

**TVUSD**  
**Agua Caliente**  
**Elementary School**  
**Parent/Student**  
**Handbook**  
**2024-2025**  
**Home of the**



**11420 E Limberlost Rd**  
**Tucson, AZ 85749**  
**(520)749-2235**  
**Fax (520) 749-0338**

Dear Parents and Students,

Please take the time to read the information in this handbook together and discuss it as a family. It is important that we all demonstrate good character by following guidelines put in place to support each of us in doing our very best. We are all responsible for making good decisions and learning from the choices we make. This is an important part of growing up and learning to be responsible for our own behavior. Please note that this document is not a comprehensive list of all district policies and that these summaries are not a substitute for the policies themselves. Full copies of all of the policies referenced in this handbook are available online at <https://www.tanqueverdeschools.org/districtpolicies>

**The ACES Office is open Monday through Friday 7:30-3:30  
We are here to help you any way we can.  
Please feel free to call upon us.**



**ACES SCHOOL HOURS  
8:10 am- 2:35 pm (Wednesdays are 1:15)**

### **Regular School Days**

ACES is open for student arrival at 7:45 am. There is no supervision before this time. Students may not be dropped off on campus until 7:45. Please plan your arrival between 7:45 am and 8:05 am. School dismisses at 2:35 every day except for Wednesday when school dismisses at 1:15. Students should be picked up promptly from designated areas following dismissal.

### **Early Release Days**

There are days scheduled during the school year when your child will dismiss at 11:10. Please mark your calendars for the following dates.

#### **11:10 am Dismissal Dates:**

Thursday, 8/1/24- First Day of School  
Wednesday, 9/18/24- Interim Grade Day  
Wednesday, 9/25/24 Conferences  
Thursday, 09/26/24 Conferences  
Friday, 9/27/24 Conferences  
Wednesday, 11/13/24- Interim Grade Day

Wednesday, 2/5/25- Interim Grade Day  
Thursday, 2/27/25 -Conferences  
Friday, 2/28/25- Conferences  
Wednesday, 4/23/25- Interim Grade Day  
Wednesday, 5/22/25- Last Day of School

### **Absences**

If your child will be absent from school, report it in Parent Vue and list the reason for the absence or call the office at 520-749-2235 . This is important to help us ensure the safety of your child and to maintain accurate attendance records. If we do not receive a report in Parent Vue or a phone call, we will try to verify the absence by calling a parent.

### **Arriving Late/Tardy to School**

Students are encouraged to be on time to school every day. If a student arrives after the bell they must sign in at the office before heading to class. When students are tardy, parents may not walk them to class.

### **Leaving Early**

Students must be signed out in the office by the parent or guardian before leaving campus during school hours. Students are not permitted to sign themselves out. Proper notification is required before students may leave with adults other than their parents or guardian. Students will not be called from

class within the last 15 minutes of school. If you need to pick up your child early, please plan accordingly.

### **Changes in your child's routine**

If there is a change to your child's dismissal routine please notify the teacher the day before. For same day changes, contact the office. Please do not call or email your child's teacher for same day changes as the teacher may not have the opportunity to check email or voicemails during the school day.

If your child needs to ride a different bus than normal or is taking the bus home with a friend you have these options:

1. Write a note for your child to take to the school office before their lunch hour. The office will then confirm the note with the parent and staple a permission slip to the note and give it back to the student.
2. The parent may also contact the school office. Office staff will write a permission slip and give it to the student.

The student will hand the permission slip with or without the note to the bus driver allowing the new rider on the bus. If the student does not have a permission slip from the office they will not be allowed to ride the bus.

**\*\*Notes will not be accepted to out-of-district stops.**

### **Visitors**

All visitors, including parents, must present a valid driver's license and be scanned into our Visitor Management System located in the front office prior to visiting campus during school hours.

## **STUDENT TRANSPORTATION**

If you are transporting your child, please observe all traffic signs and patterns. Cars and buses create a very dangerous situation.



### **Student Arrival and Departure Procedures**

#### **Walkers and Bike Riders**

Campus supervision begins at 7:45am. Please help your child time their morning trip so they do not arrive on campus earlier than 7:45am. An area is provided for students' bicycle parking. It is requested that students who ride bicycles to school use a lock and wear a bike helmet (helmets are required by law). Bicycles, scooters, or skateboards are not to be ridden on the school grounds or sidewalks surrounding the school.

#### **Crosswalks**

We have one school crosswalk on Limberlost Rd on the west side of the campus. We have a crosswalk monitor out prior to school starting to assist

students. After school, all students who need to cross Limberlost Rd will meet in front of the office next to our Coyote statue. A monitor will then walk all students across Limberlost together.

### **Bus Routes**

Buses will run before and after school. Please visit the [transportation page](#) for route and contact information.

### **Parent Morning Drop Off**

We strongly encourage families to use the car drop-off lane that is on the east side of the campus/field. You may also park in the front parking lot and walk your students in the front of the school, but please do not drive up and drop your child off in front of the school or on Homestead. Students can arrive on campus starting at 7:45am.

### **Parent After School Car Pick Up**

All car pick up will be in the regular pick up lane that is on the east side of the campus/field. Parents will pull forward all the way down the pick up area, pick up children, and proceed out on to Homestead. For our pick up system to be most efficient, please follow these procedures:

- Place a sign on your front dash or window with students' first and last names.
- All students must enter the vehicles on the passenger side, so adjust car seats, etc to accommodate this access.
- Stay in one single lane and do not pass unless directed to do so.
- Please be patient - the process is slower the first week or two, but then moves much quicker for the rest of the school year!

### **Parent After School Park and Walk Up Pick Up**

If you choose to park in the parking lot and walk up to meet your child after school, please meet them at the kindergarten gate. This gate will open after school for students to dismiss and meet you. Do not park on Homestead as it is not safe with buses and cars dismissing onto that road.

### **Nature Trail Access During the School Day**

The parent pick up lane will be closed until 2:15 on Mon, Tues, Thurs, Fri and 1:00 on Wed. This allows safe access for our students to utilize the Nature Trail outdoor learning classrooms. There will be a chain across the drop off lane until these times each day. Please respect the safety of our students and do not enter or back into the drop off lane exit.

We understand that these procedures may not be convenient, but they are set up for the safety of our students. Please help keep our children safe and set a good example by following these procedures.

**Please do not drop off or pick up students on Homestead or in the bus lane since we do not have supervision in these areas.**



## **Bus Transportation**

**Please call 749-9640 for information about bus transportation.**

### **Riding the Bus**

Please help us support your child's safe school bus experience by discussing the importance of following the school bus safety expectations

- Students may not take pictures, videos, or make recordings of other students or staff members with their cell phones or any other device.

### **Waiting for and Leaving the Bus**

- Please form a line at a safe distance from the curb while waiting for the bus.
- Use the handrail and each bus step when entering or leaving the bus.
- Always walk in front of the bus when crossing the street and look both ways before crossing.

### **Bus Courtesy**

- Quietly taking your seat helps everyone on the bus.
- Talking with your friends in a normal voice is acceptable bus behavior.
- Please address the bus driver only in case of an emergency.
- Windows will be opened and closed upon the request of the bus driver.
- Keep head and arms inside the bus and feet on the floor.
- Remain seated at all times unless entering or exiting the bus
- No eating or drinking on the bus

Each student will assist the driver by placing litter in a place designated by the driver.

### **Bus Discipline**

If a student violates behavior or safety standards while riding the bus, the bus driver will prepare a "School Conduct Report." The pink copy of the Bus Conduct Report will be sent home. Parents are asked to sign the form and return it to the driver the next time their child rides the bus. A copy of the report will be submitted to the school for disciplinary action. A variety of consequences may be imposed to address the infraction which may include loss of riding privileges.

The consequences applied will depend on the severity of the infraction. Parents will be notified by telephone and/or in writing about the incident and the subsequent consequence(s).

**IF YOU ARE EXPERIENCING ANY TRANSPORTATION PROBLEMS, PLEASE NOTIFY YOUR BUS DRIVER FIRST. IF YOU REQUIRE FURTHER ASSISTANCE, PLEASE CALL THE TRANSPORTATION DEPARTMENT AT 749-9640.**



## **Injury/Illness**

For the safety of ALL students, students must check in with the school nurse before going home for any illness or injury. The nurse or school administration will notify parents if their child should be picked up due to injury or illness.

## **All Schools Require:**

- An updated and completed emergency card
- A completed health history form
- Immunizations must be current for the student to enter school

## **Health Office Medication Procedures**

1. **Prescription Medication:** Must be in their **original containers**, and **accompanied by a physician order** and a **signed parental consent form**. Physician orders for medications MUST state the name of the medication, strength, dosage to be given, frequency, route, and indication (reason for giving the medication).
2. **Over-the Counter (OTC) Medication:** Must be in its original container. The health office tries to maintain adequate supplies to provide Acetaminophen (Tylenol), Ibuprofen (Advil), and Diphenhydramine (Benadryl) to be dispensed with parent permission only. Please consider donating these items if your student will require them. All other OTCs require a physician order AND a **signed parental consent** for administration.
3. **All Medications:** All medications, including over-the-counter medications, will be kept locked in the health office. All medications must be in the pharmacy bottle properly labeled or in the original store packaging.

Parents are asked to notify the Health Office as soon as possible if there are changes in the student's health or medications.

## **Counseling**

The Counseling program is a developmentally based guidance program offering instruction in areas such as peer group interaction, cooperation, transition, conflict resolution, new student adjustments, and friendship skills. The school counselor plays an integral role in the development of our students and provides needed support. Watch for updates and resources in our Constant Contact messages. If you have any questions or concerns please contact our counselor, [Sue Romeo](#).

## TANQUE VERDE DISTRICT MEAL PROGRAM



### Meals

Families may choose to bring lunch or purchase from the cafeteria. Menus are available on our district [website](#). For those who choose to bring a lunch, please plan to bring items that do not need to be heated or use a thermos-type container as there are no microwaves available for students.

### Fees for Breakfast and Lunch

Families are encouraged to pay ahead using [School Bucks](#). There is no charge to set up an account or view transactions on your child's account. Free and reduced lunch applications are available on the district website. [Tanque Verde Food Services](#).

## ELECTRONICS



### Cell Phones, Smart Watches, and Other Communication Devices

- Cell phones, smartwatches, and other communication devices are to be turned off and kept in student backpacks for the duration of the school day. Devices used during the school day will be confiscated for the duration of the school day. The device may be picked up from the teacher at the end of the day. Subsequent violations will require that the device be picked up in the office by a parent during regular office hours.

### Electronic Devices

- Personal electronic devices are not to be used on campus. **Students may not take pictures, audio or video of students or staff members with their cell phones or any other device as it is a violation of the privacy rights of individuals.**
- School technology devices such as Chromebooks are to be used for class assignments only.
- Students should think carefully before deciding to bring valuable

electronic devices onto campus; the school is not responsible nor does it have insurance to cover students' lost or stolen property. The school will not investigate the theft of any electronic devices a student brings to school.

### **Lost or Found Property**

Please label all of your child's belongings. Ask your child to check the lost and found if they have lost an item. The lost and found is right outside our MPR. Unclaimed items will be donated. Anything brought to school is the responsibility of the student.



The purpose of the Dress Code is to protect the health and safety of children. Because physical activity is expected daily, appropriate clothing and shoes should be worn every day. The school dress code will be enforced throughout the year, during school hours, and at school-sponsored activities. If there is any question of the appropriateness of a student's dress, that student will be referred to the administration for final determination of appropriateness.

**Clothing:** Apparel that depicts alcohol, drugs, gangs, tobacco, sex, profanity, discriminatory or defamatory language or images, guns and/or weapons, illegal acts, or which the site administration deems inappropriate, may not be worn. Undergarments may not show and body parts must be appropriately covered.

**Footwear:** We strongly encourage students to wear tennis shoes/sneakers daily. If sandals are worn, they must have a back that goes around the heel. Cleats on the soles of shoes and shoes with wheels in the soles are prohibited.

### **Spirit Day**

Every Friday is ACES Spirit Day! We encourage students to wear their ACES shirts to show school spirit. ACES shirts are sold through our PTG.





### **The Coyote Communique**

The Coyote Communique is our weekly newsletter. It provides students and parents with information about upcoming events and important dates. Please watch for these important announcements. If you would like an additional email address added to this listserv, please contact [Dana Martin](#).

### **ACES Webpage- [Agua Caliente Elementary School](#)**

This is a one-stop shop for school calendars, lunch menus, district information, and more.

### **Parent Vue**

Parent Vue is a web-based communication tool that allows parents/guardians and students secure access to grades, assignments, attendance information, and yearly registration. If you have any questions regarding how to access Parent Vue, contact [Dana Martin](#).

### **Party Invitations**

Invitations may only be distributed on campus if a student is inviting all students from the same class. Invitations for select students only should be distributed off campus.

### **ACES Parent Teacher Group (PTG)**

Did you know that you are already a member of this important group and we need your help!

All it takes to become involved is a desire to make a difference.

- Please contact any PTG Board member
- Email our PTG at [Aguacalienteptg@gmail.com](mailto:Aguacalienteptg@gmail.com)
- Join us on Facebook: Agua Caliente Elementary PTG









Our PTG strives to support and advocate for our children by partnering with staff, families, and the wider community to create a safe and healthy learning environment where students can excel and feel confident in themselves. PTG meetings are open to all parents. Please check the calendar for the dates and times and come join us!

### **Site Council**

The School Site Council is a group of teachers, parents, classified employees, principals, and community members who work together to develop, review and evaluate school improvement programs and school tax credit spending budgets. Please contact the principal or office manager if you are interested in serving on this council.

## ACES Behavior Matrix

AREA	Respectful	Responsible	Safe	Kind
<b>Technology</b> 	<ul style="list-style-type: none"> <li>★ Only visit approved websites</li> <li>★ Use email for school use only</li> <li>★ Leave the settings on your device as found</li> </ul>	<ul style="list-style-type: none"> <li>★ Download only with teacher permission</li> <li>★ Turn school work in on time</li> <li>★ Place devices on chargers when finished</li> </ul>	<ul style="list-style-type: none"> <li>★ Don't engage with strangers while online</li> <li>★ Tell your teacher if you see something inappropriate</li> <li>★ Touch the mouse and keyboard gently</li> <li>★ No food or drink near your device</li> </ul>	<ul style="list-style-type: none"> <li>★ Use kind words</li> <li>★ Respond in a positive manner</li> </ul>
<b>Before/After School &amp; Hallways</b> 	<ul style="list-style-type: none"> <li>★ All students go to playground before school</li> <li>★ Go directly to bus line-up area or car pick-up area after school</li> <li>★ Walk quietly so others can continue learning</li> </ul>	<ul style="list-style-type: none"> <li>★ Drop off backpack, go to playground</li> <li>★ Cell phones remain in backpacks</li> <li>★ Keep hallways/sidewalks clean</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk in the hallways</li> <li>★ Stay in cars until monitor arrives and opens gate</li> <li>★ Be aware of your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>★ Use kind words</li> <li>★ Be courteous to others you meet in the hallway</li> </ul>
<b>Bus Loading/ Car pickup</b> 	<ul style="list-style-type: none"> <li>★ Stand by fence and watch for your car</li> <li>★ Cooperate with teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>★ Watch for your car and listen for your name</li> <li>★ Cell phones remain in backpacks</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk with teacher to pick up area</li> <li>★ Walk to your car when called</li> <li>★ Walk to your bus and take your assigned seat</li> <li>★ Stay seated on the bus</li> <li>★ Walk with parent to your car</li> </ul>	<ul style="list-style-type: none"> <li>★ Use a kind quiet voice</li> <li>★ Follow bus driver instructions</li> <li>★ Listen carefully</li> </ul>
<b>Lunch</b> 	<ul style="list-style-type: none"> <li>★ Use good table manners</li> <li>★ Use indoor voices</li> <li>★ Cooperate with teacher/monitor directions</li> </ul>	<ul style="list-style-type: none"> <li>★ Clean up tables and floor area</li> <li>★ Stack trays neatly</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep hands and lunch boxes to yourself</li> <li>★ Remain seated. Raise hand to get up or be excused</li> </ul>	<ul style="list-style-type: none"> <li>★ Be polite and patient</li> <li>★ Use positive and kind language</li> </ul>
<b>Playground</b> 	<ul style="list-style-type: none"> <li>★ Use appropriate language</li> <li>★ Stay off trees and bushes</li> <li>★ Throw away trash and wrappers</li> <li>★ Cooperate with teacher/monitor directions</li> </ul>	<ul style="list-style-type: none"> <li>★ Know and follow ACES sports and game rules</li> <li>★ Good Sportsmanship is expected</li> <li>★ Pick up balls and toys</li> </ul>	<ul style="list-style-type: none"> <li>★ Stay inside fenced areas</li> <li>★ Stay away from all wildlife</li> <li>★ Use the playground equipment appropriately</li> <li>★ Stay off fences</li> </ul>	<ul style="list-style-type: none"> <li>★ Use positive and kind language</li> <li>★ Solve problems peacefully</li> <li>★ Cheer for others</li> <li>★ Invite others to join</li> </ul>
<b>Bathrooms</b> 	<ul style="list-style-type: none"> <li>★ Keep bathrooms clean</li> <li>★ Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>★ Quickly return to class</li> <li>★ Flush the toilets</li> <li>★ Use soap while washing hands</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk to and from the bathrooms</li> <li>★ Keep floor dry</li> <li>★ Report any messes or problems</li> </ul>	<ul style="list-style-type: none"> <li>★ Use kind quiet voices</li> <li>★ Provide privacy to others</li> </ul>

### STUDENT CONDUCT

**ACES Students are Respectful, Responsible, Safe, and Kind!**

### Coyote Pledge

I pledge to be a Coyote Kid of Character.

I will be worthy of TRUST.

I will be RESPECTFUL and RESPONSIBLE, doing what I must.

I will always act with FAIRNESS.

I will show that I CARE.

I will be a GOOD CITIZEN, and always do my share

## TANQUE VERDE UNIFIED SCHOOL DISTRICT CODE OF CONDUCT K-6

The Code of Conduct provides students with district expectations for appropriate behavior ensuring a safe learning environment for all. TVUSD strives to create a culture of learning with accountability for students who choose not to follow the Code of Conduct. This Code of Conduct will be applied to all students.

Every effort is made to utilize methods of positive reinforcement concerning student behaviors. We will partner with parents to develop behavior solutions when students violate this code of conduct. School administration may increase the level of intervention using this code of conduct and the interventions described therein.

Infractions resulting in a violation of student health, safety or the law, may be referred directly to school administration or law enforcement.

In the event that questions arise regarding the Code of Conduct, please contact your site administrator. If you need further guidance, please contact the Director of Student Services at (520)749-5751.

Under no circumstances does the Tanque Verde Unified School District tolerate behavior from students or staff members which promotes the negative depiction of any person or group of people. Racism, discrimination and any form of harassment are unacceptable at our schools.

TVUSD's Non-Discrimination Notice can be found on our website on the following link: <https://www.tanqueverdeschools.org/nondiscriminationnotice>

### Levels with Possible Consequences

Level	Possible Consequences
Level 1 = 1 point	Parent Notification and Conference Request
	Conference
	Confiscation of Contraband (required)
	Student Verbal or Written Apology
	Referred to an Outside Agency
	Detention
	Privileges Suspended or Revoked
	Restitution

	Behavior Contract, Behavior Intervention Plan
Level 2 = 2 points	Any action from the prior level may also be imposed
	Short-Term In School Action
Level 3 = 3 points	Any action from the prior level may also be imposed
	Short Term Suspension (1-10 Days)
Level 4 = 5 points	Any action from the prior level may also be imposed
	Long Term Suspension (Out of school Suspension with a required Long Term Suspension Hearing)
Level 5 = 6 points	Any action from the prior level may also be imposed
	Long Term Suspension (Out of school Suspension with a required Long Term Suspension Hearing)

Each disciplinary infraction carries a point value. An accumulation of more than 6 points in the duration of a school year may result in an administrative recommendation for long-term suspension. An administrative recommendation may include a 10-day suspension pending a long-term suspension hearing.

### **Violations:**

#### **AGGRESSION**

Verbal or Non Verbal Provocation: *Language or gestures used to incite people or altercations-*

*Action Level 1*

Recklessness: *Careless behavior that poses a threat to health or safety-*

*Action Level 1*

Minor Aggressive Act: *Non serious but inappropriate physical contact-* *Action Level 2*

Other Aggression: *Intentional serious and inappropriate physical contact-* *Action Level 3*

Disorderly Conduct- *Action Level 3*

Endangerment: *Students put themselves/others at risk of serious injury or death-* *Action Level 3*

Fighting *Mutual participation in aggressive act or physical altercation-* *Action Level 3*

Assault Intentionally causing harm- *Action Level 4*

Aggravated Assault: *Action Level 5-* Expulsion Hearing Required. Mandatory Report to law enforcement

#### **OTHER VIOLATIONS**

Dress Code Violation- *Action Level 1*

Public Display of Affection- *Action Level 1*

Other Violation of School Policies and Regulations- *Action Level 1*

Inappropriate Language- *Action Level 2*

Contraband- *Action Level 2*

Combustible- *Action Level 2*

Disruption- *Action Level 2*

Gambling- *Action Level 2*

Defiance or disrespect towards authority and non compliance- *Action Level 2*

Negative group affiliation/Illegal organization- *Action Level 3*

### **ALCOHOL, TOBACCO AND OTHER DRUG VIOLATIONS**

Using, possessing, or distributing alcohol, or other controlled substances or paraphernalia *Action Level 4*

Selling a controlled substance including marijuana or THC *Action Level 5*

Tobacco (including vape pens and e-cigarettes) *Action Level 3*

*All TVUSD properties are to be tobacco free at all times.*

### **DISHONESTY**

Cheating- *Action Level 2*

Forgery- *Action Level 2*

Lying- *Action Level 2*

Plagiarism- *Action Level 2*

### **HARASSMENT AND THREAT, INTIMIDATION**

Threat or Intimidation- *Action Level 3* \*Administrators may treat incidents of threats at a Level 4 as appropriate to the situation.

Bullying- *Action Level 3*

Harassment, nonsexual- *Action Level 3*

Harassment, sexual without contact- *Action Level 3*

Harassment, sexual with contact - *Action Level 4*

Ethnic/Racial Slurs/Hate Speech- *Action Level 3*

Hate Crime- *Action Level 4*

Hazing- *Action Level 3*

### **SCHOOL THREAT OR INTERFERENCE**

Fire Alarm Misuse- *Action Level 4*

Bomb Threat, Chemical or Biological Threat or Other School Threat: Level 5

Expulsion hearing required. Expulsion required by law

### **SEXUAL OFFENSES**

Harassment, sexual without contact- *Action Level 3*

Harassment, sexual with contact - *Action Level 4*

Pornography- *Action Level 3*

**TECHNOLOGY, IMPROPER USE**

Telecommunication Device including smart watch- *Action Level 2*

Other technology-*Action Level 2*

Computer- *Action Level 3*

Network Violation- *Action Level 3*

**THEFT**

Petty Theft- *Action Level 2*

Theft-School Property or Non-School Property- *Action Level 3*

Extortion - *Action Level 4*

Robbery- *Action Level 4*

**TRESPASSING: VANDALISM OR CRIMINAL DAMAGE**

Trespassing *Action Level 2*

Graffiti or Tagging- *Action Level 2*

Vandalism of Personal Property- *Action Level 3*

Vandalism of School Property- *Action Level 3*

**POSSESSION OF WEAPONS AND DANGEROUS ITEMS**

Dangerous Items- *Action Level 3*

Other Weapons- *Action Level 4*

Simulated Firearm- *Action Level 3*

Firearms- Expulsion Hearing Required. Expulsion required by law. Mandatory report to law enforcement