



Notes from the Front Office at EMES

February 14, 2021

In an effort to continually provide our students with the highest quality of safety and education, we would like to remind you of our general guidelines concerning some important issues. Please refer to our parent/student handbook or our district website at <http://estrella.liberty25.org/> for more information. We are here to offer help and support to you. Please stay connected to us through our website, where we have posted current information, governing board meetings, calendar of events, etc. Follow us on social media. We will continue to keep you updated. Thank you for being part of the Estrella Mountain Elementary family where we believe in you.

Mrs. Lynzee Booras
Principal

Mrs. Minnie Kamarata
Principal Secretary

Mrs. Kristine Moran
School Secretary

Mrs. Amy Svetz
Health Aide

Daily Schedule

School Office hours are Mon.-Fri. 7:00 – 4:00 or by appointment only.

In-Person Instructional hours are as follows:

1 st through 8 th grade:	Mon., Tues., Thurs., Fri. 7:40 – 2:40	Early Release every Wed. 7:40 – 12:40
Kindergarten:	Mon., Tues., Thurs., Fri. 7:40 – 2:35	Early Release every Wed. 7:40 – 12:35

Student can arrive 10 minutes prior to the start of school to pick up a free Grab & Go breakfast from the amphitheater. A reminder that student homeroom assignments were based on the parent survey given, transportation routes, families with siblings, maintaining class sizes for proper social distancing, etc.

Distance Learning students will receive consistent, daily instruction with their teachers so that they can progress with learning skills and content. Students will have the opportunity to practice and receive immediate feedback from their teachers to solidify correct learning. This is especially important for our youngest learners who need daily instruction to gain reading and language fluency. Students will participate in core classes focusing on ELA, Math, Science and Social Studies. It is important that students understand their responsibility as learners to engage in their classrooms each day. In addition, they are responsible for the same regulations as in-person learning. This includes appropriate online behavior within the Learning Platform. Students are to be in attendance and actively engaged in their learning lessons and assignments. Parents are responsible for contacting their child's teacher by email as soon as possible any morning that their child will be absent from participating in their daily routine.

Attendance

Please call 623-327-2828 to report an absence on the attendance line. Call in and report the absence each day the student is absent or complete a pre-arranged absence form if it will be for multiple days. This will ensure your child's absence will be excused. Your child is responsible to gather work that has been missed during his/her absence. Any absence not verified within 24 hours will be classified as unexcused. Students need to be in attendance half of the school day to be eligible to participate or attend extra-curricular activities for that day.

Bicycles

Students may ride their bicycles to and from school. Bicycle racks are available near the kindergarten playground and student-provided chains/locks must be used. As with other personal items brought to school, the school cannot accept responsibility for the safety of bicycles and/or motorized scooters throughout the school day.

Bus Transportation

All students eligible for transportation have the right to safe and efficient transport. Riding a school bus is a privilege. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus in a

manner consistent with established standards for classroom behavior. The bus is an extension of the school setting with all rules of behavior still in effect. Disorderly conduct or refusing to respect the authority of the school bus driver shall be sufficient reason for the student to be denied transportation. Bus drivers will make every attempt to ensure that students are familiar with the bus rules. In the event of an emergency on the school bus, the bus driver will give students direction as to what actions, if any, they should follow. Twice a year, all students, even those who do not use the bus daily, are given bus evacuation practice drills at school. During these drills, students are given instruction on bus safety and taught correct evacuation procedures. If you should have any bus transportation questions or to see if you are eligible for bus transportation, please call our transportation department at 623-474-6645.

Cafeteria

Currently, Grab & Go will be offered FREE to all students. This includes breakfast and lunch. All food items are pre-packaged. Classrooms will be open 10 minutes before the start of the school day. After entering the school gates, students may pick up breakfast on the way to the classroom. Students will be allowed to eat at their desks while attendance is being taken. There will be two designated areas in the amphitheater that you may pick up your breakfast. Curbside Grab & Go will still be available at other school locations, but not at EMES.

Cell Phones

In order for a student to have a cell phone on campus, the following conditions must be met: The cell phone must remain in the student's backpack and switched off at all times during the school day including lunch, recess, special classes, and while being transported by bus. First violation, the cell phone may be taken away and returned at the end of the school day. Second violation, the cell phone is confiscated and a parent will have to sign and pick it up from the front office.

Chromebooks

Please make sure your child brings their District issued Chromebook along with the charger to school every day. This is to help continue to support them with the Google Classroom platform, as well as the use of other on-line resources. Personal devices are **not** allowed at school as they will not be able to connect to our District WiFi. Please leave them at home.

Communication

We strive to maintain an open communication with parents. Occasionally parents have a question, concern or suggestion to make. First call your child's teacher. Email is also available. If you do not feel that your question was answered to your complete satisfaction, please call the school front office to help resolve your concern. If you are still not satisfied, an appointment with the Principal may be scheduled through her secretary. Following this chain of command will guarantee that your issues will be resolved in a timely manner.

CCV (Cougar Community Volunteers)

At this point, there will be no volunteers allowed on campus. When the time arrives that we may safely welcome our volunteers back, we will communicate that information to our CCV Coordinator. But, there are many volunteer opportunities that you can be a part of. Whether it be in the classroom, before or after school duty, crossing guard, lunch duty, reading programs, etc. Thank you in advance for volunteering and we look forward to having you back on campus!

Deliveries to the Classroom

We are unable to disturb classrooms as this takes the students off task and interrupts instruction. We understand that emergencies may happen. If you must drop personal belongings off, please have their belongings labeled with name, grade, and teacher's name to ensure delivery. Homework and other assignments will be placed in the teacher's mailbox.

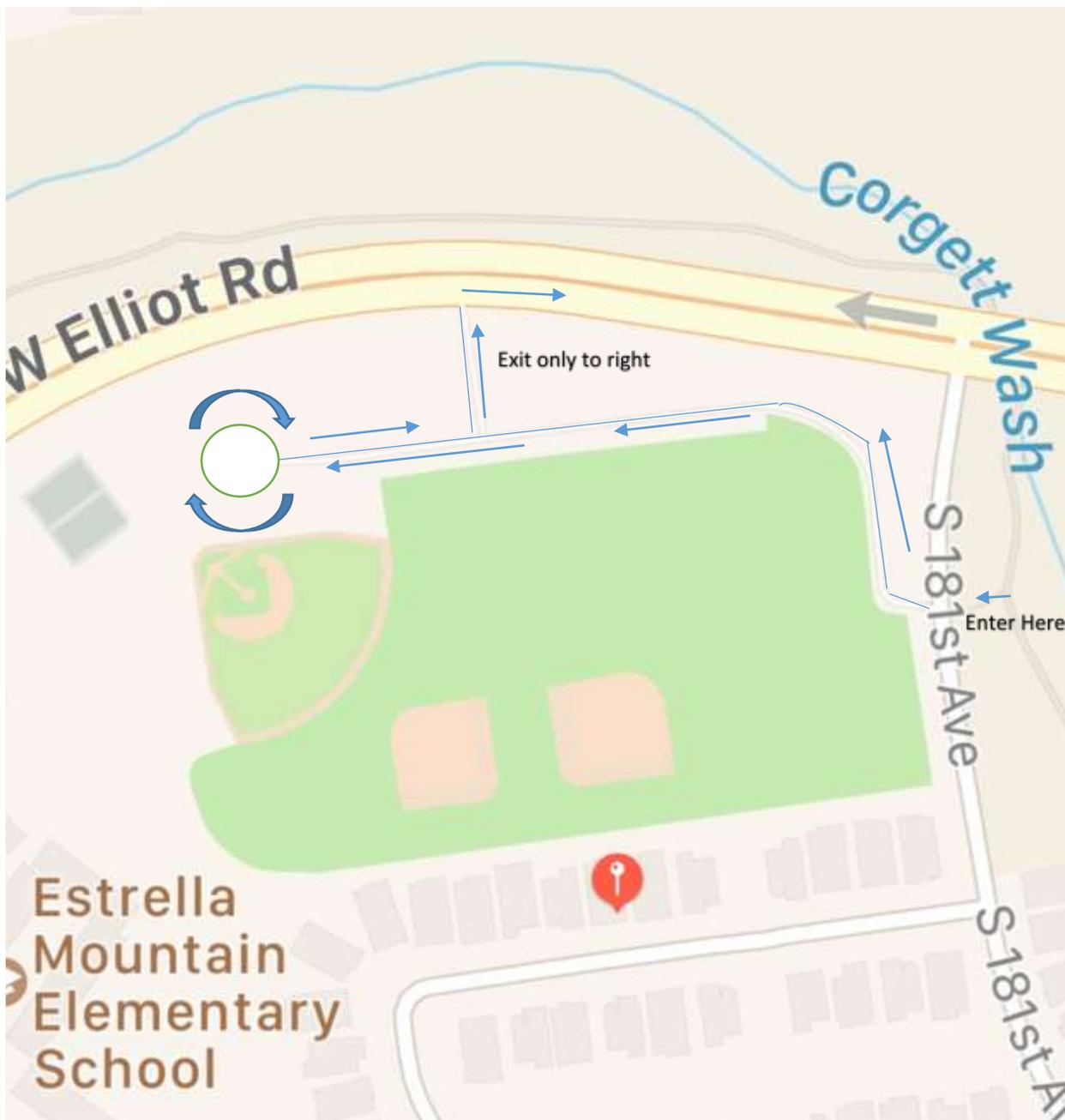
Drop-Off & Pick-Up

In an effort to continue to provide a safe and secure campus for our students, we will only have three gates open in the morning before and after school:

- Gate between the 300 and 400 building
- Gate near the bike racks in the 200 building
- Gate near the gym/cafeteria

Kindergarten Only: The gate near the gym/cafeteria is for Kindergarten drop-off only. You may pull-up and drop-off at the gate but for p.m. pick-up you must park your vehicle and walk up to the gate to pick up your child. As long as you have a Kinder enrolled with us, other siblings may be dropped off and picked up at this same location too. Please make sure to wear a face mask and continue to practice social distancing.

1st through 8th Graders: All 1st through eighth graders must be dropped off and picked up at the ball field. Please enter the parking lot from the neighborhood side off 181st Ave. Do not enter off Elliot. If you wish to park in a parking spot when picking up your student in the afternoon, we ask that you back your vehicle into the slot so you may be able to pull out quickly. If you wish to get in the pick-up line, we ask that you form the line on the left hand side so you may enter the circular drive going from left to right, as vehicles exit, please pull forward as close as you can to the vehicle in front of you, as you exit the circular drive, proceed with caution to the exit onto Elliot. Exit to the right. Please remind your child to use the sidewalk to get to your car and not cross through the circular drive as vehicles are also trying to exit once their child has entered their car. Please do not use Canyon Lane or Capistrano Avenue as a drop-off/pick-up zone. We are confident that you will understand that the safety of our students must always be our priority. Please make adjustments to your morning schedule and plan on leaving your home a few minutes earlier so that your child arrives to school on time every day. We appreciate all of you and thank you for keeping our students safe.



Face Masks

A face mask *must* be worn at all times while on school campus. Perhaps one of the most striking lifestyle changes resulting from the COVID-19 is the mandatory use of face masks in public places. Wearing a mask works as a simple barrier, especially when in close proximity to others, is imperative to slowing the spread of COVID-19. But one look outside of your “safe-at-home” haven and you might find people wearing masks in a variety of different styles: dangling from one ear, pulled down below the nose or resting below the chin. These common mistakes decrease the effectiveness of masking and increase the wearer’s risk of catching and spreading the disease. Please discuss with your child the proper way to wear a face mask while at school. A face shield is also acceptable, but not in lieu of a face mask. Both must be worn together if you choose to wear a face shield. Valve masks are not approved and will not be allowed to be worn. If a student forgets their face mask, one may be issued at the front office. We do have a limited supply, please make sure you don’t leave home without it. Face masks should be washed regularly.

First Day of School

A reminder that our campus is a “Closed Campus.” Parents, family members, and others who are dropping off their students on the first day of school, may not walk onto campus at any time other than dropping their students’ off at the designated gate entries. A teacher from each grade level will be at the ball field holding up signs with their grade level/name to welcome and greet all our students back during the first week of school. Your child is welcome to make his/her way to their homeroom teacher. Staff members will all be in EMES spirit wear. NJHS students will also be assisting new students and helping them to their homerooms. District Personnel along with school staff will be located in the amphitheater to assist in directing students to their classrooms or to have any questions answered.

Floor Graphics & Directional Arrows

Floor decals have been positioned on and around campus to help control the flow of traffic in a single direction down one-way hallways. Social Distancing decals will remind students and teachers that everyone must comply with the social distancing requirements.

In-School Birthday Celebrations

At this time, we will be implementing our school site policy regarding birthday celebrations, however due to COVID-19: We can NOT allow ANY homemade treats/unwrapped items to be brought in at this time. Only pre-packaged items that are individually wrapped will be allowed. For example: rice crispy treats, otter pops, etc. If unauthorized treats or trinkets are sent in, unfortunately we will have to send them back home. We also will be holding any deliveries such as flowers, balloons, etc...in the front office until dismissal. After careful consideration and gathering feedback from various parties we have determined this to be necessary for the safety of all our students. Some of the considerations are: safety, allergic reaction, loss of instruction time, and the most important, a student not being included. Sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes or other dietary restrictions. It also can exclude children who come from families facing financial hardships who are unable to afford to send in items for a special celebration. We also ask that if students intend to hand out party invitations at school that they only do so if they plan to give one to every student in the class. If that is not their intention, they will need to make other arrangements to invite friends. Please know that we are not trying to take the fun out of birthdays. Classroom teachers will continue to recognize children on their special day in special ways. Please feel free to communicate with your child’s teachers. The safety of all our students is our utmost priority and we appreciate your cooperation and understanding. Thank you for your continued partnership.

LEAP (Extended Day Program)

This extended day program provides supervised homework assistance, enrichment activities, organized games, and an afternoon snack. Information on before or after school care can be found on the District website. You may also find the applications there. For more information please contact the District office at 623-474-6623 or visit www.liberty25.org.

Lost and Found

Found articles will be taken to the lost and found area near the cafeteria. Unclaimed articles will be given to charity twice during the school year. Lost articles may be claimed before or after school or during lunches. Consider placing your child’s name on their personal belongings.

ParentVUE & StudentVUE

ParentVUE and StudentVUE are secure, password-protected portals that give parents/guardians and students web and mobile access to grades, assignments, and communication with teachers. Parents/Guardians only need one login to see information for all of their students. An activation key is required to login. The activation keys are provided for you when you register your student or you can call the front office if you should have any questions. Once you have your activation key, you will be able to set up your accounts to login to the portal. Each parent/guardian and student account will require a separate username and password.

Playground Equipment

All playground equipment will remain off limits due to Coronavirus that can live on hard surfaces for a period of time, even in direct sunlight. Teachers will independently schedule breaks as needed to use the restroom, play and move around, or to take off their masks for a few minutes while outdoors and still maintain social distancing.

Sports Physicals

Sixth through eighth grade students interested in playing sports must have a current physical on file in order to participate in any sport and/or tryout. Sports physicals are good for one year from the date of exam. Have your child check with the Health Aide prior to tryouts to make sure they are eligible.

Student Check-Out Procedure

Parents or Guardians wishing to pick up your child during the day for medical appointments or family business must come to the front office in order to sign them out. Please bring your ID. Only a parent, guardian, or a person designated in the student management system as a pick-up contact may sign out a student. Log into your ParentVUE to make any necessary updated changes. Please review all end of the day plans and designated meeting areas with your child *before* school starts to avoid any confusion. Families are urged to avoid taking students out of school during the school day, especially when State Testing approaches. If you need to sign your child out, or make changes to after-school plans, please make sure it's 45 minutes prior to school releasing for that day. As the front office gets extremely busy at the end of the school day, and we want to be assured that your child receives your important communication.

Student Supplies

Let's keep it simple!! As we continue to develop plans about what back-to-school will look like in practical terms, teachers are simply requesting that students bring their backpacks with their District issued Chromebook and chargers, a notebook for MYP students, and as usual, supplying classrooms with boxes of tissue and Clorox Wipes, that are requested on the Student Supply List. Once your child returns to school, teachers will let them know what school supplies are required to complete the Term.

Tax Credit Donations

What is Arizona Tax Credit? Arizona makes it possible for state taxpayers to earn a dollar-for-dollar tax credit for donations made to our school. This tax credit is available to all Arizona individual taxpayers, regardless of whether or not you have children at our school. A married couple filing jointly can contribute a donation and receive a tax credit for any amount up to \$400. Taxpayers filing single or head of household qualify for a tax credit for up to \$200. Please consult with your tax adviser. Contributions from businesses are surely welcome also. Improve your taxes and consider donating to our school today!

Visitors on Campus

We are a "closed campus." You must have an appointment scheduled to walk onto the premises as to avoid any conflicts with the teacher or school's schedule. All visitors must enter through the front office to visit campus. Please be prepared to present your ID and sign in. Thank you for your patience and flexibility as we continue to provide a safe and orderly environment for your children. At this time, no visitors will be allowed on campus until further notice.

Water Bottles

To minimize direct contact with fountains, we encourage all students to bring their own water bottle from home. Especially on the days that students have PE. At times, students will be having PE at our ball fields or take a close hike during CHAMPS on Work Out Wednesdays (WOW). Students may refill their water bottle with the filtered water at our water stations throughout the day. Again, to minimize direct contact, all drinking fountains are closed until further notice. We are asking for donations of water in the event if a student forgets their water bottle for the day, they can stop by the front office and ask for one.

When Should a Child Stay Home?

Please reference our Parent/Student Handbook “Health Services” pages 16-18 for more information in regards to Immunizations, Medications, COVID-19 and all precautions that will need to be taken. For our Parent/Student Handbook visit: [Parent/Student Handbook 20-21](#) or you may also visit the LESD website for COVID-19 Response related symptoms at: [COVID-19 RESPONSE](#). Please contact our Health Aide with any questions or concerns at 623-327-2825.

“Thank you for your cooperation as we make this a safe and healthy environment for our students.”