J U L Y 2 0 2 3

Eagle Tales

Student Handbook

Please take the time to go over the 2023-24 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.

REMINDER:

Please complete the following forms and return them to the office prior to the first day of school:

- Dismissal Notice
- > Handbook Signature Page
- PUHS Transportation Form
- > 2023-24 Household Meals Application

In this Issue:

- Summer Projects
- Welcome our new Staff!
- Meal Information
- Health Office

Upcoming Events

Meet the Teacher Night Thursday, July 27th 5:30-7:00 PM

School Pictures Thursday, September 9th

Fair Days—No School Friday & Monday, September 15th & 18th

> Parent-Teacher Conferences October Oct. 18th-20th

Veterans Day Celebration Thursday, November 9th Dismissal at 11:30 AM

Missoula Children's Theater Residency December 11th-16th



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 at Meet the Teacher night on Thursday, July 27th or on the first day of school.



Blackbeard Pirate

Save the Date!

Elgin School's Missoula Children's Theatre Residency

December 11th-16th

The performance will be held on Saturday, December 16th at 6:00 PM

Message from Mrs. Faley

Welcome to the 2023-24 school year! I hope you had a safe and relaxing summer break and are looking forward to the start of the school year. Our office and maintenance staff have been very busy over the summer, so you'll notice a few changes when school begins.

We will be welcoming several new staff members. Our new fourth grade teacher, Alicyn Morrell, recently moved to the area from Scottsdale. She has two years of teaching experience in a Montessori classroom. Aisel Gaviola will be teaching fifth grade. Mrs. Gaviola is moving to the area from the Philippines, where she has been teaching for the past fourteen years. Dana Brothers will be teaching middle school ELA. She moved to the area from Washington and is living in Huachuca City. Finally, we will be welcoming a new speech therapist, Karen Parkey. Mrs. Parkey lives in the area with her family and is coming out of retirement to support our students and families. I'm excited about the experience and energy that each of our new teachers will bring to our community of learners.

As you know, we received grant funding for a full-time school nurse for the 2022-23 school year. Our school nurse, Kathe Prentice, was a tremendous asset to our school and to the community. Thankfully, the grant was extended for the 2023-24 school year and Ms. Prentice will be returning.

As always, keeping your children safe on campus is our highest priority. Over the summer the fencing and gates on campus have been replaced, our camera system has been updated and we will be implementing a new emergency alert system in conjunction with the Santa Cruz County Sheriff's department. In addition to providing additional security, the fencing will allow community access to the playground after school hours, while preventing access to the rest of campus.

Triad Wireless has completed the Final Mile Project, providing fast and affordable internet service to community members. While Triad Wireless will provide service to anyone in the community, the mission of the Final Mile Project is to ensure that Elgin Elementary Families are able to access the internet for educational purposes. Please feel free to reach out to me if you have any questions regarding this program.

Finally, we are working with an architect to convert Room 14 into an Early Childhood Center. This work is being funded through a grant from the Santa Cruz County Superintendent's Office. Plans for the project will be finalized during the 2023-24 school year, with construction taking place next summer.

I look forward to meeting our new families and seeing our returning families at our meet the teacher night or when school begins.



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.

Volleyball is open to all girls in grades 6th-8th. 5th grade girls are allowed to practice but will not be placed on rosters or participate in games. Coach Megan Thomas and Coach Lacy Beyer will hold a teambuilding practice on Thursday, August 3rd from 3:00-4:00 PM. Regular practices will begin on Monday, August 7th and will take place Monday-Thursday, from 3:00-5:00 PM.

Flag Football is open to grades 4^{th} - 8^{th} grades. Practice will begin Monday, August 7^{th} and will take place Monday-Thursday, from 3:00-5:00 PM.

Cross Country is in need of a coach! If you or someone you know is interested please contact Coach Harper at dharper@elgink12.com. If you are interested in coaching any other sport or have any questions regarding athletics, please contact Coach Harper.



teac Ari

My name is Alicyn Morrell and this is my fourth year as an Elementary grade level teacher. I earned my Bachelor of Science in Special and Elementary Education from Northern Arizona University. I also hold a Montessori Teaching Certification as I have taught in a Montessori classroom the past two years.

My favorite part about my education and teaching experience is the opportunity I was given to work with a wide variety of age and grade levels, from Preschool to 12th grade. Through my journey I have learned not only a lot about how each individual child learns and grows differently, but also about my intentions as a teacher. My intentions this school year are to guide and support your child in a very positive, loving and nurturing way, using a variety of different teaching strategies, in order to reach the level of success and for them to have the support and security to be who they were meant to be.

Outside of school, I like to enjoy my time outdoors up north in cooler weather. My family has a cabin in Munds Park and I love to go off – road in our ATV, and ride my dirt bike with my brothers in the forest. I am very adventurous and love relaxing on the lake as well. I also love dogs and I love food, tacos being my absolute favorite. I am so excited and look forward to this new and bright school year.

Aisel Gaviola – 5th Grade



Aisel Gaviola has been teaching for 14 years and holds of Bachelor of Elementary Education, majoring in English, as well as a Master of Education in English Language Teaching. Ms. Gaviola has taught at various grade levels, with class sizes ranging from small to large, handling all general education subjects. In addition, participating in different in-service trainings and professional development and engaging in collaborative works with co-educators has helped hone and develop her classroom management skills, acquire knowledge on innovative teaching strategies, and exhibit a cheerful and optimistic attitude toward her learners. Her ultimate belief as a teacher is that "No learners should be left behind" and that every child has unique individualities and potentialities that every adult must be able to lead and guide.

Dana Brothers – Middle School Language Arts



Dana Brothers is an artist, educator, and animal lover who has a passion for sharing knowledge with others. She brings over 20 years of experience in a variety of teaching and education arenas, both inside the classroom and out in the community at large. Additionally, Ms. Brothers has a background in medicine, both human and animal. Initially planning to obtain her veterinary degree, she worked for veterinarians all through college and graduated with a Bachelor of Science from U.C. Davis. After an ostrich kick broke her femur, Ms. Brothers shifted gears and began working in cardiac and stroke rehabilitation, then segued into an outreach and education management position at a hospice agency. After spending three years teaching English as a second language in southern Spain, Ms. Brothers returned to the US and continued to work in the medical field. She later relocated to be closer to her parents, learned to weld from her father, then subsequently developing a successful metal art business that she sold after 10 years. Currently, Ms.Brothers is finishing her master's degree in social work and hopes to eventually combine her education and experience, merging those skills while working with children in art and animal therapy. She lives with her family in Huachuca City and is excited to be joining the Elgin School team.

Sonoita Elementary School District 2023-2024 Elgin School Staff

Elementary Faculty

Kindergarten

1st Grade

Callie Mattus

Stard Grade

Sheree Gronlund

Callie Mattus

Kerry Newberry

Alicyn Morrell

Start Grade

Aisel Gaviola

Middle School Faculty

6th Grade Advisor/Science Annette Koweek

7th Grade Advisor/Social Studies Neal Ryan 8th Grade advisor/Math Kyndra Ortiz Language Arts Dana Brothers

Associate Faculty

Fine Arts Anna Coleman
Library/Media Center/Technology Jayci Whittington

Special Education Christine Clouse
Counselor, Health & PE Terrell Harper



Para-Professionals (Educational Aides)

Yana Carter Aubrey Gallardo Lucy Reyes Linnette Weisel

Administration

Superintendent/Principal Mary Faley
Business Manager Heidi Gonzales
Executive Assistant/Office Manager Melissa Paul
Business Office Administrative Asst.
Facilities Manager Jeramie O'Dell

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

Summer Projects 2023

- ***** Exterior security fencing updated.
- Electronic gates installed for transportation.
- Interior security fencing and gates installed.
- ❖ Backpack racks installed for middle school students.
- ❖ All classrooms, library, kitchen bathrooms, administrative and gym rooms cleaned and sanitized.
- All surfaces and devices cleaned and sanitized.
- Field Maintenance Aerated, fertilized, re-seeded
- Sidewalk artwork refreshed.
- ❖ Paint touch up of handrails and classrooms.
- ❖ Architectural surveys for future projects completed.
- Student Handbook Review and Revision.
- Staff/Faculty Handbook Review and Revision.
- ❖ End of year reporting for the Arizona Department of Education.
- 2023-24 Student Registration review
- Office/Nurse's Office Inventory
- Updates to all student and staff computers:
 - Operating Systems
 - Software, programs and apps
- ❖ Preparations for the 2022-23 Financial Audit.
- Supply purchases for the 2023-24 school year.
- Over 100 hours of training attended by Administrative and Support Staff.

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

Maintenance/CustodialAdministrativeValerie EtchartDana BrothersLisa LopezMary FaleyJeramie O'DellHeidi GonzalesJess O'DellRegina PadillaJim ReindlMelissa PaulLeonard Sadorf





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/Transportation. *Please check your stop times for updates!*

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 or on the website at https://www.elgink12.com/Health-and-Wellness.

*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.

2023-24 Elgin School Drop off & Pick Up Procedures

School Hours

7:55 AM-3:00 PM, Monday-Thursday 7:55 AM-1:15 PM, Fridays and scheduled early release days

Student supervision starts at 7:30 AM and ends at 3:00 PM.

Please do not drop off your students prior to 7:30 AM. Although we have staff on campus at that time, those responsible for supervision are not available until 7:30 AM.

Late Drop Off Procedures

If your child(ren) will be late to school you may choose to do one of the following for any child(ren) arriving on campus after 8:00 AM:

- Drop the child(ren) off at the curb & call the office to notify us the student is on their way into the office.
- Walk your student in to the office and sign them in on the clipboard.

If your child(ren) will be later than 8:30 AM and require a school lunch, please notify the office by 9:00 AM by phone or email so we can order one.

Early Pick Up

If your child(ren) will be picked up early from school you may choose to do one of the following for any child(ren):

- Call or email the office with the time you will be picking your child(ren) up and whether you will be coming in to the office or if you would prefer we bring them out.
- The office staff will call the child(ren) down just before your arrival time.
- When you arrive on campus:
 - If you will be coming to the office, just park and proceed to the office where you can sign out your student.
 - o If you prefer we walk them out:
 - Please pull up to the curb and call the office to let us know you have arrived.
 - The office staff will watch your child(ren) walk to your vehicle.
 - The office staff will sign your child(ren) out for you with the time of their departure.

All visitors to campus are required to sign-in and obtain a visitor pass before proceeding on campus



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

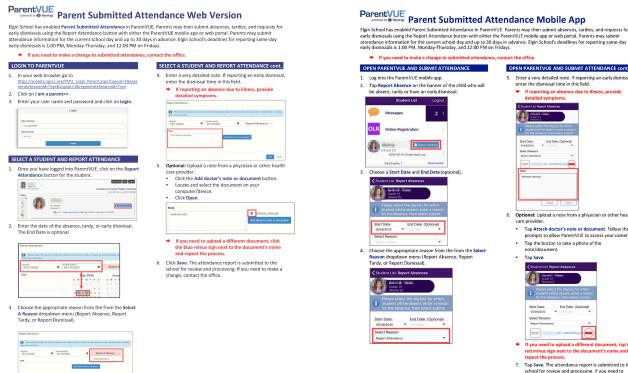
- Reason for absence
 - Illness include symptoms such as fever, vomiting, etc.
 - Medical/Dental Appointments
 - Personal
- How many days student(s) will be absent
- Tardy students please notify office if a school lunch is required.

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)



OPEN PARENTVUE AND SUBMIT ATTENDANCE cont. Enter a very detailed note. If reporting an early dismissal, enter the dismissal time in this field. Optional: Upload a note from a physician or other health care provider. Tap Attach doctor's note or document. Follow the prompts to allow ParentVUE to access your camera Tap the button to take a photo of the

Inclement Weather & Emergency Communication

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

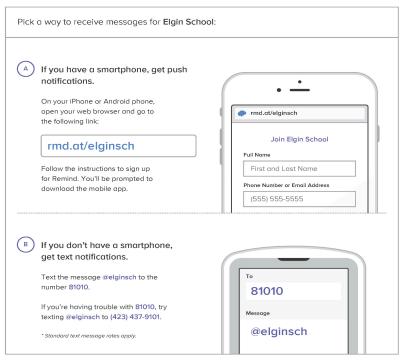
- Local news media in Tucson will be notified so they can broadcast the information.
- 2. Messages will be sent to parents/guardians via:
 - a. Remind app You do not have to have a smartphone to receive messages, you can receive them through text or email.
 - b. Email emails will be sent to those on 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>rmd.at/elginsch</u> on a desktop computer to sign up for email notifications.



Elgin School Food Service General Information

School Year 2023-2024

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.

2023-2024 Meal Prices

Breakfast: K-8 \$1.50 Adults \$2.00 \Join 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 <u>NEW</u> free and reduced application is required by every household <u>each year</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 **Tuesdays and Thursdays.**Only **one** 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 Meet the Teacher Night!



Thursdsay, July 27th 5:30-7:00 PM

- Find your classroom
- Meet your teacher
- Buy spirit wear and sign up for the PTC (Parent-Teacher Club)
- Turn in paperwork
- Athletic Information



Elgin School July Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
10	11	12	13	14
Noon –	Ву	Ву	Noon -	Ву
3:00 PM	Appointment	Appointment	300 PM	Appointment
17	18	19	20	21
Noon –	9:00 AM -	9:00 AM -	Ву	Ву
3:00 PM	2:00 PM	Noon	Appointment	Appointment
24	25	26	27	28
9:00 AM -	1:30 PM -	2:30 PM -	12:30 PM -	Office and
3:00 PM	$3:30\mathrm{PM}$	3:30 PM	3:30 PM	Campus
	or By Appointment			Closed



Join us on the 1st day of Schooll





COFFEE & CONVERSATION

Monday, July 31st 7:30-9:00 AM ◀

Elgin School

Drop-Off Loop 7:30-7:55 AM
Gym (Flag Ceremony) 7:55-8:20 AM
Conference Room 8:20-9:00 AM

EVENT SPONSPORED BY THE ELGIN SCHOOL PTC

Contact Ms. Paul at mpaul@elgink12.com with any questions





Elgin School Calendar 2023-24

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 7/31-10/6 Quarter 2 10/16-12/19 Quarter 3 1/3-3/8 Quarter 4 3/18-5/24

July 25th-28th Prep	Faculty & Staff School Year
July 31st	First Day - Students
Aug. 4th	Dismissal @ 1:15 PM - In-
Service	
Aug. 11th	Dismissal @ 1:15 PM - In-
Service	
Aug. 18th	Dismissal @ 1:15 PM - In-
Service	
Aug. 25th	Dismissal @ 1:15 PM - In-
Service	
Sept. 1st	Dismissal @ 1:15 PM - In-
Service	-
Sept. 4th	Labor Day - No School
Sept. 8th	Dismissal @ 1:15 PM - In-
Service	
Sept. 14th	Dismissal @ 1:15 PM - In-
Service	Fair David Na Sahaal
SERVICE AND ADMINISTRATION OF THE PROPERTY OF	Fair Days - No School
Sept. 22nd	Dismissal @ 1:15 PM - In-
Service	Disastruct @ 4.45 DM - In-
Sept. 29th	Dismissal @ 1:15 PM - In-
Service Oct. 6th	Dismissal @ 1:15 PM - In-
Service	DISTIIISSAI @ 1.15 PIVI - III-
Oct. 9th-13th	Fall Break - No School
Oct. 20th	Dismissal @ 1:15 PM - In-
Service	
Oct. 27th	Dismissal @ 1:15 PM - In-
Service	
Nov. 3rd	Dismissal @ 1:15 PM - In-
Service	15 D
Nov. 9th Specie Nov. 10th	al Event Dismissal @ 11:30 AM
Nov. 17th	Veterans Day - No School Dismissal @ 1:15 PM - In-
Service	Distribused (6, 1.13 LIM - III-
Nov. 20th-24th	Thanksgiving Break - No
School	

Nov. 3rd	Dismissal @ 1:15 PM - In-
Service	
Nov. 9th Specia	l Event Dismissal @ 11:30 AM
Nov. 10th	Veterans Day - No School
Nov. 17th	Dismissal @ 1:15 PM - In-
Service	
Nov. 20th-24th School	Thanksgiving Break - No
Dec. 1st	Dismissal @ 1:15 PM - In-
Service	
Dec. 8th	Dismissal @ 1:15 PM - In-
Service	
Dec. 15th	Dismissal @ 1:15 PM - In-
Service	
Dec. 20th-Jan. 2nd	Winter Break - No School
Jan. 3rd	Students Return
Jan. 5th	Dismissal @ 1:15 PM - In-
Service	
Jan. 12th	Dismissal @ 1:15 PM- In-Service

Civil Rights Day - No School

Dismissal @ 1:15 PM - In-

Adopted: 1/10/2023

Jan. 15th

Jan. 19th

Service