

VILLAGE VISTA ELEMENTARY SCHOOL
4215 E. Andora
Phoenix, Arizona 85032
602-493-6230
Office Hours: 8A.M. to 4P.M.

MISSION STATEMENT

Our children celebrate success. Each member of the Village Vista Community understands the necessity of an active and cooperative role in our school. Through effective communication and shared decision-making we are enabled to adapt to changing needs. The uniqueness of each child is nurtured and valued. High standards and a healthy environment are essential in meeting our children's needs now and for the future.

ATTENDANCE AND ABSENCE PROCEDURES

Prompt and regular attendance by all students enrolled is required. State law regarding compulsory attendance places responsibility for attendance on the parents or guardians.

When it is absolutely necessary for a student to be absent from school, the parents or guardians, guardian shall notify the school on the morning of the absence by 10:00 A.M. Parents are requested to call the school attendance at 602-493-6231 before 10 A.M., if they know their child will be absent. Students who arrive late must report to the school office before going to class.

All students are expected to remain on campus from the time school convenes until dismissal time. Exceptions will be made for students whose parents have made special arrangements such as doctors appointments. The student must be signed out in the office by the parent or a verifiable, authorized adult. Parents may not go directly to the classroom to release a student.

Parents will be informed as to their child's attendance record on each report card. Parents will be notified if their child is missing an excessive number of school days. If correction is not brought about through parents and school cooperation, the proper state agencies will be notified by the school.

NOTE; STUDENTS SHOULD NOT REPORT TO THE SCHOOL GROUNDS MORE THAN 30 MINUTES BEFORE CLASSES BEGIN! THERE IS NO SUPERVISION PRIOR TO THAT TIME (8:30 A.M.).

AWARDS

Village Vista recognizes students with high academic achievement and good effort through a quarterly awards assembly. Awards are given for the following merit:

- Principal's List – All A's (Gr. 4-6)
- Honor Roll – All A's & B's (Gr. 4-6)
- Excellence Awards – Teacher Discretion – Gr. 4-6)
- Special Area Awards (Music, Band, Art, P.E.)

BICYCLES

ONLY students in grades 4-6 may ride bicycles to school.

1. The bicycles are walked in crosswalks, in automobile area and on campus.
2. Bicycles will be securely locked with their own lock. Do not lock bikes together in case one of the students need to leave.
3. Students and PARENTS make the decision to ride to school. **Village Vista assumes no responsibility for loss, injury or damage.** The bicycle compound cannot be observed from inside the building; therefore, during the day it is NOT supervised. There have been thefts of bicycles while in the compound.*
4. Failure to obey rules will result in the loss of the privilege to ride bicycles to school.
5. Please do not leave bikes in rack overnight.
6. Students are encouraged to wear helmets.

ONLY students in Grade 3, second semester, may ride to school if parents' written permission is on file in the office. **STUDENTS IN GRADE K-2 ARE NOT PERMITTED TO RIDE THEIR BIKES TO SCHOOL.**

***If your child's bike is stolen, it is the parents responsibility to call Crimestop to report the theft.**

CHANGE OF ADDRESS

So that our files are kept accurate, students are requested to submit to the office any change of address or telephone numbers. **All parents are required to have a number on file with Village Vista of where they may be reached during the school day.**

CITIZENSHIP PROGRAM

The philosophical premise to promote outstanding citizenship at school is the belief that each child is responsible for coming to school ready to learn and responsible to his/her actions. It underscores the necessity of direct parental involvement with daily progress and academic achievement successes. The Make Your Day Program provides a consistent campus citizenship system, one in which everyone knows what is expected at all times. It demonstrates the fact that teachers hold high expectations for all students, and yet it is a cooperative program where students are active participants. The Make Your Day Program centers on one rule:

NO ONE HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY, OR WELL-BEING OF OTHERS

CONFERENCES

Conferencing is a positive way to develop two-way communication between home and school on the student's academic and social progress. Two formal Parent-Teacher conferences are held during the year. As the conferences approach you will receive notification of your scheduled time. We encourage parents and teacher to hold conferences with each other when necessary throughout the year. We request that parents set up an appointment rather than "drop in" as teachers often have after school commitments.

FOOD SERVICES

Money may be added to each student's debit card by either parents or students before each school day. If unable to do so, cash may be used to purchase a meal. Menus are available with listings for breakfast and lunch.

Applications for free and reduced lunches will be available in the office. Parents may apply at any time during the year by completing the form and returning it to the school. For further information please contact District Office Food Service at 602-493-6330.

HARASSMENT, BULLYING, HAZING, AND THREATS OF HARM

Village Vista is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of harassment, bullying, hazing, or threat of harm. Students have the right and responsibility to report harassment, bullying, hazing, or threat experiences, and to have that report processed by a knowledgeable staff member. A confidential process for students and parents to report acts of bullying, intimidation, or harassment is provided through the school's Silent Witness Program. Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension, or expulsion from school, depending on the severity of incidences and/or frequency of offenses. Counseling, mediation, community service, and other programs where the student takes responsibility for the action may be sued as alternative consequences.

HOMEWORK PROCEDURES

During an absence or series of absences, important direct instruction time has been missed. This teacher/student interaction must be established before expecting students to be responsible for and benefit from homework assignments. Therefore, it is not necessary to request homework for students prior to or during an absence. If the absence is due to an illness, focus on getting well. If it's due to a personal experience, attend to the personal experience. Upon the students return from an absence, the teacher will meet with the student, establish the necessary direct instruction, adjust the required homework assignments and establish a reasonable period of time to complete (make-up) and turn in the work.

LOST AND FOUND

The school cannot assume responsibility for losses; however, if you will report them immediately, every effort will be made to help locate lost articles. Our lost and found box is located in the multi-purpose room. The school secretary holds valuables.

LUNCHROOM STANDARDS

Students will eat in the lunchroom unless approval is given and supervision provided by a staff member to eat in an alternative location. No food is to be taken out of the lunchroom.

Students will use good table manners, eat while seated, talk using quiet voices, and enter and exit the lunchroom in an orderly manner.

Students will remain at their assigned tables until dismissed, and it is their responsibility to keep their area at the table and surrounding area clean.

NURSE AND MEDICATION

Our school nurse is on duty during regular school hours and can be reached at 602-493-6233. The nurse is prohibited by state law from dispensing medications at school without written permission from a parent.

All medications, both over-the-counter and prescription medications must be brought to school in their original containers and be accompanied by a written permission note from a parent. The note must include time, dose and reason for medication to be given.

State guidelines for school prohibit the nurse from stocking any over-the-counter medication. Parents must provide all over-the-counter medication along with written permission if they want their child to have them during the school day.

PARK

Village Vista is located next to Sweetwater Park. Occasionally, individual classes or school-wide events occur in the park as an extension of our campus facilities. Teachers are required to inform the school office and check out a radio for constant communication. Teachers are required to inform parents of these activities.

PROHIBITED ITEMS AT SCHOOL

Items not connected with the school program should be left at home, i.e., radios, video games, skates, rollerblades, rollershoes, scooters, mopeds, skateboards, cell phones, pagers, etc. Non-school related items are subject to loss and damage and could be disruptive in the classroom and on the playground.

PUPIL PROGRESS REPORTS

Written grades and/or progress reports to parents of students in grades Kindergarten through six shall be issued approximately every nine weeks. Computers, P.E., Art, and Music written reports shall be issued at the close of each semester and conferences held with parent(s) as scheduled or as needed.

Deficiency notices warn of MAJOR problems in student work habits and/or achievement and are sent home at the midpoint of each of the 9-week grading periods for grades 4th-6th.

SCHOOL BUS SERVICE

Bus service will be provided for kindergarten students who live beyond mile and first-sixth grade students who live beyond one mile from school. Buses will pickup/dropoff students at their designated stops. You, as a parent, are encouraged to be waiting for your child at the stop. This is particularly important for younger students during the first couple of weeks after your child begins school. This will help both your child and the driver to become familiar with the correct stop. Tell your child that if they are disoriented scared, confused, etc. to let the driver know and to stay on the bus. Teach your child how to safely walk to/from the bus stop and remind them to respect private property at the bus stop. If a student is to ride a different bus or get off at a different stop, changes must be submitted in writing to the school office for prior approval. You may reach transportation at 602-493-6320.

SCHOOL BUS STANDARDS

- Observe same conduct as in the classroom.
- Be courteous; use no profane language.
- Do not eat or drink on the bus.
- No glass items allowed on the bus.
- Keep the bus clean
- Cooperate with the driver.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- No balloons or flower arrangements.

STUDENT DRESS, CONDUCT, APPEARANCE

Student dress, personal appearance, or conduct shall not disrupt nor distract from instructional procedures, school-sanctioned social functions, or the disciplinary control of the teachers. Hats or scarves are not to be worn in the classroom or in any building on campus.

Clothing should be age and activity appropriate. There should be no clothing item that advertises alcohol, drugs, or illegal substances, or have inappropriate pictures, words, or slogans. Clothing should cover the student's underwear; no 'sagging'. Hair must be neatly groomed. Extreme hair colors, styles, or cuts that are distracting to the learning environment are not appropriate.

TELEPHONE

The school telephone is for business purposes and should not be used by students for personal arrangements. These arrangements should be made at home or the day before. Messages from home will be taken and given to students as needed and when appropriate.

TEXTBOOKS/LIBRARY BOOKS

All textbooks and library books are loaned to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them. Students are urged to take good care of books.

TRANSPORTATION (BUS) QUESTIONS 602-493-6230

If you have any problems with the bus, you need to call this number. The transportation department is responsible for the bus schedules, drivers, or routes.

VOLUNTEER PROGRAM IN THE SCHOOL

Village Vista is proud of its volunteer program and the help that our students receive from our volunteers. Please call our Village Vista PTSA Volunteer Coordinator at 602-493-6230. or contact your child's teacher if you are available to help. We need you!

Every volunteer who works for the Paradise Valley Unified School District must complete a Volunteer Registration and Application Form and Emergency Card before he/she begins work. (This includes parent volunteers.)

In accordance with our district policy, volunteers who do not have a child in the school where they will be working **MUST** be screened by the Personnel Department before beginning work.

VISITORS AT SCHOOL

Parents are always welcome to visit Village Vista. **BEFORE VISITING A CLASSROOM, ALL VISITORS MUST CHECK IN THROUGH THE SCHOOL OFFICE.** This is for the protection of your children and it is required by state law.

When possible, please schedule an appointment with a teacher prior to visiting the school.

WITHDRAWALS

It is necessary to come into the office to properly withdraw a student. At that time, the parent will receive paperwork that is needed to register the child at his/her new school.

