

Welcome to Hohokam Elementary School!

Dear Hohokam Elementary School Families:

We are committed to providing the absolute best education for all of our students and to work collaboratively with our families to ensure a successful year.

The information listed below provides a good overview for Hohokam Elementary School. Please review this information closely in order to get the school year off to a positive start. Thank you in advance for your commitment to your children's education and we look forward to seeing you very soon!

The Parent/Student handbook will help you understand the policies and procedures we will be using for the 2018-19 school year. The policies and procedures were written to ensure the success of your child, and all children that attend Hohokam Elementary School. If all members of our community make the appropriate choices, Hohokam Elementary School will maintain a safe and orderly environment for everyone.

Please take the time to become acquainted with this handbook as well as the Scottsdale Unified School District's "Uniform Code of Student Conduct" 2018-19 handbook. Both of these can be found on our website: <https://susd.org/schools/hohokam>. The better understanding you and your child have of these two handbooks, the easier it will be for your child to be successful at Hohokam Elementary School. After discussing the contents of both handbooks with your child, please return the signature page below to your child's homeroom teacher. It is our expectation that every child who attends our school return a signed signature page for our student handbook by Monday, August 13th. If you have more than one child attending Hohokam Elementary School, please sign a signature page for each child. These signature pages will be kept on file in the school's main office.

We thank you in advance for returning the signature page of this handbook by Monday, August 13th. If you have any questions or concerns, please do not hesitate to contact the school office at 480-484-1800. We would be happy to provide additional clarification.

Sincerely,

Chuck Rantala
Principal

Andrea Wymore
Assistant Principal

We have read and discussed the Hohokam Elementary School's handbook and are aware of the expectations and procedures that are explained in the handbook.

Student- Last name

First name

Date

Parent/Guardian Signature

Teacher name

Student Signature

HOHOKAM ELEMENTARY SCHOOL



8451 E Oak Street
Scottsdale, Az 85257

Office Phone: 480-484-1800
Attendance Phone:
English- 480-484-1860
Spanish- 480-484-1861
FAX: 480-484-1801

Principal: Mr. Chuck Rantala

Assistant Principal: Ms. Andrea Wymore

Administrative Secretary: Mrs. Judy Edmondson

Office Assistant: Mrs. Diana Perez

General School Aide: Mrs. Tracy Eggert

Office Hours: 8:00 a.m. to 4:00 p.m.
Monday through Friday

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Elementary School Philosophy and Curriculum

Hohokam Elementary School is committed to academic excellence and believes that it starts with a partnership between home and school. The elementary philosophy is based around a structured learning environment and a solid foundation of fundamental and higher level thinking skills for students. This is accomplished with high behavior expectations and a curriculum that is consistent within each grade level and sequential throughout the grades. The curriculum is presented using direct teaching techniques along with specific differentiation to meet the needs of each individual child. There is a strong focus on phonics and vocabulary word study in the language arts curriculum and the math adoption is Saxon. Art, music, P.E., library, and band/strings (4th-5th) are included in the base curriculum.

At Hohokam, we follow elementary philosophies and understand the importance of technology. There are two computer labs, classroom computers, and a selection of student laptops. Classrooms are also equipped with a SMART board and audio system. In addition, students have access to a variety of educational software and online learning opportunities.

Mission Statement

Our *Pillars of Excellence* combined with *21st Century Learning* ensure achievement for all

Vision

Our flight to excellence is guided by the following pillars:

Classrooms with a Strong Academic Focus
 Linear and Sequential Curriculum
 Schoolwide Positive Behavior expectations
 Schoolwide Dress Code
 Partnership between Home, School (PTA) and Community

Watch Us Soar!

SCHOOL HOURS

FIRST BELL RINGS AT 8:40 A.M.

<u>Regular School Day</u>		<u>Early Release Day</u>	
Grades K-5	8:45 – 3:15	Grades K-5	8:45 – 1:15

Because our playgrounds are not supervised before 8:20 a.m. daily, we ask that parents arrange to have their children arrive after that time unless they are enrolled in the before school program. Parents need to make arrangements for students to leave campus immediately after dismissal as students are expected to leave the school grounds at the end of the school day. Students may stay after school if a teacher requests it, and if parents have been notified. Please be advised, if a child remains in the office or on campus after his/her

SCHOOL HOURS continued

scheduled dismissal time without the school's permission, the Scottsdale Police Department and the Arizona Department of Child safety may be notified. Before either of these agencies will be called, all numbers on the emergency cards will be utilized. Therefore, it is critical that you keep your child's emergency card updated at all times. If for some reason you are running late, please contact the school office so we will be able to make the appropriate decision about your child. This is the reason you need to list more than one emergency contact. We cannot release a child to anyone who is not listed on the emergency card.

ANIMALS

No live animals, including insects and reptiles, may be taken into the classroom without permission from the principal and classroom teacher. After receiving permission, a parent must bring the pet to school and take the pet home once the demonstration or visitation is complete. No animals are to be taken onto the bus.

ATTENDANCE PROCEDURES

1. As a safety factor for our children, as well as a deterrent for any unexcused absences, it is the parents responsibility to contact the school office **on the attendance number, 480-484-1860**, before 8:45 a.m. to notify us when a student will be absent. If we do not hear from you, a call will be made by the office personnel to check on the absence. For your convenience, when the office is closed, an attendance line is available to report absences between the hours of 4:00 p.m. and 8:45 a.m. each day. Please leave the following information on the message: student's name, teacher's name, reason for absence, and request for homework. For the safety of all our students it is important that all absences are verified.
2. If a parent calls the school, a subsequent note will not be necessary. If for some reason you were unable to call the attendance line to report an absence, a note is required explaining why your child was not in attendance. An unexcused absence will be recorded until the absence is verified.
3. Any student not in the classroom when the 8:45 a.m. bell rings is considered tardy. Beginning on the fifth tardy, students will serve detention during their lunch recess (see SUSD Code of Conduct). The child will be given a detention slip to give to his or her parent/guardian to show he or she served a lunch detention. Medical appointments of any type will be considered as an excused tardy and will not count towards a lunch detention.
4. Scottsdale Unified School District is a closed campus school district. Students may not leave the school grounds during the day without being signed out in the office by their parents. Once the parent arrives on campus, the child will be called to the office. Children will not be permitted to be checked out from the classroom. All children returning after an appointment must check in through the office. Students will not be allowed to leave the campus without an appropriate adult who is listed on the emergency card.
5. A student may be withdrawn from school after ten consecutive days of unexcused absence.
6. Please refer to the SUSD Uniform Code of Conduct for details regarding 5 or more absences (page 46.) Notification letters/phone calls will be given in accordance with this policy. Please note: If a child is absent 10%, or 18 days of the school year law enforcement will be contacted for citation. Your child will also be subject to the withdrawal and reenrollment process. Please remember, the hardest child to educate is the child who does not come to school on a regular basis.
7. Absences and tardies will be denoted on each report card.

BICYCLES/ROLLER BLADES/SKATEBOARDS/SCOOTERS

1. In the interest of safety, we strongly recommend that students be in fourth grade in order to ride the above mentioned items to school unaccompanied. Helmets should be worn as students ride to and from school.
2. Bicycles and scooters must be parked in designated areas. Students arriving at school from the east must use the bike rack at the east end of the parking lot. Students arriving from the west must use the west bike rack. A bicycle/scooter may only utilize one space in the bike rack. The bike racks will be locked while school is in session.
3. Bikes and scooters are to remain in the bike area during the school day. If a student is participating in an after-school program, he/she may walk his/her bike to the area when the program is taking place. Bicycles/skateboards/roller blades/scooters may not be ridden on campus for any reason.
4. Students must lock their bicycles and scooters while they are in the designated areas. Neither the district nor its employees are responsible for damage to or theft of any bicycles.
5. Students must observe the following safe riding habits:
 One rider per bicycle/scooter.
 Use bike lanes or sidewalks coming to and from school.
 Ride on the right side of the street.
 Use crosswalks when crossing the street and walk all items listed above while in crosswalks.
 Obey crossing guards.
 Students must walk all items listed above while on campus.
6. District policy states that bicycles, roller blades, scooters and skateboards are not to be ridden on campus at anytime. This includes the parking lot as well. Any violation may result in confiscation and parent pick-up.

BOOKS

Books are assigned to students for their use during the current school year only. These guidelines shall be followed:

- All books should be returned in the same or better condition than when issued.
- Books that have been lost or damaged must be paid for by the student/guardian.

Library hours are the same as school hours. Individual students may check out materials. These guidelines should be followed:

- Check out is for a two-week period of time.
- Items may be renewed for an additional two weeks if there is not a request from another patron. (Maximum checkout is four weeks.) Items that are more than 4 days overdue may not be renewed.
- The number of items checked out depends on the grade level:
 - Kindergarten—two items taken to the classroom library or home.
 - First thru Fifth Grade—two items, which may be taken home.
- Lost or damaged materials will be assessed a fee:
 - Replacement cost plus processing if unable to be repaired.
 - One dollar per damaged page if repairable.
 - Damaged materials are discarded through the district procedures.
- Refunds will be made if the item(s) are returned in good condition within the same school year. No fines are charged for overdue items. Hint: Please put a plastic grocery bag inside your child's backpack. It will help protect the books.

BUSES

At the bus stop the following guidelines are in place:

- Be on time at designated school bus stop.
 - Wait quietly on the sidewalk and keep your hands, feet and other objects to yourself.
 - Show respect for all people on the bus.
 - Wait until the bus comes to a complete stop before attempting to board.
 - Enter the bus in an orderly manner.
 - Follow the bus driver's directions the first time they are given.
1. While on the bus:
 - Keep arms, legs, and head inside the bus at all times.
 - Keep hands, feet and objects to yourself.
 - Assist in keeping the bus safe and clean.
 - Bus riders are not permitted to leave their seat or change their seat without permission.
 - Keep the aisles clear at all times.
 - Use a quiet inside voice at all times.
 - Do not eat or drink on the bus.
 - Bus riders must show respect to all people on the bus.
 - In case of a road emergency, children are to remain in the bus unless directed to leave the bus by an adult in charge.
 - No pets are allowed on the bus.
 2. Arriving at school:
 - All students must go directly to their designated playground area if arriving before 8:40. Students arriving at 8:40 may proceed directly to their classroom.
 - If the 8:45 bell rings before you arrive at your classroom, you must report to the office for a tardy slip.
 3. Departing the bus at the end of the day:
 - Students who must cross the street are to cross in front of the bus.
 4. Remember:
 - Riding the school bus is a privilege and may be revoked at any time.
 - The bus driver is responsible for student control and discipline while the student is on the bus. Problems are reported to the administration and a copy of bus referral form will be sent home for a parent signature. If a student misbehaves on the bus he/he may lose bus privileges.
 - Only students living in designated "bused areas" are to ride the bus unless they have written permission from the administration.

CAFETERIA

1. School Lunch Program:

Scottsdale Nutrition Services serve nutritious meals every school day. Students may buy lunch for \$2.85 a day. Money may be put on the students' lunch debit type card on the first day of the school week, (there is no limit to the amount you may put on this card) before school, in the cafeteria. You may request a report from the cafeteria manager showing what types of food items your child is spending his/her lunch money on each day. This is a great way for you as a parent to see what and when your child is eating. Students bringing their lunch may purchase a carton of milk or juice for 75¢ a carton. It is important that students have money or their lunch with them everyday. Adult lunch price is \$3.75 per day. Parents are welcome to join their children for lunch. Please be sure to sign in the administration office before going to the cafeteria. Everyone must have a "Hohokam Partner Pass" sticker or Hohokam Visitor badge on at all times.

2. All students are expected to eat lunch. Please discuss any exceptions to this with the administration or school nurse. Students that are excused from eating will go to the cafeteria, and then report to the playground with their class. If a student needs additional time in the cafeteria to finish his/her lunch, this time will be provided. The student may be moved to the side of the cafeteria to finish his/her lunch. Students may use the whole lunch period to finish their lunches.

3. The cafeteria is supervised during the noon hour by duty aides and other school personnel. They are responsible for conduct in the cafeteria and encourage the students to use good manners. Students are responsible for following all school rules and using appropriate manners in the cafeteria.

4. The following procedures will be used in the cafeteria:

- Students enter the cafeteria from the northwest door.
- Students exit through the southwest door and go directly to their assigned playground with the person on duty.
- Each teacher will assign two students to wipe down the tables at the end of the eating time.
- Students must remain seated until they are dismissed by the duty aide personnel.
- Students are responsible for throwing their own trash away and for cleaning up any mess they make. The custodial staff will be in the cafeteria to provide needed assistance.
- Use inside voices at all times.
- Follow all directions the first time they are given.
- No food is to be taken out of the cafeteria.

5. Breakfast Program:

A nutritional breakfast is provided each morning in the classroom. All students will be offered breakfast free of charge. Breakfast begins right at 8:45 am each morning in the homeroom class.

CHARACTER EDUCATION

Hohokam utilizes MTSS-B (Multi-Tiered Systems of Support for Behavior) with established behavior expectations as identified on our SOAR behavior matrix. SOAR is an acronym for Safety, Ownership, Achievement, and Respect and delineates behavior expectations in each of the following areas of our campus: Classroom, Cafeteria, Hallways/Outside, Library/Computer Labs, Restrooms, and the Playground.

Students exhibiting the expectations will be rewarded with a SOAR ticket and will be entered in our weekly drawing on the morning announcements.

CLASS LISTS

1. Parents may contribute to what they believe to be the most advantageous classroom placement of their child by filling out the parent “Input Form.” These forms may be obtained from the office and must be received back in the school office by the designated deadline. The “Input Form” will be available each spring as soon as the staffing patterns are set for the next school year. Please watch the school newsletter for this deadline.
2. Classes are formed after considering the following: balance of male/female students, academic abilities, learning styles, special education students, personality mixture, behavior, input forms, gifted students, and language acquisition students.
3. The school staff determines the final decision regarding the placement of each student.

CONFERENCES

1. Parent-Teacher conferences are conducted in order to:
 - Establish a common understanding of the goals and expectations for each student.
 - Develop a shared understanding of the role of the student, the teacher, and the parent in ensure that the expectations are met and the goals reached.
2. There will be designated weeks during the school year if you would like a formal face-to-face parent-teacher conference; **October 17-19 and March 20-22** will be early release days for the purpose of Parent-Teacher conferences. **Teachers will communicate to parents/guardians the dates and times available.**
3. Parents or teachers may request a conference at any time.

DRESS CODE

Hohokam Elementary School has a standard of dress for kindergarten through **fifth** grade students. The standard of dress gives the school a positive and distinct identity and reflects the values of the school and community. Students are required to conform to the dress standard each day.

Section I. Dress Code Requirements and Guidelines

A. Kindergarten through **Fifth** grade students are restricted to the following clothing:

1. TOPS: All shirts must be a solid color (white, green, yellow, black, red or blue), collared with long, $\frac{3}{4}$ or short sleeve. Small logos (approx 1 sq. inch) allowed.
Fridays or designated days by administration: Students may choose to wear an approved spirit day t-shirt in lieu of the regulation collared shirt. **For school weeks that end on a day other than Friday, the last day of that week will be considered a denim / blue jeans day.**
2. BOTTOMS: solid color (khaki, black, or navy) (No Blue Jeans or Sweat Pants)
 Boys: Pants or shorts.
 Girls: Pants, capris, shorts, skirts, skorts or jumpers. (Leggings, tights, and footless tights may only be worn under shorts, skirts, skorts, and jumpers for warmth.)
Fridays or designated days by administration: Students may choose to wear denim/ blue jeans. **For school weeks that end on a day other than Friday, the last day of that week will be considered a denim / blue jeans day.**

DRESS CODE continued

B. Additional Guidelines. In addition to the dress code requirements set forth above, the following specific guidelines shall apply:

1. All skirts, pants, capris, skorts and shorts need to be worn at the waist at all times, hemmed, and may not be oversized/undersized. Girls' skirts, skorts, shorts and jumpers must reach at least mid-thigh length.
2. Any shirt worn underneath the approved uniform shirt must be one of the approved colors (white, green, yellow, black, blue, or red) and may not extend past the waist.
3. Shoes must be worn at all times. They must be matching and properly tied. Flip flops are not allowed and shoes may not have a heel higher than one-half inch. In addition, students are expected to comply with safety dress requirements on physical education days.
4. Socks must be matching and may not extend onto or above the knee.
5. Tights, footless tights and leggings must be solid (no trim) in one of the following colors: white, green, yellow, red, black or navy.
6. All jewelry shall remain on the owner. It shall be worn in the manner designed. Pierced body jewelry, other than earrings in the ears, shall not be allowed
7. Baseball caps or other headwear (including hoods on jackets) may not to be worn inside buildings. Baseball caps worn outside of buildings must have the bills facing forward.
7. No hairnets or bandanas may be worn.
8. No makeup or lip-gloss may be worn. Solid nail polish will be permitted unless teacher deems it a distraction. Tattoos may not be worn.
9. Jackets, coats, sweaters, sweatshirts, knit stocking caps and scarves can be worn outside of the school building but students will be asked to remove once they enter a classroom. Teachers may use discretion based on the weather.
10. Hair must be neatly groomed, with no extreme cuts, styles or unnatural coloring.
11. Principal approved organizations (i.e.: Brownies/Girl Scouts, Cub/Boy Scouts) may be allowed to wear their uniform on the day of the event.
12. Administration may designate specific days for alternative dress.

C. Gang-Related Apparel/Grooming: The Governing Board desires to keep District schools and students free from the threat of harmful influences by a group or gang that advocates drug use or disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, notebook, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of other students.

DRESS CODE continued

Section II. Exemptions

A. Application for Exemption. Families desiring not to follow the standard of dress may apply for an exemption. To exercise that option, the parent or guardian must complete the waiver and provide a written statement identifying the reason(s) that the student should be exempt from the standard of dress policy. The following reasons may be taken into consideration:

1. Religious
2. Medical

Whether to grant a partial or complete exemption is within the discretion of the principal or assistant principal. Exemptions will be based on individual circumstances and granted only for the school year in which the application is made. All applications for exemption (with the exception of medical) must be made within 30 days of the first day of that student's attendance.

B. Non-Discrimination. The District or Hohokam will not discriminate against any student granted an exemption to the standard of dress policy.

Section III. Interpretation and Violations

A. Interpretation. Hohokam administration or teachers may question the dress of any student. The Hohokam principal or assistant principal will have complete and final judgment on all matters concerning interpretation of the standard of dress policy. Matters concerning appearance and dress not specifically covered in the standard of dress guidelines shall be within the discretion of the principal or assistant principal, (Reference: Uniform Code of Student Conduct) as follows:

Immodest or distracting dress or appearance of any type is not permitted. This is not confined to clothing, but also includes fads in hairstyles, makeup or other attractions that would, in the opinion of the principal or assistant principal, tend to promote student disruption, jeopardize student conduct or otherwise interfere with the educational process. Clothing or appearance will be considered inappropriate if, in the judgment of the principal or assistant principal, it presents a risk to the health, safety or general welfare of the students, staff, or others.

1. Interferes with or disrupts the educational environment or process;
2. Is counterproductive to the curriculum goals or educational objectives;
3. Produces disorder or creates an atmosphere of threat, intimidation or undue pressure; or
4. Causes excessive wear or damage to school property.

EMERGENCY CARD

If a child becomes ill or is injured while in school, parents or guardians will be contacted. If they are not available, the school nurse or designee will then contact the emergency names listed on the emergency card. It is **important to notify the school of any changes** in phone numbers or place of employment. **Arizona Revised Statutes states that parents are required to provide the school with current phone numbers for emergencies.** You can imagine how your child would feel if we were unable to reach you during the school day and your child was not feeling well.

EMERGENCY DISMISSAL:

In the event that it is necessary to dismiss school in an emergency, (i.e., flood, fire, loss of facilities, national emergency, etc.), we suggest that each family design a plan that will ensure the students arrive home in a safe and timely manner. If for some reason we need to close the school, we would only dismiss the children to their parents or persons listed on the emergency cards. All other students would be relocated off site. If we need to close school but not leave the school grounds, we would again only dismiss the students to their parents or persons listed on the emergency cards. All other students would remain on campus with the staff until parents arrive to pick them up.

GENERAL RULES

1. General school rules:

- Arrive at school no earlier than 8:20 a.m. unless arrangements have been made with the classroom, special subject teacher, or enrollment in after school programs. There is not supervision on the playground before 8:20 a.m.
On rainy days, students are to report to the cafeteria.
- Walk to and from class and use the walkways wherever you go on the school campus. (This does not include playing field and playground areas.)
- Do not bring toys, guns (real or pretend), electronic games, radios, cameras, water toys, or balloons to school.
- Gum chewing, sunflower seeds and spitting is not allowed.
- Students are not allowed to sit, stand or walk on any brick walls on the campus.
- Climbing on or over the fences and/or onto the school roof is not allowed.
- Students are allowed to carry cellular phones but they may not be seen or heard. Use during the school day is prohibited; unless direct to do so by a staff member. Inappropriate use of a cell phone will cause the phone to be confiscated. The parent/guardian will need to come to school to retrieve the phone.

GRADING STANDARDS

The grades that appear on the report card are the teacher's interpretation of the child's performance based on the standards established by the District for each grade level. The following guidelines are utilized to determine a child's grades:

1. The Common Core Report Cards used in Kindergarten, First and Second, grades. Grading symbols will be:
3 = Proficient 2 = Approaching 1 = Needs Support X = Not Evaluated
2. The symbols for grading effort and conduct in grades K-2 will be:
++ = Consistently demonstrates + = Developing (-) = Improvement Needed
3. The grading symbols used in Third through Fifth grades will be:
4= Advanced 3= Proficient 2= Developing 1= Needs Support X = Not Evaluated
4. The symbols for grading effort and conduct in grades 3-5 will be:
++ = Consistently demonstrates + = Developing (-) = Improvement Needed

GRADING STANDARDS Continued

5. Report cards will be distributed **four** times per year in grades K-5. Report cards will be issued on these specific dates: **October 19th, 2018; January 11th, 2019; March 22nd, 2019; and May 30th, 2019.**
6. Spelling and handwriting in elementary schools, will be incorporated under the subject of Language Arts.
7. Pupil attendance will be reported each grade period on the report card.
- ~~8. Sixth Grade will follow middle level grading criteria and guidelines....~~

HEALTH CENTER

A registered nurse is on full-time duty in our health center. In case of illness or accident, children are seen by the nurse. If the nurse determines that the child is to be sent home, the parents will be contacted to make the necessary arrangements.

The nurse keeps all the health records for our students. The emergency file for work phone numbers, and other emergency numbers, which we can call if necessary, is also kept in the Health Center. **Please send this information to school and help keep our records current.**

Medications given at school must be in the original prescription bottle. The nurse must have written permission and instructions to administer the medication. Medications may only be taken in the Health Center and must be stored there also. Parents or guardians must transport medications to and from school. Students cannot bring their own medication to school. If you need to make special arrangements to get the medication to and from school, please contact the school nurse.

HOMEWORK – PHILOSOPHY/GUIDELINES

The Scottsdale School District encourages their students to put forth effort outside of the school day. Therefore, it is sometimes necessary to assign homework that supports classroom learning by:

- Providing practice of skills and concepts introduced in class.
- Strengthening basic skills.
- Stimulating and furthering personal interests.
- Developing independent study skills.
- Developing initiative and responsibility.

Please note, homework is not included in academic grades, but rather reported in “Characteristics that Support Learning.”

The approved time allocations for homework are as follows:

Grades K-3	Up to 30 minutes*
Grades 4- 5	40 to 60 minutes*

*This may not include their 30 minutes of reading nightly.

IMMUNIZATION

Immunizations are required for school enrollment and attendance. Arizona state law makes immunization mandatory for each school child in kindergarten through the 12th grade. The law also mandates that a record of immunizations be on file at the school for each child. An official record of immunization would be an immunization booklet or physician's record. To comply with the law, each child must be completely immunized or be in the process of being immunized prior to school enrollment. The district needs the cooperation of all parents to meet these requirements and to help insure a "healthy" school environment. According to state law, each child must be immunized against the following diseases before their initial enrollment in school:

Rubella (German Measles)	Poliomyelitis
Rubeola (Measles)	Diphtheria
Hepatitis B (series of three shots)	

You may call Maricopa County Health, 602-506-6767, for information on obtaining immunizations.

INSURANCE

The school does not provide insurance for students. You may, however, purchase insurance at a minimal cost through a private company. Your child will be bringing home information on an insurance plan that may be of interest to you. Sending home this information is the only insurance service that the school will provide.

REGISTRATION

In order to register for Hohokam, parents must provide the following information:

- Immunization information (a student must be up to date in immunizations).
- Original Birth certificate.
- Proof of residency in our attendance area (such as a utility bill, with parent's name and address, a rent receipt or lease agreement). A driver's license will not be accepted.

STUDENT DISCIPLINE

At Hohokam Elementary School, a common set of behavioral expectations consisting of rules and guidelines for being safe, respectful, and responsible is expected at all times, in all areas. All staff members are responsible for enforcing student rules of conduct and are primarily responsible for their classroom discipline. There is a common standard being used for student discipline by the teachers.

Hohokam has adopted the MTSS-B (Multi-Tiered Systems of Support for Behavior) model for student and staff behavioral expectations. If a child makes inappropriate choices, the teacher may take the following steps:

- Hold a mini conference with the child to reteach behavior expectation.
- Use a consequence from his/her discipline plan such as loss of a special privilege or detention.
Contact the parent/guardian. In the event that a note is sent home; the child will return the note signed by the parent/guardian.
- Give the child time-out in another classroom – parent may be notified.
- Refer the child to the office – parent will be notified.

The administration or designee maintains authority to take whatever disciplinary action is believed to be appropriate including action on a first offense, if in his judgment the offense is of such magnitude as to be detrimental to the school program. As per Board policy, only the administration or his designee may use suspension. A complete copy of the Scottsdale School District Code of Conduct is included in the student packet distributed the first day of school.

STUDENTS LEAVING SCHOOL

Hohokam is a closed campus. After arriving, students will not be allowed to leave the school grounds unless accompanied by a parent/guardian. If someone other than the parent/guardian is to check out the student, that person must be listed on the student's emergency card, or the parent/guardian must send in signed permission for the student's release. Students will be released only through the office. Any child leaving school during school hours is required to check out in the office. At normal end-of-the-day dismissal time, students are expected to immediately leave campus and go directly home.

VISITING SCHOOL

We welcome parents to visit school at any time. Arizona Revised Statutes require that all guests check into the office before visiting classrooms. A "Hohokam Partner" sign-in sheet is provided in the office. "Hohokam Partner Passes" sticker or Hohokam Visitor Badge are required and must be worn by all guests while on campus. In order to be on campus, children must be enrolled in Hohokam Elementary School or under the direct supervision of a parent volunteer. Students/children will not be allowed to visit unaccompanied under any circumstances.