



Sonoran Foothills School Family Handbook 2023/2024

32150 N. North Foothills Dr.

Phoenix, AZ 85085

623-445-8400



WWW.DVUSD.ORG/SONORANFOOTHILLS

School Information

School Hours

8:45 AM - 3:30 PM

Students will be allowed
on campus at 8:30 AM

Early Release Hours

2:00 PM

On Scheduled Fridays

Please refer to the district calendar for scheduled early
release days.

- Early Release 12:05 PM
10/12/23 & 10/13/23
12/15/23
2/8/24 & 2/9/24
5/16/24

**SONORAN FOOTHILLS
IS A
SMOKE FREE,
DRUG FREE,
AND
WEAPON FREE
CAMPUS**

School Colors:

Cobalt blue, silver and black

School Mascot:

Bobcat



Sonoran Foothills Mission:

In partnership with students, families, and community members, Sonoran Foothills School seeks to create a challenging and diverse learning environment through engaging instruction allowing for individual differences in an atmosphere of cooperation and respect.

DVUSD Vision:

Graduating lifelong learners who will successfully compete, lead and positively impact the world.

Attendance Line: 623-445-8490

Please enter this number in your phone!

Staff Contacts

Principal	Darlene Baumgartner	623-445-8404
Asst. Principal	Scott Meigh	623-445-8404
Secretary	Martha Reuter	623-445-8404
Accounting Clerk	Julie Massie	623-445-8405
Registrar	Olga Wagner	623-445-8406
Nurse	Christine Wetzel	623-445-8410
Library/Media Ctr.	Carey Crabbs	623-445-8413
Cafeteria	Tammy Davila	623-445-8414

Please visit our website at <http://sonoranfoothills.dvusd.org> for teacher contact information including phone extensions and email addresses.

The format for all staff e-mail is firstname.lastname@dvusd.org
(for example john.smith@dvusd.org).

Sonoran Foothills School Family Handbook

2023-2024

Dear Sonoran Foothills Community,

It is with great excitement that we welcome you back for another engaging school year.

Here at Sonoran Foothills we will continually focus on fostering a positive school culture which creates a safe and supportive environment for our Bobcat students to grow. We strongly believe that positive culture and successful relationships are a result of open communication, collaboration, and a strong connection between home and school. This handbook is an important way to clearly and consistently communicate our school-wide policies and procedures. In addition, families can actively participate in their child's education by checking grades in PowerSchools, utilizing student planners and communication folders, visiting our website (<http://sonoranfoothills.dvusd.org>) for up to date events, and keeping your contact information (email/phone numbers) updated to ensure you are getting important communication from the school and district.

On behalf of the entire Sonoran Foothills staff, we want to thank you for your partnership as we all remain focused on working together to best support our students and community. Thank you for allowing us the opportunity to make an impact in your child's life!

With Gratitude,

Darlene Baumgartner, Principal

Scott Meigh, Assistant Principal

#believeinsf

Bobcat Character TRACKS

Sonoran Foothills Bobcats are:

Trustworthy

Respectful

Accountable

Creative

Kind

Safe

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IMPORTANT INFORMATION

Limiting Interruptions of Learning

We understand mornings can be hectic and we want every student to have what he/she needs in order to be successful throughout the school day. However, in an effort to minimize disruptions during instructional time, we will continue to have a limited item drop off policy. This also encourages our students to become real-world problem solvers, as well as learning the importance of responsibility (even at a young age).

- We encourage you to set up a lunch account for your child, “just in case”. This will let your child know that he/she has a solution if they forget their lunch. In addition, this minimizes stress for you & saves you a trip back up to the school.
- **Emergency** student health/safety items such as daily medicine, glasses, hearing aids, water bottles, jackets should be labeled with student’s name and dropped off in the office. If this becomes a regular occurrence, family will need to be notified.
- Other personal items such as instruments, classroom supplies, assignments, and projects etc. will not be delivered to classrooms during the school day.
- At this time, outside food, treats and classroom celebration items will only be permitted to be delivered with prior approval from the classroom teacher.

Academics

Grades, Report Cards, and PowerSchool

*Detailed information on grading practices in DVUSD can be found on the district website under the Grading and Reporting link.
www.dvUSD.org*

DVUSD Beliefs about Grading and Reporting

All students must graduate from high school prepared for postsecondary success in college, careers and citizenship. Learning standards define what students must know and do to be college and career ready. The purpose of grading and reporting is to communicate students' academic progress toward meeting learning standards. Effective communication between school and home is a contributing factor to academic success. A positive, productive teacher-parent/guardian relationship contributes to cooperative efforts toward a student's academic achievement. The following means of communication are used to keep parents informed of their children's progress.

The DVUSD grading definition is based on the following ideas:

1. Grades will be equitable, accurate, specific, consistent.
2. A student's grade should reflect academic learning and should never be used as a punitive tool.
3. Grades are for reporting the status of academic learning, not behavioral conduct
4. The primary purpose of assessment and grading is to provide detailed feedback to inform student learning.
5. Learning is a process that takes place over time and at different speeds for different students.
6. A coordinated assessment and grading system, both among common course teachers and throughout the school, clarifies the expectations for all students and maximizes academic opportunities.

*Every parent should set up a PowerSchools account which allows you to access grades from a home computer or the PowerSchool App on your smart phone. **Parents may pick up a PowerSchool log-in and password at the front office after showing a photo ID.***

**PowerSchool may be accessed via the following URL: <http://ps.dvUSD.org/public>*

Communication Folders & Agendas

Students in grades K-3 will be provided with a communication folder, and students in grades 3-8 will be provided with a student agenda. Students will bring their folder or agenda home nightly, and these must be returned to school daily. This will support your child's organizational skills and act as our communication with you on a daily basis. A \$5.00 replacement fee will be charged to replace a lost agenda and a \$3.00 replacement fee will be charged to replace a communication folder.

Homework Philosophy

Home practice, sometimes referred to as homework, is essential for increasing and reinforcing student learning and achievement for course standards. Through home practice, teachers

provide students opportunities to increase their understanding of essential knowledge relating to course standards. Home practice means a student is engaged in applying new learning in order to get to as close to mastery of a standard as possible. Teachers should assign home practice work that extends course learning in a manner that is appropriate to a student's age, grade level, and achievement level. Home practice work may also be differentiated to meet an individual student's learning needs to help increase student mastery of skills. Student participation is critical in order to receive specific feedback on how to improve and become successful in meeting course standards. In addition to increasing student achievement, home practice also provides the student opportunities to develop critical, independent* study skills and self-discipline for their own educational journey. **If you have any concerns with your child's homework, please contact the teacher.

Attendance/Absence Procedures

Absences

If your child is unable to attend school, please call the automated attendance line using the voice mail telephone number at (623) 445-8490. Follow the prompts to record your child's absence. This service is available 24 hours a day, seven days a week. If you need to speak directly with the attendance clerk, you may do so by dialing (623) 445-8406.

An unreported absence will result in an automated telephone call to the parent at the primary phone number listed on the emergency card. Arizona State guidelines for student attendance are as follows:

- 0% to less than 50% of instructional time equals full day absent
- 50% to less than 75% of instructional time equals half day absent
- 75% of instructional time and up equals full day present

Medical and dental appointments are excused absences; however, please try to schedule these before or after school hours. REMEMBER: Students must be fever-free for a minimum of 24 hours before returning to school.

Our first priority is the well-being of our students. When students are absent, they have one day for each absence to make up their work upon their return. If your child is absent due to illness for multiple days and you would like to request some work, please allow 24 hours for teachers to provide the assignments.

Any unexcused absence (without the prior knowledge and consent of parent/guardian and/or without notification to the office), including an unexcused absence from even one class period a day, is considered a truancy.

The CUTS (Court Unified Truancy Suppression) Program is a truancy diversion program. Students will be referred to the CUTS program on their 5th unexcused absence or when the student has been absent ten percent of the school year. More information on the CUTS program is available in the DVUSD Student Rights and Responsibilities Handbook.

Tardies

Circumstances outside of the student and/or parents' reasonable control will be considered an excused tardy (school bus problems, doctor/dentist visits). If a student exhibits a pattern of

tardies or absences due to medical issues, parents should consult the school nurse to discuss options and policies for chronic health conditions.

Unexcused Tardies

Administration will contact parents to discuss possible solutions to support the student being on time.

Middle School Tardies

Middle school students will have a passing period of 3 minutes. Students who are late entering their classroom will be sent to the office to sign in and get a pass to class. Every 5 tardies will result in an after school detention with administration.

Early pick up

If it is necessary to pick up your child during school hours you need to report to the school office to sign him/her out. **Once you sign your child out, a staff member will call your child to the front office.**

For your child's protection:

- Your child will not be released to anyone except his/her parents or the contacts you have indicated on the Emergency Card.
- Picture identification will be required.
- A note or telephone call is NOT sufficient to have your child released from school.
- Only in special situations will students be excused from 3:15- 3:30 PM. Academic time is valuable, and we need to work together to protect it. 15 minutes a day over the course of a month represents almost a full school day. **Releasing students early for non-medical reasons is disruptive and interferes with the teacher's closure procedures.**

Withdrawal

Parents are requested to notify the school office when a student is to be withdrawn from school. The parent must sign an official withdrawal form when a student is withdrawn. This will enable us to send your child's academic records to his/her next school. Students are responsible for returning all school items, library books, etc. upon withdrawal from school. Replacement fees will be charged.

Arrival and Dismissal

Drop off/Pick Up

Before your child comes to school, please make sure they know how they will be getting home. This will ensure your child is safe at dismissal and you will know where they are.

The safety of all our children is our foremost concern and we ask for your patience and cooperation before and after school to keep everyone safe during student pick up and drop off.

- Please follow the designated traffic flow patterns as you enter and exit our campus.

- Please observe speed limits when driving on or near our campus! 15 mph on the street, and 5 mph on school grounds.
- Young children may not run and play in the front of the school, or outside the administration building.
- Do not block walkways if waiting for students.
- Please do not text on your phone while picking up or dropping off students.

Do not park in student drop-off and pick up areas, bus areas, and other **no parking** areas. If you park and pick up your child, please get out of your car and meet them in the parent pick-up area and walk them back to the car using designated crosswalks. Having your child cross alone and get into your car while you are in the parking lot is not safe and will not be allowed.

Cars parked in fire lanes and other no parking zones will be reported to the authorities. This is for the safety of our students.

Students may not arrive earlier than 8:30 AM unless they are attending a scheduled activity. Students are not permitted to wait in the office. Breakfast starts at 8:30 AM in the MPR. **Staff supervision on campus begins at 8:30 AM. Do not drop your children off before 8:30, as there will be no supervision.**

All students are required to leave the school campus immediately after dismissal, unless they are involved in after-school campus activities.

Bicycles, Skateboards, and non-motorized Scooters

Students are permitted to ride bicycles, skateboards, and non-motorized scooters to school. For safety reasons, it is recommended that only third through eighth grade students ride to school. It is also suggested that all students who ride to school wear a helmet for their protection. Students must lock their property in the bike rack area. Those who ride to school assume all responsibilities and risks involved. Riding on campus is not allowed. The school is not responsible for items left in the bike rack area.

Mini-bikes, motorcycles, motor-bikes, motorized scooters, heelies (tennis shoes with wheels), hoverboards, and roller blades are not allowed on campus at any time.

Crosswalks

School crosswalks and crossing guards are provided by the City of Phoenix and the Deer Valley Unified School District, respectively, for your child's protection. Please encourage your child to use these crosswalks and not to cross school driveways or busy streets at any other points. We care about the safety of our children and know you will expect them to take advantage of the precautions established for their protection. **Parents, please model safe and cooperative behavior for your child and all of our students.**

Bus Information

Riding a school bus is a privilege provided for students within our attendance area who live within those areas in which transportation services are provided (.5 miles for Kindergarten, 1.0 miles for 1-6, and 1.5 miles for 7-8 grades). All bus discipline issues are handled by transportation, not the school.

Transportation is extended to students in the District as determined by District Policy EEAA. It is not a legal requirement except for transportation of special needs students as required by their individual education program. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus and/or school, and/or discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104). If there is a serious violation or safety concern on the bus, the driver may bring the bus to the school or the Transportation Facility where there is adult supervision. Student(s) may be removed from the bus and the parents will be notified to pick up their child. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student. Transportation suspensions are progressive. Schools are notified of bus suspensions. Students are afforded due process/appeals of disciplinary action. Contact the Transportation Department for details.

Glass, animals, insects, balloons, and motorized scooters are not allowed on the bus. Electronic devices may not be used on the bus or at school.

Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. After confirming with Transportation that there is room on the bus, the school will then complete the appropriate form that allows the student to board the bus. Notes to the driver are unacceptable.

Video cameras may be on the buses. (Cameras are used by the District primarily for aiding student discipline on the buses.)

Bus Suspensions/Expulsions Due Process:

In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis of the accusations.
- Must have an opportunity to present an alternative factual position if the accusation is denied.

Step 1:

If the regional supervisor decides that the alleged misconduct warrants a consequence of a bus suspension, notice shall be provided to the parent/guardian that the student is being suspended from the bus. A suspension cannot be imposed unless the infraction was seen by the driver, the student confessed, or an investigation by the regional supervisor/campus administrator has been performed to verify the facts. All parents/guardians are entitled to a meeting at their

request. While students are riding the school bus or waiting at a designated bus stop, they are expected to conduct themselves in a respectful and orderly manner.

Step 2:

If the regional supervisor decides that the alleged misconduct is sufficiently serious so that the consequence should be a bus suspension in excess of ten (10) days, the parents/guardians may request a hearing within 48 hours to appeal the decision to the Director of Transportation. The Director of Transportation will conduct a hearing at which a reasonable amount of time will be given to allow all parties to present written and verbal information relating to the decision. After the appeal, the Director of Transportation will make the final decision.

The DVUSD Transportation Department will provide copies of the School Bus Rules and Regulations to every student. Please review them with your children.

Animals/Pets

On occasion, students may wish to bring animals or pets to school as part of a school project. Permission must first be obtained from the administration, via the teacher, before any animal can be brought to school. Allergies may prohibit animal visitations on campus. The teacher will instruct the child to make arrangements for the parent to deliver the animal or pet to the classroom and to take it home immediately after the showing. If you are bringing the animal at the end of the day, please exit the classroom after the campus has cleared. Animals are to be properly restrained or in proper containers. All shots must be up-to-date. Parents are to assume all liabilities for any injuries, mess or damage, which may occur. Pets are not allowed on campus without prior permission from the principal, including the fields, parking lot and campus walkways at any time. Service animals are the exception.

For the safety of our students, stray dogs that find their way on campus will be turned over to the animal shelter if the owner cannot be located. Please caution your children not to encourage any animal to follow them to school.

No animals, insects, reptiles, etc. may be carried on a school district bus. Please do not bring any animals before, during or after school when visiting the campus unless special permission is arranged through the administration.

Community Education

Before & After School Care Program

Our before & after care program provides a safe, on-site, enriching environment for students before and after their regularly scheduled school day by incorporating activities indoors and out, as well as homework assistance and organized play. Care is available from 6:30 AM until the start of school and after school until 6:00 PM, including early release days. Visit www.dvusd.org/communityed for complete information.

Enrichment Classes

Sonoran Foothills School will offer a variety of extra-curricular programs over the course of the school year. We are dedicated to providing as many different before or after school

opportunities as possible. Watch for fliers coming home and information on our website to see what is available. Fliers are also available on Peach Jar, the district's digital flier website.

Custody

If you have a court order that limits the rights of others in matters such as custody or visitation, a copy of that order **must** be on file with us to ensure your child's safety and to allow our staff to follow the limits set forth in the order.

In the event that you leave your child in the temporary custody of a relative or friend the school **must** have a notarized note. In the event of an emergency, hospitals require this information. In addition, please be sure the friend or relative is also listed as a responsible party on the child's Emergency Card at school.

Child Abuse Reporting

According to state law, child abuse is not something school employees can ignore. Suspected non-accidental injury, sexual molestation, abuse or neglect must be reported to DCS (Department of Child Safety, formerly Child Protective Services) and Phoenix Police. People who are required to report suspected abuse are protected by state legislation from any civil or criminal liability.

Discipline, Interviews, Searches, etc.

Please see the DVUSD Student's Rights & Responsibilities Handbook for all discipline and behavior guidelines and expectations at www.dvUSD.org/parents&students/handbooks.

Interviews

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by a law enforcement officer or another peace officer.

When child abuse is alleged: If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent could not be reached or did not consent within the school day of the request,

the peace officer will then be directed to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, vaping materials, and or tobacco.
- any material or item which presents an imminent danger of physical harm or illness, and/or
- any materials otherwise not properly in the possession of the student involved.

School desks, and student storage areas are school property, which the District has made available for use by students for educational purposes and school officials have the right to inspect desks, and student storage areas in discharge of their duties.

Reasonable efforts shall be made to notify the student's parent(s)/legal custodian(s)/guardian(s) and secure his/her presence before a search is made. When prior notification will result in a delay, which will impede the purposes of the search, or when efforts to notify are unsuccessful, the District/school official conducting the search shall notify the student's parent(s)/legal custodian(s)/guardian(s) of the search as soon after as practicable.

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials, or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- searches of the pockets, shoes and socks of the student
- any object in the student's possession such as a purse, backpack, or briefcase

When extreme emergency conditions require a more intrusive search of the student's person, the District/school official shall contact the local law enforcement agency.

Contraband materials as identified in the introduction above may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent or guardian of the student from whom the items were seized;
- offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized;
- turned over to law enforcement officers; or
- destroyed

Promotion Activities and Events

Promotion activities and events are a privilege, not a right. Therefore, appropriate student behavior throughout the school year is directly related to a student's opportunity to participate in these events. Students who engage or participate in behavior (a single event or a series of discipline issues) that violates any of the DVUSD standards for student conduct will be subject to the appropriate disciplinary consequences and may forfeit the privilege of participating in the promotion events.

Dress Code – Student

- Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.
- Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females. Clothing should be a comfortable, appropriate fit- not too tight or short.
- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, or sports practice.
- Students will not participate in physical education class if appropriate shoes are not worn. Multiple infractions may be considered in the student's quarter grade.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- No hats may be worn inside the cafeteria when eating.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.
- Specific dress codes may be required for performance or events.

Students dressed in attire that does not meet these guidelines will be required to get a change of clothes. Multiple infractions of dress code will result in a discipline referral.

Food Services

Deer Valley Unified School District now offers a new online account service that allows parents to add payments directly to the student's school meal account using Visa or MasterCard for a nominal fee. Payments will be posted on a secure website and will be received in the school cafeteria's computer system within minutes. Sign-up is quick, easy and secure. Students will be

assured that meals will continue uninterrupted. Schools will appreciate that meal lines will move quickly and that fewer students will owe money on their meal account.

Students in grades 2 through 8 will memorize their student number for proper payment. Further information will be distributed to the school cafeterias or parents can access the website www.EZschoolPay.com. The DVUSD Food & Nutrition Department strives to provide a balanced nutritional program for all students, meet USDA requirements, and provide support and options for the parents.

Breakfast

The cafeteria serves breakfast from 8:30AM - 8:40 AM. Please check the menu for breakfast choices. Our menu is posted on the district website. Students need to be in their classrooms by 8:45 AM or they will be considered tardy.

Lunch

Students have a choice of lunch menu items or a la carte items. Please check the menu for lunch choices. We do our best to serve the menu choices, but please understand that the menu is subject to change.

A la carte items are available for students in grades 1-8, with parent permission. Lunch accounts can be purchased either online (see above) or in person, in any amount. Please include on your check the student's full name along with their teacher's name. A meal tracking system is available at all schools. This allows for parents to access a complete history of all purchases by their child when he or she uses a cafeteria account. We encourage all parents to establish an account so they can monitor purchases. Also, the system allows us to block "a la carte" purchases by the student and gives parents more control over their child's dining habits. Students are encouraged to turn in their check/cash for their lunch account during breakfast hours or to their teacher first thing in the morning to be sent to the cafeteria. Students waiting to deposit funds on their account at lunch time will be moved to the back of the line so as not to hold up the line. Your children will either get a stamp or be given a slip when there are three lunches left on their account. Lunch accounts will keep the lunch line moving smoothly and make it easier for everyone. If a student does not have lunch money or a lunch, they will be given a sandwich, fruit, and white milk, on a limited basis. Lunch fees are \$2.95.

Free and Reduced Lunches

Applications for free or reduced lunch are continuously available from the cafeteria, nurse, or at the front office. Existing free and reduced lunch recipients will need to reapply every fall.

Adult Meals

Parents are welcome to join their child for lunch at their designated lunch time. Please check in at the front office. The cafeteria serves both breakfast and lunch for adults. Breakfast includes an entree with milk, juice, and coffee. The price for adult breakfast which includes a beverage is \$2.00. Lunch includes an entree, salad or food bar. The price of adult lunches with a beverage is \$3.75. **For reasons of student safety, visitors are not allowed on the playground after lunch.**

Food Guidelines

Deer Valley School district follows the rules and regulations set forth by the Maricopa County Health Code and with the United States Department of Agriculture's federal guidelines, which standardizes the way in which food comes onto campus and is distributed to students.

Health Center

Keeping students healthy, happy and ready to learn must be a cooperative effort between teachers, the school nurse, student and parent/guardian. The school nurse is the consultant for students concerning health problems which may interfere with your child's learning. Please feel free to discuss any medical/social issues that may hinder this learning process. The nurse's office is not a primary facility like a doctor's office. By law, the nurse is not allowed to make a medical diagnosis, prescribe treatment or administer medications without written permission from a doctor. First aid and medical care provided by the nurse are primarily for illness or injuries that occur on campus during school hours or treatments that have been directed by a doctor. **Do not send your child to school if they are sick.**

All medications must be provided by the parent and kept in the health center. All medication must be brought to the health center and the proper permission form signed. This includes pain relievers, anti-itch cream, cough drops, antacids, hydrogen peroxide, sinus medication, ibuprofen, and any other over-the-counter medication or prescription medicine prescribed for your child. Prescription medication must be in original container with specific instructions for use. Instructions that read "As directed" or "As needed" will not be accepted. The health center is not able to provide any stock medications. Students will not be allowed to carry any medications on their person. Special provisions can be made for the use of emergency medications, but must be arranged through the nurse. Students who are carrying medications can be subject to disciplinary actions via the Student Rights and Responsibilities Handbook.

School is no place for a sick child. Do not send your child to school if they have diarrhea, vomiting, fever, lice, rash, deep cough or a communicable disease like chicken pox, strep throat, pink eye, etc. Also, children with elevated temperature of 100 degrees or more need to be fever free for 24 hours before they are permitted to return to school.

Parents are required to complete an Emergency /Medical information sheet for each of their children every year. This form contains information regarding who is to be contacted if your child becomes ill or is injured at school. Students will be released **ONLY** to those people you have indicated as responsible parties on the student's Emergency Medical information form if they become ill or are injured and must leave school. A note or telephone call is not sufficient to release a child to any person not listed on this form. List any health problems, including allergies and sensitivities to food, medicine and insect bites that your child may have. **Please keep the health office informed of any new health issues that may develop or any changes in routine medications, even when not administered at school.**

Please contact the office if your address or telephone number at home or work changes during the school year. **REMINDER: It is your responsibility to update all pertinent information at the school.**

PLEASE MAKE SURE THE HEALTH OFFICE HAS A CURRENT RECORD OF IMMUNIZATIONS.

Immunizations

To comply with Arizona State Law, all students must have a record of adequate immunizations, or an exemption form on file in the Health Office, in order to attend school. Non-compliance may result in disallowing a student to attend school.

Always make sure the school Health Office has a current record of immunization on file.

Please contact the School Nurse at 623-445-8410 with any questions.

If a student is unable to participate in PE a note needs to be given to the PE coaches on the day of class.

Library / Media Center

Our school library's purpose is two-fold: to extend our students' learning in the classroom and to promote reading and learning as an enjoyable life-long pursuit. To these ends, you will find an exciting mix of up-to-date topics, embracing both our students' curricular and personal interests.

Here are some important details about library use:

- Students in kindergarten and first grade have the opportunity to borrow one book at a time for one week, while students in second through eighth grade may borrow two books at a time for a period of two weeks.
- Books may be renewed. And, while no overdue fines will be charged for late books, no books can be borrowed until the late ones are returned.
- If books are lost or irreparably damaged, the replacement cost must be paid by the borrower before more books can be borrowed.
- Since each school "owns" their own books, please be certain that all books are returned to Sonoran Foothills prior to changing schools, promoting, etc.
- The Library / Media Center will be open during regular school hours.
- Appropriate student behavior in the library is expected at all times.

Parent/Community

Parents and community members are expected to follow the school dress code and all other school and district guidelines while on campus.

Smoke Free Environment

It is a Deer Valley Unified School District policy and federal law that our building and the campus (including parking lot) remain "smoke free" in the interest of promoting good health standards for all. This applies to all after school and evening events as well. Electronic cigarettes and smokeless tobacco are not allowed on campus.

Visitors

To ensure the security of our students and staff Sonoran Foothills is a secured campus during the school day. Parents and adult family members are allowed in the cafeteria for lunch, but are not allowed to visit classrooms without prior authorization from the teacher. All visitors must register in the office and present identification. All visitors must wear a visitor's sticker while on campus. Parents are not allowed on the playground during school hours.

Our campus opens to students at 8:30 AM. Students in grades 1-8 will enter through the gate next to the bike rack (along with bus riders). Parents will say their goodbyes at the gate before the students proceed to the playground or to their courtyards. Staff members will be on duty to ensure all students get to their destination safely.

We encourage parents to take an active part in the education of their children. **However, younger siblings and other school age children, not attending Sonoran Foothills, are not permitted to visit campus during school hours with the exception of lunch, school-wide assemblies, performances and field day.**

Volunteers

All volunteers must complete a volunteer training prior to volunteering. Volunteer trainings are offered at Sonoran Foothills and across the district on a variety of dates and times. Check the district or school website for training opportunities. Volunteers only need to attend the training once. Every subsequent year you will complete a new "blue" card for our nurse to keep on file. Volunteers chaperoning an overnight field trip or helping coach a team must have their fingerprint clearance card well in advance of the event.

Please do not bring siblings or other children to classroom activities, class parties or volunteer assignments.

All volunteers must report to the school office upon arrival must present ID and receive an official SF badge prior to entering campus.

When volunteering, please realize that the teacher's first responsibility is to the class as a whole. As such, teachers are unable to converse at any length with volunteers while they are also responsible for student instruction or monitoring. Additionally, student confidentiality must be respected at all times. **No visitors or volunteers will be allowed on campus for any reason during standardized state testing per state mandate.**

Parent-Teacher-Student Association

The National PTSA is the largest child advocacy organization in the United States and one of the largest volunteer organizations. Each local PTSA is linked through its membership and acceptance of the PTSA objectives and policies to the National and State PTSA.

The Sonoran Foothills PTSA is a valuable part of our school culture. We encourage you to become a member, attend the meetings, and get actively involved. **Our children need PTSA and PTSA needs you!** Please watch for communications from our PTSA during the school year.

Public Concerns and Complaints

Most concerns and complaints can be resolved at the campus level. Therefore, it is the expectation that when a community member has a concern or complaint, the chain of command guidelines in this handbook (A Guide To Problem Solving) will be followed. However,

Policy KE-Public Concerns & Complaints allows an avenue for written complaints. You may find these forms and the process in [Policy KE](#).

Student Safety

Accident Insurance

The district does **not** carry insurance for student medical or dental costs if a student is injured during school activities. **Parents are responsible for their children's insurance.** The school sends home information concerning the purchase of accident insurance at the beginning of the year. The school is not acting as the agent, and the information on the policy is provided as a service. The district has no connection with the insurance company. Parents are encouraged to evaluate this coverage. The cost is low and there are several options available. Parents may purchase insurance at any time throughout the school year. In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parent.

In the event of an accident or illness when authorization for medical treatment cannot be obtained from parent or personal physician, the parent/guardian gives permission and assumes full responsibility for the school nurse and/or the school administrator to call for emergency medical assistance, including ambulance service.

En caso de un accidente o enfermedad y cuando no se pueda obtener autorización de los padres o del médico personal para tratamiento, la persona autoriza y asume la responsabilidad para que la enfermera y/o un miembro del personal administrativo de la escuela obtengan ayuda médica de emergencia, incluyendo servicio de ambulancia.

FERPA (Family Educational Rights and Privacy Act Regulations)

This act regulates school procedures so that we protect the privacy of our students and families. To protect your rights, our employees:

- Cannot share names or other personal information about students with other parents or community members
- May not discuss students or families in public areas
- Can only allow individuals on the pink emergency card to pick up a student
- Will respect a parent's wishes if they choose not to have directory information released or picture taken for publication (permission form goes home at the beginning of the school year and upon new enrollment).

Safe and Healthy Eating

Please encourage your student/child/ or children to be seated upright when eating and not to be distracted. Encourage them to eat slowly, take small bites, and fully chew and swallow their food before talking or laughing. If you pack a lunch and send it with your child, please avoid food items that could be difficult to chew or which could possibly cause choking. Encourage them not to eat while walking, running, or engaging in other activities. Encourage them to avoid children's games that involve catching a food item in the mouth or putting large amounts of food into the mouth. Eating in the cafeteria should be fun and social, but eating in the

cafeteria is a privilege. For those who misbehave or fail to follow these directions, cafeteria privileges may be revoked.

Safety Alert Drills

Sonoran Foothills has established fire and lock down procedures to prepare our students and staff in the event of an emergency. The fire and safety drill procedures follow guidelines set by both the fire department and the school district. Fire and safety drills are practiced regularly during the school year. These drills include monthly fire drills and quarterly lockdown drills. It is important to practice these emergency procedures so that if an emergency were to occur, our students and staff would know how to proceed to safety in a safe and orderly manner. Additionally, all students will be taught to immediately stop talking and listen for direction when staff members raise arms.

School Policies and Practices

Parent Access and Visits during the School Day

The administration is requesting your help to minimize interruptions during the school day. We will call students for emergencies or parent pick up, but we strive to limit the number of interruptions for other reasons as each call to the classroom disrupts instruction. It is essential that classroom instruction is not interrupted. In an effort to reduce the interruptions of instructional time Sonoran Foothills will only allow glasses, and medically required items to be given directly to students. Forgotten homework assignments, backpacks, lunches, projects, water bottles and musical instruments can be signed in at the counter. Classes will not be interrupted to notify students, but the office will email the teacher(s). Communication with your child should be through the office. **Please do not text or call your child's cell phone during school hours.** We need your help to preserve the instructional environment of our classrooms every day of the school year!

Textbooks / Library books

When a student is issued a textbook, reading book, or checks out a library book, she/he is responsible for it until it is returned to the teacher or media specialist. Textbook prices range from \$7.50 to \$80.00. Overdue library books must be returned before students are allowed to check out additional books. Lost books must be paid for before students will be allowed to check out additional books. Final report cards will be held in the office if a cafeteria balance, textbooks, or library books are not cleared by the close of school.

Personal Property

Students are not permitted to use personal items such as cell phones, smart watches, cameras, toys, and electronic devices during school hours unless directed by a teacher. Students not feeling well need to report to the nurse's office, not use a personal device to contact a parent to pick them up. We discourage students from bringing large amounts of money or personal valuables to school. Sonoran Foothills School cannot assume responsibility for the loss of or damage to personal property brought to school.

*All student cell phones **must** be put away during school hours unless the teacher gives permission to use the personal cell phone for a class activity. Progressive discipline will be taken with unauthorized use of a student's cell phone:

- **1st time:** Warning
- **2nd time:** The phone will be taken & kept in the office until the end of the day. It can be picked up from the office (by the student) at the end of the day.
- **3rd time:** The phone will be taken & kept in the office. It can be picked up from the Principal or Assistant Principal at the end of the day accompanied with a conference about appropriate use.
- **4th time:** The phone will be taken & kept in the office. It can only be picked up by a parent/guardian and accompanied with a conference discussing cell phone privileges.

No Gum at School

We ask that students, staff, and visitors not bring gum to school. We have a beautiful school and must to work together as good stewards of our facility. Despite best intentions, gum is often found in all sorts of inappropriate places. There will be no gum chewing at school.

Classroom Celebrations

In order to preserve classroom instruction:

- Communicate with the teacher regarding food allergies, timing for the celebration, etc.
- Items will be left at the front office, and the student will retrieve them when it is convenient for the teacher.
- Don't bring food items to lunch and distribute to anyone other than your child.
- Don't distribute invitations at school unless the entire class is invited.

Deer Valley School district follows the rules and regulations set forth by the Maricopa County Health Code and with the United States Department of Agriculture's federal guidelines, which standardizes the way in which food comes onto campus and is distributed to students.

All food brought onto campus (i.e. for birthday celebrations) must be prepackaged and originate from certified kitchens, commercial institutions or commercial food service stores. Ingredients must be listed on the packaging due to student allergies. Supplying homemade cupcakes and cookies is no longer permitted in any Deer Valley Unified School District school.

Lost and Found

Students are encouraged to place their names on all personal belongings such as coats, lunch boxes, gloves, sweaters, etc. Lost items will be kept in the "Lost and Found" located outside the multipurpose room. Students may check the lost and found for missing items. Parents are also encouraged to check for missing items when they are on campus. Unclaimed items will be donated to a local charitable organization at the end of every month. The school and/or district are not responsible for lost items.

Student Activities

Athletics

Sonoran Foothills School will participate in Deer Valley's conference for k-8 schools. In accordance with the state of Arizona's regulations and Deer Valley's Governing Board Policy, only those seventh and eighth grade students deemed eligible may participate in extra co-curricular activities in which competition is an integral part of the organization. Students must be passing all subjects in order to be eligible. Athletic Eligibility will be determined every week by the Administration and Athletic Coordinator starting the first Thursday after the week of tryouts. If a student-athlete is failing a class (minimum of 1 F), they will be put on a pending academic list for one week. During this pending period, the student-athlete will still be considered on the team and allowed to participate. If a pending student-athlete is still failing a class (minimum of 1 F) the following week, the student-athlete will be put on an ineligible list for one week. During this ineligible period the student-athlete will still be considered on the team, allowed to practice, but not allowed to participate in games or travel with the team to away contests. If the student-athlete has a combination of three occurrences during a season (pending or ineligible), then they will be dismissed from the team. This will be considered the three strike rule. If a student-athlete is put on the academic pending list, parents will be notified. If a student athlete reaches the level of strike two (a combination of pending or ineligible), the coach should make direct contact with the parent/guardian to inform them of their student's academic eligibility status and a letter will be mailed home.

Grade checks will be run by the Athletic Coordinator and/or the coach using PowerSchools frequently per district guidelines and the pending/ineligible time period will be the following Monday-Saturday. **STUDENTS MUST BE IN ATTENDANCE AT LEAST HALF OF THE SCHOOL DAY TO BE ELIGIBLE TO PARTICIPATE. As of May 20, 2015, there is a \$60 per sport fee with a \$120 cap.** This fee does not include cross country which is a fee generated from the community schools department of DVUSD.

Clubs

There are many opportunities for students to be involved in a club or activity before and/or after school. Information will be sent home when each club sponsor schedules their activities. Club sponsors are responsible for their students until all of their students have left the school grounds. Students must be picked up immediately (or walk home) at club dismissal. **Students participating in a before or after school activity are not allowed to bring siblings with them to the activity.** There is no supervision for siblings not involved in an activity.

National Junior Honor Society (NJHS)

The National Junior Honor Society is an organization that is designed to promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, services, and citizenship. Membership is limited to 7th and 8th grade students maintaining a 3.5 GPA or higher and who also meet other criteria determined by the school's Faculty Council.

Field Trips

As a part of their learning experience, students are provided the opportunity to visit places of interest in the community. Field trips are relevant to curriculum content being studied in the classroom. When your child's class is planning a field trip, a permission slip will be sent home

giving details regarding place, cost, times, and method of transportation. Siblings and other non-chaperones are not permitted as guests on field trips.

A permission slip must be returned for each field trip with a parent/guardian signature in order for your child to participate. Be sure to complete the medical information portion of the permission slip for your child's safety.