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# James B. Rolle School Parent/Student Handbook

## Introduction

The purpose of the Rolle School Parent/Student Handbook is to provide useful information about our school. District policies are presented in the “Yuma School District One Elementary School Discipline Policies and Procedures” handbook and must be returned with a child and parent signature.

## Mission Statement

James B. Rolle Elementary School partners with families and the community to achieve the highest levels of personal academic growth for our students by focusing on self-awareness, responsibility, real-world learning and technology.

## YUMA ONE PL VISION

**Empower every student and educator to utilize digital tools for high achievement and innovative excellence.**

**Students engage in personalized learning driven by the expertise of their teachers and the digital world.**

**Teachers facilitate personalized learning through a variety of blended learning models and the use of digital tools.**

**The Yuma community supports and takes pride in its students; success in growth toward college, career and citizenship.**

**Yuma School District One**  
*“One community pursuing excellence.”*

**Governing Board**

Mrs. Maureen Irr, Member  
Mrs. Jamie Walden, Member  
Mrs. Barbara Foote, Member  
Mrs. Karen Griffin, Clerk  
Mrs. Irene Montoya, Member

**District Administration**

Mr. James Sheldahl, Superintendent  
Mr. Duane Sheppard, Associate Superintendent  
Dr. Suzie Alka, Associate Superintendent  
Mr. Luciano Munoz, Director for Administrative Services  
Mrs. Norma Basolet, Director of Federal Programs  
Mr. Denis Ponder, Chief Financial Officer

## 2016-2017

### James B. Rolle School Staff

|               |  |
|---------------|--|
| Principal     | Leeanne Lagunas  |
| Secretary     | Marlene Brooberg   |
| Clerk         | Alix Taylor  |
| Nurse         | Laury Johnson  |
| Counselors    | Michelle Sheldon (Wednesday and Thursday)<br>Alex Siordia (Tuesdays) John Dooley MFLAC<br>Harriett Montaney (Friday) |
| PDG Preschool | Amanda Perez, K1, Christy Hall, Aide   |
| ESS Preschool | Tiffany Ott, K2  |
| ESS Resource  | Megan Springer, R1<br>Stacey Tams, R2  |
| Kindergarten  | Erika White, Room 1<br>Evonne Newell, Room 2<br>Rocio Bobbio, Room 3<br>Joyce Kaufmann, Room 6                       |
| First Grade   | Michelle Keeling, Room 7<br>Linda Bergman, Room 8<br>Jennifer Henderson, Room 9                                      |
| Second Grade  | Mary Ann Ferguson, Room 5<br>Ana Kochis, Room 10<br>Tammy Taylor, Room 11<br>Icela Gonzalez, Room 12                 |
| Third Grade   | Donna Brandenberger, Room 14<br>Laura Minnick, Room 15<br>Kelly Covey, Room 16                                       |
| Fourth Grade  | Ashley Bajohr, Room 17<br>Claudia Garcia, Room 18<br>Ruth Wilmot, Room 20  |
| Fifth Grade   | Laura Giss, Room 21  |

Laura Danford, Room 23  
Amy Bidne de Barahona, Room 24  
Penny Doten, Room 25

|            |  |
|------------|--|
| Speech     | Andrea Franks                                    |
| Reading    | Karen Bagby                                      |
| P. E.      | Stephanie Jauregui, Room 22                      |
| Art        | Cheri Williams                                   |
| Music      | Jan Jackson                                      |
| Library    | Carla Quesenberry                                |
| Migrant    | Claudia Tallant                                  |
| Discovery  | Cassandra Gonzalez, Site Director (Room 19)      |
| Cafeteria  | Gladys Martinez, Manager                         |
| Custodians | Louis Goebel<br>Roland Jimenez<br>Victor Sanchez |
| Grounds    | Charles Edwards                                  |

## 2016-2017 Calendar

|                      |   |
|----------------------|---|
| August 8             | First Day of School                           |
| September 5          | Labor Day Holiday                             |
| October 7            | End of 1 <sup>st</sup> Quarter (44 days)      |
| October 10           | Columbus Day                                  |
| <b>October 11-14</b> | <b>Parent Conferences/Early Dismissal 1PM</b> |
| November 11          | Veterans' Day Holiday                         |
| November 23-25       | Thanksgiving Break                            |
| December 16          | End of 2 <sup>nd</sup> Quarter (45 days)      |
| Dec. 19 – Jan 6      | Winter Break                                  |
| January 9            | School Resumes                                |
| January 16           | Martin Luther King Holiday                    |
| February 17          | Non-school day                                |
| February 20          | Presidents' Day Holiday                       |
| March 10             | End of 3 <sup>rd</sup> Quarter (42 days)      |
| <b>March 21-23</b>   | <b>Parent Conferences/Early Dismissal 1PM</b> |
| March 27 – May 5     | State Testing Window                          |
| April 3 – April 7    | Spring Break                                  |
| April 10             | School Resumes                                |
| April 14             | Good Friday Holiday                           |
| May 26               | Last day of school (49 days)                  |
| June 2               | Rolle Office closes                           |

PRIVATE  
Property

Ramada

Non-Supervised Area

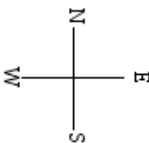
Third Grade  
Playfield

Gate

Gravel Road

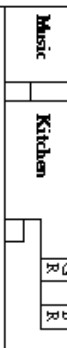
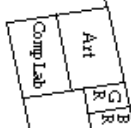
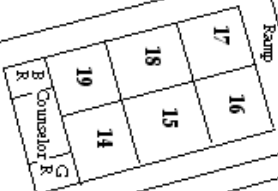
Gate

Ramada

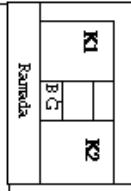
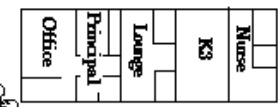


Gate

Ramp



Student Pick Up & Drop Off- NO PARKING



South West  
Playfield

First Grade  
Playfield

Second Grade  
Playfield

Engler Avenue

## Daily Schedule for Students

| KINDER & 2nd |              | Grades 1 & 3 |              | Grades 4 & 5 |              |
|--------------|--------------|--------------|--------------|--------------|--------------|
| 8:45         | Class Begins | 8:45         | Class Begins | 8:45         | Class Begins |
| 10:30        | RECESS       | 10:30        | RECESS       | 10:30        | RECESS       |
| 10:45        | Class Time   | 10:45        | Class Time   | 10:45        | Class Time   |
| 11:25        | LUNCH        | 12:10        | LUNCH        | 12:45        | LUNCH        |
| 11:50        | RECESS       | 12:30        | RECESS       | 1:05         | RECESS       |
| 12:15        | Class Time   | 12:55        | Class Time   | 1:30         | Class Time   |
| 1:45(flex)   | RECESS       | 1:45 (flex)  | RECESS       | 3:40         | DISMISSAL    |
| 2:00         | Class Time   | 2:00         | Class Time   |              |              |
| 3:40         | DISMISSAL    | 3:40         | DISMISSAL    |              |              |
|              |              |              |              |              |              |

## Weekly Early Dismissal

School will be dismissed at 2:10 every Monday. We have all-day Kinder - on the same schedule as the primary grades.

## Supervision of Children

Children are supervised on campus from 8:15 am through 3:40 pm (2:10pm on Monday). Except for scheduled events, children should not be on campus before/after hours. Before/after hours supervision can be provided through the Discovery Club or enrolling in our 21<sup>st</sup> Century classes; our office will have information about these programs.

## Skateboards, Heelies, Scooters, and Bicycles

Skateboards and heelies are not allowed and children may not use skateboards or rollerblades as transportation to school. Children in grades 4-5 may ride bikes or scooters to school and all traffic and safety rules must be obeyed. Arizona law requires children to wear helmets.



## Yuma Schools Transportation Student Discipline/Corrective Management

Bus transportation of students to and from school is a privilege, and the safe transportation of children is the standard for everyone. To receive safe and efficient transportation, children must adhere to the rules of conduct. Bus drivers are in charge of the bus and all passengers. These rules are inclusive for all children and at bus stops, with the exception of children requiring “Special Needs” transportation services that are included in other related child management policies. Listed below are the violations and penalties identified within child transportation management.

### Level II Violations

### Penalties

|  |                         |   |
|--|-------------------------|---|
| Failure to obey instructions of bus driver   | 1 <sup>st</sup> Offense | Child is warned and a copy of the misconduct report is forwarded to the student’s respective school.  |
| Failure to remain properly seated  | 2 <sup>nd</sup> Offense | Child is warned and a copy of the misconduct report is forwarded to the school. The driver will contact the child’s parent/guardian to request assistance in correcting the child’s behavior.   |
| Use of profane or offensive language or gestures   |                         |   |
| Use of tobacco products  |                         |   |
| Creating a loud noise, disruption, or disrupting other persons   | 3 <sup>rd</sup> Offense | Child is warned and a copy of the misconduct report is forwarded to the child’s respective school. The child will lose bus privileges for 3 school days. Parents will be responsible for their child’s transportation during this time. |
| Throwing or shooting any object in or outside of the bus   | 4 <sup>th</sup> Offense | Child is warned and a copy of the misconduct report is forwarded to the child school. The student will lose bus privileges for 10 school days. Parents will be responsible for their child transportation during this time.             |
| Disorderly conduct   |                         |   |
| Possession of an unauthorized item (skateboard, electronic device, pet, food, beverage other than water) |                         |   |

**Continued Level II Conduct Violations beyond a fourth incident will result in the revocation of bus privileges for the remainder of the school year.**

**Level I Violations**

**Penalties**

|   |                    |   |
|---|--------------------|---|
| <p>Fighting/Assault</p> <p>Possession of a weapon</p> <p>Possession of illegal drugs or alcohol</p> <p>Vandalism</p> <p>Threats</p> <p>Any action or actions that threaten the safety of others</p> | <p>Any Offense</p> | <p>Immediate loss of transportation privileges for a period of no less than 10 school days and up to the remainder of the school year.</p> <p><b>These violations may also be subject to additional school and/or law enforcement action.</b></p> |
|---|--------------------|---|

**Appeals**

A child’s parent/guardian may appeal a disciplinary decision of the transportation department. The parent/guardian must submit a written letter of appeal immediately prior to any scheduled disciplinary suspension of bus privileges. This letter, indicating the reason for the appeal, will be delivered to the Director of Transportation. The Director of Transportation will review the appeal and make a determination within three (3) working days of receipt of the appeal.

Disciplinary action that is upheld by the Director of Transportation may be appealed to the student’s respective School Administrator. The parent/guardian must submit a written letter of appeal, delivered to the School Administrator, indicating the reason for the appeal. The School Administrator will review the appeal and make a determination within five (5) working days of receipt of the appeal. The decision of the School Administrator is final.

Bus routes and times can be accessed from the web from this site: <http://www.yuma.org> (parents links – busses). Typing in your address and school will bring up the bus stop closest to your home, the bus number, and pick-up and drop-off times. (Format example: 1234 S Rolle St – no punctuation)

## **After School Transportation**

Parents should inform the school of **any change in a child's transportation arrangements before 2:30 (12:30 on Monday)**; it is not possible to ensure that messages will be received in classrooms after this time. We do our best to accommodate changes, however parents should notify the school well in advance of any changes to a child's arrangements for transportation home.

## **Absence Notification and Signing Out**

Consistent attendance is important for academic progress. Attendance calls go out to all parents at 9:45am, but are only excused if **you** contact the school. If you have an appointment or if your child will be late, please call to let us know. If a child arrives after 10:00 state policy requires parent sign-in to count the child present. In order to ensure child safety, school procedure is to call about all absences that are not reported. Three unexcused absences with no parent contact may result in a truancy referral, and legal follow-through may be pursued. Parents must sign in/out children that arrive late and/or leave early. Requests for missing work should be made through the teacher or office. We cannot release children to unauthorized adults.

## **Cell Phones, Electronics, and Other Valuables**

Personal electronic devices are prohibited at school and on the bus. Cell phones must be off during school hours, this includes the bus, and may be confiscated for improper use. Confiscated phones may be picked up by parents.

Children should not bring personal 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**

Lost items are placed in the Lost and Found shelves inside the cafeteria. Items left unclaimed at school breaks (winter, spring, summer) may be given to the Assistance League Thrift Store.

## **Change of Address or Phone Number**

The school must have current contact numbers for children in case we need to communicate with parents or their designees for an emergency or other condition. If you change address or phone number, please notify the office so that we can update our records. If you wish to add or delete a name for emergency contacts you may do so in writing or in person at the office. The office must be notified if there is a court order or sensitive situation and you do not wish a child to see or be picked up by someone ordinarily considered acceptable such as a non-custodial parent, stepparent, or grandparent.

## **Student Discipline**

Rolle Roadrunners are expected to follow school rules. Behavior that disrupts the safe and orderly education and supervision of all children will not be tolerated. The Yuma School District One discipline matrix available on line at [www.yuma.org](http://www.yuma.org) and state law requires inclusion of Board Policy JICK-EB.

## **Positive Behavior Intervention System**

### **Rolle Expectation Matrix**

| Location:         | Expectation:<br><b>Responsible</b>  | Expectation:<br><b>Respectful</b>   | Expectation:<br><b>Safe</b>  |
|-------------------|---|---|--|
| <b>Bathroom</b>   | <ul style="list-style-type: none"> <li>Remember your purpose</li> <li>Leave no trace</li> </ul>         | <ul style="list-style-type: none"> <li>Respect others' privacy</li> </ul>   | <ul style="list-style-type: none"> <li>Flush</li> <li>Wash hands</li> </ul>  |
| <b>Classroom</b>  | <ul style="list-style-type: none"> <li>Follow directions</li> <li>Ask questions</li> </ul>              | <ul style="list-style-type: none"> <li>Take turns</li> <li>Use inside voices</li> </ul>   | <ul style="list-style-type: none"> <li>Keep classroom clean</li> </ul>   |
| <b>Cafeteria</b>  | <ul style="list-style-type: none"> <li>Clean your eating area</li> <li>Stay in your seat</li> </ul>     | <ul style="list-style-type: none"> <li>Voices low</li> <li>Wait your turn</li> <li>Say: excuse me, please, thank you</li> </ul>     | <ul style="list-style-type: none"> <li>Walk in line</li> <li>Keep hands and feet to yourself</li> <li>Feet on the floor</li> </ul> |
| <b>Playground</b> | <ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Return equipment</li> </ul> | <ul style="list-style-type: none"> <li>Take your turn</li> <li>Settle differences peacefully</li> <li>Play cooperatively</li> </ul> | <ul style="list-style-type: none"> <li>Play carefully</li> <li>Stay in recess area</li> </ul>                                      |
| <b>Walkways</b>   | <ul style="list-style-type: none"> <li>Hold equipment</li> </ul>  | <ul style="list-style-type: none"> <li>Voices low</li> </ul>  | <ul style="list-style-type: none"> <li>Walk on sidewalk</li> <li>Keep hands to self</li> </ul>                                     |

## Health Office

The Nurse monitors required immunizations, conducts health screenings, maintains medical records, cares for children who are ill or have emergency medical and advises on preventive health care. The Nurse may administer medication only with signed parent consent; this form also lists emergency contact numbers for use when parents cannot be reached. It is essential that we have at least two persons to contact in the event of student illness or injury so please review or update forms as needed or requested.

All medicines must be turned over to the Health Office for proper handling and dispensing. All medication must be in the current pharmacy container and be labeled with the child's name and correct dosage instructions. Children may carry emergency medicine (inhaler, insulin, epi-pen) when they have a Medical Consent Form on file with the Health Office.

## **Family Educational Rights and Privacy Act (FERPA)**

- Parents have the right to inspect and review their child's education records within 45 days of the day the District receives a request for access.

- Parents have the right to request and amend their child's education records if they believe they are inaccurate or misleading.

- Parents have the right to consent to disclosures of personally identifiable information contained in their child's education records, except to the extent that FERPA authorizes disclosure without consent. This "directory information" which may be disclosed without consent is: child's name, address, telephone listing, date and place of birth, major field of the student, 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. This is the information that parents consent to being forwarded to the new school when they sign a release of records. Permission to send special education or psychological records must be separately approved by parents.

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

## **School Insurance**

Yuma Elementary School District One is not responsible for costs incurred if a child is injured at school. School accident insurance is available to parents for a small fee. Information packets are available in the office.

Arizona offers KidsCare, a free or low-cost health insurance for children who are not on ACCCHS. Information is available from the Health Office, through the school office, or by calling 1-800-764-KIDS. Children not covered by insurance may seek a referral from the Health Aide to the school-based Health Clinic at Pecan Grove School.

## **Dress Code**

Yuma School District One's policy prohibits the wearing of clothing displaying objectionable or gang-related symbols. Bare midriffs, see-through blouses, halter tops, thin straps, backless or strapless tops, muscle or mesh-type shirts, half T-shirts, and clothing, or tattoos with inscriptions or pictures that are vulgar or offensive to others are prohibited. Excessively baggy, loose-fitting, or cut off clothing is not allowed. Pants and shorts must fit at the waist, and all undergarments must be covered. Caps may be worn outdoors but may not be worn backwards or sideways. Items that may cause injury, such as spiked jewelry or oversize earrings, are prohibited. Students should not bring nail polish, make-up, hair spray or color, or cologne/perfume to school.

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

## **Cafeteria**

The Rolle cafeteria serves nutritious meals for our children and a menu is available at the beginning of each month and on line at [yuma.org](http://yuma.org) – student links - menu. Breakfast is free and is served from 8:15-8:40. Children that do not bring their lunch are required to have a lunch account or \$1.50. Lunch accounts may be updated in the cafeteria. Free and reduced lunches are available for qualified

students and applications are available in the office. Parents are responsible for their child's lunch account. Parents may bring lunch for their child and may invite 2 other children to eat with them. Parents and others who join us for lunch should first sign in at the office and get a visitor sticker.

Arizona law requires that we include the following statement: "In order to promote healthy eating habits for students on campus, carbonated beverage may not be sent or brought in with fast food. You may send water, juice or milk, or milk and juice may be purchased in the cafeteria during meals. Please do not send gum or candy 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."

## **Anita and John Young Library Media Center**

All children have a library period each week. Our goal is to provide every child with a positive library experience that will be the beginning of a lifetime of using libraries and enjoying books. Children are expected to return books on the date due and pay for any that are lost or damaged.

## **Arizona Tax Credit**

Parents may contribute up to \$400 for these activities and receive a full tax credit for the amount contributed. Specific programs such as P.E., Band/Music and field trips may be targeted. Donations may be made over the term of the calendar year and a receipt will be mailed by the end of January for the prior year. Information on Tax Credits is available in the office.

## **Home and School Communication**

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 regularly communicate; this ensures that concerns are effectively addressed. The school day is reserved for instruction and phone calls to teachers may not be returned until after dismissal. Student planners and e-mails are often used to communicate with parents.

We offer parent conferences twice a year on four early dismissal days that have been scheduled in October and March to accommodate all parents. Please schedule appointments with your child's teacher.

## Visitors on Campus

All parents, volunteers, and other visitors must sign in at the office when arriving on campus. A visitor sticker will be issued to alert staff that you have checked in. Any person not wearing a badge or sticker may be asked to obtain a one from the office or additional steps will be taken as needed to ensure student safety.

## PTO and Volunteering

The Parent/Teacher Organization (PTO) at James B. Rolle School works:

- To promote a quality relationship and facilitate effective communication between home and school for the educational benefit of children;
- To support and assist our principal, teachers, and staff in their efforts to provide a quality education for children;
- To support, organize, and conduct activities or programs that enhance children's education and environment.

*James B. Rolle School PTO By-laws*

Volunteers are an important part of what makes Rolle an effective and fun learning community. Interested parents and members of the community are encouraged to volunteer by signing up at the office.

## Digital Content





K – 2<sup>ND</sup> will use Imagine Learning, Reading Eggs, Mathseeds  
3rd-5th will use STMath, Achieve 3000

## **Personalized Learning**

We are excited to provide an iPad for every Yuma School District One student. We believe having their own iPads will help our students learn in the ways they learn best. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of career and life.

Each student's iPad will open a new world of learning possibilities. It will also give each student -- and every parent or guardian -- important new responsibilities. Your Personalized Learning Handbook will give you information that explains caring for an iPad, answer some questions you may have, and list the most important rules for using an iPad safely.

## **Assessment and Curriculum**

Arizona has a testing program to measure the progress of children towards meeting the Arizona College and Career Readiness Standards (ACCRS).

Galileo, given 3 times a year, helps monitor children's progress towards mastering state standards. Arizona will continue to take the AZMerit for the 2015/16 school year.

Kindergarten through 2<sup>rd</sup> grade take DIBELS (Dynamic Indicators of Basic Early Literacy Skills), an assessment of reading skills, three times a year.

The AzELLA (Arizona English Language Learner Assessment) measures a child's proficiency in speaking, reading and writing English. Children whose home language is other than English are tested and, if necessary, are placed in our ELL (English Language Learner) Block for Structured English Immersion (SEI). Parents may remove their child from the ELL Block.

Report cards are provided each quarter and progress reports go home at the midpoint of each quarter. Parent conferences have been scheduled for the first quarter report card and near the end of third quarter.

Grades are based on the ACCRS in the basic areas of reading, writing, math, science, and social studies. They are reported using the following scale: 1 = Falls Far Below, 2 = Approaches, 3 = Meets, and 4 = Exceeds. In grades 1-5 we report Galileo scores and the Standards and Production grades are standards-based and consistent within each grade level.

Special Areas of Art, Music, and P.E. are provided for all students. Quarterly expectations are sent home at the beginning of the term, and children's grades will be earned according to the rubric included in the expectations. Special Areas grades are: E = Excellent, S = Satisfactory, I = Improving, N = Needs Improvement, and U = Unsatisfactory.

District One's webpage is [www.yuma.org](http://www.yuma.org). Rolle's webpage is [www.rolle.yuma.org](http://www.rolle.yuma.org).





A registered nurse in the Rolle Health Office serves a cluster of District One schools.

District health services include, but are not limited to:

|   |                            |
|---|----------------------------|
| <b>Immunization Review</b>              | <b>Health Screening</b>    |
| <b>Vision/Hearing Screening</b>         | <b>Dental Screening</b>    |
| <b>Growth and Development</b>           | <b>Scoliosis Screening</b> |
| <b>Pediatric Hypertension Screening</b> |                            |

As a protection to all children, any child with a temporary infection should be kept home under the following guidelines:

**COLDS:** Mild may attend school but with a heavy, deep or hacking cough should be kept at home with/without fever.

**SORE THROAT:** Without other symptoms, a child may go to school; white spots and/or fever = visit to health care provider.

**DIARRHEA:** Keep home.

**STOMACH ACHE:** If activities are limited, keep her/him home.

**VOMITING:** Keep home until child can keep down food or drink.

**PAIN:** Toothache and severe/draining earache = see provider.

**HEADACHE:** May attend school if this is the only complaint.

Parents should notify the school if their child has, or has been exposed to, a contagious disease and should notify the school if she/he becomes ill after exposure to a contagious disease.

**FEVER:** Greater than 99 degrees = keep home until fever-free, without medicine, for 24 hours.

**RASH:** Keep home until cleared by a healthcare provider.

**IMMUNIZATIONS:** Parents are responsible to maintain records; children without record of immunization may be sent home.

















# James B. Rolle School



**Responsible  
Original  
Lifelong  
Learners  
Everyday**

**2016-2017  
Parent/Student  
Handbook**