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# James B. Rolle School Parent/Student Handbook

## Introduction and Mission

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.

Our **Mission Statement** is:

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

### **Governing Board**

Mr. Joseph Melchione, President  
Mrs. Maureen Irr, Clerk  
Mrs. Barbara Foote, Member  
Mrs. Karen Griffin, Member  
Karl Koenig, Member

### **District Administration**

Dr. Darwin Stiffler, Superintendent  
Mr. Duane Sheppard, Associate Superintendent  
Mrs. Kriss Rico, Associate Superintendent  
Mr. Luciano Munoz, Director for Administrative Services  
Mrs. Norma Basolet, Director of Federal Programs  
Ms. Esperanza Rodriguez, Chief Financial Officer

**2014-2015**

**James B. Rolle School Staff**

Principal	Mark Cunningham
Secretary	Marlene Brooberg
Clerk	DeAnna Gonzalez
Nurse	Laury Johnson
Counselors	TBD (Wednesday and Thursday) Nadia Gaspard (Dept. of Defense) Harriett Montaney (Friday)

SEM	Jennifer Henderson
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ESS Preschool	Cindi Steen, K1
ESS Resource	Liz Angulo

Kindergarten	Tiffany Ott, Room 1 Evonne Newell, Room 2 Silvia Moore, Room 3 Liz Miranda, Room 6
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First Grade	Michelle Keeling, Room 7 Candy Acosta, Room 8 Stacey Tams, Room 9
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Second Grade	Ana Kochis, Room 10 Tammy Taylor, Room 11 Icela Gonzalez, Room 12
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Third Grade	Donna Brandenberger, Room 14 Laura Minnick, Room 15 Kelly Covey, Room 16 Amy Bidne, Room 21
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Fourth Grade	Ashley Bajohr, Room 17 Jennifer Gibson, Room 18 Nora Conwill, Room 19 Ruth Wilmot, Room 20
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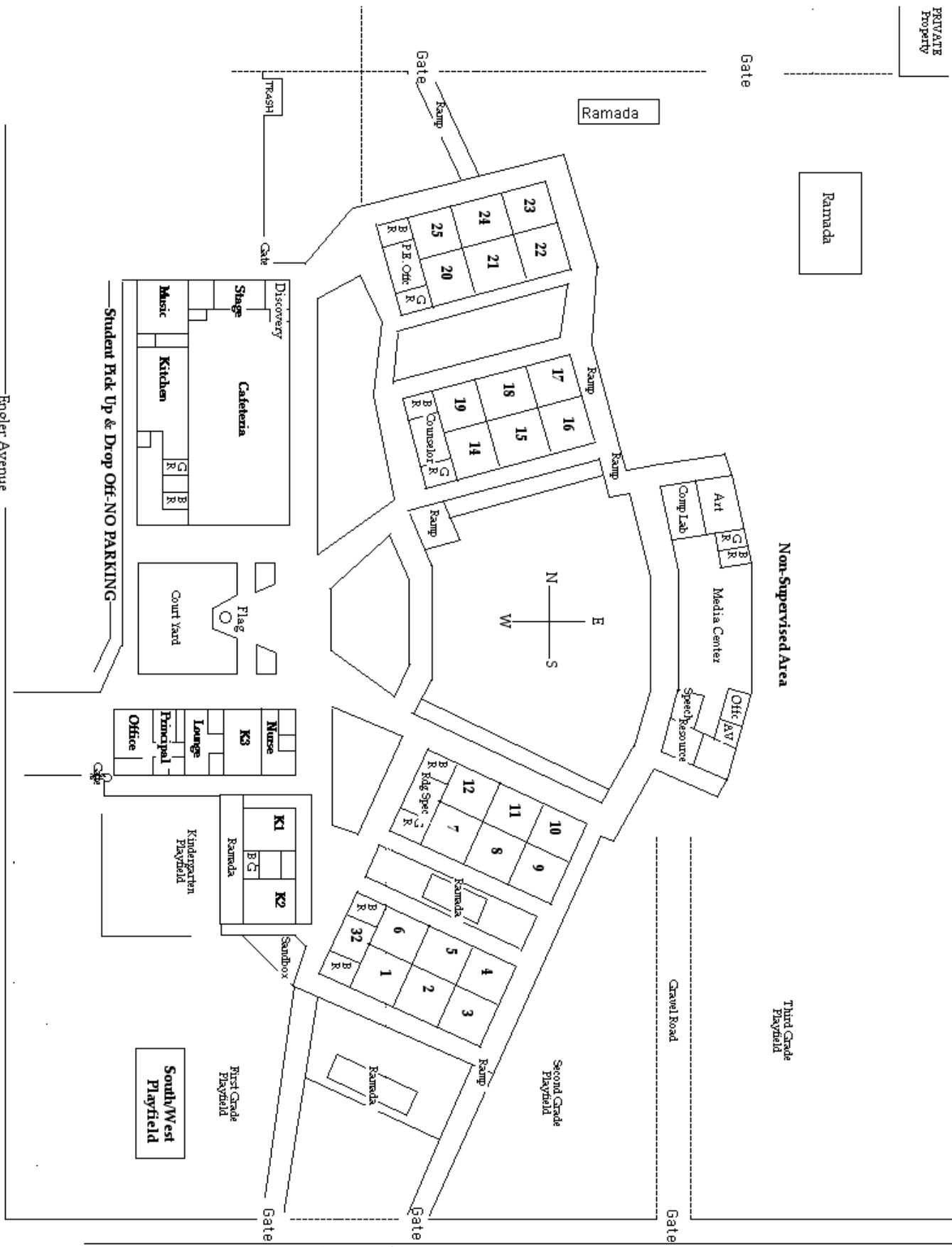
Fifth Grade	Laura Danford, Room 23
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Laura Giss, Room 24  
Penny Doten, Room 25

Speech	Lisa Nickle
Reading	Karen Bagby and Susan Tennant
P. E.	Stephanie Jauregui, Room 22
Art	Cheri Williams
Music	Jan Jackson
Library	Carla Quesenberry
Migrant	(at Gila Vista JHS)
Discovery	Marty Cantrell, Site Director (Room 4)
Cafeteria	Gladys Martinez, Manager
Custodians	Art Gastelum Roland Jimenez Victor Sanchez
Grounds	Charles Edwards

## 2014-2015 Calendar

August 11	First Day of School
September 1	Labor Day Holiday
October 10	End of Quarter (44 days)
October 13	Columbus Day
October 14-17	Parent Conferences/Early Dismissal
November 11	Veterans' Day Holiday
November 26-28	Thanksgiving Holidays
Dec. 15 –Jan. 2	Winter Break
January 5	School Resumes
January 9	End 2 <sup>nd</sup> Quarter (45 days)
January 19	Martin Luther King Holiday
February 13	Non-school day
February 16	Presidents' Day Holiday
March 13	End of Third Quarter (42 days)
March 16-20	Parent Conferences/Early Dismissal
Mar. 30-April 3	Spring Break
April 6	School Resumes
April 13-24	State Testing Window (2 <sup>nd</sup> -5 <sup>th</sup> grades)
May 25	Memorial Day Holiday
May 29	Last day of school
June 4	Rolle Office closes



## Daily Schedule for Students

KINDER/1st	Grades 2-3	Grades 4-5
8:30 Class Begins	8:30 Class Begins	8:30 Class Begins
10:05 RECESS	10:05 RECESS	10:05 RECESS
10:20 Class Time	10:20 Class Time	10:20 Class Time
11/11:15 LUNCH	11:50 LUNCH	12:20 LUNCH
11:20/ 11:35 RECESS	12:05 RECESS	12:35 RECESS
12:00 Class Time	12:30 Class Time	1:00 Class Time
1:35 RECESS	1:35 RECESS	3:25 DISMISSAL
1:50 Class Time	1:50 Class Time	
3:25 DISMISSAL	3:25 DISMISSAL	

### Weekly Early Dismissal

School will be dismissed at 1:55 every Monday. We have all-day Kinder - on the same schedule as the primary grades.

### Supervision of Children

Children are supervised on campus from 8:00 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; our office will have information about this program.

### 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	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.
Creating a loud noise, disruption, or disrupting other persons		
Throwing or shooting any object in or outside of the bus		
Disorderly conduct	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.
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**

Fighting/Assault  Possession of a weapon  Possession of illegal drugs or alcohol  Vandalism  Threats  Any action or actions that threaten the safety of others	Any Offense	Immediate loss of transportation privileges for a period of no less than 10 school days and up to the remainder of the school year.  <b>These violations may also be subject to additional school and/or law enforcement action.</b>
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**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. Should it become necessary for a child to be absent, parents are to notify the school (502-8200) by 9:15 to avoid being called by 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 9:45 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.

## **Rolle School Playground Rules**

Children are supervised while on the playgrounds and are expected to follow these rules:

1. Use appropriate language.
2. Walk to and from recess, on the sidewalks around classroom areas.
3. Hold on to balls and ropes until you get to the playground.
4. Put all trash in the trashcans.
5. Physical contact and human target games are not allowed.
6. Properly use all equipment (swings, slides, etc.)
7. Ramada areas are for schoolwork and quiet activities.
8. Ask permission from the duty teacher before leaving the playground.
9. Leave the playground immediately at the bell or the whistle.

## **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 (see page 12-13).

## **Textbooks and Supplies**

Textbooks and basic supplies are provided by the school. Teachers may request additional items for classroom activities and projects. Any request for supplies from the school is an option for parents. There is no charge to use textbooks; damages beyond normal use may be charged.

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

Electronic toys 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 phone may be picked up by parents.

Children should not 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**

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.

## **Health Office**

The Health Aide (HA) 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 Health Aide 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 HA 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 Assistant Clerk.

## **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.

## **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 [yumaed.org](http://yumaed.org) – student links - menu. Breakfast is free and is served from 8:05-8:25. Children that do not bring their lunch are required to have a lunch account or one dollar. 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 other children (up to three) 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 four early dismissal days 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.

## Computers

Our school has more than 100 computers; used by children for research, math, reading and writing. Children have access from all computers to *Accelerated Reader*, a program of book reports that keeps track of books successfully read, student reading level, and points earned. We also administer *Star Reader* and *Star Math*, and *Galileo* on-line tests to assess growth each quarter. In addition, each class is scheduled into the lab once a week.

Roller computers are internet-capable. Each year, children must return the Internet Use Agreements signed by parents in order to use the internet. Our district uses a firewall to filter out known objectionable sites and children may not bring disks, games, or programs from home for use on school computers.

## Assessment and Curriculum

Arizona has a testing program to measure the progress of children towards meeting the Arizona College and Career Readiness Standards (ACCRS). TerraNova is given to students in grade 2 in the spring. Arizona added Academic Standard-specific questions to create the TerraNova/DPA (Dual Purpose Assessment) to measure growth for students in grades 3 through 8. Galileo, given each quarter, helps monitor children's progress towards mastering state standards. Arizona will replace the AIMS test with an as yet to be selected exam for 2014-2015.

Kindergarten through 2<sup>nd</sup> grade take DIBELS (Dynamic Indicators of Basic Early Literacy Skills), an assessment of reading skills, three times a year. 4<sup>th</sup> through 5<sup>th</sup> graders who read below grade level may also be assessed. At Rolle, 2<sup>nd</sup> through 5<sup>th</sup> graders will also take Star Reader, and 4<sup>th</sup> through 5<sup>th</sup> grades will take Star Math.

Writing instruction is geared to the six traits of the state curriculum: ideas and content, organization, voice, word choice, sentence fluency, and conventions. Quarterly District Writing Assessments is scored according to the state rubric - the AIMS writing test uses the same rubric.

We use the Harcourt *Trophies* program for reading instruction in grades K through 5 and all children receive additional reading intervention practice at their own levels. Our district has adopted the Harcourt math program for grades K-5.

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 in the same terms as the State's AIMS tests: 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 consistent in 4<sup>th</sup> – 5<sup>th</sup> grades. 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.

Rolle earned a 'B' grade based on overall achievement in each grade level. Rolle's testing profile is available at School Report Card [www.ade.state.az.us](http://www.ade.state.az.us) and [www.greatschools.net](http://www.greatschools.net). Testing information is updated for the 2013-2014 school year by the Arizona Department of Education. District One's webpage is [www.yuma.org](http://www.yuma.org).



**YUMA SCHOOL DISTRICT ONE  
HEALTH SERVICES**

A registered nurse in the district oversees the unlicensed Health Assistant Clerk at Rolle and can be contacted through the district office (502-4300) or check on line at [www.yuma.org](http://www.yuma.org); our Health Clerk may be reached at 502-8200.

District health services include, but are not limited to:

**Immunization Review  
Vision/Hearing Screening  
Growth and Development**

**Health Screening  
Dental Screening  
Scoliosis Screening**

## **Pediatric Hypertension Screening**

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.

**VOMITTING:** 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**

# 2014-2015 Parent/Student Handbook