

**TVUSD Tanque Verde  
Elementary School  
Parent/Student  
Handbook  
2024-2025  
Home of the**



**2600 N Fennimore  
Tucson, AZ 85749  
(520)749-4244  
Fax (520) 749-4292**

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 TVES 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.**



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

### **Regular School Days**

TVES 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 we 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- Pro Learning Day  
Wednesday, 9/25/24 Conferences  
Thursday, 09/26/24 Conferences  
Friday, 9/27/24 Conferences  
Wednesday, 11/13/24- Pro Learning 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, 5/22/24- 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 520 749-4244 . 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 parent 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 Pick-Up and Drop-Off**

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.

**Student Drop off is permitted only in the drop-off/pick-up lane on the east end of the parking lot in front of the MPR.** Please follow the signs for the designated pick up area. There is no drop-off in the center lot or west lot, and students should not be dropped off in the dirt areas. Parents who wish to park and walk their children to the playground are welcome to do so.

In order to ensure a safe and efficient drop-off, please adhere to the following:

- Have materials packed and ready so students can exit the vehicle quickly
- Have students exit from the passenger side of the vehicle

- Parents and other passengers should remain in the vehicle

Kindergarten students should be picked up in the foyer of their building. 1st and 2nd grades pick up will be in the middle lot near the MPR. 3rd-6th grades are picked up in the north lane directly in front of the MPR.



### **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.**

## Bicycles

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.



## 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

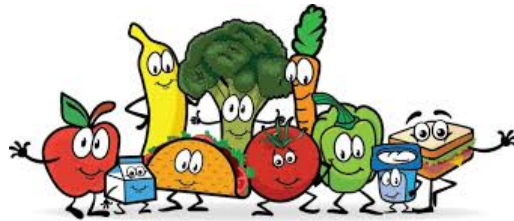
1. **Prescription Medication:** Must be in their **original containers**, and **accompanied by a physician order** and a **signed parental consent form**. Physician orders for medications MUST state the name of the medication, strength, dosage to be given, frequency, route, and indication (reason for giving the medication).
2. **Over-the Counter (OTC) Medication:** Must be in their 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 feel free to contact our counselor, [Alia Vergel](#)

## **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 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, smart watches, 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 in the lobby of 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 everyday. 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 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 soles of shoes and shoes with wheels in the soles are prohibited.

### **Spirit Day**

Every Tuesday is Tanque Verde Tuesday. We encourage students to wear their TVES shirts to show school spirit! TVES shirts are sold through our PTG.



### **The Gecko Echo**

The Gecko Echo 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 [Alexis Moyer](#).

### **TVES Webpage- [Tanque Verde 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 accessing Parent Vue, please contact [Alexis Moyer](#).

### **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.

### **TVES 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 [president@tvesptg.org](mailto:president@tvesptg.org)
- Follow TVES PTG on Facebook
- You will receive text messages through the Remind app with important updates (you can opt out if you prefer not to receive).



Our TVES 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!

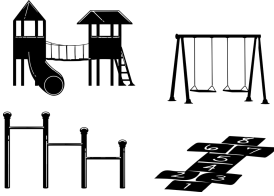



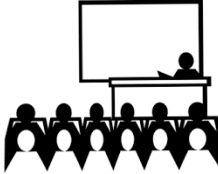

### **Site Council**

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.



# TVES Matrix of Behavioral Expectations

## TVES Students are Kind, Safe, and Responsible!

School Setting	Be Kind	Be Safe	Be Responsible
Playground/Recess 	<ul style="list-style-type: none"> <li>• Play fair</li> <li>• Everyone is welcome to play</li> <li>• Solve problems peacefully</li> </ul>	<ul style="list-style-type: none"> <li>• Run in appropriate areas</li> <li>• Safe bodies</li> <li>• Use equipment and play areas properly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep our play areas clean</li> <li>• Share, use, and return equipment</li> <li>• follow directions quickly</li> </ul>
Lunchroom Expectations (MPR) 	<ul style="list-style-type: none"> <li>• Respect personal space</li> <li>• Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until dismissed</li> <li>• Use walking feet</li> <li>• Hold tray with two hands</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Use inside voices</li> <li>• Follow directions the first time</li> </ul>
Hallways/Common Areas 	<ul style="list-style-type: none"> <li>• Quiet voices</li> <li>• Respect personal space and belongings</li> <li>• Respect learning throughout our campus</li> </ul>	<ul style="list-style-type: none"> <li>• Use walking feet</li> <li>• Safe bodies</li> <li>• Keep walkways clear</li> </ul>	<ul style="list-style-type: none"> <li>• Walk single file</li> <li>• Keep our campus clean</li> </ul>
Restroom 	<ul style="list-style-type: none"> <li>• Respect privacy</li> <li>• Use inside voices</li> <li>• Respect school property</li> <li>• Flush, wash, trash</li> </ul>	<ul style="list-style-type: none"> <li>• Respect privacy</li> <li>• Use inside voices</li> <li>• Respect school property</li> <li>• Flush, wash, trash</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Use inside voices</li> <li>• Follow direction the first time</li> </ul>
Special Events 	<ul style="list-style-type: none"> <li>• Eyes and ears on speaker</li> <li>• Celebrate appropriately</li> <li>• Sit flat</li> </ul>	<ul style="list-style-type: none"> <li>• Use walking feet</li> <li>• Remain seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Follow directions</li> </ul>
Bus 	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Respect personal space</li> <li>• Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>• Respect personal space</li> <li>• Remain seated</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Keep our buses clean</li> <li>• Inside voices</li> <li>• manage personal belongings</li> </ul>

## **TVUSD Code of Conduct Grades K-6**

### **TANQUE VERDE UNIFIED SCHOOL DISTRICT CODE OF CONDUCT**

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 6 points or more 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.

- Suspending administrators can request that the superintendent approve additional consequences beyond measures listed above or can request action from a higher level consequence for unique cases.
- The suspension of all K-4 students is governed by A.R.S.15-843.

## **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