

# ***Hohokam and Yavapai Elementary School*** **2021-2022**



8451 E Oak Street  
Scottsdale, Az 85257

Office Phone: 480-484-1800  
Attendance Phone:  
English- 480-484- 1800 prompt #1  
Spanish- 480-484- 1800 prompt #2

Principal	Mr. Chuck Rantala
Assistant Principal	Mrs. Kelley Perry
Administrative Secretary	Mrs. Judy Edmondson
Registrar	Mrs. Diana Perez
Administrative Tech Support	Mrs. Martha Ybarra
General School Aide and Crossing Guard	Mrs. Tracy Eggert

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

# *Welcome to Hohokam and Yavapai Elementary School!*

Dear Hohokam and Yavapai 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 and Yavapai 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 2021-2022 school year. The policies and procedures were written to ensure the success of your child, and all children that attend Hohokam and Yavapai Elementary School. If all members of our community make the appropriate choices, Hohokam and Yavapai Elementary Schools 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" 2022-2022. Both can be found on our websites: [Hohokam](#) or [Yavapai](#). 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 and Yavapai Elementary Schools. **After discussing the contents of the handbook and UCC 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 returns a signed signature page for our student handbook by the date requested by administration. If you have more than one child attending Hohokam and Yavapai 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. 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

Kelley Perry - Assistant Principal

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# ***Elementary School Philosophy and Curriculum***

Hohokam and Yavapai Elementary Schools are committed to academic excellence and believe 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. Art, music, P.E., library, and band/strings (4<sup>th</sup>-5<sup>th</sup>) are included in the base curriculum.

At Hohokam and Yavapai, 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 board 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 (PTA) 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.

## 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

Please follow these guidelines when reporting an absence for your student.

1. As a safety factor for our children, as well as a deterrent for any unexcused absences, it is the parent's responsibility to contact the school office on the attendance number, **480-480-1800**, 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, 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 for some reason you were unable to call the attendance line to report an absence, an unexcused absence will be recorded.

### **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. Consistent attendance enables students to benefit from shared experiences that are integral to your learning process and cannot be replicated outside of the classroom. Class discussions, interactions with the classroom teacher, and peers are a large part of instruction and learning. 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 as an excused tardy and will not count towards an attendance infraction.

### **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 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.

### **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 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 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. The bike racks will be locked while school is in session.

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.

## **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 two-week period.
- 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 may check out two books for the classroom or home.  
First through fifth grades may check out two books.

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.

## **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. 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 or Yavapai visitor badge on at all times.

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.

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.

The following procedures will be used in the cafeteria:

Students enter the cafeteria from the door closest to their Schoolhouse.

Students exit through the door directed by the Noon Duty Supervisor and go directly to their assigned playground with the person on duty.

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 ROCKS 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 8:45 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 and Yavapai utilize MTSS-B (Multi-Tiered Systems of Support for Behavior) with established behavior expectations as identified on our **ROCKS** behavior matrix. **ROCKS** is an acronym for **RESPECT, OWNERSHIP, COOPERATION, KINDNESS** and **SAFETY** and 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.

## ***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.” 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 website 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 if you would like a formal face-to-face parent-teacher conference. 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 and Yavapai Elementary Schools have 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.

### **Section I. 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.

**Student dress violates the standards when the dress;**

- A. displays or suggests obscene language or symbols,
- B. presents undergarments or sleepwear as outerwear, or
- C. exposes the back, chest, abdomen, midriff, genital area, or buttocks.”

**DRESS CODE continued**

**Section II 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. 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. No cleats will be allowed.
3. 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
4. Baseball caps or other headwear (including hoods on jackets) may not be worn inside buildings. Baseball caps worn outside of buildings must have the bills facing forward.
6. No hair nets or bandanas may be worn.
5. No makeup or lip-gloss may be worn.
8. Jackets, coats, sweaters, sweatshirts, knit stocking caps and scarves can be worn outside of the school building but students will be asked to remove them once they enter a classroom. Teachers may use discretion based on the weather.
9. Hair must be neatly groomed, with no extreme cuts, styles or unnatural coloring.
10. 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.
13. 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.

### Section III. Interpretation and Violations

Hohokam and Yavapai administration or teachers may question the dress of any student. The Hohokam and Yavapai 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.

#### **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.

#### **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 after 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.
- Climbing on or over the fences and/or onto the school roof is not allowed.
- Students can carry cellular phones, but they may not be seen or heard. **Use during the school day is prohibited; unless directed to do so by a staff member.**

## 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 12<sup>th</sup> 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**

In order to register for Hohokam and Yavapai, 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).
- Valid Driver's License or State Issued ID.

## **STUDENT DISCIPLINE**

At Hohokam and Yavapai Elementary Schools, 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 and Yavapai have 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 in the office or on the SUSD website.

## ***STUDENTS LEAVING SCHOOL***

Hohokam /Yavapai 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***

\*Per SUSD communication on January 3, 2022, volunteers/visitors will not be allowed on campuses until further notice.\*

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.

When volunteers and visitors are allowed back on campus, Arizona Revised Statutes require that all guests check into the office before visiting classrooms. A Hohokam or Yavapai sign-in sheet is provided in the office. Hohokam/Yavapai 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 and Yavapai Elementary Schools or under the direct supervision of a parent volunteer. Students/children will not be allowed to visit unaccompanied under any circumstances.



**Yavapai & Hohokam  
"ROCKS"**



**Behavior Matrix Expectations**

	RESPECT	OWNERSHIP	COOPERATION	KINDNESS	SAFETY
Arrival/ Dismissal	<ul style="list-style-type: none"> <li>Follow adult directions the first time.</li> <li>Greet others politely and acknowledge others when they speak to you.</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of others and your surroundings.</li> <li>Arrival- Walk straight to the playground or classroom.</li> <li>Dismissal- Walk straight home or to parent pickup.</li> </ul>	<ul style="list-style-type: none"> <li>Keep all materials in your backpack.</li> <li>Watch for your parents to arrive.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words.</li> <li>Wait patiently for your ride.</li> <li>Treat others the way you want to be treated.</li> </ul>	<ul style="list-style-type: none"> <li>Stay on sidewalks in designated areas.</li> <li>Keep hands, feet, and objects to yourself.</li> <li>Use crosswalks.</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>Arrive on time.</li> <li>Follow adult directions the first time.</li> <li>Listen to the speaker.</li> </ul>	<ul style="list-style-type: none"> <li>Listen and watch attentively.</li> <li>Voices off during the presentation.</li> </ul>	<ul style="list-style-type: none"> <li>Sit down.</li> <li>Eyes on speaker.</li> <li>Actively participate</li> </ul>	<ul style="list-style-type: none"> <li>Show appreciation positively.</li> </ul>	<ul style="list-style-type: none"> <li>Walk-in and out of the assembly area quietly.</li> <li>Stay with your class.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Follow adult directions the first time.</li> <li>Speak with a peaceful voice.</li> <li>Respect personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Dispose of food and trash properly.</li> <li>Use good manners; say "Please" &amp; "Thank You."</li> </ul>	<ul style="list-style-type: none"> <li>Raise hand for help.</li> <li>Stay seated in the designated area.</li> <li>Sit appropriately until dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>Welcome others at your table.</li> <li>Provide others personal space.</li> <li>Be helpful when others are in need.</li> </ul>	<ul style="list-style-type: none"> <li>Walk.</li> <li>Keep hands, feet &amp; objects to yourself.</li> <li>Eat your own food.</li> <li>Wait patiently for dismissal.</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Follow adult directions the first time.</li> <li>Respect self, others, and property.</li> <li>Be an active listener and learner.</li> </ul>	<ul style="list-style-type: none"> <li>Be present, punctual, and prepared.</li> <li>Take responsibility for learning and meet expected goals.</li> <li>Complete your work.</li> </ul>	<ul style="list-style-type: none"> <li>Work as a team.</li> <li>Raise your hand to share.</li> <li>Sit appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Be supportive of others.</li> <li>Use kind words and actions.</li> <li>Welcome others.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself.</li> <li>Use materials as instructed.</li> <li>Keep space clean and organized.</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Follow adult directions the first time.</li> <li>Share and take turns.</li> <li>Line up at the first whistle.</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words and actions.</li> <li>Demonstrate good sportsmanship.</li> <li>Take care of personal needs.</li> </ul>	<ul style="list-style-type: none"> <li>Take turns and share equipment.</li> <li>Follow game rules.</li> <li>Put equipment away properly.</li> </ul>	<ul style="list-style-type: none"> <li>Include others.</li> <li>Cooperate with others.</li> <li>Use kind words.</li> <li>Report problems to adults.</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly.</li> <li>Stay in the designated area.</li> <li>Leave rocks, sticks, and sand on the ground.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>Maintain the privacy of others.</li> <li>Keep school materials and supplies in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Always flush.</li> <li>Report unsafe conditions.</li> <li>Keep restrooms clean and orderly.</li> </ul>	<ul style="list-style-type: none"> <li>Make good choices.</li> <li>Use quiet voices.</li> <li>Return directly to class.</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently for your turn.</li> <li>Honor those that care for our campus.</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom materials properly.</li> <li>Wash hands with soap and water for 20 seconds.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>
Walkways	<ul style="list-style-type: none"> <li>Follow adult directions the first time.</li> <li>Be aware that others are learning.</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination.</li> <li>Hands to yourself.</li> <li>Accept your place in line.</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your class</li> <li>Keep to the right.</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door for others.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on sidewalks.</li> <li>Keep to the right and stop at each intersection.</li> <li>Keep hands, feet and objects to yourself.</li> </ul>
Library	<ul style="list-style-type: none"> <li>Follow adult directions the first time.</li> <li>Use a quiet inside voice.</li> </ul>	<ul style="list-style-type: none"> <li>Return your borrowed book.</li> <li>Put materials back the way you found them.</li> </ul>	<ul style="list-style-type: none"> <li>Use listening ears during story time or read aloud.</li> <li>Use shelf markers as directed.</li> <li>Sit at your assigned table.</li> </ul>	<ul style="list-style-type: none"> <li>Help others locate books if they need help.</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Stay in your own space in line while waiting to check out.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>



**Yavapai & Hohokam**



**Student and Family  
Handbook Acknowledgement**

We have read and discussed the Hohokam and Yavapai Elementary School's 2021-2022 handbook and are aware of the expectations and procedures that are explained in the handbook.

Please print, sign, date and return this page to your student's homeroom teacher.

Student Name	Parent Name	Teacher Name
Student Signature	Parent Signature	Date