

# Parent/Student Handbook

## Centennial K-6



Centennial Cardinal  
ACT 212  
Academics, Character, Tradition

# Welcome to Centennial Kindergarten– Sixth Grade

Dear Parents, Students and Community members:

It is our honor to welcome you to our school Centennial Elementary. The staff is committed to educate, guide, challenge and inspire your child/children to become responsible citizens in a safe, positive, and respectful environment. Centennials Staff is committed to promoting learning through high expectations and shared goals with our parents, students and community. To reach this objective, communication between the staff and the home is imperative. We know that each of you contribution to making this goal obtainable and look forward to a strong partnership.

Please remember that the research shows that children whose parents are involved in their child's education perform better in school. We would like to extend an invitation to each of you to become an active partner in your child's learning. There are many ways to become involved from volunteering in your child's classroom, becoming a member of the Parent Teacher Organization (PTO), and attending after school athletic and performing arts events along with school wide family events sponsored by the teaching staff. .

This handbook was created as a guide to help all members of our Centennial Community learn about the school. Within its pages you will find information regarding school routines, general policies, office hours, and much more. An additional publication found on the district website is the Higley Student Code of Conduct, which clearly defines expectations for student behavior and will be provided to all families on our website. Your understanding and support of these policies and procedures helps us to establish a school environment that is respectful, conducive to learning, and ensures the safety and welfare of students. Our schools website has additional information.

This year our theme is Connect, Engage, Inspire....Centennial with our motto being ACT 212: Where we always go the extra degree! Please join us as we work together to make this school year a rewarding and successful one for our students, staff, parents, and community.

Thank you for joining us in our partnership toward excellence.

Rachel Broadley  
Principal

Matthew Verville  
Assistant Principal

## Table of Contents

## PAGE

Table of Contents.....	3
School Day .....	4
School is a Healthy Environment.....	4
Health Office .....	4
Disease Prevention/Immunizations .....	4
Parent and Emergency Contacts/Health History.....	4
Student Illness.....	4
Medication.....	5
PE Excuses.....	5
Chronic Health Conditions.....	5
Homebound Program .....	5
Curriculum and Instruction.....	5
Textbooks .....	5
Promotion and Retention.....	6
Student Placement Procedure.....	6
Homework.....	6
Parent-Teacher Conferences.....	6
Report Cards and Progress Reports. ....	7
Attendance.....	7
Leaving Early .....	7
Tardiness .....	7
Make-up Work for Excused Absences.....	8
Discipline.....	8
Behavior Management Plan .....	8
Discipline Guidelines.....	8
Bus Transportation.....	8
Bus Stop.....	8
Messages.....	8
Classroom.....	8
Playground.....	9
Toys and Valuables.....	9
Cell Phones, Pagers, and Electronic Devices.....	9
Student Transportation.....	10
Lost and Found .....	10
Special Programs.....	10
Special Education Services .....	10
Gifted Program.....	10
Food Service Program .....	10
Student Insurance .....	10
Instrumental Music Programs.....	11
Student Recognition.....	11
Attendance Awards .....	11
Honor Roll / Principal's List.....	11
Other Important Information .....	11
Birthday and Other Celebrations .....	11
Pets.....	11
Talking To Strangers .....	11
Dress Code .....	12
Emergency Drills .....	13
Governing Board Meetings.....	13
Tax Credit Contributions.....	13
Volunteers.....	13
Questions, Concerns.....	13
Answers to Frequently Asked Questions .....	14

..... School Day

Office hours are from 7:30 AM to 4:00 PM. Centennial's main phone number is (480) 279-8200. The school day starts at 8:10 AM for all students. Students are dismissed at 3:05 PM.

Students are **not** to **arrive** at the school **before 7:45 AM** as no supervision is provided for their safety until that time.

School Health Services

School is a healthy environment

The Health Office promotes a positive wellness environment to give each student the best possible opportunity to learn and reach their potential. The health aide/nurse is the consultant for students, parents and educational staff members concerning health issues and problems. He or she may, at times, recommend further medical follow up when a health problem is suspected.

Health Office

The Health office provides first aid and medical care primarily for illness or injuries that occur during the school day. **It is not a primary care facility like a doctor's office.** The health aide is, however, qualified to collaborate with you and your child's physician to provide an educational environment in which your child can learn and thrive. While the health aide does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given in the health office.

Disease Prevention/Immunizations

Written proof of compliance with immunization requirements is a part of the registration process in Arizona Schools. State and Federal Law mandates that school-age children be immunized to prevent certain diseases. If you are unsure of the requirements for Immunization, see your doctor, visit the School Health Office or call the Maricopa County Health Dept at (602)-506-6767 or (602)-263-8856 for locations of clinics and hours of operation.

Parent and Emergency Contacts/Health History

Parents are required to complete an Emergency and Health History Form for each of their children every year. These forms contain vital information should your child become ill or injured at school. These forms need to be updated as changes occur during the school year. Students will be released to **ONLY** those persons indicated on the form. Photo ID is required to pick up any child during the day at school.

Student Illness

If a student feels ill during the school day, they should report their complaint to the classroom teacher for referral to the health office. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the health aide. Please keep your child home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. Students who have a fever of over 100 degrees, or signs and symptoms of a contagious condition must be picked up by a guardian or someone listed on the Emergency Contact list. Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school. If your child has been diagnosed with contagious illness, please contact the Health Office so parents of other students in the class can be notified. Please call your child's doctor for advice on an ill child. **Do not send ill students to school to be evaluated by the health aide.**

Medication

Limited over-the-counter medications are available in the Health office including: Acetaminophen, Ibuprofen, Tums, Cough/Throat Lozenges, Benadryl, Antibiotic ointment, hydrocortisone cream, caladryl and carmex. These medications will be given at the discretion of the health aide and only if pre-authorization has been given by the parent/guardian. Over-the-counter medications will not be dispensed during the first and last hours of the school day.

Prescription medications, daily and PRN (as needed), **must** be in an original prescription container labeled for the student with a current date. The label must state directions that coincide with the request being made by the parent. The parent/guardian must check-in the medication to the health office.

Over-the-counter medications that are not stocked in the Health office and are needed by students during the school day must be checked in to the Health office by a parent/guardian. Requests for medications must be in agreement with the manufacturer's directions or have a superseding physician's order. Herbal preparations must have a doctor's order. It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the health office. At the end of the school year, any medication remaining in the Health office will be discarded.

#### PE Excuses

Students requesting to be excused from P.E. must bring a note signed by their parent to the health aide. The health aide will then write an "excused from P.E." pass for the student to take to P.E. Any request for an excuse for three or more PE classes must be accompanied by a Physician's written order. The PE department will determine an alternate manner in earning class participation during the excusal. All injuries requiring any type of orthopedic support or device on campus must be reported with a medical excuse and cleared through the Health office.

#### Chronic Health Conditions

For chronic health conditions, please see administration or the health office.

#### Homebound Program

Students who must be absent from school because of physical disabilities or extended illness may qualify for homebound instruction. A doctor's written statement that the student will be absent 90 or more school days will be required. Forms are available from either Office or the Health office.

### **Academics**

#### Curriculum and Instruction

The instructional program at Centennial Elementary School has a strong emphasis on the basic subjects: Language Arts, Reading, Phonics, Spelling, Mathematics, Science and Social Studies. Programs in Performing Arts, Visual Arts, Leadership, Gifted, Special Education, Computer Education and Physical Education are also provided to students at different grade levels.

#### Textbooks

Current textbooks and materials are used in the basic subjects. Multiple textbooks and a variety of instructional materials are used and are necessary to effectively prepare students for state mandated assessments. Quality Learning tools are used to promote continuous improvement throughout the school community. Students are responsible for lost/damaged books and will need to pay for replacing the item.

#### Promotion and Retention

Students who satisfactorily meet the requirements at their grade level will be promoted to the next grade. Parents and teachers work closely together during the school year to ensure students are progressing. The school administration is there to support the teacher and the parent in making decisions that are in the best interest of the student.

If a student is not progressing satisfactorily, the teacher will contact the parent or guardian as soon as possible to discuss the concerns. Teachers will notify parents of a possible retention well in advance of the end of the school year. Students who are in 7th and 8th grade will be referred to the Higley Learning Center if they do not meet promotion requirements.

#### Student Placement Procedure

The classroom placement process begins in early April and takes many different factors into account. Teachers place students based on their academic, social and emotional needs. The placement process works to balance classes with a range of ability levels in order to broaden the educational experience for all learners.

Parent input and participation in this process is valued. In the Spring parents have the option of obtaining an environmental request form from the front office and completing information regarding preferred teaching style and classroom environment. This information is reviewed during the placement process and taken into consideration as assignments are made for the following school year. Final notification regarding student placement is communicated prior to the beginning of the school year.

#### Homework

Students need to set aside time each day to complete their homework. Homework should be fully completed, accurate to the best of their ability, returned to the teacher on time, and should be done as neatly and correctly as possible.

Teachers depend on the assistance of parents to insure that each child gets the maximum benefit from the educational program. Parents should be available to assist their children with their homework when necessary, but parents should not complete the work for their children. Homework should also include studying for any tests that may be given. Parents should review the homework their children are doing from time to time to see that it is completed and done correctly.

In addition to reading for 20 minutes, nightly homework assignments should involve no more than:

15 minutes in Kindergarten-1st Grade

30-45 minutes in Grades 2-3

45-60 minutes in Grades 4-6

If your child is having difficulty completing the assigned homework, or must spend additional time each evening to complete the homework, please contact the classroom teacher to discuss your child's situation.

#### Parent-Teacher Conferences

We must work together in order for your child to be most successful in school. Ongoing email and website communication between home and school is critical. Please do not hesitate to contact your child's teacher to address concerns as soon as possible. Please check your child's teacher webpage for the most up to date information.

There will be regularly scheduled parent-teacher conferences at the end of the first and third grading periods. Teachers will notify you in a timely manner if your child is doing unsatisfactory work, and a conference should be scheduled as soon as possible to plan a strategy for assisting your child in becoming successful. Teachers are available for conferences before and after school. Your child's teacher will notify you of times available during scheduled Parent-Teacher Conference days.

#### Report Cards and Progress Reports

Report cards are issued to students four times a year, at the conclusion of each grading period. A schedule of the grading periods and parent-teacher conferences is listed on the school calendar. Progress reports are sent home mid-quarter. Please use ParentVue to check your child's grades.

#### ATTENDANCE

Teachers in grades K-6 will take attendance each morning between 8:10 and 8:25 AM. Afternoon attendance will be taken after lunch.

If a student is going to be absent, parents must notify the school by phone, note or in person regarding the nature of the absence (illness or personal). On the morning of the absence, parents are to call the school attendance line before 8:10 a.m. to report an excused absence. Any absence not verified by the attendance office during the school day will be classified as unexcused. Unexcused absences may result in disciplinary action. The attendance line can be reached by calling 480-279-8200, pressing 2 and following the recorded prompts. Contact the school in advance when possible, or as soon as possible on the day of the absence and each subsequent absence, but no later than 8:10 AM. If no contact is made staff members may contact the home and/or work place to determine why the student is not in school.

**Pursuant to School Board Policy J-1550 Student Absences & Excuses:** The regular school attendance is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation for the parent is required.

#### Leaving Early

When a student is going to be dismissed early from school, the parent must come to the office and sign out the student, stating the date, time, student's name, the name of person taking the student, and the reason for the dismissal. If the student returns the same day, parents must sign the student back in. The student will receive an admission slip before returning to class.

Anyone checking out a student early **MUST** have a photo identification and be listed on the emergency contact card. For the safety of our students there will be **NO EXCEPTIONS**.

Students will not be called from class until the parent has arrived on campus. This policy minimizes loss of instructional time.

#### Tardiness

Excessive Tardies and/or Absences may result in a referral to the CUTS program. This may result in a meeting with a representative of the Arizona Superior Court. If children are late to school they must report to the office before going to the classroom. Parents must come in to the office (when dropping students off) or call prior to the child arriving at school to report the tardy student in order for it to be excused.

#### Make-up Work for Excused Absences

When students have an excused absence, they will be allowed one day of make-up time for each day missed. This deadline can be extended, when there is adequate need, by contacting the child's teacher. There will be no grade penalty if the "made-up" assignment is turned in within the allotted time. It is the responsibility of the student to obtain the missed assignments.

### **DISCIPLINE**

#### Behavior Management Plan

All members of the Centennial's school staff care about students' rights and safety. We also want to provide a pleasant environment in which to learn. It is our goal to teach and help students learn appropriate behavior in classrooms, in hallways, on the playground, in the lunchroom, on the bus, and during performances and presentations.

#### Discipline guidelines

The Higley Unified School District "Student Code of Conduct" provides detailed information regarding student discipline and consequences. Please take the time to familiarize yourself with this document.

#### Bus Transportation

Riding a bus is a privilege. Arizona law does not require school districts to transport students. Riding a bus is not a right. This privilege can be revoked if behavior is inappropriate and/or endangers the safety of others. Parents are responsible for transporting students to school if they lose bus privileges.

#### Bus Stop

School rules apply at the bus stop. Additional bus stop rules are as follows:

- Be on time for the bus before and after school
- Stand a safe distance back from the curb or street
- Always listen to the bus driver for instructions

#### Messages

We will make every effort to ensure that messages are given to students during school hours. Please try to refrain from calling in messages the last 15 minutes at the end of the day. It makes it extremely difficult to make sure your student receives the message due to all the activity at the end of the day. **This is especially**

## **important as it relates to change of transportation messages.**

### Classroom

At our school, every child is expected to maintain community standards of expected behavior. These standards include the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. No student may interfere with the learning of others.

Each teacher/class will develop their own discipline plan based on the following guidelines:

- The discipline plan will always allow the student to retain his/her dignity while being disciplined.
- The discipline plan will allow instruction to continue with minimal interruption.
- The discipline plan will include levels of parental communication.
- The discipline plan will modify disruptive student behavior.

### Playground

Student safety is the number one rule on our playground. Consequences for unsafe behavior will range from an informal conference, inside lunch assignment, to suspension from school.

Students will be expected to follow the first time they are given. Failure to do so will result in consequences ranging from informal conference to suspension from school for defiance of authority.

The following is a list of rules and expectations for our playground:

- **BE SAFE!!!**
- **Keep hands and feet to yourself**
- **Stay in designated areas**
- **Use equipment properly**
- **Line up immediately when the whistle is blown**
- **No food or drinks allowed on playground**
- **Use appropriate language and voice level**
- **Follow playground aide's directions the first time they are given**
- **Respect school property**
- **Respect others**

### Toys and Valuables

Students are discouraged from bringing toys, valuables items to school. If students choose to bring such items to school they will assume all responsibility. If the item is lost, stolen or damaged there will be no investigation by school administration or teachers. Teachers have ultimate authority to determine if such items will be permitted into their classrooms and/or how they may be used.

### Cell Phones, Pagers, and Electronic Devices

To keep the learning environment free from distraction, cell phones and pagers are not permitted during the school day. Electronic devices should be left at home. **Cell phones must be turned off and not visible.** If they are used, visible, ring and/or vibrate a HUSD Staff member will confiscate them and the following consequences will incur:

1st : Warning

2nd: Parent must pick up phone

3rd: 1 day ISS parent must pick up phone

4th: 1 day OSS parent must pick up

OSS will escalate with more occurrences. **Camera phones are never allowed.**

The District may temporarily confiscate a cell phones and/or other electronic equipment if the student's possession or use of the item is causing a disruption to the educational environment and the student has failed to comply with verbal direction from an adult to cease the disruption. Generally, the item will be returned to the student or the parent at the conclusion of the school day.

Students who need to contact a parent or guardian during the day, may do so by using the school's front office phones or, with instructor permission, phones located in the classrooms. Parents can also leave messages for students during the school day, by calling the school's front office.

#### Student Transportation

Students should always lock their bicycles and non-motorized scooters in the bike rack. Heelys (shoes with wheels) are prohibited on campus.

If a student's bicycle or scooter is stolen or vandalized it is the parent's responsibility to notify the police and file a report.

#### Lost and Found

Please be sure that your child's clothing and other items brought to school are clearly marked with his/her name. Items that are not claimed will be donated to a local charitable organization at the end of each grading period. The school cannot be responsible for personal belongings brought to school by students.

### **SPECIAL PROGRAMS**

#### Special Education Services

Centennial Elementary School has special education programs designed to help those students who may have learning disabilities. When a teacher or parent has a concern regarding a child's ability to learn, a conference will be scheduled to discuss the child's progress. If it appears that the child may have a learning disability, the special education resource teacher will be consulted. If the student's teacher, parent, special education teacher, and administrator agree that the child may have a learning disability, parental permission to refer the child for academic testing and/or a psychological evaluation will be requested.

#### Gifted Program

The Gifted program is designed to meet the needs of students who are academically advanced in mathematics and language arts. For information on the referral process and testing, please speak to your child's teacher.

#### Food Service Program

The Higley Unified School District provides a balanced and nutritious lunch for its students. Eligible students may qualify for the free or reduced price lunch program. Students may purchase milk or juice if they bring their own lunch.

Forms for the Free/Reduced Lunch Program will be available online at [www.husd.org](http://www.husd.org) sent home with every child at the beginning of the year for parents to complete in the event they are eligible for free or reduced priced lunches. Applications are also available after July 1st by calling the District Office Business Department at 480-279-7063.

Students who will be buying lunches and/or milk will be asked to deposit money into their accounts. At this time, deposits can be made on-line ([www. Mymealtime.com](http://www.Mymealtime.com)) or in the cafeteria. Please place your payment in a sealed envelope clearly marked with your child's name, student ID number, teacher, and room number. *Deposits of \$10 or more each time are suggested.* Cost is \$2.55 per day. Deposits may be made between the hours of 7:45 a.m. and 8:30 a.m.

The cost of each day's lunch or milk will be deducted from his/her account. You are strongly encouraged to keep a balance in your child's account. Contact the cafeteria manager with any questions 480-279-7820.

#### Student Insurance

School insurance is available to all students. The policies available are for medical, dental, and life. A brochure is available in the office. do not purchase school insurance will be asked to furnish proof of family medical coverage for their child.

#### Instrumental Music Programs

Band and Strings are curricular programs with extra-curricular performance requirements offered at our school.

Although participation in these programs is optional, it is expected that students who join Band or Strings will commit to their chosen ensemble for at least one full school year. Students will also be required to obtain the class method book, a musical instrument and supplies to use for the class.

Although Centennial does own a few instruments which can be rented based on need, instrument rental programs offered through several different music stores in the surrounding area are a good way to take care of this requirement. Please contact the school for more information about these programs.

### **STUDENT RECOGNITION AWARDS**

Each quarter we will have an assembly for our students and provide the following recognition: K-3 perfect attendance and character counts; 4-6 Principal's Honor Roll and character counts.

#### **Attendance Awards**

Regular school attendance is vital to student learning. Students are expected to arrive on time and attend school daily. Certificates are issued at the end of each quarter in recognition of those students who have maintained exemplary attendance throughout the year for students K-3.

#### **Honor Roll**

Honor Roll eligibility **begins in fourth grade**. To qualify for Honor Roll a student must:

- Receive 3's and 4's in the core subjects in grades 4-5, and A's and/or B's in all core subjects in grade 6.
- Receive a satisfactory (S) grade in all non-letter graded areas

#### **Principal's List**

Principal's list eligibility **begins in fourth grade**. To qualify for the Principal's List a student must:

- Receive all 4's in the core subjects in grades 4-5, and all A's in all core subjects in grade 6.
- Receive a satisfactory (S) grade in all non-letter graded areas

### **OTHER IMPORTANT INFORMATION**

#### **Birthday and Other Celebrations**

The District discourages the delivery of gifts (i.e. balloons, flowers) to students during the school day. If such a gift is delivered for a student, it shall be kept in the office during the school day and available for pick up by the student at the conclusion of the school day. Exceptions to this Policy may be made in the discretion of the Principal for certain holidays or in special circumstances. The school does not assume responsibility for damage to or loss of such items.

#### **Pets**

For the safety of all students and due to fear or allergies relating to pets, they are not allowed on campus at any time.

#### **Talking to Strangers**

Any problems with strangers are to be immediately reported. Students are not to get into an automobile or any form of transportation with a stranger. They are not to accept gifts, food, or anything else from a stranger. Students are not to follow a stranger anywhere, no matter what he or she says or what sort of treat or incentive is promised. Students are not to talk to strangers.

#### **Dress Code**

Please refer to the Code of Conduct, (regulation JICA) for these guidelines. Students who violate this policy are subject to disciplinary action.

A partial list is included below. All students in grades K-6 are expected to follow the dress code. Students who violate this policy are subject to disciplinary action.

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational

environment, safety, health, and welfare of self and others. To that end, students are expected to adhere to the following dress standards:

Clothing that immodestly exposes the chest, abdomen, midriff, genital area or buttocks is not permitted. Shirts and tops may not expose the bare midriff while standing or sitting, nor be deeply/narrowly cut in the front, back, or under the arms. Shirts and tops must not be halter-tops or have spaghetti straps. Shirt and top straps must be at least 1.5 inches wide. Bra straps must not be showing. Clothing may not be made of see-through fabric. **Clothing must cover the entire buttocks and a modest area of the legs.** Shorts and skirts must be fingertip length when hands are held straight down at their sides. Clothing that exposes underwear will not be tolerated. Pajamas are not considered appropriate clothing to wear to school.

- Clothing items may not create an atmosphere of threat, intimidation or undue pressure.
- Safe footwear must be worn at all times. Safety requirements for specific classes such as industrial technology, life management, physical education and chemistry must be followed.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others. Chains, spiked collars, spiked wristbands, body pierced jewelry and other similar accessories may fall into this category.
- Clothing may not display or suggests obscene, sexual, or violent language or symbols.
- Clothing may not display or advertise alcohol, drugs, tobacco or any illegal or controlled substance or item.
- The only acceptable headwear allowed that may be worn at school are hats and visors in their original unaltered condition. Students shall remove their headwear when in a building or when requested to do so by faculty or staff. Bandannas, hairnets, knit stocking caps and so forth, are not to be worn at school.

Students who are dress coded will not be allowed to call home and wait for a change of clothes so that there is minimal disruption to the instructional time and will need to change into appropriate clothing given by the nurse. Student's will be given back their confiscated item upon returning the item that was given to them. Any clothing held for more than 30 days might be donated to a non-profit organization.

The Principal may pre-approve student dress exceptions for special activities or health considerations.

Students who volunteer for extra-curricular activities, such as athletics, band, chorus, etc. are subject to additional standards of dress as defined by the sponsors of such activities.

The Board, the Superintendent and/or school administrators may revise student dress standards as is necessary to minimize disruption and increase student safety. School administrators will make the final decision regarding the appropriateness of a student's appearance while the student is at school.

#### Emergency Drills

Fire and other emergency drills are held on a periodic basis to teach students the safest, quickest route from the school buildings. All students, volunteers, and guests must follow the emergency procedures.

- Follow teacher directions
- Leave all work and line up immediately.
- Know the emergency exit route from each room. Routes will be posted.
- Without talking, walk in a line until reaching designated areas.
- Remain in line facing the building and wait until the teacher directs the students to return to class.

Visitors who arrive at the school during an emergency drill will be asked to wait in the parking lot until the drill is concluded.

#### Governing Board Meetings

The Higley Unified School District #60 Governing Board has two scheduled meetings a month. Public notices are posted at each school site and the district office at least twenty-four hours before the meeting is scheduled to occur. The notice will state the date, time, and location of the meeting, as well as a meeting agenda.

#### Tax Credit Contributions

Arizona law (ARS 43-1089.01) allows taxpayers a tax credit for contributions paid during the taxable year to a public school for the support of extracurricular activities or character education programs.

This tax credit is 100% deductible from your taxes, and is available to Arizona individual taxpayers. There is no requirement that the taxpayer have a child enrolled in a public school in order to get the credit.

Contributions made by single or head of household taxpayers cannot exceed **\$200**. For married taxpayers that file a joint return, the credit cannot exceed **\$400**. The amount of the tax credit does not have to be for the total allowable amount, any amount can make a difference.

You may indicate where you would like your contribution to go. Contributions may be split between schools and/or between different activities. Contributions can be made to music, for field trips, character education, athletics (you may specify the sport or activity), sports participation fees, and clubs. If no preference is made, the schools will use the contribution where it is needed the most. Contributions can be made at any time during the calendar year but must be made in the calendar year that you wish to claim the deduction. Contributions can also be accepted at any of the schools or can be mailed to the district office.

#### Volunteers

Parents who volunteer their time and services to the school are appreciated. Help is needed in the classrooms, office, school programs and school grounds. Volunteers must sign in at the school office and get a visitor's pass. **As a courtesy to others, and to protect your child, children cannot accompany volunteers to school.** Parents interested in volunteering should contact the front office at 480-279-7800 to fill out the appropriate paperwork.

#### Questions, Concerns

We are here to serve our community, and will do our best to meet your needs. However, if issues do arise, parents are encouraged to keep the school notified of their concerns and questions. The usual line of communication in a school is to first contact the teacher, then the principal if necessary. Joint efforts between parents, teachers, and the principal or assistant principal will frequently solve most problems and answer most questions.

#### Answers to Frequently Asked Questions

- Messages for teachers or students should be left on the teacher's voice mail or e-mail. Please contact the office if you have an emergency.
- Please call **279-7800 option #2** to report absences.
- Gift balloons or flowers delivered to the school will be held in the front office until the end of the day.
- Please do not hesitate to call the school office at 279-7800 if you have any other questions.

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Arizona law (ARS 43-1089.01) allows taxpayers a tax credit for contributions paid during the taxable year to a public school for the support of extracurricular activities or character education programs. This tax credit is 100% deductible from your taxes, and is available to Arizona individual taxpayers. There is no requirement that the taxpayer have a child enrolled in a public school in order to get the credit.

Contributions made by single or head of household taxpayers cannot exceed **\$200**. For married taxpayers that file a joint return, the credit cannot exceed **\$400**. The amount of the tax credit does not have to be for the total allowable amount, any amount can make a difference.

You may indicate where you would like your contribution to go. Contributions may be split between schools and/or between different activities. Contributions can be made to music, for field trips, character education, athletics (you may specify the sport or activity), sports participation fees, and clubs. If no preference is made, the schools will use the contribution where it is needed the most. Contributions can be made at any time during the calendar year but must be made in the calendar year that you wish to claim the deduction. Contributions can also be accepted at any of the schools or can be mailed to the district office.

## Volunteers

Parents who volunteer their time and services to the school are appreciated. Help is needed in the classrooms, office, school programs and school grounds. Volunteers must sign in at the school office and get a visitor's pass. **As a courtesy to others, and to protect your child, children cannot accompany volunteers to school.** Parents interested in volunteering should contact the front office at 480-279-7800 to fill out the appropriate paperwork.

## Questions, Concerns

We are here to serve our community, and will do our best to meet your needs. However, if issues do arise, parents are encouraged to keep the school notified of their concerns and questions. The usual line of communication in a school is to first contact the teacher, then the principal if necessary. Joint efforts between parents, teachers, and the principal or assistant principal will frequently solve

## Answers to Frequently Asked Questions

- Messages for teachers or students should be left on the teacher's voice mail or e-mail. Please contact the office if you have an emergency.
- Please call **279-7800 option #2** to report absences.
- Gift balloons or flowers delivered to the school will be held in the front office until the end of the day.
- Please do not hesitate to call the school office at 279-7800 if you have any other questions.