

# STANFIELD ELEMENTARY



## STUDENT/FAMILY HANDBOOK 2024-2025

WEBSITE: [WWW.GOROADRUNNERS24.COM](http://www.goroadrunners24.com)



### Home of the Roadrunners!

This student/family handbook has been prepared to provide essential information to the students and families that attend Stanfield Elementary School.

**Office Phone Number: 520-424-3353**

**Superintendent:** Mrs. Jennifer Murrieta

**Director of Special Education:** Mrs. Deanna Smith-Stout

**Director of Transportation and Facilities:** Mrs. Sandy Brown

**Teacher on Assignment:** Mrs. Kimmer Gaona

# MISSION AND VISION

Our Mission:



Our Vision:

Motto: Our WHY is YOU!

## Core Values

Family



Academics

Whole Child



# SCHOOL ORGANIZATION & HOURS

## Stanfield Elementary School Governing Board Members

Mrs. Yolanda Gonzales.....President  
Mrs. Maranda Courter.....Board Member  
Mrs. Dulcey Garcia.....Board Member

Board meetings are generally held on the second Thursday of the month at 5:00 PM .  
Meeting notices are posted on the entryway of the district office. If you are a  
community member interested in being a member of our Governing Board,  
please contact our district office to learn more.

We would love to have you join our Roadrunner Family!

## School Hours:

### PreSchool Programs

Kinder Prep Program (ages 4-5) M-TH 8:00-11:00 AM  
PreSchool Class (ages 3-4) M-TH 12:00-3:00 PM

### Kindergarten - 8th Grade

7:50 AM- 3:00 PM M-TH; Early Release Friday 7:50 AM-1:00 PM

## Office Hours:

7:00 AM- 3:30 PM

**School Colors:** Maroon and Gold

**School Mascot:** Roadrunner



# SUPPORT OUR SCHOOL

## Tax Credit Donations

One way parents and community members can show support for schools is through the school tax credit donation. Individuals who pay state tax can make contributions to public schools to show support for extracurricular activities. Making the donation would reduce (by up to \$400 for married couples and up to \$200 for singles) the amount of state income tax individuals pay during any tax year. School credit donations support activities such as athletic teams, field trips and student clubs. If parents would like to make a school tax credit donation, or have questions about these donations, please contact the district office at 520-424-0227.



## Volunteer Opportunities

Stanfield Elementary School values the support of parents, family members, and the community in our schools. You can join our team of volunteers by completing the [Volunteer Application](#) and turning in any required documentation.

If fingerprinting or additional information is required, you will be contacted by a District representative.

# IMPORTANT INFORMATION

- The school district provides textbooks, paper, pencils, library books and other school supplies free to all children. However, it is the students' responsibility to care for these materials. Parents may be requested to pay for any lost school supplies or items not properly cared for.
- Backpacks are **only** permitted for grades KG-2. Backpacks are **NOT** permitted for Grades 3-8.
- Please ensure that our school office staff and teachers have your most current contact information.
- All communication will take place by phone or sent electronically. All newsletters and messages from the school administration will be shared on our website and will be sent to all families via email and text.
- Cellular phones should **not be** used or visible during school hours unless permitted by the classroom teacher. The district is not responsible for theft, loss, or damage to personal property brought onto the school campus. Taking pictures at school and posting them to social media is highly discouraged. Students who violate school rules regarding cellular phones will be subject to disciplinary action. All students who bring their phones to school in grades 5-8 will use our locking yonder pouches.
- Regular school attendance is essential for success! Please contact the school office to report all absences. Absences shall be excused only for necessary and important reasons. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out of school suspensions. Absences may also be excused for important reasons such as observances of major religious holidays of the family's faith.
- Your student is considered "Habitually Truant" if he/she has five or more unexcused absences from school. A student is considered to have "Excessive Absences" when they have more than 18 excused or unexcused absences and you or your child could be issued a citation for violation of Arizona Revised Statute A.R.S. 15-802 or 15-803.
- Although we believe attendance is vital, we do not want you to send your children to school if they may jeopardize the health of others. If your child becomes ill at school, we will notify you as soon as possible. If you think that your child may be ill, check with your doctor before sending them to school.

## Some signs of illness are:

Restlessness at night  
Fever  
Red, watery eyes  
Runny nose  
Sore throat  
Rash

Nausea or vomiting  
Flushed face  
Sneezing and coughing  
Headache  
Facial swelling

# IMPORTANT INFORMATION

- All medications administered to students during the school day **MUST** be kept at the Health Station. Prior to leaving medicine at the school the **Request to Administer Medicine** form must be completed. Medication must be in the original container as prescribed by the doctor. Medication may not be brought on the bus by a student or held in a student's possession during the school day.
- Students being picked up at dismissal time or checked out early from school will only be released to their parent/guardian, or to a person listed on their emergency contact list. Changes to this list can be made at the school office. Early pickup is only permitted from the school office with a picture ID.
- Any change to the method of pickup must be communicated to the front office staff no later than 2:00PM on a regular school day and 12:00 PM on on early release days.
- Classes are allowed 2 seasonal parties during the school year. Party food must be store-bought and individually packaged. Healthy snacks are preferred. No peanut products are allowed. Please review our Wellness Policy.
- Stanfield School has established procedures to deal with a variety of emergencies. Fire drills are held monthly, bus evacuation drills are held annually. Safety lockdowns are practiced several times during the school year and are explained to the students for student safety.
- A request for a bus pass is needed in the rare instance that your child needs to ride a school bus to an alternative destination with another student. The request must include the exact physical address of the alternative location and the name of the student your child will be riding with. This will help office staff ensure the accurate assignment of a bus for the day.
- In our effort to keep our Roadrunner community healthy and safe, our classrooms are sanitized daily and we enforce regular hand washing. Facemasks are optional.
- All students are encouraged to bring a water bottle to campus. Water bottle filling stations are located all around the school.

# DRESS CODE

At Stanfield Elementary School, we dress for success! School uniforms are to be worn each day that school is in session. Throughout the school year, there will be multiple opportunities for ‘non uniform’ days. When these days occur, students are expected to dress appropriately for school.

## **School Uniform:**

- White, navy blue or maroon shirts with a collar. No logos or labels showing on the shirt.
- Solid navy blue or khaki pants, shorts, skirts, bottoms, or jumpers. Must be hemmed. No denim pants or shorts are allowed. Leggings may not be worn as pants.
- White, black or navy blue socks only.
- Belts must be brown or black leather. No fabric material.
- Closed toed shoes or tennis shoes must be worn.
- Undergarments worn under the polo shirt, should match the shirt color.
- Tights or leggings worn under skirts must match uniform colors.
- Outerwear is designed to be worn outside as the weather permits. They will be removed in the classroom. Students may wear windbreakers, jackets, sweaters or sweatshirts as outerwear.
- Sweaters or sweatshirts worn inside during the winter months, must match shirt color and have no logos or labels. No hoods are to be worn inside.
- All uniform clothing should be neat, clean and fitted. No baggy/oversized or tight fitting clothing is allowed.

Students not dressed in accordance with the district dress code may be offered the use of standard school clothing for the day or parents will be notified to bring appropriate uniform clothing.

New students who enter after the school year has started will have one week to acquire their uniform. Please let our school office know if assistance is needed for uniforms.

# CURRICULUM & GRADING

- Technology is a key component of our learning environment at Stanfield Elementary School. Students are expected to take care of the technology issued to them and to sign a user agreement stating that they will use the technology for learning purposes only and that they are responsible for the care/damages to the computer. Families will be contacted by the district if charges arise.
- All curriculum materials are available to students online. Textbooks will also be used in the classrooms as needed. Student will be held accountable for the materials that are loaned to them.
- A traditional grading scale is used in grades 1-8.
  - 100-90% A
  - 89-80% B
  - 79-70% C
  - 69-60 % D
  - 59- 50% F
- Kindergarten has a standards based report card which shares detailed information with families. The performance indicators for the report card are:
  - E= Exceeds the Standard
  - M= Meets the Standard
  - A= Approaches the Standard
  - FFB= Falls Below the Standard
- The Arizona Legislature adopted A.R.S. §15-701 (B), effective in the school year 2010-2011, which requires that children who score far below the third grade reading level on the AASA Test, beginning with the 2014 test not be promoted from the third grade. This legislation is referred to as MOWR (Move On When Reading) and information will be sent out to families of Third Grade students and can also be found on our website.
- Parent/teacher conferences are scheduled twice during the school year. Notices will be sent home notifying parents of the dates and times for these conferences.
- We encourage all families to stay on top of their children's academics and attendance by using the **Infinite Campus Parent Portal**. Information for setting up your account will be sent by email/text. **Download the APP today!** Report cards will only be printed at the end of Quarter 4.



# PHYSICAL EDUCATION & EXTRACURRICULAR ACTIVITIES

**Physical Education** is offered to all students in Grades K-8. If a student needs to be excused because of physical limitations, a **written notice** must be submitted to the teacher. Continual limitations will require a **medical doctor's written excuse** to be on file. Students are required to wear athletic shoes during P.E.

**Student Activities:** School sponsored activities are an integral part of a student's education. The school district encourages student participation and will provide funds necessary when practical and feasible. Any student that is elected or chosen to participate in extra-curricular activities **MUST** display outstanding character, follow the student conduct policy, and meet eligibility requirements to continue in these programs and activities.

**STUDENT COUNCIL:** Student council provides opportunities for student leadership and management. Officers are from the 6th-8th grade level, and representatives are chosen from 4<sup>th</sup> - 8<sup>th</sup> grade homerooms.

**SPORTS:** Stanfield School participates in the Signal Peak Athletic League. Participation is for students in grades 5<sup>th</sup> - 8<sup>th</sup> and a \$1 sports and \$1 uniform fee is required.

**CLUBS:** Student clubs will be announced.

## ELIGIBILITY REQUIREMENTS

Any students that are elected or chosen to participate in a school activity that competes with other schools or which puts his/her name before the public represents Stanfield School. For this reason, and in accordance with state mandates, the school has set standards that **MUST** be met for students to participate in activities:

- **NO PASS/ NO PLAY:** To be academically eligible to participate, students **MUST** be passing all subjects. Eligibility will be checked every week on Thursdays, and ineligibility is for a one-week period.
- Student council members and sports team players **cannot have more than two "D"s** and must have good citizenship and attendance.
- A \$1 annual club fee is required to participate.
- Students involved in a disciplinary investigation are ineligible to participate.
- Coaches and sponsors have the right to rule on any case involving student conduct and may deny participation to any student that has violated the student conduct code.

# STUDENT EXPECTATIONS & DISCIPLINE

Students at Stanfield Elementary School are expected to do their personal best at all times. Our school wide expectations are shared with students and reviewed regularly. We strive to build a common language across our campus and believe that consistency leads to success. The following tools are used to teach these expectations and set our students up to be productive citizens in our community!

- **7 Mindsets Framework:** Lessons are taught weekly school-wide. Materials and posters are displayed all around the campus.
- **BEEP Matrix:** This matrix shares our common expectations for ALL students in all locations of our campus.
- **Restorative Practices** are taught to all students and we model how to appropriately speak to peers and handle uncomfortable situations.
- **Classroom expectations** are created in each classroom and reviewed with students.

We want our families to know that our school rules and expectations are designed to protect all children and that students who break these rules will be treated firmly but kindly and appropriately. Most students will never have serious discipline problems, but to protect the rights of all our students, it is important to understand the consequences of misbehavior.

- Informal Talk: Staff will talk with the student to discuss the behavior. A parent may be contacted.
- Family Contact: Families will be contacted regarding the behavior.
- Family Conference: Families will be contacted by the school administrator to schedule a conference with the school team to create a plan for changing the behavior.
- Suspension of Privileges: The school administrator or teacher may notify the parent of the privilege suspension. These include bus, playground, cafeteria, library or classroom activities.
- Suspension from School: The school administrator may suspend for up to 9 days for severe disciplinary action.
- Long-term Suspension: A hearing officer may suspend for a maximum of one calendar year. Formal notification will include instruction regarding the district's due process procedures.

A search of the student may occur when the *administrator* has reasonable grounds to believe that the student possesses a dangerous, prohibited or illegal substance or object and/or presents a threat to other students, school personnel, or property.

# FOOD SERVICES & TRANSPORTATION

**Food Services:** Our cafeteria provides a balanced and nutritious breakfast and lunch to ALL of our Stanfield Roadrunners for FREE. Breakfast is served each morning as students enter campus. Lunch is served in our cafeteria daily.

## Did you know that.....

- We are the first school in Arizona to qualify and apply for the United States Healthier Schools Challenge Gold with Distinction Recognition through the USDA.
- Stanfield School is a recipient of the Alliance for A Healthier Generation Silver Award.



**Transportation:** Stanfield Elementary School provides transportation for students in our attendance boundary. Riding the school bus is a **privilege** and should be treated as such.

A joint effort, between all parties is required to make riding the school bus an enjoyable and safe experience.

- The Transportation Department has the discretion to alter and change routes based on the needs of the district.
- Students riding the school bus must sit in their assigned seats.
- Any bus schedule changes will be sent out via text message. Please make sure that our school office has your most updated contact information.
- Bus routes are posted on the school website.
- Download the **EduLog APP** and track your bus student! Information to assist in setting up your account is available on the district website under transportation. [www.gostanfield.com](http://www.gostanfield.com)

# SPECIAL PROGRAMS

Stanfield School offers a variety of special programs for students who qualify. These programs are designed to enhance the educational opportunities for students.

**TITLE I:** All Stanfield students are eligible for services.

**ENGLISH LANGUAGE LEARNERS:** This program is provided for students whose primary language is one other than English.

**MIGRANT:** Migrant students are serviced through the use of classroom aides and special instruction assistance. Parent resources are also provided if needed. **Liaison:** **Ms. Cathy Oliver**

**McKINNEY VENTO:** If your family is experiencing transitional housing, your child has certain rights including continuing their education in their home school, free transportation from transitional housing location, and participation in the meal program. **Liaison: Ms. Cathy Oliver**

**SPECIAL EDUCATION:** Stanfield Elementary School provides an array of special services to students identified as disabled under the Individuals with Disabilities Education Act (IDEA) from preschool (age 3) through 8th grade. Please contact our **Special Education Office** with any questions.

**JOHNSON O'MALLEY (JOM):** Tutoring services and family resources are available to our Native American students. **JOM Liaison: Ms. Patricia Feleys**

**COUNSELING:** Stanfield Elementary School offers a comprehensive counseling program available to all students. Our school counselor visits all classrooms, supports students and staff and is a resource to families. **Counselor:**

**MATH & READING INTERVENTION:** Math and reading intervention programs are available to students based on academic data. Classroom teachers work with our intervention staff members to identify students.

**GIFTED PROGRAM:** Students who qualify for gifted and talented services will be invited to participate in our gifted program. Testing will be completed throughout the year.

# ADDITIONAL INFORMATION

Check out our school website, [www.goroadrunners24.com](http://www.goroadrunners24.com), for the following information:

- Family and Community Engagement Policy
- Transportation Referral Categories and Consequences
- BEEP Matrix
- MOWR Guidelines
- Student Recognition and Awards
- Volunteer Application
- Computer Acceptance Use Policy

Governing Board Policies to review: [Board Policy Manual](#)

- Student Conduct – JIC
- Dress Code – JICA, JICA-R
- Drug and Alcohol Use by Students JICH, JICH-R
- Secret Societies/Gang Activity – JICF, JICF-R
- Tobacco Use by Students – JICG
- Weapons in School – JICI
- Student Violence/Harassment/Intimidation/Bullying – JICK, JICK-EB
- Promotion and Retention Policy IKE