

TANQUE VERDE ELEMENTARY SCHOOL (TVES)

Grades K – 6

2600 N. Fennimore, Tucson AZ 85749

Phone: 749-4244

Fax: 749-4292

Principal:

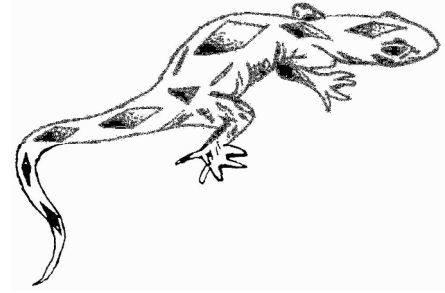
Assist. Principal: Kim Hubbard

School Mascot: Geckos

School Hours: 8:10 am – 2:35 pm M, T, Th, and Fri.

Wed. Release time: 1:15 pm

Half day Kindergarten: 8:10 am -11:10 am

http://www.tanqueverdeschools.org/tanqueverdeelementary_home.aspx**TANQUE VERDE SCHOOL DISTRICT OFFICE**

2300 N. Tanque Verde Loop Rd Tucson, AZ 85749

Phone: 749-5751

Fax: 749-5400

Superintendent: Scott Hagerman

Business Manager: Adam Hamm

Human Relations Specialist: Keith Wick

www.tanqueverdeschools.org**DISTRICT GOVERNING BOARD**

Jeremy Schalk

Susan Fry

Steven Auslander

Jeff Neff

Carlos Ruiz

TRANSPORTATION

Transportation Coordinator

Amy Lindflott

Phone: 749-9640

Fax: 749-6296

TANQUE VERDE EXTENDED CARE PROGRAM**(Coyote Club)** Located at TVES

Marie Benson

Office Phone: 749-0147

Site Phone: 749-3224

Hours of Operation: 7:00 am – 8:00 am

M, T, Th, and Fri. 2:15 pm – 6:00 pm

Wed. 1:15 pm – 6:00 pm

AGUA CALIENTE ELEMENTARY SCHOOL (ACES)

Grades K – 6

11420 E. Limberlost Road, Tucson AZ 85749

Phone: 749-2235

Fax: 749-0338

Principal: Sherri Rosalik

School Mascot: Coyotes

School Hours: 8:10 am – 2:35 pm M, T, Th, and Fri.

Wed. Release time 1:15 pm

Half day Kindergarten: 8:10 am - 11:10 am

EMILY GRAY JUNIOR HIGH SCHOOL (EGJHS)

Grades 7 – 8

11150 E. Tanque Verde Rd., Tucson AZ 85749

Phone: 749-3838

Fax: 749-9668

Principal: Greg Miller

School Mascot: Bobcats

School Hours: 8:15 am – 3:15 pm

Wed. Release time: 1:54 pm

TANQUE VERDE HIGH SCHOOL (TVHS)

Grades 9 - 12

4201 N. Melpomene Way, Tucson AZ 85749

Phone: 760-0801 Fax: 749-9668

Principal: AJ Malis, Athletic Director:

School Mascot: Hawks

School Hours: 9:00 am – 3:18 pm M, T, Th, and Fri.

Wed. Release time: 2:30 pm



Capturing Kids' Hearts

"If you have a child's heart, you have his head." Flip Flippen

The **EXCEL** Teaching Model **E**ngage **X**-plore **C**ommunicate **E**mpower **L**aunch

This is a positive teaching model which places emphasis on building positive, respectful and professional working relationships in a community of learning.

It is a process that encourages and teaches school personnel the techniques and attitudes that support the development of classrooms where trust, respect and caring relationships flourish. These processes can transform the classroom and campus environment, paving the way for high performance.

Our mission with kids is a simple one: TO WIN THEIR HEARTS and TO LEAD THEM TO THEIR PERSONAL BEST - Flip Flippen

Social Contract: An agreement of behavior

Good Things: Sets a positive tone at the start of each day.

Meet and Greet: Teachers will meet their students with a handshake

Some of the things that you will see and hear about as school begins are the Meet and Greet, Good Things and a Social Contract. Teachers will greet their students at the door each morning and shake their hands. By being at the door to greet the students, teachers make valuable connections with kids. Once everyone is in class, the sharing of good things will kick off the day on a positive note and help everyone get to know each other better. During the second week of school, the class will work together to craft a social contract that will form the basis of how they want to be treated by each other and how they will operate as a class. This training has helped to reset our internal compasses and remind us of the reasons we do this job. We believe that we are united behind the single goal of "Capturing Kid's Hearts". In the process, our teachers, our students and our school will become the very best that we can be.



GENERAL PROCEDURES

HOURS

Office: 7:30 a.m. - 4:00 p.m. We are here to help you any way we can! Please feel free to call upon us.

Students are not to arrive on campus before 7:45 a.m. There is no playground supervision prior to that time.

LEAVING MESSAGES

Contact the school at 749-4244. When leaving messages we hope parents will use discretion in using the school as a "message center". You may expect a courteous response to your request but we prefer not to interrupt classes or activities for message delivery. An answering machine is available for messages before and after office hours. Please call or email in all absences before 8:00 a.m. of the day of the absence or the evening before and leave a message.

USE OF TELEPHONE BY STUDENT

A telephone is available in the office; however, phone calls to parents must be kept to a minimum to keep classroom interruptions down and to allow the telephone to be used for official school business. The phone should be used only for emergency reasons such as forgotten or lost lunches or missed busses. Calls regarding illness or injuries will be made by the school secretary or nurse. Forgotten homework is not considered a valid reason to use the phone lines.

LOST AND FOUND

Please label all of your children's belongings. The office staff is responsible for an "ever growing" Lost and Found Department. Ask your children to check the cafeteria if they have misplaced or lost an item. At the end of each year, the unclaimed items are donated.

STUDENT PLACEMENT

Our school has adopted a plan which we believe will provide all students with an opportunity to benefit from a variety of learning atmospheres and experiences. A well-balanced class is one that contains students of all abilities, learning styles and personalities. Throughout the course of the year, the classroom teachers, specialists and the principal have worked extensively with your child in developing a successful rapport and in gaining the knowledge needed to best place your child in the most appropriate classroom.

GECKO CODE

Students at Tanque Verde Elementary School are caring, respectful, responsible and fair. We place emphasis on positive character qualities and our students demonstrate these traits at school.

Cafeteria Rules

Walk quietly into and out of the cafeteria.

Students who bring their lunches may go immediately to assigned tables.

Students show consideration to others in the serving line by being patient and polite.

Once food is bought, it cannot be exchanged.

Students are responsible for bringing lunch money if they wish to purchase food on a daily basis

Students have a minimum of 15 minutes for lunch. Lunch recess is 20-25 minutes.

Everything is eaten in the lunchroom. No food is taken outside.

Students remain seated until excused by the cafeteria monitor.

Students should clean up their area after they finish eating.

Use restaurant manners and behavior while in the cafeteria.

Gecko Rules

Use respectful language to everyone at all times.

Keep the building and playground clean.

Walk quietly inside the rooms and walkways.

Be respectful of school property.

Choose SAFE actions – avoid hurting others.

Respect the rights of others to learn.

The parking lot is off limits to all students

Playground Rules

Remain inside the playground boundaries.

Use the playground equipment safely

Retrieve playground equipment only after getting permission from a teacher or supervisor.

Share equipment with others.

Tackling, roughness, fighting, or throwing rocks are not permitted.

Use appropriate language when on the playground.

LUNCH INFORMATION

A lunch card may be purchased in the cafeteria. The card serves as a debit card and can be for any dollar amount.

Money can be added to the account at any time by sending a check or cash to school with your child. Please make checks payable to: TVFS. The actual card remains in the cafeteria and not in the child's possession. There is one account per family and a balance can be carried over to the next school year. At any time the parent may request a computerized readout itemizing the food items purchased. When the account becomes low, the student's hand will be stamped or notified that they need additional money. Tanque Verde Food Service (TVFS) does not have a charging policy, however, no student will be denied lunch. Payment is required the next day. No charges will be accepted in May. Accounts must be paid in full by the end of the school year. It is the policy of TVFS to encourage students to eat a healthy and well-balanced lunch. A permission slip will be sent home which needs to be signed by a parent giving the student permission to purchase breakfast and a la carte items with their lunch card. Breakfast is served from: 7:45 am. – 8:10 am.

Food items and prices will be listed on the permission slip. The lunch menu is available on the District's website at www.tanqueverdeschools.org. Lunch comes with 1% white or chocolate milk. Other options are available if the child is allergic to milk. If you have any questions contact Mary Ann Scheib, Food Service Manager, at 749-4244 x3116.

TVES Lunch Hours

Kinder 11:15-11:55

1st - 11:00-11:40

2nd - 11:30-12:10

3rd - 11:45-12:25

4th - 12:00-12:40

5th - 12:15-12:55

6th - 12:30-1:10

PROGRAMS

Art Students will examine art forms, study various interpretations of art history, and work with a variety of materials in the production of art. Art classes are offered year round.

Instrumental Music Band instruction is offered twice a week during the school day to grades 5 and 6. Students are responsible for missed classroom work.

K-6 Gifted Education is offered to qualifying students in the areas of verbal, nonverbal, and quantitative.

Library Students, K-6, will have library classes once a week. The library curriculum includes: "Book Talks" to encourage and broaden reading habits, learning research skills and how to use reference materials, lessons that support the social studies and science curriculum, and lessons on the use of the technology we have available at our school.

Music The components of the K-6 curriculum include singing, playing instruments, moving to music, and creating music. Music classes are offered year round.

P.E. Weekly, students will develop proficiency in movement, physical coordination, and social skills in order to perform efficiently in a variety of games and sporting activities.

Preschool Program Our Preschool Program is located at Agua Caliente Elementary School. Tanque Verde Parent Participation Preschool is a private preschool available for children ages 3 and up. Morning Session-8:00 a.m. to 11:30 a.m. Extended preschool will be available until 2:30 p.m. School is in session Monday through Friday in conjunction with the ACES school calendar. Call 749-0444 or 749-1662 for tuition information

Special Education Children who are experiencing learning or behavior problems are referred for testing by a study team or parent. If the child qualifies for the program, special education services are provided.

THE PARENT-TEACHER GROUP

The TVES PTG works to raise funds for the enhancement of our school, sponsors many events for the enrichment of our community, and provides services to students and teachers throughout the school year.

PTG Events and Activities

PTG General Meetings are held monthly, and all TVES community members are encouraged to attend. Watch the Gecko Echo (our school's electronic newsletter) for dates and times.

How can I get involved?

Come to a General Meeting, or contact us at TVESPTG@gmail.com. We're always happy to hear from eager volunteers.

The Tanque Verde School District's web site is a very useful resource for both parents and students. It features news and calendar items for all four schools and should be used daily in order to be informed about all activities.

TAKE ADVANTAGE OF OUR EASY TO ACCESS WEB SITE AND FOLLOW THE LINKS TO:

District and School Calendars

Daily Lunch Menus

Your Teacher's Newsletters

TVES E-Mail

There is also an e-mail directory for all of your TVES staff. It would be greatly appreciated if, those of you comfortable with e-mail, would use it as a method of communication with both the office and your child's teacher. If you would like to report your child's absence, e-mail is very effective. The attendance secretary's e-mail address is sedwards@tanq.org. Be sure to include the reason for the absence and a request for homework if you are able to pick it up. Remember that calling your child's classroom should be used in emergencies only. Communicating through e-mail is much less disruptive.

Support Tanque Verde Schools through Tax Credit Donations

The State of Arizona offers a quick and easy way to support your local schools while reducing your tax bill. Public school may use tax credit money to support extracurricular activities and for character education as defined by the Arizona Revised Statutes 15342.24, 15-719, and by district policy.

Tanque Verde Elementary School's site-based committee screens the funding requests and determines eligibility. Monies were allocated for supplies needed for extracurricular activities including the Science Fair, Field Day, Intramurals, our Character Education Program, after school clubs, and after-school extension classes. In addition, your tax credit donations benefit every grade level by funding all field trips, such as Tubac, Sabino Canyon, Flandreau Planetarium, Desert Museum, Pima Air Museum, as well as many others. Some programs receiving tax credit funds include the Accelerated Reader Program, and Young Authors' Day.

Tax credit forms are available at all school offices and the District Office. You may also use the district website at www.tanq.org to make your tax credit donation. The maximum deductible amounts are \$200 -filing single, \$200 - married filing separately, and \$400 -married filing jointly.

Admission Requirements

A student must meet the following age requirements:

Kindergarten: The child must be five (5) years of age as of September 1.

- First Grade: The child must be six (6) years of age by September 1.

Tanque Verde Unified School District requires students to live within the school district boundaries. We accept only the following as proof of residency:

A current tax valuation card

A current tax bill

Current closing papers on your home

Current rental papers on your residence

The elementary schools are required by the School Board to ascertain that all students attending Tanque Verde schools meet the District's residency requirements. If at any time during the school year it is determined that false information has been submitted in order to enroll a student at a Tanque Verde school, it may require an immediate withdrawal from the school. Kindergarten – you may call to pre-register your child for Kindergarten after March 1.

Open Enrollment to Tanque Verde Schools

Arizona State law requires each school district to develop Open Enrollment Policies, allowing non-district students to attend our schools. This parental choice option has been available since 1994 and is determined by local district policy.

Tanque Verde policy sets priorities as 1) district resident students; 2) eligible students of employees; and 3) previous Open Enrollment students. 4) New applicants for open enrollment

Applications are for one year only and include a behavior component. Enrollment openings are determined by each site. This number is based on the number of students in each grade level or program, and current district residents. Class size ratios are set at 22:1 for Kindergarten through grade three, 26:1 in grades four through six, and an average of 26:1 at Emily Gray Junior High and Tanque Verde High School for open enrollment determinations. Keeping class sizes at these ratios allows the district to maximize the opportunities to all students in the way of special programs and instruction.

Attendance

Students are expected to attend school daily to receive the maximum benefit of instruction and participation in classroom activities. Parents are requested to make a strong commitment to having their children attend school daily and arrive on time. Please schedule doctor appointments, etc. outside of school hours. Whenever possible. Early release Wednesday would be a perfect opportunity to schedule afternoon appointments.

Visiting the Elementary Campus

If you have school related business, you must report to the school office.

Because we are trying to be as efficient as possible concerning campus operations, visitors must adhere to the following guidelines:

Visitors are required to report to the school office where they will sign in on a visitor's log and get a visitors badge.

According to A.R.S. 15-507 a person who abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor – possible penalty – up to thirty (30) days imprisonment and /or up to a \$500,000 fine.

Vacations

Please schedule vacations (and/or appointments) outside the regular school day. This will help avoid make up work for your child. One of the reasons for possible failure is missed work that is not made up. When a student returns from being absent he/she has to make up work missed as well as their regular schoolwork.

Lost or Found Property

Anything brought to school is the responsibility of the student. If you feel your property has been lost or stolen, contact the school office. However, there is no guarantee he/she will be able to recover the lost or stolen item or secure the replacement of it. The best rule to follow is: *If you don't want to lose it, don't bring it to school.*

Public Displays of Affection

Displays of affection are not allowed anytime at school.

Books

Textbooks are issued to all students for use in the classroom and to take home for assistance in homework. Each student is responsible for the return of these textbooks in good repair. If a textbook is lost or stolen, the student the book was issued to will be responsible for the book and will need to pay the replacement cost. In other words, keep an eye on your textbooks and don't loan them out. If the original book is found and is in good repair, the student will be refunded their money.

Electronic Materials and Cell Phones

Radios, tapes, CD players, pagers, Walkman players, iPods, laser pointers, and other electronic devices are prohibited on campus. Such items will be confiscated and returned to a responsible parent or kept until the end of the school year. If a student brings a cell phone to school they are to be turned off and in their backpack.

Financial Obligations

Any student who has failed to meet his/her financial obligations to the school, i.e., library fees, paid lunch charges, damage to school property, acts of vandalism, all-day Kindergarten fees etc., shall have his/her report card and/or transcripts and/or yearbook withheld until the debt has been satisfied.

Telephone Messages

We want to keep classroom interruptions to a minimum. Notes will be put in teacher's boxes unless it is an emergency.

VOLUNTEERS

We value community and parent volunteers. Volunteers make many valuable contributions to the students and educational programs of the District. Our volunteers perform helpful tasks such as tutoring and mentoring students, chaperoning school dances and field trips, serving as room parents, helping with field day and book fairs, stuffing of weekly take-home folders, helping with class projects, laminating, helping in the campus office, and the list goes on. The commitment of these countless parents and community members is a key reason for our District's success. Additionally, all volunteers must comply with the requirements of Arizona statutes and Governing Board Policy GCFC and GDFA regarding fingerprint clearance and certification relating to criminal offenses. Parents, legal guardians, or grandparents who have a student in the District do not need to be fingerprinted but will need to complete the certification regarding criminal offenses. Non-parent volunteers must be referred to Human Resources for fingerprinting and certification regarding criminal offenses. There is no charge for fingerprinting.

HEALTH OFFICE

Tanque Verde Elementary School Nurses

Marie Baca RN and Randi Berkson RN 749-4244 The TVES nurses are available M – F from 7:30 am till 3:30pm. Email is checked several times daily, mbaca@tanq.org or rberkson@tanq.org

School Health Services

Vision screening and follow up
Hearing screening and follow up
Health assessment for illness and/or injury
Health education and counseling
Emergency first aid
Communicable disease control
Referral for health problems
Medication administration as needed

Website information/forms

Medication Administration Permission form, Anaphylaxis Action Plan and paperwork, Health History, Immunization Exemption forms.

A completed Emergency and Health History form along with a complete up to date immunization record for each student is required upon start of school or with enrollment paperwork.

Complete immunization records from a former school or physician's office are required by AZ state law Arizona Administrative Code 9-6-701 – A.A.C. 96-705 the day of entry into school or before. Immunizations may be obtained from your private physician, at the Pima County Health Department, or any minute or urgent care clinics. The Public Health Clinic is at 6920 E. Broadway, 298-388. Please call for updated clinic hours. An immunization exemption form is available on the TVES website, under Nurse. Exemption forms require a signature by a parent/guardian and are kept on file in the Health Office (does not necessitate an annual signature). *If a vaccine preventable outbreak occurs and students have no documented immunity against the pathogen, those students may be excluded from school attendance for a specified number of days based on PCHD recommendations.*

Fever & Illness

If your child has a fever (typically greater than 100 degrees) or other symptoms of illness, your child should remain home until well. Please inform the office staff when calling your student in sick if a fever, cough, or other ill symptoms are present. The nurses are better able to trend school wide illness with the information. You are welcome to bring your student to the Health Office before school if you are unsure of your child's condition and ability to attend class that day. The nurses are happy to evaluate earaches, sore throats, breath sounds, coughs, or other ill symptoms if you are unsure

about school attendance or notifying the pediatrician. The nurses will document all assessment findings and will forward to your child's pediatrician, if needed, with parental written permission.

If your child presents to the Health Office with a fever (100 degrees or higher), has nausea with vomiting, or other ill symptoms while at school, parents will be asked to pick up the child ASAP (or designate an alternative adult to pick up.) Students must be fever free for a full 24 hour period, without the use of ibuprofen or acetaminophen, before returning to school. Likewise, if your child has been vomiting, he/she must stay home for a 24 hour period, without any vomiting, before returning to school.

Please call or email the nurses in the morning if you suspect your child may develop ill symptoms during the school day. They want to work with you to develop a plan of care providing optimal health care for your student while limiting exposure to other students.

Lice Policy

Students found with live head lice and/or nits (eggs) may remain in class but are discouraged from close head contact with others. The nurses will inform the parents and discuss treatment. The nurses will evaluate each case on an individual basis and discuss options. The nurses will screen symptomatic students and in special cases may screen entire classes if higher numbers of reported cases are present. Letters to entire classes will not be sent home by the teacher or nurse, unless the nurses and administrators determine that is needed.

Health Office Medication Procedures

The TVUSD has developed the following policies to ensure medication is safely administered to students if needed during school hours. Students may not carry medication at school unless prior permission is given by the student's physician, parent/guardian, and nursing staff. Prescription medications must be in the original pharmacy container labeled with the child's name, ordering physician, medication, dosage, and times to be administered. The medication request form is available on the TVES website (under Nurse) and requires annual parent/guardian signature *for medications given during the school year*. Please bring all prescription medications, in the original container, to the Health Office with a completed Medication form when medication administration is needed at school. Giving medications to students for 'drop off' at the Health Office is discouraged as may put other students at risk if medication is shared with others. Please call the Health Office if unable to personally deliver medication so prior arrangements can be made. OTC (Over-the-Counter) medications may be given with telephone permission one time only.

Parental/guardian signature is required for any further doses administered and is valid for one school year. The medication request forms are available on the TVES website under Nurse. Simply download the form and have your student bring to the Health Office before school. The TVES Health Office stocks Acetaminophen (Tylenol), Ibuprofen (Motrin) and Diphenhydramine (Benadryl). All OTC will follow the TVUSD Standing Orders for dosage and frequency unless otherwise ordered by student's primary care physician or prescribing doctor.

STUDENT TRANSPORTATION

It is the policy of Tanque Verde Unified School District to provide transportation for students of the District as follows: Students who live more than one mile from their school.

Students living within the one-mile radius of their school but are subject to routes that are hazardous or difficult and no other arrangements can be provided.

Special education students whose disabilities require transportation as indicated in their individual education programs. Open enrollment students may sign a contract allowing them to ride the bus 5 days a week with the understanding that they will use a designated stop in the district. The child must be accompanied by an adult at the bus stop..

Waiting for and Exiting the Bus

Be at your bus stop at least five (5) minutes prior to your scheduled time.

Form a line at a safe distance from the curb or road while waiting for the bus.

Respect the property on which your bus stop is designated.

Use the handrail and each bus step when entering and exiting the bus.

Remain seated until the bus comes to a complete stop.

Always walk in front of the bus when crossing the street or highway and look both ways before crossing.

Bus driver requires a signed note from a parent/guardian if a student wants to get off at a stop other than his/her own.

Bus Courtesy

1. Quietly take your seat.

2. Talk to your friends in a normal voice. Address the bus driver only in case of an emergency.

3. Windows will be opened and closed upon request of the bus driver.

4. Keep your head and arms inside the bus and your feet on the floor.

5. Remain seated until the bus comes to a complete stop.
6. No food or drinks are allowed on the bus without the driver's permission.
7. No glass containers are allowed on the bus.
8. Pets and animals are not allowed on the bus.
9. Each student will assist the driver by placing litter in a trash receptacle designated by the driver.

Bus Discipline Plan

If a student violates behavior or safety standards while riding the bus, the bus driver will prepare a "School Bus Incident Report." This report will be submitted for disciplinary action. A variety of consequences may be imposed to address the infraction: The consequences applied will depend of the severity of the infraction and the recommendations of the bus driver. Parents will be notified by telephone and/or in writing about the incident and the subsequent consequence(s). A student who feels he or she has been treated unfairly or unjustly punished under this plan may appeal to the school principal and/or the Superintendent for recourse. If a hearing is requested, the student may be accompanied by the parents and/or legal counsel. The district personnel that will participate in the hearing include, but are not limited to, the bus driver who initiated the action, the Transportation Director, the Principal, and the Superintendent.

IF YOU ARE EXPERIENCING ANY TRANSPORTATION PROBLEMS, PLEASE NOTIFY YOUR BUS DRIVER FIRST. IF YOU REQUIRE FURTHER ASSISTANCE, PLEASE CALL THE BUS DEPARTMENT AT 749-9640 OR YOUR CHILD'S SCHOOL PRINCIPAL.

Bicycles

There is a designated area on each campus for parking bicycles. Students should keep their bikes locked up at all times while at school. Students must wear helmets. Students will not ride their bikes, skateboards, roller blades, etc., on school grounds. Motorized vehicles (cars, motorcycles, mopeds, etc.) are permitted only in the designated parking lots. Please do not leave your bicycles at the school overnight.

Campus Bus Lanes

For safety reasons we request that parents and guardians do not park or drive in the bus lanes during school hours

Counseling

A conference and/or disciplinary action without loss of riding privileges.

A conference and/or disciplinary action with a loss of riding privileges for up to (10) days and not more than thirty (30) school days.

STUDENT RECORDS

The Governing Board has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with: The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act; The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and the Federal Regulations, Title 15, Section 141.

Student Files

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include, but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the building administrator and are available only to the teachers and staff members working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon its request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

Statement of Rights

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents who wish to review their children's records should contact the principal for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review

the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If, at any time, an agreement between the principal and parent cannot be reached, you may contact the Superintendent to request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

Confidentiality

Copies of the district student education record confidentiality policies and procedures may be reviewed in the assigned office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records, policies, and statutes. The address is:

The Family Educational Rights and Privacy Act Office

U.S. Department of Education Room 4511, Switzer Building Washington, D.C. 20202 Telephone number: (202) 732-1807

HOMEWORK

Homework serves to develop independent study skills and responsibility while reinforcing acquisition of skills and concepts. It communicates to teachers and students that the students are learning and maintaining concepts and skills through practice. It communicates to parents the nature of the learning activities in which the students are involved and provides an opportunity for dialogue between parents and children.

District Homework Guidelines

Homework shall serve to reinforce or enhance concepts that have been taught previously and will be at the independent practice level of difficulty.

Homework will be specific and will have clearly defined expectations.

Homework will be reasonable in length.

Homework will be monitored, with feedback given promptly.

Homework will not be assigned for disciplinary reasons.

Homework may include educational television programs, projects, research, or an assignment of reasonable scope that supplements classroom learning activities.

Forms of Homework

- *Reinforcement and Completion of Class Work.* Homework given for the purpose(s) of finishing daily assignment, allowing for independent drill activities, working on class projects, or to make up work missed as a result of a valid absence.
- *Study Time Homework* Homework designed to provide the student with extended, quiet-time experiences such as reading or studying materials related to a class activity.
- *Application of Skills Homework* Homework given to allow students to apply learned skills to such independent practice activities as projects or research studies, or creative endeavors related to school lessons or subjects.

REPORTING STUDENT PROGRESS

Conferences

Parent-teacher conferences regarding your child's progress in school are meaningful and important. Parent-teacher grade report conferences are scheduled each semester. Additionally, a parent or guardian may request a conference in writing or by phone or by email with their child's teacher whenever necessary.

Mid-Quarter Interim Grades

At 4-1/2 weeks into the quarter, interim letter grades will be sent home with students in grades 4-6

Report Cards

Report cards are issued four (4) times yearly. The first report card is given at a parent-teacher conference. The second report card is sent home with the student (the envelope must be signed by the parent or guardian and returned in a timely manner). The third report card is either given at the optional parent-teacher conference or sent home with the student (the envelope must be signed by the parent or guardian and returned in a timely manner). The fourth report card is sent home with the student on the last day of school.

Standardized Tests

Students in grades 3 through 8 and 10 will participate in AZ Merit Assessment.

RULES AND RESPONSIBILITIES

Student Conduct

Students in school buildings, on school grounds, using District property for any purpose, or attending District-sanctioned functions shall not engage in: Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored by the Board. Physical abuse of, or threat of harm to, any person on District-owned or controlled property or at District sponsored or supervised functions. Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds. Unlawful use, possession, distribution or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions. Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value. Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so. Any conduct constituting a breach of federal, state, or city law or duly adopted policy of the Board.

Carrying or possessing a weapon on school grounds. In addition to the general rules set forth above, students shall be expected to obey all policies and regulations for student conduct adopted by the Board. Students shall not engage in activities prohibited herein nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. Any student who violates these policies and regulations may be subject to warning, reprimand, suspension, or expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Care of School Property by Students

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property depends upon the circumstances. Students may be subject to suspension for willful damage or destruction of school property.

If a minor engages in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minor or his parent, to make full or partial restitution to the District in accordance with the law.

Drug-Free Schools Act

In accordance with Section 5145 of the Drug-free Schools Act and Communities Act, as added by Section 22 of the Drug-free Schools Act and Communities Act Amendment of 1989 (PL 101-226), all parents, students and employees are to be advised of the District's policies and standards of conduct for drug and alcohol use and possession on school property during school, hours and school-sponsored activities.

Tanque Verde Unified School District policies establish the standards of conduct for students regarding drug and alcohol use and possession. Policies also establish procedures for disciplinary action and the involvement of the law enforcement agencies.

The student policies allow School District officials to discipline, suspend and involve law enforcement agencies needed in situations involving the use or possession of drugs or alcohol. The employee policies also allow for these activities as well as suspension or termination. In addition, school officials may recommend or require the involvement of therapeutic agencies or individuals.

In all situations, District officials shall act in such a manner as to protect the general welfare of the students and employees and ensure confidentiality.

It is unlawful:

For a person(s) to intentionally be present within 300 feet of a school or its accompanying grounds to possess, use or sell marijuana.

For a person(s) to intentionally be present within 300 feet of a school or its accompanying grounds to possess, use or sell a dangerous drug or narcotic drug.

Dangerous Weapons in the Schools

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt an activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515.

A student who violates this policy by carrying or possessing a firearm shall either be placed in an alternative education program for a period of not less than one year, suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy: Weapon means any of the following:

A firearm, A knife, other than a folding pocket knife that has a blade length of not more than 2-1/2 inches or that does not have a mechanism by which the blade can be locked in an open position (regardless of the blade length), A destructive device, A dangerous instrument Simulated weapon means an instrument displayed or represented as a weapon. Firearm means any of the following:

Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive. The frame or receiver of any such firearm. Any firearm muffler or silencer.

Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device.

Any combination of parts that could be readily assembled to form a firearm. Destructive device means:

Any devices other than a firearm that will, or is designed to, or may be readily converted expel a projectile by any means of propulsion, such as a BB/ pellet gun, slingshot, bow, or crossbow.

Any collection of parts that could be readily assembled to form a destructive device. Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury. School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property. Deadly weapon means any weapon designed for lethal use, including a firearm.

CAMPUS AND CLASSROOM CONDUCT

The purpose of rules and regulations is to ensure the best possible climate for learning. A violation of any rule or regulation may result in disciplinary action including suspension or expulsion. If a state or local law is violated the local authorities will be notified.

Under certain conditions it can be in the best interest of a student or other students of the school, for a student to be denied the privileges of attending school. The following sections define some of the actions which shall be considered a major violation of acceptable code of conduct and may result in denying a student to attend school.

Obscenity- The act of using obscene language by students in verbal, written, sign form, or in pictures or caricatures in or on school property. Stealing The act of dishonestly acquiring the property of the school, other students, or school faculty.

Forgery- The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses, or other data on school forms.

Fighting- The act of quarreling involving a bodily contact in or on school property or going to or from school, including any activity under school sponsorship. Please remember: *Words as well as acts can cause fights, instigating an altercation because of what you say may result in disciplinary action.*

Defiance of Authority- The failure to respond or carry out a reasonable request by a staff member.

Gross Misbehavior- The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship or the act or threats to staff members or to other students.

Vandalism- The act of willful destruction of school property or property belonging to others.

Indecency- The act of offending against commonly recognized standards of good taste.

Disruption of the Educational Process/Setting- The use of violence, force, coercion, threat, or otherwise disrupting classroom, extracurricular or educational activities.

Weapons- Students shall not possess, handle, transmit, or conceal any object that can be dangerous on school grounds or at any school related activity. These objects include, but are not limited to, guns, knives, laser pointers, explosive devices, propelled objects, thrown objects, gases, acids, or any other objects which are designed to cause injury or death. Toy guns, knives, or any other toys that may be construed as weapons are not allowed. A student may not threaten to use a weapon of any sort against any person or against the school.

Drugs -Including Alcohol and Tobacco Students are prohibited from the possession of or being under the influence of any form of tobacco, alcoholic beverages, drugs or related substances on campus, going to or from school, or while attending any school activity which may or may not occur on school grounds.

Harassment- This is defined as any behavior based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with school performance or creates an intimidating, hostile or offensive school environment. Any student who repeatedly harasses others shall be considered in violation of school rules or regulations.

Threats and Intimidation Verbal, physical, or written actions with the intent to inflict fear, injury, or damage.

Horseplay/Rough Housing To ensure a safe environment, horseplay is not permitted. Students who persist in rough housing may be disciplined according to the District Discipline Policy. Engaging in this type of behavior puts others at risk of injury, even when only “playing around”.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

Violation of student’s constitutional rights,

Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student’s individual capabilities,

Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,

Harassment of the student by another person, Intimidation by another student,

Bullying by another student, or Concern for the student’s personal safety. Provided that:

The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and

The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. The guidelines to be followed are:

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that here were grounds for the complaint/grievance.

The complaint/grievance shall be made only to a school administrator or professional staff members.

The person receiving the complaint will gather information for the complaint form.

All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*

The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

DRESS CODE

Dress Code Policy — Adopted May, 2000 We believe individualism is important. However, the district staff has the obligation to maintain a climate conducive to study, to protect the health and safety of students, and to regulate appearance to the extent that it is not destructive or disruptive to the educational process. According to A.R.S. §15-841(A): “Pupils shall comply with the rules...” Therefore, students and parents have the responsibility to see that students are dressed in compliance with the district dress code as designated in this document.

The school dress code will be enforced throughout the school year, during school hours, and at school sponsored activities. If there is any question of the appropriateness of a student's dress, that student will be referred to the Administration for final determination of appropriateness. Failure to comply with the dress code shall result in disciplinary action. A continual violation of the school district dress code will be considered defiant and insubordinate behavior and may result in more severe disciplinary action.

The following are the dress code guidelines to be followed by all students in the Tanque Verde School District: Hats:

Hats, headgear, caps, beanies, sun visors, etc., are not allowed on campus or at school-sponsored events (i.e., sporting events, band or choir performances). At the elementary schools, students may wear hats for outdoor P.E. or recess. Hats may be worn after school hours at after-school events. Shirts: All shirts must have finished necklines and sleeves.

Backless, midriff, transparent shirts. altered or plunging necklines are not permitted. No undergarments may show.

Wearing apparel which depicts alcohol, drugs, gangs, tobacco, sex, political statements, guns and/or weapons, any act illegal or hazardous to one's health, or which the site administration deems inappropriate, may not be worn. Pants: Pants must be worn at the waist and may not be more than two inches larger than the student's actual waist size. No undergarments may show. Shorts: In addition to the waist requirements (see Pants), shorts, including the top of slits, must be as long as the student's longest fingertip when arms and shoulders are in the relaxed, neutral position. No undergarments may show. Dresses and Skirts: Dresses and skirts, including top of slits, must be as long as the student's longest fingertip when arms and shoulders are in the relaxed, neutral position. Dresses must have sleeves. Backless, midriff, transparent dresses, altered or plunging necklines are not permitted. No undergarments may show. Footwear: There are to be no bare feet. Slippers, stocking feet, flip flops, shower shoes, thongs, or metal cleats on soles of shoes, etc., are prohibited. Junior high and high school students may wear sandals because they change shoes for PE. Flip-flops would be defined as footwear with a single strap across the toes and a single thing between the toes. Thongs are considered flip-flops. Belts: Belts must be tucked into belt loops and may not hang down more than 6 inches from the buckle. Pajamas: Pajamas, including pajama bottoms, are not allowed except on specially designated days as determined by the site administrators. Clothing shall be clean and in good repair.

Physical education uniforms are to be worn for PE classes only and may not be worn as regular daily attire.

The administration of each school reserves the right to require students to change clothing that does not comply with the district dress code. If there is any question of the appropriateness of a student's dress, that student will be referred to the School Administration for final determination of appropriateness.

Tanque Verde Unified School District Discipline Matrix (Grades K-12)

The purpose of rules and regulations is to ensure the best possible climate for learning. A violation of any rule or regulation may result in disciplinary action. If a state or local law is violated, the local authorities will be notified. Under certain conditions it can be in the best interest of a student or other students of the school, for a student to be denied the privileges of attending school. The following section is a list of violations and consequences whose definitions may be found on the district website. Aggression -Verbal Provocation -Minor Aggressive Act (e.g.: hitting) -Disorderly Conduct -Recklessness Attendance Policy -Tardy -Leaving School Grounds Without Permission -Unexcused Absence – Truancy, Lying, Cheating, Forgery or Plagiarism -Lying -Cheating -Forgery -Plagiarism School Policies/Other Violations - Combustible -Contraband -Defiance, Disrespect , Noncompliance -Disruption -Dress Code Violation -Gambling - Inappropriate Language -Negative Group Affiliation -Parking Lot Violation -Public Display of Affection, Sexual Offenses – Pornography, Improper Use Of Technology, Trespassing, Vandalism or Criminal Damage -Graffiti or Tagging -All OSS 1-10 day consequences come with a possible request for a long term suspension hearing -The violations listed above may be reported to the Pima County Sheriff.

Aggression* -Endangerment* -Fighting* -Assault* -Aggravated Assault* Alcohol, Tobacco, and Other Drugs* -Alcohol* - Tobacco* -Inhalants* -Over the Counter Drugs* -Drug Paraphernalia* Arson* -Of a Structure or Property* Harassment, Threat and Intimidation* -Harassment, Nonsexual* -Bullying* -Threat or Intimidation* -Hazing* Sexual Offenses* -Indecent Exposure or Public Indecency* -Harassment, Sexual* (Contact or Non Contact)* Theft* - Burglary/Breaking and Entering (second or third degree)* -Extortion* -Robbery* Vandalism or Criminal Damage* - Vandalism of Personal Property* -Vandalism of School Property* Dangerous Items* -Air Soft Gun* -B.B Gun* -Knife (less than 2.5 inches)* -Laser Pointer* -Letter Opener* -Mace* -Paintball Gun* -Pellet Gun* -Razor Blade/Box Cutter* - Simulated Knife* -Taser/Stun Gun* -Tear Gas* -Simulated Firearm* -Other Dangerous Items* -All OSS 1-10 day consequences come with a possible request for long term suspension hearing. -All OSS 11-45 day consequences come with a possible request for an expulsion hearing. -The violations listed above are reported to the AZ Dept of Ed. and may be reported to the Pima Co. Sheriff Aggression** -Aggravated Assault** Alcohol, Tobacco, and Other Drugs** - Prescription Drugs (Inappropriate Use Of)** -Illicit Drugs** Ecstasy** Cocaine or Crack** Hallucinogens** Heroin** Marijuana** Methamphetamine** Other Illicit Drugs** Unknown Drugs** Arson** -Of an Occupied Structure** Homicide** Kidnapping** School Threat** -Bomb Threat** -Chemical or Biological Threat** -Fire Alarm Misuse** Sexual Offenses** -Sexual Abuse/Sexual Contact with a Minor** -Molestation** -Sexual Assault (Rape)** Theft** - Burglary (First Degree)** -Armed Robbery** Weapons and Dangerous Items** -Handgun or Pistol** -Shotgun or Rifle** -Other Firearm or Destructive Device** -Bomb** -Starter Gun** -Billy Club** -Brass Knuckles** -Knife with a blade of at Least 2.5 inches** -Nunchakus** Hate Crime**

-All OSS 1-10 day consequences come with a possible request for long term suspension hearing.

-All OSS 11-45 day consequences come with a possible request for an expulsion hearing.

-The violations listed above are reported to the AZ Dept of Ed. and the Pima Co. Sheriff

Motor
Lab

702
701

CC Club

503
502
501

