

General School Rules

Visitors

We're always delighted to have you visit the schools; it gives us a chance to get to know you better and to share information about school programs and operations. Each time you visit, please stop by the school office to sign in and let us know you're here. It is very important for us to know who is on campus to maintain student safety and security, and to prevent the school routine from being interrupted. Although it's rarely required, Arizona law allows schools to deny access to individuals who would be in violation of those conditions.

Tobacco-Free Policy

For the protection of public health, and to set a good example for children, the use of tobacco on school grounds and other district property is prohibited. Parents and other visitors are asked to refrain from smoking or chewing tobacco while on school property or at school-sponsored events such as field trips.

School Hours

Students are supervised starting 30 minutes before class until dismissal. Children should not arrive before that time, since their safety can't be assured. Similarly, students should return home immediately after school unless they participate in authorized extracurricular activities or are enrolled in the GESD Extended Day program. Primary students may not wait on the school grounds for older Siblings. Elementary school hours vary, please contact the office for details.

Leaving the Campus

For their own safety, students may not leave the campus during the school day without permission. If it is necessary for your child to leave the campus, you must notify the principal in writing or in person, and your child must be signed out at the school office by you or another designated adult. Some schools allow students to go home for lunch, with the parent's written request. Check with your school office for information.

Student Attendance

Daily attendance is very important for your child to benefit the most from school, and to learn the meaning of responsibility. Even the most capable student can't learn if he/she is not in class. For this reason, attendance is part of the district's promotional requirements. Students with less than 90% attendance may not be promoted to the next grade. Attendance is the responsibility of

both the parents and the students. If your child is going to be absent from school, be sure to notify the school as outlined in the procedures below. If a child is absent without the knowledge and permission of his/her parents, or if the absence violates state law and district procedure, it will be considered a truancy.

Reporting Absences

If your child is going to be absent, please notify the school in advance or by 9:00 on the day of the absence. If that is not possible, you must send a note with your child when he/she returns to class, which states the dates and reasons for the absence. Arizona law requires us to verify all absences in this way. An absence may be excused if you have notified the school and if the absence is for illness, death in the family, religious observance, or other unusual circumstances. Absences for reasons such as trips, family vacations, and medical appointments are discouraged; and depending upon the frequency and effect on the child's performance, may be considered unexcused even with prior notification. For your child's benefit, please try to schedule trips and appointments during non-school hours whenever possible. Students are required to make up any work missed as a result of absences. When a student has unexcused absences, any or all of the following disciplinary steps may be taken:

- Conference with the student regarding the absences
- Conference with the student's parents/guardians
- Formal letter sent to parent/guardian outlining state law, district policy, and possible consequences
- Counseling and/or home visits by school personnel
- Referral to and follow-up action by the Glendale Police Department and/or other community and
- state agencies (Glendale Youth Services, Child Protective Services, or Juvenile Court System).

Tardiness

Excessive tardiness can be detrimental to learning and can pose a safety hazard between home and school. Please emphasize the importance of punctuality to your child. If your child is to be tardy, please notify the school about his/her expected arrival time.

Medicines

If your child needs medication, you must deliver it to the school nurse's office along with a written request. Prescription medicines must be labeled by the pharmacist with the doctor's name, the dosage, and the duration of treatment. Nonprescription (over-the-counter) medicine must be delivered in the original container. The school nurse or designated employee must administer medicines; students should not take medicines themselves or bring medicines on campus. Permission to administer specific medication may be re-requested for a period of up to one school year. If you need additional information, please contact your child's school nurse.

Student Telephone Use

Students usually may not use school telephones. If your child needs to get in contact with you, a school employee will make the call. Students may use the school telephone for emergencies, if approval is given.

Emergencies

Although emergencies happen infrequently, it is very important to keep your child's emergency card up to date so we can reach you if there is a problem. If a child is involved in an emergency situation, every effort will be made to contact the parent/guardian immediately. If the parent cannot be reached, the alternate person listed on the student's emergency sheet will be notified. The school will continue to try to locate the parents. If emergency medical care is needed, the student will be taken to the nearest hospital. When children hurt themselves at school, parents are responsible for any related medical bills.

Purchase of Textbooks

All textbooks remain the property of the school district. If a student requires a second copy of a textbook or workbook for any reason (loss, damage, etc.), the parent/guardian is required to pay for the replacement. Payment arrangements should be made through the principal's office.