

**Hohokam Elementary School
Student/ Family Handbook
2023-2024**



8451 E Oak Street
Scottsdale, Az 85257

Office Phone: 480-484-1800
Attendance Phone:
English- 480-484- 1898
Spanish - 480-484-1899

Principal	Mr. Chuck Rantala
Assistant Principal	Ms. Maggie Finan
Administrative Support Coordinator	Mrs. Judy Edmondson
Admin Support Tech/Registrar	Ms. Diana Perez
Community Specialist	Ms. Edna Salgado
General School and Office, Crossing Guard, and Noon Aide	Mrs. Tracy Eggert

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

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 an 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 Family/Student handbook will help you understand the policies and procedures we will be using for the 2023-2024 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 Conduct" 2023-2024](#). Both can be found on our website: [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 the handbook with your child/ren, click on the [Google Form link](#) to acknowledge your commitment to Hohokam's handbook and SUSD's Code of Conduct.** It is our expectation that every Hohokam family completes the Google Form within 5 school days of the child's start date. Families must complete this form annually. If you have more than one child attending Hohokam Elementary School, please fill out an acknowledgment form for each child. These records will be kept on file in the school's main office.

We thank you in advance for completing the Google Form and complying with Hohokam and SUSD's expectations and procedures. 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

Maggie Finan- Assistant Principal

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Elementary School Philosophy and Curriculum

Hohokam Elementary School is committed to academic excellence and belief that a partnership between home and school is vital to a child's success. 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. 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. Our district offers one to one Chromebooks for all students. Classrooms are also equipped with a ViewSonic interactive display panel and an audio system. In addition, students have access to a variety of educational software and digital learning opportunities.

Mission Statement

A school community committed to nurturing the achievement, growth, and well-being of every student. We compassionately and respectfully educate the minds and hearts of our students.

Vision Statement

We are committed to ensuring all students develop the foundational academic, civic responsibility, social-emotional, and behavioral skills to allow them to achieve success in middle school, high school, college, career, and beyond.

Core Values

Classrooms with a Strong Academic Focus
Linear and Sequential Curriculum
School-wide Positive Behavior expectations
Quality special area classes and programs
Partnership between Home, School (APT) and Community
A safe, equitable, and successful learning environment for all students and adults

SCHOOL HOURS

FIRST BELL RINGS AT 8:40 A.M.

Regular School Day

Grades K-5
8:45 – 3:15

Early Release Day

Grades K-5
8:45 – 1:15

Because our playgrounds are not supervised until 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 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 always keep your child's emergency card updated. 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.

For dates of early release days, click [here](#) for SUSD's 23-24 school calendar.

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 on the school bus.

ATTENDANCE PROCEDURES

Regular attendance for students bell-to-bell is critical in order to maximize their learning and growth during the school year. If your child does need to be absent due to illness or other reason, please follow these guidelines to report an absence.

1. For student safety, as well as a deterrent for any unexcused absences, it is the parent's responsibility to contact the school office on the attendance number, **480-480-1898 (English) 480-484-1899 (Spanish)**, 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 automatic robo call system. 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, reason for absence, and request for homework. It is vital that all absences are reported and verified.

YOU MUST STATE A REASON FOR STUDENT ABSENCE. PERSONAL REASONS ARE NOT EXCUSED ABSENCES.

2. If for some reason you were unable to call the attendance line to report an absence, an unexcused absence will be recorded.

Families will be notified after 3, 12, and 16 absences. SUSD will post attendance letters to ParentVue at 5, 10, 15, and 18 absences. You will be notified monthly via ParentSquare when attendance letters post to ParentVue.

At 10 absences, families may be placed on an attendance contract. Families will be required to come in and attend an attendance meeting if attendance continues to be an issue.

Tardy and Late Arrivals to School

Any student not in the classroom when the 8:45 a.m. bell rings is considered tardy.

Regular and punctual school attendance provides students with an essential foundation for achieving academic success and assists in developing habits necessary for college, career, and life. Therefore it is critical that students are in attendance from bell-to-bell each day; as these interactions cannot be replicated outside the classroom.

Medical appointments of any type will be considered an excused tardy and will not count towards an attendance infraction.

Early Pick-Up

Regular attendance for students bell-to-bell is critical in order to maximize their learning and growth during the school year. If your child does need to be picked up before 3:15 PM, the Hohokam office will call the student up ONCE families have arrived at school to pick up their child to minimize loss of instructional time. Please know that it can take 5-10 minutes for students to get to the office, so families must plan accordingly.

The end of the day is quite busy in the classroom, so picking up students after 2:30 PM should be reserved strictly for emergencies.

Change of Dismissal Method

Please ensure that your child/ren know where they are going at dismissal when they arrive at school each day. In the event that you must change your child's dismissal destination, please notify the teacher by 12:00 PM. If you do not receive confirmation that your child's teacher has received the message, please call the office by 1:00 PM to ensure your child's teacher is aware of the change.

Closed Campus

The Scottsdale Unified School District is a closed campus school district. Students may not leave the school grounds during the day without being signed out of 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.

Withdrawal

A student may be withdrawn from school after ten consecutive days of unexcused absence. Please refer to the SUSD Uniform Code of Conduct for details regarding 5 or more absences (**page 51.**) 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 re enrollment process. Please remember, the hardest child to educate is the child who does not come to school on a regular basis.

Absences and tardies will be denoted on each report card.

BICYCLES/ROLLERBLADES/SKATEBOARDS/SCOOTERS

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 to and from school.

Bicycles and scooters must be parked in designated areas. A bicycle/scooter may only utilize one space in the bike rack.

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.

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.

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.

District policy states that bicycles, roller blades, scooters and skateboards are not to be ridden on campus at any time. This includes the parking lot as well. Any violation may result in confiscation and parent pick-up.

BIRTHDAY CELEBRATIONS

For the safety and well-being of all students, we are unable to allow food treats to be brought in to celebrate birthdays. Additionally, students cannot receive deliveries at Hohokam (flowers, cookie bouquets, etc), and balloons are not permitted on campus due to the motion detectors of our alarm system.

WHY?

Health and Safety: The CDC reports that “Childhood obesity is a serious health problem in the United States where 1 in 5 children and adolescents are affected.” We hope that celebrating without food or treats will positively impact the health of students. With 1 in 13 children having at least one food allergy, anyone serving food to children needs to be aware of food allergies and the potential for a life-threatening allergic reaction. The safety of all students is Hohokam's top priority.

Loss of Instructional Time: While staff will continue to find creative ways of celebrating birthdays/special events with students, it is important to protect the instructional day so that it is not spent passing out cupcakes/treats, cleaning up messes, and dealing with hurt feelings.

If you would still like to celebrate your child’s birthday at school (with non-food items), please connect with your child’s teacher in advance.

BOOKS

School library hours are the same as school hours. Individual students may check out materials. 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.
- Check out for a one-week period.
- Items may be renewed.

The number of items checked out depends on the grade level.

Lost or damaged materials will be assessed a fee when the repair costs exceed the replacement cost. Fees are 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.

COMPUTERS

Every student will be issued a district-owned computer for school/home use. Families may purchase insurance for their child's district computer for \$30.00/year. Insurance must be purchased within two weeks of the child receiving the computer. According to district technology guidelines, stickers and personalizing computers is prohibited. This computer will remain checked out to the child throughout their enrollment in SUSD. If your child's grade level requires your child to bring their computer home, the **charged** computer must return to school daily.

For SUSD's Technology Policy, click [here](#) (p.69-70)

BUSES

All students who ride SUSD buses are expected to adhere to the following expectations. All students who ride the bus are asked to sign a "Bus Pledge". Parents should also sign the "Bus Pledge" to reflect they understand the expectations for riding a district bus. Here are the expectations;

I will be safe...

Stay on the sidewalk until it is time to load.

Go directly to my seat.

Keep the bottom on the seat.

Stay seated and face forward.

Keep your body inside the bus.

I will be respectful....

Keep my hands, feet and objects to myself..

Share space with others.

Talk softly so others may hear directions from the bus driver.

Use appropriate language.

Keep food and drink away (except water)

I will be responsible

Be at my stop on time.

Report problems to the driver.

Use STOP WAIT TALK.

Arriving at school:

All students must go directly to their designated playground area if they arrive before 8:40.

If the 8:45 bell rings before you arrive at your classroom, you must report to the office for a tardy slip.

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 the bus referral form will be sent home for a parent signature. If a student misbehaves on the bus he/she 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

School Lunch Program

The Scottsdale Unified School District’s 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 account by registering on The Titan website. You may also see 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. It is important that students have money or their lunch with them everyday. Adult lunch price is \$4.50 per day.

For assistance with lunch, please see Edna Salgado in the front office.

All students are expected to eat lunch. Please discuss any exceptions to this with the administration or school nurse.

The cafeteria is supervised during the noon hour by duty aides and other school personnel. Students are responsible for following all school rules and using appropriate manners in the cafeteria.

The following procedures will be used in the cafeteria/playground:

Students are walked to their designated playground by their teacher.

After recess, students will enter the cafeteria through the door directed by the Noon Duty Supervisor and sit down for lunch.

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. Students will follow the SOAR Cafeteria Expectations while they are inside the cafeteria.

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 8:20 am each morning via the breakfast carts located in the center of the school. Students will eat breakfast outside and pick up all trash they may have created.

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**. The behavior matrix delineates behavior expectations in each of the following areas of our campus: Arrival/Dismissal, Assembly, Cafeteria, Classroom, Playground, Restrooms, Walkways, and the Library.

Students exhibiting the schoolwide behavioral expectations will be acknowledged with positive reinforcement.

SOAR Matrix

Hohokam Elementary Falcons	S Safety	O Ownership	A Achievement	R Respect
Classroom	<ul style="list-style-type: none"> * Walk * Keep hands, feet, and other objects to yourself * Use materials as instructed * Keep passwords private 	<ul style="list-style-type: none"> * Keep space clean and organized and orderly * Be present, punctual, and prepared * Take responsibility for learning and meet expected goals 	<ul style="list-style-type: none"> * Use time wisely * Demonstrate perseverance * Complete all assignments to the best of your ability 	<ul style="list-style-type: none"> * Use appropriate language and tone of voice with others * Follow adult directions the first time * Be kind
Cafeteria	<ul style="list-style-type: none"> * Stay seated * Keep hands, feet, and other objects to yourself * Eat your own food 	<ul style="list-style-type: none"> * Use self-control * Use quiet voices * Raise your hand to leave your seat 	<ul style="list-style-type: none"> * Clean up after yourself by disposing food and trash properly 	<ul style="list-style-type: none"> * Use good manners “please” and “thank you” * Honor the personal space of others * Follow adult directions the first time
Walkways	<ul style="list-style-type: none"> * Walk on sidewalks and keep to the right * Stop at intersections * Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> * Keep outside area clean * Always have a pass * Use a quiet voice 	<ul style="list-style-type: none"> * Proceed quickly to your destination * Accept your place in line 	<ul style="list-style-type: none"> * Follow adult directions the first time * Keep hands, feet, and other objects to yourself * Use appropriate voice levels and language
Library	<ul style="list-style-type: none"> * Walk * Stay in your own space in line while waiting to check out * Keep hands, feet, and other objects to yourself 	<ul style="list-style-type: none"> * Keep area and equipment clean * Put materials back the way you found them 	<ul style="list-style-type: none"> * Use time wisely * Return books on time 	<ul style="list-style-type: none"> * Use appropriate voice levels and language * Take care of the books * Follow adult directions the first time
Restrooms	<ul style="list-style-type: none"> * Use bathroom materials properly * Wash hands with soap and water for 20 seconds * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Flush, wash, & leave * Keep restroom clean and graffiti-free * Report unsafe conditions 	<ul style="list-style-type: none"> * Wash and dry hands * Return to class quickly 	<ul style="list-style-type: none"> * Maintain the privacy of others * Keep school materials and supplies in the classroom
Playground	<ul style="list-style-type: none"> * Use playground equipment correctly * Stay in designated areas * Leave rocks, woodchips, sticks, and dirt on the ground 	<ul style="list-style-type: none"> * Keep playground clean * Include and cooperate with others * Report problems to adults 	<ul style="list-style-type: none"> * Line up at first whistle 	<ul style="list-style-type: none"> * Play fair and follow playground rules * Use appropriate voice levels and language * Follow adult directions the first time
Arrival/Dismissal	<ul style="list-style-type: none"> * Stay on sidewalks in designated areas * Keep hands, feet, and objects to yourself. * Use crosswalks 	<ul style="list-style-type: none"> * Be aware of others and your surroundings * Arrival- Walk straight to the playground or classroom * Dismissal- Walk straight home or to parent pickup 	<ul style="list-style-type: none"> * Stay in your designated zone 	<ul style="list-style-type: none"> * Follow adult directions the first time * Greet others politely and acknowledge others when they speak to you
Assembly	<ul style="list-style-type: none"> * Walk-in and out of the assembly area quietly * Stay with your class * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Listen and watch attentively * Voices off during the presentation 	<ul style="list-style-type: none"> * Cheer for celebrations appropriately 	<ul style="list-style-type: none"> * Arrive on time * Follow adult directions the first time * Listen to the speaker
Collaboration Spaces	<ul style="list-style-type: none"> * Walk * Keep hands, feet, and other objects to yourself * Use materials as instructed * Keep passwords private 	<ul style="list-style-type: none"> * Keep space clean and organized and orderly * Be present, punctual, and prepared * Take responsibility for learning and meet expected goals 	<ul style="list-style-type: none"> * Use time wisely * Demonstrate perseverance * Complete all assignments to the best of your ability 	<ul style="list-style-type: none"> * Use appropriate language and tone of voice with others * Follow adult directions the first time * Be kind

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CLASS LISTS

Parents may contribute to what they believe to be the most advantageous classroom placement of their child by filling out the parent “Input Form.” This form will be shared through ParentSquare in April, once staffing patterns are set for the next school year. Please watch the school website and newsletter for this deadline.

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.

The school staff determines the final decision regarding the placement of each student.

CONFERENCES

Parent-Teacher conferences are conducted in order to:

1. Establish a common understanding of the goals and expectations for each student.
2. Develop a shared understanding of the role of the student, the teacher, and the parent in ensuring that the expectations are met and the goals reached.

The district has provided designated weeks during the school year for parent-teacher conferences. See your [district calendar](#) for these predetermined early release days for the purpose of Parent-Teacher conferences. Teachers will communicate to parents/guardians the dates and times available. 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 respect the dress code each day.

Please see the [SUSD Code of Conduct](#) for detailed information regarding dress code.

Dress Code Requirements and Guidelines per the SUSD Code of Conduct;

“Student dress and grooming are generally a matter of personal choice. However, the District recognizes that there is a relationship between student dress and student success, school pride, the safety and general welfare of students and staff, and the accomplishments of the curriculum goals and educational objectives. Accordingly, District dress and grooming standards prohibit student dress or grooming that, in the judgment of the school administration:

- A. Presents a risk to the health, safety or general welfare of students, staff, or others.
- B. Interferes with or disrupts the educational environment or process.
- C. Is counterproductive to curriculum goals or educational objectives.
- D. Produces disorder or creates an atmosphere of threat, intimidation or undue pressure.
- E. Causes excessive wear or damage to school property.

Consequences for Violation: In addition to any disciplinary action taken pursuant to Article B, students who do not adhere to the District’s Guidelines for Dress may be asked to do any of the following:

- Turn inappropriate clothing inside out
- Change into clothing that may be provided by the school
- Have other clothing brought to school, or remove the accessory

Elementary-aged students must wear closed-toe shoes for PE. or other physical activity.

*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.*

STUDENT ID'S

Per SUSD Policy, during the school day, all 2nd-12th grade school students are required to wear their school identification in such a manner that it is always clearly visible.

Elementary students may be required to wear their school identification at certain times throughout the day as deemed appropriate based on grade level, nature of the activity, etc.

School identification is required to ride the school bus, purchase food on a lunch account, check out a library book or access an account at the bookstore.

Identification cards must be from the current school year and may not be altered. Initial identification cards are provided free of charge.

Bus Riders- All students (K-5) must have identification to get on the bus. After 2 warnings, bus drivers will not allow students without ID's to get on the bus for dismissal. Students will be taken to the office and a parent/guardian will have to come pick the child up. The person picking the child up will have to be listed on the emergency contact information in Synergy.

Students are required to pay \$5.00 for any lost or damaged identification cards.

CELL PHONE USE

In accordance with the SUSD Student Code of Conduct, during the school day, cell phones, including, without limitation, smart watches, are to be turned off and stored away, unless a teacher or administrator specifically authorizes their use.

Violations for breaking SUSD's cell phone policy.

1st offense: Consult with student, with notification to parent

2nd offense: Student device will be stored in the school front office during school hours; parent advised and may retrieve the device

3rd offense: Student will not be permitted to have a cell phone at school during the regular school day; parent will be alerted to retrieve device

Strike count will reset at the beginning of each new semester

Rationale:

- Hohokam/SUSD values optimal classroom environments that are conducive to student learning and promote positive social interactions throughout the school day.
- Teachers spend an inordinate amount of valuable instructional time managing student use of electronic devices, specifically cell phones.
- Cell phone use distracts students from being focused on their learning.

If you have questions, please contact Mr. Rantala.

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.** Due to health and safety concerns, we make every attempt to send sick children home. In order to prevent the spread of illness, it is important for the office staff along with our school nurse to be able to contact parents when their child is too sick to stay at school.

Arrival & Dismissal

[Click here](#) for a map of student drop-off and pick-up locations. Student drop-off begins at 8:20. The tardy bell rings at 8:45. Student pick-up begins at 3:15 for 1st through 5th grade (3:10 for Kindergarten and Pre-K). To keep students safe, parents wishing to park in the parking lot must walk their child/ren across the parking lot and crosswalk. If you'd prefer to stay in your car, we invite you to use the designated drop-off lane.

Family Numbers- All families will be given a designated number (only one number per family). Please make your family sign visible when picking up your child for dismissal. This will help ensure a safe and quick pick-up for all families.

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 will 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

The following is a list of general school rules to keep students safe and the environment orderly:

- Arrive at school no earlier than 8:20 a.m. unless arrangements have been made with the classroom special subject teacher, or enrollment in before school programs.
- There is no supervision on the playground before 8:20 a.m.
- On rainy days, students are to report to their homeroom.
- Walk to and from class and use the walkways wherever you go on the school campus.
- 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.

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 Scottsdale Unified School District for each grade level. The following guidelines are utilized to determine a child's grades:

1. The grading scale used in Kindergarten, First and Second, grades is the following:
3 = Proficient 2 = Approaching 1 = Needs Support X = Not Evaluated
2. The symbols for grading effort and conduct in grades K-2 is the following:
++ = Consistently demonstrates + = Developing (-) = Improvement Needed
3. The grading symbols used in Third through Fifth grades is the following:
4= Advanced 3= Proficient 2= Developing 1= Needs Support X = Not Evaluated
4. The symbols for grading effort and conduct in grades 3-5 is the following:
++ = Consistently demonstrates + = Developing (-) = Improvement Needed
5. Report cards will be distributed four times per year in grades K-5.
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.

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/GUIDELINE

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 ensure 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)
Rubeola (Measles)
Hepatitis B (series of three shots)

Poliomyelitis
Diphtheria

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

REGISTRATION

Parents are required to fill out an annual updated report in Synergy ParentVue with correct information.

STUDENT DISCIPLINE

At Hohokam Elementary Schools, a common set of behavioral expectations consisting of rules and guidelines for being **safe**, showing **ownership, achievement** and **respect** 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 expectations.
- Use a suggested intervention as recommended by the MTSS B site team such as a 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 – parents may be notified.
- Refer the child to the office – the parent will be notified through administration if this step has been reached by the student.

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 available [here](#).

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, and the parent/guardian must contact the front office to give 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 believe that our students deserve the maximum possible uninterrupted instructional time during the school day. We request your help and cooperation in limiting interruptions. Therefore, parents and other authorized adults are invited to visit their students' classes only for special events and occasions or with prior approval from teacher and administration.

A Hohokam sign-in sheet is provided in the office. Hohokam Visitor Badges 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.

Hohokam Elementary School 
**Student and Family Handbook &
SUSD's Code of Conduct Acknowledgment**

We have read and discussed Hohokam Elementary School's 2023-2024 handbook and SUSD's Code of Conduct Policy.

Click Here for Google Form Acknowledgment.

<https://docs.google.com/forms/d/1DHe0wi-s50cRY5lZCmmo9nWGuD52UXxLwpCPhQq7GLQ/edit>