

## **PRINCIPAL'S LETTER**

Welcome to the 2018-2019 school year. My name is Cody Riding and I am the principal of Alta Vista. I hope you had a relaxing summer and are looking forward to a new year. I am excited for some of the changes that have been made for this year at Alta Vista. The biggest change you will notice is the different signs around campus letting students know what the expectations are in the different areas around school. This is part of the PBIS program we are starting this year. Thank you for sharing your children with us and being part of our educational team. I look forward to making this a great year!

Cody Riding, Principal

## **GENERAL INFORMATION**

**School Address:** 8710 N. 31<sup>st</sup> Avenue, Phoenix, 85051

**School Web Site:** <http://altavista.wesdschools.org>

### **Important Phone Numbers:**

Office: 602-347-2000

Health Office: 602-347-2010

Attendance: 602-347-2011

KidSpace: 602-347-2021

**School Hours:** 8:15 a.m. – 3:15 p.m.

**Office Hours:** 7:45 a.m. – 4:15 p.m.

**Office Hours on Wednesdays:** 7:45 a.m. – 3:15 p.m.

## **MISSION STATEMENT**

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

## **Goals of the Alta Vista Improvement Plan**

The Alta Vista staff will be working on the following continuous school improvement goals:

- The academic goals of Alta Vista School are to increase overall reading and math achievement school wide, along with specific growth for every student in grades 3-6, by 7% as measured by annual AzMERIT/AIMS scores. Academic growth for every student in grades K-6 is measured by ongoing assessments, reading monitoring and understanding of Common Core objectives.
- Implement current curriculum with fidelity and utilize instructional strategies that increase the likelihood of students meeting benchmark goals in all grade levels with a focus on reading and math.
- Strengthen instruction for all students through the implementation of “best first instruction” and consistent intervention programs.
- Utilize data-driven dialogues and decision making school-wide to monitor student academic progress and achievement.
- Support coordinated and comprehensive services for students, including social services and increased parent involvement activities.

## **SCHOOL SUCCESS TIPS**

At Alta Vista, we believe that student, family and 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/PARENT/TEACHER/STAFF**

### **COMPACT**

#### **Student**

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.
- Carry home and deliver to parent/guardian all letters, messages, newsletters and other classroom and/or school information.
- Write down daily homework assignments and bring them home every day.
- 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.
- Leave all toys at home.

#### **Parent/Guardian**

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 obey school rules.
- Encourage the qualities of responsibility, self-discipline and a love for learning by example and practice.
- Encourage my child to read and complete homework each day and to show a genuine interest in his or her progress in school.

#### **Teacher/Staff**

#### **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.

- Provide a copy of, or the time for students to copy down, homework assignments.
- 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.

## **GENERAL SCHOOL INFORMATION**

### **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 when the school day begins. Students are permitted to bring a single serving snack to enjoy in the cafeteria. Students may not share food or remove food from the cafeteria for any reason.

### **Lunch Schedule**

The lunch schedule is available at the school office.

### **Lost and Found**

Lost and found items are kept in the cafeteria for students and parents to check regularly.

### **Lost and Damaged Textbooks**

While general wear and tear is expected, parents should know that by state law,\* they are responsible to bear the cost of replacing texts that are lost or mistreated. *\*A.R.S. 15-1107: The school district shall hold pupils using textbooks responsible for damage or loss of textbooks.*

### **Dress Code**

Students and staff 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. The decision as to whether or not such a condition exists or regarding the course of action to be taken shall be left to the reasonable discretion of the principal. See District portion for more complete information. Appropriate footwear is required at all times. Flip flops are not permitted at any time at school. All shoes must have a back on them. Tennis shoes are required on days students have PE. PE coaches will give further details the first week of school. Sweatshirts with hoods are discouraged. If it is worn, the hood must remain off of the head at all times.

### **Parent-Teacher Connections:**

Alta Vista enjoys and appreciates the support of parent volunteers. Parents who are interested in volunteering within their child's classroom or are available to help during school events are encouraged to contact the office throughout the year. We welcome your participation!

### **Site Council**

The Alta Vista Site Council meets once per month unless rearranged due to calendar of agenda items.

### **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. For 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.

Parents and students are encouraged to visit teachers' individual web sites within the school web site that share current information regarding school events, classwork and homework, along with information about annual learning goals. The school and teacher web sites can be accessed at <http://altavista.wesdschools.org>.

### **School Newsletter**

The Alta Vista school newsletter and other communications go home with students each month.

### **Student Council**

The Alta Vista student government/council meets weekly. Elections for representatives/officers are held yearly.

### **Head Start Preschool and KidSpace Child Care**

Alta Vista has on-campus Head Start and KidSpace child care programs. For information call 602-347-2021 or 602-347-2059.

### **Title One Program**

Alta Vista has a school-wide Title One program. The intervention services offered through this program are designed to help all students improve academically specifically in the areas of reading and language. The program provides students with a school-wide literacy lab along with student small group tutoring as feasible. The school also provides an academic summer school and the support services of a school social worker.

## **HONORS/AWARDS**

Quarterly Awards Assemblies will be held to honor students for reading, math, perfect attendance and citizenship. Dates for the quarterly awards assemblies will be sent home in the monthly newsletter.

## **ATTENDANCE**

### **Attendance/Tuancy**

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 a Truancy Prevention Unit (TPU). The TPU 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 trancies or 10 total absences, the school may make a referral to the TPU 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 nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

An attendance 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.

### **Reporting Absences**

Parents are to report the reason for their child's absence by calling our attendance clerk at 602-347-2011 the day of or before the absence. When a child is absent and a message has not been received by 9:00, an outdial will be sent to the parent/guardian stating that his or her child is not at school.

Please refer to the District attendance/general and truancy intervention procedures.

### **Tardy Policy**

Students line up at 8:10 a.m. to go in to their classrooms. Anyone arriving after 8:15 a.m. to his or her classroom is considered late and must report to the front office for 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. **Tardies may result in disciplinary action.**

### **School Attendance**

Alta Vista School pays strict attention to the attendance of our students. State law mandates that the school record 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.

### **Improved Security Regulations**

The beginning newsletter of the year is shared with parents and students in order to promote understanding of our safe walking route to school and specific parking, pickup/drop-off areas for students before and after school.

1. 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.
2. Children who leave school during the school day (for doctor's appointments, etc.) must be picked up in person in the front office by an adult indicated on their individual registration paperwork.
3. 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.
4. Parents who come for their children may not offer rides to other children.
5. All visitors to our school are asked to stop at the office to identify themselves and receive visitors' passes.
6. Students must enter and exit campus through designated areas. Climbing any surrounding fences will not be allowed.
7. Students must not trespass on the Cortez campus (except on the designated walk path) or trespass on neighbor's property.
8. Students should not remain on the school grounds after dismissal without teacher and parent consent or attending a supervised activity.

9. If a student is being picked up by car or in person at dismissal, he or she should meet his or her ride in the north parking lot or front of the school.

10. Students must follow the designated safe school walk paths to and from school daily for safety reasons. Crossing guards are provided in front of the school in order to cross 31<sup>st</sup> Avenue, at the intersection of 31<sup>st</sup> Avenue and Butler, and between Alta Vista School and the apartments along Dunlap Avenue.

### **DISCIPLINE**

The WESD Governing Board adopted a consistent discipline policy on April 28, 2005. It is located in the District portion of the school handbook. **Every parent and student will be asked to sign a statement that they have read and understood this plan. Alta Vista also has a school-wide discipline/management plan. A separate handbook will be sent home with students to share and sign with parents at the beginning of each year. Information about the program is also shared at the Meet the Teacher Open House annually in August.**

See the District handbook for more discipline information.

### **Campus Rules**

State laws prohibit student use or possession of tobacco, alcohol and illegal substances at school. State laws prohibit profane or foul language or gambling at school.

- Food and treats from home are to be eaten only in the cafeteria or under the direction and with permission of a staff member. Federal guidelines prohibit food from being taken out of the cafeteria.
- Students will not make disrespectful or threatening comments or exhibit inappropriate behavior or gestures toward staff members, visitors or other students.
- Activities or dress that is unsafe or disrupt the classroom environment will not be allowed at school. (see dress code)
- Students are to remain in the designated areas.
- All medications must be brought to the Health Office by the parent/guardian.
- Students should walk on sidewalks.
- Students should walk bicycles on the appropriate bike path and lock them in the bike rack. **Skates, skateboards, scooters, roller shoes and rollerblades are not allowed on campus at any time.** Kindergarten students are not permitted to ride bicycles to school.
- Laser pens, radios, earphones, hand-held computers are not permitted at school.
- Cell phones (or any device that mimics a phone) are not permitted on campus.
- Spitting is not permitted.
- Toys from home should be left at home.
- Aggressive behavior will be dealt with immediately.

### **Playground Rules**

Students need to remain in the sight of the person on duty at all times.

The following activities are **not allowed**:

- carrying a student on shoulders or piggyback;
- playing in the water fountain;
- playing in the restroom;
- throwing sand or rocks;

- pushing or shoving;
- jumping off playground equipment;
- running or playing tag in the sand area;
- sitting, standing, hanging upside down or flipping on top of chain or bars;
- standing on top of benches;
- climbing fences, trees or poles;
- leaving playground area without permission;
- excessive roughness and tackle football;
- kicking, fighting or play fighting;
- spitting and eating.

### **Special Playground Equipment Rules**

#### **Swings**

- Back and forth motion only;
- One person on a swing at a time;
- Sitting on bottoms only;
- Students may not push other students; and
- No jumping off swings.

### **Special Classroom Rules**

Classroom rules are posted in each classroom.

### **Special Lunchroom Rules**

- Continue to use basic school rules;
- Sit where you are directed;
- Use very quiet voices;
- Use your best table manners;
- Clean up after yourself;
- Raise hand and remain seated until excused;
- Dump trash and stack trays;
- Keep hands, feet and other objects to oneself; and
- No throwing of food.

### **Special Restroom Rules**

- Continue to use basic school rules;
- Use the restroom designated by your teacher or other staff member;
- Students must have a pass;
- Wash hands and turn off water; and
- Playing, rough housing, teasing, peeking over or under stalls, trapping people in stalls, hanging on partitions, swinging on doors, throwing toilet paper, standing on toilets, writing on walls or damaging the restroom facilities is not permitted.

### **CONSEQUENCES:**

See the District discipline policy in the District portion of the handbook for a description of offenses and consequences.

The administration reserves the right to exceed specific consequences based upon the severity of the offense and the student's discipline history/number of discipline referrals.

### **Articles Prohibited at School**

Campus policy prohibits the following on campus:

- hair sprays, shaving creams, silly string, spray paint or other aerosols;
- electronic devices such as, but not limited to, iPods, cameras, radios, hand-held computers or any recording

devices;

- weapons of any kind or items that can be used as weapons;
- smoking items or matches/lighters;
- items displaying gang graffiti or gang affiliation;
- stink bombs, snap caps, laser pens;
- animals;
- skateboards, rollerblades, scooters and shoe skates;
- make-up and cologne.
- gum and permanent markers

### **HEALTH AND SAFETY**

The Health Center is located next to the 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.

### **Physical Education (PE) Excuses**

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

### **Bicycle Policy**

*Alta Vista School cannot be held responsible for any lost or stolen property.* All students who ride bikes to school must put their bicycle 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.

### **Fire Drills/Lockdown Drills**

The school will have a fire drill at least once a month. All schools must also complete three practice lockdown drills during the school year.

### **Crisis Plan**

We will follow District and school precautionary and safety measures at all times. See District handbook.

If it were ever necessary to remove students from the Alta Vista campus, our students would either be at Cortez High School, 8828 North 31<sup>st</sup> Avenue or Washington Elementary School, 8033 N. 27<sup>th</sup> Avenue. In the event students need to evacuate the school neighborhood completely, there will be signs posted and a phone out dial to let parents know where students are relocated.

### **On-campus Photography and Videotaping**

The taking of photographs or videos is not allowed on campus without prior consent of administration.

### **Parking Lots**

Extra care must be taken to ensure safety in the parking lot.

- When picking up or dropping off children, follow the traffic flow pattern. We have a drop-off /pickup lane. **Do not leave vehicles unattended.** Drivers are to park in a designated space.
- Please do not park along 31<sup>st</sup> Ave.