

The mission of Palmcroft School is to foster fair and consistent expectations for student behavior; ensure a comprehensive education for our students through rigorous curriculum and instructional excellence; and promote a sense of well being in all students through recognition of accomplishments.



# Palmcroft Elementary School

## Parent-Student Handbook



[www.palmcroft.yuma.org](http://www.palmcroft.yuma.org)



## Principal's Message

As the Principal at Palmcroft Elementary School, it is an honor to have the opportunity to serve such an outstanding community. It is my desire to work with you, your child, and the staff to continue to foster a strong sense of community in order to increase student achievement.

During my twenty years in education in the Yuma Area, I have worked as a Third and Sixth Grade Teacher, Middle School Math Teacher, Athletic Coach, School Effectiveness Mentor, and Assistant Principal. From the varied experiences throughout my career, I have learned that the best method to increase and maintain high student achievement is to foster the development of a strong school community where the principal, staff, and parents collaborate in order to best meet the needs of our students.

We, the staff of Palmcroft Elementary School, are committed to provide effective instruction for each child at his or her appropriate instructional level.

We will strive to provide exciting and rewarding instruction that will enable your child to achieve their goals. Classroom instruction will align to the Arizona College and Career Ready Standards and will include a variety of programs which include:

- Imagine Learning (K-2) & Achieve 3000 (3 - 5)
- Harcourt Trophies
- Eureka Math - Engage NY/Zearn

As we focus on educating our children in the 21<sup>st</sup> Century, Technology is a necessary component to develop globally competitive learners. The expectation for all students at Palmcroft, Kindergarten through Fifth Grade, is to access and utilize Technology in order to support their learning. Every student will have an iPad issued to them, which will allow access to the same instructional programs at home/public library via the Internet, as they utilize at school.

School will start at 8:45 am every morning and release at 2:10pm on Mondays and 3:40pm on Tuesday thru Friday. Please ensure your child is at school on time and picked up on time.

The Palmcroft Website is an excellent tool to keep students, parents, guardians, and staff informed. The website address is [www.palmcroft.yuma.org](http://www.palmcroft.yuma.org). Please check it out frequently. I truly believe strong partnerships between parents and staff leads to academic success for all students. Therefore, I invite you to visit our school and actively participate in your child's education.

Sincerely,

*Jennette Arviso*

Jennette Arviso, Principal

**The mission of Palmcroft School is to foster fair and consistent expectations for student behavior; ensure a comprehensive education for our students through rigorous curriculum and instructional excellence; and promote a sense of well being in all students through recognition of accomplishments**

## **OUR BELIEFS**

- Everyone deserves a safe and secure environment.
- Learning is a lifelong process.
- With rights, come responsibilities.
- Every individual can learn unique to his/her individual strengths.
- Every individual deserves the opportunity to succeed and to be recognized.

At Palmcroft School, teachers and staff are committed to educating the whole child. We work cooperatively to create the best atmosphere possible for each child's physical, emotional, social and academic growth. The Palmcroft community endeavors, at all times, to support each child's lifelong commitment to educational and personal growth.

## **PARENTS AS EDUCATIONAL PARTNERS**

Many parents believe they can only be involved if they come to school. This is only partly true; as we respect and appreciate the parents who help so much at home, too. Please come to conferences and continuously communicate with your child's teacher. Teachers have phones and you may leave a message so they can return your calls when they are not actively teaching. The principal will send home a newsletter at the end of each month to share upcoming activities and information. Please check with your child to make sure you review the newsletter. We place extra copies of the monthly newsletter in the school office and add information to the School's Website.

## **PARENT RESPONSIBILITIES**

1. Get your child to school on time. Even a few minutes late means your child will miss valuable instruction. Have your child at school everyday unless he/she is really sick.
2. Support the school in requiring your child to observe all school rules and regulations and accept responsibility for any misbehavior on his/her part.
3. Send your child to school with proper attention having been given to personal cleanliness, neatness of dress and complying with the School Uniform Policy.
4. Maintain an active interest in your child's work. Make it possible for them to complete assigned homework by providing a quiet place, materials and proper conditions to study. Teach them to return work and take care of iPads, books and other materials.
5. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
6. Cooperate with the school in attending conferences for your child.
7. Keep phone number and emergency contact numbers current.

## **MOVE ON WHEN READING EXPECTATIONS**

Arizona is among 32 states that have passed laws that identify and retain students if they are unable to read by the end of third grade. Research shows that third-graders' ability to read is a clear link to future academic and career success. Third graders who can read at grade level are more likely to graduate from high school and enroll in college. A student shall not be promoted from the 3<sup>rd</sup> grade if the student obtains a Reading score on AZMerit that falls within the bottom 3% of all student's tested across the state. While there are exemptions to this law, parents of children not meeting benchmark goals in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Grades will be notified if their child is not making progress towards the benchmark goals. If students are identified as not progressing towards the goal, the teacher will develop intervention and remedial strategies for the student and parents will be notified in regard to the concern.

## **PARENT-TEACHER-ORGANIZATION**

P.T.O. meets once a month. Please watch for notices and newsletters for exact time and dates this year. The objectives of the P.T.O. are to provide school-wide support in all the activities of school and to raise funds to assist in various activities and academic programs.

## **PARENTS AS VOLUNTEERS**

Volunteering a few hours a week on a regular basis in the classroom or at school directly helps our students. Our staff would like to invite you to become a Volunteer. Your participation as a Volunteer supports our instructional program and school goals. If you can volunteer on a regular basis, please ask your child's teacher for the district form that **MUST** be completed for class/school volunteers.

## **STUDENT RESPONSIBILITIES**

The following are responsibilities which students are expected to accept.

**Quality of Work:** Each student should complete his/her work using his/her best effort. Incomplete work or work that does not show effort is unacceptable. Students are responsible to make up work when absent.

**School Rules:** Each student is expected to follow the school and classroom rules and make this a safe and productive place for everyone. Rules must be followed to and from home and on the bus.

**Care of School and Personal Property:** It is a privilege and obligation to take care of property, buildings, furnishings, iPads/Computers, and books. Fines will be assessed for damage.

**Relations to Others:** Each student should respect the rights and personal space of others. We want everyone to be safe and enjoy school. Follow the school rules and respect your classmates and friends.

**Personal Standards:** Each student should demonstrate his/her very best effort and follow the Good Citizenship Rules:

- Be respectful of other students and their rights.
- Objects of any kind are not to be thrown.
- Using vulgar or profane language is not allowed.
- Hurting others/fighting is not acceptable.
- Endangering self or others with improper play activities will not be tolerated.
- Saying mean words and teasing is not allowed.
- Bullying is not acceptable at any time

## **DISCIPLINE**

A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. Palmcroft rules fit within the guidelines set by the District. The Yuma District One Discipline Policies and Procedures will be sent home with each student. These must be signed and returned to school.

Basic rules are:

1. All playground equipment is to be used for its intended purpose.
2. Keep your hands to yourself; roughhousing and fighting is not allowed.
3. Do not bring dangerous, or illegal objects to school.
4. Show respect and be courteous to everyone.
5. Do not bring items to school that will disrupt the educational process.
6. Play only in designated areas and on designated play equipment.

Violation of classroom or school rules may result in loss of recess; parent contact, after school detention, Saturday School, in-school suspension, or out of school suspension. Consequences will be dependent of the nature of the incident and Yuma District One Discipline Policy.

## ***THE SCHOOL DAY***

### **SCHOOL HOURS- The academic school days begins at 8:45 AM**

There is **no supervision** provided for children who arrive earlier than 8:20 AM or remain on campus after school unless participating in a supervised, school-sponsored activity. These procedures are designed for the safety and well being of your children.

Grades K, 1,2,3,4,5

Warning Bell 8:40 AM

Final Morning Bell 8:45 AM

Grades K,1,2,3,4,5

Dismissal 3:40 PM, Tuesday through Friday.

2:10 PM, Mondays

Students in Kindergarten will be released first to load buses, day care vans, and be released for parent pickups. Please make sure your children are picked up after the dismissal bell.

### **EARLY RELEASE DAY ON MONDAY**

Students will be released early each Monday. Staff will utilize each Monday afternoon for training/planning.

The early release day begins at 8:45 AM and all students will be dismissed at 2:10 PM.

### **VISITORS ON CAMPUS**

Please **DO NOT GO DIRECTLY TO THE CLASSROOMS**. Visitors are to sign in the office and pick up passes during the school day before going to their child's classroom. Teachers are not to admit guests or release students unless visitors display their pass. This is for the safety of all of our children. Students may not bring other students who do not attend Palmcroft to visit our school. This is a liability. Children of Volunteers who are NOT registered students need to be accompanied by their parents while on campus.

**PARKING LOT-** We will continue the practice of closing the school parking lot beginning at 8:00 AM and again at the end of the day with it remaining closed at least 15 minutes after the end of the school day. The parking lot is not safe and secure for our students with the heavy loads of traffic. We look forward to the construction of a drive thru drop off on Park Lane to be completed with the City's agreement to help with traffic as well.

### **STUDENTS BROUGHT AND PICKED UP BY PARENTS**

Children should not be dropped off prior to 8:15 AM, unless you are checking them in to the Discovery Club Program located in Room 306. Drop Off/ Pick Up will be off of 8<sup>th</sup> Ave in Bus Lane when Busses are not present.

*Parents, guardians, and family members who come to campus to drop off and pick-up student should enter the campus at the crossing guard entrance on Palmcroft Lane near the 400 Building or on Park Lane on the south side of the playground. We are trying to make the parking lot safe and secure for our students.*

- **DO NOT DOUBLE PARK**
- **DO NOT PARK IN NO PARKING AREAS**
- **DO NOT DROP OFF STUDENTS IN THE CROSSWALK AND BLOCK TRAFFIC**
- **DO NOT BLOCK A PRIVATE DRIVEWAY**
- **DO NOT WAIT IN YOUR CAR FOR A YOUNGER CHILD TO COME TO YOUR CAR.**

#### ***Kindergarten***

Children are picked up in the cafeteria.

#### ***Grades First – Second***

Children may enter the campus on Palmcroft Drive at the crosswalk or on Park Lane at the crosswalk. A crossing guard is located at both gates. After school, please wait at the picnic tables area just Southeast of the Office/Cafeteria Building until the bell rings for your child teacher to walk your them to you. Because of our high volume of traffic, you will need to park in the **legal** parking areas on Palmcroft Drive or Park Lane or in the parking areas next to school.

#### ***Grades Third, Fourth, Fifth***

These students may walk themselves to and from the pick up area or their parent's vehicles.

**NOTE:** Signs posted on Palmcroft Drive indicate where you may legally park.

There are designated areas for day care vehicles and buses, please do not park a vehicle in these areas.

**Students should be picked up by parents or other authorized persons in a reasonable time frame at the end of the school day. If you are unable to pick up your child at the end of the day, you will need to contact Discovery Club, a day care provider, or make arrangements for pick up after the regular school day.**

### **BICYCLES – No shoes with wheels should be worn to school.**

Only **third, fourth and fifth graders** may ride their bikes to school. Bikes are to be locked and remain in the bike racks during the school day. Bikes must be walked on the school grounds. The school cannot be responsible for damaged, lost or stolen bicycles. City law requires bike riders to wear helmets.

## **WALKERS**

Please be aware of the traffic. Stay on sidewalks and cross the street only at crosswalks. There are crossing guards at the crosswalks on Palmcroft Drive and Park Lane. Please do not walk through the parking lot. Stay on public sidewalks. Avoid going through alleys and residential property.

## **PRIVATE PROPERTY**

Students must not trespass on lawns or in any way interfere with the property of private citizens or businesses.

## **BUS STUDENTS**

Students riding the bus **MUST** go home on the bus unless the parent comes for the student and checks him/her out, or sends **WRITTEN PERMISSION** that they wish the child to go elsewhere. We cannot take a verbal change from a student.

Bus students are under the authority of the bus driver. Students are expected to behave on the bus and follow the same rules they have at school. **OFFENDERS WILL BE DENIED THE PRIVILEGE OF RIDING THE BUS.** The bus driver will contact parent/guardians directly if there are any concerns regarding behavior on the bus.

If you have questions or concerns regarding behavior or late buses you are encouraged to call the Transportation Department.

**The telephone number for Transportation is: 503-8840.**

**Please give the office at least 40 minutes notice if you plan to pick up your child rather than have him/her ride the bus. Once a child is on the bus, we cannot guarantee that the child can be removed from the bus.**

## **ATTENDANCE**

The parent or guardian is charged by law with responsibility for the student's consistent school attendance.

### **STUDENT ABSENCES AND EXCUSES**

The regular attendance of a school age child is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, or other family emergencies, and the observance of major religious holidays of the family's faith.

Failure to attend school may result in:

- The student being ineligible to receive credit because work done during regular class time is difficult or impossible to make up.
- The student receiving a lower grade.
- The student not being promoted to the next grade.
- Missing a field trip to make up homework

### **TO REPORT AN ABSENCE**

Please telephone the school at 502-8000 or send a note the next day explaining the absence.

## **SCHOOL WORK WHEN ABSENT**

When your child has been absent at least 2 days from school, you may call the school office in the morning so the teacher can be notified and can have time to gather your child's work by the end of the day. Appropriate books will be sent home when necessary. Assignments can be picked up in the office at the end of the school day or sent home with another child, if requested.

## **END OF THE DAY RELEASE**

We understand occasionally emergencies come up, if changes need to be made for the end of the day release the office needs at least 40 minutes to make contact with your child's teacher and/or child. Please make arrangements before the school for the end of the day release.

**Arriving late to school has become a concern at Palmcroft. Leaving before the end of the school day has also been a challenge and affects our students' achievement and attendance.**

The Arizona Department of Education has changed the manner in which they consider students in attendance. Students are considered absent for one-fourth, one-half, or a full day. The determination for absence is based upon the number of minutes in our school day and the number of minutes the student is absent from school. Normally students are in attendance at Palmcroft for 335 instructional minutes per day for students in Grades 1-5. This does not include lunch and recess. According to ADE policy, students will be marked absent as listed below dependent on the number of minutes the student is absent.

1-85 minutes late or left early = 1/4 day absent  
86-168 minutes late or left early = 1/2 day absent  
169 minutes late or left early = 1 full day absence

**Please make sure students arrive on time and do not leave early except in rare or unusual circumstances.**

## **TARDY**

The warning bell rings at 8:40 AM. The tardy bell at 8:45 AM. Students arriving late **must** be signed in at the office and receive a pass before going to class.

Being tardy is disruptive to the educational process. Students who are tardy should bring a note signed by the parent or the parent may explain in person, to the office, the reason for the tardy. Frequent or excessive tardies will lead to:

- The student not receiving recognition for perfect attendance.
- **Making up time missed- after the 5<sup>th</sup> tardy the student will be assigned detention at lunch or after school.**
- Letter and/or phone call to parent/guardian.
- Home visit.



## **TRUANT**

Truant means an unexcused absence for a least one class period during the day. Unexcused absence for at least five school days within a school year constitutes habitual truancy. Parents will be contacted either by phone or letter the first time. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction. J-1650 JHB

Patterns of absence will also be addressed through phone calls or letters to parent/guardians. Continued problems will result in a JUVENILE REFERRAL. Out-of-school suspensions are considered unexcused absences.

## **PERFECT ATTENDANCE**

A student must be in attendance more than one-half a day before he/she can be counted present during the day. In addition, a student MAY NOT be tardy more than 3 times during a nine weeks period to be considered in having Perfect Attendance for that nine weeks period.

## **OUT OF ATTENDANCE AREA STUDENTS**

The following conditions apply to the open-enrollment program:

- An application must be completed and submitted on or before May 1<sup>st</sup>.
- Enrollment is subject to the capacity limit established for the school and/or its grade levels.
- On or before June 1<sup>st</sup>, the parent or legal guardian will be notified in writing whether the application has been accepted, rejected, or placed on a waiting list.
- Transportation for the student will be the responsibility of the parent or legal guardian.
- Providing false information on this form may result in the application being denied or admission being revoked.

## **PERMISSION TO LEAVE SCHOOL GROUNDS/ACTIVITY**

Unless a child has written permission from his/her parent or guardian and is signed out from the office, he/she is not to leave the grounds while school is in session; this includes any intermission during the day or on any school sponsored activity.

## **SCHOOL PHONE**

The school phone is for business purposes. Please be sure to make arrangements for after school activities with parents at home before school, not during the school day.

## **CHANGE IN STUDENT INFORMATION**

The school should be able to reach the child's parents quickly. PLEASE inform the school of any changes of telephone number or address, even if it is temporary. Please keep medical information current. We will use an automated phone message in making announcements and/or sharing information in the event of an emergency.

## **SCHOOL PROPERTY**

Students are required to take proper care of all school buildings, books and equipment. Losing or destroying books, marking or defacing walls, restrooms, desks, floors and other acts of vandalism will mean the student and his/her parents are liable for either payment for the damage or replacement of property damaged and have consequences based on the Yuma District One Discipline Policies and Procedures.

### **PERSONAL PROPERTY, ELECTRONIC DEVICES**

Students should not bring toys, large sums of money or other valuables to school. **THE SCHOOL CANNOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.** This includes many types of electronic devices such as ipods, cell phones, and others that may distract or cause an interruption to the school environment. Cell phones should not be visible during the school day. If seen by a staff member during the day, it will be confiscated, returned to the parent at the end of the day. After a second incident the phone will be confiscated again, held in office until the parent picks up the phone and is notified that the third infraction will result in a suspension from school and loss of privilege to have a phone or electronic device on campus.

**CLOTHING:** We recommend that your child's name be printed in coats, jackets, backpacks, lunch boxes, etc. Many of these items remain unclaimed throughout the year. At the end of each semester we display lost and found items near the front office for parents to locate their children's lost articles.

### **PALMCROFT DRESS CODE AND UNIFORM POLICY**

Palmcroft's uniform policy is located on page 17 of this handbook. Parents and students please review the policy, sign, and return. Our policy is within the guidelines of the Yuma School District One Policy.

### **FIELD TRIPS**

All field trips must be planned to have a meaningful relationship to school and support the district curriculum. Students may be excluded from an educational field trip due to behavioral issues or lack of completing classroom academics. If this happens, teachers will communicate to parents that their child will not be attending and will be placed in an alternate classroom while his or her class is off campus. All field trips in which students leave the campus will require a written permission form from parent/guardian.

### **PARENT/TEACHER CONFERENCES AND REPORT CARD DISTRIBUTION**

Parent/Teacher Conferences will be required after the first nine weeks grading period. Your child's teacher will contact you to arrange for a conference. Our goal is 100% participation. After the 2<sup>nd</sup> nine weeks grading periods, conferences will be made at the request of either the parent or the teacher. After the third nine weeks grading period we expect 100% participation in the parent-teacher conferences. To accommodate the parent teacher conferences in October and March we are scheduling classes to be dismissed at 1:00 PM on those school days. Listed below are dates for parent/teacher conferences or report card release dates.

**1<sup>st</sup> Nine Weeks Grading Period:**

October 7, 2016 is the end of the first grading period. Parent-Teacher conferences will be held during the days of October 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup>.

A 1:00 PM release schedule will be followed on these 4 days.

**2<sup>nd</sup> Nine Weeks Grading Period:**

December 16, 2016 is the end of the 2<sup>nd</sup> grading period; reports cards are scheduled to be released on Thursday, January 12, 2017.

**3<sup>rd</sup> Nine Weeks Grading Period:**

March 10, 2016 is the end of the 3<sup>rd</sup> grading period and early release days are scheduled for March 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup> for parent-teacher conferences.

A 1:00 PM release schedule will be followed on these 3 days.

**4<sup>th</sup> Nine Weeks Grading Period:**

Report Cards released on May 26, 2017- last day of classes

**HOMEWORK**

Homework is assigned to all students. Homework should reinforce the skills being taught in the classroom and promote independent reading and independent study skills. Generally homework may take 30-45 minutes per day, dependent on grade level. If homework last for more than 2 hours per night or your child never has homework, please contact your child's teacher.

**SCHOOL HEALTH AIDE/MEDICATIONS**

A health aide is on duty during the school day. The aide handles emergency situations and illnesses that occur during the school day. Additionally, a registered school nurse will be made available as the nurse will visit Palmcroft on a regular basis as part of the Yuma District One school nurse plan. A student must have permission from the Health Office before leaving school because of illness.

**MEDICATIONS AT SCHOOL**

When it is necessary for the student to take medicine at school, the District will cooperate with the family physician and parents if the following requirements are met:

- There must be a written order from the physician (licensed in the United States) stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the Health Office.
- The medicine must come to the Health Office in the prescription container or, if it is over-the counter medication, in the original container with all warnings and directions intact.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Medicines will be kept in their original containers in a locked medicine cabinet.

**WHEN CHILDREN ARE ILL -**

- Please do not send “sick” children to school.
- Guidelines to be aware of:
  1. They have a fever and/or have been treated with Tylenol, Motrin or other medication used to reduce fever within the last 24 hours.
  2. If they have vomited last night or before school.
  3. If they have experienced hot/cold chills in the last 24 hours.
  4. If they are coughing excessively.
  5. If they have diarrhea.
  6. If they are pale, unusually tired, or lack energy.
- **Children need to be “Fever Free” for a full 24 hours before returning to school.** We ask that you comply with these guidelines because one contagious child can affect not only other students, but teachers as well,. Our goal is to keep kids healthy at school. Children who are “sick” belong at home where they can rest and recover.

### **EMERGENCY DRILLS**

Every precaution is taken to ensure the safety of your child during normal school hours. Fire drills, earthquake drills, and lock down drills will take place so students can learn the proper procedures. If a lockdown is required by a law enforcement agency, parents will be notified via an automated phone call or text message. Parents should be aware of additional calls and messages when the lock down will end and if there are any special pick-up procedures will be in place. Parents should not attempt to pick-up a child during a lock down until a law enforcement agency has released the school from a lock down.

### **STUDENT RECOGNITION PROGRAMS**

Students will be recognized for their efforts in academics, life skills, attendance, and additional activities during the school year. A student assembly will be held at the end of each grading period to recognize student accomplishments for achieving Honor Roll, Perfect Attendance, Reading Achievement Awards, and any other special awards. Periodically student’s work or achievements will be posted in the cafeteria or other designated areas to display awards and efforts in the classroom.

Palmcroft School Cafeteria offers a well-balanced, nutritious breakfast (FREE) and lunch (\$1.50). You may fill out a Free & Reduced Lunch application to see if you qualify for the Reduced Price meal at .40 cents or at no cost for the student that is approved for free. The program is based on the income and size of a household family. Applications are sent home with students on the first day of school. However, you may apply at any point in the school year. Applications are also available to print on-line at [www.yuma.org](http://www.yuma.org) under the Child Nutrition Department section. You can fill it out and give it to the cafeteria manager. A new application must be filled out every year.

Please join us everyday for a FREE Breakfast! Breakfast is available from 8:15-8:45am daily. Students that are not eating breakfast are not allowed on campus/playground until 8:20am. There is no adult supervision until that time, so there will be no exceptions. If you are on campus before 8:20am, you must be in the cafeteria. School begins promptly at 8:45am.

Please take advantage of the options to prepay your student's meal accounts. Prepaid meal accounts help the lunch lines go faster and also gives students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost, stolen or used for other things other than lunch. You will need your child's 8 digit student identification number to get started on E-funds. (The 8 digit number is available from the school office). You can find the e-funds prepayment site by going to the Child Nutrition Department page on [www.yuma.org](http://www.yuma.org) Parents may also send cash or a check payable to "Palmcroft Cafeteria".

Each student also receives a PIN (personal identification number) that is used for purchasing lunch in the cafeteria. The student will enter this number daily when they go through the lunch line. The account is a debit account, and each time the student purchases a meal from the cafeteria, the account is debited. The PIN number the child uses remains the same for each child from year to year. If your child is a new student or is in Kindergarten, try to encourage and help them remember their PIN number. It helps the lunch line in the cafeteria run smooth.

Milk or Juice comes with every complete meal. However, if your child brings a lunch from home they may purchase a beverage for .25 cents.

There are 3 separate times for lunches.  
Kinder/1<sup>st</sup> Grade Lunch 11:30-11:50 PM  
2<sup>nd</sup>/3rd Grade Lunch 12:00 – 12:20 PM  
4<sup>th</sup>/5<sup>th</sup> Grade Lunch 12:30-12:50 PM

Palmcroft Cafeteria Manager  
Aide Perez (928)502-7976

## **SCHOOL BREAKFAST AND LUNCH – CAFETERIA REGULATIONS**

Our cafeteria provides well-balanced meals everyday. Students are encouraged to participate in school breakfast and lunch. School lunches have changed and are now \$1.50 and breakfast is free. Additional milk is available for \$.25. We now use an electronic Personal Identification Number system in the cafeteria. Each student is assigned a PIN number and he or she enters the number prior to eating a school lunch. Parents are encouraged to prepay for lunches at the beginning of the week or month. Parents may also pay for lunches on line via Yuma District One Web Site (see the last page for step by step instructions to pay on line.) The students PIN account will be increased by the amount of payment. The system will also automatically notify a student when he or she has more than 5 charges. Students may qualify for free or reduced prices. Parents will need to complete a new lunch application each school year. Please allow the school 2 weeks to process your application after you have completed and returned to school.

## **LUNCHES FROM HOME and/or a FAST FOOD CHAIN**

Students may bring sack lunches from home or parents may occasionally bring their child a lunch from a fast food chain. In order to promote healthy eating habits for students on campus, carbonated beverages may not be sent in a sack lunch or brought in with fast food. You may send water, juice, or milk. A student may purchase milk or juice in the cafeteria during meal times. Please do not send gum, candy, or chips with your child, as these items are also not permitted, as we continue to foster a healthy eating environment. On behalf of our student's health, we thank you.

## **DISTRICT SOFT DRINK/SNACK POLICY:**

Students may not bring soft drinks to school. Water is only allowed throughout our campus. Unhealthy snack are not allowed (ie. - Hot Cheetos, Takis, Candies, etc.)

## **CAFETERIA GUESTS**

Parents of students are welcome to eat with their child in the cafeteria. Adult meals are \$3.00 for lunch and \$2.00 for breakfast. The cash register is only open at the beginning of each lunch period. Students may sit with their parents at the designated table. Parents are not allowed to eat from a student's plate. **Students may invite one friend to sit with him/her, but must eat his/her own meal.**

## **CAFETERIA RULES**

1. Students will enter the cafeteria quietly and help keep the line moving.
2. Students will adhere to procedures for entering PIN.
3. Students with sack lunches will be able to sit at a table immediately and not have to wait.
4. Students will use good manners in line and at the table.
5. Conversation will be in quiet voices.
6. Students will remain seated.
7. Students will raise their hand if they need assistance.
8. Students will remain quiet for the last 5 minutes to finish eating and/or let food digest.
9. Students will clean up any messes they have created and dispose of their trays neatly.
10. Food and utensils may not be removed from the cafeteria.

**The mission of Palmcroft School is to foster fair and consistent expectations for student behavior; ensure a comprehensive education for our students through rigorous curriculum and instructional excellence; and promote a sense of well being in all students through recognition of accomplishments.**

## **PALMCROFT SCHOOL LIFE SKILLS**

Staff at Palmcroft will teach and reinforce the Life Skills that are designated monthly. The purpose of this program is to create an atmosphere of kindness and respect. We know that better citizens make better students! Each month one student will be selected from each classroom to be recognized as Citizen of the Month because they have demonstrated a specific life skill daily during the month it was designated. The student will receive a certificate and be recognized near the end of the month. Parents are invited to attend this recognition.

Life Skills by month that are introduced and taught:

<b>Month</b>	<b>Life Skill</b>
August	Respect
September	Responsibility
October	Effort
November	Cooperation
December	Initiative
January	Kindness
February	Problem Solving
March	Personal Best
April	Sense of Humor
May	Pride

At the end of the school year, one student from each classroom is recognized as best demonstrating the life skills every day all year long. The student will receive the Principal's Award presented at the year-end assembly the last week of school.

### **Positive Behavior Intervention Supports (PBIS)**

The Palmcroft School continues to use PBIS each school year. Establishing expectations for Positive Behavior are a major foundation of PBIS. The Palmcroft School has adopted 3 major expectations for students to remember at all times during the school day. Those expectations are: Being Responsible, Being Respectful, and Being Safe. While these are major expectations, exact behaviors expected in the classroom, playground, restroom, cafeteria, and breezeway will be more defined and shared with students on a regular basis. Teachers will discuss daily PBIS expectations. Signs and banners are placed around the campus to serve as reminders for students of the expectations and specific behaviors. We will continue to recognize students for demonstrating positive behavior. Recognition will come in various forms such as verbal praise, tickets to earn rewards, opportunities to help peers or younger students. The recognition may occur in the classroom; at an assembly, or during monthly lunch recognition.

A class of the month is recognized for Grades K-2 and Grades 3-5 at the Citizen of the Month Lunch. The classes that best demonstrate the expectations outside of the regular classroom. This includes, but not limited to the cafeteria, the playground, the library, breezeway, and in all Special Area Classes.

## Staff for the 2016-17 School Year

### Kindergarten Staff

Lorena Cabrera  
Gennevie Deloney  
Laura Gauna  
Melissa Haile

### 2<sup>nd</sup> Grade

Veronica Brooks  
Shannon Graham  
Jennifer Hartley

### 4<sup>th</sup> Grade

Nellie Guerrero  
Karen Perez  
TBD

### Special Area Staff

Carol Bickford, Counselor  
Margo Morrison, PE  
Clara Navarro, Music  
Gabe Vallejo, MFLC  
Leta Ferrell, ESS

### Office, Administration, Discovery Club, Health Office

Amelia Ortiz, Office Clerk  
Ana Quintana, Discovery Club Manager  
Genesis Calderon, Health Assistant

### Para Professionals

Tiffany Comstock, Library  
Yolanda Esquivel-McCaughey, Title I  
Wendy Morin, Title I  
Maria Villa, ESS  
Astrid Aguirre, ESS  
Diana Flores, ESS

### Cafeteria, Custodial, Crossing Guards

Aide Perez, Cafeteria Manager  
Francisca Muela, Cafeteria  
Ivone Cade, Custodian  
Tony Villareal, Custodian  
Evelia Molina, Crossing Guard  
Maria Chavez, Crossing Guard  
Celila Isidro, Custodian Support

### First Grade Staff

Michelle Copeland  
Katie Covey  
Brandie Luna

### 3<sup>rd</sup> Grade

Monica Gill  
Kathy McGinnis  
Lisa Townsend  
Jessica Warhurst

### 5<sup>th</sup> Grade

Patrick Minnick  
Cheryl Wright  
Luz Wiley

TBD, ESS  
Sherri Wayman, Art  
Katie Lasch, Reading Interventionist  
Mary Rouff, Speech Teacher  
Perla Orozco, ESS

Tammy Babb, Office Secretary  
Jennette Arviso, Principal

Lilia Rodriguez, ESS  
Carolina Martinez, Title I  
Kim Isley, ESS  
Georgina Suarez, ESS  
Patricia Flores, ESS

Irma Ramirez, Cafeteria  
Patricia Soto, Cafeteria  
Eddie Sandoval, Custodian

Adriana Osuna, Crossing Guard  
Nathan Spratt, Crossing Guard



The following Palmcroft uniform policy has been created in connection with Yuma School District One's dress code policy.

1. Uniform top is a polo shirt in approved colors only (white, royal blue, yellow) and Palmcroft spirit shirt. Shirts may not be altered (No cutting, tying, fringes anywhere)
2. Uniform bottom is pants, shorts, skirt, jumper, or capris in approved colors only (black, khaki, blue denim-jean). No prints on any bottoms.
3. Any type of winter coat, jacket, or sweater is approved.
4. Distracting body art, jewelry, hairstyles, bandanas are not permitted.
5. Bottoms must not be shorter than fingertips and must stay on waistline without the use of a belt. Tears/cuts in pants must be below fingertips.
6. Under garments must be covered at all times.
7. No flip-flops. Sandals must have a back strap.
8. Logos\* and pictures are not permitted on clothing.
9. School approved logo is accepted (panther w/ P)

\* Any designer logo or symbol appearing on polo (other than the approved Panther w/P) must be smaller than 2"x2". The school logo is located on the front cover of this handbook. Friday is Palmcroft Spirit Day! Students are *encouraged* to wear their Palmcroft spirit shirt. PTO sales Spirit Shirts at the school for \$10.

If a student is in violation of the uniform policy and dress code, the teacher will speak privately to that student and contact the parents with a note and/or phone call to find an immediate remedy for the violation. If a remedy cannot be found, the student will wear a shirt and or pants (if available) from the office. If violations continue to occur, the principal will be contacted and appropriate action taken.

This is the policy that will be followed for the 2016-17 school year.

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Please sign and return this section indicating that you have received and read the Palmcroft Uniform Policy and Dress Code.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Room)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Teacher's Signature)

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Dear Parents/Guardians:

An important part of our school program is the opportunity for students to visit and use the Palmcroft Library Media Center. We have many wonderful books and magazines selected especially for young children. Choosing books independently, using them carefully, and returning them on time are basic library skills your child has practiced.

With your permission, your child will be able to bring the books he/she selects during library visits home to share and enjoy with you. Please help your child practice his/her library skills at home. Help him/her find a place to keep books where younger children or pets cannot accidentally damage them. Your child's books should be returned to school by their due date. **Students with any overdue books may not check out additional books.**

We hope your family will enjoy sharing the books your child chooses during library visits.

Yours truly,

Palmcroft School Library

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My child has my permission to bring books home. I will be responsible for payment for any lost or damaged book.

Child's Name \_\_\_\_\_

Teacher \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

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**PALMCROFT SCHOOL  
SCHOOL-PARENT COMPACT**

**RESPONSIBILITIES OF:  
SCHOOL:**

- To provide an environment conducive to learning.
- To be open and accepting of our community in order to promote a sense of mutual respect and responsibility for all children.
- To teach children to be responsible adults through academic study, physical activity, emotional security, social awareness, and moral responsibility.
- Communication between school and parent will be continuous throughout the year through the use of teacher reports to parents; monthly newsletters; school activities held in the evening and during the day such as open house, NCLB Meetings, parent-teacher meetings, and quarterly presentations to all members of the Palmcroft Community.

**PARENTS:**

- Support their child's education by talking daily with their child about their day at school and maintaining regular communication with the school and teacher.
- Provide the school with accurate information concerning the child's health care, social, behavioral and emotional needs, as well as current address and contact numbers.

**STUDENTS:**

- Respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- Complete all course assignments to the best of their ability and to complete make-up work after an absence.

Parents may contact the Arizona Parent Education Resource Center (APERX) for training, education, and support to parents and those who work with parents, school district, and schools. Address and information for contact:

Arizona Parent Education Resource Center

661 E. Galveston Street

Chandler, AZ 85225

Phone: 480- 812-6580

Web site: <http://aperc.asu.edu>

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**I HAVE READ THE ABOVE SCHOOL-PARENT COMPACT**

Teacher's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN THE BOTTOM OF THIS FORM TO YOUR CHILD'S TEACHER.

## **Parent Involvement Policy**

The parents of children at the Palmcroft School believe they are involved in their children's education.

- In an annual survey parents report they believe teachers and staff at Palmcroft provide specific information in how to help their children.
- Many parents and community members serve as volunteers at Palmcroft. This includes participation in the PTO and the NCLB team.
- Parents attend and participate in the Annual Title I Meeting held each September.
- Parents would like to see continued attempts to communicate with family members.
- Parents wish to have access to the school library and media center.
- Parents have an opportunity to participate in NCLB Meetings, PTO Meetings, Parent-Teacher Conferences and Family Activity Nights to interact with administration and staff and discuss school topics.
- Staff members will provide translation at evening meetings and parent-teacher conferences as needed.
- Palmcroft works closely with the District One Migrant Department and with the MCAS School Liaison to seek additional support for parents and children in additional programs that may benefit the family or child.
- Parents should attend open house and grade level orientation meetings at the beginning of the school year. By encouraging open communication among parents and community through the use of an open house, grade level orientations and teacher-to-parent dialogue objectives will be addressed toward student achievement for the benefit of planning and implementing these objectives commencing the first two weeks of school and twice a year.
- Parents receive a monthly newsletter that provides current activities, goals, achievements as well as school policy will be highlighted
- The Parent Compact will be included in the parent-student handbook so all parents to review and sign. Teachers, parents and community members will conduct recommendations, suggestions, and review, on an annual basis.
- Parents may access school information and announcements through the school web site. [www.palmcroft.yuma.org](http://www.palmcroft.yuma.org)

Please read the rules and regulations that are printed in the Palmcroft Student Handbook and review them with your child. It is important that this form is signed and returned to your child's teacher as soon as possible. This confirms that you and your child have read and understand the rules and regulations of Palmcroft School.

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Signature of Parent/Guardian	Date
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Signature of Student	Date
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Teacher	Room Number
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**Yuma School District One**  
*ONE Community Pursuing Excellence*

## Student Calendar 2016 – 2017

450 W. Sixth Street  
 Yuma, Arizona 85364-2973  
 Phone: 928.502.4300 Fax: 928.502.4442

July 18, 2016	Middle School Offices Open
July 25, 2016	Elementary School Offices Open
August 8, 2016	First Day of School
September 5, 2016	Labor Day
October 10, 2016	Columbus Day
November 11, 2016	Veteran's Day Holiday
November 23-25, 2016	Thanksgiving Holiday Break
December 19, 2016 – January 6, 2017	Winter Break
January 16, 2017	Martin Luther King Day
February 17, 2017	Non School Day for Students
February 20, 2017	President's Day
April 3, 2017-April 7, 2017	Spring Break
April 14, 2017	Good Friday
May 26, 2017	Last Day of School
May 29, 2017	Memorial Day
June 2, 2017	Elementary School Offices Close
June 9, 2017	Middle School Offices Close

Alice Byrne Carver Desert Mesa O. C. Johnson McGraw Olondo Palmcrot Pecan Grove Price Rolle Roosevelt Sunrise

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# PALMCROFT ELEMENTARY SCHOOL

## IMPORTANT INFORMATION

### Contact Us

Palmcroft Elementary School Address:

901 Palmcroft Drive  
Yuma, Arizona 85364

Phone: 928-502-8000

Fax: 928-502-8048

Website: [www.Palmcroft.yuma.org](http://www.Palmcroft.yuma.org)

Jennette Arviso, Principal

### Hours

Office hours: 8:15 AM – 4:00 PM.

### Report an absence

Call 928-502-8000 or send in a written note the next day

### School Schedule

8:45 AM Classes begin Monday through Friday

3:40 PM Dismissal Time on Tuesday, Wednesday, Thursday, Friday

2:10 PM Dismissal Time on Mondays – early release day for staff development

### Cafeteria Hours and Operations

School lunches are \$1.50 and breakfast is free for our students.

Breakfast for all students 8:15 AM – 8:45 AM

Lunch Schedule:

Kinder/1<sup>st</sup> Grade Lunch 11:30 -11:50 PM

2<sup>nd</sup>/3<sup>rd</sup> Grade Lunch 12:00 - 12:20 PM

4<sup>th</sup>/5<sup>th</sup> Grade Lunch 12:30 -12:50 PM

Students may qualify for free or reduced prices. Requesting all families to complete a new lunch application each school year.

Adult meals are \$3.00 for Lunch and \$2.00 for Breakfast.

Parents or students can make payments directly to cafeteria staff at anytime between 8:00 AM and 2:30 PM. Checks should be written to: **Palmcroft Cafeteria**

Paying on line – Go to: [www.Yuma.org](http://www.Yuma.org) select – *Yuma Elementary One* – select *Departments* and then *Child Nutrition* and follow directions to pay.

### Bus Students

Transportation Office Phone: 928-502-8840

**Yuma School District One - 928-502-4300**

James Sheldahl, Superintendent

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