

P F C James D. Price School



2016-2017 Handbook

Please review the handbook with your child(ren). Please sign at the bottom of this page indicating you have received this copy. Detach the signature and return it to your child's teacher. Any questions regarding the contents of this handbook please call the office at (928) 502-7730.

James D. Price Handbook

Date

Parent/Guardian Signature

Child's Teacher

Student's Signature

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OFFICE NO. (928) 502-7730

FAX NO. (928) 502-7748

www.price.yuma.org

Administration

Mr. James Sheldahl

Superintendent

Mrs. Suzzette Whelchel

Principal

Yuma School District One is the largest elementary school district in Yuma County with over 10,000 kindergarten through eighth grade students and more than 1,300 employees. We operate 12 elementary, three junior high, and two middle schools.

Yuma School District One and PFC James D. Price Elementary School are committed to **“preparing our students to succeed in a global community.”** This is our mission. We believe the family is the foundation of learning and each individual's potential is unique. We further believe that individual learning is unlimited and learning is a life long process.

To accomplish our mission, the school must work closely with the family. We invite and encourage our parents to be actively involved in the education of their child.

James. D. Price School Staff

Secretary	Lisa Morales
Second/Third Grade & Lead Teacher	Katie Scott, Room A
Kindergarten	Lacy Stephens, Room E
First/Second Grade	Carolyn Izaguirre, Room F
Fourth/Fifth Grade	Jason Buhrman, Room C
Music	Jan Jackson, Room D
Art	Cheri Williams, Room D
P.E.	Stephanie Jauregui, Room D
Counselor	Harriet Montaney, Room H
Librarian	Angelica McIntyre, Library
Speech	Alana Barnicle
Nurse	Jennifer Krizay
Custodian	Luis Encinas

School Calendar

August 8, 2016 – First Day of School

Sept 5	Labor Day Holiday
Oct 7	End of First Quarter (44 Days)
Oct 10	Columbus Day
Nov 11	Veteran's Day Holiday
Nov 23-25	Thanksgiving Holidays
Dec 16	End of Second Quarter (45 Days)
Dec 19-Jan 6	Winter Break
Jan 16	Martin Luther King Day Holiday
Feb 17	Non School Day
Feb 20	Presidents' Day Holiday
March 10	End of Third Quarter (42 Days)
Apr 3-7	Spring Break
Apr 14	Good Friday

May 26, 2017 – Last Day of School

End of Fourth Quarter (49 days)

Daily Schedule for Students

Kindergarten	Grades 1-5
7:45 Students allowed on campus	7:45 Students allowed on campus
8:00 Classes Begin	8:00 Classes Begin
9:30-9:45 Recess	9:30-9:45 Recess
11:15-12:00 Lunch	11:15-12:00 Lunch
1:25-1:40 Recess	1:25-1:40 Recess
2:45 Dismissal	3:00 Dismissal

Weekly Early Dismissal

School will be dismissed at 1:00 every Monday.

Curriculum Daily Schedules

- Reading = 90 minutes a day
- Math = 60 minutes a day
- Writing/Grammar = 45-60 minutes a day
- Science/Social Studies = 60 minutes a day
- Art, Music, P.E., Library
- Interventions on Monday

** Teachers will give specifics regarding their individual classrooms.

Personalized Learning

Personalized learning is instruction that is paced to student learning needs and tailored to student learning preferences and interest. Objectives, content, pace, and method of instruction may all vary from student to student. The focus is to help all students achieve success.

School Procedures

School gates will open at 7:45. Please say goodbye to your child at the entrance gate. This allows for proper supervision on the playground.

Volunteers

We value parent volunteers and welcome anyone who'd like to volunteer to fill out an application.

Visitors

All visitors must sign in at the office with Mrs. Morales prior to entering the campus. Participate with only your child while on campus. Please do not film any students unless prior arrangements with Mrs. Morales or Mrs. Whelchel have been made. Younger siblings (those who are not students of Price) are not allowed to play on campus during school hours. For example, while you're eating lunch with your child or while you are volunteering. This is a liability to our school and district. If you would like to speak with your child's teacher, please make an appointment. Please keep all conversations regarding teachers, students, and other parents confidential. According to FERPA laws: *The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.* If you would like to observe in a class, please schedule an appointment with Mrs. Whelchel.

Skateboards, Heelies, Scooters, and Bicycles

Heelies are not allowed on the school grounds at any time. This is for the safety of children and the protection of school property. Students may ride bicycles and scooters to school. Racks are available for parking of bikes and scooters. **All bicycles and scooters are to be properly parked in the bike racks. Do not ride bikes or scooters on school sidewalks. Arizona law requires that a helmet must be worn at all times.** We recommend that bicycles be locked during the school day and helmets are taken to the classroom. The school cannot be responsible for damaged, lost or stolen bikes, scooters or helmets.

After School Transportation

Parents must inform the school of any change in a child's transportation **before 2:00pm(Noon on Monday)**. After this time, it is not possible to ensure those messages will be successfully received in classrooms. Without timely and explicit instruction to the office or the teacher, a child will be required to go home as usual. Children will not be allowed to use a phone to plan to go home with another child; arrangements must be made by parents, who inform the office or teacher. **A child may not ride or walk home with another child without a note from a parent or a timely call to the office.**

After School Access to Classrooms

Classroom security is the responsibility of teachers. Inside their classrooms, teachers generally provide their own personal materials for teaching, bulletin boards, and student use. Additionally, their records for students are private and confidential. **Before or after school, no one will be allowed access to a classroom without the teacher being present or giving explicit permission.** Students must be sure to take home what they need every day.

Absence Notification and Signing Out

The daily classroom exchanges between the student and teachers is a vital part of the educational process. Lost time is very difficult to replace even if the student makes up the work.

Teachers arrive on campus no later than 7:45 a.m. School starts promptly at 8:00 a.m. Any student who arrives after 8:00a.m. will need to be signed into the office, will be marked as tardy, receive a tardy pass, and be sent to class. It is very important that students arrive at school on time. If a student is late more than 10 minutes state policy requires parent sign-in to count the child present. **Three unexcused absences with no parent contact may result in truancy referral, and legal follow-through may be pursued.** All items that need to be given to a student will be dropped off in the office. Mrs. Morales will then deliver the items to the classroom when time permits.

When it is necessary for the student to be absent from school for any reason, parents should notify the school by 9:00a.m. that day if you want the absence to be excused. **Upon returning to school from an excused absence, the student shall submit to the school signed written consent and specific reason for the absence signed by the parent or guardian. We will retain written consent of absence in the student file for a period of four (4) years. If there are ten (10) or more consecutive absences due to illness, a doctor's note allocating the students illness is required. This note will also remain in the student file for four (4) years.**

Parents should come into the office to sign out their children. If you authorize someone else to pick your child up, or if you have arranged for your child to go home with another child, please call or write a note to let us know. We cannot release children to unauthorized adults.

We ask that students treat each other and their teachers with respect at James D. Price Elementary School; we like to emphasize the positive aspects of behavior. Students are supervised while on the playground and are expected to follow these rules.

1. Use appropriate language at all times.
2. Hold on to balls and jump ropes until you get to the playground.
3. Absolutely no tolerance for the following behaviors: rock throwing, kicking, physical contact and human target games.
4. Use equipment properly; do not sit or stand on top of playground equipment or hang upside down.
5. One person swings sitting down at a time, no jumping, standing, twisting or going side to side.
6. Student must get permission to leave the playground area during recess.
7. Leave the playground immediately when the bell rings.
8. Animals and plants are to be left in their natural habitat.

Children may be temporarily denied playground privileges for violation of playground or classroom rules or injurious behavior. Parents will be notified of serious or continuous violations and of incidents of bullying.

Restroom Rules

1. **DO NOT** play in the restrooms.
2. Use paper products and other facilities correctly.

Manners

- Use good manners in the lunch area
- No throwing food
- Clean up your lunch area
- No shouting
- No rude or disrespectful behavior

Procedures

- Line up at the door
- When the teacher opens the door, enter the cafeteria and sit where your lunch box is located
- No one is to leave their table area once seated without permission
- Ask permission to leave table or use the restroom
- With inside voices you may talk to the people around you
- You may eat only your food, not anyone else's
- When lights flicker, this signals the last 5 minutes to finish eating and quiet time
- Students will wait to be excused by the teacher
- All trash must be picked up and thrown away
- Line up by the cafeteria door
- Students will be escorted out by teacher on duty

Consequences

1. Verbal warning
2. Assigned seating
3. Loss of lunch recess
4. Teacher will be notified and there will be parent contact
5. Lead teacher will notify principal

Textbooks and Supplies

The school provides textbooks and basic supplies. Teachers may request additional or specific items for their classroom routines and projects.

We require that children take care of books assigned to or checked out by them. There will be no charge for ordinary wear caused by use of schoolbooks. However, damages beyond normal use or replacement costs for lost books will be charged to the child and should be paid before the final report card is given out.

Technology

All students will turn off their imessage at the beginning of each day. Please don't text or call your child during school hours. If you need to communicate with your child, please call the office and Mrs. Morales will deliver your message.

Cell Phones, Electronics, and Other Valuables

No Electronic toys are to be brought to school. Cell phones must be off during school hours and may be confiscated and parents required to pick them up if they become a problem on campus. Students are not to bring electronic devices, expensive jewelry or large sums of money to school.

The school is not responsible for stolen, lost, or damaged items that should not be brought to school.

Lost and Found

Please put your child's name on labels of coats, sweaters, backpacks, lunch packs, and other possessions so that lost items may be returned to owners. Misplaced or lost items are placed in the Lost and Found box inside the cafeteria. Clothing and other items with identification will be returned to students, so please be sure to mark them with your child's name. Items left unclaimed at school breaks will be given to the thrift store.

Homework Requests

If a child is absent, a request for homework may be made to the teacher or through the office. In order to assure that the teacher has time to collect materials, please notify us in the morning for after-school pick up of the homework packet.

Medicines at School and Health Office

Schedule: Mondays once a month

Procedure:

1. Teachers will write a nurses pass when students are feeling ill or are injured.
2. Mrs. Morales will tend to all medical issues.
3. Students who have 100+ fever, have vomited, or have a major medical condition will be sent home.
4. Mrs. Morales is the only person to call home for parents to pick up students.
5. Parents will only be called for major incidents.

Children may not have prescription or over-the-counter medicines in their possession. All medicines **must** be turned over to the office for proper handling and dispensing. Prescription medication must be in the current pharmacy container and be labeled with the child's name and correct dosage instructions. Over-the-counter medicines must be handled in the same way. Children will be called from the classroom for timely administration of prescription and other medications. Parents must have filled out the **Request For Giving Medications At School** form in order for their child to receive medication.

School Lunch

Glass containers, soft drinks, gum and candy are strongly discouraged for student lunches. Food is not to be taken from the cafeteria during lunchtime. You may send water, juice or milk. Parents are invited to join us for lunch at any time. **Parents and others, who join us for lunch, should first sign in at the office.**

Dress Code

School is a place of learning, and children are expected to dress accordingly. Yuma School District One's policy prohibits the wearing of clothing displaying logos or trademarks of controlled substances, including but not limited to alcoholic beverages and drugs, bare midriffs, see-through blouses, halter tops, thin straps, backless or strapless tops, and clothing or tattoos with inscriptions or pictures that are vulgar or offensive to other students or staff members are NOT acceptable. Caps may be worn **outdoors only**.

School personnel will determine whether clothing is appropriate and acceptable. Any child wearing inappropriate clothing at school may call home to have acceptable clothing brought or will borrow from the office. Student may not be allowed to return to class until the objectionable article has been replaced.

Price School Dress code includes all of the above, in addition to the current Yuma School District dress code policies. Also, any other clothing that a teacher or staff member feels is a distraction to the school environment and learning will fall under this policy, to include:

- Shorts and skirts must be at or below fingertips
- Caps may be worn outdoors only, and bill must face forward
- Apparel/accessories (e.g.: including chains, jewelry, bandanas) that can damage school property, be considered gang-related, or be used as a potential weapon, are not acceptable school attire.
- Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, profanity, or that is disparaging to gender, or that has a sexual connotation is not acceptable school attire.
- Midriffs must be covered and tank tops must have at least 2-inch straps.
- Revealing clothing is not acceptable school attire .
- Underwear shall not be visible .
- Sagging pants are not acceptable school attire .
- Long belts must be tucked into belt loops.

Library

All children have a library period each week. Children are expected to return books on date due, pay for a lost or damaged book, and to FIND A SAFE PLACE to keep books at home. Please help your child enjoy and care for our library books and return them in good condition so that others can do the same.

Home and School Communication

- Illuminate GradeBook
- Monthly Newsletters
- Blackboard
- Edmodo (K_12)
- Class Dojo (K-12)
- Google Drive and Google Classroom (K-8)

If you would like to visit the school, please call the office to set up a convenient time that does not interrupt the class schedule. A copy of the daily schedule is included in this handbook. It is essential that parents and teachers communicate regularly. Please call the office to arrange a conference with your child's teacher when you feel a need.

Please realize that the school day is reserved for instruction and work for students; phone call to teachers may not be returned until after dismissal.

We offer parent conferences twice a year to ensure that parents are aware of their child's progress. Four early dismissal days have been scheduled on **October 11-14** and the end of the 3rd quarter in **March 21-23**.

Student confidentiality is very important to us. We cannot discuss confidential matters in the classroom. We would gladly meet with you to discuss matters in a conference with some notice for preparation.

Report Cards

Report Cards are issued at the end of each quarter to show the current progress of each student. First quarter report cards will be issued at the parent teacher conference. Second, third and fourth quarter report cards will be sent home with student. The report card envelope is to be signed by a parent or guardian and returned to the classroom teacher.

Report Card Days

Qtr	Grading Period	Days	Report Cards
1	Aug. 8 – Oct. 7	44	October 14, 2016
2	Oct. 11 – Dec. 16	45	January 13, 2017
3	Jan. 9– Mar. 10	42	March 17, 2017
4	Mar. 13 – May 26	49	May 26, 2017

Grades

Teachers are required to post approximately 1 grade per subject, per week, for every child.

Please keep open communication with your child’s teacher to ensure academic success.

Award Assemblies

Quarterly Awards Assemblies will take place in each teacher’s classroom. Assemblies will be on Fridays.

Times will be staggered throughout the day to accommodate parents with multiple students in different grade levels. .

Awards may be given for perfect attendance, honor roll, and academic achievements.

Perfect Attendance

Price Elementary School perfect attendance is defined as being at school from the morning bell to the dismissal bell. Students who are tardy are not eligible for perfect attendance.

Birthday and Invitations/Celebrations

Students are asked not to bring invitations to parties to be passed out at school, unless the entire classroom has been invited. Due to nutrition guidelines for student wellness and time restraints due to our curriculum and pacing charts, parents are asked not to send birthday treats to school. The teacher may decide and make arrangements using their own discretion on invitations and birthday treats.

School Property and Graffiti

Students are required to take care of school property including desk, books, walls, chairs, furniture and other items, which is defined as equipment of the school. Damage to school property must be paid for or the property replaced by student and his/her parents.

Graffiti is a serious form of vandalism/property destruction and a police report may be filed. Discipline action includes detention, up to five-day suspension and restitution. Please refer to the district discipline policies and procedures handbook for more information on infractions.

District Discipline Handbook

At Price Elementary we follow the guidelines of the Yuma School District 1 Discipline Matrix.

1. The classroom teacher first addresses all incidents.
2. Major infractions constitute a written referral sent to the office.
3. All referrals will be reviewed by Mrs. Whelchel and recorded in Illuminate.
4. Discipline includes student/parent conferences, loss of recess/es, In-school suspensions, and Out-of- School suspensions.

Please refer to the district discipline policies and procedures handbook for rules and consequences. Please review with the student prior to signing to ensure that you and your child are aware of rules and discipline procedures. District Discipline Handbook will be strictly followed by Price administration.

NOTIFICATION OF CONFIDENTIALITY RIGHTS REGARDING EDUCATION RECORDS OF STUDENTS WITH DISABILITIES AND THEIR PARENTS

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Under these laws, “education records” means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but not limited to: the student’s and parents’ names, address and telephone number; the student’s date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student’s parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student’s parents and the maintenance of accurate records of the student’s progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of

any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20204-6005

A school may designate information in education records as “directory information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines “directory information” as follows:

The student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights are available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona department of Education at 602-542-3111.