



# Lake Valley Elementary School Parent/Student Handbook

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We are pleased to provide our students and parents with this Lake Valley Elementary School (LVES) Handbook. We believe that it will answer most of the basic questions about our school. If you have any additional questions, please call the office at (928)759-4200 so that we can assist you.

We are committed to providing our children with the best educational opportunities possible, founded on high expectations for their behavior and performance.

The education of your children is a shared responsibility between the school and home. Both parents and students are an integral part of our school community. Therefore, we encourage your questions, suggestions, and volunteer efforts at Lake Valley Elementary School.

The faculty and staff look forward to working with your family to ensure that this 2024-2025 school year will be their best ever.

## **School Wide Expectations**

Be Responsible  
Encourage Others  
Show Respect  
Take Pride

## Early Arrivals

*The doors to the school will open at 8:15 a.m. At that time, there are paraprofessionals on the playground for supervision. Prior to 8:15 a.m. time, students are not permitted on the school grounds.*

## COMMUNICATION

Communication among staff and parents is very important at Lake Valley School. Teachers, administrators, and parents/guardians are partners in LVES students' education and should work respectfully together. Please feel free to call, email, or drop by the school with any questions or concerns. School/Teacher and parent communication will occur through biweekly newsletters, emails, and phone calls. (928) 759-4200.

## ATTENDANCE

The first priority of LVES is to create an excellent educational center for students in grades K-5. Daily attendance and active participation in class are critical parts of the learning process. Our policies and procedures established at LVES are designed to help students create a sense of community, learn responsibility and increase their potential for success. We believe that students must learn the importance of punctuality and regular attendance as this will also carry over to the work of work. Our goal is to achieve a 100% attendance rate. **We expect our parents to limit absenteeism to no more than seven(7) days per year, the equivalent of 96%.**

## TARDIES

Children arriving late for school must have a note or a call from their parent /guardian excusing the late arrival time. Students arriving late for school must check in through the office and obtain a tardy slip before proceeding to class. Students are considered late if they are not seated in the classroom when the 8:45 AM bell rings. We realize there are legitimate reasons for a student to be late for school, so it is essential to notify the school if your child will be late. Tardies with notification will be considered excused tardies.

If we have not heard from a parent/guardian regarding a student's lateness, the tardy will be considered unexcused. When a student reaches five unexcused tardies in a semester, the parent/guardian will be notified, and the student may be assigned after-school detention for one day.

**Please review and sign the Tardy Procedures notice you received with this handbook and return it to the school.**

## **HEALTH CENTER SERVICES**

Lake Valley Elementary School is served by a registered nurse. It is the purpose of this department to provide health services and education to assist students while at school.

## **HEAD LICE AND NIT POLICY**

LVES policy is that Students must be free of live lice, and any remaining nits must be at least one-half inch from the scalp (which means they are not likely to hatch) to return to school and may be absent no more than three days per infestation.

## **ILLNESS and INJURIES**

If your child is ill and the nurse calls to have them picked up, we do ask for a parent to arrange pick-up of their child within the hour. If students are showing signs of illness (Cough, runny nose, fever, sore throat, vomiting, etc), we do ask that you keep your child home. Spreading illness happens easily with children. If your student is vomiting, has diarrhea or has a fever, they must be out of school for a minimum of 24 hours. Students must be fever, vomiting, and diarrhea free for 24 hours without medication before turning to school.

Please ensure parent/guardian contact information is accurate as we have had emergencies where we must get a hold of families quickly.

### **Administering Medication**

If it is necessary for a student to take over the counter or prescription medicine during school hours, the nurse or designee of the principal may administer the medication when the following requirements are met:

#### **Prescription Medications:**

- The law (A.R.S. 15-344) requires medication to be delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original container prepared by the pharmacist.
- A form will need to be completed by the parent giving permission for school personnel to administer the medicine to your child.

#### **Non-Prescription/Over-the-Counter Drugs:**

- The law (A.R.S. 15-344) requires medication to be provided and delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original, unopened container as packaged by the manufacturer and labeled with the student's name.

A form will need to be completed by the parent giving permission for school personnel to administer the medicine to your child. All medication/inhalers from home must be stored

and locked in the nurse's office unless special arrangements are made with the nurse. They are not to be left in the classroom in a child's desk or backpack.

### **EARLY RELEASE DAYS**

Early release days are held throughout the school year for various reasons (i.e. Parent Conference, Teacher In- service, etc.). The HUSD School Board has approved a **one-hour** early release every Wednesday. On Wednesday, early releases, school is dismissed at 2:15.

We will continue to have the **two-hour** early dismissal at the end of each quarter and for Parent-Teacher Conferences. On those dates, school is dismissed at 1:15.

### **PHONE USE**

Students are not permitted to receive and/or make personal phone calls from school except in the case of an emergency. If there should be an emergency, we will get a message to your child and have them call you on their next break. **Only in an extreme emergency will we ask the student to come to the office to take a call** during the middle of the class.

Students are not permitted to use personal cell phones at school. Cell phones should be turned off and in backpacks or given to homeroom teachers. Students should not have cell phones on them during the school day.

### **ENROLLMENT/WITHDRAWAL**

1. Enrollment forms must be completed before a student is admitted to class. Once enrollment has been completed, the student will start class 24 hours after completion of the form.
2. Classroom assignments will be made by the principal and teachers based on student numbers, specific class needs, and individual students' needs.
3. Parents should notify the school office at least two days prior to the student's last attendance day.
4. All school materials loaned to the student must be returned. Items that are lost or damaged must be paid for by the parents before school records will be forwarded to the new school.

### **LUNCH/BREAKFAST INFORMATION**

The school cafeteria serves hot lunch and breakfast daily. Our school will be offering free breakfast and lunch for ALL students this year. If you have any questions, please call Robyn.

Only one lunch/ breakfast per day may be charged to an account.

## STUDENT BREAKFAST SCHEDULE

Breakfast will be served from 8:15 to 8:35 a.m. daily. *If your student is arriving late to school, please serve them breakfast before they arrive, as the program ends at 8:40 a.m.* Students arriving at school at 8:35 or later should have already eaten breakfast at home, as they would not be able to complete breakfast before school begins.

## CAFETERIA PROCEDURES

- Students will report their intent to be served lunch during the morning lunch count in their classrooms.
- Students will be escorted to the cafeteria by a teacher.
- Students are to enter quietly and courteously and follow the direction of the person on duty.
- Lunch numbers should be ready to be entered in (students should memorize as soon as possible).
- Once seated, students are to remain in that seat and not move around from seat to seat.
- Students must use appropriate table manners and quiet voices while eating.
- Students will clean the area around their tables and seats before being allowed to leave.
- Once finished eating, students line up to go to recess.
- Students may not take any food or drink out of the cafeteria.
- Only single-serving sizes of chips, Cheetos, etc. may be brought to school- no large bags of chips/Cheetos may be taken to the cafeteria.
- Soda and Energy drinks are not to be brought to school and will be taken away.

## FOOD & DRINK ON CAMPUS

Students are not to have food or drink in the building at any time except during meal times. All food and drink should be consumed in the cafeteria unless authorized by the Principal. No soda or energy drinks are allowed on campus. Gum is not allowed in the school building.

## SCHOOL PICTURES

School pictures will be taken shortly after school begins. Retakes are scheduled for those students who wish to return the original picture package, as well as students who were absent on the original picture day. Lake Valley also has a spring picture day. Class pictures are only taken during the spring picture day. Please note that although it is acceptable to enclose cash with your picture order, it is our recommendation that you use a check or money order to purchase pictures **or** order online.

## **HOMEWORK GUIDELINES**

Lake Valley has a no homework policy for all K-5<sup>th</sup> grade students. However, teachers may assign homework to those who need extra practice in reading or math. We will continue to have students read or be read to 20 minutes per evening as well as practice their math facts. Please work with your child's teacher on ways you can support your students academic success at home.

## **MAKE-UP WORK DUE TO ABSENCES**

Students absent from school will be given one day for every day **of** absence to make up work missed. Check with your child's classroom teacher. If a child is absent for two or more days, please arrange to pick up the child's assignments after school by calling the school office in the morning. When absences for extended periods of time can be foreseen, parents should notify the school office at least 24 hours in advance so that the teacher will be able to gather materials and assignments that will be needed. Please keep in mind that direct instruction cannot be replaced by a worksheet, so regular attendance is important except in times of illness. Students assigned to on- campus suspension will be required to make up for all work missed.

## **LOST & FOUND**

Please label your child's backpack, lunch box, jackets, etc. with their first and last name for easy identification. Students assume all risks regarding the loss of personal items brought to school. All misplaced articles which are found are placed in the 'Lost & Found' located on the stage in the gym. Unclaimed articles of clothing are periodically donated to a charity.

## **INTENTION TO TEST**

As required by Arizona law, all students in Kindergarten through 6th grade will be given math and reading assessments at least three times during the school year. In addition, students in grades 3-6th will also take the state-mandated AASA assessment at the end of the school year.

## **TITLE I SCHOOLWIDE PROGRAMS:**

### **PARENT'S RIGHT TO KNOW**

At Lake Valley Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.

- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived.
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration?

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly qualified.

### **REPORT CARDS / PARENT CONFERENCES**

The school year consists of four 9-week reporting periods. Students will receive a report card at the end of each reporting period, with the exception of kindergarten. Kindergarten students receive their first report card at the end of the 2nd quarter. Mid-term progress reports are sent home in grades 3, 4, 5 & 6 halfway through the 9-week period. Parents are urged to contact the teacher at any time regarding their student's progress.

### **TEXTBOOKS & SUPPLIES**

Students are provided basic textbook materials without a fee being charged. Students are held responsible for the abuse of instructional materials provided to them and will be charged a replacement or damage fee for materials that are lost, destroyed, or unduly damaged.

An initial supply of paper, pencils, crayons, glue, etc. is provided to students. Parents are requested to supply additional items as needed and are encouraged to assist with special requests from the classroom teacher.

### **LIBRARY SCHEDULING**

Classes are scheduled to visit the library/media center on a weekly basis. Students may also return anytime during "open" library hours if they have their teacher's permission and a pass. Books are circulated for a period of one week. Each student may check out a maximum of two items and is entitled to two renewals.

### **OVERDUE LIBRARY ITEMS**

Students with overdue library materials may not check out again until those items are returned. We follow a formal notification procedure.

1st week - the student is given a verbal reminder.

2nd week - a written/printed notice is given to the student.

3rd week - an overdue notice will be mailed.

4th week - the parent/guardian will receive a phone call at their home or place of employment.

Although we do not charge fines for overdue materials, there is a \$5.00 fine for tampering with a barcode. If a library book is lost, the parent/guardian will be responsible for paying for or replacing the book. The student will not receive their report card (per quarter) until this has been resolved.

## **LOST OR DAMAGED MATERIALS**

District Policy (JN) states that students are responsible for media resources that have been lost or damaged. If these items are not paid for, students will lose the privilege of checking out additional materials from the library/media center / attending special events at school, and use of future technology.

## **PTO / PARENT INVOLVEMENT**

Lake Valley has an active PTO. Parents are encouraged and welcome to become involved and attend PTO meetings. For more information on our PTO please visit <https://www.lakevalleypto.com/fundraiser-info> or contact Tiffany at [LakeValleyPTO@gmail.com](mailto:LakeValleyPTO@gmail.com)

## **DRUG/WEAPON-FREE ZONE**

Board policies JICH & JICI strictly prohibit the unlawful use, possession, distribution, or sale of drugs, alcohol, other illegal contraband, and weapons (*this includes but is not limited to, any type of gun or knife*) on school district property or at school-sponsored events. All such instances will be referred to legal authorities in addition to school disciplinary action being taken.

## **PROHIBITED ITEMS IN SCHOOL / ON BUS**

Toys and gadgets have no place on school campus. DO NOT bring the following items to school: cell phones, squirt guns, water balloons, electronic games, trading cards, radios, MP3 players, skateboards, knives, seeds of any kind, gum, candy, nail polish, soda or energy drinks, or any other item determined to be disruptive to the learning process. Bringing these items to school will result in confiscation by the teacher. Items taken away can only be retrieved by a parent or guardian. **The school is not responsible for items lost, stolen, or damaged.**

## **VOLUNTEERS**

School volunteers provide a tremendous service to our community, and the District encourages volunteer participation in LVES. The varied talents and expertise of parents and community members greatly enhance the education process. Areas where volunteers can help include:



- Tutoring students
- Clerical assistance
- Special Presentations
- Playground Supervision
- Special Material Preparation
- Library
- Home Room Helpers
- Health Office
- Extracurricular Activities
- Bilingual Aides

Please be aware that all volunteers must undergo a District screening process, including fingerprinting. This can take up to 6 weeks. Please contact the Lake Valley office for details and applications.

## **INTRAMURAL SPORTS**

Intramural sports are a part of our school activities. Lake Valley offers intramural football, basketball, and volleyball to 5th & 5th graders and track for grades 4-5. Parents will be responsible for transportation to and from any facility other than our Lake Valley campus. Students that are receiving a failing grade in any subject or receiving discipline referrals will not be allowed to participate in any extracurricular activity. **Students and/or siblings are not permitted to stay after school without parental supervision for any sports activity unless they are participating in the sport. This will include practice times, as well as actual games and/or meets.**

## **DRESS CODE / DISTRICT POLICY**

Student dress shall be appropriate at all times. Any student's dress or personal appearance that distracts from or interferes with the normal learning process will be considered inappropriate.

### **In addition:**

- No drug, alcohol, tobacco, weapon, sexual, or gang-related words, designs or logos on shirts. Artwork on clothing must be in keeping with dress code rules (not suggestive)
- No tight-fitting clothing allowed. Shorts and skirts must be at least the length of finger tips when arms are extended at the side.
- No hats worn inside the building.
- No bandanas worn on heads or hanging out of pockets.
- Shoes with heels or platforms are not appropriate or safe for school.
- Students are encouraged to wear clothing that is appropriate for the day's weather and playground activity.
- Tennis shoes are highly recommended to be worn on a daily basis for

playground and PE activities.

Dress code violators will be sent to the nurse to change or asked to call their parents and arrange to have another change of clothes brought in.

### **HALLWAYS & BUILDING:**

Students are not allowed to be in the building during recess without a pass or note.

Students are expected to move quietly through the hallways during the school day so as not to disrupt other classes.

### **RESTROOMS:**

Students need a pass to use restrooms during recess.

### **GENERAL SAFETY RULES:**

Student or staff members' learning, safety, and well-being are our priority. We will maintain high expectations for behavior just as we do for academics. Students will be held accountable for their choices and experience logical consequences.

Play fighting and play kicking are not allowed. Tackling, wrestling, pushing, 'karate', hitting, and shoving are not allowed. Students should not be hugging or hanging on each other during recess or any other time. Personal space is expected to be respected.

Harassment and/or bullying are not allowed. This includes following or chasing others when they don't want to be followed or chased, name-calling, and hurtful teasing.

**REMEMBER SAFETY FIRST!! ALWAYS BE SAFE, RESPECTFUL & RESPONSIBLE**