Welcome to Alta Vista Elementary School

School Address: 8710 N. 31st Ave., Phoenix, Arizona 85051

School Website: altavista.wesdschools.org

Facebook Page: facebook.com/altavistaelementary

Important Telephone Numbers:

Office	602-347-2000
Health Office	602-347-2010
Attendance	602-347-2011
Fax	602-347-2020

OFFICE HOURS

The office is open from 7:45 a.m. - 4:15 p.m.

Wednesday: 7:45 a.m. - 3:15 p.m.

School Schedule:

Below is the schedule for the 2024-2025 school year

SCHOOL HOURS

Student Arrival:

8:00 a.m.

Monday, Tuesday, Thursday, and Friday:

8:15 a.m. - 3:15 p.m.

Wednesday Early Release:

8:15 a.m. - 1:45 p.m.

Students are not to be on campus before 8:00 a.m.

PRINCIPAL'S MESSAGE

Welcome to the 2026-2027 school year! This handbook is designed to acquaint you with your school and district. Understandably, it may not answer all of your questions and concerns. Please feel free to reach out to me if you are needing additional help! I can be reached at my office number 602-347-2005, my e-mail at Ashley.Vasconcellos@wesdschools.org, or in person.

I am excited for another great school year! At Alta Vista, our goal is to provide a safe, inclusive, and supporting environment where every student can thrive. We believe that every child is unique and has the potential to succeed in their own way. Therefore, we will work hard to provide each student with the tools they need to achieve their full potential. Alta Vista uses Positive Behavior Interventions and Support (PBIS) to help encourage positive behaviors on campus. Students are reminded of the expectations around campus, and they are acknowledged for all the good things they are doing. I look forward to a great school year! Thank you for your support!

Your Proud Principal,
Ashley Vasconcellos

MISSION STATEMENT

"The Alta Vista community will provide a safe, inviting environment for our students, where high standards for learning and citizenship are maintained."

SCHOOL ATTENDANCE/REPORTING ABSENCES

Alta Vista School pays strict attention to the attendance of our students. State law mandates that the school records reasons for all student absences. Therefore, when a student is absent, it is necessary for the parent to call the school **(602-347-2011)** on or before the day of absence in order to advise the school as to the reason for the absence. **All absences not verified by parental or administrative authorization will remain unexcused.** If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. For absences greater than one day in length, the school should be notified each day of the absence.

When a child is absent and a message has not been received by 9:00 a.m., a dial-out will be sent to the parent/guardian stating that his or her child is not at school.

TRUANCY

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has an Attendance Unit (AU). The AU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified absences, families will receive an attendance notification letter. When a student reaches 10 **unverified, unexcused, and excused absences**, families will receive an attendance warning letter and a referral to the AU for appropriate actions (see District guidelines). **In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the health technician and/or attendance clerk if illness will be a consistent, foreseeable issue.**

Per District policy, a letter will be sent by the school to the families of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

TARDIES

The gates open at 8:00 a.m. daily and students go straight to their classrooms for breakfast. Students arriving in their classrooms after 8:15 a.m. are considered late and must report to the front office. Parents are expected to park and sign their child in to receive a late pass. An excused tardy will be allowed for medical appointments and family emergencies only. Excuses that involve personal responsibility are not considered excused. **Excessive tardies will result in disciplinary action.**

BREAKFAST/LUNCH INFORMATION

Alta Vista School provides both a daily lunch and breakfast program free for all students. Breakfast is served within each homeroom class beginning at 8:00 a.m. Students can also choose to bring their own lunch or supplement the school lunch with a **single serving** snack to enjoy in the cafeteria. Students may not share food or remove food from the cafeteria for any reason. Parents are always welcome to have lunch with your child. If you are coming to lunch, you must sign in at the office and obtain a visitor's badge. We ask that parents please eat with their children

in the cafeteria and sign out in the office when the child joins their class for recess.

HEALTH OFFICE/MEDICATIONS

The health office is located next to the front office. The purpose of this department is to address health needs for your child while he or she is at school. Please notify us if your child has a physical disability or chronic health problem that may affect school performance or require other support. Concerning medications, a student should not transport medications, including over-the-counter medications, to or from school. An adult should bring medicines to the health office in the original pharmacy container and provide written parent permission. The ONLY medication given to the student is what has been provided by a parent and appropriately signed in with the health technician, following District guidelines.

PHYSICAL EDUCATION (P.E.) EXCUSES

Written permission is required from the parent if your child is to be excused from P.E. If excused for longer than one week, a written statement from the student's doctor is required. All P.E. excuses must be turned in to the Health Technician.

COMMUNICATION

Communication among parents, school and student is a shared responsibility. Parents and families will receive communication via our school wide electronic newsletter on ParentSquare. Alta Vista staff will contact parents regarding positive behavior and achievement, as well as concerns in these areas. Midterms and report cards will be available through ParentVUE eight times during the school year. Parent/Teacher Conferences will be held at the end of the first grading period and midterm of the third grading period. For parent and teacher convenience, all teachers can be reached by phone and e-mail. Please visit our web site, http://altavista.wesdschools.org for more information.

PARENT-TEACHER CONNECTIONS

Alta Vista enjoys and appreciates the support of parent volunteers. Parents who are interested in volunteering within their child's classroom (at the teacher's request) or are available to help during school events are encouraged to contact the office and submit the WESD Volunteer packet. We welcome your participation!

SITE COUNCIL

The Alta Vista Site Council meets once per month. The composition of this council is an equal number of teachers and parents. Terms last for two years, and announcements are made when new parent and teacher positions become open. Any parent may attend these open meetings.

CONTACTING TEACHERS

Teachers at Alta Vista have a direct phone line into their classrooms. Parents may leave messages for teachers to return their call as soon as possible. Please do not rely on leaving a voicemail with the teacher if there is a change in pick-up procedures for a student for the same day. For these changes and other emergencies, parents should use the main office number for school communication. Parents will receive a list of direct voice mail numbers during Meet the Teacher Night early in the school year.

GRADING/HONORS/AWARDS

MAKEUP WORK POLICY

When students are absent, it is their responsibility to talk with their teachers to obtain missed assignments. Teachers will cooperate with the students in getting their assignments. Students should complete missed assignments and turn them in to their teachers. Makeup work can be requested after three days of absence. Students are allowed extra time to complete these assignments.

ACADEMIC HONORS (GRADES THREE-SIX)

Principal's List:
4.0 grade point average – no Ds or Fs – no Ns or Us
Honor Roll:
3.9 – 3.5 grade point average – no Ds or Fs – no Ns or Us

Academic Excellence:
Top three growth in any area.

Star Reader, Math Wizard:
Top three growth in these areas. Grades K-2 are eligible for Academic Excellence, Star Reader and Star Math awards. Additionally, all grades are eligible for recognition from the Special Area classes.

STUDENT OF THE MONTH

Student of the Month breakfasts are held at the end of every month to honor students who have been chosen by their teachers as students who are modeling both good academic effort and safe, respectful and responsible behaviors. A letter will be sent home to parents inviting them to attend this recognition for their student.

PERFECT ATTENDANCE

Students with perfect attendance are recognized each quarter. Students with perfect attendance all year receive special recognition. "Perfect Attendance" includes no tardies or early sign-outs. In addition, students with attendance of 95% or greater, will be recognized with "Amazing Attendance" each quarter.

STUDENT DISCIPLINE/BEHAVIOR

The essence of effective discipline is respect for authority, respect for self, and respect for rules. It is a self-attitude and control of behavior that begins at home, is maintained and reinforced at school, and is applied throughout life.

Alta Vista School teaches all students expectations for being **SAFE, RESPONSIBLE and RESPECTFUL**. Teachers, support staff and the school administration implement Positive Behavior Intervention and Support (PBIS) as our school-wide approach for supporting students' appropriate behavior. Our philosophy about school-wide expectations for student behavior is to teach appropriate behavior just as explicitly as we teach academic subjects. We teach students what it looks like and sounds like to act safely, responsibly, and respectfully in different areas of the school and at various times of the day. All students follow the same set of rules and expectations throughout school. Teachers and support staff support students with positive statements that reinforce appropriate behavior. When students follow the rules and expectations, they are recognized. When students do not follow the rules, there are planned consequences to get them back on track. Alta Vista students and staff will continue to follow a strict "No Bullying" policy, which creates a physically and emotionally safe learning environment for all

students. Additionally, the WESD Governing Board adopted a consistent discipline policy on April 28, 2005. It is in the District portion of this handbook. **Every parent and student will be asked to sign a statement that they have read and understood this plan and the Alta Vista specific information pages.**

BEHAVIOR EXPECTATIONS

Hallways: Keep hands, feet and objects to yourself. Use walking feet. Be prepared. Walk with a purpose. Be kind. Use an appropriate voice level. Share the sidewalk.

Cafeteria: Keep hands, feet, and objects to yourself. Use walking feet. Be prepared. Follow procedures. Be kind. Use appropriate voice level. Clean up after yourself.

Playground: Keep hands, feet, and objects to yourself. Follow playground rules. Line up when the whistle blows. Use equipment appropriately. Be kind.

Restroom: Keep hands, feet, and objects to yourself. Flush, wash, dry, and goodbye. Be kind. Use an appropriate voice level.

Classroom: Keep hands feet, and objects to yourself. Use walking feet. Be prepared. Follow directions. Do your best. Be kind. Use an appropriate voice level. Use materials appropriately.

DRESS CODE

Please see the District portion of the handbook for Dress Code information.

ITEMS NOT ALLOWED AT SCHOOL

Alta Vista is NO BACKPACK school. This includes BACKPACK PURSES. Grade-level teams will provide go-home folders as needed and communicate their policies with families.

Alta Vista has a "No Gum or Candy" policy anywhere on campus. Any items brought from home for lunch must be eaten in the cafeteria during lunch or during a nutrition break provided by the teacher. Hair sprays, shaving creams, silly string, spray paint or other aerosols are not permitted on campus. Make-up and cologne should remain at home. Skateboards, rollerblades, scooters, skates and wheeled tennis shoes are not allowed. Toys (with the exception of those brought for teacher-directed activities), permanent markers, lasers, musical devices, electronic games/devices, firecrackers, and trading cards are not allowed on campus. Personal sports equipment such as balls, bats and Frisbees should not be brought to school. The school will provide sports equipment for use on the playground. Electronic reading devices such as Kindles, iPads and Nooks are prohibited due to the risks of possible damage or loss. Weapons, whether real or toy/model, are strictly prohibited and their possession will result in suspension or expulsion in accordance with District policy. Possession or the use of tobacco, alcohol or drugs is prohibited and may result in suspension or expulsion in accordance with District policy.

Alta Vista does not accept responsibility for prohibited items. They are not to be brought to school. Parents must pick up any confiscated items.

CELL PHONE GUIDELINES

Students are not allowed to use cell phones or cell phone connected devices such as smartwatches or wireless earphones/air buds on campus for any purpose, including receiving calls, taking pictures or text messaging. If you desire that your child carry a phone for non-school time emergency purposes, the phone must be turned off and kept in the locked cabinet provided by the homeroom teacher. Phones should not be carried by students during school hours and should not be turned on until the student has left campus. Any violations of this policy, including having the phone ring or emit any noise, will result in discipline. Students who have their phones out during the school day will be asked to turn it off and put it in the secured classroom locker for phones. The second time a student is seen with their cell phone out, they will be asked to turn it off and it will be kept securely in the front office and they can pick it up at the end of the school day. The third time a student is seen with their cell phone out, they will be asked to turn it off and it will be kept securely in the front office until a parent or guardian can pick it up. Repeated warnings with a student not following the school cell phone policy will result in them checking it in before the school day with administration and then picking the cell phone up at the end of the school day. Personal cell phone use on field trips is not allowed.

CONSEQUENCES

Please refer to the discipline policy in the District portion of the handbook for a description of offenses and consequences. The District provides a range for consequences and the Alta Vista administration will choose within the range based upon the severity of the offense and the student's discipline history, including the number of similar referrals.

Alta Vista believes that students have the freedom to make whatever choice they desire. This comes with the understanding that they are not free to choose their consequence. Consequences at Alta Vista can include, but are not limited to, detention during school hours (including recess and lunch), after school intervention, community service, in-school suspension, and off-campus suspension.

SCHOOL SAFETY

Alta Vista has a crisis/lockdown plan in place in the event of an emergency. Fire and lockdown drills are conducted in accordance with District policy. If the need to evacuate the school should occur, students will be evacuated to a secure location. Parents, guardians, and childcare providers will pick up students at the chosen location.

CAMPUS SECURITY

- Children should not be on the school grounds until 8:00 a.m. No one is on duty for purposes of supervision until that time.
- When the gates open at 8:00 a.m., only students will be allowed to enter the school through the three entry gates. Adults who have completed the volunteer process and made specific arrangements with a staff member or who have a scheduled meeting on campus will sign-in and get a visitor's badge at the front office.
- Children who leave school during the school day (for doctor's appointments, etc.) must be picked up from the front office by an adult indicated on their individual registration paperwork. Anyone picking up a student during the school day will need to present a photo ID to office staff.
- Adults may not take children from the classroom, playground, etc. Children are to be sent to the office by the teacher and met there by the appropriate adult.
- Parents who come for their children may not offer rides to other children.
- All visitors to our school are asked to stop at the office to identify themselves and receive visitors' passes.
- Students must not trespass on the Cortez campus (except on the designated walk path) or trespass on neighbor's property.

- Students should not remain on the school grounds after dismissal without teacher and parent consent or attending a supervised activity.
- Students must follow the designated safe school walk paths to and from school daily. Crossing guards are provided in front of the school to cross 31st Avenue, at the intersection of 31st Avenue and Butler, and at Alice Avenue at the back of the school

HANDICAP, CARPOOL, AND PICK-UP LOCATIONS

Handicap spaces in the front of the school are reserved for those displaying a handicap license plate or placard because they need close access due to a handicapping condition. We have parents, guardians and/or students who may need access to these spaces at any given time. Maricopa County requires carpool spaces be reserved for those participating in the trip reduction program. We appreciate you leaving those spots available for carpooling staff. Please feel free to park in any non-reserved, open parking space. Please do not park in the fire lane when picking up students midday. At the end of the day, please enter the pickup line and wait for your turn to come around to the pickup area. Kindergarten students and their siblings may be picked up in the south parking lot line (near the front office). All other students are to be picked up in the north lot line. Your child/ren will then enter your car from the curb. We kindly request that parents and guardians adhere to the following pick-up procedures for the safety and efficiency of all students:

1. **Designated Pick-Up Lane**: Please utilize the designated pick-up lane for picking up your child. This ensures a smooth flow of traffic and reduces congestion in other areas of the school premises.
2. **Avoid Parking in North Lot**: To alleviate parking constraints and maintain order, we kindly ask parents not to park and pick up their children in the north parking lot.

Your cooperation in following these procedures is greatly appreciated. It contributes to a safer and more organized environment for all members of our school community.

DISMISSAL

In an effort to minimize interruptions to the classrooms at the end of the day, ***students cannot be checked out any later than 3:00 p.m. (1:30 p.m. on Wednesdays).*** This time is reserved for announcements, homework assignments and end-of-the-day instructions. Please keep this in mind when making appointments.

BICYCLES AND SCOOTER

Bicycles and scooters must be locked and parked in the racks provided. Alta Vista cannot assume financial responsibility for bicycles or scooters that are lost or stolen. Bicycles and scooters are to be walked across major streets. Bicycles and scooters are not permitted on the sidewalks or in the building area of Alta Vista. Riders who violate school bicycle/scooter rules will lose the privilege of riding their bike/scooter to school. All students who ride bikes/scooters to school must put their bicycle/scooter in the designated bike rack and LOCK IT individually. Should your bike be stolen, report it to the school AND call the Phoenix Police Department Bicycle Detail at 602-262-6141.

SCHOOL SUCCESS

Alta Vista understands that effective, comprehensive assessment to screen, diagnose, monitor and measure outcomes is essential to evaluate the effectiveness of our programs.

We will do this by implementing procedures to collaboratively and individually identify instructional improvements related to our identified needs in the areas of reading and math and behavior. Teachers will utilize assessment results to make data-based instructional decisions to provide interventions in the areas of reading, math and social/emotional behavior.

At Alta Vista, we also believe that students, families and the school, working together make an unbeatable team to support the academic success of each student. We ask your assistance in following the guidelines in our student/parent/teacher/staff compact.

STUDENT COMPACT

As a student, I understand school is important. I know my parents/guardians and teachers will help me to do my best in school, but I must work hard to do well. I agree to carry out the following responsibilities to the best of my ability.

AS A SUCCESSFUL STUDENT, I WILL:

- Come to school every day, except when ill, and arrive at school and class on time.
- Come to class prepared with all materials, homework and the positive attitude required to learn.
- Work cooperatively with other students and adults at school and make sure my actions are not interfering with the learning of others.
- Respect the rights and property of others and follow school rules.
- Appropriately communicate my needs to the adults at school and home.
- Be responsible for organizing materials by class, keeping track of assignments and giving my parent information sent home by the school.
- Let my teacher and family know if I need help.
- Read on my own every day for at least 30 minutes.
- Work on projects and daily assignments in class when time is given, and at home.
- Set goals for high school, college, and career readiness and monitor my own progress.

PARENTS/GUARDIANS COMPACT

As a parent, I realize that my child's school years are very important, and I understand that my participation in my child's education will help his or her achievement and attitude. Therefore, I agree to carry out the following responsibilities.

AS THE PARENT OF A SUCCESSFUL STUDENT, I WILL:

- See that my child comes to school every day he or she is not ill, develops good sleep habits and that he or she arrives to school on time.
- Take the time to meet my child's teacher and reply promptly to all messages, notes and telephone calls from school.
- Encourage my child to respect the rights and property of others and to follow school rules.

Encourage the qualities of responsibility, self-discipline and a love for learning by example and practice.

- ❖ Help my son/daughter create a system to organize materials by class, to track assignments, and collect forms/information needing my attention.
- ❖ Urge my son/daughter to ask for help from the teacher if he/she is having difficulty understanding instruction or assignments
- ❖ Require that my son/daughter completes projects and daily work.
- ❖ Urge my son/daughter to read uninterrupted for 30 minutes a day, any type of material (books, magazines, newspapers, etc.)
- ❖ Commit to attending at least one or more activities at the school, per semester.

TEACHERS/STAFF COMPACT

AS THE TEACHER/STAFF MEMBER OF A SUCCESSFUL STUDENT I WILL:

- ❖ See that each student receives a well-planned day of instruction for each day in attendance.
- ❖ Maintain open communication by keeping parents informed of the student's school performance.
- ❖ Through my positive behavior indicate to the student that he or she is valued, has strengths and can achieve.
- ❖ Demonstrate a commitment to educate each student as fully as possible.
- ❖ Protect the rights of all students to learn.
- ❖ Create a partnership with every family in my class.
- ❖ Monitor student progress regularly and communicate concerns with students and parents.
- ❖ Make sure all students get help as soon as needed.
- ❖ Use effective teaching strategies to support all learners.
- ❖ Make sure students understand the assignment and what they'll learn from it, grade it promptly and re-teach as needed.
- ❖ Support academic preparation for high school, college, and career readiness for all students.