Eagle Tales

Student Handbook

Please take the time to go over the 2022-23 Student & Parent Handbook for the most up to date information! The handbook is located on the Elgin School website at https://www.elgink12.com/accnt_753370/site_753371/Documents/Student-Handbook.pdf. The Acknowledgement Form needs to be completed online by a parent/guardian by Friday, July 29th at https://forms.gle/fJPVRjrNM333W1hw7. Thank you!

REMINDER:

Please complete the following forms online by Friday, July 29th:

- Dismissal Notice https://forms.gle/tAyPM8Vs9zbBmRL16
- Handbook Signature Page https://forms.gle/fJPVRjrNM333W1hw7

PUHS Transportation Form:

Please return the completed transportation form that was mailed home, prior to or on the first day of school.

In this Issue:

- Summer Projects
- Board Talk
- Meal Information
- Health Office

Upcoming Events

Open House Thursday, August 11th, 6:00 PM

> School Pictures Thursday, August 25th

Fair Days—No School Friday & Monday, September 16th & 19th

> Parent-Teacher Conferences October 5th-7th

Veterans Day Celebration Thursday, November 10th *Dismissal at 11:30 AM*

Missoula Children's Theater Residency December 12th-17th *Johnny Appleseed*



Student Backpacks!

Special thanks to Santa Cruz County School Superintendent, Mr. Alfredo Velasquez and his office staff, for once again providing our elementary students with a complimentary backpack filled with school supplies! The backpacks can be picked up during open campus hours on Wednesday, July 28th & Thursday, July 29th from 1:30-3:30 PM or on the first day of school.

Message from Mrs. Faley

We are excited to be welcoming our Elgin School Families back to school for the 2022-23 school year! At the end of the 2021-22 school year, there were 127 students enrolled. This year we are projecting an enrollment of 142 students. In addition, two new teachers will be joining us this year: Kim Crawford (K) and Kat Greacen (5th). Since our teaching positions are fully staffed for the 2022-23, Anna Coleman will be returning to her position as the Art Teacher (K-8). You'll also notice that Regina Padilla is in the front office serving as the Business Office Assistant.

Toward the end of last year, Elgin School received a grant to hire a Registered Nurse to serve as our School Nurse. While we are very fortunate to have had Annette Koweek serve as our School Nurse for many years, she is also an outstanding, full-time middle school science teacher. If we hire a registered nurse, Mrs. Koweek won't be leaving us. She'll just be able to focus more of her time on teaching science, which is her preference. If you know of an RN, who may be interested in serving as our school nurse, please encourage them to reach out to us.

The Elgin School Staff highly value the support of our families and of the community. We simply couldn't do what we do without your support. If you aren't as involved as you'd like to be, please consider one of the following opportunities:

- 1. Substitute Teacher or Para-professional these are on-call, paid positions. Contact Heidi Gonzales for more information.
- 2. Coach / Assistant Coach Contact Terrell Harper, Athletic Director.
- 3. Parent Teacher Club (PTC) Our PTC conducts fund-raisers throughout the year, then uses those funds to support those "extras" for our students that make their experience at Elgin so special. You can be a member of the PTC or simply volunteer for special events. Contact Callie Mattus.
- 4. Site-Based Council (SBC) This group is composed of parents, community members, and staff. The group serves as an advisory board for the Superintendent/Principal. Contact Melissa Paul for an application.
- 5. Library Volunteer Assist the librarian with keeping the collection organized. Contact Caitlyn Coleman.
- 6. Classroom Volunteer Please reach out to your child's teacher if you wish to assist in the classroom.
- 7. General Volunteers If you know of someone who would like to volunteer, but doesn't have a student attending Elgin School, please contact Melissa Paul for a Volunteer Information.

If you have a special skill or talent that is not listed above, please let me know and I'd be happy to talk to you about sharing it with our students.



Eagle Athletics

If your student plans on participating in any sports programs this year, a current physical is required as well as a current Athletic Guidelines packet. Forms can be found in the office or on the website at https://www.elgink12.com/Athletics Sign-ups for fall sports will take place when school starts. Football and Volleyball practice will begin on Tuesday, August 9th.

If you are interested in coaching or have any questions regarding athletics, please contact Coach Harper at dharper@elgink12.com.

Sonoita Elementary School District

2022-2023 Elgin School Staff

Elementary Faculty

Kindergarten Kim Crawford

1st Grade Sheree Gronlund

2nd Grade Callie Mattus

3rd Grade Kerry Newberry

4th Grade Candee Rinde

5th Grade Kat Greacen

Middle School Faculty

Science Annette Koweek 6th Grade Advisor/Language Arts Jacob Masters 7th Grade Advisor/Social Studies Neal Ryan 8th Grade advisor/Math Kyndra Ortiz

Associate Faculty

Fine Arts

Library/Media Center

Special Education

Counselor, Health & PE

Anna Coleman

Caitlyn Coleman

Christine Clouse

Terrell Harper



Para-Professionals (Educational Aides)

Yana Carter
Aubrey Gallardo
Lucy Reyes
Jayci Whittington
Linnette Weisel

Administration

Superintendent/Principal Mary Faley
Business Manager Heidi Gonzales
Executive Assistant/Office Manager Melissa Paul
Business Office Administrative Asst. Regina Padilla
Maintenance/Facilities/IT Leonard Sadorf

Maintenance/Custodial Jim Reindl
Maintenance/Custodial Lisa Lopez
Kitchen Manager Valerie Etchart

Fall 2022 Events

The Elgin PTC Wants You!

The Elgin PTC (Parent Teacher Club) is looking for enthusiastic volunteers to help with our fundraising efforts for the 2022-23 school year. We would love for every family to have the chance to be involved and make a difference for our school and children.

This fall, the PTC needs help with the upcoming activities listed below. Please take a moment to select any that interest you and return this form to school in your child's purple folder.

If you choose to volunteer, you will be contacted by the event chair or another PTC member. **Book Fair: End of October** I can help set up the book fair I can help work at the book fair Mon Tues Wed Thurs Fri I can help take down book fair ****************************** Thanksgiving Bake Sale: ____ I can provide baked goods I can work at the bake sale (10AM to 2PM) _ I can help wrap baked goods on sale morning (8AM) **Honors Breakfast** – For students who make honor roll I will be able to send breakfast items for: ____2nd Quarter ____1st Quarter I would be able to help decorate and supervise breakfast from 7:15 to 7:55 a.m. ____1st Quarter ____2nd Quarter ************************************ Missoula Children's Theater - December The visiting theater coaches will need housing, and the PTC is looking for volunteers to bring home cooked meals each evening. This is an opportunity to visit with the actors outside of s chool. Yes, I am able to provide a housing for the Missoula Theater actors Yes, I am able to provide a meal for the Missoula Theater coaches and their hosts. In lieu of my time, please accept my donation in support of the PTC. Your Name_____ Phone Number _____ Email

The PTC thanks you for your support. Volunteers make it possible for us to continue to support, enrich and

enhance the student experience at Elgin School. If you have any questions, please contact any of our PTC officers.

~ Callie Mattus & Lacy Beyer

Address

Childfind Screenings

If you have concerns about your child's development from ages 3 to 21 years of age in these areas:

VISION/HEARING * SPEECH/LANGUAGE * THINKING SKILLS
PHYSICAL DEVELOPMENT * BEHAVIOR *
NORMAL DEVELOPMENT

Your school's CHILDFIND can help – with a free screening, and if needed, referral for diagnostic evaluation and/or early intervention programs (birth to three). If you have any concerns about your child's development, certain benefits are available through your local school district.

Screenings are available **by appointment**. To schedule your appointment or for more information please contact:

Christine Clouse— Student Services

455-5514 cclouse@elgink12.com

Health Office

The office staff oversees the Health Office under the direction of the school nurse. The Health Office is located in the Main Office and provides services for health incidents and emergencies occurring during school hours. If you need urgent care or doctor services, please contact your family physician.

Your child should not be in school if he or she has a fever, rash of undetermined cause, vomiting or diarrhea, conjunctivitis (pink eye), chicken pox, impetigo, ringworm, or head lice unless they have been treated medically or are symptom free. A child who has vomited, has had diarrhea or a temperature of 100 F° or greater will be sent home. Additionally, your child should remain fever free for a period of 24 hours prior to returning to school without taking fever reducing medications.

Student emergency information is kept in the office. The information is used to contact parents or designated adults if an emergency arises. Most calls are made simply because the child is feeling ill and needs to be sent home.

*Parents should be aware of the importance of the emergency contacts and phone number section of the emergency information

form. These are the people called in the event of an emergency when parents cannot be reached. It is imperative that the school office be informed of any changes in address, phone number, parent's employment, guardianship, and emergency numbers.

If your child needs to take prescription medication at school, it is necessary for the parent to sign a consent form. These forms are available in the Health Office.

*Prescription medication must be in the original, labeled container as prepared by a pharmacist and include: patient name, name of medication, dosage, and time to be given. Overthe-counter medications must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. A signed physician's statement indicating the necessity must accompany any request for administration of over-the-counter medicine. A parent or guardian must personally deliver medications to the health office.

DO NOT SEND MEDICATIONS IN YOUR CHILD'S BACKPACK.

A parent must bring medications to the office and fill out the consent form.

Summer Projects 2022

- ❖ Field Maintenance Aerated, fertilized, re-seeded
- Middle School classrooms interior painted.
- Outdoor trim painted.
- ❖ All classrooms, library, kitchen bathrooms, administrative and gym rooms cleaned and sanitized.
- ❖ All surfaces and devices cleaned and sanitized.
- Student Handbook Review and Revision.
- Staff/Faculty Handbook Review and Revision.
- End of year reporting for the Arizona Department of Education.
- 2022-23 Student Registration review
- Office/Nurse's Office Inventory
- Updates to all student and staff computers:
 - Operating Systems
 - Software, programs and apps
- ❖ Preparations for the 2021-22 Financial Audit.
- ❖ Supply purchases for the 2022-23 school year.
- Over 100 hours of training attended by Administrative and Support Staff.

1 dministrative

Over 500 hours of training and prep by School Faculty.

A HUGE thank you to our exceptional summer maintenance, custodial, and administrative staff for all their hard work this summer.

| Maintenance/Custodial | Administrative |
|-----------------------|----------------|
| Valerie Etchart | Norma Etchart |
| Lisa Lopez | Mary Faley |
| Jim Reindl | Heidi Gonzales |
| Leonard Sadorf | Regina Padilla |
| Leonard Sadori | Melissa Paul |
| | |

School Transportation



Sonoita School District contracts with Patagonia District for all of our transportation needs. A "Transportation Services Enrollment Form" will be mailed home to each family. This form needs to be completed and returned to the school office on or before the first day of school.

Bus Route and transportation information can be found on our website at https://www.elgink12.com/accnt 753370/site 753371/Documents/Bus-Routes-Schedules.pdf. Some afternoon drop off times for the Canelo route have been changed, so please check these updated routes before the first day.

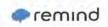
Inclement Weather & Emergency Communication

The protocol for sending out notices regarding school closures, delays and other emergency communication will be as follows:

- Local news media in Tucson will be notified so they can broadcast the information.
- Messages will be sent to parents/guardians via:
 - a. Remind app You do not have to have a smartphone to receive messages, you can receive them through text or email.
 - b. Email emails will be sent to those on file.
- 3. Notice will be posted on the Elgin School Facebook page.

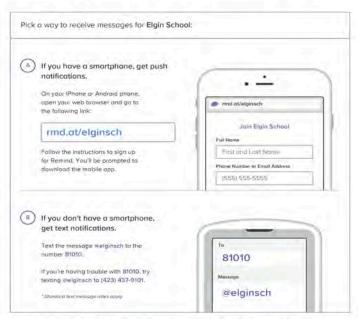
If you have not done so, please take a moment to sign up for notifications through the remind app.

Changes or updates to email addresses can be made by contacting Ms. Paul at (520) 455-5514, ext. 300 or mpaul@elgink12.com.



Sign up for important updates from Elgin School.

Get information for Elgin School right on your phone—not on handouts.



Don't have a mobile phone? Go to <u>mod at/elainsch</u> on a desktop computer to sign up for email notifications.



Please contact the office by **8:30 AM** if your student will be absent or tardy, and include the following information:

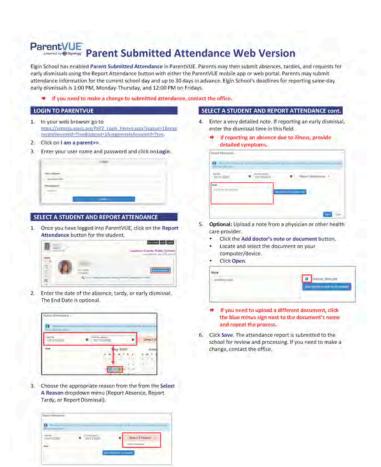
- Reason for absence
 - Illness include symptoms such as fever, vomiting, etc.
 - o Medical/Dental Appointments
 - Personal
- How many days student(s) will be absent
- Tardy students please notify office if a school lunch is required.

Absences that have not been reported will be marked as unexcused.

Contact the office to report absences or tardy via: Phone – (520) 455-5514, ext. 300

Email - mpaul@elgink12.com

ParentVUE – via website or mobile app (see directions below)







Elgin School Food Service General Information

School Year 2022-2023

Elgin School participates in the Child Nutrition Program administered by the United States Department of Agriculture. Nutritious meals are served every school day. Menus are planned in accordance with the Dietary Guidelines for Americans. Meals provide 1/3 of the Recommended Daily Allowance (RDA) for calories, protein, vitamins A and C, calcium and iron at lunch and 1/4 of the RDA for these nutrients at breakfast.

Charge Policy:

Meals <u>must be paid for at the time of purchase</u> or in advance. See Charge Policy for more information.

2022-2023 Meal Prices

Breakfast: K-8 \$1.50 Adults \$2.00 **x** Lunch: K-8 \$2.75 Adults \$4.00 Milk \$.50 (*milk must be paid for by free and/or reduced students if a whole meal is not received*)

New Household Application:

A **NEW** free and reduced application is required by every household <u>each vear</u>.

Verification:

Your eligibility may be verified by school officials at any time during the school year. You may be asked to send further information to prove that your child should be receiving free or reduced-price meals. For further information regarding our meal program, please call the school office at (520) 455-5514.

Chocolate Milk:

Chocolate milk will only be available at breakfast and lunch on <u>Tuesdays and Thursdays</u>. Only <u>one</u>chocolate milk per day, if students wish to get a 2nd milk it must be white milk.



Did you know?

- School meals meet specific dietary standards to ensure that your child is offered a healthy, appealing, and well-balanced meal.
- In addition to the school lunch, students can choose from a variety of colorful, fresh fruit and vegetables that will all provide important nutrients for learning and playing.
- Delicious breakfast choices are offered daily.



Elgin School Food Service FOR MORE INFORMATION CALL (520) 455-5514 23 Elgin Rd × Elgin, AZ 85611

This institution is an equal opportunity provider.



Elgin School Back to School Office Hours July 25th-29th

Monday, July 25th

8:30 AM - 3:00 PM

Tuesday, July 26th

1:30-3:30 PM

Wednesday, July 27th

1:30-3:30 PM

Campus will also be open during this time to find classrooms and meet teachers.

Thursday, July 28th

1:30-3:30 PM

Campus will also be open during this time to find classrooms and meet teachers.

Friday, July 29th

Campus Closed



PTC Coffee Hour & Meet the Superintendent

New (and returning) parents, please join us for coffee & refreshments after the Flag ceremony on the first day, Monday, August 1st, in the Conference Room to meet other Elgin School parents.

Superintendent, Mrs. Mary Faley will also be on hand to answer any questions you may have.

> - Sponsored by the Elgin School PTC (Parent-Teacher Club)

Elgin School Open House

Thursday, August 11th 6:00-7:30 PM

- Stop by and meet your child's teachers and visit classrooms
- All enrichment (specials) teachers as well as classroom teachers will be available.
- Enjoy a treat in the courtyard!

Title I Information Parent Meeting

Thursday, August 11th 5:30-6:00 PM Elgin School Conference Room

Elgin School Calendar 2022-23

Normal School Hours:
7:55 AM-3:00 PM
Early Dismissal: 1:15 PM
Special Event Dismissal: 11:30 AM

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Teacher & Staff In-Service
First & Last Days
Vacation - No School
Early Release
Special Event Release

Report Card Periods

Quarter 1 8/1-9/30

Quarter 2 10/3-12/16

Quarter 3 1/3-3/10

Quarter 4 3/20-5/26

| July 26th-29th | Faculty & Staff School Year Prep |
|-----------------------------------|--|
| Aug. 1st | First Day - Students |
| Aug. 5th | Dismissal @ 1:15 PM - In-Service |
| Aug. 12th | Dismissal @ 1:15 PM - In-Service |
| Aug. 19th | Dismissal @ 1:15 PM - In-Service |
| Aug. 26th | Dismissal @ 1:15 PM - In-Service |
| Sept. 2nd | Dismissal @ 1:15 PM - In-Service |
| Sept. 5th | Labor Day - No School |
| Sept. 9th | Dismissal @ 1:15 PM - In-Service |
| Sept. 15th | Dismissal @ 1:15 PM - In-Service |
| ' | Fair Days - No School |
| Sept. 23rd Sept. 30th | Dismissal @ 1:15 PM - In-Service Dismissal @ 1:15 PM - In-Service |
| Oct. 7th | Dismissal @ 1:15 PM - In-Service |
| Oct. 7th Oct. 10th-14th | Fall Break - No School |
| Oct. 21st | Dismissal @ 1:15 PM - In-Service |
| Oct. 28th | Dismissal @ 1:15 PM - In-Service |
| Nov. 4th | Dismissal @ 1:15 PM - In-Service |
| Nov. 10th Spec | ial Event Dismissal @ 11:30 AM |
| Nov. 11th | Veterans Day - No School |
| Nov. 18th | Dismissal @ 1:15 PM - In-Service |
| Nov. 21st-25th | Thanksgiving Break - No School |
| Dec. 2nd | Dismissal @ 1:15 PM - In-Service |
| Dec. 9th | Dismissal @ 1:15 PM - In-Service |
| Dec. 16th | Dismissal @ 1:15 PM - In-Service |
| | d Winter Break - No School |
| Jan. 3rd | Students Return |
| Jan. 6th | Dismissal @ 1:15 PM - In-Service |
| Jan. 13th | Dismissal @ 1:15 PM- In-Service |
| Jan. 16th | Civil Rights Day - No School |
| Jan. 20th | Dismissal @ 1:15 PM - In-Service |
| Jan. 27th | Dismissal @ 1:15 PM - In-Service |
| Feb. 3rd | Dismissal @ 1:15 PM - In-Service |
| Feb. 10th | Dismissal @ 1:15 PM - In-Service |
| Feb. 17th | Dismissal @ 1:15 PM - In-Service |
| Feb. 20th | Presidents' Day - No School |
| Feb. 24th | Dismissal @ 1:15 PM - In-Service |
| March 3rd | Dismissal @ 1:15 PM - In-Service |
| March 10th | Dismissal @ 1:15 PM - In-Service |
| March 13th- 17th | Spring Break - No School |
| March 24th | Dismissal @ 1:15 PM - In-Service |
| March 31st | Dismissal @ 1:15 PM - In-Service |
| April 6th | Dismissal @ 1:15 PM - In-Service |
| April 7th & 10th | April Break - No School |
| April 14th | Dismissal @ 1:15 PM - In-Service |
| April 21st | Dismissal @ 1:15 PM - In-Service |
| April 28th | Dismissal @ 1:15 PM - In-Service |
| May 5th | Dismissal @ 1:15 PM - In-Service |
| May 12th | Dismissal @ 1:15 PM - In-Service |
| May 19th | Dismissal @ 1:15 PM - In-Service |
| May 26th | Last day for Students - Early |
| , | Dismissal at 11:30 AM |
| | - |
| This colondarie subject to change | |

This calendar is subject to change 181 instructional days

Adopted: 12/07/2021