

# **Chaparral Elementary School**

Parent/Student Playbook  
2023-2024



# Welcome to Chaparral Elementary School

Dear Parents, Students, and Community members:

It is a pleasure to welcome you to our school. At Chaparral, we are committed to educate, guide, challenge and inspire your child to become a responsible leader in a safe, positive, and respectful environment. The Chaparral staff is committed to promoting lifelong learning through high expectations and shared goals with our parents and students. To achieve this objective, communication between the school and the home is essential. We know that each of you has a special contribution to make. It is our hope that you will work with us in the development and achievement of our goals.

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.

This handbook was created as a guide to help all members of our Chaparral 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, the Higley Student Code of Conduct, 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.

We look forward to working with you this school year!

Sincerely,

**Kristine Hanson**  
*Principal*

**Terry Peper**  
*Assistant Principal*

## Mission Statement

Empower. Connect. Impact.

## Vision Statement

A community of leaders challenging, inspiring, and collaborating towards excellence.

## Table of Contents

School Day .....	4
ATTENDANCE .....	4
Leaving Early .....	4
Tardiness.....	4
Birthday and Other Celebrations .....	4
Campus Security.....	4
Cell Phones and Electronic Devices .....	4
Communication .....	5
Dress Code.....	5
Emergency Drills .....	5
Food Service Program .....	5
Health Office .....	6
Immunizations .....	6
Homework.....	6
Lost and Found.....	6
Lunch With Your Student.....	6
Leader in Me.....	7
Messages.....	7
Parent-Teacher Conferences .....	7
Pets .....	7
Promotion and Retention .....	7
Report Cards/Progress Reports.....	7
Student Conduct .....	7
Bus Conduct .....	8
Classroom Conduct.....	8
Playground Conduct .....	8
STUDENT ARRIVAL & DISMISSAL .....	8
Vehicles .....	8
Walking .....	8
Bikes.....	8
Bus.....	9
Chaparral Pick-up/Drop-off Map.....	9
Student Placement Procedure .....	9
Student Celebrations.....	9
Tax Credit Contributions .....	10
Toys and Valuables .....	10
Volunteers.....	10

## School Day

The school day starts at 8:05 AM for all students. Students are dismissed at 3:05 PM on M,T,TH, F and 1:00 PM on Wednesdays. Kindergarten begins 8:05 AM and will be dismissed at 2:55 PM to avoid the foot traffic and crowds.

Students are **not** to arrive at the school **before 7:45 AM** as no supervision is provided for their safety until that time. In addition, students **are to be picked up** from the school **no later than 3:20 pm** on M, T, TH, F and **no later than 1:15 pm** on Early Release days.

Office hours are from 7:30 AM to 4:00 PM.  
Chaparral's main phone number is (480) 279-7900.

## ATTENDANCE

The regular school attendance is required by state law. Teachers in grades K-6 will take attendance each morning at 8:10 AM. Afternoon attendance will be taken after lunch.

Regular school attendance is essential for success in school; if a student is going to be absent, parents must notify the school regarding the nature of the absence (illness or personal). On the morning of the absence, parents are to call the school attendance line before 8:55 a.m., to report an excused absence. Any absence not verified by the attendance office during the school day will be classified as unexcused.

The attendance line can be reached by calling 480-279-7900, pressing 2 and following the prompts. Please be aware that 10 consecutive days of unexcused absence is an automatic withdrawal for your student.

## Leaving Early

When a student is leaving school early, 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. **Anyone checking out a student early MUST have a photo identification and be listed on the emergency contacts.** 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 tardiness 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 for school, they must report to the office before going to the classroom. Parents must come into the office (when dropping students off) or call prior to the child arriving at school to report the tardy for it to be excused. The student will be given a pass to take to the classroom teacher.

## Birthday and Other Celebrations

To protect instructional time, parents **MUST clear plans to drop off any treats with the classroom teacher in advance.** All food brought to be shared with the class must be store bought and in its original package. Homemade items are not permitted to be shared with other students.

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 will be kept in the office during the school day and available for pick up by the student at the conclusion of the school day. The school does not assume responsibility for damage to or loss of such items.

## Campus Security

We make every effort possible to ensure the safety of our students and staff at all times. We ask that our parents assist us with this effort by following our visitor procedures. All campus visitors are to be cleared through the front office. **Visitors are to communicate with classroom teachers, in advance, which will then need to be cleared through administration.** In addition, parents are not to escort their child onto campus before school. Parents are to sign-in with the front office and receive a visitor sticker. Once on campus, we ask that the visitor remains in the designated area only. Visitors are also required to exit the school by sign-out through the front office, returning the visitor sticker.

## Cell Phones and Electronic Devices

To keep the learning environment free from distraction, cell phones are not permitted for use during instructional time. Electronic devices should be left at home. **Cell phones must be turned off and left in backpacks. Students are not allowed to carry cell phones on their person during the**

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**school day. Smart watches with phone capabilities must be silenced and will not be allowed for use during the school day.**

The school may temporarily confiscate a cell phone 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.

## Communication

We encourage all families to sign up for e-mail communications from the district or our school. Please [click here](#) to sign up. Families of students enrolled in the Higley Unified School District will receive e-mails automatically to the e-mail address of file with their schools.

### HUSD App available to download

Want to stay up on all the news? All of your favorite school tools and resources are now in a mobile app for Android and Apple devices: calendars, activity stream, resources, menus and more. Enter the App Store of your choice. Type "Higley" in the store search bar to download the app!

## Dress Code

There is a relationship between student dress and student success. District standards prohibit student dress or grooming that, in the judgment of the school administration:

- Creates an atmosphere of threat, intimidation or undue pressure.
- Interferes with the educational environment or process.
- Is counterproductive to curriculum goals or educational objectives.
- Displays or suggests obscene, sexual, or violent language or symbols.

- Displays or advertises alcohol, drugs, tobacco or any illegal or controlled substance or item.
- Presents a risk to the health, safety, general welfare of others (i.e. spiked jewelry, body jewelry).
- Causes damage to school property.

In order to help families, determine if clothing choices are appropriate, we have campus guidelines. Our Chaparral dress code specifically requires that shorts and skirts are a minimum length that reaches the student's fingertip. Tank top straps should be a minimum of 2 inches in width at the shoulder. **No undergarments or midriffs should be visible. Hats and sunglasses are not allowed indoors.** Pajamas and slippers are not appropriate. Shoes must be appropriate for a student's age and activities (i.e. athletic shoes on P.E. day). Students who violate this policy are subject to disciplinary action and will be required to change into appropriate clothing. 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 and/or shelter in place. All students, volunteers, and guests must follow teacher/front office directions during emergency procedures. **Visitors who arrive at the school during an emergency drill will be asked to wait in the parking lot until the drill has concluded.**

## 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 [here](#) and 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.

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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) or by cash/check in the front office.

## Health Office

If a student has an illness or injury that requires more than minimal care, the parents will be notified and asked to seek medical help for their child. The school will notify the alternative contact persons indicated on the student's yellow emergency card if the parent cannot be reached. **It is very important that the school be provided with current telephone numbers and an alternative contact such as grandparents or neighbor.** Please contact the front office at 480-279-7900 with updated information.

When it is necessary for a student to take medication during school hours the following conditions must be met:

1. If your child needs to take a prescription drug or an over-the-counter drug, **the medication must be in its original container and brought to the school by the parent or a responsible adult.** Also, when medications need to be taken home, they cannot be sent home with the student, they must be picked up by a parent or responsible adult.
2. The pharmaceutical label must be on the container of any prescription drug, and must include the student's name.
3. The parent must provide written direction to school personnel when the student's medication is to be administered.
4. To prevent medication overdose, Tylenol and over-the-counter-drugs will only be given between 9:00 AM and 1:00 PM.
5. All medications must be picked up by the parent at the end of the school year. Any medications not picked up will be destroyed.

## Immunizations

The school health office maintains a health file on each student. An immunization record for school attendance must be completed and current before a student can be enrolled. Arizona Revised Statute §15-872 requires that a complete, up to date record, including month, day and year, of each immunization, be furnished by the parent/guardian prior to school attendance. The immunization requirements for each child entering school (K-12) are as follows:

- Parents/guardians are asked to inform the health office of any newly received immunizations with a copy of the immunization record in order to keep school records up-to-date.
- If immunizations are incomplete, written notice and 5 days will be given to bring into compliance. Failure to bring into compliance will result in a medical suspension from school and activities.
- Arizona Revised Statute §15-872 provides exemptions from immunization requirements. For additional information, please contact the health office.
- In the case of an outbreak of disease, an unimmunized child will need to be excluded from school for the duration of an outbreak.

## Homework

Homework is not a requirement, nor expected. If homework is assigned it must be for practice purposes only for material that was previously presented in class. Homework will not be used for a grade.

## 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. The lost and found is in the 100-building hallway, by the cafeteria door.

## Lunch With Your Student

Chaparral administration and our safety committee continuously seek ways to implement best practices to ensure student safety. We are all committed to ensuring the safety of your children while supporting our parents when they would like to come eat lunch with their child. Please support us by abiding by the following procedures when having lunch on campus with your child:

- Notify your child's teacher, in advance, that you plan to meet your child for lunch. This allows for the front office to expect your arrival and notify you of any schedule changes that day.

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- Sign-in with the front office, providing your photo identification and get a visitor's pass.
- Meet your child in the cafeteria.
- If you would like to eat at a picnic table outside in the courtyard, we ask that you limit your company to your child/children only.
- Do not share/bring food for other students.
- Refrain from taking photos or videos of students other than your own.
- When done eating, **please allow your child to go to the playground independently and sign out at the front desk.**

Thank you for supporting this system and we appreciate your desire to be involved in your child's education! Please contact the front office should you have any questions.

## Leader in Me

Leader in Me is a whole-school transformation model and process developed in partnership with educators that empowers students with the leadership and life skills they need to thrive in the 21st century. Leader in Me supports staff and students as they understand and manage emotions, set and achieve positive goals, feel and show empathy for others, and establish and maintain positive relationships. Leader in Me teaches foundational principles and skills that are widely accepted as essential to personal leadership such as responsibility, vision, time management, communication, collaboration, relationship building, and wellness, in order to serve all students in all communities.

Learn more about Leader in Me at [www.leaderinme.com](http://www.leaderinme.com).

## Messages

We will make every effort to ensure that messages are given to students during school hours. Refrain from calling in messages the last 30 minutes at the end of the day to ensure delivery. **Changes in transportation/pick-up plans must be communicated to the office no later than 2:00 PM on M, T, TH, F and no later than 12:00 PM on Wednesdays.**

## Parent-Teacher Conferences

We must work together for your child to be most successful in school. Ongoing communication between home and school is critical. There will be regularly scheduled conferences at the end of the first and third quarters. Please do not hesitate to contact your child's teacher to address concerns as soon as possible.

## Pets

For the safety of all students, **animals are not allowed on campus.** This includes sidewalks, crosswalks, parking lots, bus bays, etc. in which students, staff or parents walk/gather. **This includes before and after school at parent drop off and pick up.** Animals cannot be transported on school buses. If a pet follows a student to school, the office will contact the student's home to arrange for pet pick up.

## 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 possible retention well in advance of the end of the school year.

## Report Cards/Progress Reports

Report cards are issued to students four times a year, at the conclusion of each grading period. Progress reports are sent home mid-quarter.

## Student Conduct

All members of the Chaparral'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 students to demonstrate leadership in all situations. The Higley Unified School District "[Student Code of Conduct](#)" provides detailed information regarding student discipline and

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consequences. Please take the time to familiarize yourself with this document.

## Bus Conduct

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. School rules apply at the bus stop.

## Classroom Conduct

At our school, every child is expected behave in a productive manner. 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 expectations are reinforced.
- 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 Conduct

Student safety is the number one rule on our playground and students are expected to follow school rules. Failure to do so may result in a range of consequences, per the HUSD Code of Conduct.

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

- Keep hands and feet to yourself
- Use equipment properly
- Line up immediately when the whistle is blown
- Help keep our campus clean by placing trash in provided trash cans
- Use appropriate language and voice level
- Follow playground aide's directions the first time they are given
- Respect school property

Respect others

## STUDENT ARRIVAL & DISMISSAL

Please adhere to the following procedures for picking up and dropping off students. These procedures are

meant to ensure the safety of all students as they enter and leave campus.

## Vehicles

In an effort to ensure student safety, we are asking for your support with the following:

- Please adhere to the direction of signage and refer to the traffic flow map below.
- Kindergarten students may be dropped off at the designated area where they will be greeted and directed to the Kinder playground. Drop kinder students with older siblings at the main gates where they can access the playground from inside the campus.
- First through sixth grade students may be dropped off/enter at the main gates.
- Parents are welcome to park their cars in designated spaces and use the crosswalk areas to access the main office.

Parents please be patient in our queue lanes to help us keep students and staff safe. A few reminders to help pick-up and drop-off to be most efficient:

- Do not cut other vehicles off
- Stay in vehicles and have students exit vehicle towards curbside ONLY
- Pull vehicles forward whenever possible
- **Staff will not cross students without an adult into the parking lot**

**For your convenience an alternate pick-up area is located on the northwest side of campus, please see map.**

## Walking

Students who walk must follow safety rules and obey crossing guards at intersections. Crossing guards are required to cross students in designated crosswalks only. Please see map.

## Bikes

Students who ride bikes, scooters, or skateboards must secure them in the bike rack area during school. We highly encourage these items to be locked for safety and security. If a student's bicycle is stolen or vandalized it is the parents' responsibility to notify the police and file a report. **The school is not responsible for loss or damage.** Skateboards, rollerblades and Heelys (shoes with wheels) are not allowed to be ridden/used on campus. **Students are required to dismount and walk their bike, scooter, or board in crosswalks.**

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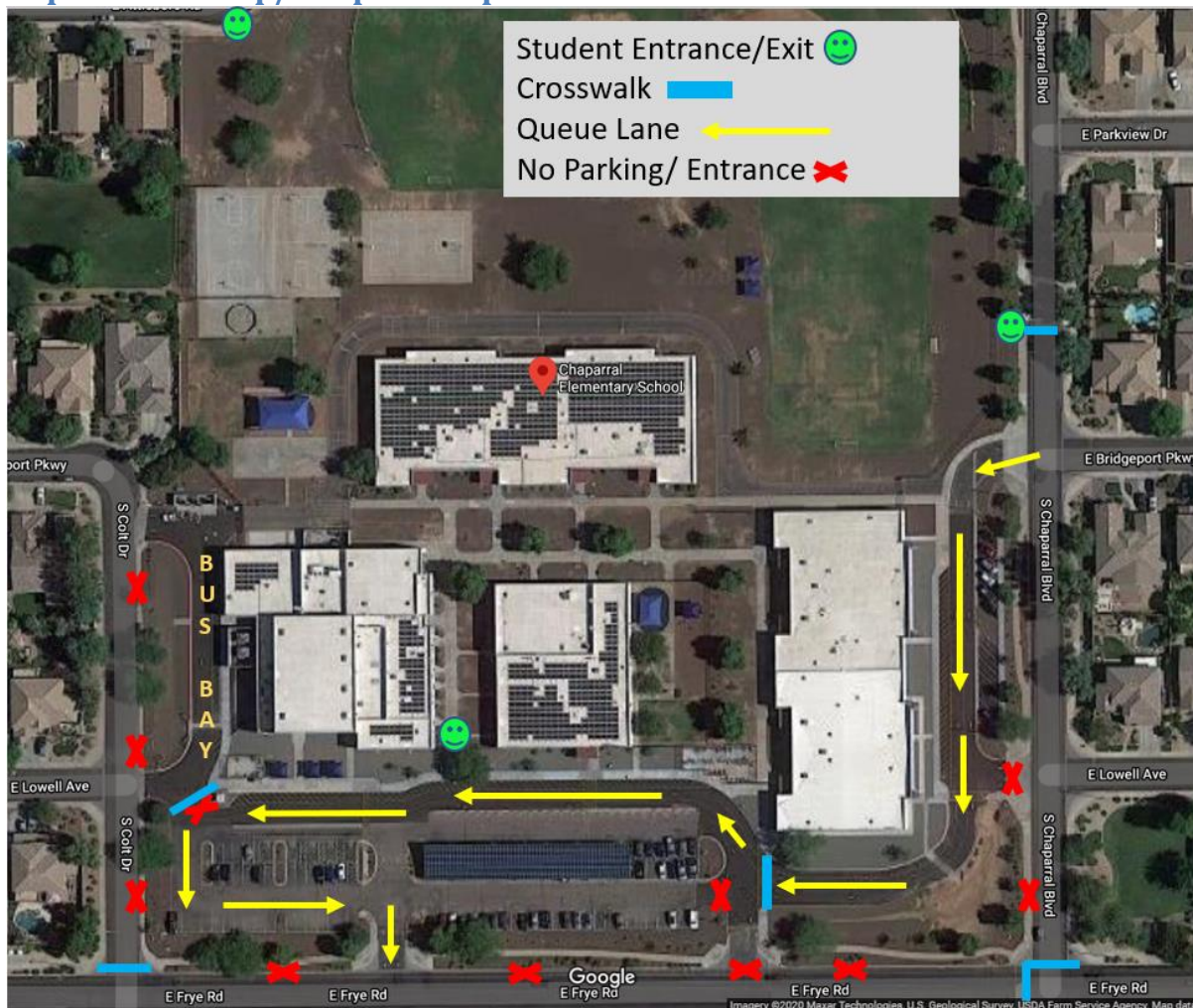


## Bus

Traffic is limited to **bus use only** in designated areas. All school rules apply to the bus stop and while on the bus. Please be on time for the bus before and

after school and always follow the bus driver's instructions. Riding the bus is a privilege; please see the discipline section for more on bus rules.

## Chaparral Pick-up/Drop-off Map



## Student Placement Procedure

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. 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.

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## Student Celebrations

**Super Shark** is an award available for all K-6 grade students. Students exhibiting exceptional leadership characteristics, aligned to the 7 Habits, will be chosen for this award and will be recognized at an assembly.

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

- Receive all 4's and/or 3's in reading, writing, math, science and social studies. In 6th grade all A's and/or B's should be earned.
- Receive a satisfactory (S) grade in all non-letter graded areas

- Extra-curricular coursework grades **are not** included in consideration for Honor Roll.

#### **Principal's List eligibility begins in fourth grade.**

To qualify for the Principal's List a student must:

- Receive all 4's in reading, writing, math, science and social studies. In 6th grade all A's must be earned.
- Receive a satisfactory (S) grade in all non-letter graded areas
- Extra-curricular coursework grades **are** included in consideration for Principal's List.

K-3 students receiving all 3's and 4's, in all categories, will receive an **Academic Achiever Award**.

Honor Roll, Principal's List and Academic Achiever awards are given out quarterly. **Perfect Attendance** awards are presented to students at the end of each school year.

## **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. We greatly appreciate your generosity and support!

[TAX CREDIT LINK](#)

## **Toys and Valuables**

Students are discouraged from bringing toys and valuable 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

## **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. All volunteers are required to complete our District's background check process. Parents interested in volunteering should contact the front office at 480-279-7900 to fill out the appropriate paperwork, well in advance, as this process can take time. **Volunteers must be cleared through the classroom teacher and the front office prior to volunteering.** All volunteers must sign in at the school office and get a visitor's pass. **Children are not allowed to accompany volunteers at school.**