

The mission of Palmcroft School is to produce 21<sup>st</sup> Century Leaders  
by empowering ALL students to become good digital citizens who make responsible,  
respectful and safe decisions to be college and career ready!



# Palmcroft Elementary School

## Parent-Student Handbook



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



## Principal's Message

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

As we prepare for a new school year, we understand the range of concerns that exist due to COVID-19. We know that health and safety is our first priority for all our Panthers - students, family, and staff! . The District ONE Learning Services Department has upgraded our Google Classroom platform, so that teachers and students will have a more consistent experience across classrooms and subjects. Schools also have developed a standardized schedule for instruction that will take effect when remote instruction begins August 3<sup>rd</sup>.

Our Panther family is strong and proud to intentionally deliver the message that All Children are Capable of SUCCESS! Integrating our Kids at Hope Philosophy with our continuation of AVID Elementary School-wide, ALL Panthers will be college and career ready with 21<sup>st</sup> Century Skills! These beliefs and expectations will continue as we all are Emergency Remote and as we transition back to In-Person Learning, as Health and Safety Guidelines permit.

We, the staff of Palmcroft Elementary School, are committed to provide effective instruction for each child at his or her appropriate instructional level. Classroom instruction will align to the Arizona College and Career Ready Standards and will include a variety of programs, including:

- Benchmark Advance (K-5)
- Eureka Math - Engage NY/Zearn (K-5), Math Seeds (K-3)
- MobyMax (K-5)
- Mystery Science (K-5)
- Showbie

Our focus will allow attainment of 21<sup>st</sup> Century skills utilizing AVID strategies to successfully prepare our leaders of tomorrow! All Children are Capable of Success! We will continue to use technology, one to one iPads, to develop globally competitive skills and support their learning at their individual levels.

School will start at 9:40am every morning and release at 2:10pm on Wednesdays and 3:40pm on Tuesday thru Friday. Please ensure your child is at school on time and picked up on time. Your child's teacher will provide you with more specific information about the daily schedule.

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

Enthusiastically,

*Jennette Arviso*

Jennette Arviso, Principal

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## **OUR BELIEFS**

### **All Children are Capable of Success! No Exceptions!**

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

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

## **PARENTS AS EDUCATIONAL PARTNERS**

Many parents believe they can only be involved if they come to school. This is only partly true; as we respect and appreciate the parents who help so much at home, too. Please come to conferences and continuously communicate with your child's teacher. Teachers have phones and you may leave a message so they can return your calls when they are not actively teaching. The principal will send home a newsletter at the beginning of each month to share upcoming activities and information. Please check with your child to make sure you review the newsletter. We place extra copies of the monthly newsletter in the school office and add information to the School's Website. Parents please check **ClassDojo** regularly to receive updates during the school year. In these continuously changing times, we want to be sure you are constantly connected and in communication with our Panther Staff. We also have a Palmcroft Facebook page where information is also posted.

## **PARENT RESPONSIBILITIES**

1. Check in with the teacher weekly - DoJo. Schoolwide and class information/updates will be posted to ClassDojo. Schoolwide ClassDojo messages will be sent by Mrs. Hartley.
2. Get your child to school or logged into Google MEET on time. Even a few minutes late means your child will miss valuable instruction. Have your child attend school/Sessions everyday unless he/she is really sick. Class instruction videos will be available through Google Classroom.

3. Support the school in requiring your child to observe all school rules and regulations and accept responsibility for any misbehavior on his/her part. This includes behavior while learning in the Remote(Virtual) setting.
4. Have your child ready for school with proper attention having been given to personal cleanliness, neatness of dress and complying with School Appropriate clothing. The School Uniform Policy will be in effect during any on campus learning sessions.
5. iPads Rules and Care must be followed. Please review iPad rules and expectations with your child. Also have a designated location of all learning materials including books, binder, notebooks and other materials.
6. Maintain an active interest in your child's work. Make it possible for them to complete assigned homework by providing a quiet place, materials and proper conditions to study. Teach your child to submit/return all expected work. Students should be seated upright, ready to learn during live learning sessions - Following SLANT - Sit up, Listen to the speaker, Ask good questions, Nod your head, and Talk to the Teacher.
7. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
8. Cooperate with the school in attending conferences for your child.
9. Keep phone numbers and emergency contact numbers current.

### **MOVE ON WHEN READING EXPECTATIONS**

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

### **#RETURN TO LEARNING**

Emergency Remote - Arizona Governor Doug Ducey Executive Order(EO) states schools may not return to in-person learning until August 17th. District One will begin the school year on August 3rd, remotely, for all students as it is allowed by the EO. This current EO may be extended, altered by the Governor or redirected by Yuma School District One Governing Board. District One and Palmcroft will send any and all updates as soon as they are available.

Hybrid learning- A blend of remote and traditional settings. Students would have a combination of days that include both in-school and at home learning.

Remote learning- Students remain at home and are provided with remote learning materials to continue their education.

## **PARENT-TEACHER-ORGANIZATION**

P.T.O. meets once a month at 4pm in the School Cafeteria. Please watch for notices and newsletters for exact time and dates this year. The objectives of the P.T.O. are to provide school-wide support in all the activities of school and to raise funds to assist in various activities and academic programs.

## **VISITORS ON CAMPUS/PARENTS AS VOLUNTEERS**

Please **DO NOT GO DIRECTLY TO THE CLASSROOMS**. Visitors must sign in at the office and pick up passes in the office. Due to the health and safety protocols we will not be allowing any visitors on campus unless it is an emergency or you have made prior arrangements. This is for the safety of all of our children and staff. Please do not bring other students who do not attend Palmcroft to visit our school. This is a liability.

Volunteering is greatly appreciated and we love having the help but due to health and safety protocols we cannot have parent volunteers at this time. If you feel the need to volunteer please schedule that with the teacher so correct protocol can be followed. Once we return to our traditional schedule clear of any Health and Safety restrictions, we will gladly welcome volunteers. Your participation as a Volunteer supports our instructional program and school goals.

## **STUDENT RESPONSIBILITIES**

The following are responsibilities which students are expected to accept.

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

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

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

**Relations to Others:** Each student should respect the rights and personal space of others. We want everyone to be safe and enjoy school, whether we attend Remotely or In-Person. Follow the school rules and respect your classmates and friends.

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

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

### **Learning Expectations:**

- SLANT (Sit Up in your seat, Listen to Speaker, Ask good questions, Nod your Head, Talk with your teacher) in all learning situations
- Using vulgar or profane language is not allowed.
- Find a place to learn where you are able to sit up - Not lying down or on a bed.
- Microphone off when you are not talking

### **DISCIPLINE**

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

Basic rules are:

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

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

### ***THE SCHOOL DAY***

#### **SCHOOL HOURS- The academic school days begins at 9:40 AM**

There is **no supervision** provided for children who arrive earlier than 9:30 AM or remain on campus after school unless participating in a supervised, school-sponsored activity. These procedures are designed for the safety and well being of your children.

Grades K, 1,2,3,4,5                      Morning Bell 9:40 AM

Grades K,1,2,3,4,5                      Dismissal 3:40 PM, Monday, Tuesday, Thursday, Friday.  
2:10 PM, Wednesdays

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

#### **Early Release Day on Wednesday**

Students will be released early each Wednesday. Staff will utilize each Wednesday for training/planning. The early release day will begin at 9:40 am and all students will be dismissed at 2:10 pm.

**PARKING LOT**- We will continue the practice of closing the school parking lot beginning at 8:00 AM and again at the end of the day with it remaining closed at least 15 minutes after the end of the school day. The parking lot is not safe and secure for our students with the heavy loads of traffic.

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

Children should be dropped off between 9:30 - 9:40 AM, unless you are checking them in to the Right At School located in Room 302.

*Parents, guardians, and family members must drop off and pick-up students at Crosswalk Gates on Palmcroft Lane near the 400 Building or on Park Lane on the south side of the playground. Parents/Guardians will not be allowed on campus. We are trying to make the parking lot safe and secure for our students.*

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

#### ***Kindergarten***

*Kindergarten students will be picked up from the front of the cafeteria.*

#### ***Grades First – Second***

First graders that are being picked up will be escorted to the gate by a teacher and wait for their parents. Children may enter and will exit the campus on Palmcroft Drive at the crosswalk or on Park Lane at the crosswalk. A crossing guard is located at both gates. Because of our high volume of traffic, you will need to park in the **legal** parking areas on Palmcroft Drive or Park Lane or in the parking areas next to school.

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

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

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

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

**Students should be picked up by parents or other authorized persons in a reasonable time frame at the end of the school day. If you are unable to pick up your child at the end of the day, you will need to contact Right at School ([rightatschool.org](http://rightatschool.org)), a daycare provider, or make arrangements for pick up after the regular school day.**

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

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

## **WALKERS**

Please be aware of the traffic. Stay on sidewalks and cross the street only at crosswalks. There are crossing guards at the crosswalks on Palmcroft Drive and Park Lane. Please do not walk through the parking lot. Stay on public sidewalks. Avoid going through alleys and residential property. Walkers must leave immediately after bell, as they must cross with the crossing guards.

## **PRIVATE PROPERTY**

Students must not trespass on lawns or in any way interfere with the property of private citizens or businesses, including our two neighborhood churches.

## **BUS STUDENTS**

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

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

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

**The telephone number for Transportation is: 502-8840.**

**Please give the office at least 60 minutes notice if you plan to pick up your child rather than have him/her ride the bus. Once a child is on the bus, we cannot guarantee that the child can be removed from the bus.**

## **ATTENDANCE**

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

### **STUDENT ABSENCES AND EXCUSES**

The regular attendance of a school age child is required by state law. Attendance will be accounted for and taken during all Remote Learning. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, or other family emergencies, and the observance of major religious holidays of the family's faith. Failure to attend school may result in:

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

### **TO REPORT AN ABSENCE**

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



## **SCHOOL WORK WHEN ABSENT**

When your child has been absent during Remote Learning, be certain all work is completed Digitally for those Absent days. After 3 consecutive days of being absent please provide a doctor's note.

When traditional learning returns, and your child is absent for at least 3 days from school, you may call the school office in the morning so the teacher can be notified and can have time to gather your child's work by the end of the day. Appropriate books will be sent home when necessary. Assignments can be picked up in the office at the end of the school day or sent home with another child, if requested.

## **END OF THE DAY RELEASE**

We understand occasionally emergencies come up, if changes need to be made for the end of the day release the office needs at least 1 hour in order to contact your child's teacher and/or child. Please plan before school for the end of the day release.

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

The Arizona Department of Education has changed the manner in which they consider students in attendance. Students are considered absent for one-fourth, one-half, or a full day. The determination for absence is based upon the number of minutes in our school day and the number of minutes the student is absent from school. Normally students attend Palmcroft for 275 instructional minutes per day for students in Grades 1-5. This does not include lunch and recess. According to ADE policy, students will be marked absent as listed below dependent on the number of minutes the student is absent.

1-70 minutes late or left early = 1/4 day absent

71-138 minutes late or left early = 1/2 day absent

139 minutes late or left early = 1 full day absence

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

## **TARDY**

The Morning bell rings at 9:40 AM. Students must be in class at 9:40. Students arriving late **must** be signed in at the office and receive a pass before going to class.

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

- The student will not receive recognition for perfect attendance.
- Letter and/or phone call to parent/guardian.
- Home visit.

## **TRUANT**

Truant means an unexcused absence for at least one class period during the day. Unexcused absences of five school days within a school year constitutes habitual truancy. Parents will be contacted either by phone or letter the first time. Continued violation will

lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.  
J-1650 JHB

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

### **PERFECT ATTENDANCE**

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

### **OUT OF ATTENDANCE AREA STUDENTS**

The following conditions apply to the open-enrollment program:

- An application must be completed and submitted at time of registration.
- Enrollment is subject to the capacity limit established for the school and/or its grade levels.
- The parent or legal guardian will be notified whether the application has been accepted, rejected, or placed on a waiting list.
- Transportation for the student will be the responsibility of the parent or legal guardian.
- Students may not have high absenteeism nor frequent tardies/leave earlys.
- Providing false information on this form may result in the application being denied or admission being revoked.

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

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

### **SCHOOL PHONE**

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

### **CHANGE IN STUDENT INFORMATION**

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

## **SCHOOL PROPERTY**

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

iPad Protection plans can be purchased at our school Library. Please look into and review this option. The iPad is the student/parents responsibility.

## **PERSONAL PROPERTY, ELECTRONIC DEVICES**

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

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

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

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

## **FIELD TRIPS**

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

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

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

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

October 2, 2020 is the end of the first grading period. Parent-Teacher conferences will be held during the days of October 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>.

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

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

December 11, 2020 is the end of the 2<sup>nd</sup> grading period; report cards are scheduled to be released on Thursday, January 7, 2021.

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

March 12, 2021 is the end of the 3<sup>rd</sup> grading period and early release days are scheduled for March 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup> for parent-teacher conferences.

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

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

Report Cards released on May 25, 2021- last day of classes

## **HOMEWORK**

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

## **SCHOOL HEALTH AIDE/MEDICATIONS**

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

## **MEDICATIONS AT SCHOOL**

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

- There must be a **signed written order from the physician** (licensed in the United States) stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the Health Office.

- The medicine must come to the Health Office in the prescription container or, if it is over-the counter medication, in the original container with all warnings and directions intact.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Medicines will be kept in their original containers in a locked medicine cabinet.

### **WHEN CHILDREN ARE ILL -**

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

### **EMERGENCY DRILLS**

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

### **STUDENT RECOGNITION PROGRAMS**

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

**JICK-EB © EXHIBIT**  
**STUDENT BULLYING / HARASSMENT /INTIMIDATION**

The Governing Board of the Yuma Elementary School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media. Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations. Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, relevant District policies shall be followed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

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

Our cafeteria provides well-balanced meals everyday. Students are encouraged to participate in school breakfast and lunch. School lunches and breakfast are free. Additional milk is available for \$.25. We now use an electronic Personal Identification Number system in the cafeteria. Each student is assigned a PIN number and he or she enters the number prior to eating a school lunch.

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

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

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

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

### **CAFETERIA GUESTS**

Due to our current situation and complying with all Health and Safety Guidelines, Parents will not be permitted to join their child for breakfast or lunch. Sorry for this inconvenience.

As guidelines and restrictions are lifted we gladly will allow parents of students to eat with their child in the cafeteria. Adult meals will still be \$3.50 for lunch and \$2.50 for breakfast. The cash register is only open at the beginning of each lunch period. Students may sit with their parents at the designated table. Parents are not allowed to eat from a student's plate.

**Students may invite ONE friend to sit with him/her, but must eat his/her own meal.**

### **CAFETERIA RULES (When restriction lifted)**

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



**The mission of Palmcroft School is to produce 21<sup>st</sup> Century Leaders  
by empowering ALL students to become good digital citizens who make responsible,  
respectful and safe decisions to be college and career ready!**

### **PALMCROFT SCHOOL LIFE SKILLS**

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

Life Skills by month that are introduced and taught:

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

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

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

#### ***Panthers ARE Responsible, Respectful, and Safe!***

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

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

## Staff for the 2020-21 School Year

### Kindergarten Staff

Liliana Garcia  
Laura Gauna  
Melissa Haile  
Jessica Warhurst

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

Veronica Brooks  
Shannon Graham  
Jennifer Hartley

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

Michelle Copeland  
Nellie Guerrero  
Karen Perez

### Special Area Staff

Marina Ramirez, Counselor  
Meaghan Ellsworth, Art  
Katie Lasch, Reading Interventionist  
TBD, MFLC  
TBD, DoDea Advocate  
Leta Ferrell, ESS

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

Carolina Martinez, Office Clerk  
Jennette Arviso, Principal  
Nikki Griffin, Home Liaison

### Para Professionals

Tiffany Comstock, Library  
Jacqueline Romero, Title I  
Genesis Rojas, ELG  
Maria Villa, ESS  
Natalie Coronado, ESS  
Diana Flores, ESS  
Melissa Miller, ESS

### Cafeteria, Custodial, Crossing Guards

Aide Perez, Cafeteria Manager  
Maria Cazares, Cafeteria  
TBD, Cafeteria  
Eddie Sandoval, Custodian  
Ivone Cade, Custodian  
Adriana Osuna, Crossing Guard  
Maria Chavez, Crossing Guard

### First Grade Staff

Katie Escamilla  
Brandie Luna  
Yolanda McCaughey  
Melissa Reese

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

Lupita Arredondo  
Monica Gill  
Kathy McGinnis

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

Patrick Minnick  
Luz Wiley  
Cheryl Wright

Margo Morrison, PE  
Clara Navarro, Music  
Jessica Marin, Migrant  
Mary Conover, Speech Teacher  
Kim Isely, ESS  
Jackie Gonzalez, ESS

Tammy Babb, Office Secretary  
Mary Stewart, Health Assistant  
Silvia Rivera, Right at School Manager

Georgina Suarez, ESS  
Karina Flores, ELG  
TBD, ELG  
Kathy Bertussi, ESS  
Alicia Aldana, ESS  
Sussy Ramon, ESS

Irma Ramirez, Baker  
Patricia Soto, Cafeteria

Tony Villareal, Custodian  
Evelia Molina, Crossing Guard  
Jeff Wise, Crossing Guard  
Jennifer Perez, Crossing Guard

Required for In-Person Learning

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

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

\* Any designer logo or symbol appearing on polo (other than the approved Panther w/P) must be smaller than 2"x2". The school logo is located on the front cover of this handbook. Friday is Palmcroft Spirit Day! Students may wear the Palmcroft Spirit shirts any day of the week and are highly *encouraged* to wear their Palmcroft spirit shirt on Friday. PTO sales Spirit Shirts at the school for \$10(cotton), \$15(dry-max).

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

This is the policy that will be followed for the 2020-21 school year.

.....

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

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

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

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

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

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

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Dear Parents/Guardians:

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

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

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

Yours truly,

Palmcroft School Library

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

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

Teacher \_\_\_\_\_

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

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

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**PALMCROFT SCHOOL  
SCHOOL-PARENT COMPACT**

**RESPONSIBILITIES OF:**

**SCHOOL:**

- To provide an environment conducive to learning.
- To be open and accepting of our community in order to promote a sense of mutual respect and responsibility for all children.
- To teach children to be responsible adults through academic study, physical activity, emotional security, social awareness, and moral responsibility.
- Communication between school and parent will be continuous throughout the year through the use of teacher reports to parents; monthly newsletters; school activities held in the evening and during the day such as open house, Title 1 Meetings, parent-teacher meetings, and quarterly presentations to all members of the Palmcroft Community.

**PARENTS:**

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

**STUDENTS:**

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

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

Arizona Parent Education Resource Center

661 E. Galveston Street

Chandler, AZ 85225

Phone: 480- 812-6580

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

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

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

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

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

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





## **Parent Involvement Policy**

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

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

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

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|                              |      |
|------------------------------|------|
| Signature of Parent/Guardian | Date |
|------------------------------|------|

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|                      |      |
|----------------------|------|
| Signature of Student | Date |
|----------------------|------|

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|         |             |
|---------|-------------|
| Teacher | Room Number |
|---------|-------------|

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# PALMCROFT ELEMENTARY SCHOOL

## IMPORTANT INFORMATION

### Contact Us

Palmcroft Elementary School Address:

901 Palmcroft Drive

Yuma, Arizona 85364

Phone: 928-502-8000 Fax: 928-502-8048

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

Jennette Arviso, Principal ([jarviso1@yuma.org](mailto:jarviso1@yuma.org))

### Hours

Office hours: 8:15 AM – 4:00 PM

### Report an absence

Call 928-502-8000 or send in a written note the next day, you may also email office staff:

Tammy Babb [tbabb@yuma.org](mailto:tbabb@yuma.org)

Carolina Martinez [cmartinez2@yuma.org](mailto:cmartinez2@yuma.org)

### School Schedule

9:40 AM Classes begin Monday through Friday

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

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

### Cafeteria Hours and Operations

School lunches(students) and breakfast(students) are free for our students.

During All **Remote Learning** - Lunches and Breakfast will be available for pick-up from **11:00 - 12:30 Daily**

### In-Person Hybrid Begins - Breakfast and Lunch Schedule

Breakfast for all students 9:30 AM In Classroom

Lunch Schedule:

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

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

4<sup>th</sup>/5<sup>th</sup> Grade Lunch 12:30 -12:50 PM (Subject to change)

Palmcroft is currently 100% Free Breakfast and Lunch. Application may be needed for the 21-22 School Year.

Adult meals are \$3.50 for Lunch and \$2.50 for Breakfast.

### Bus Students

Transportation Office Phone: 928-502-8840

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

James Sheldahl, Superintendent

**Please tear this page out for future reference.**