

# Alice Byrne Elementary School

Information Handbook  
Yuma School District One  
2023-2024



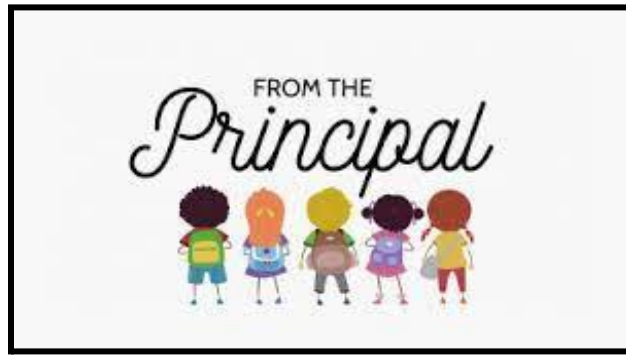


**Yuma School District One**  
**450 W 6<sup>TH</sup> Street**  
**Yuma, AZ 85364**

Alice Byrne School serves students in kindergarten through fifth grade. It is located on the corner of 16<sup>th</sup> Street and 8<sup>th</sup> Avenue. The school includes fourteen classrooms, a media center and resource area.

We, the staff of Alice Byrne are happy to serve you, the students and parents of the Alice Byrne Community. Our basic interests are education, safety, and the welfare of your children while they are in school. We want to have a good working relationship between family and school. This means that parents, teachers, and students will work together at all times, with each knowing what is expected of them.

**PLEASE FEEL FREE TO COME BY OUR SCHOOL AND TALK WITH YOUR CHILD'S TEACHER.**  
**WE WANT TO GET TO KNOW YOU BETTER.**



**“WHERE A CHILD FINDS ENJOYMENT, A CHILD FINDS WISDOM”**

Dear Parents,

This handbook has been prepared for the parents of students attending Alice Byrne in order to provide useful information about our school. Included in it is a calendar of the year, a list of staff members, the school day schedule, an outline of student policies and procedures, as well as other important information.

Parents and schools share an important obligation to our children to provide them with opportunities to become successful learners, responsible citizens, and well-adjusted individuals. At Alice Byrne we welcome parent involvement as we strive together for effective and positive learning experiences for all children. We know that children have a greater chance for success if parents are actively involved in the education process. It is vital that the school and home work cooperatively in our joint endeavor of helping children achieve.

School and home partnerships begin with good communication. The handbook is a start in establishing the necessity of sharing important information. Please review it and place it in a location in your home so that you may refer to it later if needed.

Always remember that we welcome your questions and concerns. Please do not hesitate to contact the school with anything that we may help you with.

With sincere regards,

*Mrs. Acedo*

Mrs. Jacquelin Acedo  
Principal



**Yuma School  
District One**

*ONE Community Pursuing Excellence*

## Student Calendar 2023 – 2024

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

July 17, 2023	Middle School Offices Open
July 24, 2023	Elementary School Offices Open
August 7, 2023	First Day of School
September 4, 2023	Labor Day
October 6, 2023 - October 9, 2023	Fall Break/Columbus Day
November 10, 2023	Veteran's Day
November 20-24, 2023	Thanksgiving Holiday Break
December 18, 2023 – January 5, 2024	Winter Break
January 15, 2024	Martin Luther King Day
February 16, 2024	Non School Day for Students
February 19, 2024	President's Day
March 29, 2024	Good Friday
April 1, 2024-April 5, 2024	Spring Break
May 27, 2024	Memorial Day
May 30, 2024	Last Day of School
June 6, 2024	Elementary School Offices Close
June 13, 2024	Middle School Offices Close

### Daily School Schedule

**School Schedule: (Elem) Tuesday - Friday 8:50am-3:45pm. (MS) 8:40am-3:44pm  
Early Out Monday's (Elem) 8:50-2:15pm, (MS)- 8:40-am-2:14pm**

**Price School:** Monday - Friday: 8am - 3 :00pm - Early Out Monday's 8am-1pm

<b>Alice Byrne Elementary School</b>	
<b>BELL SCHEDULE 23.24</b>	
8:25	Front Gate Opens
8:45	1st School Bell
8:50	Tardy Bell
10:30-10:45	Primary recess
10:45-11:00	Intermediate recess
11:45 -12:15	1ST LUNCH
12:00	Dismiss students to the playground
12:15	Students return to class
12:20-12:50	2nd LUNCH
12:35	Dismiss students to the playground
12:50	Students return to class
12:50-1:20	3rd LUNCH
1:05	Dismiss students to the playground
1:20	Students return to class
3:45	DISMISSAL
EARLY DISMISSAL MONDAY 2:15	

There is NO student supervision before 8:25 a.m. on the playground. Please do not bring your child/children to school before this time. The gate will open at 8:25 a.m. and breakfast will then begin at that time.

If students are late, they are to go through the office for a late pass. If you are taking your child out school during the day, you will need to sign them out of the office. Students are not to leave school grounds at any time without the permission on the front office staff. Please help us guard your child's safety!

## **ATTENDANCE**

The daily classroom exchange between the teacher and students is a vital part of the educational process. Lost time is very difficult to replace even if the student make up the work. No one truly wants a sick student to attend school, but all students should strive to be in school as much as physically possible. When it is absolutely necessary for a student sto be absent from school for any reason, parents need to notify the school in the morning at (928) 502-7500. If this is not possible, please send a written note explaining the situation or preferably a doctor's note. If a child does not bring a note, or no one has called, the absence will be considered an unexcused absence or tardy. Also, our health aide can always help to determine howw ill a child is and if they should go home. If it is necessary to take your child out of school during school ours, please check out through the office. The classroom teacher will be notified by the office when the parent arrives on campus, eliminating any loss of class time.

CHILDREN WILL NOT BE DISMISSED TO WALK ALONE TO EITHER HOME OR APPOINTMENTS.

## **ABSENCES AND TARDIES**

ABSENCES AND TARDIES WILL BE CALCULATED AS FOLLOWS:

PRESENT FOR  $\frac{1}{2}$  A DAY =  $\frac{1}{2}$  DAY ABSENT

PRESENT FOR  $\frac{3}{4}$  OF THE DAY = FULL DAY PRESENT

LATE UP TO  $\frac{1}{2}$  OF THE DAY = TARDY

NUMEROUS TARDIES WILL BE TAKEN INTO CONSIDERATION WHEN CALCULATING PERFECT ATTENDANCE AWARDS AND RECOGNITION CERTIFICATES. ADDITIONALLY, STUDENTS WHO ARE HABITUALLY TARDY WILL NOT BE GIVEN PERFECT ATTENDANCE AWARDS AND RECOGNITION CERTIFICATES.

## **TRUANCY MEDIATION**

TRUANCY IS THE HIGHEST RISK FACTOR TO DELINQUENCY, WHILE EDUCATION IS THE HIGHEST DETERRENT OF DELINQUENT BEHAVIORS. THE TRUANCY MEDIATION PROCESS ALLOWS THE PARENT, SCHOOL, STUDENT AND MEDIATOR FROM THE COURTS TO DISCUSS REASONS FOR TRUANT BEHAVIORS AND DEVELOP A CONTRACT TO HELP FAMILIES ELIMINATE ABSENTEEISM. THE LAW STATES THAT ANY CHILD BETWEEN SIX AND SIXTEEN YEARS OF AGE MUST ATTEND SCHOOL UNLESS THEY ARE EXCUSED. A DOCTOR'S NOTE, PHONE CALL FROM A PARENT, OR A NOTE FROM HOME STATING THE REASON WHY A STUDENT IS ABSENT WILL RESULT IN AN EXCUSED ABSENCE. IF THE SCHOOL IS NOT NOTIFIED, THE ABSENCE IS CONSIDERED UNEXCUSED. TRUANCY MEDIATION OCCURS WHEN A STUDENT HAS AT LEAST FIVE UNEXCUSED ABSENCES WITHIN A SCHOOL YEAR. WHEN A MEDIATION HEARING OCCURS, YOU WILL BE NOTIFIED AND YOU WILL BE ASKED TO COME TO SCHOOL FOR THE MEETING. AT THIS TIME, THE STUDENT AND PARENT WILL DRAFT A CONTRACT TO BE ADHERED TO BY THE STUDENT. IF THE CONTRACT IS BROKEN, YOU MAY BE SUBPOENAED TO JUVENILE COURT TO APPEAR IN FRONT OF THE JUDGE. THE INTENT OF THIS PROGRAM IS TO INTERVENE AND HELP YOUR CHILD TO BE ABLE TO CONTINUE EDUCATION IN A CONSISTENT AND PREDICTABLE MANNER.

# **ALICE BYRNE SCHOOL ENVIRONMENT**

## **TEACHER-STUDENT STUDENT-STUDENT INTERACTIONS**

To create “a place where thoughtful human beings work together” is the goal of the Alice Byrne community. It is important to recognize and understand the social behaviors that lead to success in learning. The framework of the Lifelong Guidelines and Life Skills provide consistency in behavior expectations for the students and staff. The parameters, which focus on respect for others and self, help students to evaluate their own performances and behavior. By implementing these behavior guidelines, an environment to enhance learning is provided.

These Guidelines and Life Skills form the core of acceptable behavior for students and staff of the Alice Byrne Community.

### **LIFELONG GUIDELINES**

**TRUSTWORTHINESS**

**TRUTHFULNESS**

**ACTIVE LISTENING**

**NO-PUT DOWNS**

**PERSONAL BEST**

### **LIFESKILLS**

**INTEGRITY:** To act according to a sense of what's right and wrong

**INITIATIVE:** To do something because it needs to be done

**FLEXIBILITY:** To be willing to alter plans when necessary

**PERSEVERANCE:** To keep at it, things orderly and ready to use

**SENSE OF HUMOR:** To laugh and be playful without harming others

**EFFORT:** To do your best

**COMMON SENSE:** To use good judgment

**PROBLEM-SOLVING:** To create solutions in difficult situations & everyday problems

**RESPONSIBILITY:** To respond when appropriate, to be accountable for your actions

**PATIENCE:** To wait calmly for someone or something

**FRIENDSHIP:** To make and keep a friend through mutual trust and caring

**CURIOSITY:** A desire to investigate and seek understanding of one's world

**COOPERATION:** To work together toward a common goal or purpose

**CARING:** To feel and show concern for others

**COURAGE:** To act according to one's beliefs

**PRIDE:** Satisfaction from doing your personal best



## CAFETERIA NEWS

BREAKFAST IS SERVED EACH MORNING AT 8:20 A.M. IN THE CAFETERIA AND IS FREE TO ALL STUDENTS ENROLLED AT ALICE BYRNE. ALL OTHER INDIVIDUALS WHO EAT BREAKFAST, INCLUDING ANY CHILD NOT ENROLLED AT ALICE BYRNE, WILL BE CHARGED \$3.50 PER PLATE.

LUNCH IS SERVED EACH DAY FOR \$1.50 FOR STUDENTS. ADULT LUNCHES ARE \$3.50 PER PLATE.

LUNCHES MAY BE PURCHASED DAILY OR YOU MAY SET UP A FOOD ACCOUNT. QUESTIONS PLEASE SEE NACHA VILLARREAL, OUR CAFETERIA MANAGER.

### ALICE BYRNE MEAL CHARGE POLICY

A STUDENT IS ALLOWED TO HAVE A TOTAL OF 3 CHARGES. AFTER THE 3<sup>RD</sup> CHARGE, THERE WILL BE NO MORE CHARGES ALLOWED. IT IS A PRIVILEGE TO BE ABLE TO CHARGE IN THE CAFETERIA. MANY SCHOOLS DO NOT ALLOW IT. WE DO NOT ENCOURAGE CHARGES BUT IF IT IS NECESSARY, WE HOPE THAT YOU WILL PAY THE CHARGE AS SOON AS POSSIBLE. YOU MAY COME TO SCHOOL AND PAY THE CAFETERIA MANAGER OR GO ONLINE TO [www.yuma.org](http://www.yuma.org) CHILD NUTRITION DEPT.

### HEALTHY EATING

IN ORDER TO PROMOTE HEALTHY EATING HABITS FOR STUDENTS ON CAMPUS, WE ASK THAT SODAS NOT BE SENT IN A SACK LUNCH OR BROUGHT IN WITH FAST FOOD. YOU MAY SEND WATER, JUICE, OR MILK. MILK OR JUICE MAY BE PURCHASED IN THE CAFETERIA DURING MEAL TIMES. THE COST IS 25¢.

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 STUDENTS' HEALTH, WE THANK YOU. (LISA THROWER, DIRECTOR OF FOOD SERVICES FOR YUMA SCHOOL DISTRICT ONE).

#### **There are 3 separate times for lunches:**

1<sup>st</sup> Lunch is 11:45-12:15 Grades Kinder & 2<sup>nd</sup>

2<sup>nd</sup> Lunch is 12:20-12:50 Grades 1<sup>st</sup> & 3<sup>rd</sup>

3<sup>rd</sup> Lunch is 12:45-1:15 Grades 4<sup>th</sup> & 5<sup>th</sup>

**Martha (928)502-7524**

**Alice Byrne Cafeteria Manager**



## **Welcome to the Child Nutrition Department!**

Alice Byrne School Cafeteria offers a well-balanced, nutritious BREAKFAST (FREE) AND LUNCH (\$1.50) for our students. Siblings not attending Alice Byrne will be charged \$2.50 for Breakfast and \$3.50 for lunch. You may fill out a Free & Reduced Lunch Application to see if you qualify for the Reduced Price meal at 40c 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 online 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 every day for a FREE Breakfast!! Breakfast is available from 8:20-8:40 a.m. daily. Students that are not eating breakfast are not allowed on campus/playground until 8:20 a.m. There is no adult supervision until that time so there are no exceptions. If you are on campus before 8:20 a.m., you must be in the cafeteria. School will begin promptly at 8:50 a.m.

Please take advantage of the options to prepay your students meal accounts. Prepaid meal accounts help the lunch lines go faster and also gives the 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 set started on E-funds. (The 8- digit number is available from the school office.). You can find 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 "Alice Byrne 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 smoothly.

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

## Yuma School District #1 Wellness Policy

Our School District strives to make a significant contribution to the general wellbeing, mental and physical capacity and learning ability of each student while affording them the opportunity to fully participate in the educational process. The District is committed to providing school environments that promote and protect children's health, wellbeing and ability to learn by supporting healthy eating and physical activity.

To support the health and wellbeing of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

**Nutrition Guidelines:** All foods available in each school during the day will have as a goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools. All other food sold and/served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores, and fundraising activities on campus during the school day) will comply with the Arizona Nutrition Standards as mandated by A.R.S. 15-242.

**Nutrition Education:** The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.

**Physical Activity:** The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short and long-term benefits of a physically active and healthful lifestyle.

**Other School-based activities:** The goal is to create a total school environment that is conducive to healthy eating and physical activity.

**Evaluation:** A goal will be to regularly evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness.

The Superintendent or designee will develop administrative regulations to implement this policy, with involvement from staff, parent and community. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy.

Last updated 7/19/2021



## TRANSPORTATION

Students in grades 3-5 may ride their bicycles to school. Students must wear a helmet as per city laws. Bicycle racks are available for parking. Students must bring a lock to protect their bicycle. All bicycles are to be properly parked in the bicycle racks provided. The school cannot be responsible for damaged, lost or stolen bicycles.

Students riding rollerblades, skateboards, or scooters must also wear safety gear. Students are not allowed to ride their rollerblades, skateboards, or scooters on school grounds. All gear must be taken off before entering the interior of the school. Likewise, the gear is not to be put on after school until students are outside of the school area.

### Student pick-up:

Kindergarten and 1st grade students (with older siblings) will be picked up at our gate off of 8th Avenue. Parents must park their vehicle and pick up their student at the gate. Students will not be released to walk out of the gate by themselves.

IF YOU ARE PICKING UP STUDENTS ON 8<sup>TH</sup> AVENUE, YOU CANNOT PARK IN THE RED ZONE AREA. YOU WILL NEED TO PARK ALONG SIDE OF 8<sup>TH</sup> AVENUE WHERE THERE IS NO DESIGNATED RED ZONE. THE POLICE MONITOR THIS AREA FROM TIME TO TIME AND WE DO NOT WANT ANY OF OUR FAMILIES TO BE TICKETED.

YUMA DISTRICT ONE PROVIDES BUS SERVICE TO STUDENTS LIVING 1½ MILES OR MORE FROM THE SCHOOL THEY ATTEND. RIDING THE BUS IS A PRIVILEGE AND SAFETY IS OF UTMOST CONCERN. FOR THIS REASON, DRIVERS ARE GIVEN THE AUTHORITY TO SET RULES OF CONDUCT TO BE ADHERED TO ON THEIR BUS. THEY ARE ALSO DIRECTED TO REPORT ANY INCIDENTS OF UNRULY OR INCONSIDERATE CONDUCT DISOBEDIENCE OR DEFIANCE. STUDENTS MAY HAVE BUS PRIVILEGES SUSPENDED FOR MISCONDUCT. PUPILS RIDING THE SCHOOL BUS ARE EXPECTED TO GET OFF THE BUS AT SCHOOL AND REMAIN ON THE SCHOOL GROUNDS.

## **GRADING SYSTEM**

THE SCHOOL YEAR IS DIVIDED INTO FOUR GRADING PERIODS.

THE FIRST QUARTER ENDS OCTOBER 5th.

REPORT CARDS WILL BE GIVEN AT PARENT-TEACHER CONFERENCES OCTOBER 10TH-13TH.

THE SECOND QUARTER ENDS DEC. 15th. REPORT CARDS WILL BE GIVEN OUT ON JANUARY 10 AFTER THE WINTER BREAK.

THE THIRD QUARTER ENDS MARCH 8th.

REPORT CARDS WILL BE GIVEN AT PARENT-TEACHER CONFERENCES ON MARCH 26th - 28th.

REPORT CARDS WILL BE GIVEN OUT ON the last day of school on MAY 30th, 2024.

ALL PARENTS ARE ENCOURAGED TO ATTEND THE PARENT-TEACHER CONFERENCES IN OCTOBER AND MARCH.

# 2023.2024 Student Calendar

Monday dismissal time is 2:15 p.m.

July 2023						
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23	24	25	26	27	28	29
30	31					

August 2023						
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27	28	29	30	31		

September 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
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19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
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28	29	30	31			

February 2024						
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18	19	20	21	22	23	24
25	26	27	28	29		

March 2023						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
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28	29	30				

May 2024						
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June 2024						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First Quarter						
July 17 Middle School Offices Open						
July 24 Elementary Offices Open						
August 7 First Day of School						
September 4 Labor Day						
October 5 End of First Quarter						

Second Quarter						
October 10 - 13 Parent Conferences						
October 6-9 Fall Break/Columbus Day						
November 10 Veterans' Day						
November 20 - 24 Thanksgiving Break						
December 15 End of Second Quarter						
Dec. 18 - Jan. 5 Winter Break						

Third Quarter						
January 15 MLK Jr. Day						
January 19 100th Day of School						
February 16 No School: Teacher PD Day						
February 19 Presidents' Day						
March 8 End of Third Quarter						

Fourth Quarter						
March 18 - April 12 AZSci Testing Window						
March 29 Good Friday						
March 26 - 28 Parent Conferences						
April 1 - April 5 Spring Break						
April 8 - 26 AASA Testing Window						
May 27 Memorial Day						
May 30 Last Day of School						
June 5 Elementary Offices Close						
June 12 Middle School Offices Close						

M.S. Offices Open/Close  
Elem. Offices Open/Close  
First & Last Day of Year

Last Day of Grading Period  
Holiday  
Parent/Teacher Conferences

AZSci/AASA Testing Windows  
AZ SCI Testing Window

Grading Period		Progress Report	Report Cards
1	Aug 7 - Oct 5	9/7	Conferences
2	Oct 10 - Dec 15	11/9	Jan. 11
3	Jan 8 - Mar 15	2/15	Conferences
4	Mar 18 - May 30	4/25	May 30

## **YUMA SCHOOL DISTRICT ONE HEALTH SERVICES**

**YUMA SCHOOL DISTRICT ONE HAS FIVE (5) REGISTERED NURSES IN THE DISTRICT WHO HAVE A SCHOOL OF THEIR OWN AND OVERSEE 12 HEALTH ASSISTANT CLERKS, WORKING IN CLUSTERS. THE REGISTERED NURSE FOR EACH CLUSTER CAN BE CONTACTED FOR ASSISTANCE IF YOUR CHILD HAS SPECIAL HEALTH CARE NEEDS.**

**OUR SERVICES INCLUDE, BUT ARE NOT LIMITED TO:**

<b>IMMUNIZATION REVIEW</b>	<b>BLOOD PRESSURE SCREENING</b>
<b>HEIGHT &amp; WEIGHT SCREENING</b>	<b>SCOLIOSIS SCREENING</b>
<b>VISION SCREENING</b>	<b>FLUORIDE MOUTHRINSE</b>
<b>HEARING SCREENING</b>	<b>GROWTH &amp; DEVELOPMENT</b>
<b>DENTAL SCREENING</b>	<b>HEALTH TEACHING</b>

**PRESENCE IN SCHOOL HAS A POSITIVE EFFECT ON ATTITUDE, WORK HABITS AND PROGRESS. SICK STUDENTS BELONG AT HOME AND WELL STUDENTS BELONG IN SCHOOL! TO PROTECT OTHER STUDENTS, ANY STUDENT WITH A TEMPORARY INFECTION SHOULD BE KEPT AT HOME.**

**HERE ARE SOME GUIDELINES THAT HELP IN DECIDING IF A STUDENT SHOULD COME TO SCHOOL:**

**COLDS:** MILD, BUT OTHERWISE FEELING WELL – GO TO SCHOOL  
HEAVY, DEEP, OR HACKING COUGH – **STAY HOME EVEN WITHOUT A FEVER**

**SORE THROAT:** WITHOUT OTHER SYMPTOMS – GO TO SCHOOL  
WHITE SPOTS IN THE BACK OF THROAT OR FEVER – **STAY HOME AND/OR SEE DOCTOR**

**DIARRHEA:** **STAY HOME**

**VOMITING:** **STAY HOME**

**HEADACHE:** GO TO SCHOOL

**FEVER:** A STUDENT WITH A TEMPERATURE OF 100F OR ABOVE IS TO BE KEPT HOME. THE STUDENT MUST BE KEPT HOME UNTIL THEY ARE FEVER FREE FOR 24 HOURS WITHOUT ANY MEDICATION.

**RASH:** ANY UNEXPLAINED RASHES – **STAY AT HOME AND SEE THE DOCTOR**

**IMMUNIZATIONS:** STUDENTS MUST HAVE A PROOF OF ALL REQUIRED IMMUNIZATIONS, OR A VALID EXEMPTION IN ORDER TO ATTEND SCHOOL.

**IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT THE HEALTH OFFICE AT 502-7500 AT YOUR SCHOOL.**

## **Family Educational Rights and Privacy Act Notification of Rights**

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 District 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 records(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 the 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 District decides not to amend the records as requested by the parent or eligible student, the District 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 District 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; a person or company with whom the District has contracted to perform a special task (such as an attorney, 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 an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of the FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC. 20202-4605

## **PARENT INVOLVEMENT POLICY**

### **ALICE BYRNE SCHOOL**

In acknowledgement of much reliable research proving that parental involvement raises the academic achievement of students, Alice Byrne Elementary School encourages involvement of parents through an active Parent Volunteer program, and an active PTO. Parents are encouraged to assist in such activities as: The Make It and Take It Night, Mustang Luncheon, Math & Science Night, Ice Cream Social, and Spring Fling. Parent Volunteers will be solicited to assist in the classroom. A calendar of events is distributed monthly, while weekly publications of events are also sent home every other Tuesday in the Horse's Mouth publication.

In order to build an effective home-school partnership, Alice Byrne Elementary School will provide the following:

1. An annual orientation meeting where parents will meet their child's teacher and be assured of their right and responsibility to be involved in their child's education, and the opportunity to become part of the Alice Byrne family through PTO membership.
2. A flexible number of meetings and activities throughout the year to assist parents in understanding the federal and state academic standards, as well as local academic assessments. Meetings will also focus on how parents and teachers can work together to monitor their child's progress in order to approve student achievement.
3. A varied schedule for meetings and conferences in order to accommodate the needs of parents.
4. A minimum of two scheduled parent/teacher conferences, where the progress of the student will be discussed as well as the expectations for the grade level, school curriculum, test information and any other concerns that the teacher or parent may have. Evening and afternoon times will be offered.
5. Continuous communication to assist parents in understanding the school curriculum and student achievement will be provided through the Horse's Mouth, Alice Byrne School Report Card, Parent-Pupil Handbook, PTO-NCLB meetings, e-mails, conferences, handouts, mailings, and student achievement reports. Newsletters will include parenting tips and suggestions. All invitations and notices will be sent in a timely manner with an additional follow-up reminder.
6. A school-parent compact designed by parents and school staff that outlines how parents, school staff and students share the responsibility for improved learning.
7. Each year a survey for all parents shall be conducted by the school to collect opinions and concerns of parents about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents.
8. If transportation becomes an issue in attending school functions for parents, we will try to accommodate needs through volunteers, staff and Title 1 Funds. No family or child who is homeless, migrant, EL, or disabled will deliberately be denied access to any school event.
9. Every effort will be made to communicate with parents in a format and language that is free of educational jargon and easily understandable by all. Conferences, meetings, and written and oral communication, when needed, will be conducted in the language most understood by parents. Parents and community members are always to be made welcome at Alice Byrne Elementary School through actions and words.



## **ALICE BYRNE ELEMENTARY SCHOOL STUDENT DRESS CODE POLICY**

THE FOLLOWING DRESS CODE HAS BEEN DEVELOPED IN CONJUNCTION WITH YUMA SCHOOL DISTRICT # ONE'S DRESS CODE POLICY (PAGE 5 OF THE DISTRICT'S ELEMENTARY SCHOOL DISTRICT POLICIES AND PROCEDURES HANDBOOK).

1. Pants or shorts must stay on the waistline without the use of a belt and undergarments must be covered (although belts are permitted, the pants/shorts cannot require a belt to "hold them up". Clothing that is excessively baggy or sagging pants or shorts are unacceptable.
2. Shirts and blouses should be modest, appropriate for a school setting and cover undergarments, including sports bras. Blouses and shirts must be long enough to cover the stomach area. Spaghetti straps are not permitted. Excessively revealing clothing is not acceptable. This includes but is not limited to short mini-skirts, short shorts, loose tank tops. Loosely fitting and low-cut basketball jerseys. Parents will be called and asked to bring a change of clothes.
3. Belts cannot hang below the shirt.
4. Chains are not permitted.
5. Bandanas are not permitted.
6. Any article of clothing which promotes or is associated with gang affiliation is prohibited. Halter tops, tube tops, midriff tops that do not cover undergarments, short shorts or any article of clothing or item that negates or beliefs in the Life Skills and Lifelong Guidelines as described on the following page is prohibited. In addition, anything that advertises professional wrestling or any TV show that contains inappropriate content for children. The final decision will be made by the Principal.
7. Gang-personalization is not permitted on hats, clothing, notebooks or other items. Any item that is distinctly identified with a gang is now required by state law to be turned over to the Yuma Police Department for their files.
8. Hats are permitted but must be worn forward and are not to be worn inside a building. Knitted caps may only be worn when the weather warrants a need for them.
9. Skirts and shorts must extend past the fingertips when a student's hands are at his/her sides. Holes in pants or shorts cannot occur above the fingertip when hands are at the side.
10. Profane, obscene, or defamatory language or symbols, ethnic slurs or symbols, drugs, sex, or alcohol on clothing or jewelry (including belt buckles) is prohibited.
11. Any apparel that the administration determines to be unacceptable in light of school and/or community standards is prohibited. This includes, but is not limited to, clothing that offends or disrupts the educational process.

If a student is in violation of the dress code, the teacher will speak privately to that student and find a remedy for the violation (for example, turn a T-shirt inside out, provide a belt for the pants, or provide a T-shirt to wear over a midriff top). If a remedy cannot be found, the student will call home to get appropriate clothing. If a second violation occurs, the teacher will contact the parent. If a third violation occurs, the principal will be contacted and appropriate action will be taken. The District Discipline Matrix provides for Long Term Suspension as the maximum consequence for non-compliance. Any item that is deemed inappropriate and can be removed (for example a hat with a drug related message) will be taken from the student and may be picked up only by the parent.

# CELL PHONE USE AT SCHOOL

CELL PHONE USE IS NOT ALLOWED AT SCHOOL. BETWEEN THE HOURS OF 8:25 A.M. AND 3:45 P.M., STUDENTS ARE NOT ALLOWED USE THEIR PERSONAL CELL PHONES AND THEY MUST BE TURNED OFF. IN CASE OF AN EMERGENCY, STUDENTS HAVE ACCESS TO THEIR CLASSROOM PHONE, AS WELL AS THE OFFICE PHONE. ANY STUDENT WHO BRINGS A CELL PHONE TO SCHOOL AND USES IT WILL BE SUBJECT TO THE FOLLOWING:

**1<sup>ST</sup> OFFENSE:** THE PHONE WILL BE TAKEN AWAY FOR THE DAY AND RETURNED AT THE END OF THE DAY.

**2<sup>ND</sup> OFFENSE:** THE PHONE WILL BE TAKEN AWAY AND THE PARENT MUST COME AND PICK IT UP. THE STUDENT WILL BE SUBJECT TO DISCIPLINARY ACTION, WHICH COULD RESULT IN OUT OF SCHOOL SUSPENSION.

