be. This means being a good citizen who is trustworthy, responsible, caring, fair and respectful.

**Parents as Partners**

You are your child’s first and most important teacher. It is both your right and your responsibility to take an active role in your child’s education. Lake View welcomes your participation. You are always welcome to visit your child’s classroom. It is the best way to know what is being taught and learned and how your child interacts with the teacher and other students. We do require that you check in at the office as we want to have the opportunity to help you in any way we can.

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**Suggested ways for parents to participate:**

* Bring your child to school on time
* Get to know your child’s teacher
* Visit your child’s classroom
* Eat lunch with your child at school
* Listen to your child read
* Make sure your child completes his/her homework daily
* Volunteer to help at school, call our office at 608-4200
* Watch for evening activities on the monthly calendar-bring your family!

**Home Hints for School Success:**

Make the time with your children quality time…

* Spend time talking with your child each day
* Do things they enjoy-discover what is important to them
* Have a family time when members share something nice about each other
* Have a dinner time routine where everyone sits down and eats together (No T.V.)

**Set the Stage for Study:**

Homework is your children’s responsibility! You can help them by:

* Providing a special time and place for studying
* Limiting distractions as much as possible, such as phone calls and TV
* Making homework a priority over other activities until it is complete
* Showing interest in the homework assignment
* Read to them-let them see that you have a positive attitude about completing an assignment
* Expect that your child will have reading and math homework daily

**Site Council**

The Lake View Site Council is made up of teachers, parents, community members and other staff. Members’ names are posted in the office. The meeting schedule will be established and posted. All meetings will follow the Arizona laws pertaining to open meetings. Parents and staff are encouraged to attend and to communicate with their elected representatives on the Council.

**Parent Teacher Organization (PTO)**

Parent Teacher Organization (PTO) provides the opportunity to work together to incorporate yearly celebrations, fund raising opportunities, and teacher appreciation as a early educational community. Please come and join this organization. Meetings will occur once each month. Dates and times to be announced. Please contact the Lake View Primary front office at

928-608-4200 for further information.

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**LAKE VIEW PRIMARY SCHOOL ATTENDENCE INTERVENTION SYSTEM**

The staff at Lake View Primary care about all students’ success in school. Be sure that they are at school every day and come on time. Missing out on school during these critical years is detrimental to your child’s educational experience. WE are here to help! It is very important students attend school every day and arrive on time. To be late or to miss school will affect their opportunity to be successful because they may miss part of their learning or the teacher may have to stop teaching to get a tardy student caught up. Absences and tardies are sometimes unavoidable, but if they become excessive, the Dean of Students will make contact with the family to see if there can be any assistance given to make sure the child is able to attend school on a regular basis. If you have any questions or concerns please contact your child’s teacher, school counselor, or principal. We are all here for you and your child!

**LEGAL INTERVENTION**

**Students with excessive absences will be referred to City of Page Attorney, Navajo Nation Probation, Peacemaker, and/or Department of Family Services.**

**INTERVENTION**

**Students who struggle with maintaining attendance expectations will be assisted with reducing barriers (ex. family/student contracts, individual student incentives, individual counseling, and structured academic time).**

**PREVENTION**

**All students will be taught PBIS behavior expectations and re-taught throughout the school year. All students will also enjoy regular celebrations for maintaining attendance expectations.**

**Attendance Terms:**

**Excused absence (EXC)**: Absence is verified by note from doctor/ medicine man, Death in immediate family (documentation is program from service), Court (summons or court paperwork required)

**Verified absence (VER)**: Parent/guardian notifies school by phone call or note explaining absence.

**Unverified absence (UNV)**: Student misses school and absent reason is not provided by parent/guardian.

**Ill absence (ILL)**: Parent/guardian has notified school that student is ill/sick.

\*District Policy: J-1561, Policy J-1650 REF: ARS §§ 15-802, 15-803, 15-805, 15-806, 15-807 August, 2000 “10NNC Subsection 502”

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**LAKE VIEW PRIMARY SCHOOL ATTENDENCE POLICIES**



**ATTENDANCE**

Absence:

\* Report all absences in writing or by phone before or after the absence.

* Doctors notes and/or medical appointment information is required by the office in order to excuse an absence.
* Prearrange absences with the office and teachers for hospitalizations, family trips, extended absences and emergencies.
* Tardy students must check in at the office to get an admit slip to class. This does not excuse a tardy (Please get students to school on time, it does affect their learning routine).
* Students are absent after 9:38 a.m. (Mon - Fri)
* Only parents, legal guardians and individuals listed on the student sign out sheet can check out a student from school. Any legal documents regarding individuals who cannot be around or check out a student must be turned in to the office. You may be asked for identification.
* Check outs can only occur through the office. You may not take a student from the playground, classroom, or cafeteria without office consent and a Student Off Campus Pass.
* Lake View Primary School is a closed campus; therefore students cannot leave campus during the day without following the check out procedures.

**WITHDRAWING**

Parents are required to complete a withdrawal form when students are going to change schools. At the time of withdrawal all school materials must be returned (i.e. textbooks, library books) and outstanding bills paid. Student records will be forwarded to the new school upon written request from the gaining school.

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*Collectively Committed to Every Student, Every Day, Every Minute*

The following policies were enacted to focus on the value of attendance and to increase accountability.

**REWARDS**

Building will have celebrations for good attendance.

**EXCESSIVE ABSENCES**

Regular school attendance promotes learning and achievement; therefore, students who have nine or more days of excused or unexcused absences in a semester will be required to complete 12 hours of remediation before the end of semester, school year, or start of the next academic year (depending on when the 9th absence occurs).

**REQUIRED INTERVENTIONS**

These are the description of what remediation could be:

After school tutoring

Before school tutoring

Summer School (if available)

After School Program

**CONSEQUENCES**

**Students who fail to successfully complete required remediation may be retained.**

Students who are retained will be decided on a “case-by-case” basis by the school team. Special education students and English Language learners will be referred to the school’s intervention teams.

**The principals will have the authority to make exceptions to this policy.**

Any retention decision may be appealed to the Governing Board, as per policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Parent Signature Date

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**TruanCY (Unexcused Absence or Tardiness)**

**PUSD Attendance Procedures: Response to Absences**

**Absence Count = UNV + TRU + VER** (does not include EXC, ACT, OFC)

Auto phone call for each absence.

Continues for all absences

Teacher engages with student/parents.

Teacher Engagement

Attendance Intervention Groups

Individual Counseling

**RANGE**

**of**

**RESPONSES**

EXCESSIVE - Letter 3 sent to parent/guardian. Mandatory parent meeting with Administrator or Dean.

Considered for Watch List.

DANGER – Letter 2 sent to parent/guardian with update of attendance record.

Parent meeting recommended.

**DROP OUT**

**10 full days missed in a row**

**15 or more Absences or a 10-day drop**

**7 Absences**

**in 1**

**or more periods**

**4 Absences in any**

**period**

**1 – 3**

**Absences**

CAUTION Letter sent to parent/guardian

with copy of attendance policy & printout of attendance record to date.

Structured Academic Assignments:

With specific teacher

Excessive Absence Referrals to:

City of Page Attorney

or

Navajo Nation Probation

or

Department of Family Services

**10 Absences**

**in 1**

**or more**

**periods**

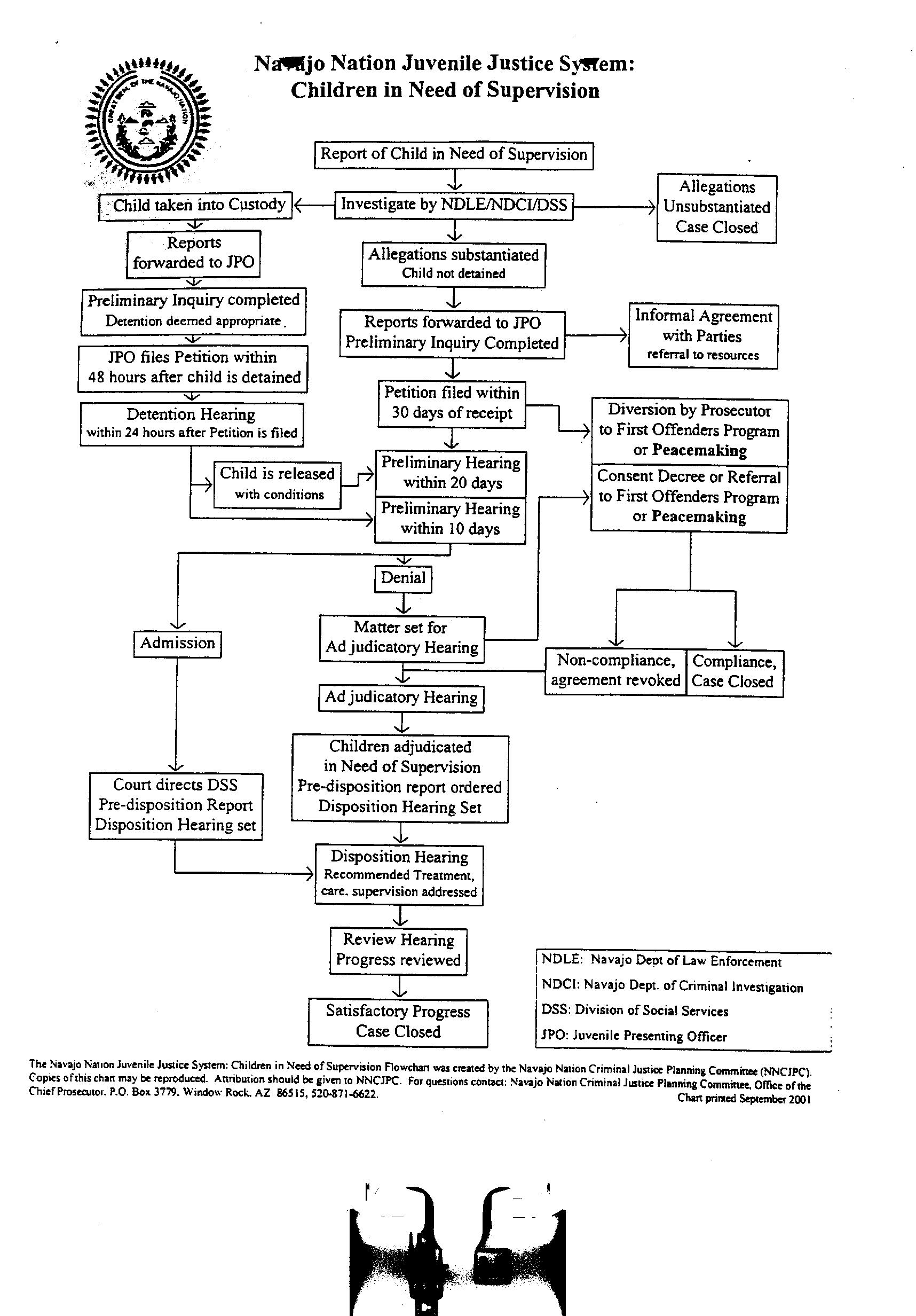
EXTREME – Referral to outside agency likely if all attempts at interventions have been avoided or unsuccessful and/or parents are unresponsive.

Referral to:

Navajo Nation Peacemaking Program

Re-enrollment, with possible conditions, is essential. Parent/legal guardian must be present to re-enroll.

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**NOTICE OF NAVAJO NATION TRUANCY LAW**

10 NNC 502 & 503

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

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CIB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You are hereby given notice of the Navajo Nation Truancy Law regarding compulsory education which states as follows:

* 10 NNC 502 Compulsory School Attendance – Generally: “Education in Navajo schools shall be compulsory as to children between the ages of 5 and 18 years as prescribed and defined in 10 NNC 118 of the Navajo Education Policies.”
* 10 NNC 503 Application of State Law and Navajo Nation Law: “The Navajo Nation Council consents to the application of state compulsory school attendance law to the Indians of the Navajo Nation and their enforcement on Indian lands of the Navajo Nation wherever an established public school district lies or extends within the Navajo Nation.”
* “In addition, 10 NNC 118 of the Navajo Education Policies regarding compulsory attendance shall apply to all Navajo minors between the ages of 5 and 15 and to all persons having care and custody of such minors who are within civil or criminal jurisdiction of the Navajo Nation.”

I hereby certify that this policy has been explained to me by the Page Unified School District

in the following language: Navajo or English (circle one or both)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Parent/Guardian Print Name Date

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**LAKE VIEW PRIMARY SCHOOL PROCEDURES**

**Visitors to Schools (Pursuant to Policy KI-R)**

Parents as well as other family members listed in the PUSD enrollment packets are encouraged to visit our schools. For the health, safety and welfare of all of our children as well as faculty / staff members, we ask that the following steps be followed:

* All parents as well as other family members listed in the PUSD enrollment packets wishing to visit a school that their child is attending must receive prior approval by the School Principal. If you are volunteering, please ensure that your Volunteer paperwork has been completed and approved prior to scheduling a start date. lf approval is not granted, the parent or other family member will not be allowed to visit the school / classroom of their child.
* For the safety of all of our faculty / staff and students, the parent or other family members will be required to produce photo identification confirming their identity as they sign in and receive a Visitors Pass at the Main Office.
* The Visitors Pass will be required to be worn by the Parent or other family member while
* visiting our school as well as any of our class rooms. This Visitors Pass will also be required to be turned in to the Main Office at the completion of the visit.
* In visiting a classroom, parents must realize that the teacher’s first responsibility is to the class as a whole, and the teacher will be unable to converse at any length of time with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either or before or after school hours.
* No person will be allowed onto the school premises, including visits or audits to a classroom or other school activity without prior consent by the Principal and the Classroom teacher(s). Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the Principal.
* Anyone who is not a student or staff member of the School District schools assigned to a particular school and is in violation of this policy will be asked to leave the property of the District. Failure to comply with the lawful directions of the District Officials or of the District Security Officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions will subject the person to have criminal charges filed against them under State law.

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**TECHNOLOGY  RESOURCES**

**IJND-R ©** REGULATION

**(Movies/Videos/Electronic Materials)**

Movies, videos and electronic materials with ratings other than for general audiences of all ages are not to be shown in classrooms or at any District facility (this includes buses and motels where students are present) except when:

A.  The movie, video or electronic material has been previewed by the teacher or other certificated staff member.

B.  The movie, video or electronic material has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.

C.  The responsible school administrator has approved the use of the movie, video or electronic material prior to its showing.

D.  The teacher or other certificated staff member has provided advance notification to each student's parent(s), or other responsible adult, of the title of the movie, video or electronic material and the date on which it will be shown.

E.  When a movie, video or electronic material has a rating the above advance notification will include the rating and the source providing the rating.

F.  A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie, video or electronic material.

Parents or guardians have the right to have advance access to instructional materials, learning materials and activities currently in use, or being considered for use, in the District.

Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.

A parent or guardian who objects to any learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment.

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**END OF SCHOOL ROUTINE**

For the safety of your children, Lake View Primary School’s dismissal routines and times are listed below. (Note: Times may change)

* If your child rides a bus please note the time bus groups depart (these times are subject to change):
  + - Group A / Mon – Thu: departs the bus ramp at 3:15 PM / Fri: at 1:45 PM
    - Group B / Mon - Thu: departs the bus ramp at 3:30 PM / Fri: at 2:00 PM
    - Group C / Mon – Thu: departs the bus ramp at 3:45 PM / Fri: at 2:15 PM
* Students **WILL NOT BE ALLOWED OFF THE BUS ONCE THEY HAVE BOARDED.** Plan ahead for checking your child out of school.
* **Student bus route changes or pick up arrangements must be made** **before 2:00 PM (Mon – Thu) and 12:30 PM (Fri)**

**\*\* THERE WILL BE NO CHECKOUTS AFTER 2:45 PM (Mon – Thu)**

**1:15 PM (Fri) \*\***

* School dismissal is at 3:00 PM (Mon – Thu), 1:30 PM on (Fri). We ask that you do not interrupt instruction for early pick-up. Your child’s teacher appreciates your cooperation. If you arrive prior to student release, please wait until the bell sounds to enter the building and pick up your student. Be prepared to park and exit your vehicle in order to retrieve your student. Lake View Primary staff are on duty to assist you. Only parents, legal guardians and individuals listed on the student sign out sheet can check out a student from school. Any legal documents regarding individuals such as custodial paperwork and orders of protection must be turned into the office.
* At the beginning of the year you will be provided with 3 pick-up cards that match your students. You, and whomever you give those cards to (authorized persons on the student check-out list), are required to show the card at the time of pickup. If you or the individual picking up your student does not present this card you will be required to go the main office to verify identity. If you do not have identification your student will not be released.
* All students will be picked up at their designated locations. Students will not be allowed to wait in the office after school (except with pertinent legal documentation).

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Changes in afterschool arrangements must be written by a parent/legal guardian. Phone calls for changes must be made by the parent/legal guardian. **We do not accept the child’s verbal permission, direction, or requests for changes in going home routines.**

**Student Pick Up:** It is important to pick up students on time. **Any students remaining 30 minutes after the release bell will be referred to Department of Child Services.**

**Parent Pick Up Procedures:**

In an effort to improve the traffic flow and the safety of your children please help the situation by following these guidelines:

* Look for children at all times.
* Do not block emergency vehicle access.
* If you plan to leave your car and go into the building, park your car in the parking lot rather than along sidewalks and walkways.
* No parents are allowed on bus ramp.
* All pick up students must be signed out from their assigned classroom.
* **When picking up your student you will be asked to provide the matching student pick up card given to you at the start of school. If you do not have this card you will be required to show identification to the front office staff or teacher before your student is released to you.**

**Off Campus Student Pick Up:**

**We do not allow students to be picked up/signed out of school during off campus events (field trips, track meets, etc.).**

We ask that you follow our procedure with courteous behavior. Failure to comply will result in the administration taking your behavior as a serious safety incident. Your help and cooperation will make the process work smoothly and create a safer situation for all the children.

**BAD WEATHER DAY PROCEDURES**

Bus group 1 and 2 students will be in the gymnasium until their scheduled bus run. Bus Group 3 students will be in the Library.

**INCLEMENT WEATHER**

By 5:00 AM PUSD calls for road conditions and for road condition up-dates: You will be notified by the automatic phone messaging system. You can get information from local radio stations. You may also refer to our PUSD website at <http://pageusd.org/>, call the Transportation Department 608-4131 or the PUSD District Office at 608-4100.

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**LAKE VIEW PRIMARY SCHOOL MEDICAL PROCEDURES**

**ACCIDENT AND ILLNESS**



* Report all accidents or illness to the office.
* Immediate care will be arranged.
* Parents will be notified by phone contact or note home.
* **Families will be responsible for the cost of emergency services**

**(paramedics/ambulance).**

* **Fevers:** Parents will be called for any temperatures over 100.0 and student will need to be picked up. Student will need to be out for 24 hours without medication before returning back to school.
* **Pink eye:** Any redness, swelling, discharge, and itching of the eye’s. Pink eye is very contagious. Parents would be called and student will need to be picked up. Also, a doctor’s note would need to be brought in before returning to school. Failure to provide a doctor’s note will result in the parent being called to pick up the student again.
* **Stomach pains:** Such as Diarrhea student will be sent home and would need to be kept home for at least 24 hours due to possible viral bug.
* **Vomiting:** Parents will be called and student would need to be picked up from school. Student would need to be out for at least 24 hours due to possible viral bug.
* **Restroom Accidents:** Parent’s will be called to bring a set of clothes or a set of clothes in back packs on a daily basis.
* **Lice:** If you know student has lice or had lice let the school Nurse know so all students in the class can be checked. Parents will be called, and student will need to be picked up. Student will be excused ONE day from school. Student will need to be brought to the Nurse’s office the next morning to get checked before returning to class. If the student still has lice, the parent will be called again to remove the student from school grounds. Excessive lice infestations may be reported to Child Protective Services.
* **Injuries:** Parents will be called and notified for any major injuries. Head injuries are very important due as it may concussion may occur. Head injuries will result in student being sent home. A doctor’s note will need to be brought in before returning to school. Failure to provide a doctor’s note will result in the parent being called to pick up the student again and a report may be made to Child Protective Services.
* **Medication:** A student who needs to take prescription medicine during the school day should contact the Nurse’s office. A medication form will need to be filled out with your written permission to administer it. All medication sent to school must be in the original container and delivered to the office by the parent or guardian for proper locked storage. No medication will be administered without a signed permission slip. **NO EXCEPTIONS.**

(A.R.S. §15-157, 15-341, 15-344, 15-871, 15-872, 32-1601, 32-1901, 36-621)

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**IMMUNIZATION REQUIREMENTS**

State laws require that all children be completely immunized before attending school. Effective January 1, 1992, **A pupil shall not be allowed to attend school without submitting documentary proof to the school administrator unless the pupil is exempted from immunization pursuant to section** (A.R.S. §15-873).

Students may be suspended from school without proper exemptions or immunization records. **Unless proof of an exemption from immunization pursuant to section 15-873 is provided, a pupil who is admitted or allowed to continue to attend and who fails to comply with the immunization schedule within the time intervals specified by the schedule shall be suspended from school attendance until documentary proof of the administration of another dose of each appropriate immunizing agent is provided to the school administrator.**

(A.R.S. §15-873).

If you have any questions please contact **Chloe Begay, School Nurse at 608-4207**

**CAFETERIA INFORMATION**

All food handed out in the cafeteria must be consumed in the cafeteria.

The following behaviors are strictly prohibited in the cafeteria:

* Running to get in line
* “Cutting in” or saving a place for others in line
* Throwing anything
* Leaving trash, trays, or food on the tables
* Taking food out of the cafeteria area
* Students are not allowed to consume food or drinks in the hallway

We have received The Community Eligibility Provision (CEP), from the United States Department of Agriculture (USDA), Food and Nutrition Service.

Page Unified School District schools will be serving free breakfast and lunch to all enrolled students for the school year.

“The Community Eligibility Provision (CEP) is a meal service option for schools and school districts in low-income areas. A key provision of The Healthy, Hunger Free Kids Act (HHFKA, Public Law 111-296; December 13, 2010), CEP allows the nation’s highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications.” <https://www.fns.usda.gov/school-meals/community-eligibility-provision>

If you have further questions, please contact the Nutrition Office @ 608-4105 or 608-4102.

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**PERSONAL BELONGINGS: TOYS, ETC**

All toys, electronics, or other valuable items should stay at home. We are not liable for lost or stolen personal items brought from home. Rollerblades, scooters, skateboards, and bikes cannot be ridden on school grounds. **Any student who brings a weapon to school may be expelled from school for a period of one year.**

**LIBRARY – MEDIA CENTER:**

The use of the school library is a privilege for all students. Lost or damaged books must be paid for through notification of the librarian. Final report cards can be held until all fines are paid.

(A.R.S. §15-362)

**VIDEO DISCLAIMER**

As part of our ICE (teacher induction) program, we have an expectation that teacher’s video themselves on occasion for reflective coaching purposes.  Because of this, we would like to inform you that your child may be videotaped during a class session to be used for teacher observation. It will not be placed on any websites or outside resources. By signing the family handbook signature page at the end of this handbook and returning it, you are giving permission for video in the classroom to be used for teacher instructional purposes

**DRESS AND GROOM**

Students should dress appropriate to the weather conditions. Shoes must be worn at all times. (Tennis shoes are recommended for Physical Education). Coats/jackets must be worn during inclement weather days in order to play outdoors. Hats are not allowed. Students should practice good hygiene (clean and washed). Students who come to school with excessive bad hygiene may be reported to Child Protective Services. (A.R.S. §15-341)

**DATES TO REMEMBER**

Lake View Primary Meet the Teacher: August 5th, 2019

Parent Night: September 17, 2019

Parent/Teacher Conferences: October 9, 2019

Parent Night: February 25, 2020

Parent/Teacher Conference: March 14, 2020

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**2019-2020 CALENDAR**

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**Lake View Primary – 2019-2020 Staff List**

To contact our staff by telephone please call 928-608-4200 or fax 928-608-4291. To contact our staff by email – use first letter in first name, followed by last name, followed by “@pageud.org”. **For example: Jane Doe** = [**jdoe@pageud.org**](mailto:jdoe@pageud.org)

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**AZ Find**

kids_b

**What is AZ Find?**

Previously: Child Find.

AZ Find is a component of the [*Individuals with Disabilities Education Improvement Act (IDEIA 2004)*](http://www.nectac.org/partc/ptcoverview.asp) that requires states to *locate, identify,* *refer,* and evaluate all children with disabilities, aged birth to 21 years, who are in need of early intervention or special education services. Page Unified School District is charged with looking for and addressing the needs of these children within the district boundaries.

**Mission Statement:**

AZ FIND provides information and resources to parents, public education agencies (PEAs), state agencies, and professional organizations regarding AZ find statutes, policies, and procedures.

**Contact information:**

To schedule a screening for a child from infancy to age three, please contact:

Arizona Early Intervention Program (AzEIP): 602-532-9960

Or at our local offices in Flagstaff: 928-637-1871 or (800) 352-4558

To schedule a screening for a child who is three years of age and older, please contact:

PUSD Educational Services: **(928) 608-4155**

Gifted Education

**MC900318226[1]**

“Gifted" means a child who is of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs special instruction or special ancillary services, or both, to achieve at levels commensurate with the child's intellect and ability.  
Arizona Revised Statutes Article 4-15-761. Arizona Department of Education

Page Unified School District administers state approved tests for grades k-12 given throughout the school year. Students who score at or above the 97th percentile on national norms in any one of the three areas—verbal, quantitative, or non-verbal will be served. Students can only test once every 12 months. Students themselves, parents, teachers, and administrators may nominate students for gifted testing.

Contact the Gifted office at Educational Services for further information, (928) 608-4155.

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***Page Unified School District***

**21st CENTURY COMMUNITY LEARNING CENTERS**

**What is 21st CCLC?**

21ST CCLC grant is a five-year federally-funded program that supports academic intervention in core subject areas through tutoring and homework help to those students identified as “At-Risk”, during after school hours, four days a week. Core subjects that are targeted during this time are language arts, math, science and reading. In addition, students will be able to participate in educational enrichment clubs that may include a variety of youth development, art, music, computer graphics, and reading activities.

**Who is considered an “At-Risk” student?**

Students that are targeted as “At-Risk” are those that are having hardships preventing them from meeting standards set by the state. These determinations are made from academic assessments from Galileo, Dibels, and/or grades.

**In addition:**

- Students identified as “At-Risk” will be given priority

- Snacks will be provided

- Buses will be available, if needed

- Students will be expected to follow school day rules and exemplify PRIDE behavior

As your child’s school, we want to ensure that we are communicating the expectations that we are holding them to. If at any time you have questions about the program or the services we are providing, please contact the 21st CCLC Coordinator at your child’s school:

***Lake View*** – (928) 608-4208 ***Desert View*** – (928) 608-4156 ***Page Middle School*** – (928) 608-6300

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**School-Parent Compact**

**Annual Public Notification of Nondiscrimination**

**Page Unified School District** does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The **Page Unified School District** also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

**Robert B. Varner, Superintendent**

**500 South Navajo Drive Page, Arizona. (928) 608-4117**

**Beth Jahsman, Director of Educational Services**

**500 South Navajo Drive Page, Arizona. (928) 608-4154**

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**Lake View School-Parent-Student Compact**

**School Responsibilities:** As a primary school, we are dedicated to your student and commit to you in the following ways.

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Arizona academic achievement standards.
2. Communicate with parents/guardians regularly in ways to help their child learn.
3. Provide opportunities for parents/guardians to volunteer and participate in their child’s education.
4. Seek resources for assistance for a student who is struggling with learning or having difficulty in school.
5. Teach expectations for learning academics, and social skills with PRIDE (school rules and expected behaviors).

**Parent Responsibilities:** We as parents/guardians will commit to support our child’s learning in the following ways.

1. Find an appropriate place and time for reading homework daily/with adult, and/or other assignments to make sure they are complete.
2. Help my student learn to express their needs, conflicts, in order to get help in a positive way.
3. Communicate and work with teachers and school staff to support and challenge the student.
4. Help my student attend school every day.
5. Balance student’s television and video game playing time with learning opportunities such as reading and homework.
6. Ensure my student gets adequate sleep and proper nutrition before attending school.
7. Find a way to volunteer time at school, or events when possible. (music performances, class parties, reading with kids, cutting projects at home, festivals or celebrations, site council, parent-teacher organization, other)

**Student Responsibilities:** As a student, I know it is important to do my best in school. Therefore, I will commit in the following ways.

1. Come to school every day, be on time, and ready to learn.
2. Work hard to do my best in class by completing work, and do my homework.
3. Follow and use PRIDE expectations (School rules and expected behaviors) for our school.
4. Give my parents/guardians all notices and information received by me from the school every day.

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Principal signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

**Please remove this signed page and return to Lake View Office Staff.**

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**Family Handbook Signature Page**

2019-2020 School Year

This handbook provides important information about Lake View Primary School. We have received a copy of the Lake View Primary School – Family Handbook and I will review its contents with my son/daughter. I acknowledge that I am responsible for reading and understanding the information in the Family Handbook. This handbook will help me understand the procedures, policies and expectations at Lake View Primary School. During the school year if I have questions, I will refer to the Family Handbook. If I find that the Family Handbook does not answer my questions, I will contact the school for clarification.

Parent/Guardian’s Signature Date

Student’s Signature Date

Teacher’s Name Grade

**Please remove this signed page and return to Lake View Office Staff.**