



# Kyrene Traditional Academy

*Sureño Campus*

## **KTA Policy and Procedure Manual 2016-2017 School Year**

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Principal

**Dr. Patricia Hineman, Ed. D**  
Assistant Principal

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<http://sw.kyrene.org/sur>

**\*\*Citizens \*\* Scholars \*\* Friends\*\***

# Kyrene Traditional Academy—Sureño Campus

STUDENTS CANNOT BE ON SCHOOL GROUNDS PRIOR TO 7:15 A.M.

## School Hours

Kindergarten through 5th grade:  
Monday—Tuesday—Thursday—Friday  
7:45 a.m.—2:35 p.m.  
First Bell Rings: 7:40  
Tardy Bell Rings: 7:45

Wednesday Only  
7:45 a.m.—12:35 p.m.  
First Bell Rings: 7:40  
Tardy Bell Rings: 7:45

(Students must enter through the office if they arrive after the 7:45 tardy bell to obtain a pass.)

## Contact Information

School Office: 480-541-5400  
Office Hours: 7:00 a.m.—3:30 p.m.  
School Fax: 480-541-5410  
Health Office: 480-541-5420  
Cafeteria: 480-541-5426  
PTO: ktapto.org

## Key components of KTA

- **Direct instructional model** for phonics, reading, writing and math
- **School wide discipline plan**
- **Prescribed student dress**
- **Parental Agreement Commitment**  
All parents must sign - with *required* school participation and volunteer hours
- **School wide homework plans** with nightly parental signature
- **Required parent/guardian attendance** key meetings: Meet the Teacher, Curriculum Night, and 2 teacher conferences per year

## SCHOOL CALENDAR

August 1	First Day of School
September 5	Labor Day - No School
September 30	Teacher Work Day - No School
October 3 - 10	Fall Break - No School
November 11	Veteran's Day - No School
November 24 - 25	Thanksgiving Break
	No School
December 19	Winter Break Begins
January 3	School Resumes
January 16	Martin Luther King Day
	No School
February 20	President's Day - No School
March 6 - 13	Spring Break - No School
April 14	No School
May 23	Last Day of School



# Kyrene Traditional Academy

## *Sureño Campus*

School Year 2016-17

**We welcome you to Kyrene's premier Traditional Academy!**

**As we begin another great year as Kyrene's only Traditional School, we are excited to continue to celebrate our tremendous success.** We have had extremely positive feedback from parents, students and the community and we look forward to continuing the many new programs and traditions at KTA.

- We are a **NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE, 2015!** We are the **ONLY KYRENE SCHOOL to receive this prestigious honor from the US Department of Education.** Only five schools in Arizona received this honor in 2015.
- We were named **BEST ELEMENTARY SCHOOL IN CHANDLER, AZ, 2015!**
- We received the coveted **A+ School of Excellence Recognition** this year, from the Arizona Educational Foundation.

We are excited about our very positive academic success as we continue to provide rigorous and challenging experiences for students. We are happy to welcome back our many returning families and to welcome new families to our incredible school.

We are a school of choice. The Kyrene District is supporting your decision as parents and guardians to research and visit schools and to then choose the school that is the best fit for your child and your family. As a school of choice, there are a number of things that are unique and different for KTA when compared to other Kyrene elementary schools. The purpose of this handbook is to provide details on these differences and to enlist you as a full and participating partner in your child's education. We believe that this partnership: home – school – student, provides the best learning foundation for your child and provides all of us with the support needed to ensure a positive and productive year at school.

At KTA, our belief statement is the guiding force for our decisions for your children:

*The acquisition of core skills, primarily through direct instruction, in a highly structured environment is viewed as the foundation of the learning process. Students are taught independence, citizenship, and self-responsibility for their learning. Priority is given to the fundamental tools of learning in the core academic areas of phonics and reading; grammar; spelling and writing; mathematics; social studies; and science. We believe that students need a structured learning environment that minimizes instructional distractions in order to provide them with the strongest opportunity for academic success.*

By selecting KTA, parents, students and staff are responsible for and committed to supporting the KTA programs, upholding standards, and following the rules and policies of the school.

We welcome your participation and involvement as parents and guardians and we look forward to a productive year for your children! Please feel free to contact us if you have questions or concerns. Thank you for your support!

Marianne L. Lescher, Ph. D.  
Principal

Patricia Hineman, Ed.D.  
Assistant Principal

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## **Kyrene Traditional Academy**

### **Mission**

To provide a strong academic foundation for all students to excel, while ensuring a safe, supportive, and caring environment in partnership with families and the community.

### **Vision**

Kyrene Traditional Academy – Sureño Campus (KTA) students utilize fundamental and higher level thinking skills to achieve academic success. KTA students are respectful, self-disciplined, conscientious, and highly motivated members of society.

### **Philosophy**

KTA is a program of choice. The acquisition of core skills, primarily through direct instruction, in a highly structured environment is viewed as the foundation of the learning process. Students are taught independence, citizenship, and self-responsibility for their learning. Priority is given to the fundamental tools of learning in the core academic areas of phonics and reading; grammar; spelling and writing; mathematics; social studies; and science. We believe that students need a structured learning environment that minimizes instructional distractions in order to provide them with the strongest opportunity for academic success. By selecting KTA, parents, students, and staff are responsible for and committed to supporting the KTA programs, upholding standards, and following the rules and policies of the school.

### **Traditional Curriculum**

The KTA program develops a solid foundation of fundamental and higher level thinking skills through a structured curriculum that is consistent within each grade level and sequential throughout the grades.

The kindergarten through fifth grade curriculum is taught using direct teaching techniques, whole class instruction and approved teaching methods, and is not interrupted for non-curricular programs or activities. The phonics-based Spalding program is a strong component of the KTA language arts curriculum. The Saxon math program is taught in conjunction with other adopted District resources and students may be accelerated. Special area classes, such as library, music, art and physical education are included in the curriculum. Technology will be incorporated throughout the curriculum as appropriate in accordance with Arizona State Standards and within district guidelines. Special Education and Gifted/STEM services are available at KTA. A wide variety of enrichment activities are offered before or after the regular school day.

### **Governance**

Kyrene Traditional Academy parents, principal, and staff work together as participants in the decision making processes of the school. The Site Council is organized with representation of parents, staff and community to establish and uphold the educational foundation of the school. All rules and regulations set forth in this manual shall be consistent with the policies of the Kyrene School District Governing Board and will be actively enforced by the principal.

## **ADMISSIONS**

### **Admission Eligibility**

KTA accepts students within Kyrene School District boundaries, as well as students from outside KSD boundaries in accordance with KSD open enrollment policy. Open enrollment information is available by calling Bonny Dolinsek at 480-541-1516 or bdolinsek@kyrene.org.

### **Priority in Admission**

KTA is a school of choice. Students currently within the Kyrene Traditional Academy boundaries will be accepted as long as the parents sign and agree to the expectations of KTA. Students wishing to be admitted to KTA outside of the school's boundaries or outside of Kyrene must apply for open enrollment with the Kyrene School District.

Students living within existing Kyrene Traditional Academy boundaries who do not wish to attend KTA may attend Kyrene de la Paloma as their neighborhood school and need not apply for open enrollment, but must register at Kyrene de la Paloma.

### **Registration Requirements**

Registration requirements for KTA are the same as all Kyrene schools. In addition to these, all parents and students must review the KTA Policy and Procedure Manual and sign the KTA agreement each school year. The agreement briefly states that parents and students agree to adhere to the rules of KTA and the Kyrene School District Governing Board.

## **CURRICULUM**

### **Curriculum Procedures**

The following curriculum procedures are established as a guide for classroom organization and planning to ensure that the KTA will continue to meet the expectations of parents, teachers, administration, and the Kyrene District Governing Board.

- Classrooms in grades K-3 shall be self-contained with heterogeneous grouping.
- Utilization of departmentalized teaching methods and schedules are implemented in the 4th and 5th grades.
- Students' desks shall face the teacher's primary instructional area during direct instruction.
- Alternative desk arrangements may be used on an occasional basis when it is more suitable for the content area or objectives being taught (for example: lab grouping in Science instruction.)
- Appropriate discipline techniques, which focus on positive reinforcement of appropriate behavior, shall be used to maintain a structured, calm, and orderly classroom atmosphere. A school wide positive discipline plan shall be in effect.

### **Delivery of Instruction**

- Each teacher shall utilize whole class instruction, direct teaching, and approved methods with an emphasis on meeting individual needs.
- In order to maximize instructional time and students' time on task, classroom activities not directly related to academic tasks will be kept to a minimum in all grade levels.
- A block of uninterrupted teaching time will be established for reading/language arts and math instruction.

- Teachers shall strive to provide academic challenges for all students. Parents will also be encouraged to provide extended learning activities for their children.
- Teachers shall help students gain the necessary skills to become productive citizens by modeling and discussing positive character traits and appropriate manners, and expect students to follow their example.
- Students shall remain in class until their assigned dismissal in order to maximize instructional time.
- Whole school announcements, visitors and guest observers, and individual messages to students should not interfere with instructional time. Whenever possible, messages and announcements will be delivered during the first or last 15 minutes of the school day.
- High expectations shall be maintained for neatness, spelling, grammar, punctuation, and accuracy on all written assignments.
- Original, student-generated, grade-level work is expected from students.
- Report cards shall be issued every quarter for grades 1 - 5. Kindergarten report cards are issued once per semester.

### **District Curriculum Objectives**

KTA will meet or exceed all curriculum standards established by the Kyrene School District.

Curriculum materials, including textbooks for teaching and other resources, are adopted for each subject area by the Kyrene School District. The use of these resources will reflect the KTA philosophy and the importance of basic skills acquisition.

### **Language Arts**

The language arts program shall integrate the following components:

#### **1. Spelling & Handwriting**

Spelling will be taught using the Spalding Method. Spalding is a phonics-based program with emphasis on daily written and oral phonics drills. Spalding manuscript and/or cursive handwriting shall be directly taught and maintained as standardized penmanship for all grade levels.

#### **2. Vocabulary**

Vocabulary development shall be emphasized during spelling and in all content areas. Dictionary and thesaurus skills shall also be taught.

#### **3. Writing/Composition**

In accordance with grade level expectations, each student shall participate in creative writing experiences, as well as written reports, essays, letters, narratives and research papers.

#### **4. Reading/Literature**

Reading skills will be directly taught and developed utilizing the Spalding Method, in conjunction with adopted Kyrene curriculum resources, including Junior Great Books, Harcourt Treasury reading series

and anthology, and other high quality literature. A strong emphasis shall be on listening and reading comprehension, literary appreciation, passage structure, and mental actions.  
*Daily reading will be required in homework for each grade level.*

### **5. Oral Communication**

Appropriate listening, speaking, memorization, recitation and dictation exercises will be required at each grade level.

### **Mathematics**

Mathematics shall include the mastery and practical application of basic mathematical principles. Basic math facts shall be taught to the mastery level using drill, repetition, and memorization to achieve appropriate accuracy and speed. In addition to computational skills, problem solving strategies will be taught. The emphasis in KTA's mathematics program is to teach the foundational skills necessary to evaluate, solve and communicate solutions to real-world problems, as established by the common core curriculum standards. The Saxon math program, as well as other adopted Kyrene mathematics resource materials, including Investigations and CGI, shall be utilized at all grade levels.

### **Social Studies/History/Geography/Government**

The Kyrene Traditional Academy shall utilize social studies materials adopted and approved by the Kyrene School District. Social studies will be taught through direct instruction and the use of inquiry techniques using Kyrene social studies resources.

### **Science**

The Kyrene Traditional Academy shall utilize science materials adopted and approved by the Kyrene School District. Science instruction shall include the application of scientific principles in the areas of Physics, Chemistry, Life Science, Earth Science and Space Science. Science will be taught through direct instruction and the use of inquiry techniques using Kyrene Science resources.

### **Technology**

Technology shall be integrated into the KTA curriculum as an additional resource. Computer skills, such as keyboarding, will be taught where developmentally appropriate. Kyrene approved computer programs and computer media will be used to supplement or enhance instruction. Internet access requires a signed electronic user agreement to be on file for each student.

### **Special Area Classes**

KTA will offer the following special area classes:

### **Library**

A library program for grades kindergarten through five shall be provided by a qualified teacher. The library program shall correlate library skills for each grade level with classroom curriculum. The librarian shall be aware of classroom activities that relate to specific library skills and reinforce those skills.

### **Music**

Music for grades kindergarten through five shall be a required subject. Music shall be taught by a qualified music specialist. The music program shall emphasize music appreciation, music history, note reading, composition, rhythm, instrument identification and choral skills.

### **Physical Education**

Physical education (PE) is required for grades kindergarten through five and will be taught by a qualified physical education specialist. Appropriate athletic/PE (Tennis, Running, or Basketball) shoes and appropriate clothing are required to participate in class.

### **Art**

Art instruction will be provided for grades kindergarten through five. Art will be taught by a qualified art teacher. Students will use various media and techniques, as well as learning design concepts, art appreciation and history.

### **STUDENT DROP OFF AND PICK UP PROCEDURES**

Procedures for student drop-off and pick-up are established for:

1. The safety of all students
2. Efficiency
3. Convenience for all

Due to increased district-wide safety policy, parents/guardians are not permitted on the playground before school. Parents may wait along gated areas until the bell.

### **Student morning drop-off**

#### **METRO BLVD (East)**

There is no student drop-off in the Metro Blvd. parking lot.

#### **GALVESTON RD (North)**

**This lot will close at 7:15 a.m. in order for the morning drop off procedure to begin.**

#### **Kids Club Entrance 6:30-7:15 a.m.**

Parents park in the north parking lot. Enter the blue gate/patio, at the front school entrance, and sign-in. A sign indicating Kids Club is on the blue gate.

#### **Playground Entrance**

Pull into the north student drop-off lane. Pull ahead to the farthest cone available. Students should quickly exit the car and proceed to the gate for playground entrance. Please forego the drop-off lane if students need additional time to ready themselves for school. You may also park in the south parking lot and walk your child across the crosswalk to the gate. Students who need to go to breakfast should cross the playground area and enter the MPR through the secondary playground entrance.

**Daycare Vans and Buses** will use the bus lane on Galveston Rd. and proceed directly to the playground gates.

**The multi-purpose room and playground areas are supervised by KTA staff beginning at 7:15 am.**

Parents and younger siblings will not be permitted beyond the blue entrance gates during before-school recess. This is to reduce the number of bodies on the playground to clear the line of sight and ensure safety for all students.

#### **Afternoon Student Pick-up (2:35 p.m. M,T,Th,F & 12:35 p.m. Wednesdays)**

Please display the family pick-up card provided for you on the passenger side dashboard of your car every day.

There will be 2 locations for student pick-up by parents in cars.

Siblings or carpool children will go to the zone of the youngest member of their family or pick-up group.

**Grades K-2 will be using the north zone/lot adjacent to Galveston Rd.**

**This is in front of the K.T.A. office.**

Pull into the east student drop-off lane. Duty personnel will read the card and radio ahead to the supervising personnel so that your child/ren will be waiting for you at the farthest position available before the crosswalk. Children should load from the passenger side in order to avoid walking through traffic. Please keep loading areas clear. Parents who are walking to pick-up young children may wait by the flagpole east of the pick-up zones. Duty personnel will send your child/ren to you there.

**Grades 3-5 will be using the East zone/lot adjacent to Metro Blvd.**

Pull into the east student drop-off lane. Duty personnel will read the card and radio ahead to the supervising personnel so that your child/ren will be waiting for you at the farthest position available past the crosswalk. Children should load from the passenger side in order to avoid walking through traffic.

Riders of daycare vans and buses will be supervised and escorted to the bus lane on Galveston Rd. and load onto the vehicles.

Bike riders will walk to the bike racks and walk bikes until off of campus, using crosswalks and obeying safety signs and laws.

Students walking independently will proceed to the nearest crosswalk and exit campus, using crosswalks and obeying safety signs and laws.

Please use crosswalks and obey all posted signs and traffic laws. All are provided for the safety of students, families, and staff.

**SCHOOL-WIDE OR CLASSROOM ACTIVITIES**

Kyrene Traditional Academy will occasionally conduct school-wide or classroom activities or events that enhance the school experience for students, foster community or celebrate student talent. Specific activities may include assemblies, author visits, classroom parties, field trips, Panther Pride celebrations, talent shows and other social events involving families and the community (ie; Pumpkin Walk, Fall Carnival).

**Classroom Parties**

Classroom parties shall be limited to a maximum of three (3) per school year. The parties shall be held the last hour of the school day when possible. Classroom celebrations will be consistent at each grade level. All food provided for students must be in alignment with District policy.

**Field Trips**

- \* Field trips shall be related to the curriculum and appropriate to students' grade level.
- \* Field trips are subject to the principal's approval each year.
- \* All classrooms at each grade level will participate in scheduled field trips.

- \* Teachers shall provide clear objectives and assignments for field trips. Teachers may require students to take notes and/or collect data for reports.
- \* Arrangements for the field trip, parent notification, transportation, lunch, and adult chaperones shall be made at least two weeks in advance.
- \* Ratio of adult chaperones shall be in accordance with Kyrene District guidelines.
- \* In the event that more parents express interest in chaperoning than there are spots for chaperones, teachers will use measures to ensure fairness and accessibility. Only parents and guardians are permitted to chaperone trips. Other family members (grandparents, aunts/uncles, etc) will have to go through the volunteer screening process and have a fingerprint clearance from the Kyrene District Office before the trip in order to attend or chaperone.

### **Panther Pride Celebrations**

The goal of a Panther Pride celebration shall be to encourage patriotism, provide recognition for student achievements, and enhance school unity, spirit, and pride.

### **Birthday Celebrations**

KTA follows the Kyrene District guidelines on celebrating birthdays in school. Parents/guardians are not permitted to bring cupcakes, treats, cookies, balloons, or flowers to school. Students are not permitted to distribute invitations to parties at school. Students are not permitted to have limousines, 'hummers' or other special vehicles pick them up after school. With prior approval of the classroom teacher, parents may share non-edible items such as pencils or stickers for a student's birthday. Each student receives a card and pencil and has his/her name announced for their birthday as recognition of their special day.

### **ACADEMIC EVENTS**

Academic events are related to curriculum and are designed to foster interest and family participation in various subject areas. These events may include, but are not limited to, such activities as Celebration of Learning, Art Masterpiece, Battle of the Books, Geography Bee, Spelling Bee, Science Fair, Math Olympics, Poetry Slam and other teacher-directed activities. These events may be held during the school day or after school as deemed appropriate by the principal and are subject to the availability of staff and resources.

### **EXTRACURRICULAR ACTIVITIES**

School related extracurricular activities such as Yearbook, Student Council, and National Elementary Honor Society will be sponsored by KTA staff. Additionally, the Kyrene Community Education will provide Homework Club and appropriate enrichment activities for students.

Panther Academy, and other extracurricular activities will be conducted before or after regular school hours or during lunch and will not be graded. Achievement certificates and awards may be given to recognize participation. To be eligible to participate in extracurricular activities, specific academic and behavior standards are required. Students who consistently arrive late or are not picked up on time following these activities will be removed from the program.

### **HOMEWORK/ASSIGNMENTS**

Homework is assigned to aid each student in time management, personal responsibility, strengthening of basic skills, and development of good study habits. Daily homework empowers parents in their support of their child's academic progress.

Homework assigned at Kyrene Traditional Academy will be designed to meet or exceed Kyrene School District guidelines.

### **Daily Homework**

Homework will be assigned Monday through Thursday of each week, except before a holiday. Daily homework will be due at the beginning of the next school day. *Parents/ Guardians are required to review and sign homework logs or agendas each night. Failure to do so will result in a SPARC referral for the student.*

Types of daily homework assignments may include:

- completing work started in class
- weekly spelling
- writing themes, short stories, or compositions
- drilling and practicing specific skills
- research
- memorizing material to be recited in class
- listening, observing, and evaluating radio, TV, forums, concerts, and other programs related to coursework
- conducting interviews and gathering information from authoritative sources
- working on notebooks, maps, and other projects related to course activities
- 15 to 30 minutes of nightly reading

### **Long-term Assignments** (assigned more than one week in advance)

Long term homework projects will occasionally be assigned. Examples of long-term assignments include, but are not limited to,

- \* book reports
- \* recitations
- \* science projects
- \* research papers

Failure to turn in a long-term assignment by the due date shall result in a 0 percent (0%) for students at all grade levels. **NO MAKE-UP WILL BE GIVEN.** When a student is absent, long term assignments are due at the beginning of class the first day the student returns. For long term illnesses/family emergencies, the Principal and teacher will work with parents to support reasonable arrangements.

### **Teacher Responsibilities regarding Homework**

#### **The teacher shall:**

- maintain a system of homework accountability for each student
- provide appropriate feedback in a timely manner
- assign meaningful and grade level appropriate homework
- make every attempt to keep homework consistent at each grade level
- take into account long-term assignments when assigning daily homework
- respond in a timely manner when homework concerns are brought to their attention

### **Student Responsibilities regarding Homework**

#### **The student shall:**

- keep an accurate record of assignments on daily log or agenda
- have necessary materials to complete assignment
- complete assignments on time
- do their own work
- strive for the highest quality work possible

- communicate to parents and teachers when homework is difficult

### **Parent Responsibilities regarding Homework**

#### **The parent shall:**

- read all school communications regarding homework
- check his/her child's homework for accuracy, completeness, and neatness
- sign homework assignment sheet as required
- supervise completion and correction of inaccurate and untidy work
- provide a suitable space to study and ensure proper materials and supplies are available for completing assignments.
- contact the teacher in a timely manner when homework concerns arise.

### **Homework Hints and Suggestions for Families**

- Review homework daily for completeness, accuracy and neatness before signing homework logs or agendas.
- Find a private place to work, undistracted by TV, videos, siblings, etc.
- Be comfortable, yet structured.
- Reserve time each evening for long-term projects.
- Pay careful attention in the classroom. It is critical that each child utilizes available class time to avoid falling behind.
- Record accurate information on homework sheets in your best handwriting.
- Organizational skills are essential. KEEP HOMEWORK IN A NEAT FOLDER AND CLEAN OUT DAILY.
- Be positive! Remember that the goal of homework is to review and reinforce what your teacher has taught.
- If a concept is new, or the student is new to our school, try working in shifts or using a timer. Short concentrated efforts at new concepts will alleviate added stress on the children and parents.
- Be flexible! Try something new or different to help your children understand their homework.
- Praise your child for his or her efforts!
- Lastly, if the frustration level escalates, and both parent and child are frustrated, Stop! Take a break from the homework, and if you can, try again later. Otherwise, add a note to the bottom of the homework sheet, advising the teacher of the situation.

### **Absent and Late Work**

It is required that all assignments be completed. All students shall be provided one day for each absent day to make up missed assignments, not including long-term assignments. Work not completed by the assigned time shall be considered late; however, teachers shall use their discretion to determine guidelines in acceptance of late assignments due to extenuating circumstances.

If an assignment is not completed, students will be given an opportunity to complete it in lunch SPARC class (Student Practice and Refocus Classroom). All completed work will be graded for content, however, a separate grade for homework completion will be given which reflects late and and/or missing work.

Grading standards for content and homework completion will be consistent at each grade level.

### **GRADING AND REPORT CARDS**

Grading and report cards shall be given in accordance with Kyrene School District guidelines for elementary schools.

### **Progress Reports**

In grades K-3, teachers will contact parents with concerns as needed if students are not meeting grade level expectations.

For grades 4-5, parents shall be contacted at mid-term of each grading period regarding their child's academic and behavioral performance.

Progress reports shall be consistent at each grade level.

### **Parent-Teacher Conferences**

- Parent teacher conferences are scheduled each fall and spring and attendance at both is required by the KTA parent commitment.
- Intervention conferences are held mid-year as needed.
- Additional conferences may be requested by teachers or parents.

### **KTA POLICY AND PROCEDURE MANUAL and Parent/Student Commitment Contract**

Parents are provided access to the KTA Policy and Procedure Manual through our school web site. Copies are provided to families at the start of each school year, and are also available in the school library and in the front office. Parents and students are expected to read the policy manual and return the **Parent/Student Commitment Contract** (an insert in the manual) within one week of entry into the Kyrene Traditional Academy.

### **SCHOOL SERVICES**

Kyrene Traditional Academy provides the same services as other elementary schools in the district, including Special Education, Gifted/STEM, and Speech programs.

Kyrene Traditional Academy also offers services to enhance school unity, parental involvement, and an environment that promotes student success, care, and safety. Services shall include, but are not limited to child care, tutoring, parent volunteers, and Spalding parent courses.

### **Child Care-Kids Club**

Kids Club provides before and after school care for KTA. Information is available at the Kyrene District office or at the KTA school office.

### **PARENT VOLUNTEERS**

A staff member will serve as Volunteer Coordinator and will establish contact with families, as well as coordinate and record volunteer hours.

At least one adult from each family that enrolls their child at the Kyrene Traditional Academy is expected to volunteer a minimum of 5 hours for the school during the school year. It is hoped that parents who have schedules and time commitments that allow, will volunteer many more hours than this. We welcome and appreciate the time our parents can devote to their child's education, but also understand that time available is different for each individual parent. Volunteering your time can be accomplished in a variety of ways, either at school or at home. The volunteer coordinator is available to help families identify the manner in which volunteer hours can be completed.

### **Spalding Parent Course**

KTA shall provide a Spalding parent training each year for KTA parents. A small fee may be charged in order to cover the cost of the course instructor and materials.

### **Transportation**

Kyrene School District shall provide bus transportation for KTA students currently living within Kyrene Traditional Academy bus boundaries. Parents are responsible for providing transportation for students living outside Kyrene Traditional Academy boundaries.

## **SCHOOL ORGANIZATIONS AND COMMITTEES**

The success and operation of the Kyrene Traditional Academy (KTA) is due, in part, to the attendance and participation of parents, teachers, and administrators in school organizations and committees; therefore, participation is strongly urged.

### **Parent-Teacher Organization (PTO)**

This volunteer parent-teacher organization meets each month to support academic endeavors. PTO activities include fundraising, building school community and spirit, and participation in the governance of the school and its functions. The PTO officers are elected by the membership, and a board representative shall serve on the Site Council. Parents who choose to bring their child to PTO meetings must provide immediate supervision.

### **Site Council**

A school site council has been established at KTA to provide a cooperative procedure for determining goals and educational philosophies of the school. The council, like all other governance or administrative units of District, operates within the guidelines of District Governing Board policy, budget, ethics, and law. This governing body is organized with representation of parents and staff to uphold the educational foundation of the school. The Site Council meets regularly and establishes committees on which parents may serve. Children are not to attend Site Council meetings.

## **BEHAVIOR EXPECTATIONS AND DISCIPLINE**

Kyrene Traditional Academy is intended to have a highly structured, calm, and orderly atmosphere. Respect and courtesy shall be exhibited at all times. Teachers and parents are expected to exemplify appropriate modes of conduct and abide by school rules. School rules shall be consistent with Kyrene District Governing Board policies.

### **Positive Discipline and Expectations**

KTA is committed to providing quality education and consistency in all we do to ensure that each student has a positive environment in which to learn. This includes a clear discipline policy within the classroom and throughout the school.

Positive reinforcement will be acknowledged by all staff with reward coupons which students will be able to redeem for certificates from the principal and/or items in the school store. KTA students will exhibit the 3 B's at all times (**Be safe, Be respectful, Be responsible**). These behaviors allow for students to be successful in both the academic and social aspects of their experience at KTA. Teachers may refer students for 'Principal's Lunch' for excellence in academics and behavior, twice per month.

The staff at KTA has written classroom discipline policies consistent within the K-1, 2-3, and 4-5 grade levels. The consistent language allows students to be responsible for their actions in all settings, including special area classes, hallways, recess and in the cafeteria. The details of each grade levels

discipline policy will be thoroughly explained at curriculum night. In addition, teachers will be available for specific explanation throughout the year. We are committed to providing a quality learning environment for all students. *Please also refer to the back cover, with the list of **Life Skills for Learning** that are used throughout our school to support positive behavior for student.*

### **Three B's of Behavior**

#### **Be Safe**

- Move around campus efficiently and quietly
- Be in control of your body and space
- Follow KTA rules at all times

#### **Be Respectful**

- Use 'please, thank you and excuse me' in all environments
- Express yourself with a positive attitude
- Respect rules, property and others

#### **Be Responsible**

- Be on time
- Be prepared with materials and dress
- Be ready to learn

### **Disciplinary Process**

Violation of classroom or school rules requiring intervention beyond that of the classroom teacher shall be handled according to the following disciplinary process. Disciplinary action may begin at any level, and levels may be combined depending on the severity of the offense.

Students not following the expectations of KTA will be reminded and redirected by teachers, staff and administrators. Initial issues will be dealt with in the classroom settings according to grade level parameters. Teachers may use the **SPARC** (Skills, Preparation And Refocus Class) during lunch recess time for mid-level issues and concerns that may include (but are not limited to) situations such as failure to complete homework or other assignments, repeated non-compliance with dress code, and initial offenses and behavioral infractions. Repeated offenses (5 or more within a quarter) would advance to an Office Referral where the principal and/or assistant principal will become involved and will contact parents. Severe infractions and incidents would immediately be referred to the administrators for intervention and an Office Referral.

### **DRESS CODE**

An enforced dress code will contribute to the academic environment. Just as dress codes address professional standards in the workplace, the KTA dress code promotes the purpose of academics. All students are expected to dress in a neat attractive fashion reflecting pride in themselves and their school. It is both the parents' and the child's responsibility to ensure compliance with these standards. The dress code options are as follows:

Please visit the KTA website for further information about purchasing dress code compliant clothing.

### **MONDAY – THURSDAY:**

#### **TOPS:**

- Navy blue, red or white shirts (colors of the American Flag).

- All shirts must be solid in color with no pin stripes or logos of any kind with the exception of KTA logo shirts.
- Shirts must have a collar and sleeves.
- Any shirt, tank top or camisole worn under the collared shirt must be red, white, or navy blue, and not longer than the uniform shirt.
- Shirts must be long enough to permit normal movement without exposing the midriff.
- Shirts may not be altered or tied-up.
- No undergarments may be visible at any time.

#### **BOTTOMS:**

- All bottoms must be plain dark navy blue or khaki.
- Bottoms must be of school uniform style and fabric.
- No tight fitting or big/baggy bottoms will be allowed.
- Bottoms must be hemmed (no frayed edges) and may not have holes.
- Shorts must be Bermuda length (no more than 4 inches above the knee.)
- Girls may wear culottes, skirts, capris, dresses or jumpers:
  - All garments must be of modest length – no more than 4 inches above the knee.
  - Jumpers
    - Must have a dress code appropriate shirt worn underneath.
    - May wear dress code appropriate tights or leggings underneath
    - May not wear pants under jumpers or skirts
  - Leggings, tights and leg warmers
    - Must be dark navy blue, red or white
    - May only be worn underneath a dress code appropriate bottom
    - Leggings are not to be worn alone, or in place of regular uniform type pants/shorts/skirts
- No undergarments may be visible at any time.

#### **FRIDAYS:**

- In place of the uniform bottom, students may wear navy blue or black denim bottoms that otherwise comply with dress code.
- Students may wear a school spirit shirt or must follow the dress code for their top.

#### **FOOTWEAR:**

- Socks must be plain red, white, navy blue or black.
- Sandals, if worn, must have a sturdy heel strap.
- All footwear must be properly secured at all times.
- Students must wear athletic shoes on PE days.
- The following footwear is **not appropriate** for school:
  - Flip flops
  - High heels or platform shoes greater than one inch in grades K-3, two inches in grades 4-5
  - Shoes with laces above the ankle (such as knee-high lace up sneakers)
  - Wheelies
  - Other novelty shoes that may distract from the academic environment or present a safety hazard to the student

#### **HAIRSTYLES, ACCESSORIES AND JEWELRY**

- Jewelry

- All jewelry will remain on the owner.
- Jewelry will be worn in the manner designed.
- Pierced body jewelry, other than earrings in the ears, is not allowed.
- Earrings may not dangle more than 1 ½ inches.
- Bracelets are not allowed, however, watches are permitted.
- Words or images on jewelry must be school appropriate.
- Hair
  - Hair will be neatly groomed and cannot impede vision or cause distraction.
  - Appropriate hairstyles and cuts, as well as natural hair colors, are acceptable.
  - Bangs will be worn above the eyebrows or pinned away from the eyes.
- No face make-up or eye make-up will be worn at school.
- Students may not wear tattoos or mark on themselves in any manner.
- No hats, caps, or head coverings will be worn inside the building except hats approved by the teacher or principal for protection from the sun on the playground or those required for religious observance.
- Gloves and scarves may not be worn inside the school building.

#### **OUTERWEAR**

- Coats or jackets worn outside may be of any color.
- Jackets, hoodies or sweaters to be worn inside the building must be plain red, navy blue or white with no logos or designs, except a KTA logo.

#### **DRESS CODE VIOLATIONS**

- Students may be asked to change into appropriate clothing provided by the Health Office.
- Disciplinary process for dress code violations:
  - Students who violate the dress code will be given a dress code reminder slip to be taken home for the parents to sign.
  - After three dress code violations, student will be given a SPARC referral and parent will be contacted.
  - After five dress code violations, student will be referred to an administrator for further action.

#### **Parents**

Parents are urged to discuss the KTA dress code with their children to foster thorough understanding. If questions occur, the school nurse, teacher, or principal may be contacted. In support of the dress code, parents are asked to wear modest attire when on campus for lunch and other school events.

#### **Faculty and Staff**

The faculty, staff, and administration are expected to set good examples of appropriate, professional dress. Faculty and staff may dress in attire appropriate for their specific duties.

#### **SCHOOL EXPECTATIONS AND REGULATIONS**

Students and teachers are engaged in learning right up to the final bell at dismissal. We discourage families from picking up students early except in occasional or critical need circumstances.

Parents or guardians who wish to pick up their children prior to dismissal time must sign their children out in the office. Students shall not be released early from school without written permission from a parent or guardian. If a student leaves campus without written or oral permission, a conference shall

occur with the principal, teacher, parent or guardian, and student before re-admission to class is granted. Students who remain on campus longer than 15 minutes after the final bell will be brought to the office and parents will be called. Parents will need to sign-out students when they are late in picking up.

Due to the impact on teachers and classes, parents asking for students to be dismissed before the dismissal bell are asked to do so no later than 15 MINUTES prior to the final bell. On Mon/Tues/Thurs/Fri this is 2:20 pm and on Wednesdays, 12:20 pm. Parents coming to pick up within this 15 minute timeframe at the end of the day will be asked to wait until the final dismissal bell.

### **KTA General School Expectations**

#### **Students shall:**

1. not possess weapons, tobacco, alcohol, or drugs.
2. be on time to class and school activities.
3. show respect to adults and fellow students.
4. respect other individuals' properties and not take items belonging to others.
5. help preserve school property and grounds.
6. not have chewing gum on campus.
7. settle disagreements without fighting or threatening to fight.
8. use only wholesome and courteous language.
9. walk on the sidewalks in a quiet and orderly manner when moving about the campus.
10. act appropriately during school safety drills.
11. enter teachers' workroom, supply rooms, and staff room with permission only.
12. stay in designated areas of the school campus.
13. follow directions given by all staff members.
14. stop playing when the bell rings or when an adult blows a whistle.
15. use an appropriate pass when away from supervision.
16. not throw sand, rocks, or objects that could injure others.

### **Bicycles, Skates, Scooters, and Skateboards**

Only students in grades two through six may ride bicycles per Kyrene District Policy.

#### **Students shall:**

1. leave bicycles and scooters in designated area.
2. not have skates, skate shoes, skateboards, or wheelies on campus.
3. walk their bike through the crosswalk and to the bike rack.
4. walk their bike from the bike rack through the crosswalk.

### **School Bus Expectations**

The safety of the students to and from school is of primary importance to the Kyrene School District. Riding a school bus is a privilege, not a right. Students must adhere to the rules of conduct. Students who behave inappropriately shall be disciplined and may lose their bus privileges.

#### **Students shall:**

1. be courteous and respectful and follow the directions of the driver at all times.
2. stay in your assigned seats facing the front with your feet on the floor and out of the aisle.
3. keep hands, feet and objects to yourself and inside the bus.
4. not display any verbal or physical behavior that disrupts the ride (shouting, singing, pushing, touching, etc.).
5. not eat, drink, or chew gum on the bus.

6. demonstrate safe and appropriate behavior at the bus stop and getting on and off the bus.
  7. not bring illegal and dangerous items on the bus (tobacco, alcohol, drugs, weapons, explosive devices, lighters, etc.).
  8. not bring inappropriate or distracting items on the bus (animals, insects, glass, toys, balloons, etc.).
- Video Surveillance equipment is on all Kyrene buses and is used as a tool to assist drivers and administration in identifying and isolating possible disciplinary and/or safety problems that may need attention.

### **Cafeteria Expectations**

Teachers will collect lunch money from students each morning. However, it is strongly suggested that parents put money in their students' lunch accounts in advance in the cafeteria or online through myLunchMoney.com.

The following rules apply for students eating inside the cafeteria. Students are expected to follow the direction of any staff member on duty and treat all staff respectfully.

#### **Students shall:**

1. be quiet and orderly in line.
2. eat lunch quietly in assigned area and use good manners.
3. ask permission from staff in charge to move elsewhere or be dismissed.
4. keep the floor and table areas neat and clean.
5. not share food.

### **Playground Expectations**

#### **Students shall:**

1. play in the designated areas.
2. play away from irrigation and muddy areas.
3. only throw or kick items specifically designed to be thrown or kicked.
4. exhibit good sportsmanship at all times.
5. play safe non-violent games (no tackling, grabbing clothing, tripping or pushing).
6. use playground equipment as intended .
7. obtain permission from the teacher or staff on duty before leaving the playground.
8. not handle broken glass or harmful objects and report the item to the staff on duty.
9. not play tag games.
10. swing in only one direction.
11. not play with footballs, soccer balls, or kick balls on the basketball courts or near the playground equipment.
12. not to bring toys or sport equipment from home.

### **Restroom Expectations**

#### **Students shall:**

1. obtain permission from a teacher or staff on duty.
2. keep restrooms neat and clean at all times.
3. wash hands and leave the restroom when finished.
4. not play in restrooms.

## Kyrene Traditional Academy - Life Skills for Learning

Our **Life Skills for Learning** program is a school-wide, consistent and comprehensive approach to developing citizenship skills and encouraging all students to take responsibility for their behavior and to make positive choices on a daily basis. The goals of the program are to give students the skills and practice on a daily basis in real-life experiences so that they learn how to solve problems, work positively with others, and develop responsible and respectful behavior. The over-arching goal of the program is that students will face each day with the skills to be positive and contributing citizens and that they will approach challenges (whether they are academic or social) with the tools to successfully navigate these challenges.

The **Life Skills for Learning** program is based on the work of Susan Kovalik, who developed the concept of life skills that support student success across the board in areas of academics and social/behavioral development.

### Kyrene Traditional Academy 3-B's

Be Respectful  
 Be Responsible  
 Be Safe

### Kyrene Traditional Academy Life Skills

Caring	Flexibility	Perseverance
Common Sense	Friendship	Pride
Cooperation	Initiative	Problem Solving
Courage	Integrity	Resourcefulness
Curiosity	Organization	Responsibility
Effort	Patience	Sense of Humor

<b>Be Respectful</b>	Caring Common Sense Friendship Integrity Sense of Humor Pride
<b>Be Responsible</b>	Cooperation Effort Responsibility Perseverance Curiosity Initiative Organization
<b>Be Safe</b>	Courage Flexibility Resourcefulness Problem Solving Patience

### References and Resources:

- Susan Kovalik & Associates – distributed by Books for Educators, Inc. [www.books4educ.com](http://www.books4educ.com)
- Sue Pearson: **Tools for Citizenship and Life: Using the Lifelong Guidelines and Lifeskills in Your Classroom** (2000)

## Kyrene Traditional Academy Playground Rules

- ✓ Running is permitted on grassy areas only.
- ✓ Students are **not** permitted to bring basketballs, footballs, or soccer balls from home.
- ✓ Playing in the bathrooms is not allowed.
- ✓ Jumping off the playground equipment is not allowed.
- ✓ No throwing sand, putting sand on the sidewalks, or putting sand in drinking fountains.
- ✓ Tag is **not** permitted on the playground.

### Playground Equipment Rules

**Swings:** One student on the swing at a time. Sit on your pockets. Hold onto both chains. Swing back and forth. (Twisting, holding on to another swings, jumping off swings, or pushing someone on the swings is not acceptable.) If there is no swing available, you may count on another student. Count to 100. The student using the swing will then let the student who is finished counting use the swing.

**Slides:** Go down the slide one person at a time feet first, on your pockets with no stopping. Climbing up the slide is not permitted.

**Monkey Bars:** One person at a time walks across with hands only beginning with the first bar. (Climbing on top, walking on top, hanging upside-down, or sitting on top of the monkey bars is not allowed.)

#### Four-Square

- If the ball bounces in your square, you must try to hit it.
- You must let the ball bounce in your square before you hit it to another square.
- You can go out of your square to hit the ball if it has first hit your square.
- No catching the ball.

*You may not call any special rules.*

#### Tetherball

*The object of the game is to wind the rope around the pole until the ball is touching the pole.*

- Server throws ball up and hits it with one hand.
- The ball must go around ONE time before you can catch it or stop it.
- The winner is the server for the next game.
- Do not sit or pull on the ball.

#### Basketball

- No more than 5 players on a team.
- Regular basketball rules only.
- No full contact/fouls (pushing, shoving, roughness, or holding)
- No traveling or kicking the ball.
- Only one full court game of basketball allowed at a time.

#### Touch Football

- Divide players into even teams.
- No grabbing arms, clothing, or body to stop an opponent.
- No rough play, tackling, or pushing.
- ONLY two handed-touch on the back.

#### Soccer

- Divide players into even teams.
- No touching the ball with your hands (unless you are the goalie). No high kicks above the waist, tackling, tripping, or pushing.

#### Kickball

- Divide players into even teams.
- Throw the ball below the waist to get someone “out”.
- No climbing on the fence.
- Each player is allowed three fouls or tries before the player is “out”.
- Three outs per team per inning.
- No “lead offs” from base.