



# **Civano Community School K-8**

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**Family Handbook  
2017-2018**

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Civano Community School Handbook  
Viewed Sheet  
2017-2018

Please return viewed sheet only by Tuesday, August 1<sup>st</sup>.

I understand and agree to all the handbook items. I have specifically paid special attention to the following: *(initial after reading)*

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| <input type="checkbox"/> School Philosophy      | <input type="checkbox"/> Personal Electronic Devices and SMART Devices |
| <input type="checkbox"/> Our Teachers           | <input type="checkbox"/> Snacks and Lunches                            |
| <input type="checkbox"/> Specials               | <input type="checkbox"/> Medication or Health Needs                    |
| <input type="checkbox"/> Holidays               | <input type="checkbox"/> Parent Volunteers                             |
| <input type="checkbox"/> Absences & Punctuality | <input type="checkbox"/> Behavioral Expectations: Love and Logic       |
|   | <input type="checkbox"/> Lottery                                       |

Please have ALL responsible parents/guardians sign below.

Student(s) name \_\_\_\_\_

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date

# Family Handbook 2017-2018

Civano Community School  
10625 E. Drexel Road  
Tucson, AZ 85747  
K-8 Office Phone: 879-1702  
Fax: 879-1701  
Website: <http://civ.vail.k12.az.us/>

## SCHOOL HOURS:

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Lower school hours:	8:24 am-3:00 pm
Half-day kinder hours:	8:24 am- 12:00 pm
Upper school hours:	8:10 am-3:00 pm
Half-day dismissal time K-8:	12:00 pm

## STAFF:

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BJ Madsen	Lead Teacher	<a href="mailto:madsenb@vailschooldistrict.org">madsenb@vailschooldistrict.org</a>	(520) 879-1709
Gianni Wanaka	K-8 Secretary	<a href="mailto:wanakag@vailschooldistrict.org">wanakag@vailschooldistrict.org</a>	(520)879-1702
Kelly Pinkerton	District Administrator for Civano	<a href="mailto:pinkertonk@vailschooldistrict.org">pinkertonk@vailschooldistrict.org</a>	(520)879-2095
BJ Madsen	Youngers' (K) Teacher	<a href="mailto:madsenb@vailschooldistrict.org">madsenb@vailschooldistrict.org</a>	
Joy Karn	Middlers' (1/2) Teacher	<a href="mailto:carruthjoy@vailschooldistrict.org">carruthjoy@vailschooldistrict.org</a>	
Deirdre Calhoun	Olders' (3/4) Teacher	<a href="mailto:calhound@vailschooldistrict.org">calhound@vailschooldistrict.org</a>	
Jana Dawson	5/6 Teacher	<a href="mailto:dawsonj@vailschooldistrict.org">dawsonj@vailschooldistrict.org</a>	
Joanna Norman	7/8 Teacher	<a href="mailto:normanj@vailschooldistrict.org">normanj@vailschooldistrict.org</a>	
Sherry Killion	Special Education Teacher	<a href="mailto:killions@vailschooldistrict.org">killions@vailschooldistrict.org</a>	
Rachel Balsiger	Kindergarten Enrichment	<a href="mailto:balsigerr@vailschooldistrict.org">balsigerr@vailschooldistrict.org</a>	
Emily Stevens	Special Education Paraprofessional, grades 2-3		
Shaine Toliver	Special Education Paraprofessional, grades K-8		
Patti Grenier	Paraprofessional, grades K-4		
John Easton	Paraprofessional, grades 5-8		
Analita Andrade	Head Chef/Kitchen Manager		

## About Civano:

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Civano Community School is a K-8 school of choice, sponsored by the Vail School District. Our school has approximately 110 students with six certified teachers and six support staff. Our focus is on the individual's learning path, with a great emphasis on community.

## School Philosophy:

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Civano Community School is rooted in the concept of community—a community of learners encompassing students, families, and staff. We have a child-centered approach to learning, where every child learns at his or her own pace.

Civano Community School's Mission Statement: "Where Children Want to Learn"

Our learning community fosters meaningful experiences with a partnership of passionate and dedicated staff; motivated and curious students; and supportive parents.

We cultivate the following attributes:

- curiosity
- tenacity and grit
- collaboration
- stewardship

Our culture supports these attributes through:

- blending ages and levels to provide continuous learning
- opportunities for real-life learning and problem-solving
- community involvement
- focusing on genuine assessments
- understanding that learning involves wondering, dreaming, playing, interacting, communication, exploring, discovering, questioning, investigating, creating, and risk-taking

Our K-8 curriculum follows Arizona's K-12 Academic Standards <http://www.azed.gov/standards-practices/>.

## Our Teachers:

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- Believe our children need to construct their own meaning from the work at hand.

Revised 8/8/17

- Create thematic, interdisciplinary units of study.
- Teach a conceptual, problem-solving, visual, manipulative-based math program in all grades.
- Teach reading from a balanced, whole language literature-based approach.
- Use the "writing process" approach to teaching writing.
- Create activities in which children actively "do" science (hypothesizing, collecting data, sharing information, experimenting) rather than merely reading about it.
- Engage students in cooperative learning.
- Use authentic assessment strategies such as portfolios, narrative reports, anecdotal record keeping, rubrics, and demonstrations in order to track student learning.
- Create their own curriculum. We work largely without textbooks and those that are in use do not drive the curriculum.
- Are familiar with the use of technology and use it in developmentally appropriate ways with students. Teachers use technology, including the school's website to communicate with parents.
- Know something of modern brain research and its application to the classroom.
- Plan and implement experiential education elements, closely tied to classroom curriculum. Possibilities include field trips, overnights, outdoor education, environmental education, service learning, and so on.
- Engage students in questions and actions focused on environmental responsibility and stewardship.
- Have an international, global perspective through travel, living abroad, reading, or other means.
- Model and teach ethical values and character.
- Create multicultural units of study and model a respect for diversity and inclusion.

## Academics

### Literacy:

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#### Emerging Literacy:

Children already come to school with knowledge about language and learning. They have had years of experience learning how to interact and communicate with the world around them. Children experience a holistic approach to language at Civano Community School through reading, writing, discussion, play, and presentation. Walking into a classroom you may see children browsing books for reading, reading independently or with friends, responding to text through discussion and writing, and working with the teacher.

Reading and writing is a meaning making process. Children use a variety of strategies to comprehend what they read. Not only do students use phonemic awareness to decipher words, they use the arrangement (syntactic) and meaning (semantic) of words in sentences to gain understanding. We encourage invented spelling because it builds a strong phonetic background for reading and future writing. We celebrate students' individual development and foster their learning through guidance and teaching them strategies to be successful, independent learners.

#### Literacy in the Upper Grades:

There is a saying that *children first learn to read, then they read to learn*. We look on the student who is a fluent reader as a learner who can implement their literacy to assist them with authentic goals and tasks. As in the lower grades, students will continue to explore books and other content through browsing, reading, writing, presentation and discussion. In addition, they will be guided to implement reading strategies to comprehend deeply, discuss themes, compare texts, conduct research and

many other tasks that require fluent reading skills.

A balanced approach towards literacy will engage students in reading and writing on many levels. Students will read independently for pleasure and for a specific purpose, share in reading aloud, and use annotation and note-taking strategies to think deeply about text. Students will continue to build vocabulary and will engage in a wide variety of writing, including writing for a purpose, pleasure, journaling and for personal expression. Finally, the literacy skills that students have gained in the lower grades will be reinforced in each of the content areas as they use these skills to expand their knowledge in science, history and mathematics.

## **Math:**

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We encourage students to learn mathematics with understanding, actively building new knowledge from experience and prior knowledge. We use many hands-on problem-solving techniques to allow students to discover their own ways to figure out math problems. This requires classrooms to allow the students time to “stew” and sometimes get frustrated, but the resulting knowledge is stronger and the retention is longer, which makes a good foundation for new math knowledge. Our job as teachers is to understand what students know and challenge them to keep learning.

## **Specials:**

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We have rich cross-curricular learning opportunities in the areas of

- PE
- Art
- Drama

Specialist teachers work in the classroom with students about once per week, depending on the content.

## **Science and Social Studies**

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The Arizona K-12 academic standards identify a variety of rich science and social studies topics at every grade level. Each teacher presents science and social studies topics in ways that connect the student to the outside “real world” as much as possible. Students are creating, acting out, exploring, and getting dirty as they engage in these topics.

## **Outdoor Education:**

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Our outdoor education piece continues to develop in each classroom. Students get outside as much as possible. Students can be found creating a quiet “nature build”, studying land study concepts through an overnight backpacking trip, or participating in a “tribe day” with no running water or electricity.

## **Homework:**

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Every child needs to read, or be read to, **nightly**. We also have projects that require family support and involvement. We will notify parents when these projects come up and when they are due. Any work that is sent home is expected to be completed by the **due date**. There will be after school homework club for K-8 students beginning in August.

Upper school teachers will assign homework that pertains to the work they are doing in the classroom. All upper school students will be responsible for taking home and bringing back the homework at assigned times. Upper school homework club days will be announced each school year.

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## **Assessment:**

We believe thoughtful assessment can be used to promote learning, and not just measure it. At Civano School, students are given the respect and responsibility to be engaged in their own learning direction. Meaningful and authentic assessment can match this learning ideal. Student growth is individual, so each classroom teacher uses a variety of formal and informal assessment tools to monitor and extend student development. This can range from a skill-based assessment on a math process to an end-of-the-quarter project on personal finances and taxes. You will receive a narrative report showing your child's progress in December and May of each year. We also hold parent-teacher conferences every September and February.

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## **Standardized Testing:**

Our testing philosophy is simple. We do all of the testing that the district requires (three benchmark tests in reading, writing, math, and science) and the state mandated testing. However, it is one of many tools by which we measure your children. Our yearly curriculum schedule typically does not match the district's curriculum schedule. Therefore, the standards tested on each benchmark test may not align with our classroom instruction. We use our own knowledge of our students to assess them on a daily basis. We feel strongly that our teaching strategies are sound, and we use current research-based educational methods to help your child leave our school prepared for their future by being able to take responsibility for their own learning.

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## **Communication:**

Whole school and classroom newsletters will be sent via email regularly. The Tuesday folder will be sent home weekly with finished work, homework, and other information. We expect parents to read all school communication thoroughly. If questions arise, talk to the classroom teacher. Students return the folder by Thursday each week. Our school newsletters, lunch menus, and monthly calendars will also available online.

If a parent has a question or concern of any sort, they should talk to the teacher as soon as possible. If the question or concern is about a teacher or the issue wasn't resolved, please then talk to BJ Madsen, lead teacher. If it requires further action, please talk to Kelly Pinkerton, district administrator. Email is an excellent way to communicate with your child's teacher. You can ask questions, clarify an assignment, keep tabs on an ongoing issue, or make an appointment.

Email and Tuesday folders are our primary communication tools. The official school Facebook page is used for reminders only. "Civano Community School, K-8" Facebook page will contain reminders on school events and activities. "Friends of Civano Community School" is a not an official school Facebook page where families can communicate with each other and build connections. School personnel will not stay up-to-date with communication on the "Friends of Civano Community School" page.

## Special Services:

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Students who have an IEP (Individual Education Plan) and require special services have those services delivered by their classroom teacher in combination with our special education teacher. **Please note** Civano is a small community in which we serve all our students to the best of our abilities and resources. We do not have all the resources a large school has, but work with parents and district to meet the needs of your child.

## Holidays:

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Students at Civano Community School are exposed to a variety of holidays at our school. Our goal is to engage in holiday activities in a way that is culturally authentic to our Civano Community. If you observe a holiday that you would like to share with our school community, we welcome parents/family members/volunteers to come into the classroom and teach about holidays that are important to them. Contact your child's classroom teacher or the Civano lead teacher to make arrangements.

The following events are celebrated each year:

- Halloween
- Christmas
- Valentines

## Drop off/pick up:

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### Dismissal:

Dismissal is at 3:00 PM for all K-8 students. Please pick up your child promptly. Please discuss your child's going home plans clearly with them every day so they know what to do after school.

### Car Drop-Off and Pick-Up at the Lower School:

The area on the south side of the school, along Drexel Road, is for drop off only (8-8:30) and pick up only (2:45-3:15). To drop off or pick up your child, pull into this area heading west. If you are using this area during these times, you **MUST** remain in your car. When in the drop off/pick up area, please refrain from conversations with teachers on duty or other parents. Student-to-student play dates should not be arranged during dismissal. This will help us avoid last minute confusion over who goes where.

### Car Drop-Off and Pick-Up at the Upper School:

Enter the pick-up area from the west. Pull all the way forward in the pick-up area so other cars can pull in behind you. Stay in your car while in the pick-up line in order to keep traffic moving smoothly. **If you have children at both schools, have your upper school student walk across the crosswalk and join the lower school pick-up line.**

### Car Pick-up Line Safety:

Safety of our kids is a top priority during the pick-up time. Please review these key points and share with anyone who will be picking up your child.

- No phones or texting are allowed in the pick-up line.
- When possible, have your children enter the car from the curb side and locate your child's car seat on the curb-side, so they can safely get in the car without going into the traffic lane.

- Please drive VERY cautiously during pick-up. We want adults to be able to pick up their children in a safe and timely manner.

### **Parent Pick-Up at Lower School:**

If you would like to walk in and pick-up your child, please park in the lot at the school or the dirt lot just east of the school. Enter the gate by the kitchen and head to the tables in the MPR. From there, students will be dismissed to you when they see you waiting. Please DO NOT ENTER the main gate by the office as students who walk or ride bikes are all trying to exit that direction.

### **Parent Pick-Up at Upper School:**

If you would like to walk in and pick-up your child, please park in the lot at the school or the dirt lot just east of the school. Wait by the bench just outside the gate.

## **Driving Cautions:**

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Please keep the roundabout clear and moving, so non-school traffic can easily move through. Children need to walk across the Nightbloom crosswalk. Do not stop in the crosswalk. It is very important that everyone uses good driving etiquette and stays aware of the traffic at these busy times. The drivers in the drop-off and pick-up line have right-of-way. If you have parked and are leaving, you can get into the flow of the pick-up lane, rather than drive quickly ahead. If the pick-up line is completely stopped, a driver may carefully go around.

Please consider walking, biking, scooting, or a walking bus (shared supervision of a group that walks to and from school together). This could help alleviate the pick-up congestion at the end of the day, improve health and fitness, and contribute to a healthier planet. Consider a carpool with a family or families that live near you, if you live a bit further away.

### **Parking:**

There is additional parking on the dirt lot to the east of the school and bike lane. This is not the school's property, but we are allowed to use it for school parking.

## **Front Office Security Door:**

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In order to maintain security our front office door will be getting an electronic key pad lock installed. When this installation is complete families will be notified and given additional information about the use and function of the door.

If you need to pick up your student(s) early or drop off your student(s) after the first bell rings it is important you know the school gates will be locked and you will need to go through the front office in order to sign in/out your student(s).

## **Absences:**

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Excused absences are all absences approved by the principal, including out of town, funerals, weddings, family events, illnesses, doctor/dental appointments, religious holidays, etc). If your child will be absent, **you must call the school (520) 879-**

**1702 or email Gianni ([Wanakag@vailschooldistrict.org](mailto:Wanakag@vailschooldistrict.org))** (and cc the teacher) before 9:00 a.m. to let us know the nature of your child's illness or other reason for absence. Let us know any time your child is absent. It really helps our small staff.

If your child has any of these symptoms: fever, sore throat, cold, runny nose, stomach ache/vomiting, diarrhea, or pink eye, you must keep your child home until they are symptom free for 24 hours. When in doubt, keep them home. At times, a judgment call with symptoms may be made by the staff. For instance, if there is no fever, but the child seems lethargic, pale, sleepy, etc.

**Lice:** Child stays home as soon as lice is found and parent notifies the school immediately. All school parents will be notified immediately by email. Student stays home until lice and nit free for 24 hours.

**Pertussis:** If test is given student should be kept home until the results are in. If a child has a positive test for pertussis, all parents will be notified immediately by email. Student remains home as determined by District policy.

**Strep:** Once tested positive, stay home until on antibiotics for 24 hours.

**Fever/Vomiting/Diarrhea:** Keep home until child is symptom free for 24 hours

An unexcused absence is anything not listed as an excused absence. Because we are a small school, unexcused absences seriously affect our tight budget and our school performance ranking. We strongly encourage you to schedule vacations and appointments during our breaks. Because so much of our curriculum happens in school and often as part of a group, it really makes an impact if your child is here everyday. It also affects our budget when we have absences, so the more your child is here, the more financial reimbursement we get. It's a win/win. So, please make every effort to schedule all travel and as many appointments as possible during our breaks and days off. Families must notify us in advance of a travel related absence. Please make every effort to arrange travel during our frequent breaks. Teachers are not obligated to provide supplemental work prior to a planned vacation. After the vacation, it is the family responsibility to seek out and complete missed work.

**\*\*\* Take Special Note \*\*\***

**Three tardy counts will be considered one unexcused absence. Ten consecutive unexcused absences will automatically un-enroll your child.**

\*\* If your child is absent during the school day, they cannot participate in any school activities/events during the day or that night.

\* Please try to avoid taking extended vacations during regular school days; students should be attending school daily and extended absences create gaps in their learning.

- If you are unable to avoid an extended absence due to vacation plans, please make arrangement with your child/children's teachers to make up assignment or get assignments prior to leaving.

## **Punctuality:**

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- We start each day gathered for community time at the lower school and crew time at the upper school. Every child needs to be here on time. Students who are late miss the opportunity to participate.
- We consider our community time and crew time to be the first class of the day, so it is important for all students to attend.
- **Tardy students must be signed in by a parent/caregiver each time on the Sign In/Sign Out log located in the office. The tardy is recorded in the district attendance calculator. Three tardies count as an unexcused absence. After three unexcused absences, we must take further measures.**

- At the lower school, the first bell rings at 8:24am, which is the time for students to be gathering in for community time. At 8:25 the tardy bell rings (according to the school clock).
- At the upper school, the first bell rings at 8:10am. Your child is late if they walk in after the 8:10am bell.
- Dismissal is at 3:00pm for all students K-8. Please pick up your child promptly.

## Personal Electronic Devices and Smart Devices:

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We understand students have personal phones and smart watches to communicate with parents when there is an issue at home or before/after school. In order to NOT cause classroom distractions or unnecessary communications the following is expected:

- **During school hours' (8:00-3:00) Students will turn off phones and/or other smart device and put in backpacks**
- In case of an emergency; immediately contact the front office and we will put you in touch with your student.
- If lunches are forgotten or an illness arises students will contact parents via front office phones
  - **NOT COMPLIANT students will have their smart device (phone, watch, etc.) confiscated until a parent comes and picks it up.**
  - **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENT CELL PHONES OR OTHER SMART DEVICES**

## Community Time:

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Each morning the whole school gathers for community time to listen to announcements, share big news, and sing. This is a very special time for our community and is considered the first class of the day. We expect all students to participate in this community building experience, as it sets the tone for the day. Upper school students will start their day on their campus and then travel to the lower school together to participate. **The gates and the office will be locked right after the 8:24 bell. Students who get to school after 8:24 are considered tardy and will need to wait until community time is over to enter school.**

We love it when our families join us during community time but we ask for the following courtesies:

- Enter the community time area before the 8:24 am bell.
- If you need to talk to a teacher, please arrange to meet with them before community time starts, as all teachers are required to attend community time.
- Refrain from having conversations during this time, as it can be distracting.
- Don't leave before community time is over.
- Silence your cell phones and be technology free.
- If you are sitting with your child, please be active community time participants.
- We love younger siblings to attend, but the focus is on the first class of the day for students in grades K-8. If your younger child becomes a distraction, please leave the area, so our students can focus on community time.

## Housekeeping:

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All of our staff and students work together to keep our school clean and tidy with daily chores. We believe that students and staff who take care of their learning space, feel greater ownership for the space. The chore time is an important part of the day, where we spend time and energy teaching this skill set.

## **Aftercare:**

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We do not have an on-site aftercare program. If you have aftercare needs, you might want to contact the aftercare staff at Senita Valley at 879-3185.

## **Transportation:**

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We have no school bus service at Civano. Families are responsible for getting their children to and from school. We encourage local families to walk or ride bikes as much as possible.

## **Safety items:**

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- All bike riders and scooters **MUST** wear helmets as they come and go from school. If they don't wear a helmet (because it is a law) their mode of transportation will be confiscated and kept at school until they get a helmet.
- All students need lots of encouragement to travel safely and appropriately down our streets and paths. Pedestrians should use sidewalks and paths as much as possible. Students on wheels should stay on the extreme right side of the road and travel single file.
- When crossing the parking lot in front of the lower school, students only cross the street when accompanied by a parent, guardian, or staff member.
- Students use the crosswalk with an adult before and after school.
- If someone we are not familiar with is picking up your child (K-5), this must be in writing on the parent clipboard or we must have a phone call from you. We will check for identification.
- If your child (K-4) will be going home with someone else, please write a note on our parent clipboard ahead of time. If you are unable to write a note on the clipboard, call and leave a message **BEFORE 2:30**. We must have confirmation from you before we let your child leave with someone else, even a good friend.
- Upper school students will be expected to do whatever they have arranged with their parents, staff will not supervise their after school plans.
- There is no supervision before 7:45am at the upper school, and before 8:00am at the lower school. School grounds are locked.
- **Please make sure your emergency contact information is always current.**

## **Lightning:**

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Safety of our children is our number one priority during the school day. If students are outside and lightning begins, we move everyone inside.

During dismissal, if there is lightning in the distance, we will continue to dismiss students until lightning and thunder are 30 seconds or less apart. If you arrive in your car, and lightning and thunder are 30 seconds or less apart, and no one is outside,

please stay in your car until the lightning and thunder are at least 20 seconds apart. You may then choose to walk in and get your child. We will not bring students outside/dismiss any students heading home until lightning and thunder are at least 30 seconds apart.

## **Snacks and lunch:**

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We hope all families will focus on balanced lunches that include fresh fruits and vegetables, lean protein, and complex carbohydrates. Help us reduce the amount of waste that we put into the landfills by using re-usable containers for student lunches. We do not allow students to share lunch items. Soda is not allowed on campus.

**Lunch price is \$3.50 per meal.** Lunch will be offered 4x a week, most weeks.

**Only Milk or juice is \$0.75**

- A monthly menu will be sent out one to two weeks prior to the beginning of the new month. Please make the selection of number of lunches you are purchasing for your student(s) and send in the correct amount.
- Students will have meal verification with their teachers to ensure they have paid for lunch.
- Extra servings **will only be allowed for the youngers.** This is because these students are given a small portion to help with minimizing food waste.

## **Special diets:**

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Please let us know if your child has any food allergies or special dietary needs.

## **Birthday celebrations:**

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We celebrate birthdays once a month by having a birthday parade at the lower school complete with cupcakes for everyone, made in the kitchen, and a cheer to each other at the upper school. If you want to do something to celebrate your child's birthday in the classroom, we'd like you to think of a non-food treats. Talk to your child's teacher about age-appropriate items.

## **Party invitations:**

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If you want to distribute invitations to your child's classmates through the school, you need to bring them to the office the Monday (10:00am cut-off) before you want them delivered in the Tuesday folder. To be clear, we will not allow party invitations to be handed out, student-to-student at school.

## **Medication or health needs:**

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If your child requires regular or special medications (inhalers, prescriptions, etc.) the prescription or over-the-counter medication needs to be in the original container with the prescription or dosage information on it. If you bring any type of medication to school for your child, paperwork must be filled out in order for it to be given to your child. Please see Gianni regarding all medicine on campus.

\* Students cannot have any medication prescription or over-the-counter in his/her possession or on their person for legal reasons.

### **Bathroom Accidents:**

Due to our small size and limited resources, a Civano School staff member is unable to clean and change toileting accidents in underwear or pull-ups. A parent needs to come to school to change his/her child and then the student can remain at school.

Staff can assist a student in changing a wet accident, if the student has clothes to change into. If a pattern of toileting accidents emerges, a student will need to wear pull-ups. Once a student is dry for three weeks, the student can go back to underwear.

### **Dress code:**

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Students should dress appropriately at school for an active day.

- No belly shirts or spaghetti straps
- No extremely baggy clothes
- Shoes must be worn outside
- Shirts with negative or sarcastic sentiments (i.e. "I only look like I'm listening to you") are not allowed
- On **PE days**, students should wear tennis/running/athletic shoes
- On field trips, students should wear comfortable shoes that protect the feet (no open-toed sandals)

**The staff of Civano reserves the right to make the final decision as to the suitability of any attire and to decide when attire violates the school dress code.**

### **Dogs on campus:**

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Please do not bring pet dogs onto the Civano Community School Campus. While we strive to be a welcoming community, many pets are not prepared to be greeted by 100+ children. For the safety your pet and our community, dogs are not allowed on campus without special permission. Service animals are exempt from this rule.

### **Parent Volunteers:**

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We love to have parents come in and help with various school needs. **We require that all families volunteer for the school for a minimum of 4 hours for the year.** Due to our small size, we rely on families to join our community of volunteers in order to keep our school running smoothly. We understand, however, that one size does not fit all when it comes to helping out. Regardless of the nature or frequency, your assistance is deeply and sincerely appreciated by the entire school community. The benefit isn't one-sided, however; you will enjoy being part of the action!

Volunteer Opportunities:

- Office help
- Library organizing
- Lunch/Kitchen help
- Classroom help (teacher based)
- Chaperoning

## **Field trip chaperones:**

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Field trips are an opportunity to interact with your children and their friends as well as participate in the special school activity. When volunteering to chaperone for a field trip, please adhere to the following guidelines:

- Engage with your child, meet and get to know some of the other students, and to be a support for the teacher by helping supervise students.
- Please do not text or use cell phones during the field trip unless it is an emergency.

## **Parent conferences:**

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Each parent will be scheduled for a conference with the teacher twice a year. If you need a meeting to discuss your child at other times, please call or email the teacher at school to schedule a time.

## **Behavioral expectations:**

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Civano is a Love and Logic School. Love and Logic is based on the ideas that children learn the best lessons when they're given a task and allowed to make their own choices and fail from time to time when the cost of failure is still small. Children's failures must be coupled with love and empathy from their parents and teachers.

Love and Logic follows these principles:

- Adults set limits without anger, lectures, threats or repeated warnings
- When children cause problems, adults hand these problems back in loving ways.
- Love allows children to grow through their mistakes.
- Logic allows them to learn from the consequences of their choices.
- Shared Control – Adults gain control by giving away the control they don't need.
- Shared thinking/decision-making – Adults provide opportunities for the child to do the greatest amount of thinking/decision making.
- Equal shares of consequences with empathy - An absence of anger causes a child to think and learn from his/her mistakes.

Students who are misbehaving will have a logical consequence. The consequence will match the behavior. For example, a student is given a class period to finish an assignment, she doesn't use her time wisely and fails to finish the assignment. The teacher may have that student stay in from break to finish the assignment. Or, a child gets into an argument with another child over a basketball game. Both students may be asked to refrain from playing basketball until they can show the break monitor responsible behavior.

Teachers will contact parents if there is a pattern of negative behaviors or something more serious.

Please see the attached behavior matrix detailing some possible consequences.

We will be sharing more information about Love and Logic throughout the year, but if you are interested in learning more, check out the Love and Logic website at: <https://www.loveandlogic.com/educators/what-is-love-and-logic-for-teachers>

## **Conflict vs. Bullying:**

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The Vail School District and the Civano Community School are actively working with students, parents, and staff to help everyone understand and effectively work with students having interpersonal difficulties with others. Below are the working definitions of “conflict” and “bullying”. We want you to be aware of the language that we will use with students, staff, and families when discussing issues between students:

**Conflict** is a *natural* part of development, it may be defined as a **struggle or contest** between people with opposing needs, ideas, beliefs, values, or goals.

**Bullying** is aggressive behavior that is *intentional, repeated over time, and* involves an *imbalance* of power or strength.

## **Event behavior:**

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We want our students to be respectful and mindful members of the community, and expect considerate behavior at our school functions, whether on school grounds or off campus (like field trips). Each event dictates different behavior so prior to each event we will send home our expectations. Help support our students to learn to be contributing members of our school and the community at large.

## **Lottery:**

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Each year the school will hold an annual lottery to fill open spots in each class.

### ***Important Dates:***

LOTTERY FOR 2018-19 SCHOOL YEAR

One mandatory meeting for new families is required to enter into the lottery. Each meeting will last around 45 minutes with Q&A at the end. Please come to the K-5 campus on the north side of Drexel Road.

November: Monday, November 6<sup>th</sup> 7:15am- 8:15am

December: Wednesday, December 6<sup>th</sup> 4:00pm-5:00pm

January: Thursday, January 11<sup>th</sup> 6:00pm-7:00pm

### ***Lottery Practices:***

Each year interested families that have attended one of the mandatory meetings will be placed into a lottery draw. Lottery draw is separated into three residential areas

Revised 8/8/17

- Level 1: Siblings of current students and Civano employees
- Level 2. Residents East of Houghton south of Irvington to Poorman Rd. and Vail School District employees
- Level 3. All Vail School District residents
- Level 4. Open enrollment: Out of district\*

\*Open enrollment: Open enrollment is granted on a year-to-year basis based on the availability of space at each school. Completing a yearly open enrollment application is required for each child to be considered for open enrollment in the Vail School District.