

DESERT VISTA PARENT/STUDENT HANDBOOK

2009-2010

“COMING TOGETHER, SHARING TOGETHER,
WORKING TOGETHER, SUCCEEDING TOGETHER”



HOME OF THE MUSTANGS!!!!

Dear Parent/Guardian:

Thank you for reading the Desert Vista Student/Parent Handbook. We look forward to a great 2009-2010 school year. We hope that this handbook has answered many questions you may have regarding general policies/procedures. All classroom teachers will discuss this packet with their classes, as well as discuss the District's Code of Conduct within the first few days of school.

Once again, I hope your child has a successful and safe school year!

Sincerely,

Barbara Sanchez
Principal

Apache Junction Unified School District

Vision Statement:

Arizona's 1st choice for education...**Every** student, diploma in hand, prepared to contribute to our world

Values & Behaviors:

Trust: We believe everyone is committed to our Vision, our actions match our words, and we follow through with mutually agreed upon goals.

1. I demonstrate actions consistent with expectations and words.
2. I tell the truth.
3. I exhibit confidentiality.
4. I accept mistakes and treat them as learning opportunities.
5. I provide a non-threatening environment.
6. I utilize the skills and talents of others.
7. I give power to others to accomplish goals

Commitment: taking ownership, constantly improving and executing our plan to achieve our Vision.

1. I set, implement, and achieve personal/professional improvement plans consistent with our Vision.
2. I re-evaluate processes and revise them as necessary.
3. I perform duties in a professional manner.
4. I work with others to achieve our Vision.
5. I perform duties outside my job description.
6. I celebrate and reward successes.
7. I actively support our Vision in words and actions.
8. I utilize available resources.
9. I demonstrate our Values.

Communication: open dialogue in a timely manner coupled with active listening resulting in better understanding.

1. I communicate in a respectful, risk-free, and honest manner.
2. I actively listen with focused attention.
3. I share and respond to information in a timely manner and seek to understand.
4. I use appropriate methods/channels to communicate.
5. I provide and accept constructive criticism.
6. I use positive verbal and nonverbal (expressive body) language in delivering and receiving ideas and information.
7. I provide time for open discussion with others.
8. I seek and respond to the ideas of others.
9. I express sincere interest in the person(s).
10. I make accommodations for language barriers.

Teamwork: working cooperatively toward our Vision while respecting and embracing the diversity of others.

1. I demonstrate flexibility by working with others' ideas and personalities and within their timelines.
2. I delegate, accept, and complete assigned tasks.
3. I participate and contribute to the team activities.
4. I define team goals, support team decisions and efforts toward the Vision.
5. I provide and accept support to/from other team members.
6. I initiate and maintain a community atmosphere.
7. I utilize the expertise of others.
8. I lead by example.
9. I acknowledge the contributions of others.

Enthusiasm: radiating a positive, passionate attitude toward reaching our Vision.

1. I promote a sense of pride in my work place and community.
2. I inspire and encourage others by using positive statements and body language.
3. I actively participate.
4. I celebrate success.
5. I have fun and encourage others to have fun.
6. I utilize 21 Keys concepts and the affirmation process.
7. I promote and share the Vision with others.

Desert Vista Elementary School Vision Statement

The students, parents, staff and community of Desert Vista Elementary School are committed to:

**“Coming together, sharing together,
working together, succeeding together”** A. Carnegie

Coming together through daily attendance, honors assemblies, flag ceremonies, PTA meetings and events, music and sporting activities;

Sharing together through ideas, accomplishments, projects, quality learning time, supplies, after-school clubs;

Working together through diagnostic/prescriptive teaching, expanded opportunity, technology, research-based strategies, cooperative learning;

Succeeding together through student achievement, exceeding state standards, athletics, musical programs, arts, surveys.

Together

“We Can Build Our Youth for the Future” FDR

**Desert Vista Elementary School Faculty and Staff
2009-2010 School Year**

OFFICE STAFF

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Irene Ballesteros

Chasity Edin

Daily Schedule

8:15 School Starts

Specials

8:55 5th grade

9:30 4th grade

10:05 3rd grade

Lunch

10:50-11:30 K

10:50-11:30 1st

10:50-12:00 AR/Computer

11:10-11:50 4th

11:30-12:10 2nd

11:50-12:30 3rd

12:10-12:50 5th

Specials

12:55 K

1:30 1st grade

2:05 2nd grade

2:45 School Ends

Monday Schedule

9:15 School Starts

Chorus

9:30 5th grade

10:05 4th grade

Lunch – same

Specials

12:55 K

1:30 1st grade

2:45 School Ends

Early Dismissal Schedule

8:15 School Starts

Lunch

10:00-10:15 K

10:15-10:30 1st

10:30-10:45 4th

10:45-11:00 3rd

11:00-11:15 2nd

11:15-11:30 5th

11:45 School Ends

Positive Programs

Birthday Recognition

At morning announcements each day, the principal recognizes all students having a birthday and asks them to come to the office for their ribbon and pencil. Boys and girls who have birthdays over the summer receive their recognition at the end of the school year.

Fish Philosophy

Each day students who help others, do well in special subjects, assist the P.E. Teacher or custodians, behave exceptionally well in music, library or in the classroom, may earn a Fish Award. Students then bring the “Fish Ticket” to the office to receive a reward. Desert Vista will incorporate the “Fish Philosophy” and 21 Keys for High Performance as we work towards building a positive learning environment for all. The four parts of the “Fish Philosophy” are; Be There, Make Someone’s Day, Choose Your Attitude, and Play.

Clubs

There are many clubs at Desert Vista Elementary that students may join. The following is a list of possible clubs that may be available and the grade level at which they are offered.

Chorus (4-5)
Band (4-5)
Ridgewalkers (5)
Kids for Saving Earth (2-3-4-5)
Student Council (3-4-5)
Chess (4-5)
Drama (3-5)

Parks & Recreation Department offers the following intramurals for grades 4 & 5:

1. Kickball
2. Basketball
3. Flag Football

Perfect Attendance

Each classroom will work to spell out the words PERFECT ATTENDANCE. The classroom will earn a letter each day that all students are in attendance. When they have earned all their letters as a class, the entire class will receive a “surprise” from Mrs. Sanchez.

Tardy Trophies

Each grade level will have a tardy trophy. The class at each grade level that has the least amount of tardies each week will get to display the trophy in their classroom for the next week. The trophy will move throughout the grade level as different classes earn the award.

Desert Vista Student of the Month

The purpose of the “Student of the Month” program is to recognize deserving students who frequently are overlooked because of average academic achievement or who fail to participate in a variety of school activities, but who are good, hard-working students who always try to do their best. This is not meant to exclude those talented and hard-working top academic students.

Students selected by the grade level teachers will receive a “Student of the Month” certificate, pencil and Dairy Queen certificate. Pictures of the students will be displayed in the library. Every effort will be made to make this a family affair and include the parents in the recognition.

The criteria for selection is as follows:

1. exemplifies good classroom behavior
2. a sense of caring for fellow students
3. an attitude that reflects good citizenship and scholarship
4. academic effort

Your support and encouragement of students who are chosen for “Student of the Month” will be most helpful in promoting good self concepts.

We will hold Student of the Month Assemblies on the last Friday of the month, in the cafeteria. Parents are encouraged to attend. You will be notified if your child will be earning an award.

District Student of the Month

Each month, one fifth grade boy and one girl are selected by the teachers as “Elks Student of the Month.” They are recognized at monthly school board meetings, and are eligible for “Student of the Year” to be awarded at the final fifth grade honor assembly.

Honor Assemblies

Desert Vista holds quarterly Honor Assemblies in order to recognize students for their individual achievements. Parents are encouraged to attend these special assemblies. Awards are given in several categories, the following is a list of some of them:

- **Perfect Attendance (Grades K-5):** Any student who has perfect attendance for a grading quarter. Students must be present all day, each day of the quarter, with no more than 3 tardies during the quarter to receive a certificate.
- **Outstanding Effort (Grade K):** Kindergarten students who put forth excellent effort and always do their best are eligible for this award.
- **Outstanding Student (Grade K):** This is for kindergarten students who excel in their studies.
- **Teacher's Honor Roll (Grades 1-5):** Students who have a combined grade average above 80% with no individual grade below 70%.
- **Principal's Honor Roll (Grade 1-5):** Students who have a combined grade average above 90% with no individual grade below 80%.
- **Scholar of Distinction (Grades 1-5):** All grades must be 90% or better. Work must be at or above grade level.

Students who have Perfect Attendance for all four quarters will receive medallions.

ARRIVAL/DISMISSAL SCHEDULE:

- First bell will be at 8:10 a.m., and class will start at 8:15 a.m. each day. For students who ride with parents or walk, we ask that you arrive at school no earlier than 7:50 a.m. There is limited adult supervision until this time.
- Students that walk home and/or ride cars home will be dismissed at 2:40 p.m. each day. Bus riding students will be dismissed at 2:45 p.m. each day.
- Please have your students at school by 8:10 a.m. and do not sign them out until 2:40 p.m. (except in an emergency).

YOUR INVOLVEMENT AS A PARENT

Working Together

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the dean or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, dean, or principal, please call the school office at 982-1110 x2903 for an appointment. Your child's teacher, the dean, or the principal will return your call or meet with you at a mutually convenient time before or after school.
- Becoming a school volunteer. If interested, please complete the school volunteer packet. When approved, you will receive a letter.
- Participating in campus parent organizations: Desert Vista PTA.
- Attending Board meetings to learn more about District operations.

QUICK REFERENCE

Where to look or whom to see when you need information about:

- Grading guidelines: See the teacher
- Report cards/progress reports and conferences: See the teacher
- State assessment testing: See the teacher
- Promotion and retention: See the teacher
- Other standardized testing: See the principal/teacher
- Medicine at school :See the school nurse
- Student records: See the principal/registrar
- Student or parent complaints :See the principal/counselor
- Release of your child from school: See the principal/registrar
- Withdrawing your child: See the registrar

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report cards with your child's grades or performance and absences in each class or subject are issued to you at least once every 9 weeks. At the end of the first four weeks of a grading period, you will be given a written progress report. If your child receives a grade lower than 70 in any class or subject during a grading period (quarter), you will be required to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines approved by the Principal that have been designed to reflect each student's academic achievement for the grading period. Desert Vista's curriculum is based on and aligned with the Arizona State Standards.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences occur once each semester. However, if you need to meet with your child's teacher, please feel free to schedule an appointment at any time.

Conference dates: October 15 & 16 and February 4 & 5

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. Parents will be notified, in writing, if the school is considering retention as well as the areas needed for improvement during the Winter Parent/Teacher conferences.

SPECIAL EDUCATION

Students with mild to moderate disabilities are placed within the mainstreamed general education classroom, resource room, speech and language, or self-contained classroom. Students can be successfully taught through the combined efforts and partnership of the classroom teachers, special education staff, other student support personnel, and parents.

MEDICINE AT SCHOOL

DESERT VISTA MEDICATION POLICY

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents, if the following requirements are met:

- A. No medication shall be brought to school by an elementary school child.
- B. All medication must be brought to school by an adult.
- C. All medication must be in the original labeled container whether prescription or over-the-counter.
- D. Medication is kept in a locked cabinet or refrigerator in the nurse's office and dispensed by the nurse or other designated staff member.

FEVER

If your child is sent home with a fever, or he has a fever while at home, he should remain at home until fever-free for twenty-four hours. A temperature of 100.4 or above is considered fever.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. If there are still concerns after the phone call or conference, please contact the principal or counselor.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the Principal has granted approval

because of extenuating circumstances, **a student will not regularly be released before the end of the instructional day.**

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Students will not be called out of class, to the office, until parents are on campus.

TECHNOLOGY/COMPUTER ACCEPTABLE USE

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

COMPULSORY ATTENDANCE

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school. Students who have missed more than five days of school (unexcused) or have missed more than ten percent of the school year (18 days) are considered legally truant. **Desert Vista's goal is to have students miss NO MORE THAN FOUR DAYS of school per year.**

Non-attendance (truancy) may also result in assessment of penalties by a court of law against both the student and his or her parents. These may include fines, parenting classes, or a jail sentence. When a child has three (3) unexcused absences, a letter will be sent home explaining the Arizona Attendance Law regarding the minor's responsibility as well as the parent's responsibility for school attendance. With five (5) unexcused absences, the parent may be referred for truancy with the student and parent. **If a child has excessive absences, they may be in jeopardy of failing due to missing instruction and**

low test scores. In summary, your child's attendance is critical for his/her success.

If your child is going to be absent, it is the parent's responsibility to call the school office at 480-677-7511 the morning of his/her absence. PLEASE INDICATE THE CHILD'S FIRST AND LAST NAME, THE DAY OF THE ABSENCE, AND THE REASON FOR YOUR CHILD'S ABSENCE (THIS IS A REQUIREMENT BY THE STATE FOR FUNDING PURPOSES).

LATE ARRIVAL TO SCHOOL

A student who arrives to class after the late bell will be considered tardy. Tardy students need to report to the front office to receive a tardy pass to class. Repeated instances of tardiness may result in disciplinary action. Students are given three tardies per quarter without consequences. The fourth tardy will result in students being assigned lunch detention.

CONDUCT

Applicability of School Rules

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Radios, CD Players, Cell Phones, and other Electronic Devices and Games

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

STUDENT SAFETY, CODE RED DRILLS, BUS EVACUATIONS, FIRE DRILLS

Each parent has a right to expect and demand a safe school environment. In order to maintain a safe school environment, all visitors to the school must check in at the school office to register and receive a visitor's pass. Only designated adults will be allowed to check children out of school through the front office.

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When given the signal, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

DRUG FREE ZONE/SMOKE FREE ZONE

No drugs or alcohol will be permitted on campus. Violators are subject to possible suspension, expulsion, and/or arrest.

Tobacco in ANY form is prohibited on school grounds. This includes the parking lot area. It will be enforced in our district in accordance with ARS 36-601.01

SKATEBOARDS/ROLLERBLADES

Due to the safety hazards these may pose, skateboards, rollerblades and hee-lies are not permitted on school grounds.

ANIMALS ON GROUNDS

We are very fond of dogs and other pets, but even the best behaved pet can become irritable and snap when chased or approached by children. For the safety of students, animals may not be brought into the classrooms or on the school campus. The city pound will be asked to pick up all stray animals when their owners cannot be located.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. **Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse and registrar to update any information.**

SCHOOL FACILITIES

Cafeteria Services, Arrival Times, and Opening Procedures

Staff supervision begins at 7:50 a.m. In order to ensure your child's safe supervision, please do not drop off your child at school before 7:50 a.m.

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches/breakfasts are available based on financial need. Information about a student's participation is confidential. Breakfast is served from 7:50 a.m. to 8:10 a.m. Please call Mrs. Landra Mathis, cafeteria supervisor, for details at 982-1110x2914.

Teachers report to the playground at 8:05 a.m. to walk students to the classrooms. Morning announcements will begin at 8:15, followed by the Pledge of Allegiance and a moment of silence. Students are asked to show respect for these in and outside of the classroom.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during school hours.

TRANSPORTATION

School-Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling transportation at 982-1110 x2202.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit Desert Vista Elementary School. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first sign in in the front office and receive a visitor's pass.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of dress, courtesy and conduct; disruptive behavior will not be permitted.

Desert Vista does not discriminate on the basis of race, color, national origin, sex, age or disability in the admission to the educational programs, services or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of its operation.

Desert Vista Elementary School School Uniform/Dress Code Program

The goal of the mandatory student uniform/dress code is to enhance a positive school climate that is focused on positive school attitude and academic achievement. We believe that a mandatory SCHOOL UNIFORM/DRESS CODE is in the best interests of our children for the following reasons:

1. Climate For Learning: A uniform helps students focus on learning. It sets the tone for the proper work attitude in the classroom, reducing behavior problems and improving performance.
2. Campus Safety and Security: A uniform will help make the campus safer and more secure by eliminating the wearing of gang clothing which can also be used to intimidate or conceal contraband. Moreover, outsiders or non-students can be easily recognized on campus.
3. School Unity and Pride: An attractive student uniform promotes school spirit, good self-image, and school unity. Just as an athletic teams' uniforms promote unity and spirit, so can a school uniform.
4. Label Competition: A uniform eliminates "label competition" and the peer pressure to wear expensive clothing. It allows the student's attention to be directed to learning and growing.
5. Economics: A uniform is economical. Comparisons show that the uniform costs significantly less than what most parents pay for unregulated school clothing. Durability, reusability, and the year-to-year consistency also cut costs.
6. Homogeneity and Opportunities for Self-Expression: A uniform removes the status that clothing labels give to some children and serves to externally equalize all students. This provides impetus for students to find more productive outlets for expressions of individualism such as with, intelligence, and creativity. Teachers will offer many opportunities for self-expression and creativity in the academic realm ranging from creative assignments to after-school clubs.
7. Modesty Standards Upheld: A uniform meets widely accepted standards of modesty thus eliminating the conflicting interpretations of dress codes and the embarrassment that often is associated with "violations" of dress code.
8. Dressing Simplified: Parents cite simplification of selection as an important advantage. Even though several selections are available within the uniform, each meets the standards of the school and the approval of the home. Parents of students attending schools with a uniform program report that they have saved hundreds of dollars and eliminated the morning tug-of-war with children over what to wear.

SAFE & SECURE DRESS GUIDELINES

Students are expected to dress in the proper uniform attire. It is the parents' responsibility to ensure compliance with the dress code. All students must be in uniform the first day of school.

1. All students will wear the designated school uniform clothing. The clothing may not be altered by slits, shredded hems, etc.
Boys: All white, red or navy blue polo or plain t-shirt, DVES t-shirt or Fish shirt. No logos on the shirt other than DVES. Navy blue or khaki tan pants, blue jeans or shorts. Pants or shorts may have trim but any trim must be in the DVES colors of navy blue, khaki tan, red or white. Blue jeans must be plain, no decorative stitching, glitter, or holes.
Girls: All white, red or navy blue polo or plain t-shirt, DVES t-shirt or Fish shirt. Navy blue or khaki tan slacks, blue jeans, shorts, or skirt with or without trim but any trim must be in the DVES colors of navy blue, khaki tan, red or white. Blue jeans must be plain, no decorative stitching, glitter or holes. Plain white, red, or navy blue dresses will be allowed.

There may be additional items added to the designated uniform during the school year, such as sweaters, sweatshirts, jackets, uniform jumpers, pants, shorts, skorts.

2. Baggy or over-sized uniforms are not acceptable and thus prohibited. Uniforms may not be more than one size larger.
3. Belts must be black, brown or navy and may not be more than one size larger than the waist.
4. No undergarments may show. Girls may wear black or navy blue shorts under their skirts provided they do not show.
5. For safety reasons, students are encouraged to wear covered shoes. Flip-flops, slippers, and bare feet are not acceptable.
6. Any color socks may be worn. Full length tights and knee-high socks/tights are acceptable for girls
7. Head dressings - Girls may wear appropriate colored headbands, bandanas. Boys may not wear bandanas. No hats may be worn inside the buildings and caps must be worn facing frontwards.
8. Students not in uniform will call home in the morning, from their classroom. If a student reaches three days of not being in uniform he/she will receive lunch detention.
9. No student shall be subject to discipline for failure to wear a uniform if the reason is economic hardship. Under those circumstances, the school will furnish the student with a uniform or uniforms.
10. Any buttons or jewelry, and other accessories which contain vulgar, lewd, obscene, or plainly offensive messages or which may lead to substantial

interference with school activities, including accessories which advocate the use of alcohol, or drugs and accessories which make reference to or identify gangs, are not allowed.

11. On occasion the principal will call a “casual” day when students may wear clothing other than the prescribed uniform. This will be on special occasions only. The students and parents will be notified prior to the “dress down” day.
12. DVES logo shirts can be purchased in the school office all through the school year.

PERSONAL PROPERTY CODE

The following items of personal property are not allowed on campus or at any school activity unless written permission is given by the principal or assistant principals.

1. Boom-boxes, walkmans, or other personal sound equipment
5. Make-up
6. Electronic beepers, pagers or cellular phones
7. Aerosol cans or hair spray, anti-perspirant, etc.
8. Knives of any kind or size
9. Weapons of any kind or size

Amended 1/8/09
Desert Vista School Council