

# Glendale

Elementary School District

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**Glendale  
Elementary  
Online Learning**

**Parent/Student Handbook**

**2021-2022**

**Make Good Decisions**

**Solve Problems**

**Show Respect**

**Dr. Alfredo Barrantes Santamaria, Principal**

**GEO Learning**

**623-237-6300**

# School-Wide Behavioral Expectations

To ensure all students' success, A.R.S. 15-841 (A) (1-2) provides disciplinary remedies for students who have repeatedly or seriously "interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn." Disruptive students not only lose learning time, but deprive other students of learning time too. Parents, teachers, and administration must be united in setting high expectations for behavior and academics. This guide provides specific behavioral expectations, teacher and staff responsibilities, strategies for acknowledgement, procedures for handling infractions of behavioral expectations, and specific routines to be followed to support all teachers throughout the school.

## Mission Statement:

**GEO Learning is dedicated to the belief that all children can learn. We will provide children with a supportive, caring environment that develops academic success, self-respect, self-motivation, and a sense of responsibility.**

## GEO Learning Students will:

**★Make Good Decisions**

**★Solve Problems**

**★Show Respect**

**These three phrases will be a guide for students, staff, and parents to use when dealing with student behavior. It should be related to school-wide expectations and procedures.**

## STUDENT EXPECTATIONS

- Login to Canvas Daily (<https://gesd40.instructure.com>)
  - Login to each course Daily
  - Turn computer camera on when attending the meetings
  - Turn in assignments in each course Daily
  - Read and View all Lesson Materials Daily
  - Attend virtual meetings with the teacher
  - Take notes when needed
  - Check the course calendar or you Google calendar Daily
  - Read all feedback from your teachers

- Quiet and Distraction free place to work and learn from (no television or loud noises, no younger siblings running around, no outside conversations by other members in the home should happen in the area where the student is learning)
  - Communicate with all of your teachers Regularly (not only in class during synchronous instruction)
    - Teachers may communicate with you in many forms including the following:
      - Announcements in Canvas
      - Emails through Canvas Inbox
      - Phone Calls
      - Texts through the Remind App
      - Google Meet Virtual Meetings (synchronous instruction time)
    - Ask questions
      - If you are not clear what an assignment is asking---ASK
      - If you don't understand how to turn in an assignment---ASK
      - If you don't understand why you received the grade you did---ASK
  - Teachers will...
    - Commit to helping ALL students better themselves through learning
    - Communicate regularly through Canvas Inbox or Announcements
    - Respond within 24 hours to emails or messages
    - Grade assignments within 72 hours
    - Support and encourage students to be successful and pass courses
  - Daily Parent Support:
    - Ensure your child has a quiet place to work at home if applicable
    - Set a schedule for your child to work online and offline
    - Be sure they are taking stretch and lunch breaks
    - Check that they are logging into Canvas and each Virtual Meeting daily
    - Check that they are turning in assignments in Canvas daily
    - Check grades regularly (Canvas Observer Account or have them pull up their grades)
    - Encourage your child to contact their teacher when they need help
    - **Log the hours/minutes the students are studying on the Time Tracker form inside of ParentVue**
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## Absences

In the event of a necessary absence, please notify the school or email the teacher no later than 90 minutes after the start of school. You can email Elba, the GEO secretary at [edakeyacopa@gesd40.org](mailto:edakeyacopa@gesd40.org).

## Arizona Truancy Statute

School attendance is not only a good habit; it is required by Arizona statute. A child between the ages of six and sixteen failing to attend school during the hours school is in session is truant unless excused pursuant to ARS 15-802, 15-803, or 15-901. Excessive absenteeism or missing greater than 10% of total number of required school days whether excused or unexcused is also truancy. The parent or person with custody of the student is responsible for ensuring that the student attends school and

consequences of a class 3 misdemeanor apply if the parent or person of custody does not send the child to school.

Truancy is any absence from one or more class periods without the prior knowledge and consent of the parent or guardian and is in violation of state law and district procedure. Unexcused absences for at least five school days within a school year constitute habitual truancy. **Habitual absences and/or truancy, excused or unexcused, may lead to students no longer being enrolled in GEO and asked to go back to their home school. Parents will receive a warning letter from the teacher and school administrator.**

## GEO LEARNING School-Wide Expectations Matrix

**Show Respect:** Be polite and cooperative with others.

**Solve Problems:** Be dependable and trustworthy at all times.

**Make Good Decisions:** Be free from harm of any kind (physical or emotional).

| <b>Settings</b>                       | <b>Show Respect</b>   | <b>Solve Problems</b>  | <b>Make Good Decisions</b>   |
|---------------------------------------|---|--|--|
| <b>Expected Student Behaviors</b>     | <ul style="list-style-type: none"> <li>✓ Use kind and encouraging words in all our actions</li> <li>✓ Use all materials and equipment as designed to be used</li> <li>✓ Follow directions quickly and the first time</li> <li>✓ Be patient with each other</li> </ul> | <ul style="list-style-type: none"> <li>✓ Accept consequences without arguing or complaining</li> <li>✓ Be a problem-solver</li> <li>✓ Clean up after self</li> <li>✓ Keep electronic devices off and out of sight</li> </ul> | <ul style="list-style-type: none"> <li>✓ Let an adult know if there is a problem</li> <li>✓ Be kind to others in our words and our actions</li> <li>✓ Think if the action is appropriate before doing</li> </ul> |
| <b>Classroom</b>                      | Teachers develop expectations in each of these areas with students for their classroom.   |  |  |
| <b>Assemblies</b>                     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Listen to the speaker</li> <li><input type="checkbox"/> Clap at appropriate times</li> <li><input type="checkbox"/> Be Kind</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter and exit calmly and quietly</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the directions of the presenter</li> <li><input type="checkbox"/> Wait for signal for dismissal to leave assembly</li> </ul>              |
| <b>Adults as partners in learning</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Be patient</li> <li><input type="checkbox"/> Use appropriate tone and language</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Help child be on time</li> <li><input type="checkbox"/> Schedule appointments with staff to not happen</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Be a caring partner and address concerns at the appropriate time (not during class)</li> </ul>   |

|                               |   |  |   |
|-------------------------------|---|--|---|
|                               |   | during school time if possible   | time) to teachers or administration<br><input type="checkbox"/> Ensure students are able to be online in a quiet and distraction free work area   |
| <b>Student 1:1 technology</b> | <input type="checkbox"/> Handle all devices respectfully at all times<br><input type="checkbox"/> Use kind and encouraging words<br><input type="checkbox"/> Use all materials and equipment as designed to be used<br><input type="checkbox"/> Follow directions quickly and the first time<br><input type="checkbox"/> Be patient with your device<br><input type="checkbox"/> Wash your hands before and after using your device | <input type="checkbox"/> Help others to solve problems they have with their device<br><input type="checkbox"/> Accept consequences without arguing or complaining<br><input type="checkbox"/> Be a problem-solver<br><input type="checkbox"/> Clean up after self<br><input type="checkbox"/> Keep devices to self and out of others areas | <input type="checkbox"/> Follow directions the first time quickly<br><input type="checkbox"/> Always handle all devices respectfully<br><input type="checkbox"/> Follow all device usage expectations<br><input type="checkbox"/> Make sure devices are fully charged<br><input type="checkbox"/> Any technology problems need to be taken care of immediately<br><input type="checkbox"/> Use appropriate Digital Citizenship at all times |

## Teacher Managed Behaviors

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## Office Managed Behaviors

\*\*\*These are the more common behaviors which may appear in our online school. We will still also follow the GESD Parent and Student Handbook and the consequences which are there.\*\*\*

| <b>Teacher Managed</b>   | <b>Office Managed</b>  |
|--|--|
| <ul style="list-style-type: none"> <li>● Inappropriate Language</li> <li>● Calling Out</li> <li>● Teasing</li> <li>● Refusal to Work</li> <li>● Minor Dishonesty</li> <li>● Minor Disruption</li> <li>● Defiance</li> <li>● Minor Aggression</li> <li>● Disrespectful <ul style="list-style-type: none"> <li>● Tone</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Weapons</li> <li>● Recurring Pattern of Aggressive/Profane Language</li> <li>● Credible Threats</li> <li>● Harassment of Students/Teachers</li> <li>● Major/Chronic Disruption</li> <li>● Major/Chronic Refusal to Follow School Rules</li> <li>● Major Dishonesty or Cheating</li> <li>● Chronic Minor Infractions</li> <li>● Theft</li> <li>● Defiance</li> </ul> |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>● Attitude</li> <li>● Body</li> <li>● Language</li> <li>● Pattern of not Completing Homework</li> </ul> | <ul style="list-style-type: none"> <li>● Racial/Ethnic Discrimination</li> <li>● Major Disruption</li> <li>● Sexual Harassment/Behavior</li> <li>● Drugs/Alcohol</li> </ul> |
|--|---|

## Student Dress Code

A good rule to follow is to dress for success as a school. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state or local health and obscenity laws, or affect the welfare and safety of any student(s).

### STUDENT DRESS CODE:

1. Students may not wear clothing or accessories bearing the following types of messages:

- Obscene or profane statements or pictures
- Statements advocating immoral, illegal, sexual or violent behavior
- Shirts with messages referring to death, violence, or sex
- Statements of disrespect directed against the school, the law or other reasonable authority
- Statements advertising, promoting or picturing alcoholic beverages, tobacco or drugs

2. The following clothing/garments are not permitted in google meets;

- Strapless or backless dresses or blouses, halter tops, tank tops or garments that reveal bare shoulders. All shirts must have straps that are more than two inches in width
- Garments that reveal a bare midriff
- Spandex shorts, side-split shorts, or extremely brief shorts (when standing with arms at side, shorts should be longer than tip of fingers)
- Spiked or studded belts, bracelets, or necklaces, chain belts or handcuffs
- Blouses or shirts of transparent or mesh material revealing bare midriff or shoulders
- Low-hanging or sagging pants, including exposure of any undergarments (pants must fit securely)

3. No gang-related clothing or symbols, including, but not limited to:

- Bandannas in pockets or belts
- Pacifiers
- Shirts with personalized nicknames in Old English Lettering

## Procedure for Acquainting New Students and Families With Discipline Plan

1. Upon enrolling, front office staff and/or an administrator will welcome new students.
2. Students will receive a school handbook that includes discipline procedures, routines and expectations. Office staff reviews key notes regarding dress code, tardiness, daily procedures, etc.

3. If in the enrollment process there is an indication of prior discipline issues, the student and parent will have a pre-placement conference to welcome the student. During this meeting, the administrator will explicitly review school discipline rules and expectations for the student and parent.
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## Student Acknowledgement System

The behavioral expectation system focuses on rewarding, reinforcing, and acknowledging students who demonstrate Geo's behavioral expectations. This program works in conjunction with school-wide and classroom goals.

### Student Recognition Assemblies

Each teacher will select a student to be the Student of the Month based on the expectations. Teachers will also select students for academic achievement quarterly. Students and parents will be invited to attend an assembly where students of the Month and Academic awards winners will receive a certificate.

### Specific Verbal Feedback

When you observe students getting their mindset to Make Good Decisions, Solve Problems, and Show Respect, provide them with specific, sincere, positive verbal feedback such as:

- "That was so helpful the way you behave during the lesson/meeting."
- "Thank you for using your soft voice in the lesson today."
- "Thank you for coming on time to our morning meeting."
- "Thank you for participating during the small group discussion."

# Technology as a tool for learning

Remember that devices are the property of Glendale Elementary School District

## DEVICE USAGE EXPECTATIONS

- Treat devices carefully and with respect at all times
- Use only the device assigned to you
- Follow teacher directions concerning the device
- Changing the device home screen is not permitted
- Changing the device password is not permitted
- Stickers are not allowed on devices
- Only allowed applications are installed and used on the device
- Devices are to be used for educational purposes
- Devices need to be charged and ready for use daily
- Devices need to be brought to school daily
- Hands should be washed before and after use of the device
- Damaged devices must be reported immediately to the teacher
- Lost devices must be reported immediately to the teacher
- Devices must be stored appropriately in backpacks when not in use and not left out and unattended
- Devices must not be tampered with
- Display appropriate digital citizenship at all times with the device
- Display an atmosphere of helpfulness and cooperation with the device
- Chargers must be returned along with the device if a student withdraws from school
- For any lost or damaged device the student and family must pay for the replacement:
  - Lost Chromebook--\$283
  - Damaged Chromebook Screen- \$79.00
  - Lost/Stolen/Damaged Charger-\$33

## STUDENT AGREEMENTS FOR USE OF TECHNOLOGY

- I agree to use my assigned device only within the 50 states of the United States of America.
- If my assigned wireless device is damaged, lost or stolen, I agree to report it immediately to the District by contacting [techhelp@gesd40.org](mailto:techhelp@gesd40.org). I am responsible for the replacement cost of the device if not returned in good working order.
- I agree to be kind and safe in my digital interactions with others and to take care of the device assigned to me using it for approved school learning
- If anyone makes me feel pressured or uncomfortable, or acts inappropriately towards me I will let an adult know.
- I will not bully, humiliate, or upset anyone online or with my device and stand up to those that do
- I will take care of the device I'm using and tell my family/school if it is broken, stolen, or lost.
- I will not create accounts or give out any private information.
- I will not share my passwords with anyone other than family.
- I know that whatever I share online can spread fast and far.



- Whenever I use, reference, or share someone else's creative work online I will give credit to the author.

Student Name: \_\_\_\_\_

**Instructions: Please complete all sections of this Opt-Out Form and return the signed form to your child 's teacher by August 20, 2021.**

STUDENTS PHOTOGRAPHS, VIDEOS, AND/OR SOUND RECORDING OPT-OUT A parent or guardian may withhold permission to have a student photographed, videotaped, and/or audiotaped during school-sponsored activities, learning experiences, and/or media events. As the parent or guardian of the student identified above, I understand that if I opt-out, my child will not be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child's picture be part of a school yearbook, memory book, memory video, sports team, club, or any other medium.

Note: This does not include videotaping by security cameras in school or on school buses.

If you do not want your child to be photographed, videotaped and/or audiotaped, check the box below and sign:

- DO NOT allow my child to be photographed, videotaped and/or audio taped during school-sponsored activities and/or learning experiences.
  
- I agree and understand the expectations of GEO Learning School as a parent and have reviewed this with my student(s).

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

# Intended Full-Time Equivalency Enrollment Agreement

2021-2022 School Year

Dear Parents and Students,

Glendale Elementary School District is committed to the success of students in our full-time online school, Glendale Elementary Online Learning (AOI). Students who participate at or above the minimum time requirements listed below have the best chance to success. Additionally, Arizona education law (ASRS 15-808-E) requires parents to acknowledge and ensure their students will meet minimum instructional times outlined below. Because of this, we are requiring you to agree to and sign the contract below.

## Full-Time AOI (Arizona Online Instruction) State Requirements

| Grade                | Required Daily Time | Required Weekly Time | School Year Hours |
|----------------------|---------------------|----------------------|-------------------|
| Kindergarten         | 2 Hours             | 10 Hours             | 346               |
| First, Second, Third | 4 Hours             | 20 Hours             | 712               |
| Fourth, Fifth, Sixth | 5 Hours             | 25 Hours             | 890               |
| Seventh, Eighth      | 6 Hours             | 30 Hours             | 1068              |

### Glendale Elementary Student and Parent Contract

I, \_\_\_\_\_, as the parent/guardian of \_\_\_\_\_, agree to the following:

- I understand, in accordance with the Department of Education, Glendale Elementary Online Learning (AOI) requires that each student complete the minimum hours per course per week in accordance with ASRS 15-808-J.
- I understand my child may be removed from Glendale Elementary Online Learning (AOI) if sufficient academic achievement (passing a majority of courses) is not attained, after interventions have been implemented, in accordance with ASRS 15-808-G.
- I agree to have my child enrolled full-time (in four core courses and electives) for the entire time my student attends Glendale Elementary Online Learning (AOI).
- I understand the GESD Student Handbook applies in full for Glendale Elementary Online Learning (AOI) students. I understand that my child must participate in state mandated testing in accordance with ASRS 15-808-H, or he/she may be removed from Glendale Elementary Online Learning (AOI).

(Note: typing a name on the signature line constitutes a digital signature and indicates agreement.)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date