

## **WELCOME AND MISSION STATEMENT**

Welcome to another exciting year at Sun Valley Elementary School. Sun Valley Elementary School's mission is to empower students to achieve a quality education in a nurturing, positive, and inviting atmosphere. This handbook includes schedules, regulations, and procedures, and other important information about our school. Please take the time to read the handbook carefully. If you have any questions with regards to the content of this handbook, you may call the Sun Valley Elementary School office at (928)341-6900.

August 1, 2023

Dear Sun Valley Parents,

We are very excited to enter our second year at Sun Valley Elementary as a K-6 Elementary School. We are ready for another wonderful school year! Having witnessed one of the hardest times in life's history only made us a stronger and more resilient individual. Parents did not give up and you modeled and demonstrated resilience that your child will never forget, and for that, I want to personally thank you!

I look forward to the opportunity of continuing to be part of your child's education, as we know that children are the most precious natural resource in life. The foundational years in an elementary school are crucial, and my goal as the principal of Sun Valley Elementary School is to lead the fabulous SVS team in providing each student with a safe, positive, and fun learning experience throughout the school year. I look forward to seeing you face-to-face this new school year. If you have any questions, please do not hesitate to contact me.

Thank you,

Luciano O. Munoz

Principal

## **SOMERTON SCHOOL DISTRICT**

### **MISSION STATEMENT AND BELIEFS OF THE DISTRICT**

Former students, personnel, parents, business leaders of the community, and members of the Somerton School Board created the mission statement and formal beliefs of the Somerton School District. At Sun Valley Elementary School, we are committed to following the Somerton School District mission and beliefs.

#### **MISSION**

The Somerton School District community values each child, pledges a commitment to ensure a safe, nurturing environment and prepares life-long learners as contributing members of a global society.

#### **BELIEFS**

Teachers, administrators, and staff of the Somerton School District believe that:

- *“Children, Our Priority - Personal Best, Our Goal”*
- Children come first.
- All children can learn and have the right to learn.
- Children have unlimited potential to contribute to their education.
- A safe, mutually kind, and nurturing environment is important for success.
- High expectations, striving for excellence, and one’s personal best are key.
- Fairness and equity are important.
- Parent and community involvement is vital to student learning.
- Showing acceptance and being respectful of diversity is important in a learning environment.
  
- Everyone should be responsible and held accountable for their actions.
- Learning is an interactive, life-long process.
- Effective instruction and learning is interesting, challenging, and fun.
- We need each other.

**Our mission will be accomplished if we are united in these beliefs.**

**Working together as a team will ensure a successful year.**

## **DISTRICT GOALS**

- A. To increase academic achievement for all students.

*Measure:* Schools will receive a letter grade of B or better and an Arizona Profile of Performing Plus or better.

- B.

Provide a school climate where all students, staff and parents are valued, safe, and motivated. *Measure:* Survey results of students, staff, and parents must be 80% positive or better.

- C.

To recruit and retain a quality certified staff.

*Measure:* Schools, and the District, shall not have a certified staff turnover rate higher than 15%.

Sincerely,

Dr. Noel, Superintendent, and Somerton Governing Board Members:

- Juan Castillo, President
- Lorena Zendejas, Clerk
- Cristina Clark
- Laura Torres
- Luisa Arreola



## SVS / CALENDAR OF EVENTS FOR 2023-2024

July 31st, 2023	Open house / Grand Opening
August 1, 2023	First Day of School for Students
August 3 – 11, 2023	DIBELS Testing Window (K-6 Grades)
August 28 <sup>th</sup> , 2023	Lifetouch/ Fall Individuals
August 30 <sup>th</sup> , 2023	1 <sup>st</sup> PTO Meeting
September 4, 2023	NO SCHOOL/ Labor Day
September 5 & 6, 2023	Parent/Teacher Conferences/Early Dismissal
September 26, 2023	40 <sup>th</sup> Day of School
September 27, 2023	2 <sup>nd</sup> PTO Meeting
October 2nd, 2023	End of 1st Quarter
October 9-13, 2023	NO SCHOOL/ Fall Break
October 17 <sup>th</sup> , 2023	SVS Fall Individuals Retake Picture Day
October 25 <sup>th</sup> , 2023	3 <sup>rd</sup> PTO Meeting/Fall Festival
November 6 & 7, 2023	Parent/Teacher Conferences/Early Dismissal
November 10 <sup>th</sup> , 2023	NO SCHOOL/ Veteran's Day
November 20 - 24, 2023	NO SCHOOL/Thanksgiving Break
December 1 <sup>st</sup> , 2023	4 <sup>th</sup> PTO Meeting
December 4-8, 2023	DIBELS Testing Window (K-6th Grades)
December 13, 2023	K-6 Winter Program
December 18 <sup>th</sup> , 2023- January 5 <sup>th</sup> , 2024	NO SCHOOL/ Winter Break
January 8 <sup>th</sup> , 2024	Students Return to School (Classes Resume)
January 9th, 2024	End of 2 <sup>nd</sup> Quarter
January 15 <sup>th</sup> , 2024	NO SCHOOL/ Martin Luther King Jr. Day
January 25 <sup>th</sup> , 2024	100 <sup>th</sup> Day of School
January 31 <sup>st</sup> , 2024	5 <sup>th</sup> PTO Meeting
February 19 <sup>th</sup> , 2024	NO SCHOOL/ Presidents' Day
February 20 & 21, 2024	Parent/ Teacher Conferences/Early Dismissal
February 26 <sup>th</sup> , 2024	Lifetouch/Spring Individual picture day
February 28 <sup>th</sup> , 2024	6 <sup>th</sup> PTO Meeting/ Engineering Night
March 12 <sup>th</sup> , 2024	Lifetouch Classroom Group Pictures
March 14 <sup>th</sup> , 2024	End of 3rd Quarter
March 27 <sup>th</sup> , 2024	7 <sup>th</sup> PTO Meeting/ Spring Festival
April 1 <sup>st</sup> – 5th, 2024	NO SCHOOL/ Spring Break
April 10 <sup>th</sup> , 2024	Lifetouch Promotional Picture Day
April/May	State-Mandated Testing-----AASA, Galileo & DIBELS Testing Window (K-6th Grades)
April 24 <sup>th</sup> , 2024	8 <sup>th</sup> PTO Meeting

May 22<sup>nd</sup>, 2024 -----Kinder & 6<sup>th</sup> Grade Promotion

May 24<sup>th</sup>, 2023-----End of 4th Quarter (44 days) & Last Day of School (Half Day)

### **DESCRIPTION OF FACILITIES**

Somerton School District Preschool Program offers inclusive half-day and full-day preschool services to children 3-5 years old based on children's needs and eligibility at four elementary schools. \* **The Special Needs Preschool is an entitlement program funded by State and Federal Governments.**

**Somerton School District's Preschool Program is a free service to the community, therefore there is no reimbursement of fees.**



Sun Valley Elementary School  
3667 E. San Luis Lane, San Luis, AZ 85336.  
P.O. Box 3200 Somerton, AZ 85350  
Office: (928) 341-6900  
Fax: (928) 341-6990

### **K-6 REGULAR AND EARLY DISMISSAL SCHEDULES**

<u>Breakfast</u>	<u>7:30 – 7:55 a.m.</u>	<u>Dismissal</u> <b>(Monday, Tuesday, Thursday, Friday)</b>	<u>2:45 p.m.</u>
<u>Class Begins</u> <b>(Monday-Friday)</b>	<u>8:00 a.m.</u>	<u>Early Dismissal</u> <b>(Wednesday)</b>	<u>12:00 p.m.</u>

All children are expected to attend school every day the district is in session unless there is a valid reason for their absence.

Poor attendance usually results in poor academic progress and makes more work for both student and teacher. It also reduces the amount of state money received by the district. It is the expectation that students attend the entire day and leave at the scheduled dismissal time. **Lack of attendance will affect students' ability to participate in special events and/or school field trips.**

## **ARIZONA REVISED STATUTES (SCHOOL STATE LAWS). TITLE 15-803**

A.

It is unlawful for any child between six and sixteen years of age to fail to attend school during the hour school is in session, unless excused pursuant to 15-802, Subsection D, or 15-901, Subsection A, Paragraph 6, Subdivision (c) or the child is accompanied by a parent, or a person authorized by a parent, or the child is provided with instruction in a home school.

### **SOMERTON SCHOOL DISTRICT ATTENDANCE REGULATIONS**

**Sun Valley Elementary School:** Students are expected to be in school every day and on time to class. The Somerton School District, along with Yuma County, has established guidelines for student attendance. **Student attendance is the responsibility of both the parent and student.** Please read below the regulations for student attendance.

Excused absences are absences with a defined reason. Only confirmed cases of illness are grounds for excused absences and must be verified with the school office. Unexcused absences are absences in which there are no defined reasons for a student to miss school.

Parents are required to call the school the day of their child's absence due to illness. Students who are absent more than 2 consecutive days may be required to bring a doctor's excuse upon return to school.

Arizona State Law requires schools to carefully monitor student attendance. Once a child has 5 or more unexcused absences, a combination of 10 or more excused/unexcused absences, or 10 or more tardies, the school may file a referral with the Juvenile Court and Yuma County Attorney's Office.

#### **Protocol for attendance:**

1. After 5 or more absences, letter is sent home to parents
2. Upon 5 (five) absences, parents will meet with principal and /or truancy officer
3. Referral to Juvenile Court

#### **Protocol for tardies:**

1. 5 tardies, letter is sent home to parent
2. Upon 2 more tardies a meeting is scheduled with the principal
3. The school may file a referral to the Juvenile Court

**Students who have a combined total of 12 or more excused and/or unexcused absences during the school year may be retained in their current grade level for the following school year.**

**Students cannot be picked up after 2:00 PM on regular days or 11:30 AM on Wednesdays unless an appointment has been scheduled.** Students will only be released to an authorized

person whose name appears in the student's emergency contact information. Adults arriving to check out a student from school must sign in at the school's main office and **produce valid photo identification to the office staff.**

**Adults who are not able to produce valid identification will not be allowed to remove a child from school,** regardless of whether the adult's name appears in the District student information management system as an emergency contact or authorized guardian.

## **WITHDRAWAL PROCEDURE**

Parents should notify the school office in writing or by phone at least two days prior to the student's last day. A withdrawal form shall be presented to the parent or legal guardian of the student who will be withdrawn from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

## **REGISTRATION and RESIDENCY REQUIREMENTS**

In order to attend Sun Valley Elementary School, students and their parents or guardians must be residents of the Somerton School District. Proof of residency must be furnished at the time of registration.

### **Acceptable proof of residency:**

- Documents which bear the parent or legal guardians full name and residential address.
- If living in a home owned or rented by someone who is not the child's parent or guardian, **the office will provide a form to be notarized** from the person whose name appears on the utility bill stating that you and your child live with this person.
- Proof of legal guardianship, if the child is not living with one of the natural parents.

### **Documents required to register a student at Sun Valley Elementary School are:**

1. Original birth certificate.
2. Immunization records.
3. Proof of Residence.
4. At least two phone numbers that can be used as emergency contacts.
5. The address and phone number of the workplace of at least one parent or guardian.
6. If the child is not living with one of his or her natural parents, proof of legal guardianship.

## **RIGHTS OF HOMELESS STUDENTS**

Somerton School District 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 may include tutoring, free school meals, transportation or other services the school feels are appropriate. If you have any questions, please contact your school or the **District Homeless Liaison, Lydia Rodriquez-Vaughn, at 341-6037.**

## **EMERGENCY CARDS**

Pupil data cards, which include medical conditions and emergency information, are to be completed for each student. **Please see that the information is complete and kept up to date as to address, phone number, emergency number, etc.** These cards are used by the nurse to reach the parent in case of an emergency. They also include Tylenol and other non-prescription medication consent and emergency care consent.

## **TRANSPORTATION**

**Sun Valley Elementary School is located in the heart of Avenue F in the East Side of San Luis, Arizona 85336. Transportation services will not be provided to those living within the boundary given that the distance is less than a ONE MILE RADIUS.**

**Should transportation be provided, then these are the procedure to follow:**

**Change of Busing Location.** Parents must contact and give the Somerton School District Transportation Department a 24-hour notice to change a busing location for your child(ren). Please call the Somerton School District Transportation department at (928) 341-6060 or Sun Valley Elementary School at (928) 341-6900. Please note that the Somerton School District Transportation department and Sun Valley Elementary School are always aware that emergencies do occur and exceptions will be made in those situations.

## **SCHOOL BUS SAFETY Rules and Regulations**

**It is VERY IMPORTANT that you remind your child that Bus Rules are made for the children's safety and must be observed.**

1. Sit in the assigned seat and remain seated while the bus is in motion.
2. Do not commit or threaten to commit harm to another student or adult.



3. Do not damage or destroy property.
4. Follow directions given by the driver.
5. No screaming, spitting, or throwing things in or out of the bus.
6. No eating/drinking on the bus
7. No body parts hanging out to the window
8. Pen/pencils are to remain in backpacks, at all times.
9. Food/candy/toys/electronic items/living things including pets/objects (i.e. balloons, oversize school projects) are not permitted on the bus.
10. Written permission from parent/guardian is required if a student needs to change Bus stop. Alternative bus stops must be consistent.
11. No prescription drugs allowed on the bus. "If your child is in need of medication/prescription drugs parents are responsible for delivering medication to the school for your child to take.

#### **SAFETY PROCEDURES:**

- \* Arrive at your bus stop no more than 10 minutes earlier
- \* Line up to wait for the bus, be respectful to everyone
- \* If you have to cross the street, wait until the bus stop arm is out
- \* When getting on and off the bus, walk 10 feet away in front of the bus

#### **IF RULES ARE NOT FOLLOWED, THE DRIVER WILL:**

- \* Speak to the student.
- \* Move the student to a different seat.
- \* Report the incident to the Transportation Supervisor/School Principal
- \* A written report will be sent home with the student and parent will be contacted by phone, if possible.
- \* If a student refuses to obey, the driver will have the student sit in the front seat.
- \* At the third offense the student will be suspended from the bus, for five school days

**If the Driver has to call the Transportation Supervisor or School Administrator during a bus run, due to a child's unacceptable behavior or a fight on the bus, the student will immediately be removed from the bus and will be suspended for five (5) school days. The parents will be called to come for the child.**

**Transportation on a school bus is a privilege, not a right. The law states that children from ages 6-16 years shall attend school. If, for any reason, your child has been suspended from the bus be advised that the law will hold the parent(s) responsible for getting the student to school.**

#### **CAR PICK UP AND/OR DROP OFF LOOPER AREA:**

There are signs along the front of the school indicating to Parents where to drop off and/or pick up their children at school. Parents are asked to follow these signs in the pick-up and/or drop-off area which is in front of **the School Office building.**

If your child is a “LOOPER, then there will be a staff member assisting the parents who are driving up with their cars to pick up or drop off the students. Parents of LOOPERS, please **DRIVE WITH EXTREME CAUTION** looking out for pedestrians that will be in the area around the same time.

### **SAFETY FIRE AND EMERGENCY DRILLS**

Fire and emergency drills are held at irregular intervals throughout the school year. An alarm will sound over the public address system. We have drills frequently in order to teach students the safest and quickest exit route from school buildings.

### **EMERGENCY DISASTER PLAN**

1. Children will be taken to neighboring parks and/or other site if school becomes an endangered area
2. Principal and staff will be responsible until parents arrive.
3. Information can be obtained from Radio Ranchito, 1450 AM and KTTI 95.1 FM
4. Please **do not call the school. We plan to contact you.**

### **PESTICIDE APPLICATION**

It is the Somerton School District #11 policy regarding the application of pesticide substances that written notice is posted at each site **48 hours** prior to the scheduled date.

### **UNIFORM POLICY**

The Somerton School District Board has determined that the educational mission of Sun Valley Elementary School will be enhanced if students dress and groom themselves appropriately to maintain an environment conducive to learning. **Uniform dress shall be required at Sun Valley Elementary School.** Students will be expected to be dressed and groomed in a neat, attractive fashion, reflecting pride in themselves and their school. The administration and faculty support standardized dress and will enforce the policy to the best of their ability. However, parents are responsible for monitoring what their students wear and complying with the uniform policy.

## **Uniform Description**

**Girls:** Khaki cotton pants, shorts, skort, skirts or jumpers (**must be no shorter than end of fingertips when arms are down at the side**) Royal Blue, Cardinal Maroon, or Grey collared polo shirt (not to have any writing on them) tucked in at all times. Tennis shoes or casual shoes required. Sandals must have a back strap; absolutely **no flip-flops or roller shoes** allowed. During colder months: leggings and thermal clothing may be worn in a neat fashion underneath the school uniform. (All leggings/thermal must be white, red, navy blue or black). ALL UNIFORMS MUST BE SIZE APPROPRIATE.

**Boys:** Khaki cotton pants or shorts worn with a royal blue, cardinal maroon, or grey collared polo shirt tucked in at all times. Tennis shoes or casual shoes required. Sandals must have a back strap, absolutely **no flip-flops or roller shoes** allowed. ALL UNIFORMS MUST BE SIZE APPROPRIATE.

**Fridays will be SVS Spirit Day for K-6 students.** On Fridays, K-6 students may wear SVS Cardinal's T-Shirts with uniform bottoms/ jeans or school uniforms.

## **Uniform Exemptions**

- Students new to the district will be allowed a grace period of **five school days** to comply with the School Uniform Policy.
- Parents or legal guardians who object to the policy based on 1) religious grounds; 2) prohibitive medical or physical conditions; 3) extreme change in financial situation (and the school is unable to assist in the procurement of standardized dress); must present to the building principal a signed letter detailing the reason for the objection. The parent or legal guardian and the building principal will meet to discuss the exemption.

## **Consequences**

1. Office personnel will call home to parents so they can bring school appropriate clothes.
2. Teachers will communicate acceptable uniform expectation to parents and discipline action that is being contemplated.
3. Teacher and/or principal will address repeated offenses.

## **DRESS CODE POLICIES:**

- Any type of jewelry that distracts from the educational process will not be allowed in school. SVS girls may not wear dangly earrings that are longer than 1/2 inch for safety reasons. **SVS boys will not be allowed any types of earrings at school.**
- Caps are not to be worn inside school buildings. Hats/caps may be worn any other time during the school day. **Flat-brimmed hats are not permitted due to gang affiliation.**
- Haircuts must be appropriate. **Students are not permitted to wear extreme hairstyles that would distract others in the class setting.** Students need to wear hair in a neat

fashion as not to impede sight or be uncomfortable. **No unnatural hair color is permitted.**

- Elementary age girls are not permitted to wear fake or acrylic nails. This impedes the natural growth of the child's nail bed if worn on a continual basis. If any type of dress or clothing item becomes an educational distraction, it will be prohibited. School administration will determine action.

## **COMMUNICATIONS**

Communication between school and home is critical for student success. Please speak with your child on a daily basis about school. **Check your child's backpack daily,** school calendar, notes from the office and teachers, school marquee, school newsletter, school messenger, and school websites in addition to the @sunvalleycardinals Instagram and Facebook pages.

## **POWERSCHOOL**

Parents/guardians may access students' grades and information through the PowerSchool website, which is available 24 hours a day. Parents/guardians may call the front office to get their child's password to log on to Power School. To access the information online, go to the following Internet website: [www.ssd11.org](http://www.ssd11.org) and click on ***PowerSchool Parents and student access***, then complete the ***username*** and ***password*** sections.

## **CONFERENCES**

Conferencing is a positive way to develop communication between home and school about how students are performing regarding academic and social development skills. Parents/guardians should feel free to conference with teachers as necessary. Please contact the school secretary to set up a parent/teacher conference. **Allow at least a one-day advance notice when requesting to see a teacher in regard to a special individual conference.** This is important since teachers are involved each day in team and individual planning, in addition to staff meetings. **Parents must first conference with the teacher(s) prior to contacting an administrator regarding any student concerns.**

## **REPORT CARDS**

Report cards will be distributed approximately one or two weeks after the quarter ends.

## **HOMEWORK AND MAKEUP WORK**

Homework is an important part of education because it strengthens what was learned in class. Homework is assigned as needed. Refer to the Parent Compact in your handbook. A student who is absent or suspended will be expected to makeup work. **Students need to be responsible for asking teachers for makeup work after an absence.** Parents need to call the school and ask for makeup work for students who are absent. Please allow at least 24 hours for teachers to collect homework assignments.

## **STUDENT RECORDS**

Somerton School District requires written parental permission before forwarding confidential student records to another school. Parents will be asked to sign a release form when enrolling their children in school, allowing the child's previous school to forward necessary educational records. Parents and guardians are allowed to examine their child's school records upon request. This will be done by appointment and a member of the school staff will be present to answer questions or explain materials.

## **HONOR ROLL REQUIREMENTS**

In order to earn placement on the school honor roll, a student must maintain an HP (Highly Proficient) or P (Proficient) status in all major subjects excluding special areas. Students earning straight HP will be placed on the Principal's Honor Roll. In both cases students will be given special school recognition.

## **EXTRACURRICULAR ACTIVITIES/ FIELD TRIPS**

Students who participate in extracurricular activities and/or field trips must do the following:

Receive passing grades in their subjects. Academic deficiency may result in the student becoming ineligible to participate.

Behavior must be consistent throughout the school year and adhere to the school wide rules. The teachers' behavior records and communication with parents will determine a student's eligibility to participate in a field trip.

Students' attendance will also be considered when determining students' eligibility during extracurricular activities.

Please note that tardies and leaving early will also affect ability to participate in these extracurricular activities too.

### **FIELD TRIPS AND EXCURSIONS**

Walking or bus field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. The principal must approve all walking or bus field trips in advance so that arrangements can be made prior to the trip. Before any child is taken from the school grounds on a walking or bus field trip, written permission must be obtained from the parents or guardians. A certified employee must accompany all students who are transported by school bus for field trips and excursions.

### **STUDENT COUNCIL**

Sun Valley Elementary School has a student council. The responsibility of the council is to help make decisions on programs and improvements to the school. The council shall consist of a president, vice-president, secretary, treasurer and classroom representatives. These positions are filled through student elections in the fall or spring.

### **CELEBRATIONS AND RECOGNITIONS**

The Somerton Governing Board has designated two parties a year, which can be held in the celebration of **Christmas and Valentine's Day**. Parents may be contacted to contribute for these parties and/or special occasions. Due to safety reasons, contributions need to be made in the form of store-bought items only. The principal must approve celebrations for individual and/or class recognition. Parents may be contacted to contribute for the celebration.

### **RELIGIOUS PRACTICES AND NON-ACADEMIC SCHOOL ACTIVITIES**

The Somerton School District is sensitive to the fact that some students do not participate in certain non-academic activities at school because of religious reasons. The Somerton School District honors that belief and does not require a student to participate in any activity that is contrary to that belief. Parents or guardians are requested to inform the child's teacher in writing of the decision to exercise this choice.

### **CLOSED CAMPUS**

Sun Valley Elementary School has established a closed campus. The school doors will be open during morning arrival (7:30 am) and end of the day (2:45 pm) dismissal times. All campus doors and/or gates will be locked during school hours (7:30 am- 2:45 pm). Parents and visitors will need not be allowed into the classroom areas during school hours due to safety protocols unless special permission has been allowed by the school principal.

## **VISITORS**

Due to safety protocols, parents will not be permitted to visit the inside of the school building, while the students in session from 7:30 AM to 2:45 PM or during after school tutoring hours from 2:45 PM to 4:15 PM. Student safety is our number one concern. However, parents will be permitted to visit the inside of the school building for any after school events like Parent Teacher Conferences, PTO Meetings, Open House, etc. These events will be held outside of school hours and will be subject to changes if there is a spike with COVID19 again.

**If exceptions are made, the State Law requires that all visitors to a school first report to the school office and sign in.** Visitors must sign in when arriving and sign out when leaving school grounds. Badges are issued to identify visitors and ensure our students' safety.

## **VOLUNTEERS**

Parents will be asked or encouraged to volunteer at Sun Valley Elementary School. We look forward to parents **filling out required paperwork and be cleared by the District Office.** Once cleared as a volunteer by the district, the person must sign in when arriving and sign out when leaving the school grounds. This not only helps us credit the volunteers for their hours of service, but it allows us to locate them in the event of an emergency. If interested in volunteering for this school year of 2023/2024, please call the school office at 341-6900.

## **TEXTBOOK AND SUPPLIES**

Books will be furnished when appropriate. **If any book is lost or damaged due to negligence, the student may be required to pay for it.** The office specialist will provide current price list.

## **LOST AND FOUND ITEMS**

The school is not responsible for articles lost or stolen. **Valuables should not be brought to school including cell phones.** Students should not leave money or valuables in their desk. A LOST AND FOUND BOX will be placed in the nurse's office. Items not claimed by the end of the year will be donated.

## **HEALTH SERVICES**

Health Services are provided to student in our district by certified nursing assistants, who are assigned to each of the schools in our district. Supervision and oversight are provided by a Health Services Manager. The Health Services Staff will work with parents to ensure that students who have chronic health problems, and acute health problems receive the basic nursing care they need to promote optimal health during the day. If your child needs a skilled nursing care that is normally provided by a licensed nurse, you may be asked to sign a special procedure form giving permission to the health assistant who has received adequate training and direction to perform the skilled service safely and has your permission to perform the service. If you have any questions about your child's health needs being met at school, please ask the health assistant at your child's school to contact the Health Services Manager to set up a meeting so that a plan can be developed for your child's health care provider to follow.

## **HEALTH RELATED DISMISSAL FROM SCHOOL**

When a student becomes ill or injured, a staff member will send the student to the nurse's office to be evaluated. After evaluation the nurse will determine if the student can return to class or be sent home. Parents will be contacted by a nurse if needed.

**STUDENT'S ARE NOT ALLOWED TO USE CLASSROOM PHONES OR CELL PHONES TO CALL THEIR PARENTS TO ASK TO BE PICKED UP FROM SCHOOL.**

Nurse will notify parents and staff if a student needs to be sent home.

## **ADMINISTERING MEDICINE TO STUDENTS**

If a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the designated person will administer the medication in compliance with the regulations that follow:

1. Written instructions, signed by the parent, will be required and will include:
  1. Child's name
  2. Name of medication
  3. Purpose of medication
  4. Time to be administered
  5. Dosage
2. All medication must be provided in the current prescription container with the doctor's instructions for dosage on the label.
3. The parent of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.
4. The School District retains the discretion to reject requests for administration of medicine.
5. According to ARS. 32-1901, the State of Arizona does not allow medication from Mexico to be given by nurse or school personnel, unless it was prescribed by a doctor in the United States,



and only filled in Mexico. However, the parent may come to the school to administer medicine from Mexico.

6. Tylenol / Pepto-Bismol may be given by the nurse when deemed appropriate for pain or fever, if there is written permission by the parent/guardian on file. Dosage will be based on manufacturer's recommendations per child's age.

8. Parents written instructions are consistent with the labeling on the medication or doctor's note.

9. Documentation is made that shows the name of the medication, the amount, time given and the name of the person administering it.

10. All medication is stored in a locked refrigerator, cabinet, or container and are inaccessible to children.

11. The person dispensing the medication will ensure that the medication has not expired.

### **IMMUNIZATIONS**

At the time of enrollment, Arizona law requires an immunization history of every child. Each child must be current on his immunization schedule. **Please keep the school nurse informed of any new immunizations your child has received at a clinic or private doctor's office so that the health records can be kept up to date.**

The following is the immunization record required for school enrollment

1. Arizona State Law requires that a child, upon first entering school, must have a record of immunization against preventable childhood diseases--diphtheria, whooping cough, tetanus, polio, measles and rubella, hepatitis B, Varicella, and Hib up to age 5 years old, and one (optional) TB Skin test.

2. A permission slip will need to be signed by parents in case of a waiver in part or in full for medical or religious cases, or for personal beliefs.

3. In all cases, parents must file either a record of immunization or request a waiver of immunization.

4. All students at the age of 11 yrs. or older are required to have the Tdap, and Meningitis vaccines, also known as MCV4.

## **HEALTH EXCLUSION FROM SCHOOL**

1. It is recommended that you keep your child home from school when he/she has any of the following conditions:

- Fever > 100.6
- Vomiting
- Diarrhea
- Hacking
- cough Earache
- Head Lice
- Pink Eye (Conjunctivitis)
- Any Rash/ or contagious condition
- Serious Cold/Severe Sore throat
- Severe Toothache, not relieved by Tylenol

2. If a child is found to have any of the above conditions while in school, parents will be notified, and the child will be sent home for treatment.

## **PHYSICAL EDUCATION EXCLUSIONS**

Requests in writing for students to stay indoors during scheduled Physical Education should be either approved by a doctor, the school nurse, or principal.

## **SCHOOL ATTENDANCE AND HEALTH-RELATED ABSENCES**

Please keep your child home if he/she is ill. This helps prevent the spread of diseases. Students may return to school when their temperature has been normal for twenty-four hours. If they had been treated for head lice or pink eye, students need to be seen by the nurse before returning.

## **COMMUNICABLE/INFECTIOUS DISEASES**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-621 *et seq*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department. Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District. A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

## **COMMUNICABLE/INFECTIOUS DISEASES**

### **(Pediculosis/Head Lice)**

The District will enforce a No Live Lice policy. JLCC-R Regulation.

If a student is found to have live lice, the student will be sent home. The student will not be allowed to return to school until all live lice are removed. The student will be allowed one (1) excused absence for head lice. The only person authorized to assess a student for pediculosis (head lice) is the Health Office staff. At no time will a classroom teacher do head checks.

Procedures to be followed:

- Referral to Health Office staff for head check will come from: Classroom teacher and/or Parent request
- Health Office staff will assess students for lice.
- If positive for lice, the student will be sent home.
- The Health Office staff will contact the parent via telephone to pick up the student from school.
- The parent will be allowed one (1) school day to treat the student. The parent will be informed of absentee policy when the student is picked up.
- The student must be assessed by the Health Office staff prior to readmission to class.
- If a student is out for more than two (2) days for head lice, a telephone call will be made to the parent regarding attendance. The school office will make this contact.
- A classroom check will be done on the other students by the Health Office staff as soon as possible.

## **POSSESSION OF ILLEGAL SUBSTANCES**

Possession or usage of alcoholic beverages, tobacco, drugs, paint or other dangerous substances by students is illegal at all times. Any violation will lead to parent contact, suspension, and/or expulsion from school.

## **WEAPONS**

Any weapon brought on school campus will be viewed as a potential danger to students and staff. School administration will be responsible for determining what is classified as a weapon. Without question, firearms, knives, explosives, or sharp objects that are not part of regular classroom use will be considered a weapon. Any weapon violation will be cause for immediate suspension and/or recommendation for expulsion. **Toy weapons are not allowed on campus at any time.**

## **SEARCH AND SEIZURE**

### **SEARCH:**

1. The administration reserves the right to search and seize when there is reasonable belief that some material or matter, which is detrimental to the health, safety, and welfare of the student or students, exists.
2. Searches of school property may be conducted at any time for the health, safety and welfare of the school.

## **SEIZURES:**

1. School authorities shall seize illegal items or other possessions reasonably determined to be a threat to the safety or security of others.
2. Items that are used to disrupt or interfere with the educational process may be removed from the student's possession.
3. Items seized may be held by the school, returned to the parents or turned over to the appropriate enforcement agency. The method of disposition shall be the responsibility of the school administration. School records should reflect all items seized.

## **SUSPENSION PROCEDURES**

A suspension from school is a step not lightly used by administration. When a student is suspended parents will be advised of the suspension by phone or mail. A suspension may be as short as part of a day or as long as ten days and always means, regardless of the length of suspension, unacceptable behavior will not be tolerated.

Work, tests and assignments missed during out of school suspension will not be counted against the student. Days missed during out of school suspension will be counted against the student in tabulating total attendance absences as required by the Governing Board.

Both the school and the parents are to seek to secure the student's understanding and cooperation so that there will not be another suspension for any reason. **In School Behavioral Support is an alternative, to be determined by the principal, in which the offending student is set apart from all other students or distracting influences for a specified time up to five (5) days.** All class work must be completed as provided by classroom teachers.

Expulsion for the remaining time left in the school year may be recommended to the governing board for any student who gets a discipline referral after having 3 suspensions from school.

The school principal shall be authorized to suspend a student from one (1) to ten (10) days for good cause as prescribed in Arizona Revised Statutes. In all cases of suspension, the pupil, parents, and the Superintendent shall be notified immediately. The person imposing the suspension shall report the suspension in writing to the Governing Board within five (5) days. The principal shall first determine if the potential punishment for an offense may result in suspension not to exceed ten (10) days. If the potential punishment for an offense may result in suspension over ten (10) days, the procedures shall be the same as for expulsion.

A student accused of misconduct shall be notified, orally or in writing, of the charges and evidence. The charges shall be given before the student is asked to respond. An informal hearing will be held with the student present. It shall be held as soon after the incident as reasonable. The hearing may be expanded to include witnesses and/or parents.

## **EXPULSION PROCEDURES**

The Governing Board alone shall have the power and duty to expel students or to suspend students for more than ten (10) days for good cause as prescribed in Arizona Revised Statutes. In all cases of expulsions, a hearing will be held with the Governing Board.

Behaviors that might lead to expulsion include, but are not limited to:

- A. Open defiance
- B. Habitual profanity and vulgarity.
- C. Defacing or damaging any school property.
- D. Being in possession of or being under the influence of drugs or alcohol, or other dangerous substances.
- E. Carrying, selling or threatening to use or using a dangerous weapon against any staff member or student of this school.
- F. Instigating violence against any student or staff member of the school.
- G. Destruction of the property of a student or school staff member.

## **VIOLATIONS OF SCHOOL SAFETY**

Alcohol and Non-Prescribed Drugs - Possessing, selling, offering to sell, using or being under the influence of alcohol or drugs (except that use of medication is allowed if it is prescribed by a physician, used in accordance with the prescription and Governing Board Policy and is administered from the Health Center).

Bus - Not complying with published bus rules.

Destruction or Defacement of Property - Destroying or defacing objects or materials belonging to the school, school personnel, or other persons.

Disorderly Conduct, Including Profanity and Obscene Behavior - Conduct and/or behavior that is disruptive to the orderly educational procedure and process of the school.

Disrespect - Failure to be respectful to another person.

Dress Code - Failure to comply with the published dress code of the school.

Endangerment/Fighting - Engaging in conduct that endangers or threatens employees or students. This includes physical contact for the purpose of inflicting harm.

Forgery - Writing and using the signature or initials of another person. Gambling - Participating in games of chance for the purpose of gaining money.

Harassment - Intentional behavior that is found threatening or disturbing. This can be in relation to other school students or staff.

Insubordination - Failure to comply with a reasonable request.

Dishonesty - Giving false information or information calculated to mislead.

Obscenity - The use of defamatory or obscene words or phrases, or distribution of defamatory or obscene materials.

Tardiness - Arriving late to a scheduled class.

Theft - Taking or concealing property that belongs to others.

Threats - Any type of conduct including verbal or physical threat, insult, abuse or fighting with any student, teacher, administrator, school visitor or any other person. This includes borrowing or attempting to take property from another person by an expressed or implied threat.

Tobacco - The use, sale or possession of tobacco of any kind.

Unexcused Absence and Ditching - Any absence, which has not been excused by a parent or legal guardian and approved by the appropriate school official.

Weapons - The possession or use of firearms, weapons, explosives, fireworks, knives, lasers, matches, cigarette lighters, bullets **or any other instrument reasonably capable of harming any person or property or reasonably susceptible of creating the impression of such harm**

#### **ITEMS NOT ALLOWED AT SCHOOL**

<b><u>Guns ( real or toy )</u></b>	<b><u>Knives (any type)</u></b>	<b><u>Matches/Lighters</u></b>	<b><u>Lasers</u></b>
<b><u>Cigarettes of any kind</u></b>	<b><u>Sharpie Marker</u></b>	<b><u>*Cellular phones</u></b>	<b><u>Portable music devices</u></b>
<b><u>Bats or hard balls</u></b>	<b><u>Electronic games</u></b>	<b><u>Toys/Games</u></b>	<b><u>Items deemed gang affiliated</u></b>

**\*CELL PHONES & Personal RECESS Equipment's** are not allowed to be used on campus. If personal recess equipment and cell phone are visible or cell phones heard to vibrate/ring they will be confiscated.

Cellular telephones and personal recess equipment that are confiscated during the school day are subject to the following:

- First offense = staff will remove personal recess equipment's and/or cell phone from student, label it with student's information, and send to the front office. Student will pick up cell phone from principal's office.
- Second offense = staff will remove personal recess equipment and/or cell phone from student, label it with student's information, and send to the front office. **Only parent or guardian may pick up the cell phone or personal recess equipment.**
- Third offense = remove personal recess equipment and/or cell phone from student, label it with student's information and **call parent to schedule a meeting with the teacher and/or principal.**

**Schools are not responsible for loss, damage, or theft of cellular telephones and/or personal recess equipment. Sun Valley Elementary School is not obligated to conduct an investigation or file a police report. If a student chooses to use a cellular telephone on campus, the school reserves the right to review its content. Parents with questions about personal recess equipment and/or cell phones should contact their child's teacher or the school principal.**

### **DUE PROCESS PROCEDURES**

In a U.S. Supreme Court decision (Goss vs. Lopez) the court determined that students must receive notice of the charges against them, and hearing permitting the student to "tell his side of the story" before they may be suspended. The court's reasoning was based on its acknowledgment that students have a "property right" in public school attendance and a "liberty right" in the maintenance of a good reputation. In that the "due process of law" requirement of the Fourteenth Amendment serves to protect rights of this sort and because suspension from school is an infringement of these rights, suspensions may be ordered only if "due process of law" is satisfied.

#### **Student Rights**

1. Students shall not be deprived of their liberty, property, or right to attend school and participate in all activities of the school community without due process of law.
2. Students have the right to remain silent if they so desire.

3. Students have the right to participate in school activities regardless of race, religion, ethnic origin or economic status.

4. Students may not be denied participation in any activity for any reason other than those established by state and school eligibility requirements and those requirements legitimately related to the purpose of the activity.

### **Procedures**

Except in the case of a student(s) posing a continuing danger to persons or property or an ongoing threat of disrupting the school or class, no short-term suspension from school shall be enforced against any student until the following has occurred:

1. The student and parent shall be advised by oral and/or written notice of the charges against him / her (i.e., of the reasons for the contemplated suspension).

2. The student shall be afforded the opportunity to present his side of the story through a formal or informal hearing.

3. Statements in support of all charges must be produced by the principal or other members of the faculty; the student, his/her parents or guardians, or others in support of the student will be permitted to make statements in defense mitigation.

4. The principal may determine whether or not to permit the student council.

5. A written record shall be kept of the time, date and location of the hearing, who was present, summation of what was said by each person, and the conclusion resulting from the hearing.

6. Expulsion and long- term suspension procedures are available from the school or district office.

## **USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

### **ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

#### **Terms and Conditions Acceptable use.**

##### **Each user must:**

- \* Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the school district.
- \* Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- \* Abide by all copyright and trademark laws and regulations.
- \* Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.



- \* Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- \* Not use the network in any way that would disrupt the use of the network by others.
- \* Not use the EIS for commercial purposes.
- \* Follow the district's code of conduct.
- \* Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- \* Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

**In addition, acceptable use for district employees is extended to include requirements to:**

- \* Maintain supervision of students using the EIS.
- \* Agree to directly log on and supervise the account activity when allowing others to use district accounts.
- \* Take responsibility for assigned personal and district accounts, including password protection.
- \* Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.

**Personal responsibility.** I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without district authorization.

**Network etiquette.** I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- \* Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- \* Respect privacy. I will not reveal any home addresses or personal phone numbers or personally, identifiable information.
- \* Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.

**Observe the following considerations:**

- \* Be brief.
- \* Strive to use correct spelling and make messages easy to understand. \* Use short and descriptive titles for articles.
- \* Post only to known groups or persons.

### **Services-Unauthorized apps are prohibited including VPNs (Virtual Private Network).**

The school district specifically denies any responsibility for the accuracy of information. While the district will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained. **Please sign the attached form in acknowledgment of receiving the Use of Technology Resources Regulations.**

### **CHILD FIND**

It is the Somerton School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AZEIP) for evaluation and appropriate services. We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, and social/emotional and motor skills. If any concerns are noted the child may be referred for additional help. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program.

We will ensure that:

1. Transition conferences for children aged 2 year 6 months to 2 years 9 months will be held.
2. By the child's 3rd birthday, an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented
3. For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

### **SPECIAL EDUCATION AND 504 SERVICES**

Sun Valley Elementary School provides many services for students who may need special programs. Our school complies with state and federal regulations under the Individuals with Disabilities Education Act. Parents or guardians and staff members can refer a student for

review. A student may need adaptations in his or her educational program or may be eligible for special education services.

At the request of a parent or guardian or a staff member, the principal convenes a team to review the student's progress and areas of concern. A child suspected of having exceptional needs can be referred for a comprehensive evaluation through the District's Special Programs Office. Screenings and evaluations to determine special education needs are free and all information is kept confidential. Parents can also contact the Special Programs Office directly at (928) 341-6041. The District provides special education programs with trained staff in the areas of speech therapy, occupational or physical therapy, specialized transportation, and other specific individualized services. Some students who are not eligible for special education services may be eligible for protections under Section 504 of the Rehabilitation Act of 1973. A professional team together with the parents or guardians of the student develops a written plan for the student. Additional information is available upon request.

Special Education services are provided in the District for preschool through middle school age children who have been identified as having a disability. Screening for possible disabilities will be completed within 45 calendar days after the parents or guardians have notified the school or after any student enrolls in our school without appropriate records of screening, evaluation, and progress. A staff member will note the child's abilities in the areas of academics, vision, hearing, adaptive living, communication, socioemotional skills, and motor skills.

If the screening process indicates a possible disability, the name of the student will be submitted to the administrator for possible referral for a full and comprehensive individual evaluation or other service. A parent may request an evaluation of the student. All information is strictly confidential. If, after consultation with the parent, the District determines that a full and individual evaluation is not warranted, the District will provide required notices to the parent or guardian within 60 calendar days. An initial, comprehensive evaluation of a child being considered for special education will be completed at no cost to the parent or guardian, as soon as possible, but may not exceed 60 calendar days from receipt of informed written parent or guardian consent.

In the case of a student who is identified with a special education need, a reevaluation of that need is conducted every 3 years, or more frequently if requested by the student's parent or guardian or teacher. Some students who are not eligible for special education services may be eligible for support under Section 504 of the Rehabilitation Act of 1973. A professional team makes the determinations and develops with the parent a written plan for the student. **Additional information can be obtained by contacting the Special Programs office at (928) 341-6041.**



## Sun Valley Elementary School

### 2023-2024 Title I Parent Involvement Policy

3667 E. San Luis Lane, San Luis, AZ 85336

P.O Box 3200, Somerton, AZ 85350

(928) 341-6900

### Luciano O. Muñoz, Principal

**BELIEF STATEMENT:** Parent participation plays an essential part in the student's education.

**OBJECTIVE:** To increase communication between parents and school in order to improve student achievement, attendance and behavior.

- Offer a flexible number of meetings throughout the year.
- Review and address any potential barriers to parental involvement. Consider the provision of childcare, transportation and refreshments.
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I and Federal programs.

Provide parents with:

1. Timely information about programs

2. A description and explanation of curriculum in use, assessment and how it is used, and the proficiency levels students are expected to meet.

3. If requested by parents, opportunities for meeting to formulate suggestions and participate in decisions relating to their children.

- Provide reports, important information, and student progress to parents of participating children.
- Provide information to parents in a timely manner.
- Provide information to parents in a language they can understand.
- Conduct parent conferences to discuss their child's educational progress.
- Have office personnel available for parent needs.
- Provide a suggestion box as an avenue for parents to communicate with the school.
- If the school's program is not satisfactory to the parents, the school will submit those comments pertaining to the plan when the plan is made available to the local educational agency.

I assure that the above items will be in place during this school year.

Principal's Signature: Luciano O. Muñoz Date: August 1, 2023



## Sun Valley Elementary School

### School Parent Compact 2023-2024 School Year

**Student Name:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

*This Compact is an agreement between the SVS families and Sun Valley Elementary School. This Compact outline how parents, SVS staff, and students will partner and share the responsibility to help our students achieve high academic standards and be successful in school and in life.*

#### Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Empower students of all ages to achieve a quality education in a nurturing, positive, and inviting atmosphere
- Provide high-quality instruction and a rigorous curriculum aligned to the state standards
- Set high expectations and help motivate every child to be successful in meeting the Arizona academic achievement standards
- Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means
- Provide opportunities for parents to volunteer, participate, and observe in my classroom
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- Participate actively in collaborative decision-making
- Work consistently with parents and school colleagues to make our school accessible and welcoming for families
- Respect the school, students, staff and families

#### Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Attend school on time everyday
- Come to school ready to learn and work hard
- Bring necessary materials, completed assignments and homework
- Know and follow school and class rules
- Limit my TV watching, video game playing, and internet usage
- Study and read every day after school
- Say no to "Bullying"
- Respect the school, classmates, staff and families

## Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- \* Ensure that my child attends school every day on time and gets adequate sleep, regular medical attention, proper nutrition and hygiene
- \* Provide a quiet time and place for homework and monitor TV viewing
- \* Read to my child or encourage my child to read every day for at least 20 minutes
- \* Regularly monitor my child's progress in school & motivate them to do well academically
- \* Participate in activities at school, such as school decision making, volunteering and/or attending parent-teacher conferences
- \* Communicate the importance of education and learning to my child
- \* Communicate with the teacher or the school when I have a concern
- \* Respect the school, staff, students, and families & assure that my child follow school dress code

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Signature of Student:

Date:

---

Signature of Parent

Date:

---

Signature of Teacher:

Date:

---

Signature of Principal

Date:

# Sun Valley Elementary School

## Receipt and Acknowledgement of Sun Valley Elementary School



### 2023-2024 Parent/Student Handbook

3667 E. San Luis Lane San Luis, AZ 85336

P.O. Box 3200, Somerton, AZ 85350

(928) 341-6900/ Fax: (928)341-6990

**Luciano O. Muñoz, Principal**

**Please read the following and sign below to indicate your acknowledgement of your Sun Valley Elementary School 2023/2024 Parent & Student Handbook.**

**\*Tear this page out of the handbook and return it to your child's teacher. Thank you!**

**My child \_\_\_\_\_ is enrolled at Sun Valley Elementary School for the 2023/2024 school year.**

**I understand that my signature below indicates that I have received and read the Parent / Student Handbook for Sun Valley Elementary School and agree to abide by all policies and procedures as stated within the handbook.**

**I understand that the policies, procedures and programs described in Sun Valley Elementary School at any time. Notification of any changes that may occur will be made in writing.**

\_\_\_\_\_

Date:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

Date Returned:

\_\_\_\_\_

Teacher:

\_\_\_\_\_

Date:

\_\_\_\_\_

School Principal:

### **ACKNOWLEDGEMENT OF INFORMATION**

Please initial next to each line item stating that you have received, read, and understand each of the items listed below. Please return to Sun Valley Elementary School to your child's teacher.

\_\_\_\_\_ Sun Valley Elementary School Handbook

\_\_\_\_\_ Special Education and 504 Services

\_\_\_\_\_ Homeless Services

\_\_\_\_\_ Parent Involvement Policy

\_\_\_\_\_ Parent Compact

\_\_\_\_\_ Internet Usage Policy

\_\_\_\_\_ Student Survey

Student's Name \_\_\_\_\_

Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **CONSENT FOR USE OF PICTURES**

Sun Valley Elementary School has my authorization to use the name and or picture/video of my child, \_\_\_\_\_, for the following purpose (s).

\_\_\_\_\_ Y es      \_\_\_\_\_ No      Publicity for school activities/School Website/Instagram/ Facebook

\_\_\_\_\_ Y es      \_\_\_\_\_ No      School Yearbook

\_\_\_\_\_ Y es      \_\_\_\_\_ No      School Newsletter

### **CONSENT FOR LOCAL & OUT OF TOWN TRAVEL**

Sun Valley Elementary School has my authorization to transport my child to and from local places (San Luis/Somerton/Yuma / Out of Town).

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



## **USE OF TECHNOLOGY RESOURCE IN INSTRUCTION**

### **ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

I have read and agree to abide by the school district policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(student or employee)

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

#### **Parent or Guardian Cosigner**

As the parent or guardian of the above-named student, I have read this agreement and understand it. I understand that it is impossible for the school district to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired by use of the electronic information services (EIS).

I also agree to report any misuse of the EIS to a school district administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement).

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

## Student Survey Annual Notification

The Somerton school district to comply with the provisions of the family educational rights and privacy act (FERPA) and the individuals with disabilities education act (IDEA) pertaining to student surveys will do as follows:

During the school year, our school will be asking students to complete surveys. These surveys are designed to protect your child's privacy. For this reason, student names will not be used on surveys. Student names will never be mentioned in a results report. Your child may not immediately benefit from taking part in the surveys. However, surveys will be utilized to help guide in the development and improvement of various programs or procedures. Although surveys are voluntary, student input is of great value. No action will be taken against the student if they do not take the survey or skip questions they do not wish to answer. In addition, students may stop participating in any survey process at any time throughout the school year. Upon request, a copy of the surveys will be available for your review at the school.

If you have any questions about your child's rights as a participant in the survey process or if you feel your child will be harmed in any way by taking part in a survey, please contact the school.

Please read the section below and select one of the two options. Then, sign the form and return it to the school within three days.

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_ My child may take part in surveys.

\_\_\_ My child may not take part in surveys.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_