I have read and agree to follow the established policies and procedures outlined in this handbook.
Keep Senita Valley Kind!

MAKE good choices

UNDERstand others

STAND up for what’s right

TREAT others how you would like to be treated

WAYS be respectful

URTURING friendships

GO above and beyond

AY kind things
Senita Valley Elementary School  
Vail School District #20  
10750 E Bilby Rd  
Tucson, AZ 85747

School Hours

Morning Bell Rings at 7:55 A.M.
1st-5th grade- 7:55-2:45 P.M.
AM Kindergarten- 7:55-11:05 A.M.
PM Kindergarten-11:40-2:45 P.M.
Half-day Schedule for K-5- 7:55-12:00 P.M.

The school office is open each day from 7:00 A.M. to 4:00 P.M.
Please feel free to call or come to the office if you have any questions or concerns.

Unless students are involved in a before or after school program, or the breakfast program (7:15 A.M.)
they should not arrive at school before 7:35 A.M. and are expected to leave the campus at 2:45 P.M.

Supervision on the campus begins at 7:35 A.M. and ends at 2:45 P.M.

Internet Information

- School Website:  http://sve.vail.k12.az.us
- Volunteer Application Website:  http://www.applitrack.com/vail/onlineapp

Phone Numbers

Administration
Principal .......................................................... 520-879-3104
Assistant to the Principal ................................. 520-879-3106

Office Staff
Main Line..................................................... 520-879-3100
Office Manager............................................... 520-879-3105
Front Office/Attendance.............................. 520-879-3102
Health Office............................................... 520-879-3110
Volunteer Coordinator................................. 520-879-3112

Childcare
Community Programs Director .................. 520-879-3185
- KinderPlus .............................................. 520-879-3184
- Before/After Care .................................. 520-879-3186
- Preschool............................................... 520-879-3187 & 520-879-3183
Tucson Parks & Rec. KidCo Registration ....... 520-791-4877
**School Mission Statement**

To create and embrace an academic environment where learning is exciting, social responsibility is the norm, and friends and partnerships are nurtured for life.

**School Motto**- Valley of Exploration, Village of Achievement

**School Colors**- Blue and Green

**School Mascot**- Spirit the Mustang

**School Spirit Song**

Learning and growing, oh yes we’re learning and growing.
Senita Valley so much learning lies in store.
And we’ll discover things we never knew before.
Senita Valley building friendships ever more.
We are the Mustangs brave and strong.

Learning and growing, oh yes we’re learning and growing
Senita Valley will put us to the test.
And we will promise to always do our best.
Senita Valley we will rise above the rest.
We are the Mustangs brave and strong.

Learning and growing, oh yes we’re learning and growing.
Oh, yes, we’re learning and growing.
Oh, yes we are!

*Written by DeLee Brown and Lisa Scott*

**About Our School Name**

Senita is a large cactus with many stems that cluster around each other. The many stems of the senita cactus represent the essential parts of a school (ex. students, parents, teachers, staff, and the principal). The senita cactus clusters symbolize the “Village” concept. The school design is a cluster of rooms with an amphitheater in the middle creating the Village Vision.

**The Declaration of Independence**

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the Pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed.

**Notice of Nondiscrimination**

Vail Unified School District #20 does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to the Superintendent, Calvin Baker, Assistant Superintendent, John Carruth, 13801 E. Benson Hwy. Vail, AZ 85641, 520-879-2000.
Leader in Me Program

The Senita Valley staff & students will model and encourage the 7 habits of leadership:

#1 Be Proactive-- You’re in charge of yourself. I have a “can do” attitude and always try my best at everything I do. I follow directions and do the right things without being asked, even when nobody is looking. I choose my actions, attitudes, and moods and don’t blame others for my wrongdoing.

#2 Begin with the End in Mind-- Have a plan. I plan ahead and set goals for myself. I am prepared at all times. I think about how the choices I make now will affect my future. I think about the positive or negative consequences of my actions before I act.

#3 Put First Things First-- Work first, then play. I do the things that I have to do before I do the things that I want to do. I stay focused on what I’m doing. I try to minimize distractions and regroup if I get off task. I spend my time on the things that are the most important.

#4 Think Win-Win-- Everybody can win! I can problem solve when an issue comes up with another person. I think about what other people want and not just what I want. I am kind to others and try to think of ways to help everyone to be happy.

#5 Seek First to Understand then to be Understood-- Listen before you speak. I listen to others without interrupting. I raise my hand when I want to speak and I wait to be called on. I don’t blurt out. I try to understand other people’s views and feelings, even if they are different from my own.

#6 Synergize-- Working together is better. I get along well with other people and work well in groups. I value the strengths of others and allow myself to learn from them. I know that by working together as a team we can get more done and come up with better solutions than we could alone.

#7 Sharpen the Saw-- Balance is best. I take care of my body by eating right, exercising, and getting enough sleep. I balance my time between school, extracurricular activities, family, and friends. I am always learning how to become a better person.

Minute to Minute Learning

- Watch For Signals
- Eliminate Distraction
- Enjoy Your Learning
- Eye Contact/ Respect Speaker courtesy
- Stay Connected: On-task, Pay attention, Engaged/participate
- Be Prepared to Learn: Homework complete, Here on time, Ready and rested
- Smooth Transitions
- Schedule Check
- Posture Check

All students and teachers will follow the Vail School District ACT & REACH Statement as shown below.

Parent

“Every student is expected to master the standards. It is OUR responsibility to see that it happens”.

In the Vail Schools We:
- Are Respectful and Trustworthy
- Are About Each Other
- Take Responsibility

In Vail, Teachers
- Re-teach and Enrich
- Ensure every minute counts
- Achieve success only when students learn
- Come together as a team
- Have high expectations
- Ensure success is seen in every student!
School Policies

Attendance

Regular attendance for each child is necessary for maximum growth. Therefore, parents and the school should assume the responsibility for regular attendance. The regular school attendance of a child of school age is required by state law. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons including illness, bereavement, other family emergencies, observances of major religious holidays of the family’s faith, and doctor’s appointments that cannot reasonably be scheduled during non-school time.

It is the parent/guardian’s responsibility to notify the office when your child is absent and give the reason for your child’s absence or the absence will remain unexcused. Attendance #520-879-3102.

Reasons why the school needs to be contacted as early as possible:
1. The home and school need to know quickly if any child left home but did not arrive at school.
2. School district officials are required to know the reason for absences for the State Department of Education attendance accounting procedures.
3. All absences are initially entered as unexcused (A) by the classroom teacher. If the attendance clerk receives a note or phone call providing an acceptable reason for the absence it is then changed to excused (X).

Regarding Absences:
1. Please notify the school office before 8:45 A.M. on any day that your child will not be in attendance, and by 8:00 A.M. if your child will be late. A message may be left on the office voice mail at any time. Please include your child’s name, teacher and specific reason for their absence. If you notify the school by phone, a note is not required upon the child’s return.
2. When a student’s absence for personal illness exceeds three consecutive days, a statement from a physician or health clinic verifying the illness or other condition should be provided. Failure to provide any note within 5 days will result in an unexcused absence. (School administrators have the authority to deem it necessary to request a physician or health clinic statement if the excused absences are not consecutive but are excessive.)

Regarding Vacations:
School administrators may deem absences for family vacations as excused as long as:
• The absences are arranged at least forty-eight (48) hours in advance
• Are limited to no more than five (5) days per semester
• School administrators have the authority to deem family vacations as unexcused absences if the student already has excessive absences or is making unsatisfactory academic progress.

Truancy & Tardy Policy

Senita Valley Elementary School and the Vail School District take truancy and tardies serious. We closely monitor those students who have chronic unexcused absences or unexcused tardiness.

A student is tardy if they arrive after 8:00 AM and the gates are closed. When students are tardy, they must report to the office for a late pass. This late pass ensures the student’s name will be removed from the daily absentee report. We are interested in educating all of our students and are willing to work with parents/guardians in correcting a child’s truancy problem. If other problems are contributing to unexcused absences and/or tardies that we may be able to help with, we welcome the opportunity to work with parents/guardians.

Arizona law requires that a parent or legal guardian must ensure that their minor child between the age of six and sixteen is in school for the full time school is in session, unless otherwise legally excused pursuant to A.R.S. 15-802 or 15-803.
School Policies Continued

Truancy & Tardy Policy

In July of 2015, Senita Valley implement a “Reverse Tardy Policy” to the existing tardy policy. Students who are checked out before 2:45 PM (or 12:00 PM on a half day) from school without a valid excuse will receive consequences mirroring our standard tardy policy. Medical appointments, school-sponsored events, student illness, behavioral consequences, and other valid excuses will be excused.

Consequences for chronic unexcused absences or unexcused tardiness/reverse tardiness are as follows:

- The Vail School District Governing Board Policy JHB regarding truancy states: Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy.
- The Senita Valley Policy: It is the parent/guardian’s responsibility to notify the office when your child is absent and give the reason for your child’s absence or the absence will remain unexcused
  - Three (3) unexcused tardies and/or reverse tardies equals one (1) unexcused absence
    - A tardy is when a student arrives after 8:00 AM when the gates are closed
    - A reverse tardy is when a student is checked out before 2:45 PM or 12:00 PM on a half day

Steps and procedures:

- After 5 unexcused absences or 7 unexcused tardies/reverse tardies a “School Truancy Warning Letter” is mailed informing parents/guardians of their child’s attendance concerns.
- If after the 7th unexcused absence or if more than 15 unexcused tardies/reverse tardies a “School Truancy Advisory Letter” is mailed that requires the parent/guardian to contact the Principal within 24 hours or the school will contact law enforcement.

If a student registered under Open Enrollment (living outside the school’s attendance boundaries) has excessive unexcused absences and/or tardies, they may have their application denied. If you have any questions, please contact the Principal at 520-879-3104.

Health Office

The Health Office is managed by a Health Aide who has First Aid and CPR training. The Health Aide cannot diagnose or treat any illness, but is there to manage minor mishaps and ailments. Your child should not be in school if he or she has a fever, a rash of undetermined cause, vomiting or diarrhea, conjunctivitis (pink eye), chicken pox, impetigo, ringworm, or head lice unless they have been treated medically or are symptom free. A child who has vomited, has had diarrhea or a temperature of 100 ° F. or greater will be sent home. Additionally, your child should remain symptom and/or fever free for a period of 24 hours without medication prior to returning to school.

A student emergency card is kept in the office. The card is used to contact parents or designated adults if an emergency arises. Most calls are made simply because the child is feeling ill and needs to be sent home. If you are called to pick up a sick child, please come to the health office located within the school office. Parents should be aware of the importance of the emergency contacts and phone number section of the emergency card. These are the people called in the event of an emergency. It is imperative that the school office be informed of any changes in address, phone number, parent’s employment, guardianship, emergency numbers and e-mail.

If your child needs to take prescription medication at school it is necessary for the parent to sign a consent form. These forms are available in the Health Office. Prescription medication must be in the original, labeled container as prepared by a pharmacist and include: the patient’s name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. A signed physician’s statement indicating the necessity must accompany any request for administration of over-the-counter medicine.
School Policies Continued

Lost and Found

The Lost and Found rack & bin is located just inside of the MPR. Students should check the Lost and Found as soon as they realize that an item is missing. Found items are kept for a limited time, after which they are donated to the Clothing Bank. To assist us, please write your child’s name in clothing and on lunch boxes, and keep valuable items at home.

School Policy Regarding Money

Bringing money, other than the amount needed for lunch, is strongly discouraged. There may be occasions, however, when the teacher may ask your child to bring money for a special project, field trip, etc. The buying and selling of items by individuals other than an approved group is prohibited.

Volunteers

At Senita Valley, we appreciate parents, grandparents, and neighborhood volunteers. There are opportunities for volunteering in classrooms, in the library, tutoring, on field trips, and with the PTSA. We also have opportunities for helping at home for those who are unable to come to school during regular school hours. We are committed to providing quality educational opportunities and your help is needed and appreciated. To become a volunteer, you must complete the on-line volunteer application found at https://www.applitrack.com/vail/onlineapp. You must also complete a criminal history affidavit. Affidavits are available on-line or in the front office. If you have a grandparent, aunt, uncle or adult friend who wants to volunteer on a regular basis, they also must complete the on-line volunteer application, affidavit, as well as, be fingerprinted before they will be allowed to volunteer on campus. Please call our Volunteer Coordinator at 879-3112. We need you!

Visitors

Senita Valley encourages visitation by parents and other adults. However, Senita Valley does not allow children to bring friends or relatives to spend the day as a classroom participant. In all cases, visitors should contact the teachers to make advance arrangements for classroom visitations. All visitors must sign in and obtain a visitor’s badge in the office before visiting the campus.

Breakfast/Lunch Program

Cafeteria Prices: K-5th Lunch - $2.55 and Breakfast - $1.10, Milk- $.55

(prices subject to change without notice)

The SVE school cafeteria’s phone number is 520-879-3188.

Breakfast and lunch are available for purchase daily. Each child may pay for his/her breakfast/lunch on a daily basis or for the entire week may be purchased by check or cash. Milk may be purchased separately.

If you have questions, please contact vailfoodservice@vailschooldistrict.org or call Cynthia Griego at 520-879-2015, Linda Millman at 520-879-2072 or Patty Filip at 520-879-3913.

Payment Options:

- **Cash:** Send cash/check with your child to give to the teacher. A money envelope is sent to the cafeteria daily.
- **Online:** You can make a deposit online at www.mymealtime.com using a credit/debit card. There is a minimum $20 deposit and a small processing fee. The $20 minimum deposit can be divided between different student meal accounts or added to a family account. **You need to know the student’s 6-digit power school number. Please contact the front office for this number.**
- **Debit or Credit:** Call Vail Food Service 520-879-2015 or 520-879-3913 to make a credit/debit card payment with a minimum deposit of $20 and NO processing fee.
- **Free or Reduced Applications** are available every July 1 in the front office or online at http://www.mymealtime.com. Please remember that this application must be completed every school year.

School Meal Account Information:

- **Courtesy email low balance notices.** When the meal account balance drops below $8.00, an email will be sent using the information in PowerSchool.
- **Hot meals with a low account balance.** Your student will be served a hot meal anytime the meal account has a positive balance (even if the starting account balance is not enough to cover the full price of that day’s meal purchase).
School Policies Continued

School Meal Account Information Continued:

- Prices for school meals are set by the Vail School District in accordance with federal and state regulations.
- Families may obtain information about the district’s school lunch and breakfast program and apply for free or reduced price meals at www.vailschooldistrict.org or by contacting the student’s school or the district’s school food service office at vailfoodservice@vailschooldistrict.org or call Cynthia Griego at 520-879-2015, Linda Millman at 520-879-2072 or Patty Filip at 520-879-3913.
- It is the parent’s/guardian’s responsibility to ensure the student has money in his or her student meal account. A student meal account is delinquent if the account balance has a negative balance.
- Because the district cares about the well-being of our students, students in grades K-8 will not be refused a meal, even if their student meal account has a negative balance. K-8 students with a negative balance student meal account will receive an alternate healthy meal. The alternative healthy meal will be charged to the student’s meal account that will affect the negative balance.
- Students in high school will not be permitted to charge a meal if the student meal account has a negative balance.
- Families may apply for free or reduced price meals at any time during the school year. Families are responsible for student meal account charges made before the free or reduced price meal application is approved – the approval is not retroactive to the beginning of the school year.

Reimbursable Meals and Other Meal Purchases:

For students with free lunch status

- A qualifying student will receive one free school lunch every day that meets the USDA Healthy, Hunger-Free Kids Act (HHFKA) guidelines.
- Second meals, a la carte and snack bar items are available to be purchased only if the student’s meal account has a positive account balance.
- Families are responsible for student meal account balance and charges that were incurred prior to approval of free school meal status.

For students with reduced price lunch status

- A qualifying student, with a positive student meal account balance, will receive one reduced price lunch every day that meets the USDA HHFKA guidelines.
- If a K-8 student’s meal account has a negative balance, they will receive an alternate reimbursable meal and the student’s meal account will be charged.
- A high school student will only receive a meal if their meal account has a positive balance or if the student pays with cash.
- Second meals, a la carte and snack bar items are available to be purchased only if the student’s meal account has a positive account balance.
- Families are responsible for student meal account balances and charges that were incurred prior to approval of reduced price meal status.

For students with full price lunch status

- If a K-8 student’s meal account has a negative balance, they will receive an alternate reimbursable meal and the student meal account will be charged.
- A high school student will only receive a meal if their student meal account has a positive balance or if they pay with cash.
- Second meals, a la carte and snack bar items are available to be purchased only if the student’s meal account has a positive account balance.

Student Meal Account Payments

- We encourage families to make payments for school meals through MealTime Online or at the school with cash or check. There is a nominal fee for using the MealTime Online payment option. This fee is a processing fee and does not benefit the District. Payments through MealTime Online may take 1-2 business days to reflect the credit.
- By using MealTime Online, you can review the student’s purchase history and school meal account balance and make payments. You can also apply for free or reduced price meal status.
- The District will send out low balance and negative account balance reminders using an automated telephone call through School Messenger and by email.
School Policies Continued
Sodexo Food Service Policies

- Parents/guardians can request a restriction on the student’s meal account by emailing vailfoodservice@vailschooldistrict.org. You can restrict or deny the purchase of a la carte items, limit the daily transactions, or set a dollar cap on the student’s daily school meal purchases.
- Payments for elementary and middle school students will be accepted at school. Payments for high school students will be accepted either by the kitchen manager or at the point of sale. Payments should clearly indicate the account to which the funds should be credited, e.g., if a parent/guardian has multiple children at one school the payment must indicate which student’s account should be credited and the amount to be credited to that student’s account.
- The school will credit meal payments to student’s accounts before the meal period. Schools will apply payments to the purchase of the current day’s meal first, and payment to the negative or delinquent account balance second.
- Personal checks will not be accepted from parents/guardians who have previously provided a check that was returned from their bank for any reason, including insufficient funds. If the parent/guardian with a returned check does not provide reimbursement in cash or by money order within seven (7) business days from the date of notice, the matter will be referred to District Administration.
- The district’s school meal program is subject to federally mandated cost principles which state that bad debts, including losses arising from uncollectable accounts and related collection and legal costs are unallowed, meaning the school district is prohibited from extending a line of credit for a negative student meal account.
- Accordingly, the district must use all reasonable collection efforts, including the use of a collection agency, in order to ensure that parents/guardians pay for their students’ school meals.

Identification and Notification of Delinquent Student Meal Accounts

- Schools will identify student meal accounts that do not have adequate balances to pay for student meals. Before the end of each school day, the school’s kitchen manager will run a negative account balance report and provide a copy to the school principal.
- Parents/guardians will be notified with the District’s in-house email notification system, School Messenger, when their students’ meal account has a low balance and/or when the student meal account has a negative balance.
- The district will also personally call the parent(s) or guardian(s) and/or send letters when the student’s meal account becomes delinquent (has a negative balance), the parent/guardian must respond to the phone call and/or letter within seven (7) business days.
- Accounts that are delinquent by $35.00 or more and/or the parent(s) or guardian(s) have not responded to the district’s phone calls and/or letters, will be sent a final written notice to bring the student’s meal account current. The final notice will inform the parent/guardian that if the student’s meal account balance is not brought current, the account will be sent to a collection agency.
- If the student’s meal account is sent to a collection agency, the parent(s) or guardian(s) will be responsible for the collection costs, including but not limited to, the delinquent student’s meal account amount, collection agency fees, attorney fees, and court costs.
- If an account is delinquent at the end of the school year the delinquent amount will be rolled over to the next school year. The district may withhold a student’s grade or report card, at the principal’s discretion, until a negative student meal account balance is brought current.
- If a student repeatedly does not have money in his or her student meal account, and no meals are sent from home for the student, school administration will consider circumstances in the home and may contact the district’s student services staff and/or the Arizona Department of Child Safety (DCS).
- For any questions concerning negative balances, delinquent student meal accounts, or for assistance with the free or reduced price meal application please contact Vail School District Food Services at vailfoodservice@vailschooldistrict.org or call Cynthia Griego at 520-879-2015, Linda Millman at 520-879-2072 or Patty Filip at 520-879-3913.
School Policies Continued

Sodexo Food Service Policies

School Procedures for Students with Insufficient or Negative Account Balances

• **Food service notices to students.** Students will be reminded in a friendly and school-appropriate tone that their meal account has a low balance or a negative balance. PreK-Grade 8 students will also be given a bright colored paper reminder to take home.

• **Cashiers are at the front of the line.** Where possible, the schools have changed the location of the cashier so that students will know they have a low balance or negative account balance BEFORE they select hot lunch items.

• **Hot meals with a low account balance.** Your student will be served a hot meal anytime the meal account has a positive balance (even if the starting account balance is not enough to cover the full price of that day’s meal purchase).

• **PreK- Grade 8 - one additional hot meal with negative account balance.** We know you are busy and sometimes need that one extra day to make a deposit to your student’s meal account. A student with a new negative balance will be allowed to buy one more hot meal before being offered an alternate meal. Please note: high school students are not permitted to charge meals if there is a negative account balance.

• **PreK- Grade 8 - alternate lunch.** Your child will be offered an alternate lunch (bag lunch) if the school meal account continues to have a negative balance. The student may choose either a cheese sandwich or a sun butter & jelly sandwich (with an apple, baby carrots & milk) AND will be able to choose items from the garden bar to add a salad or fresh produce, along with condiments for the sandwich. The cost for the alternate lunch is the same price as the hot lunch because it has all the components required for a healthy school meal.

• **Negative meal account balance notices.** The district will send a courtesy email message using the information in PowerSchool. Please make sure your contact information is up to date. If the meal account balance remains unpaid for several days you will receive an automated phone call or a personal call from our food service staff, depending on the contact information available and the amount of the negative balance. The district may pursue legal remedies to collect an unpaid meal account balance.

• If you receive a courtesy low balance or negative balance reminder and believe the information is incorrect please call or email the Vail food service staff. Our staff will promptly research the concern and will respond in a timely manner.

**Requesting a Refund**

• If a student has withdrawn from school, parents/guardians may submit a written request to the district’s food service department for a refund of any money remaining in their child’s meal account. Please email vailfoodservice@vailschooldistrict.org.

• If a student is graduating or leaving the district, parents/guardians may contact the district’s food service department for meal account balances, and to request a refund. Any unused balance can also be transferred to a sibling’s meal account upon request.

**Statement of Non-Discrimination**

• No person shall, on the basis of race, color national origin, age, gender, disability, sex, religion, reprisal, or income, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any child nutrition program or activity.

• There will be no physical segregation of, nor any discrimination against, any student because of his or her inability to pay the full price of the student meal, or due to his or her eligibility for free or reduced price meals.

• The names of students eligible to receive free or reduced price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such students by any means.

• No district employee may deny a meal benefit to any child as a disciplinary action.
**District Mission Statement**

It is the mission of the Vail School District to provide parents with safe and nurturing school communities, where their children can obtain a quality education.

**Guiding Principles**

**Our schools are communities of learners.** We define a community as a place where each individual is important and has something valuable to contribute to others in the community. We believe that learning is a lifelong activity. We are all learners. We expect parents, staff members, and volunteers to model this belief for students.

**We care about students.** We believe that each student should be given the opportunity to be educated in a physically and emotionally safe, personalized, and caring environment.

**One of our highest priorities is keeping class sizes small.** Working with students in smaller groups increases opportunities for learning, personal attention, a sense of belonging, and the development of a supportive classroom community.

**We are committed to fiscal responsibility.** We are entrusted with using public resources to provide a quality education for our students. We carefully develop priorities based on student needs, legal responsibilities, and cost-effective methods.

**We are responsible to our local community.** Our schools are the centers of the community. We actively seek community involvement. And, we respond to community needs.

**We respect parents and their values.** We operate on the behalf of parents. It is our responsibility to assist parents in the education of their children. We value parental involvement, and make every reasonable effort to address and respond to parental concerns.

**Small schools are the best places to develop caring communities of learners.** We like the atmosphere of a small school that has been developed into a positive, healthy community. We prefer small schools. We seek to create that small school atmosphere in all of our schools, regardless of the size that growth and economics may force them to become.

**We believe learning extends well beyond the classroom.** Our educational program is enriched and extended with opportunities such as field trips, recreational activities, academic competitions and club activities.

**We uphold traditional values such as respect, personal and social responsibility, honesty, and hard work.** We model socially responsible behavior, expect it from each student and make it part of our curriculum. We believe these traditional values have served our society well in the past, are cherished by our community, and are important to our future.

**We are continually improving.** We are never content with the status quo in our operations or in our curriculum methods. We recognize that we are living in a changing world and we respond to those changes. And, we are constantly looking for better and more efficient ways to accomplish our mission.

**We value our employees.** We specifically and carefully select our staff on the basis of their ability to carry out the mission and guiding principles described above. We hire the best people suited for the task. We respect their expertise and depend on them to work with parents to make our vision for a community of learners a reality.
Dress Code
The Vail School District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

Footwear:
• Shoes must be closed-toed with a heel strap on non-Physical Education days.
• Due to safety concerns regarding Physical Education and recess, shoes with open toes or with wheels are not allowed (e.g. flip-flops, sandals, high heels, wedges or “Heelys”).
• Students must wear sneakers with a non-slip sole (no Toms, boots or dress shoes) during Physical Education in order to prevent unnecessary injury.
• If a student doesn’t have appropriate shoes on they will not be able to participate in the Physical Education activity.

Tops/Shirts/Sweatshirts:
• Must be no longer than finger tip length and must be long enough to tuck into pants, shorts, skirts.
• No spaghetti straps, midriffs, half shirts, fishnet, see through, strapless, halter tops, muscle (undershirt) shirts, or other bare, skimpy and distracting clothing.
• Sleeveless tops must have straps that are at least two inches in width.
• Jerseys with large arm openings must be worn with a t-shirt underneath.
• May not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design.

Pants:
• Must be anchored or fitted at the waist, and hemmed or tailored.
• No rips, tears, excessive bagging, sagging, or ill fitting (must be size appropriate).
• May not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design.
• Underwear and boxer shorts should not be visible.

Student attire should not present health or safety concerns and should not disrupt the educational process. We rely upon your good judgment and discretion as to what your child should wear to school. However, Faculty and Administration of Senita Valley reserve the right to make the final decision as to the suitability of any attire and to decide when attire violates the school dress code.

Accessories:
• Hats are not allowed to be worn indoors. They must be worn with brim facing forward.
• They may not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design.
• Belts must be entirely looped (no part of belt may dangle).
• No wallet chains.
• Sunglasses may not be worn indoors (must be stored away).
• Make-up may not be worn or brought to school. (Exception: fifth graders may wear make-up in moderation).
• Body piercing is not allowed with the exception of pierced ears (dangling earrings are not allowed for safety reasons).
• Tattoos (temporary or permanent) and stick-on jewelry are not allowed.
• Chains and pet collars may not be worn as jewelry.
• Distracting hair colors are not allowed (i.e. blue, green, orange, pink, etc.)
• Extreme hair styles that cause a distraction/disruption are not allowed (such as a mohawk).

Dress Code Consequences
Parents will be notified by a school staff person. Students will change into appropriate clothing provided by the parent or school personnel. We all share the responsibility of assuring that the school atmosphere is conducive to learning and fosters an environment of respect.
Parking & Pick-up/Drop-off Zones

For everyone’s safety, we ask your cooperation in consistently observing these procedures:

1. There are **two** (2) separate parking lots.
2. The speed limit in the parking lot is 15 MPR. Please drive slowly and carefully.
3. **Drop-off and pick-up zones are along the west and north sidewalks.**
4. The drop-off & pick-up zones should have **continuous movement** as children are dropped-off or picked-up. Please pull forward once the car in front of you leaves.
5. **ALWAYS drop children off at the curb, not in the parking lot.**
6. Do not leave your vehicle unattended.
7. Do not double park/wait in the pick-up and drop-off area.
8. All drivers need to be fully aware of their surroundings, so please refrain from using cell phones or texting while in this busy intersection.
9. Use your signal light in the intersection. This helps our crossing guards know which direction drivers need to move in.

Park your car, if you intend to leave your vehicle.
Behavior and Discipline Guidelines

Philosophy

The staff at Senita Valley believe that our primary objective is to educate children. We believe that in order for your child to meet the challenges that he or she will face in our society, the development of self-discipline and individual responsibility is essential. Our intention is to have a successful philosophy that supports the right of each student to be educated in a calm, safe, and secure environment.

It is important that parents, school staff and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at Senita Valley have been established for the protection of our students. Students are expected to respect these rules as well as the people responsible for carrying them out. Because you, as parents, are the most important people in your child’s life, the staff needs your support in promoting acceptable behavior. Our goal is for each student to learn to be responsible for his or her own actions.

During the first week of school, classroom teachers introduce, define and discuss individual classroom rules with their students. From one classroom to another, rules may vary somewhat depending on the individual teachers.

Kindergarten - 5th Grade Playground Standards

1. Play safely and use equipment properly. (If someone is hurt, notify an adult immediately.)
2. Form a line and take turns.
3. Be respectful of others while waiting.
4. Stay in playground/field/basketball area.
   - Do not retrieve balls unless you have received permission from a playground monitor.

5. Playground Equipment:
   - Students should not bang or do flips from the structure support bars.
   - Students should not climb or sit on top of the playground equipment.
   - Use caution when walking near any playground equipment.

6. Kindergarten Playground only:
   - Climb the steps of the slide one at a time.
   - Slide down the slide feet first and sitting on bottom.

7. Fitness Course:
   - Students should not bang or do flips from the structure support bars.
   - Student should use the fitness course as intended.
   - Follow the instructions posted at each station.

8. Field Areas, Steps and Basketball Court:
   - Students should not stand on the benches or tables.
   - Students should not climb on the step railing.
   - Throw balls and frisbees only.
   - Leave all rocks alone, do not move them around.
   - Fighting is not allowed.
   - Be considerate of others’ games.
   - Games are allowed. Tackling is not!
   - Leave the playground as soon as the bell rings or the whistle is blown.
   - Follow monitor’s directions immediately.

9. School Campus:
   - Walk bikes/scooters on school grounds.
   - Carry roller blades and skate boards on school grounds.

Students Will:

1. Use appropriate language and behavior among each other.
2. Keep hands, feet, and objects to themselves.
3. Follow directions the first time given.
4. Walk in the playground area.
5. Be respectful and listen to all staff.
Behavior and Discipline Guidelines Continued

Classroom Standards

1. Respect others with language and actions.
2. Listen and follow directions.
3. Work safely.
4. Work quietly.
5. Be prepared to learn.
6. Minute to Minute Learning.

Children and teachers will discuss specific and detailed school procedures in class.

School Rules

1. Leave all sports balls, electronic toys, iwatches, ipods, MP3 players, trading cards, legos, toys, etc. at home. (No personal basketballs, soccer balls, footballs, etc. The school provides them.)
2. All cell phones and smart watches must be turned off and turned into the classroom teacher during school hours.
3. Walk on the sidewalks at all times when moving around the campus.
4. Speak at a noise level that will not disturb others.

Severe Violations and Consequences

Any of the following are termed “severe violations”:
1. Destruction of property
2. Verbal abuse
3. Defiance
4. Loss of self control
5. Profanity
6. Aggressive, intimidating, harassing and threatening behavior (written or verbal)
7. Physical violence (fighting and throwing punches)
8. Hazing
9. Possession of drugs, tobacco, alcohol or synthetic substances
10. Possession of weapons, explosives or other dangerous objects (real or simulated)

When it is deemed necessary for a student to leave school early because of a severe violation, parents will be notified. It is expected that the parent will come and get their child for the remainder of the day. A conference with the parent, student, teacher, and principal will occur before the child is allowed to return to school. Any of the above severe violations will be dealt with directly by the principal or her designee. Severe violations may result in suspension or expulsion from school. For further information on conduct and consequences, please refer to pages 16-20.

Student Conduct (Gang Activity Or Association)

For the well-being and safety of everyone at Senita Valley, it is the District’s position that groups which initiate, advocate, or promote activities that threaten people or property, or disrupt the school environment will not be permitted. Further, the use of hand signals or graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that indicates or implies membership or affiliation with a gang is also prohibited. The District’s Gang Policy is detailed in the current Vail School District Governing Board Policy Manual.
Behavior and Discipline Guidelines Continued

Drug Warning

Student non-medical use; possession, distribution or sale of chemical substances (alcohol, tobacco, inhalants, or drugs) is prohibited in the buildings of Senita Valley Elementary School, on school grounds, at school sanctioned activities or when students are being transported in vehicles dispatched by the district.

It is unlawful:

1. For a person to intentionally be present within 300 feet of a school or its accompanying grounds, or to be present on any public property within 1,000 feet of a school or its accompanying grounds or a school bus stop, to possess, use, or sell marijuana.
2. For a person to intentionally be present within 300 feet of a school or its accompanying grounds or to be present on any public property within 1,000 feet of a school or its accompanying grounds, or a school bus stop, to possess, use, or sell a dangerous drug or narcotic drug.

Senita Valley is a drug free/tobacco free campus.
Smoking is strictly prohibited at all times.

Code of Conduct

School Standards

- Respect others with language and actions
- Listen and follow directions
- Work and play safely
- Work quietly
- Be prepared to learn
- Minute to Minute Learning

Non-Compliance to Standards

- Redirection - warning
- Think time - time out
- Loss of privileges - loss of recess
- Note/phone call to parents
- Referral to Administration

In the interest of student safety and a productive learning environment, a committee comprised of teachers, support staff, parents and community members developed a systematic method for clear reporting procedures and consequences with a comprehensive, consistent and uniform character education/anti-bully program.

Pages 17 and 18 outline the school’s behavior/discipline matrix. Students are held accountable for their actions using the following behavior/discipline matrix. The matrix was developed by the Safe & Protective School Environment Committee that met in March, 2011.
Kind Choices: Problem Solving with Kindness

When students experience a problem or see another student experiencing a problem behavior they should stop, take a walk to the Kind Choices Chart and then talk to an adult.

- **Stop**: Stop what you are doing
- **Kind Choice Options**: Take a deep breath and review the problem solving chart
- **Talk**: Tell an adult

---

Kind Choices

Problem Solving with Kindness

- **PUT FIRST THINGS FIRST**
- **BEGIN WITH THE END IN MIND**
- **THINK WIN WIN**
- **TALK IT OUT RESPECTFULLY**
- **STOP**
- **BE PROACTIVE**
  - Take turns and share
- **SEEK FIRST TO UNDERSTAND**
  - Apologize
- **SHARPEN THE SAW**
  - Wait and cool off

---

Leaders

SYNERGIZE

with Kindness!

---

**If the solutions don’t work, or in an emergency, get an adult to help.**
# Senita Valley Elementary Behavior/Discipline Matrix

<table>
<thead>
<tr>
<th>Areas of Prohibited Conduct</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullying, Threats, Intimidation (social/ emotional, verbal &amp; physical)</td>
<td>spreading rumors, lying, gossiping or excluding others (may include texting or social media outlets)</td>
<td>spreading rumors, lying, gossiping or excluding others (may include texting or social media outlets)</td>
<td>repeated two person conflicts</td>
<td>intentional threat to physically injure person or destroy property</td>
</tr>
<tr>
<td></td>
<td>impulsive remarks such as: name-calling, put downs</td>
<td>repeated verbal remarks</td>
<td>repeated intimidating comments inducing fear</td>
<td>event researched/planned</td>
</tr>
<tr>
<td></td>
<td>impulsive physical contact such as: tripping, pushing, pinching, slapping</td>
<td>repeated physical contact</td>
<td>repeated physical contact</td>
<td>stalking/hazing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>may include group or gang intimidation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>any reference to weapons</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>can be broad scope/school-wide/individual</td>
</tr>
<tr>
<td>Physical Aggression</td>
<td>disregarding playground/ basketball court/field rules</td>
<td>repeated pushing, shoving, kicking</td>
<td>aggressive contact or attack on another person</td>
<td>premeditated plan</td>
</tr>
<tr>
<td></td>
<td>any physical touching such as poking, stepping on toes, pulling backpack, etc) that invades another’s personal space</td>
<td></td>
<td>deliberate engagement in fight</td>
<td>reckless, loss of control resulting in physical injury</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>no attempt to discourage</td>
<td>intentionally placing another person in danger</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>may include weapons</td>
</tr>
<tr>
<td>Sexual Misconduct or Harassment</td>
<td>any touching that invades another’s personal space</td>
<td>lewd or offensive language with sexual connotation</td>
<td>possession/distribution of sexually related materials</td>
<td>indecent exposure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>show of mutual affection</td>
<td>inappropriate physical contact</td>
<td>unsolicited sexual proposal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>sexual contact</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>groping/grabbing without consent</td>
<td></td>
</tr>
<tr>
<td>Minimum resulting disciplinary action may include</td>
<td>student conference</td>
<td>student conference</td>
<td>short term suspension</td>
<td>suspension</td>
</tr>
<tr>
<td></td>
<td>possible loss of playground privileges</td>
<td>parent contact initiated by the teacher</td>
<td>law enforcement may be notified</td>
<td>interventions or community service</td>
</tr>
<tr>
<td></td>
<td>parent contact initiated by the teacher</td>
<td>in-school suspension</td>
<td></td>
<td>mandatory reporting to law enforcement</td>
</tr>
<tr>
<td></td>
<td>(email, phone call, note home with parent response required)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Factors considered at each level: age or maturity, previous offenses, disposition, degree to which incident interferes with educational process. All local, district, state, and federal policies, regulations, and laws regarding special education discipline will be adhered to for eligible students.

Rev 3/23/11
## Senita Valley Elementary Behavior/Discipline Matrix

<table>
<thead>
<tr>
<th>Areas of Prohibited Conduct</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drugs, Tobacco, Alcohol</strong></td>
<td>mimicking behaviors of drug, tobacco, and alcohol users</td>
<td>possession of matches/lighter</td>
<td>repeated possession or use of any prescription or non-prescription drugs (Tylenol, Benadryl, inhaler, antibiotics)</td>
<td>smoking, using, or possessing tobacco products</td>
</tr>
<tr>
<td></td>
<td></td>
<td>possession or use of any prescription or non-prescription drugs (Tylenol, Benadryl, inhaler, antibiotics)</td>
<td>abuse of paint or glue</td>
<td>possession of drug paraphernalia</td>
</tr>
<tr>
<td>Disruptive, Destructive Conduct or Disrespecting Others Property</td>
<td>inappropriate language/behavior</td>
<td>profanity and obscenity</td>
<td>behavior which demands an immediate response</td>
<td>serious destruction of property</td>
</tr>
<tr>
<td></td>
<td>talking back/arguing with a supervising adult</td>
<td>willful disobedience</td>
<td>enticing or participating in a major student disorder</td>
<td>misdemeanor criminal mischief or vandalism</td>
</tr>
<tr>
<td></td>
<td>lying and cheating</td>
<td>repeated lying and cheating</td>
<td>minor destruction of school property</td>
<td>repeated or substantial interference of the educational process</td>
</tr>
<tr>
<td></td>
<td>touching/moving of other’s belongings</td>
<td>stealing others belongings</td>
<td>theft of school property</td>
<td>repeated defacing personal property</td>
</tr>
<tr>
<td><strong>Weapons, Dangerous Objects, Explosives</strong></td>
<td>possession of a potentially dangerous item (misuse of paperclips, rubberbands, scissors, etc.)</td>
<td>possession of a dangerous object (items which may harm another person)</td>
<td>possession of a dangerous object with intent to harm others</td>
<td>using a dangerous object with the intent to harm others</td>
</tr>
<tr>
<td></td>
<td>student conference</td>
<td>student conference</td>
<td>possession of replicas of guns or weapons</td>
<td>possession of a weapon or explosive</td>
</tr>
<tr>
<td>Minimum resulting disciplinary action may include</td>
<td>possible loss of playground privileges</td>
<td>parent contact initiated by the teacher (email, phone call, note home with parent response required)</td>
<td>short term suspension</td>
<td>suspension</td>
</tr>
<tr>
<td></td>
<td>parent contact</td>
<td>in-school suspension</td>
<td>law enforcement may be notified</td>
<td>interventions or community service</td>
</tr>
<tr>
<td></td>
<td>initiated by the teacher</td>
<td></td>
<td></td>
<td>mandatory reporting to law enforcement</td>
</tr>
</tbody>
</table>

Factors considered at each level, age or maturity, previous offenses, disposition, degree to which incident interferes with educational process. All local, district, state, and federal policies, regulations, and laws regarding special education discipline will be adhered to for eligible students. Rev. 3/20/11
Severe Behaviors - Referral to Administration

The incident referral form below is filled out by a teacher or staff member who is making a referral. The purpose of this form is to track reoccurring behaviors. Parents will always be informed if their child had an incident referral form filled out. This form is not placed in a student's cumulative file.

### Severe Behaviors - Referral to Administration

#### Senita Valley Elementary

**Incident Referral**

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Referral:** (Completed by referring adult)

**Behavior/Discipline Matrix:** (Check which applies)

- Bullying, Threats, Intimidation
- Social/Emotional
- Personal Aggression
- Sexual Misconduct or Harassment
- Drugs, Tobacco, Alcohol
- Disruptive, Destructive Conduct, or Disrespecting Others: Property
- Language
- Stealing
- Defacing Property
- Weapons, Dangerous Objects, Explosives

**Action Taken:** (adult initials)

- Conference With Student
- Parent Contacted by Phone
- Parent Conference Requested
- Referred Back to Teacher
- Detention Date/Location
- ISS Date
- OSS Date

**Comments:** (Completed by referring adult)

Principal’s Signature  
Teacher’s Signature  
Rev. 3/23/11

The incident report form below is filled out by the student, after the incident, to help them process what happened and how to better handle the situation in the future. Parents will always be informed if their child filled out an incident report. This form is not placed in a student's cumulative file.

---

**Senita Valley Elementary**

**Incident Report for Grades K-2**

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Referral Based on Behavior/Discipline Matrix: (Check which applies)**

- Bullying, Threats, Intimidation
- Social/Emotional
- Personal Aggression
- Sexual Misconduct or Harassment
- Drugs, Tobacco, Alcohol
- Disruptive, Destructive Conduct, or Disrespecting Others Property
- Language
- Stealing
- Defacing Property
- Weapons, Dangerous Objects, Explosives

**Describe what happened:**

---

**Feeling:** Happy  Sad  Angry  Scared

Could you have stopped yourself? [Yes] [No]  
Did you remember to stop and think? [Yes] [No]  
How do you think you handled yourself? [Good] [Not so good]  
Has this happened before? [Yes] [No]  
If yes, How often? [Everyday] [Once a week] [Once a month]

**How did the other person feel?**

**Feeling:** Happy  Sad  Angry  Scared

Did you go to the problem solving wheel? [Yes] [No]  
*What steps did you try?*

What will you do next time?

---

**Remember: STOP WheelWALK Talk**

Student’s Signature/Date  Principals’ Signature/Date  Parent’s Signature/Date  Rev. 3/23/11
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**Senita Valley Elementary**

**Incident Report for Grades 3-5**

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Referral Based on Behavior/Discipline Matrix: (Check which applies)**

- Bullying, Threats, Intimidation
- Social/Emotional
- Personal Aggression
- Sexual Misconduct or Harassment
- Drugs, Tobacco, Alcohol
- Disruptive, Destructive Conduct, or Disrespecting Others Property
- Language
- Stealing
- Defacing Property
- Weapons, Dangerous Objects, Explosives

**Describe what happened:**

---

**Your Feelings:**

1. How did you feel during the incident?  
2. What was the right choice in how you acted?  
3. What was the wrong choice in how you acted?

**Handling the Situation:**

1. Did you use the problem solving wheel? [Yes] [No]
2. What steps did you use?  
3. What would you do to solve this incident?
4. What could you have done differently to avoid the situation next time?

**Other’s Feeling:**

1. How do you think the other person felt during the incident?
2. What do you see as the other person’sdrawbacks at that time?

**Your Plan for a Better Choice:**

1. What do you think about how you handled yourself in this situation?
2. What would you like to change about the way you handle these kinds of problems?
3. What will you try to do next time?

**Remember: STOP WheelWALK Talk**

Student’s Signature/Date  Principals’ Signature/Date  Parent’s Signature/Date  Rev. 3/23/11

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Senita Valley Family Handbook Page 19  
Revised 4-18-18
Bus Stop Information
1. Students will use the assigned bus stop and arrive 5 minutes prior to leave time.
2. Students are assigned to routes based on their home address. We do not transport to day cares, babysitters, grandparents, etc.
3. The student’s parent/guardian must call in requests for using a different stop on their assigned route to their school’s office before 1:30pm (early release days by 10:30am). No other passes will be issued. School buses and bus stops are school “safety zones” and misconduct will be treated quickly and lawfully if necessary.
4. High School Students are required to present their current school ID to the driver (everyday).

Arizona Transportation Regulations R17-0-104 (D)
1. Passengers shall comply with all instructions given by the School Bus Driver.
2. Passengers will sit with their backs against the seat backs, their legs facing towards the front of the school bus and clear of all aisles when the bus is in motion.
3. No animals, insects, or reptiles (the exception of service animals, as defined in A.R.S.§ 11-1024(J)).
4. No glass objects.
5. No alcohol, tobacco, controlled substance, weapons including an explosive device, gun, knife, scissors, or other weapons as defined by school district policy.

Passenger Conduct
1. Passengers shall not eat, drink, chew gum, or spit on a school bus.
2. Passengers are prohibited from obscene, threatening language or gestures.
3. Throwing of any objects in the bus or out the windows is prohibited and can lead to suspension and possible apprehension by law enforcement.
4. Passengers engaging in physical conflicts will be detained until law enforcement arrives.
5. Students will sit in their assigned seats.

Violations to the Rules, Regulations, and Passenger Conduct will have consequences that correspond to the severity of the misconduct. Consequences include written referrals to possible permanent suspensions from the school bus. Full transportation rules available at www.vail.k12.az.us/transportation.

Kindergarten “Must be met” Policy
It is the Vail School District Transportation Policy that: Kindergarten students must be met by parent/guardian or authorized person. NO kindergarten student will be released to someone other than parent/guardian without showing ID and on the approval “Kindergarten must be met” sheet. The bus driver will contact dispatch to contact parent/guardian for authorization. If dispatch is unable to contact parent/guardian the student will be returned to their school or authorized personnel.

If you wish to have your kindergarten student walk home from the bus, you MUST sign a “Release From Must be Met Policy” form. By signing this form, you are giving permission that your kinder can be picked up and dropped off without parent/guardian supervision. This release form is available in the front office. A copy of the signed form will be given to Transportation.

If you have any questions, please contact one of the following regarding this “Must be Met” policy: Shannon Hernandez 520-879-1039, Leslie Incontrera 520-879-2479 or Mary St. John 520-879-2056.

Should you have any concerns regarding transportation, please call the Transportation Department at 520-879-2475. Thank you for your cooperation in helping us to maintain a safe and efficient environment for our students.
Dismissal Procedures

Senita Valley is committed to your child’s safety. Children are dismissed by their classroom teacher and dropped off at one of the following places: bus bay, bike racks, KIDCO, front office, after-care or flagpole. Please send a note or call the front office, if you plan to have your child:

- leave school with anyone other than their parent or guardian;
- get off at a bus stop other than their regular stop;
- not ride the bus, but are picked up at school;
- have a change in their regular transportation schedule.

In addition, for the safety and protection of your child, the school does not allow students to be picked-up directly from the classroom/school grounds before the regular dismissal time. Parents must wait in the front office or outside the gates before dismissal at 2:45 PM.

During school hours (8:00-2:45 PM), parents must first come to the office and request the release of their child and “sign him/her out.” If your child returns from an appointment before the school day ends, “sign him/her in” at the office first, before having your child return to class.

We highly discourage early dismissal. Each child who is excused early must be released through the office. In July of 2015, Senita Valley implement a “Reverse Tardy Policy” to the existing tardy policy. Students who are checked out before 2:45 PM (or 12:00 PM on a half day) from school without a valid excuse will receive consequences mirroring our standard tardy policy. Medical appointments, school-sponsored events, student illness, behavioral consequences, and other valid excuses will be excused. Refer to page 4-5 for details.

Dismissal Expectations

1. Walkers are to leave the school grounds promptly. (Supervision ends at 2:45 PM.)
2. Bus riders are monitored in the bus bay.
3. Students who are to be picked up by parents are to wait at designated pickup areas.
4. There is no skateboarding, bike/scooter riding or roller-blading within the campus, on the emergency road, in the parking lots, or in the bus bay area.

Vail Curriculum

The Vail School District has a core curriculum that is used in all schools. It is aligned to the Arizona College and Career Readiness Academic Standards. The curriculum stresses that students actively engage in the learning process with a focus on varied opportunities for functional use of the materials covered. Vail’s staff stays current with the research on teaching techniques. They are skilled at helping all students reach their potential by finding the teaching strategies that best fit each learner. Each classroom teacher will hold a curriculum night for parents during the first month of school.

Math & Reading - Our teachers are trained in and practice the models of Balanced Literacy and Balanced Math. Balance Literacy is a daily, 90 minute block used for phonemic awareness, Spalding instruction, guided reading, read aloud, and independent reading. In addition, our focus on close reading during literature circles and the Reading Counts program are utilized to increase student achievement in the reading standards. Balanced Math consists of mental math, daily math review, math fact fluency, problem of the week (problem solving) and a conceptual lesson. In addition, Project Based Learning is to achieve a vivid and reliable measure of students’ understanding and to help each teacher evaluate the effectiveness of his or her instruction.

Reteach/Enrich and Common Planning Time is implemented at Senita Valley to ensure that students are achieving academic “mastery” in the state math standards. Research of effective and best teaching practices are utilized in our reteach and enrich daily intervention program. Our program is regularly evaluated and improved with weekly common teacher planning time at every grade level, to review and assess student performance based on formative tests, and then plan instruction to meet each child’s needs for reteach or enrichment. Data team meetings are used to monitor, evaluate and improve instructional planning. Data team meetings are supervised by Senita Valley’s achievement teacher, principal, and instructional team leaders at each grade level.
Curriculum Continued

STEPP - “System to Enhance Educational Performance” is used three times a year to assess, analyze and progress monitor students in math, writing, and reading. It is designed to determine if students are on track and to accelerate their performance if they are below desired levels. Interventions are put in place for students who are at the “frustration” level. We use the Response to Intervention (RTI) method, a multi-tiered approach to identify and support students with instructional needs.

Special Education - Our special education staff consists of a resource teacher who works with students with specific learning disabilities in reading, writing, and math. Our Inclusion Specialists work with students with a variety of disabilities to ensure that they can be included in the general education classroom. They modify work and train paraprofessionals to provide accommodations for the student’s specific needs. Our Speech Pathologist and Support Specialist work on language and social aspects of speech such as carrying on appropriate conversations. Our behavior specialist is available throughout the day to implement structured incentive systems such as check-in/checkout for students with or without disabilities. The check-in/checkout program targets student behavioral goals such as completing work, turning in homework, using kind words, listening and following directions and being organized. The school Psychologist coordinates all special education services and coordinates our RTI, assisting in the implementation of interventions, resulting from our STEEP data.

Check In/Check Out - This is a interactive behavior plan for students. Using tickets and punch cards to keep track of and reward positive student behavior, students are motivated to complete academic and behavior goals. This structured incentive program utilizes the behavior specialist meeting with students twice daily, building positive relationships with students in this program.

Extended Learning Program (E.L.P.) for the Gifted and Talented And Enrichment

The E.L.P. and Enrichment program in the Vail School District is a special program designed to provide enrichment and extended activities to students. This program offers a variety of options based on the individual needs of each student and information gained from testing, and teacher/parent referral.

1. E.L.P. - Extended Learning Program (Gifted Education): Students are identified for E.L.P. via the Cognitive Abilities Assessment. Twice a year, students are referred to the E.L.P. specialist for testing. Referral is done by any staff member who sees gifted qualities displayed in a student. The gifted education teacher provides training and resources for all staff to look for qualities of giftedness, to increase the chance of identification. This ensures that the student is observed by many adults on campus and not just the main classroom teacher. If the student qualifies for gifted education services, they attend E.L.P. classes. These classes focus on verbal, non-verbal, quantitative and social emotional skills. Applying learning outside of the classroom is the goal.

2. Enrichment Programs: (Not to be confused with E3: Everyone Exploring Enrichment)
   • O.W.L. - Opportunities for Wise Learners: This enrichment program was created out of a need to further enrich students who placed in the 92nd - 96th percentile on the Cognitive Abilities test, but did not achieve in the 97th percentile required to receive E.L.P. services. Students who attend O.W.L. classes once a week are exposed to verbal, spatial, and quantitative lessons that challenge students to use and refine critical thinking skills, problem solving, and creation/invention.
   • A.I.M. - Adventures Igniting Minds: This enrichment program was created to meet the needs of highly proficient students in Language Arts. Using the Shared Inquiry Method, students who earned a highly proficient score on the Arizona Merit Assessment and are not being serviced in either gifted education or O.W.L. classes, are pulled for this class once a week for an in-depth study of classic stories, developing questions, shared discussion and written responses.
   • Wonder: This enrichment program provides students with the opportunity to engage in meaningful activities that promote their critical thinking skills, strengthen questioning and communication skills, inspire creativity, strengthen their persistence when meeting new or difficult challenges, boost self-confidence, develop leadership skills, instill/examine self-motivation and sharpen time-management skills.
3. Advanced Math: Advanced Math students are identified beginning in first grade. Senita Valley students are assessed using the advanced math placement test and must score 80% or above on the post test for their current grade level. This means that all advanced math students are learning one grade level above their current regular math class. Advanced math students meet daily for one hour with the advanced math teacher. Formative and advanced math assessments are given in the advanced math classroom. In addition, students take their grade level assessment in the classroom to ensure their proficiency on grade level standards. Student progress is monitored weekly and parent communication is achieved via Schoolology - a new learning management system, as well as Powerschool, where student data can be accessed by parents.

Weekly Specials

Each 1st-5th grade class rotates weekly through 5 different specialty classes (Kindergarten on 1/2 days):

- **Art** - centered on creating meaningful art, connecting to students’ imagination and emotions
- **Music** - enhances students’ understanding and achievement in basic musical concepts
- **Physical Education** - acquiring the skills and knowledge to develop a healthy lifestyle across a life span
- **STEM (Science, Technology, Engineering, Math)** - solving open-ended questions that have more than one answer
- **E3 (Everyone Exploring Enrichment)** - Social Studies enrichment centers in math, writing, technology & art

Homework

Senita Valley recognizes the value of homework as a key component of instruction and as a meaningful part of a total school program. In addition, homework is intended to reinforce and extend classroom instruction, help develop good study habits, and teach personal responsibility and time-management skills. Homework is work accomplished at home that augments and enriches the school experience in a way that is academically meaningful for the child. Furthermore, it communicates to parents what is going on in the classroom. Parents should provide support and encouragement. The decision on the kind, extent, and frequency of all homework assigned shall be that of the teacher.

Forms of Homework

**Reinforcement and completion of class work**

- Finishing daily assignments
- Drill activities, including practice which reinforces skills/concepts taught in class

**Study Time**

- A reading assignment
- Studying for tests and evaluations

**Research assignment or project**

**Preparation for classroom activities**

**Extra credit and/or enrichment**

Computers & Technology

Technology is used to serve as a vital part of the learning process at Senita Valley Elementary. Just as students might pick up a pencil or reach for their notebook at appropriate times, they should also have access to technology when the time is appropriate. Senita Valley has 6 mobile computer labs (iMac and Chromebook) available for check-out by teachers. Every teacher on campus has an iPad in the classroom as a tool for both teacher and students to utilize. In addition, several computers are available for student use in each classroom, pod area and the library. This allows for complete integration of technology in student learning. An individual login account enables students to access their files from any computer at Senita Valley. Students are continuously building their computer skills through programs such as HeadSprouts, Raz-Kids, Study Island, Reading Counts, Spalding (a phonics/early reading intervention program), BrainPop & BrainPop, Jr., and basic keyboarding practice software. Students have immediate access to computers for projects, internet research, skill building practice, and other technology related assignments. This sends the message that technology and classroom work are interrelated.
Senita Valley’s Acceptable Use Policy

- Students are to use computer workstations and internet access for academic purposes only. Any usage of student accounts, computers, or internet access that is not academically oriented may result in the loss of computer and account privileges and/or be subject to further disciplinary or legal action.
- Students will safeguard their password and not disclose personal information on the Internet.
- All content created and downloaded must be appropriate for school use by the standards of the Senita Valley administration. Students have no reasonable expectation of privacy with regard to their account or computer usage. The school reserves the right to monitor all computer and internet activity by students.
- Students may not load any software on their computer or in their account without express permission from the Technology Department.
- Students will observe copyright laws and respect the work and ownership rights of students, staff, and others outside of the school.
- Students must receive permission from a staff member prior to printing graphics or photographs.
- Usage of a computer account indicates acceptance of these policies by students, their parents, and staff members.

Home and School Communications

Conferences

Parent-Teacher conferences are the time for parents to discuss with the teacher their child’s performance and special needs. Senita Valley Elementary School hopes that both parents will take the opportunity to attend these conferences. Conferences are the time to build mutual understanding of the child and to further the home/school partnership.

While parents and teachers are encouraged to initiate a conference at any time there appears to be a need, formal conferences are scheduled twice a year. For specific dates for Parent-Teacher conferences, please refer to the student calendar.

Report Cards & “Single Sign-On” in PowerSchool

Report cards are issued four times a year at the end of a 9-week grading period.

The Vail School District provides parents with real-time access to grades and attendance online using PowerSchool online at http://ps.vail.k12.az.us/public. Parents can look at information on each of their children in the district with one “Single Sign-On” account. As new students are enrolled a guide and a letter with user name and a password is sent home. If you have any questions or need help with this process, please contact our technology coordinator at 520-879-3107.

Parent-Teacher-Student Association (PTSA)

Senita Valley is grateful for its supportive Parent-Teacher-Student Association (PTSA). Members of the PTSA are actively involved in our school. They help organize school-wide projects, organize family and community functions, and raise funds for additional items needed by the school. They bring in activities to supplement our regular curriculum, and offer programs of interest to families. They are a most welcome and appreciated part of our community!

Some of the projects which may be undertaken by the Senita Valley PTSA include: book fairs, fine arts projects, fund raising and family activities and programs.

Belonging to Senita Valley PTSA is a wonderful way to be involved in your child’s school. You have a “backstage pass” to plan fun and educational events, as well as, helping to raise funds for special projects to benefit our students and exceptional staff. Notification of meetings is found in the school newsletter. Like us on Facebook: “Senita Valley Elementary PTSA”!
We communicate with parents weekly with our Spirit’s School News Friday Flyer. This is sent home with students every Friday along with any community flyers. This communication provides students and parents with information about upcoming events and important dates and is also posted on the school website.
The school webpage is http://sve.vail.k12.az.us. **All e-mail addresses listed on the student registration form are added to our school listserv to receive important reminders, updates, and notices all delivered conveniently to your e-mail in-box.**

### Extra Curricular Activities

The Senita Valley Elementary offers after-school extra curricular activities such as Kind Kids Club, Choir, National Elementary Honor Society, Colt Cheer Club, etc. Sign-up forms are distributed in August via email with forms available in the front office. A complete club listing is posted on our website. Each club has a different fee.

### After-School Recreation

KIDCO is an after-school recreation program sponsored by City of Tucson Parks & Recreation for children ages 5-11, in kindergarten through fifth grade from 2:45-6:00 P.M. It provides varied recreational and leisure activities, including physical fitness, sports, arts, crafts, values, self-esteem building, self-respect, listening and caring skills, social skills, friendship, cooperation, free time, and creative expression. KIDCO registration is handled through Registration Services on a space available basis during the school year sessions. KIDCO is not in session when students are not at school such as vacation days, intersession breaks and summer. Contact Registration Services at 520-791-4877 to get started with registration. To register on-line go to www.ezeereg.com.

### Vail Community Programs

Vail Community Programs offers innovative programs that enrich learners of all ages. We provide opportunities for learning and growth for all, respect, interdependency, and success. Services include the following features:

- Extended hours – 7 A.M. to 6 P.M.
- Preschool- ages 3-5
- KinderPlus – is a 3 ½ hour program designed to complement and enhance the school experience by extending the Kindergarten curriculum and providing a strong foundation from which students become engaged learners.
- Before/After school programs – ages 5-11
- D.E.S approved
- During the breaks we offer Vail Discovery Camps & Enrichment Camps- ages preschool-8th grade.

The primary goal of the Vail Community Services Program is to work hand-in-hand with parents to reinforce and extend the positive behaviors acquired by the children in their total surroundings, both at school and at home.

**Contact the Senita Valley Vail Community Program Director at 520-879-3185 for more information.** Detailed information is also available at the District’s website: http://www.vailschooldistrict.org then go to Community Programs.
Vail District Wellness Policy and Nutritional Guidelines

The Vail School District enacted a Wellness Policy under the direction of the Arizona Department of Education and US Federal law, signed 6/30/2004. The Vail District and the staff at Senita Valley are committed to providing a school environment that promotes and protects children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

We also realize that snacks do play an important part in providing children with nutrients to support growth and learning. It is also recognized that parties are a fun way to celebrate. With a little imagination, snacks and parties can be a lot of fun while still providing healthy, nutrient-rich food. Just as children acquire tastes for sweets, they acquire tastes for healthy fruits and vegetables too. That is why encouraging these foods for snacks is so important for good health. Getting children in the habit of eating healthy snacks not only provides them with the nutrients they need to grow, it helps set them up for a lifetime of healthy eating as they get older.

This flyer will hopefully help serve as a guide to what snacks are allowed in the classroom if a parent is bringing a treat to share. While we hope that families will also encourage healthy choices on an individual family basis, there will be no “policing” of what foods or drinks a student brings from home to school, as long as it is only for the child’s own consumption.

All food items must be purchased and show the nutritional fact label. No food items can be “homemade” or prepared/cut at home.

For more information go to: http://www.azed.gov/health-nutrition/nutrition-standards

Food Standards
• Maximum of 35% total calories from fat
• 10% total calories from saturated and trans fatty acids
• Maximum of 35% sugar by weight
• Must contain at least 1 gram of fiber
• Maximum of 600 mg. of sodium

Prohibited Foods and Beverages
• No cupcakes, brownies, cookies, etc.
• No deep-fat fried chips, crackers, etc.
• No drinks containing less that 100% fruit/vegetable juice
• No whole fat milk (flavored or regular)
• No caffeine/Energy drinks
• No sports/Electrolyte-Replacement drinks
• No carbonated drinks
• No Eggs or other sugar-iced drinks

Beverage Standards
• Water- may contain natural or non-caloric sweeteners and no caffeine
• Juice must contain 100% fruit juice and be 8 oz. or less.
• Fruit smoothie (ice based or yogurt) must contain 100% fruit juice and not exceed 400 calories.

Exceptions
• Cheeses, nuts, and seeds
• Sugars in dairy solids
• Fruits and vegetables
• Fiber contents of dairy and jerky
Healthy Ideas for Classroom Snacks & Parties!

Before we list all the wonderful and fun “do’s” for possible classroom celebrations, please make sure that the teacher is first consulted when plans for a classroom celebration are being made. Arranging a date and time will assure there are no tests scheduled or other classroom activities that can’t be interrupted. This is also a great time to ask the teacher whether any of the students have a food allergy or medical conditions that might need to be considered. Tell the teacher what you plan to bring so it can be verified that the snack will be one that meets the Nutrition Standards. This avoids having a situation where a snack gets purchased that cannot be served.

All food items must be purchased and show the nutritional fact label. No food items can be “homemade” or prepared/cut at home.

Ideas/Suggestions

- Packaged fruit trays
- Packaged veggie sticks, celery, carrots, etc. with a low-fat dip
- Bananas
- Melon slices
- Apples with low-fat caramel dip
- Cheese cubes or string cheese with whole grain crackers
- Fresh fruit with yogurt dipping sauce
- Squeezable yogurt (tubes can be frozen)
- 100% fruit smoothies
- Low-fat pudding cups
- Low-fat granola or granola bars
- Baked pretzels
- Whole grain breads/mini bagels with low-fat cream cheese
- Turkey or beef jerky (made without sodium nitrite or MSG)
- Graham crackers, Vanilla wafers
- Goldfish or animal crackers
- Fig Newtons
- Angel food cake with strawberries

Vail’s Food Services, Sodexo

Sodexo can prepare snacks and have the food delivered to the classroom. Contact Chef Duncan at 520-879-3975 to place the order. All orders must be paid before delivery.

- Low-fat cookies are 60¢ each
- Healthy Popcorn is $1.00 a student (Pre-bagged)
  (Prices are subject to change)

Non-Food Ways to Celebrate!

Remember celebrations don’t always have to include food. Here are some ideas:

- Playing an indoor game of the student’s choosing
- Bring in supplies and let the class do a special art project.
- Turn on some music and have a dance party.
- Parents can bring in a copy of the student’s favorite book to read.
- Parents can make up a goodie bag for each classmate filled with little items (pencil, stickers, etc.)
Raising Expectations

The following policies were enacted to focus attention on the value of academic achievement and to increase accountability.

**Grades 3rd through 8th**

**Rewards**
1. Students who are Proficient on each section of the AzMERIT will receive a ribbon.
2. Students who are Proficient on all sections of the AzMERIT and Highly Proficient on one or more sections will receive a plaque.
3. Students who are Highly Proficient on all sections of the AzMERIT will receive a trophy.

**Required Interventions**
1. A District Assessment will be given to all students for math and reading prior to the end of the first three quarters.
   - Any 3rd - 5th grade student who does not meet the district assessment standard will be required to complete 12 hours of remediation for each deficient area.
   - Any 6th - 8th grade student who falls far below the district assessment standard will be required to complete 12 hours of remediation for each deficient area.
2. If at the end of the 1st, 2nd, or the 3rd grading period a student has an F in a core course (math, language arts, reading, science or social studies), the student will be required to successfully complete a minimum of 12 hours of remediation for each failing grade.
3. If at the end of the 4th grading period a student has an F in a core course, the student will be required to successfully complete 12 hours of remediation for each failing grade during the summer break. Eighth grade students who fail a core course in the 4th quarter will not be permitted to participate in promotion ceremonies.

**Remediation may include one or more of the following:**
1. Tutoring
2. Intersession courses
3. Summer school
4. Saturday school
5. Additional academic courses in lieu of Specials or Electives
6. Private or Commercial Tutoring pre-approved by the principal

**Excessive Absences**
Regular school attendance promotes learning and achievement; therefore, students who have nine or more days of excused or unexcused absences in a semester will be required to complete 12 hours of remediation.

**Consequences**

Students who fail to successfully complete required remediation will be retained.

**Notes**
- Individual schools may choose to implement complementary positive and negative consequences for all testing programs.
- Special Education students requiring interventions will be referred to the IEP team.
- Students will be treated as individuals and principals will have the authority to make exceptions.
- Any retention decision may be appealed to the Governing Board, as per board policy.

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*Raising Expectations revised in April of 2016.*
Bullying is repetitive, intentional, and hurtful behavior.

Treat others the way you’d like to be treated!

Bullying is wrong and will not be tolerated at school or school sponsored events.
I have read this Student Leader handbook and reviewed the rules with my teacher and principal. I will do my best to model the 7 Habits of Leadership:

- Be Proactive
- Begin with the end in mind
- Put first things first
- Think win-win
- Seek first to understand than to be understood
- Synergize
- Sharpen the saw

I am a Senita Valley Be Kind Leader!

Student’s Signature ___________________ Date __________

Leaders Begin with the End in Mind

I plan ahead and set goals for myself.

I am prepared at all times.

I think about how the choices I make will affect my future.

I think about the positive or negative consequences of my actions before I act.

Leaders Put First Things First

I do the things that I have to do before I do the things that I want to do.

I stay focused on what I’m doing.

I try to minimize distractions and regroup if I get off task.

I spend my time on the things that are the most important.
At Senita Valley We Are
Planting Habits & Growing Leaders

Leaders
Think Win - Win

I can problem solve when an issue comes up with another student.

I think about what other people want and not just what I want.

I am kind to others and try to think of ways to help everyone to be happy.

Leaders
Sharpen the Saw

I take care of my body by eating right, exercising, and getting enough sleep.

I balance my time between school, extracurricular activities, family, and friends.

I am always learning how to become a better person.

Leaders
Seek First to Understand then to be Understood

I listen to others without interrupting.

I raise my hand when I want to speak and I wait to be called on.

I try to understand other people’s views and feelings, even if they are different from my own.

Leaders
Synergize

I get along well with other people and work well in groups.

I value the strengths of others and allow myself to learn from them.

I know that by working together we can come up with better solutions than we could alone.

At Senita Valley We Are
Planting Habits & Growing Leaders

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Planting Habits & Growing Leaders

Designed by Brenda Ross

Designed by Brenda Ross

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Designed by Brenda Ross
1. Equal Opportunity and Notice of Nondiscrimination

VSD does not discriminate on the basis of color, race, national origin, sex, age, religion, genetic information, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, VII, IX, Section 504, and Americans With Disabilities Act may be referred to Superintendent Calvin Baker, or Assistant Superintendent John Carruth, at 13801 E. Benson Highway Hyw. Vail, AZ 85641 520-879-2005.

2. Vocational Program Equal Opportunity

Section IV(O) of the March 21, 1979 Federal Register guideline for Civil Rights compliance in vocational education requires a notification to the public that:

All vocational opportunities in the VSD will be offered without regard to race, color, religion, sex, age, national origin, or disability. Program offerings and admission criteria are available at each high school guidance center.

3. District Compliance Officer

The person designated to coordinate Title IX complaints is: John Carruth
Assistant Superintendent
Vail School District
13801 E. Benson Highway
Vail, AZ 85641
520-879-2005

4. Students with Disabilities Notice

Vail School District provides a free appropriate education to each qualified child with a disability. Vail Schools need help in identifying and locating every qualified person with a disability residing in the Vail School District who is not already receiving a public education. If you know of a person with a disability of school age (3 to 21) who is not in school, please contact VSD.

The individual to contact is:
John Carruth
Assistant Superintendent
Vail School District
13801 E. Benson Highway
Vail, AZ 85641
520-879-2005

5. Absence from School

When an excuse or authorization of absence from the parent having custody of the student has not been provided to the school office, the school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student upon the student’s absence. Students in grades kindergarten (K) through six (6): Within two (2) hours after the first class in which the student is absent. Students in grades seven (7) and eight (8): Within two (2) hours of an absence when the absence is from the student's first class of the day. Within five (5) hours of an absence from a class other than the student’s first class of the day.

The District and its Board, employees, or agents are not liable for failure to notify.

Further, on or before the enrollment of a student in Grades K-8, the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absences. The District also requires that at least one telephone number, if available, be given to the school office so that a “reasonable effort to notify by telephone” may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.

6. Notification to Parents Regarding Confidentiality of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records.
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.
The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
Parents or eligible students may ask Vail School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) It is the intent of the District to limit the disclosure of personally identifiable information contained in a student’s education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the NCLB Act.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception which permits disclosure without consent is that upon request, the District discloses education records without consent to the officials of another school district in which a student seeks or intends to enroll. There are other exceptions contained in FERPA.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

7. Directory Information

During the school year, District staff members may compile non confidential student directory information such as:

- The student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

According to state and federal law, this directory information as identified above may be publicly released without permission of parents. However, if you do not wish any or all of the above information released about your son/daughter, you must make a request in writing and send it to the building principal before August 31, 2015. If this notification is not received, we will assume that your permission is given to use your son’s/daughter’s directory information as described above.

8. Notice of Availability of Teacher Resumes

State statute (ARS 15-341) requires that teacher resume information be available for inspection on request of parents and guardians of pupils enrolled at a school.

Annual Notice to Parents
9. Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are under age eighteen (18) or emancipated minors (“eligible students”) certain rights regarding their conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas:
1. Political affiliations or beliefs of the students or student’s parent;
2. Mental or psychological problems of the students or student’s family;
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income other than as required by law to determine program eligibility.

Receive notice and opportunity to opt a student out of:
1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Receive/Inspect, upon request and before administration or use:
1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Vail School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect students privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Vail School District will also directly notify parents and eligible students, such as through registration materials, the U.S. Mail or email, at least annually at the start of each school year and after any substantive changes. Vail School District will also provide an opportunity for parents to opt a student out of participating in:
* Collection, disclosure, or use of personal information for marketing, sales or other distribution.
* Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
* Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605


Arizona public schools shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services under McKinney-Vento Homeless Assistance Act if he or she is presently living:
* In temporary shared housing, a shelter, or transitional living program
* In a hotel/motel, campground, or similar situation due to lack of alternatives
* At a bus station, park, car, or abandoned building
* In temporary or transitional foster care placement

For more information, refer to www.ade.az.gov/Vail-schooleffectiveness/specialpops/homeless or contact:

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