



# Westland School Handbook

Office Hours: 7:30 a.m.- 3:30 p.m.

Phone Number: (623) 247-6456

Fax Number: (623) 247-6520

School Hours: 8:00 a.m. - 2:30 p.m. Monday-Friday

## **WESTLAND SCHOOL PARENT-STUDENT HANDBOOK**

This handbook has been created to help students and parents understand the responsibilities of being a part of the Westland School family. Staff, students, and parents will work together to help each child become a productive member of society. People generally agree that there must be cooperation and structure for people to be able to work together for the benefit of everyone. With this in mind, these rules have been developed over years of experience. It would be wonderful to be able to have one rule: “Treat others with kindness.” But in today’s world there are many decisions that must be made that may not have such an easy solution. These rules and guidelines are meant to help students, parents, and staff make the appropriate decision when just the one rule is not enough. This handbook is not meant to cover every possible situation, so we also let “Treat others with kindness” be our guide.

Welcome to the Westland Family!

### **Westland School Mission Statement**

Westland School will provide students with a nurturing, well-rounded, and academically challenging learning environment. Students will be respected and parents valued as an integral part of the educational process. Westland School will instill in our students the knowledge and skills to make them valued and productive members of society.

### **Westland School Goals**

Westland School has the following goals that guide the program of instruction for students, parents, and staff.

1. Annually ELA percent passing will increase schoolwide by 10% or the median student growth percentile will increase schoolwide by 5% as measured by the State Assessment.
2. Annually Math percent passing will increase schoolwide by 10% or the median student growth percentile will increase schoolwide by 5% as measured by the State Assessment.
3. Thirty percent (30%) of students English Language Learning needs will make growth of one proficiency level as measured annually by spring AZELLA/State Assessment.
4. Forty percent (40%) of parents/families will participate in at least one school sponsored activity/event each school year as measured by sign-in sheets collected at each event/activity.

### **Vision Statement**

Moving forward with knowledge, empowerment, and success.



## **School Contacts**

**School Secretary:** Jennie Ruiz

**School Administration:** Kathy Couch, [kcouch@westlandschool.net](mailto:kcouch@westlandschool.net) ; Aleke Morris, [mrmorris@westlandschool.net](mailto:mrmorris@westlandschool.net)

**District Administration:** Kathy Couch, Pat Keep, Katryn Goodwin, Rachel Ruiz

**Special Education Director:** Rachel Ruiz, [rruiz@westlandschool.net](mailto:r Ruiz@westlandschool.net)

Westland School staff and parents can now communicate through Class Dojo! Please talk to Ms. Jennie in the office to get connected.

## **School Arrival Time**

Students should not arrive at school before 7:30 AM or remain on campus after 2:45 PM unless attending the after-school program. If this will be a problem for you, please contact the office to see if other arrangements can be made.

## **Attendance and Absences**

Attendance is very important at Westland. We want your child to receive the best education we can offer, and we cannot accomplish this goal if your child is not here. School attendance is mandatory in Arizona from the age of 6 until the age of 16. Failure to send your child to school is considered a truancy violation and could result in loss of credit, a court hearing and/or a fine. Westland will comply with truancy requirements. Pursuant to A.R.S. S15-901(A)(2) "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. This means that a child should have no more than 9 absences per semester to receive credit or to be promoted to the next grade level.

Exceptions to this shall be:

- Chronic illness (doctor's letter explaining how the chronic illness will affect attendance, and other reasons as approved by the administration.)

If your child is going to be absent, please call the school by 8:30 am (623-247-6456) on the day of absence.

## **Tardies**

Students are expected to be in class on time. If your student is tardy, please call or send a note. Students should not be tardy for classes during the day. There is no bell, so students should go quickly to their next class after using the restroom etc.

## **Immunizations and Child Identity**

Please provided the following within 30 days of attending Westland:

- Immunization Records or Immunization Waiver
- Copy of your child's identity document such as Certified copy of the pupil's birth certificate, or any document approved under A.R.S. 15-828 (Example Baptismal Certificate, Passport, Arizona Driver License or State ID, application for a social security number, original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate, letter from the authorized representative of an agency having custody of the pupil)

## **Medication**

A new medication sheet needs to be filled out each year for every student. Students will not be given medication until this is brought back to the office signed by the parent or guardian.

All prescription medication shall be authorized by a physician and brought to school in the original container. The container must be clearly labeled. Medication needs to be brought in by a parent and a medication form signed. This form will be kept in the office while the child is on medication. Over the counter medication will be given only if the parent or guardian has authorized it. The school does not provide medication for stomach aches. Parents may provide over-the-counter medications for their child with a note explaining the child's need for the medication. The school will follow labeling instructions when administering medication.

## **Lost and Found**

Report lost articles to the office and check for them there or in the classroom.

## **Bicycles**

Bicycles need to be placed in the bike rack and locked. Bikes are not to be ridden on campus for safety reasons. Wheeled items such as skateboards, roller blades, and wheelies are not to be used on school ground unless being used as part of a school sponsored activity.

## **Visitors on Campus**

The safety of Westland students is a priority. **Therefore, all visitors to campus need to report to the office, identify themselves, and sign in before going on campus.** The office will give you a visitors pass. Loitering on or near a school campus (A.R.S. 13-2905), or abuse of a teacher or other school employee while the employee is engaged in the performance of his duties (A.R.S. 15-502) is unlawful.

Students who want to bring a visitor must obtain administration approval **before** they bring a visitor. Student- aged visitors will only be allowed if they are interested in enrolling at Westland and want to see what the school is like. The behavior of visitors is the responsibility of the student that brought them. Visitors that have any behavior problems at school will be required to leave and will not be allowed to return to the school. All parents must check in at the office before going to a classroom. Teachers are not always available, so the office will check with a teacher before sending a parent to meet with a teacher or other staff member. An appointment may need to be made in advance.

Previous school graduates and friends must check in with the office to visit during lunch time.

## **Closed Campus**

Westland is a closed campus. All students are required to remain on campus for the entire school day including breaks and lunch. Students may leave for lunch with their parents or an adult family member who is on the student's file. The student must be signed out by the parent and signed back in after returning. Parents can bring food to their children or have an older brother or sister bring food to them. Food should not be brought for other students.

Lunch orders for delivery:

Students cannot make food delivery orders during school hours. Food may be scheduled for delivery for lunch, but the food must be received and eaten during the student's regular lunch time. Students will not be called out of class to eat.

## **Driving on Campus**

1. Cars will be driven in designated areas only. All drivers must follow the 5 MPH speed limit from the time the vehicle enters school grounds until school grounds are exited. Drivers will enter and exit the campus safely (no squealing tires, etc.). Any student driving recklessly, including speeding, will receive disciplinary action. Adults driving recklessly, including speeding, may not be allowed to drive on campus. Please keep music low while on campus.
2. Drivers picking up students must pull forward in the pick-up lanes. **NO students are to be dropped off or picked up in front of the office.** Student drop-off and pick-up is to be done in the back pick-up lanes past the main building. The parking lot is for parking, not dropping off students unless the driver pulls into a parking stall to get out of the car. Drivers must stay in the driving areas and not cut through coned areas. No U-Turns. Please exit on the other side where there is a right and left turn lane available.
3. Cars must not be used as lockers. Students may not go to cars during school time (including lunch time.) If you need something from your car, contact the office for help.
4. Cars are to be vacated immediately after parking. Sitting in or on cars is prohibited during the school day, which includes lunch hours.
5. Parents, please do not wait for you children in the parking lot after school. Please use the designated pick- up lanes in the back of the school. Children will wait for their ride there.

6. No left turns are to be made from the school's entrance. This is dangerous and may block drivers from turning into the school safely. There is a right turn and a left turn lane at the end of the student pick-up/drop-off lanes.

## **DISCIPLINE**

The goal of Westland's discipline plan is for students to develop self-discipline skills. Each case is handled individually, and all circumstances and sides are considered. We spend a great deal of individual time with students helping students see both sides of a story and create a solution. We do not call parents for minor issues that children should be learning to solve on their own. If problems continue, though, parents will be contacted for help in solving problems.

Disciplinary action may be taken if these or other rules are broken:

1. No fighting, pushing, kicking, tripping or use of hands or feet in any other objectionable ways. This is considered very serious, and could cause the child to not be able to continue at Westland. All students have a right to be here, be safe, and be comfortable.
2. No provoking fighting or encouraging others to fight. We hold all students to the same standards and do not allow other students to encourage students to fight it out. We expect students to discourage fighting to other students. Students who encourage or provoke fighting may receive the same consequences as those who fought.
3. No bullying, swearing, verbal threats, put-downs, obscene hand gestures, gang gestures or gang apparel, sexual harassment, or racial slurs.
4. No drugs or alcohol on campus or students under the influence of drugs or alcohol while on campus or at school sponsored activities. Westland expects to maintain a drug free environment. If there is a reason to suspect a student may be under the influence of drugs or alcohol while on campus or at a school sponsored activity, the student will be required to be screened for illegal substances at the school's designated site. The initial test may be paid for by the school. The test must be done as soon as practical. If the test results are positive, the student will be placed on long-term suspension. This suspension can last up to six weeks but will be lifted as soon as the student produces a clean drug test. Students are able to do their school work at home during this time. Drug use, sale, or distribution will be grounds for immediate suspension pending a board meeting for expulsion and police will be called. Students are not to have discussions about their use of drugs or other unlawful activities while on school grounds or at school sponsored activities.
5. Destruction of property is a serious offense and students will be expected to repair or pay for what they break or deface. No sitting on tables anywhere at the school.
6. No smoking or vaping on campus. This means from the time students arrive in the morning until they exit campus in the afternoon. This also applies to guests and visitors. There also cannot be any smoking by students, parents, or visitors at any school-sponsored events. This is a state law and can result in a citation and a fine.
7. Students shall not have weapons of any kind (including pocketknives) on campus. The weapon will be confiscated, police may be called, and will likely result in suspension or expulsion. Parents will be called and may need to pick up the child immediately.
8. Westland is a K-12 school and we want the campus to be safe and comfortable for all ages of students. Therefore, there will be no public displays of affection by students during the school day, on the school campus or at school events, including handholding, hugging, kissing, etc.
9. There will be no hazing, encouraging of others in hazing or helping anyone haze any other enrolled, enrolling or intending to enroll students. Hazing means any intentional, known or reckless act committed by a student, alone or with a group against any other student in connection with initiation into any organization that contributes to risk of injury, mental harm or personal degradation.  
Students should report any incidents to administration or to a staff member for investigation.
10. Students are expected attend classes and maintain appropriate behavior in the classroom and on campus. This includes staying quiet, and paying attention during class, and being respectful to staff and peers. Students who continue to disrupt the learning of others or who show disrespect may have consequences assigned such as writing assignments or physical exercise (per policy).
11. Cell phones, headphones, smart watches, and any other electronic devices must be turned off during school hours (8:00 – 2:30 and during after school programs. They are not to be put on "silent"- they are to be turned off. This means they should not go off during class or at lunch. If a staff member believes that a device is on, they will ask for the device, and the device must be given to the staff member immediately. Every time a device is on and taken counts as a separate incidence. Refusal to give up an item or arguing with the staff about what they were doing with the item will automatically result in an immediate escalation

to the next incidence level. The student is permitted to explain to the staff member what they were doing with the device. The following rules apply to devices:

- Teachers will take the item when they see the item on. Teachers will take the item to the office where it will be put away. Consequences:

**1<sup>st</sup> time-** Item will be taken and parent/guardian must pick it up after school in the office.

**2<sup>nd</sup> time-** Item will be taken and kept by the school for 15 days. Parents/ guardians must pick the phone up on or after the fifteenth day in the office after school. If the fifteenth day falls on a weekend, the item must be picked up the following week.

**3<sup>rd</sup> time-** Item will be taken and kept by the school for 30 days. Parent/guardian must pick up the item in the office after the thirty days. If the thirtieth day falls on a weekend, the item must be picked up the following week.

**4<sup>th</sup> time-** The item will be taken and kept by the school and not returned.

**Students should not lend their device to another student.** The student lending the phone will have the same consequence as the person who borrowed the phone would have or their own level, whichever is the higher level.

12. Students cannot have food, soda, candy, or gum in the classroom. **No gum on campus.** These items will be thrown in the trash if brought into the classroom. Water in a closed container with a screw-on lid or pop-up lid is acceptable.
13. Absolutely no insults or abuses of staff members will be tolerated. This includes arguing with a staff member who has made a request of a student regarding the student's behavior. Any student participating in this behavior may be sent to a time-out area or sent home. Further action may then be taken. A second offense may result in suspension. *Arizona Statue 15-507: A person who knowingly insults or abuses a member of the staff on school grounds or while the employee is performing his/her duties is guilty of a misdemeanor, which is punishable by a fine and/or imprisonment.*
14. No play fighting or wrestling.

## **Dress Code**

Westland expects students to present a neat, clean appearance and dress appropriately for the activities required at school. Parents may be required to bring the appropriate attire to school if their child does not adhere to the dress code. Students not receiving clothing from their parents within a short time will be required to wear something provided by the school and then go to class.

1. No low-cut blouses, tank tops, spaghetti straps, muscle shirts, camis, or shirts with large cut-out armholes are allowed. If a shirt with a sleeve is worn underneath, some of these may be allowed.
2. No shirts that show midriffs (belly or back).
3. No short-shorts or short skirts. All shorts and skirts must be long enough to cover the buttocks and other body parts no matter what movement the student is doing.
4. Pants must be kept high enough on the hip/waist to cover all clothing worn underneath. Pants shall not be worn sagged. The whole buttocks must be in the pants. No underwear or extra shorts can be showing. A long shirt does not excuse sagging pants.
5. Shirts, hats, or any clothing with inappropriate suggestive words, phrases, pictures, and advertising of tobacco-related products, narcotics, alcoholic beverages or any type of emblem, writing or picture that is not appropriate for school will not be permitted. Students may be required to turn the shirt inside-out or change the shirt.
6. No overalls with only a tube top for the shirt.
7. No see-through coverings, designed to cover already unacceptable clothing are allowed.

Parents: Please discuss the dress code with your child/children. Make sure their clothing abides by the dress code before they leave home to go to school.

## **Lunch**

Westland has a program that gives all students free lunch and breakfast. Breakfast is served from 7:30-7:50 each school morning. Westland also offers a school store for all students following federal health guidelines. All proceeds from the store go to student activities.

Students can bring their own lunches. Refrigerators and microwaves are available.

## **Lunch Rules**

1. No cutting in line or allowing friends to cut in line.
2. Food is to be kept inside the lunchroom or other designated area.
3. Clean up after yourself at the tables. Trash is to be thrown into the provided containers.
4. No pushing, shoving, or horseplay in line or in the lunchroom. No balls or play equipment in the lunch areas.
5. Students must comply with requests from staff.
6. No play-fighting, ball stealing, or keep away games.
7. No tackle football or wrestling.
8. Stay in designated areas.

## **Recess Rules**

1. No play-fighting, ball stealing, or keep away games.
2. No tackle football or wrestling.
3. Students are to comply with requests from staff.
4. Stay in designated areas.

More rules may apply; if in doubt as to whether a behavior is appropriate or not, don't do it.

## **Grading Scale**

### **K-2 Grade Scale:**

E= Excellent, S= Satisfactory, N= Needs Improvement, I= Improving, F= Failing

### **3-12 Grade Scale:**

A= 90%-100%

D=60%-69%

B= 80%-89%

F=Below 60%

C=70%-79%

## **Honor Roll**

Principal's List: 3.8 to 4.0 Grade Point Average

Honor Roll: 3.5 to 3.79 Grade Point Average

- A= 4 POINTS
- B= 3 POINTS
- C= 2 POINTS
- D= 1 POINT
- F= 0 POINTS

## **Report Cards**

Report cards are given out every 9 weeks. Parent-Teacher Conferences are held at the end of the first quarter and the end of the third quarter after report cards are distributed (see the school calendar for exact dates and times.) If you do not receive a report card, please contact the office for a copy. We believe it is extremely important to talk about the progress your child is making and develop steps that can be taken to help your child be successful. Teachers appreciate your input. Please call the office if you have any concerns.

## **Mid-Terms / Finals**

Updated: June 2022

High school mid-terms/finals are given at the end of each semester. Not all classes have a mid-term or final.

### **Parent Teacher Conferences**

Conferences are held in November and March or April. Check your calendar for exact dates. It is extremely important that you attend these conferences so that together we can help your child be successful. It is possible to attend meeting through a phone call or Zoom. Contact your child's teacher to make arrangements.

### **Eighth Grade Promotion**

Westland holds an 8<sup>th</sup> grade promotion ceremony. We do not call it graduation, because we want our students to understand that it is a milestone on their way to further education. We want to recognize and celebrate the accomplishments of our students! This ceremony is held the last week of school, usually the same night as the high school graduation. Check your school calendar for the date of this ceremony.

*The ceremony is a privilege, not a right. A student can be excluded from participation in the ceremony for a reasonable cause.*

### **High School Graduation and Requirements**

High school graduation is held the last week of school. Check your calendar for the date of the ceremony. In the state of Arizona, high school students cannot graduate without earning all required credits and participating in the State Assessments.

Required Courses for high school graduation: Student must have 22 credits to graduate.

<b><i>Courses</i></b>	<b>Required Credits / *Recommended Credits</b>
<i>English</i>	4.0 credits
<i>Math</i>	4.0 credits
<i>Science</i>	<u>3.0 credits</u>
<i>Biology</i>	1.0 credit
<i>2 other Lab Sciences</i>	2.0 credits
<i>Social Studies</i>	<u>3.0 credits</u>
<i>World History / Geography</i>	1.0 credit
<i>American History / AZ His</i>	1.0 credit
<i>Economics</i>	0.5 credits
<i>American Government</i>	0.5 credits
<i>*AZ History</i>	0.5 credits*
<i>*World Geography</i>	0.5 credits*
<i>Fine Arts / Vocational</i>	1.0 credit
<i>P.E.</i>	0.5 credits
<i>Health</i>	0.5 credits
<i>Computer / Technology</i>	1.0 credit
<i>Electives</i>	5.0 credits
<i>*Foreign Language</i>	2.0 credits*

### **School Testing**

State Assessments are given to 3<sup>rd</sup> through 8<sup>th</sup> grades in the spring. Beginning 2021, 9<sup>th</sup> graders and 11<sup>th</sup> graders will take the ACT as the State Assessment in the spring.

AIMS Science test is given to 5<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> graders in the spring.

Galileo Benchmark Assessments for all grades are given 3 times per year.

Move On With Reading literacy assessment is given three times a year to students in K-3 grades in September, January and May.

### Student Activities

Westland offers many activities for students throughout the year. These activities include:

- Builder's Club: Sponsored by the Kiwanis Club. Open to all Junior High Age Students.
- Student Council: Open to high school students
- Dance committee: Plans and executes dances.
- Athletics: Sports are offered based on student participation.
  - Junior High Sports (Volleyball, Flag football, basketball, track, softball, soccer) Open to fifth grade through 8<sup>th</sup> grade
  - High school sports: (volleyball, flag football, basketball, softball). Open to all high school students
- Dances and Prom: Open to high school students
- Yearbook Committee: Open to all high school students who sign up for the class.
- National Honor Society: By invitation only for high school students.
- Key Club: Sponsored by the Kiwanis Club. Open to high school students

Many other activities are planned by various grade levels. Please see the calendar for dates for many of the activities. If you have an idea for an activity, please reach out to us. We would love to hear from you and see what we can do!

Thank you so much for being a part of Westland School!

*Cholla Academy (Westland/Brighton) Schools does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its educational opportunities, activities, or operations.*

My child and I acknowledge that we will be held to the rules and policies of Westland School. Not all of Westland's rules and policies are written in this handbook. This handbook is a guide to be used for informational purposes. If you have questions about any procedures or rules, please contact the office before proceeding to determine if the action is permitted.

My child's attendance at Westland School acknowledges our acceptance of Westland School's policies and rules.