

Roosevelt Elementary School

Student and Parent Handbook

2023 - 2024



“The Proud Home of the Tigers!”

550 W. 5th Street
Yuma, Arizona 85364
(928) 502-81504
Office hours 8:00 a.m.- 4:00 p.m.
<https://roosevelt.yuma.org/>



**In the event there is a disparity between the Student/Parent Handbook and Board Policy, Board Policy will take precedence.*

Statement of Purpose

The purpose of this handbook is to inform the parents and students of Roosevelt Elementary School of procedures and policies of our school. District policies are presented in the Yuma School District One Elementary School Discipline Policies and Procedures Handbook and may be found in the district website. www.yuma.org. It is very important for you to review the contents of this handbook with your child. Let's have an amazing year! Please reach out if you have any questions.

Mission Statement:

Roosevelt Elementary School is dedicated to challenge and empower students to take ownership of their learning, to work effectively with teachers, parents and each other proficiently using technology to become successful life-long learners.

We are an AVID Elementary School!

*AVID Elementary is a system of rigorous curriculum and strategic support so **all** students can be academically successful. AVID is both strategy and mindset that is woven into all areas of education. By implementing strategies such as WICOR and a growth mindset, AVID Elementary sets the foundation for a successful educational journey.*



Important Phone Numbers

School Office (928) 502-8150
Transportation (928) 502-8840

Roosevelt Elementary Team

OFFICE

Ana L. Ortega	Principal
Sandra McAllister	Secretary
Jesenia Rodriguez	Clerk/Registrar
Martha Esqueda	Parent Liaison

TEACHERS

Room

Kindergarten

Mrs. Katherine Jirak	V	kjirak@yuma.org
Ms. Barbara Hernandez	U	bhernandez@yuma.org

1st Grade

Mrs. Julie Camacho	G	jcamacho@yuma.org
Mrs. Yolanda Couch	H	ycouch1@yuma.org

2nd Grade

Miss. Yobana Sesma	J	ysesma@yuma.org
Mrs. Yolanda Couch	H	ycouch1@yuma.org

3rd Grade

Mrs. Nidya Rosales	K	nrosales@yuma.org
Mrs. Aide Estrada	S	aestrada@yuma.org

4th Grade

Ms. Alma Solis	B	asolis1@yuma.org
Miss. Amanda Nieves	R	anieves@yuma.org

5th Grade

Ms. Jennifer Tunstall	A	jtunstall@yuma.org
Ms. Amanda Nieves	R	anieves@yuma.org

SPECIAL SERVICES

Emily Neff	O	eneff@yuma.org
Allison Schweers	M	aschweers@yuma.org
Cory Crouse	T	ccrouse@yuma.org



Sonia Pierson	D	spierson@yuma.org
Vanessa Mendoza	L	vmendozamillan@yuma.org
Marcia Olaiz	I	molaiz@yuma.org
Elizabeth Pacheco	C	epacheco2@yuma.org
Lori Lee	E	llee1@yuma.org
Veronica Mena		vmena@yuma.org
Ashely Vasquez		Health Aide
Marco Reyes Romero		ebauer@yuma.org

SUPPORT STAFF

Astrid Aguirre	ESS Paraprofessional
Ivanna Barajas	ESS Paraprofessional
Blanca Barraza	ESS Paraprofessional
Lizbeth Beltran	ESS Paraprofessional
Sarahi Flores	ESS Paraprofessional
Alondra Fuentes	ESS Paraprofessional
Sonia Gutierrez	ESS Paraprofessional
Jazmin Hernandez	ESS Paraprofessional
Ruth Larranaga	ESS Paraprofessional
April Meza	ESS Paraprofessional
Carmen Jimenez	ESS Paraprofessional
Fanny Vargas	ESS Paraprofessional
Kaihley O'Connor	Paraprofessional
Gema Rodriguez	Paraprofessional

CUSTODIAN AND CROSSING GUARD

Rooslin Macia	Custodian
Regina Ruelas	Custodian
Tania Esquivel	Crossing Guard
Petra Jones	Crossing Guard

CAFETERIA

Fernanda Ortiz	Cafeteria Manager	fortiz@yuma.org
Martha Jaime	Assistant	
Brenda Perez	Assistant	
Jackie Luna	Assistant	
Nelly Ortiz	Assistant	
Chuyita Garcia	Assistant	
Jeremy Conde	CUSTODIAN	



**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



Roosevelt Elementary School Daily Schedule



8:00	Office Opens
8:15	Breakfast (Cafeteria stops serving breakfast at 8:45am)
8:45	1st Bell
8:50	Class Starts/Tardy Bell
11:05	1st Lunch/2nd Lunch Recess
11:30	2nd Lunch/1st Lunch Recess
2:00	K, 3rd, and 5th Afternoon Recess
2:20	1st, 2nd, and 4th Afternoon Recess
3:45	Student Dismissal
4:00	Office Closes

Early Release on Mondays at 2:15 pm

School Hours: Arrival and Dismissal

Office hours	8:00 a.m. - 4:00 p.m. Phone: (928) 502-8150
Breakfast for all grades (free)	8:15 a.m.
School hours for all grades	8:45 a.m. - 3:45 p.m.

Early Release Days

Every Monday afternoon, Roosevelt Elementary Staff will be involved in professional development at our school. School will be dismissed at 2:15 p.m. every Monday afternoon.

Arrival Times

Our school day begins with breakfast at 8:15 a.m. ALL students enter our campus through the cafeteria. **Supervision is not provided before 8:15 a.m.** We ask that students not be on campus before 8:15 a.m. unless they attend our 21st Century Program.

Breakfast

ONLY STUDENTS enrolled at Roosevelt Elementary School are allowed to eat breakfast and lunch for FREE. **Breakfast is served until 8:45 a.m.** Please ensure that your child arrives at school at 8:15 am to ensure that they have breakfast to start their day. Tardy students will not be served breakfast. If your child is tardy, please ensure that they have breakfast at home. Parents are not permitted to be in the cafeteria or in the playground with students. Parents are required to follow our school's Visitors on Campus procedures.

Tardy

All students who arrive after 8:50 a.m. must sign in at the school's office with a parent. Cafeteria doors will be closed at 8:45 a.m. immediately after the 1st bell rings. Please ensure that your child does not go to the cafeteria when arriving at school late. Students must use the school's main entrance.

***If you drop your child off by car please remember not to U-Turn in the street as it presents a danger to children, parents, and other drivers.**

Dismissal Time

All students are to go directly home immediately upon dismissal. Please be prompt to pick-up your student(s). Our school office closes at 4 p.m. Only students allowed after school hours are those attending our 21st Century Program.

Primary K - 2nd Grade Dismissal:

Students are escorted to the front of the school by their teachers for parental pick up or to dismiss walkers. Due to safety reasons, we ask that parents park their vehicles and come up to the school's gate to get their child.

3rd to 5th Grade Dismissal:

Students are escorted to the West Gate on 6th Ave across from Yuma High School school by their teachers for parental pick up or to dismiss walkers. Due to safety reasons, we ask that parents park their vehicles and come up to the school's gate to get their child.

*Crossing Guards are stationed on 6th Ave and 5th St and on 6th Ave and 3rd St to escort students across the street. In the morning from 8:15am-8:4am and in the afternoon from 3:45pm to 4:00pm.

Bicycles or Scooters

Children may ride bikes or scooters to school and all traffic and safety rules must be obeyed. Arizona law requires children to wear helmets. Please make sure that your children comply with the ordinance. Bicycles and scooters must have locks for safe-keeping and must be walked on and off the school grounds. The school will assume no responsibility for lost or stolen bicycles or scooters.

Transportation

The following guidelines have been developed by the Transportation Department. Please direct questions regarding bus discipline to Transportation at **(928) 502-8840**.

Ten basic bus rules the students are asked to follow:

- | | |
|---|--|
| 1.) Stay seated at all times. | 6.) No cussing. |
| 2.) Keep your hands and feet to yourself. | 7.) No loud noise. |
| 3.) Keep the aisle clear. | 8.) Do not mark or cut seats. |
| 4.) No throwing objects. | 9.) Keep all parts of the body inside the bus. |
| 5.) No eating or drinking on the bus. | 10.) Bus drivers are authorized to assign seats. |

Public school transportation services are a privilege, not an entitlement. Continued transportation service is contingent upon student compliance with school bus rules. These rules are in place to promote the safety of all students granted the privilege of riding a Yuma Schools Transportation Department Bus. Failure on the part of the students to comply with the school bus rules could result in permanent loss of riding privileges for the school year and disciplinary action from the school up through expulsion. If you have any questions/comments, please call the Yuma Schools Transportation Department at (928) 502-8840.

Attendance

Regular school attendance is very important for maximum learning to efficiently occur. If your child is ill or cannot attend school, please call the school office at (928) 502-8150. **Parents are to notify the school office when a student is absent by 9:00 a.m. on the day that child will not be in school.** A note and a phone call will be required from parents of children who have been absent from school.

Excessive Absences

A student must attend class regularly to receive a passing grade. A student who is absent from a class more than ten percent (10%) of the number of required attendance days, and whose absences have materially affected their academic progress, may fail that grade, receive a lower grade, or be retained. Parent signed attendance policies will be kept on file.

Please read the following:

Yuma School District One Policy: J-0500 © JE

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

State law requires regular school attendance of a child of school age (ARS.15-803). 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, other family emergencies, and observance of major religious holidays of the family's faith, pursuant to ARS.15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

When absent from school, State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it is necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. All absences not verified by parental or administrative authorization will be marked unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence. We ask for parent cooperation in the matter of school attendance and punctuality. In particular, we stress the following:

- o Scheduling of medical and dental appointments after school hours, except in cases of emergency.
- o Scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature. School administrators are authorized to excuse students from school for necessary and justifiable reasons.

A.R.S. 15-803.C.1 defines “habitually truant” as a child who is truant (unexcused absence for at least one class period during the day) for at least five school days during the year or 10 absences of any kind (including excused). When a student has developed a pattern of truancy for tardiness, he/she is subject to truancy mediation and may be referred to the **Attorney General's Office** for further **Truancy Mediation and/or juvenile court**.

Leaving Early/Closed Campus

Once students have arrived on the school grounds, they are not to leave the school grounds without permission from the office. Parents wishing to pick up students before regular dismissal times are asked to come to the school office and sign the student(s) out. For your child's safety, we will not release children to anyone other than the parent or guardian unless previous arrangements have been made with the school office. A picture ID is required when signing out a student. **To minimize interruptions at the end of day, we ask that you please do not sign out your student during the last 30 minutes before dismissal time.**

Students Who Move:

If you are planning to move from our school attendance area, please let the office know of your child's last day in school. This will enable us to complete the necessary forms to make your child's transition to a new school easier. All textbooks and library books must be returned to school before your child's transcripts are sent to a new school.

Communication

Please make sure you check your child's backpack daily as we will be sending notes, calendars, and forms.

ClassDojo

Our school has adopted ClassDojo as one of the primary communication platforms to use to communicate school information and events. It is also the communication tool to use between teachers and parents to communicate students' progress. Please make sure that you are connected and join our ClassDojo school community. You simply need to download the app or visit the website to sign-up! <https://www.classdojo.com/>

Website

Our school has a school website. Please make sure you visit our website frequently as well to stay informed at <https://roosevelt.yuma.org/>

Facebook

Our school has a Facebook social media. Please make sure to follow and like our school's page at <https://www.facebook.com/RooseveltTigers>

Contact and Address Information

If your phone number or address should change during the school year, please notify the office immediately. It is extremely important, for your child's protection, that we have your correct home, work, cell phone numbers, and address always on file in our office.

Black Board Connect School Mass Communication

Please make sure that we have your updated phone number in our system. Text messages and automated phone calls will be sent continuously throughout the year to keep you informed of important school events and other important information.

School Phone

The school phone is for business purposes. Arrangements for after school activities need to be made with parents at home, not during the school day. If there is an emergency, please call the office at (928) 502-8150. Arrangements may not be made last minute as we can not guarantee to communicate messages to the student.

Safety

Safety Drills

Several times during the school year, the students will practice fire, earthquake, lockdown, and bus evacuation drills to prepare students in the event of an emergency. The procedures are outlined and addressed with staff and students at the beginning of the year and throughout the year. Safety drills and non-drills will be communicated to parents via ClassDojo. Please make sure you are connected.

In the event of a school crisis, Roosevelt's Crisis Team will implement the Crisis Plan according to Yuma School District One's policy.

Fire Drills

Fire drills are conducted once a month. Fire evacuation routes are posted in each classroom. Students and staff evacuate to a safe distance outside of the building. This procedure is used when there is a fire or a fire alarm is activated.

Shelter in Place

Shelter in Place drills are conducted at least twice a year. This procedure would most likely be used in situations where there is a possibility a potentially violent suspect could break an established perimeter within close proximity to our school and head our direction. The school will make sure all students are indoors and movement such as going to the restroom are closely monitored, but **normal classroom instruction continues**. No one is allowed to enter or exit our campus during a shelter in place.

Lockdown

Lockdown drills are conducted at least twice a year. Lock-down procedures may be issued in situations involving dangerous intruders or in other incidents that have the potential to result in harm to persons inside a school building. No one is allowed to enter or exit our campus during a lockdown.

Visitors on Campus

It is the obligation of the Principal's office to maintain a safe campus and to protect the health and welfare of students and staff. **All visitors on campus are required to check in at the front office for authorization to visit campus.** Students are not permitted to bring guests to school.

Student Awareness

All precautions will be taken to prevent accidents. For your child's safety, they should know, and have in their backpack:

- | | |
|------------------------|---------------------------------|
| 1) First and last name | 4) Phone number |
| 2) Street address | 5) How to walk to school safely |
| 3) Parents' name | |

Roosevelt Elementary School Uniform Policy

Dress Code:

The following rules of appropriate dress have been established for the students at Roosevelt Elementary School.

The School Uniform

Tops:

Navy Blue Polo Shirt (with collar and buttons)

Tiger Pride Shirt to be worn on Fridays only (optional).

*T-shirts are not acceptable.

*The Navy Blue polo shirt must cover the stomach of the child.

*No other color shirt should be showing from the sleeves or bottoms of the shirt.

Bottoms:

Khaki or Navy Blue

Pants, Shorts, Skorts, Jumpers, Capri pants, Dresses

- *When standing up straight tips of fingers must touch the bottom of shorts or skorts.
- *Pants must be the correct size and be at the waist of the child.
- *Jeans are unacceptable.

Shoes:

Tennis Shoes must be tied, no laces stuffed in shoes.
Bucked Sandals with no more than ½ inch heels.
All shoes should have a closed toe. No flip-flops or Crocs allowed
Heelys (shoes with wheels) are not allowed

Baseball Caps

No baseball caps in the building.
Baseball caps may be worn outside.
Baseball caps must be worn brim out in front.

Winter or Cold Weather

Navy blue sweat pants are acceptable.
Navy blue, white or khaki colored socks, tights or leggings are acceptable.
Navy blue or white Turtleneck/Long sleeve shirts worn underneath are acceptable.
Any type or color jacket/sweater/coat is acceptable.

- *Students are not allowed fake fingernails, makeup such as lipstick/eye-shadow, mascara, blush, or glitter on their bodies.
- *For safety concerns, no body piercing, except for reasonable (ears only) earrings allowed.
- *Yuma School District One's policy prohibits the wearing of clothing displaying objectionable or gang-related symbols.
- *Perfume/cologne, aerosols, or any other cosmetics are not permitted on campus.
- *Questions regarding our school's uniform may be directed towards your building principal.

Academics

Report Cards

Students receive report cards following the end of each quarter. We ask that you go over the grades with your child. We ask that you review and discuss academics with your child and return the report card envelope acknowledging your child's academic progress

ParentVue

District One has an online gradebook called Synergy where parents can review progress throughout the grading period. We ask that you check weekly to allow teachers time to input grades. Login information is available upon request from our office staff.

Parent Conferences

To maintain communication, Parent-Teacher Conferences take place in October and March. Conferences are arranged through teacher invitation and/or parent request. If you would like to meet with your child's teachers at any other time, we encourage you to contact the teacher, or the Office, to arrange an appointment.

Grades

Teachers grade largely on class work, homework, and tests. Participation in class discussions, special projects, and effort are also taken into consideration. Report cards are issued four (4) times during the year. Subjects are graded as follows:

Letter grades are as follows:

A – 90-100%

B – 80-89% Above Average

C – 70-79% Average

D – 60-69% Below Average

F – 59%-0% Failing

E – Excellent, high performance

S – Satisfactory, sufficient progress

N – Needs Improvement

U – Unsatisfactory

Student Recognition

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, Citizenship, and any other special awards.

Third Grade Retention

Arizona's Move on When Reading policy is designed to provide students with evidence-based, effective reading instruction in kindergarten through third grade in order to position them for success as they progress through school, college, and career. The legislation in A.R.S §15-701, A.R.S §15-704, and A.R.S §15-211 explains the requirements for pupil promotion, early literacy instruction, and accountability for student achievement in reading. ARS 15-701 requires that an Arizona student not be promoted from the third grade if the student scores far below the third grade level on the AASA statewide assessment.

While there are exemptions to this law, parents of children not meeting benchmark goals will be notified if their child is not making adequate progress. If students are identified as not progressing towards goals, the teacher will develop intervention and remedial strategies for the student and parents will be notified in regard to the concern.

School Learning Devices

Yuma School District One provides each student with an iPad. In the event that a Yuma Elementary School District One issued device is damaged, lost, or stolen, the student and parent are responsible for the cost of repair or replacement. Parents may also enroll in the District's [Device Protection Plan](#) for \$30 to defray the costs of potential damage.

Homework

Homework is related to classwork, is consistent with grade level, and is assigned for the following reasons:

1. To maintain and extend good study habits.
2. To strengthen fundamental skills.
3. To develop responsibility for completing tasks.

Homework may be assigned on a nightly basis, or as assigned by the classroom teacher, Monday-Thursday.

Students' Responsibility

The students' responsibility is to make sure that he/she understands and knows how to do the assignment before leaving school. It is important that your child leave school with the materials necessary to complete the homework assignment.

Parents' Responsibility

The parents' responsibility regarding homework is to provide their child with a quiet and adequate place and time to complete the assigned homework, and to encourage completion of the homework utilizing good study habits and proper care of materials.

Make-up Work

Work missed due to excused absence(s) can be made up by the student. The responsibility for obtaining make-up assignments and completing them is the responsibility of the student and parent.



Roosevelt Elementary

Tiger's Pledge

I pledge today to do my best in reading, math,
and all the rest.



I promise to obey the rules in my class and in
our school.

I'll respect myself and others too. I'll expect the
best in all I do.



I am here to learn all I can, to try my best and be
all I am.

Behavior Expectations

Positive Behavior Intervention and Support (PBIS) is an approach we use at Roosevelt Elementary School to promote students to be respectful, responsible, and safe. With PBIS, we teach our students about behavior expectations and strategies. The focus of PBIS is prevention, not punishment.

The components of PBIS are as follows:

Our school **establishes and enforces consistent expectations** for behavior for the entire campus and specifically in the following areas:

- o Sidewalks
- o Hallways
- o Cafeteria
- o Classroom
- o Playground
- o Restrooms

We teach behavior expectations through discussion, modeling, and utilizing positive reinforcement.

The goal of implementing the PBIS approach at Roosevelt Elementary School is to provide our students an environment that helps them grow by being **respectful, responsible, and safe**.

Roosevelt Elementary Tigers are expected to follow all school expectations. 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 online at www.yuma.org and state law requires inclusion of Board Policy JICK-EB (*see policy under Additional Information in this handbook*).

Please refer to Roosevelt Elementary's Tiger Pride Matrix that defines expected behaviors for our students. We ask that you please daily remind your child of the expectations so that he/she can be successful at school by demonstrating how to be respectful, responsible, and safe.



Tiger **Pride** at Roosevelt Elementary School



	Classroom	Cafeteria	Restroom	Hallway	Playground
Be Respectful	<ul style="list-style-type: none"> • Raise your hand to speak. • Be a team player. • Quietly wait in line • Be an active listener. • Use proper manners. 	<ul style="list-style-type: none"> • Use quiet voices • Respond to the QUIET signal. • Eat your food only. • Use proper table manners. • Keep personal space. 	<ul style="list-style-type: none"> • Respect privacy • Wait your turn • Keep restrooms clean. • Keep stalls and walls graffiti free. • Use quiet voices 	<ul style="list-style-type: none"> • Walk in silence. • Respect other's personal space. • Keep hands, feet, and objects to yourself. • Use manners. 	<ul style="list-style-type: none"> • Use kind words. • Take turns and play with others. • Share equipment • Listen and follow directions. • Follow game rules.
Be Responsible	<ul style="list-style-type: none"> • Follow directions, classroom rules, and procedures. • Be organized and prepared to learn. • Clean your space. • Do quality work. • Arrive at school on time every day. 	<ul style="list-style-type: none"> • Stay in your seat at all times. • Raise your hand for permission to get up. • Keep food/drinks in the cafeteria. • Clean your area. 	<ul style="list-style-type: none"> • Wait your turn • Flush the toilet once after use. • Use one pump of soap. • Wash hands and dry them. • Leave as soon as you are finished using it. • Report issues to adults. 	<ul style="list-style-type: none"> • Use your hall pass. • Go directly to your destination • Keep hallways clean. • Follow all school expectations. 	<ul style="list-style-type: none"> • Use the restroom • Drink water • Return equipment to class. • Line up properly and quickly when the bell rings. • Keep the playground clean.
Be Safe	<ul style="list-style-type: none"> • Walk at all times. • Use classroom supplies and equipment properly. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Walk at all times. • Stay in line. • Hold the tray with both hands. • Use utensils properly. • Follow directions. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Walk at all times. • Keep water off the floor. • Wait your turn. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Walk at all times. • Enter and Exit to the right. • Allow others to pass. • Do not block the doors. • Open doors slowly. 	<ul style="list-style-type: none"> • Walk to the playground. • Use equipment properly. • Stay in the playground area. • Keep hands, feet, and objects to yourself.



Tiger **Pride** at Roosevelt Elementary School



	Arrival	Dismissal	Office	Bus	Assembly
Be Respectful	<ul style="list-style-type: none"> Follow all cafeteria expectations. Keep personal space. Use quiet voices. 	<ul style="list-style-type: none"> Follow all directions. Keep personal space. Use quiet voices. 	<ul style="list-style-type: none"> Use quiet voices. Patiently wait your turn. Follow staff directions. 	<ul style="list-style-type: none"> Use appropriate language. Use quiet voices. Follow the bus driver's directions. 	<ul style="list-style-type: none"> Follow all directions. Keep personal space. Use quiet voices.
Be Responsible	<ul style="list-style-type: none"> Begin to arrive by 8:15 a.m. Enter campus through the school's cafeteria. Eat breakfast and wait to be dismissed. Line up when the bell rings at the playground. 	<ul style="list-style-type: none"> Be packed and ready to go. Follow hallway expectations. <p>Go to designated area:</p> <ul style="list-style-type: none"> K-2nd in front of school 3rd-5th West gate 	<ul style="list-style-type: none"> Have a pass or permission. Greet office staff politely. Use proper manners. Say "please" and "thank you." Inform office staff your reason/need to visit the office. 	<ul style="list-style-type: none"> Be on time. No food or drinks. Keep the bus clean Take your belongings with you. 	<ul style="list-style-type: none"> Be a positive audience.. Listen attentively. Use applause and cheer appropriately. Follow Body Basics "Give Me Five"
Be Safe	<ul style="list-style-type: none"> Walk at all times. Use crosswalks. Stay at school once you arrive. Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Stay with a teacher until you are picked up. Use crosswalks. Go home and do not talk to strangers Pay attention at all times. BE ALERT! 	<ul style="list-style-type: none"> Walk at all times. Enter and exit properly. Remain at the office until you are helped. Follow all Hallway Expectations. 	<ul style="list-style-type: none"> Walk to the bus. Walk inside the bus. Keep the aisle clear. Board and exit the bus only at your stop. Stay seated until the bus arrives at school or bus stop. Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Walk in a line Remain seated with class. Enter and exit with class in an orderly manner.

SCHOOL PROPERTY

Students are required to take proper care of 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.

Student Services

21st Century Community Learning Center

The 21st Century Grant Program is a state funded program designed to provide extended learning and enrichment opportunities to students and parents. This standards based program, offered before school and after school hours, allows motivational choices for students to be able to expand their creativity and develop necessary skills toward becoming successful members in our challenging community. Please contact our school's 21st CCLC Coordinators, Ms. Solis or Mrs. Olaiz, or stay tuned for communication sent home to register your child for this extended day program.

Before School Hours: 7:15 a.m. - 8:15 a.m.
 After School Hours: 3:50 p.m. - 4:50 p.m.

Counseling Services

The counselor is a source of a wide variety of information, a helper, an advocate and someone in whom students can confide. It is necessary for students to ask their teacher for a pass to the counselor's office. Students requiring our counselor's support may see our **school counselor Mrs. Mena**. Parents may also reach out to her by scheduling an appointment, calling the school office or by emailing her at vmena@yuma.org.

Food Services

All students enrolled at Roosevelt Elementary receive free breakfast and lunch. Menus are displayed in the cafeteria and around the school. You can also access the menu at our [Yuma School District Child Nutrition](#) webpage. Students are required to conduct themselves in a safe and orderly manner, maintain cleanliness, and show proper courtesy to their fellow students and school employees.

Health Care and Regulations

Student Immunizations

State Law requires that parents give an immunization history and provide proof of date of birth, at the time their children are enrolled in school. From this information the nurse will determine whether any additional immunizations are required.

Health Services

The school health office is open during school hours to provide health information, dispense physician/parent-approved medications and provide first aid to students. The health aide should always be consulted in cases of injury during the school day. The health aide is the only person authorized to permit a student to go home during the school day due to illness.

Prescription medications may be administered by the health aide only under the following conditions:

- (1) The medication has been prescribed by a physician for that student.
- (2) The medication must be in its original container and kept in the nurse's office during the school day.
- (3) No medication from Mexico shall be dispensed at school unless it is accompanied by the original prescription from a licensed physician, nurse practitioner, physician's assistant, or dentist licensed in Arizona or California. Medications prescribed by a physician, etc. licensed outside of the United States cannot be brought to school.

In order for the health aide to administer over-the-counter, non-prescription medications, the medication must be in the original container and a parent permission note must be on file in the nurse's office. Parents must bring all medications to the health office. Students are not allowed to carry non-prescription medications on campus such as Tylenol, Motrin, Pepto Bismol.

Students needing to see the health aide during class time must ask for a pass from the teacher. If the student is running a temperature, the parents will be notified to come and pick up the child. The child should not return to school until the fever is over.

Student Insurance Services

The school district makes student accident insurance available from a reputable company at a nominal cost. At the beginning of the school year, those who wish to participate must sign up and pay the cost required. Please contact the District Office at (928) 502-4300 for more information.

Library

Students may check out books for a period of two weeks at a time. All responsibility for damage and possession of materials will be assumed by the student/parent. Upon notification of loss or damage to the librarian, a reasonable method of payment will be established.

Additional Information

Student Cell Phones and Smart Watches

Personal electronic devices such as cell phones and smartwatches are not needed or allowed in the academic setting. Students may bring/wear them to and from school, but must turn them off and store them safely in their backpacks while on all school grounds. If the device is brought out, it may be confiscated and parents are required to pick them up. Yuma School District One, Roosevelt Elementary School, administrators, teachers, staff, and other students are not responsible for stolen, lost, or damaged personal electronic devices.

Water Bottles

All students are encouraged to bring a water bottle to school. Only water is permitted in the bottle and in the classrooms. Make sure the water bottle is labeled with the student's name.

Food and Snacks

Food and snacks are not permitted in the classroom or on campus. Please ensure that your child does not bring any to school unless there is a special occasion and you were notified by the teacher. Birthday celebrations must be arranged with the classroom teacher. **Food such as cupcakes must be store bought.**

Custody

In cases where custody/visitation affects a child at school, the school will follow the most recent court order on file. It is the responsibility of the custodial parent or of parents having joint custody to provide the school with the most recent court order. The school should not be placed in the middle of custody disputes and visitation of non-custodial parent should be arranged outside of the school so as not to distract from and interrupt the child's education

Electronic Devices and Valuables

Children should not bring personal electronic devices, expensive jewelry or large sums of money to school. The school is not responsible for stolen, lost, or damaged items that should not be brought to school.

Arizona Tax Credit

Parents may contribute up to \$400 to support our school programs or special projects 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 and at yuma.org.

Parent -Teacher Organization

We strongly encourage all of our families to join our Parent-Teacher Organization. Fundraising is paramount to the success of Roosevelt School and we hope you will help support our programs and events throughout the school year. When a fundraising event surfaces please consider supporting it through donations or time as it helps support our number one priority: your children.

FERPA-Family Educational Rights and Privacy Acts

- 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.

Please review the attached policies in the pages to follow:

EXHIBIT

**STUDENT BULLYING / HARASSMENT /
INTIMIDATION**

**(To be displayed in school buildings
and in student handbooks)**

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.

JHB ©
TRUANCY

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. [15-802](#), [15-803](#), or [15-901](#).

Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[8-201](#)

[15-802](#)

[15-803](#)

[15-804](#)

[15-805](#)

[15-841](#)

[15-843](#)

CROSS REF.:

[JEA](#) - Compulsory Attendance Ages

JE ©
STUDENT ATTENDANCE

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-239](#)

[15-346](#)

[15-771](#)

[15-802](#)

[15-804](#)

[15-805](#)

[15-806](#)

[15-807](#)

[15-826](#)

[15-843](#)

[15-872](#)

[15-873](#)

[15-901](#)

CROSS REF.:

[JH](#) - Student Absences and Excuses