

# Vernon Elementary School District # 9

## 2020-2021



## Preschool & Kindergarten Parent/Student Handbook

### Kids at Hope Pledge

I am a kid at hope.

I am talented, smart, and capable of success.

I have dreams for my future,  
and I will climb to reach those goals and dreams every day.

All kids are capable of success.

**No exceptions!**

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## 2) Facility Information

### Facility Location

#### **Vernon Elementary School District**

Early Childhood Education Building  
90 County Road 3139  
Room 161  
Vernon, Arizona 85940  
Phone: 928-537-5463  
Fax: 928-537-1820  
www.vernon.k12.az.us  
[korton@vernon.k12.az.us](mailto:korton@vernon.k12.az.us)

#### **Arizona Department of Health Services**

Child Care Licensing  
150 N. 18th Avenue, Suite 400  
Phoenix, AZ 85007  
Phone: 602-364-2539  
Fax: 602-364-4768  
BCCL@azdhs.gov

### Regulations

The Vernon Elementary School Preschool - Kindergarten is regulated by the Arizona Department of Health Services located at 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007. Their phone number is (602) 364-2539. Inspection reports are available upon request. VESD is classified by the Arizona Department of Health Services as full-time 3/4/5 and school age child care facilities R9-5-204.

### VERNON ELEMENTARY SCHOOL DISTRICT PERSONNEL

#### Front Office

Superintendent/Principal: Dr. Monica Barajas  
Business Manager: Mary Adams  
Finance Assistant: Nicolette Gardner  
Executive Administrator: Karol Coffman  
Para-Preschool/ Acc. Payable: Joyce Madrid

#### Teachers

Kristen Orton	ECE Facility Director Preschool/Kindergarten
Ashley Umphress	1 <sup>st</sup> Grade
Kendra McGrew	2 <sup>nd</sup> Grade
Tammy Yost	3 <sup>rd</sup> Grade
Thea Wilson	4 <sup>th</sup> Grade
Stephanie King	5 <sup>th</sup> Grade
Liza Messersmith	6 <sup>th</sup> Grade
Lisa Marean	7 <sup>th</sup> Grade
Andrew Madrid	8 <sup>th</sup> Grade
Rob Lefrandt	Computers
Amy Nelson	Special Education Director
Scott Landis	Physical Education

#### Facilities/Transportation

Jessica Wheeler	Supervisor
Cole Merifield	Bus Driver/Maintenance/ Custodian
Betsy Elvendahl	Bus Driver/Maintenance/Custodian

Bill Johnson            Bus Driver  
Geraldine Kocher     Custodian

**Support Staff**

Stacey Leach            Title One/SPED Aide  
Susan Larson            Title One/SPED Aide  
Renee West-Napper    Title One Aide

**Food Services**

Susanne Chapman     Manager  
Darla Rider             Assistant

**Governing Board Members**

John Wilhelm - President  
Deanna Hunt - Clerk  
Steve Harmon – Member  
Irene Humphrey – Member  
Bill Stulce - Member

**Qualifications of Staff**

The Facility Director is certified by the Arizona State Department of Education and is a Highly Qualified Teacher. Mrs. Kristen Orton has earned her Master’s in Early Childhood Education and Bachelors in Elementary Education with an emphasis in Science. Our paraprofessionals have met all Arizona State Department of Education requirements to be in the classroom. All members of our preschool staff also hold current CPR and First Aid Certificates R9-5-401.

**Fees and Zoning**

The Vernon Elementary Preschool-Kindergarten is funded through Federal Title 1 and Vernon Elementary School Funds. The programs are free to Vernon residents; therefore, there is no refund. This program is open to residents of Vernon, Arizona for the first six weeks of the school year, a waiting list will begin the summer before the school year begins for students outside of the zoning area.

**Insurance**

In accordance with Arizona law (A.R.S. R9-5-302.A 1-15, Article 3) Vernon Elementary School maintains general liability insurance.

**Inspection**

State inspection reports are available at the school for review. Facility Inspection Reports are on file in either of the preschool classrooms. These reports are available for public inspection.

**3) Vernon Elementary School District Vision/Mission**

The mission of Vernon Elementary School is to provide high quality instruction to students in collaboration with parents. Students will develop good study habits and excel in critical thinking skills, which will be evidenced through strong written and verbal communications skills. The school culture will be based on individualized instruction while promoting community values in a safe learning environment.

**4) Governing Board Meetings**

The Governing Board meets every second Tuesday of each month at 5:30pm in the Library of Vernon Elementary School. Notices of the meetings and any of Governing Board committees and/or subcommittees will be posted at Vernon Elementary School, 90 CR 3139, Vernon, Arizona on the outside bulletin board located next to the double front doors and on the bulletin board outside the main exit gate. Both locations are open to the public Monday through Thursday from 7:30 a.m. to 4:00 p.m. except legal holidays. The public may obtain an agenda for the meeting(s) by calling the District Office at (928) 537-5463 or the agenda may be viewed at the District website <http://www.vernon.k12.az.us>.

### **VESD Site Council**

The purpose of our Site Council is to provide parents, staff, and community members to work together towards meeting the school wide goals. Our Site Council meets in conjunction with the Vernon Community Park Committee. This allows both committees to work together to encourage parental and community involvement. Meetings are held the first Tuesday of each month. For further information please see Dr. Monica Barajas [mbarajas@vernon.k12.az.us](mailto:mbarajas@vernon.k12.az.us).

## **5) General Policies and Practices**

### **School Hours**

<b><u>Grade Level</u></b>	<b><u>Begins</u></b>	<b><u>Ends</u></b>
Preschool Half Day	7:30 AM	11:30 AM
Preschool Full Day	7:30 AM	3:30 PM
Kindergarten	7:30 AM	3:30 PM

### **Drop-off & Pick-up of Students** (see COVID-19 Reopening Addendum)

Breakfast is served at 7:30 AM in the Early Childhood Classroom there is no supervision before 7:30 AM, this applies to all students including those who ride the bus, walk or dropped off by parent/guardian. Parent/guardians dropping students off at school must be signed in/out daily, at the Early Childhood Building.

There is no supervision after the school busses leave. Parents must pick up their student, who do not ride the bus, five minutes after the bell rings.

### **Enrollment Procedures**

**Please provide Immunization Records, Birth Certificate, Proof of Residency, Completed enrollment packet.** Parents/guardians are asked to complete the forms indicated and submit them to the school **before their child's first day** of attendance. Students will not be allowed to attend school unless these forms have been submitted.

### **Early Release, Late Start and Snow Days**

There are two early release days scheduled in the 2020/2021 school year calendar. These are **December 17, 2020** and **May 27, 2021**. In the event of delay start, make-up days will be scheduled. In the event of Snow Days used, the District has three Snow Rebate Days in May to make-up missed instructional days. For additional information on Snow Day closures and delayed start the following radio station will broadcast the information: FM Stations: 92.5.

Additionally you may call the front office or check the Vernon School District website at [www.vernon.k12.az.us](http://www.vernon.k12.az.us) . These methods of communication will be updated by 6:00 AM when possible in the event of bad weather school closures or delayed start.

In the event of severely inclement weather or mechanical breakdown, school may be closed or start may be delayed. The same conditions may also necessitate early dismissal. Students will be bussed home and we will use an automated system to notify parents of the early release. We will assume that a parent will be home to receive them. **Arrangements should be made in advance with friends and neighbors in case the parent is not at home when this happens.** The school will do it's upmost to notify parents in time for them to be able to make arrangements in case of emergencies.

Please ensure the front office and facility director has your **up-to-date phone and email information** so you may receive these important announcements via automated system.



# SUMMARY OF CALENDAR OF EVENTS

2020-2021 School Year

July	04* 30	Legal Holiday: Independence Day (Saturday) Open House 4-5 pm
August	3,4,5  6	Staff Orientation (Monday, Tuesday, Wednesday)  <u>First Day of School</u> (Thursday)
September	07*	No School – Labor Day (Monday)
October	02 06 08 12, 13, 14, 15	Parent/Teacher Conference (Friday) Picture Day (Tuesday) End 1 <sup>st</sup> Quarter/Report Due (Thursday) No School – Fall Break (Monday thru Thursday)
November	11* 25* & 26*	No School-Veteran’s Day (Wednesday) Thanksgiving Break (Wednesday & Thursday)
December	17 22, 23, 24*, 28, 29, 30, 31	11:45 Release - End 2 <sup>nd</sup> Quarter / 1 <sup>st</sup> Semester (Thursday) Winter Break
January	01* 18*	Winter Break No School – Martin Luther King Day (Monday)
February	5 15*	Parent/Teacher Conferences (Friday) No School – Presidents’ Day (Monday)
March	11 15, 16, 17, 18	End 3 <sup>th</sup> Quarter Due (Thursday) Spring Break (Monday - Thursday)
April	1–22	State Testing (Monday-Thursday)
May	20 25 26 27 28 31*	4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester/Report Card due (Thursday) AM Awards Ceremony (Tuesday) Preschool and 8 <sup>th</sup> 10:30 AM Promotion (Wednesday) 11:45 AM Release – Last Day of School (Thursday) Teacher’s Last Day (Friday) Memorial Day (Monday)

\* District Closed - 12 Month Employee Holiday

## **6) Health & Safety Information** (see COVID-19 Reopening Addendum)

### **Immunizations of Students**

Subject to the exemptions as provided by law (written exception affidavit 9 A.A.C. 6, Article 7) immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis and haemophilus influenza b (Hib), is required for attendance of any student in the school. Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

Parents/guardians will be notified in writing if immunizations are due and given 15 days to complete and return documentation to the program.

### **Communicable/Infectious Diseases** (see COVID-19 Reopening Addendum)

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return. Parents will be requested to provide a history of the communicable diseases for each student. This includes pediculosis (lice infection).

Facility Director shall not allow an enrolled child who lacks proof of immunity against a disease listed in A.A.C. R9-6702(A) to attend the child care facility between the start and end of an outbreak of the disease at the facility.

If a staff member or enrolled child contracts a communicable disease or infestation listed in 9 A.A.C. 6, Article 2, Table 2, a licensee shall ensure that, within 24 hours of notice of the communicable disease or infestation, written notice will be provided to staff member, parent, and the local health department.

### **Administering Medicines to Students**

Students enrolled in the preschool and kindergarten program **WILL NOT** be given medication at school, except for rescue medicine such as inhaler or epi-pen, R9-5-516.

If the student has a temperature of over 100.4°f, or if they are vomiting, the parent will be called to pick the student up. The student may not return to school until they are not sick and/or are fever free for 24 hours.

### **Campus Safety & Security**

To keep our students safe, we keep our campus doors locked after instruction begins each day and all visitors must enter the front office through the side door. All students will be supervised at all times while on the premises. The school has several security cameras placed throughout the campus that are monitored 24/7.

## **Accidents**

Minor injuries happen to children, and every educator serving the early childhood classroom is trained and certified in first aid and CPR. The staff treats minor injuries requiring no more than soap and water, a bandage, and a little loving care. Parents/guardians are called when appropriate.

## **Serious Injuries**

The school will call you immediately to report any injury to the face or head and other serious injuries requiring further care or medical treatment. The supervising staff member also will file an accident report.

## **911**

If a serious illness or accident occurs, school personnel will call 911 for assistance and evaluation. Parents/guardians are also called as soon as possible. If the EMT personnel decides to transport your child to the nearest emergency medical facility and you are not at the school yet, a teacher or staff person will accompany the child to the emergency medical facility along with the blue emergency card.

Vernon Elementary School developed an Emergency Response Plan that serves as a guide to help staff and safety partners respond swiftly should a crisis arise. Parents should be assured to know that the safety procedures in place in the school are extensive and all staff are prepared to respond to a wide variety of school emergencies.

## **Safety Drills**

If you are present during a drill, follow the lead of the nearest faculty or staff member. The school conducts monthly fire evacuation drills and other safety drills, such as lock down drills. In the event, it is not a drill but an actual emergency; school officials will immediately call police and emergency services. All directives of the incident commander will be followed and parents will be notified of the event via the school's outreach program, R9-5-514.

## **Facts and Terms Every Parent Should Know**

Should an emergency situation occur while you are on campus, it is important that you are familiar with the following terms:

- **Modified Lockdown (Lockout)**  
During a modified lockdown exterior doors and main interior doors are locked to make it more difficult for an intruder or potential threat to gain access to students or staff.
- **Lockdown**  
During a lockdown, all school interior and exterior doors are locked and all students and staff are confined to a safe room. No entry or exit is permissible until an "all clear" signal is given. This takes place when there is a possible threat inside or outside of the school.
- **Evacuation**

An evacuation may be necessary for the following situations: arson, fire, explosion, hazardous materials leak/spill, bomb threat, or damage to the building.

- **Shelter-In-Place**

This refers to taking refuge in an area inside the school when there is not adequate time to evacuate the school or release students. For example, this procedure may be implemented inside for hazardous materials that have been released into the atmosphere.

## **Pesticide Notice**

Notification of pesticide application will be posted in each activity area and in each entrance facility, at least 48 hours before pesticide is applied on the facility's premises containing the date and time of the pesticide application. Pesticide information is available from the licensee upon request R95-310.

## **Food Service** (see COVID-19 Reopening Addendum)

The cafeteria offers breakfast and lunch daily. Due to meeting the requirements of the National School Lunch Program nutrition guidelines and federal funding guidelines we can offer this service free to all students enrolled at Vernon Elementary School District. All students will eat lunch in the cafeteria. All students will eat in the classroom.

## **7) Parent/ Student Information**

### **Student Confidentiality**

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The District will use the following criteria to determine who are school officials [34 C.F.R. 99.31]:

- A person duly elected to the Governing Board (under limited circumstances).
- A person certificated by the state and appointed by the Governing Board to an administrative or supervisory position.
- A person certificated by the state and under contract to the Governing Board as an instructor.
- A person employed by the Governing Board as a temporary substitute for administrative, supervisory or instructional personnel for the period of such performance as a substitute.
- A person employed by or under contract to the Governing Board to perform a special task, such as a secretary, a clerk, the Governing Board attorney, or auditor, for the period of such performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so [34 C.F.R. 99.32]. A "legitimate educational interest" is the person's need to know in order to:

- Perform an administrative task required in the school employee's position description approved by the Governing Board.
- Perform a supervisory or instructional task directly related to the student's education.

- Perform a service or benefit for the student or the student’s family, such as health care, counseling, student job placement, or student financial aid.

For a more detailed explanation of your rights under the Family Educational Rights and Privacy Act, please contact the office or Governing Board Policy - Student Records – JR.

### **Nondiscrimination/Equal Opportunity**

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin and disability, or any other reason not related to the student’s individual capabilities.

### **McKinney-Vento *Right of Homeless students***

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and unaccompanied youth, applies to all services, programs and activities provided or made available.

A student may be considered eligible for services as a “homeless child or youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In shared housing of other persons due to loss of housing, economic hardship, or similar reason
- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground or similar situation due to lack of alternatives
- At a bus station, park, car or abandoned building
- In temporary or transitional foster care placement.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to [www.ade.az.gov/asd/homeless](http://www.ade.az.gov/asd/homeless) or contact Karol Coffman at Vernon Elementary School District (928) 537-5463.

### **Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information (FERPA)**

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws: The Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, “education records” means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
  - Parents or eligible students should submit to the school principal (or other appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
  - Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
  - If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
  - The district designates the following information contained in a student’s education records as “Directory Information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent: the student’s name, address, telephone listing, date and place of birth, electronic email address, photograph, grade level, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height if a member of an athletic team, honors and awards received and the most recently attended educational agency or institution.
  - Parents have two weeks to advise the District in writing (a letter to the Superintendent’s office) of any or all of the items they refuse to permit the district to designate as Directory Information about that student. After this two-week period, if the District has not received written refusal to allow the release of the Directory Information, the District will assume that it has their permission to release the above-mentioned information.
  - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the school board ; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Upon request, a school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll if the school states in its annual notification of FERPA rights that it forwards records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605

*Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at (602) 542-5393.*

## **Videos**

All videos/Movies rated G or PG will be considered for approval by the Superintendent. Parents have the right to request that their child not view any movie or video, regardless of its rating, or the purpose for which it is to be shown.

## **Use of Technology Resources by Students**

Use of electronic information services (EIS), or school computers, by students, require both parent and student to sign a User Agreement. By signing the agreement, the student and the parent acknowledge that it is their responsibility to comply with all of the requirements of the User Agreement. No student will be allowed to use school computers until the agreement has been signed and returned to the school.

## **8) Academic Information**

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled at the end of the 1<sup>st</sup> GOLD checkpoint (fall) and 2<sup>nd</sup> GOLD checkpoint (winter). For the 2020/2021 School Year, **Parent/Teacher Conferences** will be held on **October 2, 2020 and February 5, 2021.**

### **Student Incentive Program**

Incentives program that allow students to earn incentives that are academic and more conducive to opportunities for students such as good attendance, citizenship and other positive programs. Students have the opportunity to earn P.A.W.S. bucks to be in a weekly drawing and to use in our P.A.W.S. Store.

## **Project Based Learning**

Project Based Learning students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question, problem, or challenge. In Early Childhood Education these projects will usually last from four to six weeks, the topics will be real relevant and meaningful to the students.

## **Hands-On Learning**

Hands-on exploration promotes the development of problem solving skills, recognition of cause and effect, and organizing and classifying. These explorations lay the foundation for learning science, technology, engineering, and math concepts. In early childhood it is essential that learning activities be hands-on, child-driven, authentic, and active. Developmentally, young students learn and understand best from what they can see, touch, feel, and manipulate. Students will be encouraged to explore, have fun, and get their hands dirty!

## **Curriculum**

The Vernon Elementary School Early Childhood Education program utilizes Creative Curriculum, Teaching Strategies Gold, Sanford Harmony and the Spalding Method. It includes social/emotional development, physical development, cognitive development and language development (listening/speaking and reading/writing). The curriculum is aligned to the Arizona Early Childhood Education Standards.

Teaching Strategies GOLD the assessment tool that will follow each student in 10 areas of development and learning throughout the school year. This tool will be used to create a whole picture of each student's growth through students will be provided documentation, sample work and yearly portfolios.

## **Purpose**

The purpose of Early Childhood Education is to provide appropriate experiences that contribute to each student's intellectual, social, emotional, and creative growth. School should provide children with a happy and relaxed atmosphere conducive to gaining self-confidence, creativity and responsibility.

Play is an important aspect of intellectual, social, and motor growth in a preschool child. Early childhood students also need to be provided with ample play time to allow them to develop their natural creative abilities. Students will be involved in play activities that are sometimes child-initiated and sometimes teacher directed. Through play, the students will develop the prerequisite skills needed to be successful in first grade and throughout their future school years.

## **Routines**

The daily schedule of the classroom is as vital as the resources the teachers has. Students thrive with a consistent routine, they quickly learn transitions, special events that reoccur in a week and notice the small



changes. See the daily schedule posted in class and handed out at the start of school for specific time periods. A solid routine also assists students with separation anxiety, which is why arriving to school on time is vital.

## **Rules**

As a student enters school for the first time either preschool or kindergarten students they are learning how to be bicultural. As families each home is unique in rules and expectations, as is the learning environment. In school we will be learning how to work in a classroom community, overcome challenges and disagreements.

**We take care of our self.**  
**We take care of each other.**  
**We take care of our things.**

## **Rituals**

Rituals are routines that are infused with deeper meaning, they make daily experiences more meaningful. These are special actions that help us navigate emotionally important events or transitions. Students will have a specific way to enter the classroom, songs that signal transitions and events that make school and learning more meaningful.

## **Classroom Requests**

Project based learning (PBL) allows students develop deeper understanding in subjects that are real, relevant and meaningful to them. We will do six PBL throughout the year and need a variety of materials that you may already have at home so notes are sent home requesting items. You are never obligated to donate items; it is only if you are financially able to contribute or happen to have these materials around your home. We also utilize many items that can be recycled. Throughout the school year notices will be sent home requesting these items.

## **Labeling**

Please label any personal items your student brings to school: extra clothing, back-packs, coats, etc. The program is not responsible for any items that are lost, broken, or stolen. All children need a regular sized back-pack, play clothes, full change of clothing, and season appropriate clothing.

## **Promotion & Retention**

The District is dedicated to the continuous development of each student. Promotion from year to year will be based upon Arizona College and Career Readiness Standards for each basic subject, including but not limited to reading written communication, mathematics, science and social studies. In addition to these standards, test scores, grades, Teacher-Superintendent recommendations and other pertinent data will be used to determine promotion. Retention of students is a process that is followed, throughout the year, when the professional staff, in consultation with the parent, determines it to be in the best interest of the student. Core classes are Math, Reading, Writing, Science and Social Studies. As a rule, though primary

grades are suggested as the most appropriate time for retention, retention may be considered at any grade level.

## **Assessments**

The use of tests is one indication of the success and quality of the educational program. In the case of an individual student, tests, in combination with other criteria, can provide an indication of student achievement. Vernon uses GOLD, DIBELS as a universal screener, RAZ KIDS, and Freckle. Teachers will also be required to use other forms of formative assessments to ensure mastery of standards taught.

All students shall be tested, except that students with disabilities will be included with appropriate accommodations and alternate assessments where necessary in accordance with their respective Individual Education Program.

## **9) Attendance** (see COVID-19 Reopening Addendum)

Good attendance is essential to the total development of a sound educational environment. A significant part of the student's experience is derived from classroom relationships, activities, discussion, and participation. An attendance policy is therefore, necessary to provide a set of guidelines commensurate with the District-wide goals in terms of student achievement, positive attitudes and subject matter competency.

We understand children and families face many challenges during each school year. Amidst the long list of concerns we all share is the issue of school attendance, an issue that seldom gets newspaper headlines, but one which has a fundamental impact on the present and future success of all children. The consequences for failing to attend school are well documented. Truancy has been identified as a predictor of delinquency, drug use, and is often associated with lowered academic achievement, self-esteem, and even employment potential. In addition, several studies have found that a pattern of poor attendance in early grades is linked to an increased likelihood for dropping out of school in later years.

We believe it is very important for you to attend school for the following reasons:

- To keep up with work and make friends.
- To get the best possible start in life and make the best of opportunities.
- Because employers and colleges look at attendance before offering a job or for admission to college.
- Because school attendance is required by law.
- Because learning makes a difference to your future.

Your parent can help improve your attendance by:

1. Making medical or other appointments out of school time.
2. Taking only official school holidays.
3. Taking an interest in your school work, asking about your day, and praising you when you do well.
4. Telling the school when you will be absent by calling the school on the first day of absence.
5. Make sure you understand they do not approve of you missing school.

6. If you make excuses to try to get out of going to school, they take time to listen to them so they can help you with your problem.

Under state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision comply with the compulsory attendance law, unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901.

The following will be considered excused absences:

- Illness of the student or immediate family (proof may be necessary).
- Doctor or dental appointments (proof may be necessary).
- Family trips with **prior** arrangements made in advance.
- Funerals of relatives or close friends.
- Family emergencies.
- Attendance at school activities out of town (a prearranged absence must be made and the parents/guardian of the student must pick them up at the school office).
- Extenuating circumstances as determined by the parent and the District Administrator.

### **Unexcused Absences** (see COVID-19 Reopening Addendum)

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

Regardless of the reason for any absence, the home will receive written notification when a student has been absent five (5) times during any term (eighteen [18] weeks).

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The District Administrator will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

### **Tardy**

Being tardy to school or class can result in significant disruption in the educational process not only for the tardy student but for other students in the classroom, as the teacher must leave the lesson in progress to assist the late student in getting on task. Consequences will be enforced after 5 tardys.

### **Excessive Absences** (see COVID-19 Reopening Addendum)

Regardless of the reason for any absence, the District Administrator will call the parents in for a conference when a student has been absent ten (10) days during any term (eighteen [18] weeks). Students may be at risk for retention. They may also be submitted to the County Attorney's office for Truancy Referral.

If a student continues to be absent (fifteen [15] days) from school after the parent conference, the student will be referred to the Student Attendance Review Committee (SARC). The SARC will be composed of the student's teacher(s), the school attendance clerk and the District Administrator. The SARC will review the academic and attendance record of the referred student and will develop an improvement plan to address the needs and responsibilities of the individual student; and if necessary, address the support to be provided by the parents, the School District and other agencies to assist in gaining the desired effect of maintaining a regular pattern of class attendance. The primary goal of the improvement plan and the SARC process is to effect significant improvement through structure and supportive measures.

At the tenth (10th), fifteenth (15th) and the eighteenth (18th) day absence, the District Administrator will notify the parent in writing of the compulsory attendance requirements and that the parent could be issued a citation for violation of A.R.S. 15-802 or 15-803, and students may be subject to discipline actions.

**Absence Communication** (see COVID-19 Reopening Addendum)

When an excused or authorization of absence from the parent or person having custody of the student has not been provided to the school office, the school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student upon the student's absence.

- Students in grades preschool through six:
  - ◆ Within two hours after the first class in which the student is absent.
- Students in grades seven and eight:
  - ◆ Within two hours of an absence when the absence is from the student's first class of the day.
  - ◆ Within five hours of an absence from a class other than the student's first class of the day

**The District and its Board, employees or agents are not liable for failure to notify.**

Further, on or before the enrollment of a student in grades kindergarten through eight, the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absence. The District also requires that at least one telephone number, if available, be given to the school office so that a "reasonable effort to notify by telephone" may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.

**Make up Work**

The following standards shall apply in the District for make-up work. Adjustments may be made when it is in the best interest of the student(s).

- It will be the student's and parent's responsibility to ask for make-up work and to arrange for a time to make up tests when the student returns.
- If the teacher is unable to supply the student with a make-up assignment, the student will not be held responsible for that make up assignment.
- The student has the responsibility to work with the teacher to develop a plan for making up homework and tests.
- If work is not turned in by the time the assignment is due, and the student fails to provide an acceptable explanation of the extenuating circumstances that would merit an extension, the teacher may reduce the grade on the assignment or withhold credit on the assignment.
- When a student has been absent for illness, ample time will be given for

In situations where the student will be absent for more than three (3) days, due to illness (i.e., chicken pox, measles, et cetera), or when the parent notifies the District office that the student will be absent more than one (1) week for other reasons (e.g., vacation), teachers may provide required assignments in advance or send assignments to the student.

### **Withdrawal from School**

When a student is to be transferred to another school district, please see Karol Coffman, Student Services, to facilitate the paperwork necessary to transfer student records in accordance with District Policy and FERPA privacy policy.

## **10) Student Rights and Responsibilities**

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

### **Rights:**

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government in the development of such a curriculum.
- Students have the right to physical safety, safe buildings and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.

- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations and school regulations.

### **STUDENTS HAVE NO REASONABLE EXPECTATIONS OF PRIVACY**

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice by school personnel.

### **Responsibilities:**

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self- discipline in observing and adhering to school rules and regulation.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

### **Student Concerns, Complaints, Grievances**

Students may present a complaint or grievance regarding on (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.

- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

**Provided that:**

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.
- 

**The guidelines to be followed are:**

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to the District Administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the District Administrator. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the District Administrator or the Governing Board President or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the District Administrator. Complaints by middle students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulation or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

### **Personal Property**

The school assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school.

## **11)Parent Information**

### **Home Communications** (see COVID-19 Reopening Addendum)

The facility director will keep parents informed regarding events, policies and general information. In order to keep you informed on the month's activities, information will be sent home with the student through a classroom monthly newsletter, through written memos, our classroom communication board located by the door. These are very important for you to read and keep for the entire month so that you are always informed!

If you have any questions concerning your student or classroom activities, please call or come into the classroom at any time. If your student is having difficulty separating from you when you bring them to class, please discuss this with the teacher. Often student is upset for only a few minutes after a parent leaves.

### **Visitors** (see COVID-19 Reopening Addendum)

As required by State law, all visitors must first report to the school office and sign the register. All visitors will be required to show ID.

Parents are encouraged to visit and /or volunteer in class as long as it does not continuously distract their child. Please arrange for child care for other siblings. While volunteering you may be asked to help prepare projects, read to children, supervise play, help with classroom celebrations, lead a group activity, etc. Working with children is very rewarding and we are looking forward to your help. If parents will be working with children other than their own, they must fill out a volunteer packet (located in the front office).

### **Parties** (see COVID-19 Reopening Addendum)

Each Vernon Elementary School class is permitted to have classroom celebrations. Each teacher is responsible for determining dates for those celebrations. The food served must comply with in the health and wellness policy guidelines.



### **End of Year Activities** (see COVID-19 Reopening Addendum)

At the end of each school year, the school will schedule an end-of-the-year Field Day. This is done in cooperation with Student Council. Activities include games that require physical play and the potential of getting wet! Parents are invited to attend the Field Day event. Please make sure to sign in at the front office.

### **Animals in School**

Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the District Administrator.

### **School Ceremonies and Observances** (see COVID-19 Reopening Addendum)

The following shall be adhered to regarding required opening exercises and school programs as they pertain to customs and holidays:

- Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day.
- When special days or significant events are recognized, it is recommended that appropriate classroom and assembly programs be presented in keeping with the traditional and historical significance of the event or season.

### **Parent Liability** (see COVID-19 Reopening Addendum)

Under Arizona Revised Statutes, parents are liable for damage done to school property by their children. A student who cuts, defaces, or otherwise damages any school property may be suspended or expelled from school. We believe parents and taxpayers should not be required to underwrite premature replacement or repair caused by negligence or malicious vandalism. Our policy on parent responsibility for such costs is therefore, strictly and fairly enforced by the administration.

### **Supplies and Fees**

Vernon Elementary School District maintains a policy of providing free books and workbooks for students. Parents are responsible for all books and school property assigned to students and will be charged if items are lost, stolen, or damaged by their child.

### **Gym** (see COVID-19 Reopening Addendum)

In the Gym the following rules must be followed:

- NO throwing or kicking balls at each other
- No taunting
- The teacher on duty will assist with ANY problems
- Any students who break the gym rules will have a consequence
- All students MUST have permission to leave the gym at ANY time

### **Library** (see COVID-19 Reopening Addendum)

Please speak quietly (whisper) in order not to disturb other users. If not checking out materials or you have received your materials, you may sit quietly at the tables.

Students enrolled in the early childhood education class **will not** be allowed to check out books from the VESD library. Facility director/teachers assistant may choose to take students into the library for story time. Students may have the opportunity to borrow book bags from the classroom.

### **Field Trips** (see COVID-19 Reopening Addendum)

For a student to participate in a school sanctioned field trip the following rules must be followed (R9-5-518):

- A parent permission slip including instructions for medical attention and eating arrangements must be received three days before the field trip.
- Students must have their classwork complete and have passing grades to be eligible to go on field trips.
- Good conduct must be proven, to have the privilege to go on a field trip.
- Students must demonstrate classroom behavior on field trips.
- All field trips must be approved by the Superintendent and will be based on funding and the educational purpose. All field trips must be in line with school-wide goals.

### **Volunteers at VESD** (see COVID-19 Reopening Addendum)

Volunteers are always welcome at VESD. There are many things that a volunteer can help with, for example: working with the teacher and students in the classroom in small groups, working in the Library, helping cut, glue, assemble items, filing, put buddy bags together, etc. All volunteers must fill out a volunteer packet, obtain a fingerprint clearance card and be school board approved. For more information, please visit the front office at VESD.

### **Picture Day**

Pictures will be taken in on **Tuesday, October 6, 2020**. We will send reminders home prior to this date. **There will be no make-up or spring pictures provided at this time.**

### **Neglect and Abuse of Children**

State law and our own concern for the welfare of each child require us to report suspected child abuse or neglect. If teachers know or have reason to believe that a child is being physically abused, sexually abused, or neglected, the law requires them to contact Maricopa County Child Protection Services. The law requires that the report include the child's name and address of the alleged perpetrator (if known), the extent of the injuries, and the name of the person reporting the suspected abuse or neglect R9-5-307.

### **Child Abuse Reporting Policy**

Vernon Elementary School seeks to maintain the safest possible environment for our students. In doing so, we abide by our legal, social, and moral obligations to protect our students from abuse by reporting any suspected abuse to the proper authorities. Child abuse is a very serious issue and Vernon Elementary School will not tolerate the physical abuse, emotional abuse, sexual abuse, or neglect of any of its students.

### **Reporting Procedures**

Early intervention in a situation can help prevent more serious abuse. As such, this policy requires that our faculty and staff report ANY indications of abuse that they may observe directly to Child Protective Services (DES) or the police department by calling 1-888-SOS-CHILD or 1-888-767-2445 and to follow any written requirements requested by DES.

Arizona law requires certain persons who suspect that a child has received non-accidental injury or has been neglected to report their concerns to DES or local law enforcement (ARS §13-3620.A). In addition, the faculty or staff member is required to report that a complaint has been filed to any of the following:

- Monica Barajas, Superintendent
- Kristen Orton, Facility Director

Vernon Elementary School will not tolerate any retaliation against any individual who brings forward a possible instance of child abuse. We both encourage and appreciate every person's cooperation in ensuring the safety and wellbeing of our students.

### **Dress Code**

Students enrolled at VESD are required to dress appropriately and that they wear closed toe shoes. We paint and sometimes get messy so it is preferred that the children wear play clothes. The early childhood classes play outside daily sun, rain, wind or snow. Ensure your child is dressed for the appropriate weather, and an extra change of clothes for the season is kept in their backpack.

### **Prohibited Personal Items**

The following personal items **ARE NOT** permitted on campus, school buses, or at any school activity:

- Laser pointers
- Gum
- Sunglasses worn indoors
- Long sticks and clubs used as sports equipment
- Toy or real, Knives, chains, or firearms of any kind or size, including pocketknives; or any instruments that could be used as a weapon or a simulated weapon.

### **Bullying**

Any student causing or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

### **Extracurricular Tax Credit**

This tax credit is available to single and married taxpayers. For a single taxpayer or head of household, the credit cannot exceed \$200. For Married tax payers that file a joint return, the credit cannot exceed \$400. The tax credit is used to reduce your state tax liability. For more information, please stop by the front office and pick up a flyer and donation form.

## **12)Transportation** (see COVID-19 Reopening Addendum)

### **Bus Procedures**

Preschool and Kindergarten students will need transportation form signed prior to first day of bus. Students will be signed-in on the bus daily and signed off the bus daily. Each bus driver will carry a list with the student's names, emergency, information, and immunization record card R9-5-517.

Sometimes it is necessary to change your child's bus stop temporarily. All requests for a change should be made in writing and submitted to the front office as soon as possible. Unfortunately, if the request is made too late we will not be able to change the bus stop. **Please review the cut-off times and the policy on accepting bus changes as follows:**

- Grades Preschool - Kindergarten (3:30 PM release) changes must be made before **1:00 PM** on the day of change.

#### **All changes must be made by:**

- Note written by parent or legal guardian with name, signature and phone number
- Email to [kcoffman@vernon.k12.az.us](mailto:kcoffman@vernon.k12.az.us) and [korton@vernon.k12.az.us](mailto:korton@vernon.k12.az.us)
- Fax to Karol Coffman at (928) 537-1820

#### **The school will NOT accept phone calls and verbal changes.**

Your child's safety is our greatest concern. Meeting these policies might seem inconvenient at times, however, they will assure greater safety for your child.

### **Bus Rules**

The following rules are to be observed and followed on all District busses and vehicles:

- Observe classroom conduct.
- Be courteous.
- The use of profane/inappropriate language is not permitted.
- Keep the bus clean. Eating, drinking, and glass containers are not permitted on the bus.
- Cooperate with the driver  
Damaging or tampering with the bus or equipment may be dangerous and is not permitted.
- Remain in your seat at all times
- Head, hands, feet, etc., must be kept inside the bus.
- Fighting, pushing or shoving is not permitted
- Animals are not permitted on the bus
- Flammable materials are not permitted on the bus.
- Students are required to sit in assigned seats, if driver has assigned seats.
- Be responsible for having and making a safe trip.

## **13) Arizona Department of Health Service Empowerment Standards**

### **Standard 1: Physical Activity**

Vernon Elementary School District is committed to our children's health and understands the unique needs of each child. We value our staff members and child care providers as positive role models who help children begin healthy habits at a young age. We promote, both indoor and outdoor physical activity by following the guidelines below. This policy is for an 8-hour per day facility and is specific to each age group. Daily physical activity is planned and initiated:

- Staff members and child care providers will include at least 60 minutes per day in curriculum for physical activity and as appropriate for children with special health care needs.
  - At least 30 minutes will be adult-led and 30 minutes will be free-play as appropriate for children with special health care needs (CSHCN).
- Staff members and child care providers will encourage both moderate and vigorous levels of physical activity.
- Sedentary time is limited to less than 60 minutes at a time, except when sleeping.
- Screen time is limited to three hours or less per week.
  - Exceptions to screen time limits include: children needing assistive and/or adaptive equipment or when screen time engages children in physical activity or is used for educational purposes.
- **Physical activity will never be used or withheld as a punishment.**

### **Standard 2: Sun Safety**

Vernon Elementary School District is dedicated to protecting the wellbeing and overall health of our children, staff members and child care providers. It is our goal to keep all outdoor activities enjoyable and fun, while keeping everyone sun safe. Scientific research has shown that there are a number of negative health effects due to sun overexposure including skin cancer and cataracts.

Policy: Vernon Elementary School District agrees to use the following safeguards for all outdoor activities:

- Staff members and child care providers will follow the age and developmentally appropriate guidance provided in Table 1 of the Empower Program Sun Safety Standard when planning outdoor activities.
- Staff members and child care providers will protect the children's skin, as well as their own, by:
  - Using sunscreen and lip balm that is SPF 15 or higher (provided by the parent), wide brimmed hats, sunglasses, tight-knit clothing and shade.
  - Limiting the exposure to the midday sun when UV rays are strongest, between 10 AM and 4 PM.
  - Monitor the UV Index regularly at [theempowerpack.org](http://theempowerpack.org) under Standard 2 to monitor the intensity of the sun's rays in order to properly plan for outdoor activities.

### **Standard 3: Breastfeeding**

We at Vernon Elementary School District are committed to providing ongoing support to breastfeeding mothers and will respect and encourage a mother's decision to continue to breastfeed her child. In keeping with this philosophy, our facility will:

- Provide a welcoming atmosphere that encourages mothers to begin and continue to breastfeed, even after returning to school or work.
- Provide a designated area for mothers, including staff members and child care providers, to breastfeed their child on site (such as a rocking chair).
- Provide a refrigerator or designated space within a refrigerator and/or freezer for storage of expressed breast milk.

#### **Standard 4: Child and Adult Care Food Program (CACFP)**

We at Vernon Elementary School District are committed to the health of all of our children. CACFP supports child care facilities by making child care more affordable for many low-income families while promoting good eating habits that support a child's individual needs. Eligibility for CACFP is determined by federal standards based on family income within established geographic boundaries. Our facility will check and document eligibility for CACFP.

- At this time, the Vernon Elementary School District, does not participate in the CACFP.
- We at Vernon Elementary Scholl District provide no cost breakfast and lunch for all enrolled students through the National School Lunch Program.

#### **Standard 5: Juice**

We at Vernon Elementary School are committed to our children's health. We recognize the importance of staff members and child care providers as positive role models for children as they learn to live healthy lives. The American Academy of Pediatrics recommends that preschool children drink no more than four to six ounces of 100% fruit juice each day, except as appropriate for CSHCN. If consumed in excess, children may fill up on juice and may eat less of nutritious foods during meals and snacks. Too much juice may also provide more calories than needed and expose children's teeth to too much sugar. Fruits and vegetables provide more fiber and less sugar than 100% fruit juice.

Policy: The Vernon Elementary School District adheres to the following fruit juice guidelines:

- Fruit juice will not be served more than two times per week.
- Only 100% fruit juice with no added sugar will be served.
- Fruit juice will only be served with meals and snacks and not continuously throughout the day.
  - One year to less than six years: No more than 4 ounces will be served at a time.
  - Six years and older: No more than 6 ounces will be served at a time.
  - Water will be used as the first choice for thirst, except as appropriate for CSHCN. Water will be offered throughout the day.

#### **Standard 6: Family Style Meals**

We at Vernon Elementary School are committed to supporting your child in establishing lifelong habits of healthy eating patterns. In keeping with this philosophy, our facility:

- Serves meals family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food.
  - Our role as staff members and child care providers is to provide nourishing food appropriate to the child's needs.
  - The child's role is to decide whether and how much to eat. We will never force a child to eat or discourage a child from eating food that is healthy for them.
- Staff members and child care providers model behaviors for healthy eating and positive body image in the presence of children.

### **Standard 7: Oral Health**

We at Vernon Elementary School District are committed to protecting the health and safety of our children, staff members and child care providers. Our facility recognizes that tooth decay is an infectious disease and a serious problem among young children, especially in Arizona. We also recognize that we, as staff members and child care providers, play an important role in preventing tooth decay and in educating the children, parents, staff members and child care providers on tooth decay and prevention

Policy: Vernon Elementary School District subscribes to the following recommendations to help prevent tooth decay:

- Provide monthly oral health education and/or
  - Implement a tooth brushing program for children ages 3 and older.
  - If a child needs specialized assistance or equipment, find resources with a local pediatric dental provider or contact 'ADHS Oral Health' for assistance.

### **Standard 8: Staff Training**

We at Vernon Elementary School District are committed to furthering staff member and child care provider knowledge on the Empower Program and Empower standards. In keeping with this philosophy, our facility will make sure that our staff members and child care providers receive three hours of training annually on age and developmentally-appropriate Empower topics. All training will be documented and records will be readily available for review.

### **Standard 9: ASHLine**

We at Vernon Elementary School District are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff members, child care providers and parents quit tobacco products. In Arizona, there are 786,000 smokers-about 15.4% of the adult population. Tobacco is known to cause many kinds of cancer and chronic illnesses. In our efforts to protect the health of our

children, their parents, and our staff members and child care providers, our child care facility will promote the ASHLine services.

Policy: The Vernon Elementary School District adheres to the following guidelines:

- Make tobacco cessation treatment programs available to staff members, child care providers, parents and visitors, utilizing the ASHLine as a referral resource.
  - Refer staff members, child care providers, and parents to the ASHLine at 1-800-556-6222 to speak with a “quit coach.”
  - If able, participate in the ASHLine Referral Training pilot program for child care facilities. For more information, please call 1-800-556-6222
  -

**Standard 10: Smoke Free Environment**

We at Vernon Elementary School District are committed to providing a smoke-free environment for children, staff members, and child care providers. Due to hazards from exposure to second-hand smoke and as a recognized Empower child care facility, it shall be the policy of this child care facility to provide a tobacco-free environment for children, staff members, child care providers, and parents





## **“HOME OF THE HUSKIES” Handbook 2020-2021**

It is important that students and parents/guardians become familiar with this handbook. It contains helpful information and also the behavior guidelines that students are expected to follow. Students are responsible for knowing the expectations set forth in this handbook.

**MY CHILD AND I HAVE READ AND DISCUSSED THE CONTENTS OF THIS HANDBOOK.**

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Print Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Please return this page signed by parent/guardian and student to classroom Teacher by Thursday, August 13, 2020.**