

Welcome to Keeling Elementary School

Keeling is an amazing school with incredible teachers and staff. We are committed to making sure each child receives a quality education that will prepare them for a wide variety of educational opportunities in the future. We are very excited that your family is attending Keeling this year!

In this handbook, you will find important information to help you and your child have a positive and productive school year. Please read through all of this information with your child. If you have any questions, please contact us so we can assist you.

I look forward to working with your family this year.

In partnership,

Annette Orelup

Annette Orelup, Principal

KEELING OFFICE HOURS

The Keeling office is open from 7:15 a.m. to 3:15 p.m. The office telephone number is (520) 696-6940.

ARRIVAL / DISMISSAL HOURS and BREAKFAST

Regular School Day: 7:30 a.m. to 2:10 p.m.
Tuesday Early Release: 7:30 a.m. to 12:10 p.m.

In order for your child to have the greatest amount of success, it is very important that he/she is at school and on time every day.

The playground is supervised from 7:15 a.m - 7:30 a.m. No student may be at school before this time. Students should not be on campus before 7:15 a.m. or after school, unless they are participating in special activities (orchestra, band, student council, ACHIEVE). All students are to go directly home when classes are dismissed for the day.

If at all possible, please wait until dismissal to pick up your child. Please refrain from picking your child up before the end of the school day. If you do need to pick your child up early, be sure to check out through the front office.

Breakfast is served to all students every morning at Keeling, in the classroom. Free and reduced lunch is available to families who qualify. Applications may be picked up in the office.

Important Dates For This School Year

August 9	First Day of School
August 30	Open House—5:00 p.m.
September 3.....	Labor Day-NO SCHOOL
October 2-5	Early Release Days for Parent Conferences
October 8-12	Fall Break-NO SCHOOL
November 12.....	Veterans Day-NO SCHOOL
November 22-23	Thanksgiving Break-NO SCHOOL
December 21-Jan 4	Winter Break-NO SCHOOL
January 7.....	Return from Winter Break
January 21.....	MLK/Civil Rights Day-NO SCHOOL
February 5-6.....	Early Release Days for Parent Conferences
February 21-22.....	Rodeo Days-NO SCHOOL
March 18-22	Spring Break-NO SCHOOL
May 23.....	Last Day of School



PARENT TO STUDENT TRANSPORTATION MESSAGES

In the interest of the safety and security of your student(s), we require that all transportation changes and messages for student(s) be delivered to the front office by 1:45 p.m. By doing this, we are better able to help your students arrive at their destination safely and in a timely manner. Also, please attempt to schedule any student appointments after 2:10 p.m. Your student's education is our highest priority. In the event of an emergency, we will do our best to accommodate any changes.

PARENT CONFERENCES

Parent conferences are held at the end of the first grading period and again in the spring. We encourage all parents to meet with teachers during this time. However, if at any time you have questions concerning your child's progress, please call the classroom teacher to set up an additional conference. We are always eager to meet in order to support your child.

On conference days, daycare van transportation and bus transportation are available at 12:10 p.m. for all students who ride them.

REPORT CARDS

Report cards are issued every nine weeks and show each child's progress toward mastering the Arizona College and Career Readiness Standards. Report cards are sent in envelopes that are to be signed and returned to the classroom teacher. Parents should keep the report card for their own records and to see how best to support their child.

KEELING COUGAR NEWS

The Keeling Cougar News is our school newsletter that is sent home the first weekday of the month. The newsletter consists of stories, articles, activities, and information about the classrooms, PTO, Keeling Neighborhood Association, and our incredible school. Please ask your child about flyers, notices, memos or newspapers. By watching for this information, you will keep informed of all events at our school.

KEELING FACEBOOK PAGE

Please join our Keeling Facebook group! Just search for Helen Keeling Elementary School. We post lots of great pictures and information about upcoming events. Also, check out our website address at www.amphi.com/Keeling.

Please Keep Us Informed

CHANGES OF ADDRESS, PHONE, CUSTODY



It is very important that school records be kept current in case of an emergency. It is very difficult for our staff to contact you (by telephone or mail) if you have moved or changed your telephone number and have not notified us. **You must tell us your new address if you move. If you move out of the Keeling neighborhood and wish to remain at Keeling, you must fill out an Open Enrollment form.**

Your child may be referred to by any name you choose. However, registration papers, report cards, testing materials, health information, academic records, etc., must contain your child's legal name as recorded on their birth certificate. If the child's name has been changed through adoption and/or a court order, the legal document must be provided to the school office. We will make a copy of the legal document, reflect the changes, and place the copy in the student's record.

It is important to understand that under Arizona law, there are several types of "custody". Under this law, the residence of the person having legal custody (of the student) is considered the residence of the student. If you have a court order limiting the rights to one parent, a copy of that order must be provided.

Student Activities/Clubs

COUGAR COUPONS – Students who are seen to be exhibiting exceptional behavior may be recognized by their teacher to the principal. The principal will announce their name on the news and recognize them for their positive choices. We are very proud of our students and love to celebrate their great choices.

STUDENT COUNCIL – All students in 4th and 5th grade are provided information about Student Council during the first few weeks in August. Student Council members and two teacher/advisors meet throughout the year to discuss and plan activities that encourage the students and support/ increase the opportunities available for learning!

ODYSSEY OF THE MIND – Keeling is very proud to have a growing group of students that enjoy being challenged to think more deeply to solve problems. We had one team qualify for, and compete at, the World Finals in 2011! Information will be provided during the first quarter regarding how to participate in this exciting program.

BAND/ORCHESTRA – Amphitheater Public Schools offer beginning and advanced classes for band and orchestra. Students and parents of students in grades 4 and 5 are introduced to the various instruments at the beginning of the fall semester. All students in grades 4 and 5 are encouraged to participate.

Learning to play a musical instrument and belonging to the school band or orchestra opens up a whole new world of friends and fun. As an instrumentalist, students are able to participate in musical performances with ensembles at the middle and high school level. Please join us this year in one of these exciting groups.

Transportation Information

BICYCLES – Students are welcome to ride their bikes to school. When students arrive at Keeling, they must walk their bikes to the bike rack and lock them up. Bicycles may not be ridden on school grounds. Helmets must be worn when bicycles are ridden. It is the law! Violation of bike rules will result in loss of privilege to have a bicycle on school grounds.

The school is not responsible for bicycles left at school overnight or stolen/damaged bicycles.

BUS TRANSPORTATION – Riding the school bus is a privilege and it is expected that children behave in a safe, appropriate manner and follow all school and bus rules at all times. If a child is suspended from the school bus it becomes the responsibility of the parent to provide transportation.

Kindergarten students must be picked up at the bus stop. Kindergarten students will not be discharged from a school bus unless an older child or adult is present to escort the Kindergarten student from the bus stop. **Also, parents must contact the school prior to the end of 1:45 p.m. in order for Kindergarten students to not be transported by bus.**

Please be aware that school buses may arrive as much as 10 minutes before or 10 minutes after the stated times due to the fact that these buses make runs for other Amphitheater schools.

Parents must write a note if a student wants to leave the bus at a stop other than the usual stop or to go home without using the bus. The note must be brought to your child's teacher or the office staff.

Health Information

SMOKING – Keeling is a smoke-free zone. There is no smoking on school grounds or the Keeling campus.

EMERGENCIES – The school Health Assistant assists all students who are hurt. Keeling Elementary School **does not** provide medical insurance coverage for school related accidents. This means that the parent is responsible for the child's medical bills if he or she gets hurt during school activities.

If emergency medical action or treatment is required and a parent or guardian cannot be contacted, school officials will take necessary steps to obtain emergency medical attention. Any expenses incurred will be paid for by the parent and/or guardian or by insurance coverage provided by the parent and/or guardian. Any payment of medical expenses is **not** the responsibility of the school or the school district.

Keeling Elementary School **does** provide information regarding voluntary student insurance. Many coverage options are available. Information regarding voluntary student insurance will be sent home during the first few weeks of school.

MEDICATION – Any medication given at school must be prescribed by a physician and provided in the original container. All medication must be brought to the Health Office for dispensing. No medication shall be kept in the classroom, student's backpack, etc. No other medication is to be brought to school. Students in possession of any medication (legal or illegal) constitutes a violation of the Student Code of Conduct.

TEMPERATURES – Children with a temperature of 100 degrees or more will be sent home. Parents will need to make arrangements for pick up. Children should be fever-free for 24 hours before coming back to school.

Safety Information

COURTYARD/OUTDOOR HALLWAYS/STAIRWELLS – Always walk safely on the Keeling campus. Please remember to walk in these areas at all times.

ROLLER SKATES AND SKATEBOARDS – Are not to be used on campus at any time.

FIRE DRILLS --

- Quietly exit the building when the alarms are sounded.
- All students will stand with their class in the area designated by their teacher. Teachers will take attendance to ensure that all of their students are present.
- Students and teachers will remain quiet during the entire drill, including exit and re-entry of the building.
- All students are to remain in line until dismissed by the principal or their teacher.

LOCKDOWN DRILLS – This procedure is practiced several times throughout each year in order to prepare students and staff for appropriate actions to take in the event we have a potentially unsafe situation. Keeping everyone safe is a top priority.

- Teachers will lock doors, close curtains and follow appropriate safety practices.
- Teachers will take attendance to ensure all students are present.

VISITORS/VOLUNTEERS – We LOVE to have parents volunteer at Keeling! All **visitors** and **volunteers** to Keeling should check in with the front office first. All **visitors** and **volunteers** will be given a **name badge** to wear while on campus.

PARKING, PICKING UP/DROPPING OFF STUDENTS -

- Please use the front entrance of the school as a drop-off and pick-up site for your children. Do not use Geronimo as a drop-off and pick-up area. It is designated for buses and vans only.
- Also, please remember the "rules of the road" by staying in line and filing in and out of our school in an orderly fashion. **Drive with caution and be courteous.** We need to set examples for our children by being safe, courteous drivers.
- If your child is not out at the "pick-up" area when you arrive, please loop around to the back of the line to allow others to pick up their children and to allow your child time to come out to meet you.
- Cars must not be left parked or unattended in the student drop-off and pick-up area.

School Policies

ATTENDANCE – Please make sure your child arrives at school every day on time. Students cannot learn if they aren't in school. Regular attendance is the key to your child's academic success. Students must arrive by 7:30 a.m. To help ensure accurate attendance records and to help protect your child's safety, please call the attendance line at (520) 696-6940 by 9:30 a.m. on any day your child will not be attending school or will be late. If we do not receive your call, our automated phone dialer will notify you of the absence or tardy.

EARLY PICK-UP – To keep classroom disruption at a minimum, early pick-up is discouraged and should be for emergencies and important appointments *only*. If you must pick up your child early, sign them out in the front office. **Please note: *Pick-up within fifteen minutes at the end of the school day is not possible due to office congestion and classroom disruption.***

WITHDRAWAL – Parents or guardians, please come to the school office if you have moved out of the Amphitheater School District so you can sign a **withdrawal** form. All records can then be sent to your child's new school in order to ensure a smooth transition.

DAMAGE TO BOOKS AND PROPERTY – The cost of school books and equipment has increased substantially over the years. We continue to teach children to take care of these books and school equipment. Should a child lose or damage a textbook, the child will be responsible for the full replacement cost.

BIRTHDAY CELEBRATIONS – We are happy to celebrate children's birthdays at Keeling. However, any treats brought in must be purchased at a store with all ingredients listed. Please do not send cakes. Cupcakes are much easier to serve. Unless prior arrangements with your child's teacher have been made, treats may be brought to the office for the teacher to pick up. Balloons and gifts are not allowed in the classroom as they cause a distraction during instruction time.

LOST AND FOUND/PERSONAL ITEMS --

- **PERSONAL ITEMS -** (toys, electronic games, iPods, wallets, etc.) should not be brought to school. Keeling staff is not responsible for items brought to school. If a student loses something, the student should check the **lost and found** area in the cafeteria. All unclaimed items are donated to the clothing bank at the end of each semester. It is important that all jackets, sweaters, backpacks, book bags, lunch sacks and other belongings have your child's name on them.
- **CELL PHONES –** If a student has a personal cell phone, it must be turned off and kept in their backpack throughout the school day. If a student uses their cell phone during school without permission, it will be taken away and kept in the school office until a parent can retrieve it.

PHYSICAL EDUCATION --

- Children participate in physical education each week. If your child is not able to participate, please bring in a note from a medical doctor.
- Children should wear comfortable clothes for P.E. Children should be able to bend over, stretch, and sit on the floor without worrying about their clothes. If a dress or skirt is worn, shorts should be worn under it to allow students to participate without being self-conscious. Flip-flops, sandals, jellies, dress shoes,

and cowboy boots may be dangerous and should not be worn on days when there is P.E. Also, shoes with cleats (little rubber or metal bumps) should not ever be worn to school.

School-Wide Responsibilities

The entire staff of Keeling Elementary School has the goal of providing the maximum opportunity for each child to learn in an atmosphere where children feel SAFE, SECURE and HAPPY.

We are a PBIS (Positive Behavior Intervention Supports) School. Our four expectations are:

- We are respectful.
- We are responsible.
- We are safe.
- We persevere.

Our behavior matrix is on the following pages.

DISCIPLINE -

Appropriate student behavior is essential to an educational environment that supports learning. Students sometimes engage in behavior at school which is not consistent with classroom and school guidelines. In such cases, disciplinary consequences are necessary. The purpose of discipline consequences are to:

- Hold students accountable for their behaviors
- Establish discipline when needed
- Maintain an atmosphere conducive to learning
- Preserve the safety, health and general well-being of students and/or staff
- Change the undesired behaviors

Parents will be notified in an appropriate and timely manner of disciplinary actions involving a student. Our goal is to continually keep open lines of communication with parents.

Possible Consequences:

Lunch Time-Out – Isolation during part or all of lunch break.

Time-Out – Assignment to the Success Room for a period of time.

In-School Suspension – Assignment to the Success Room all day.

Restitution – Replacement or payment for stolen or damaged property.

Out-of-School Suspension – Assignment to home during the day(s) suspended. Student will not be allowed on campus without the permission of the principal.

Long Term Suspension – Suspension out of any Amphitheater school for a determined length of time.

Expulsion – Refusal to permit a student to attend any Amphitheater School for a determined length of time.

PLAYGROUND AND EQUIPMENT RULES --

- **Play fighting** (regardless of the friendly intent) is NOT allowed.
- Notify the playground monitors, or teachers on duty, of any problems.

Our Code of Conduct and Parent Compact –

All students will be asked to follow the Keeling Code of Conduct. Students and parents will be asked to sign a paper committing to the Keeling Code of Conduct and pledging to work together in order to help each child be their very best.

- I will be respectful.
- I will be responsible.
- I will be safe.
- I will persevere.

DRESS CODE –

Students are required to comply with the Governing Board's dress code for students. For the dress code in its entirety, please refer to the Handbook of Students Rights and Responsibilities. Attire which are prohibited:

- Clothing with obscene language or pictures
- Any clothing which exposes the bare midriff
- Exposed undergarments
- NO SAGGING PANTS
- NO roller skate shoes
- Students who violate the dress code will be asked to change if clothing is available in the nurse's office or a parent will be asked to bring a change of clothing to school for the student to change into before being allowed back in class.