

**2014-2015**

**YUCCA ELEMENTARY SCHOOL**



**STUDENT/PARENT  
HANDBOOK**

**Yucca Elementary School District 13**

12261 3<sup>rd</sup> Street, PO Box 128  
Yucca, AZ 86438 (928) 766-2581  
www.yuccaschool.com

<b>School Board Members</b>	Marilyn Shore	President	766-2338
	Joyce-Aline Covey	Clerk	766-2828
	Susie Gould	Member	

Board meetings are held the 2<sup>nd</sup> Tuesday of each month at 4:30pm. Please contact Debbie Vincent at least seven days before the meeting to be included on the agenda.

<b>Administration</b>	Debbie Vincent	Business Manager
	Peggy Bankston	Lead Teacher
	Rachel Meyers	Administrative Assistant

<b>Teachers</b>	Peggy Bankston	K- 2 <sup>nd</sup> Grade
	Amanda Kroger	3 <sup>rd</sup> -5 <sup>th</sup> Grade

<b>Teacher's Aide</b>		KNG – 5 <sup>th</sup> Grade
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<b>Title I Teacher's Aide</b>	Renee Macomb	KNG- 5th Grade
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<b>Cook</b>	Trisha Spinello	Cafeteria Manager
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**2013-2014 Teaching Staff Qualifications**

Peggy Bankston – Full State Certification as a Regular Education Teacher  
B.A. Elementary Education with emphasis in Psychology  
Early Education Endorsement  
Reading Specialist Endorsement

Amanda Kroger – Full State Certification as a Regular Education Teacher  
B.A. Elementary Education

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Debbie Vincent – Associates of Arts with an emphasis in Education, Substitute Teaching Certificate

Rachel Meyers – Master’s Degree in English, Bachelor’s Degree of Science in Humanities

Renee Macomb – Associates of Arts degree

**STUDENT BEHAVIOR**

IN ANY SCHOOL, IT IS NECESSARY THAT RULES BE ESTABLISHED FOR THE SAFETY AND WELL-BEING OF ALL. AT THE YUCCA SCHOOL, ALL STUDENTS BEHAVIOR IS BASED ON RESPECT AND CONSIDERATION FOR THE RIGHTS AND FEELINGS OF OTHERS.

**PLEASE READ AND DISCUSS THE FOLLOWING GUIDELINES WITH YOUR CHILD:**

**CLASSROOM RULES:**

1. FOLLOW DIRECTIONS
2. KEEP HANDS, FEET, AND OTHER OBJECTS TO YOURSELF
3. STAY SEATED, RAISE YOUR HAND FOR HELP
4. SHOW RESPECT TO OTHER STUDENTS AND ADULTS
5. NO FIGHTING, INSULTS, OR BAD LANGUAGE

**STUDENTS ARE EXPECTED TO:**

1. DEMONSTRATE RESPECT FOR PEOPLE AND PROPERTY
2. BE RESPONSIBLE FOR OWN BEHAVIOR AND LEARNING
3. FOLLOW CLASS RULES AND PROCEDURES
4. DEMONSTRATE GOOD SPORTSMANSHIP
5. ATTEND SCHOOL REGULARLY AND PUNCTUALLY

**STUDENTS WILL NOT:**

1. USE ABUSIVE LANGUAGE, RUDE GESTURES, OR PUT DOWNS
2. DESTROY, ABUSE, OR MISUSE SCHOOL PROPERTY
3. CLIMB TREES, RIDE BIKES, SKATEBOARDS, OR ANY MOTORIZED VEHICLE ON SCHOOL GROUNDS WITHOUT PERMISSION
4. BE INVOLVED IN ANY ACTION WHICH MAY ENDANGER THE SAFETY OR WELL- BEING OF OTHERS
5. THREATEN ANYONE WHETHER VERBALLY OR IN WRITING
6. BRING WEAPONS/ DRUGS ANYWHERE ON SCHOOL GROUNDS OR AT SCHOOL FUNCTIONS

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7. BE INVOLVED IN ANY TYPE OF HAZING

**Breaking these rule will or could be subject to afterschool detention or school suspension.**

**THE SCHOOL MUST CONTINUE TO BE A SAFE PLACE FOR STUDENTS SO WE MUST ALL WORK TOGETHER TO KEEP IT THAT WAY.**

**ALL INFORMATION CONCERNING A STUDENT OR HIS/HER FAMILY BACKGROUND WILL BE HELD IN STRICTEST CONFIDENCE.**

## **Discipline Plan**

The staff at Yucca Elementary School believes that every student should have the opportunity to learn skills and values that are necessary for personal development and social order in a free society. In order to achieve this goal it is necessary for students to behave in a safe orderly way for an effective learning environment.

***Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.***

Outlined below is Yucca Elementary School's Progressive Discipline Plan that stipulates behaviors that will not be allowed at school. Also outlined are the possible consequences of engaging in such behaviors. Each student will have a ***Student Discipline Sheet*** in which teachers will record each disciplinary incident. Staff members will utilize their classroom management system and give verbal warnings prior to progressing through the consequences.

Please read and discuss these with your children. With your assistance, the school will strive to provide the best possible learning environment for all children.

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**Examples of Behaviors**

**Type A Behaviors**

Violation of classroom rules  
Not following directions  
Failure to keep hands, feet,  
and other objects to self  
Dress code violation  
Failure to line up when bell sounds  
Throwing objects (e.g. papers,  
pencils, erasers, etc.)  
Failure to show respect to  
other students and adults

**Type B Behaviors**

Repeated violations of Type A Behaviors  
Lying/cheating  
Chronic disruption of class  
Unacceptable language  
Rough play (wrestling, etc.)  
Demonstrate respect for people and property  
(destroy, abuse, or misuse school property)

**Menu of Possible Consequences**

**Step 1**

Verbal Warning  
Write a refocus paragraph  
Discussion with student  
Behavior is recorded on  
student's discipline sheet  
\*2 entries per  
quarter=teacher  
calls parent

**Step 2**

Behavior is recorded on  
student's discipline sheet  
Disciplinary Referral and  
detention  
Parent contact by phone  
from teacher  
Possible loss of privileges

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**Type C Behaviors**

Repeated violations of Type B Behaviors  
Cause or threaten to cause bodily injury to another  
Possession of a dangerous item (explosive, lighter, etc.)  
Possession of tobacco or smoking  
Damage to school or personal property  
Profanity, obscene language or gestures toward student or staff  
Disrespect/impertinence/defiance to authority  
Lewd, indecent, offensive conduct/sexual harassment  
stealing/possession of stolen property  
Fighting/No matter who started it

**Type D Behavior**

Repeated violations of Type C Behaviors  
Possession/furnish of any controlled substance or alcohol  
Under the influence of a controlled substance  
Possession/furnish a weapon (knife, firearm, firearm replica, etc.)  
Brandishing a weapon/knife at another person

**Step 3**

Behavior is recorded on student's discipline sheet  
One to five day suspension  
Parent conference required  
Parent notification by administrator  
Loss of privileges  
Possible disciplinary referral  
Possible behavior contract

**Step 4**

Behavior is recorded on student's discipline sheet  
One to Five day suspension  
Parent conference required  
Parent notification by administrator  
Possible expulsion  
  
Referral to Law

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Arson/robbery

enforcement

Chronic defiance not modified by  
previous progressive discipline

Loss of activities/privileges

Assault/battery upon any school employee

**Grounds for Suspension of Expulsion**

A pupil may not be suspended from school or recommended for expulsion, unless the Superintendent, Governing Board or the school Administrator of the school in which the pupil is enrolled determines that the pupil has committed an act that may cause harm to another or destruction of school or personal property.

**Fighting/Assault**

In most cases of fighting, there will be an immediate suspension of all parties. Occasionally, a student may not be suspended or receive fewer days of suspension than other parties, if evidence clearly indicates he/she was not the aggressor and in fact was under an unprovoked attack and was acting strictly in self-defense. Self-defense means the student tries everything in his/her power to evade the attack, but cannot and must use force for self-protection. If the fight is a second offense for any of the individuals, a two to five day suspension may be in order.

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**UNIFORM POLICY**

- ALL STUDENTS ATTENDING YUCCA ELEMENTARY SCHOOL ARE REQUIRED TO WEAR DESIGNATED UNIFORM SHIRTS. THE YUCCA SCHOOL LOGO WILL BE ON ALL SHIRTS.
- ALL SHIRTS CAN BE PURCHASED AT THE SCHOOL.
- STUDENTS WHO ARRIVE AT THE SCHOOL WITHOUT A UNIFORM SHIRT WILL BE GIVEN ONE TO WEAR FOR THE DAY.
- NEW STUDENTS WILL BE GIVEN ONE WEEK TO OBTAIN THE REQUIRED UNIFORM SHIRTS.
- POLO SHIRTS MUST HAVE THE BOTTOM TWO BUTTONS BUTTONED.
- UNIFORM SHIRTS WILL BE WORN OUTSIDE OF OTHER SHIRTS.
- UNIFORM SHIRTS ARE TO BE KEPT CLEAN AND NOT WRITTEN ON OR TORN.
- THURSDAY'S ARE THE ONLY DAY WHEN STUDENTS ARE ALLOWED TO WEAR YUCCA EVENT SHIRTS.

**DRESS CODE**

- CLOTHES MUST COVER THE BODY.
- SHORTS & SKIRTS MUST BE AS LONG OR LONGER THAN THE MIDDLE FINGER WHEN THE ARMS ARE HELD AT SIDES.
- SHOES MUST FIT AND BE WORN ALL DAY. NO FLIP-FLOPS, BACKLESS SHOES, OPEN TOED SHOES, OR HIGH HEELED SHOES.
- BASEBALL CAPS MAYBE WORN OUTSIDE ONLY. NO HATS IN THE BUILDINGS EXCEPT ON SPECIAL DAYS.
- STUDENTS MUST NOT WRITE ON THEIR BODIES WITH PENS, MARKERS, ETC.

**ITEMS NOT ALLOWED AT SCHOOL**

STUDENTS ARE NOT ALLOWED TO BRING TOYS, IPODS, CELL PHONES, AND STUFFED ANIMALS OR ANYTHING OTHER THAN WHAT IS NEEDED FOR SCHOOL WITHOUT PERMISSION FROM THE TEACHER. WE CANNOT BE RESPONSIBLE FOR THE ITEMS IF THEY SHOULD GET LOST, STOLEN, OR DAMAGED.

**LICE POLICY**

- STUDENTS WILL BE CHECKED ON THE FIRST MONDAY OF THE MONTH.

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- ANY STUDENT WITH EVIDENCE OF LICE WILL BE SENT HOME UPON NOTIFICATION OF THE PARENTS.
- THE STUDENTS WILL BE RECHECKED UPON HIS/HER RETURN TO SCHOOL. NO STUDENT WILL BE ALLOWED TO RETURN TO SCHOOL UNTIL THEY HAVE BEEN CLEARED OF ANY LICE, EGGS, NITS, ETC.

### **ABSENCES**

- CALL THE SCHOOL IF YOUR CHILD IS GOING TO BE ABSENT.
- SEND A NOTE WITH YOUR CHILD UPON THEIR RETURN TO SCHOOL STATING THE REASON FOR THE ABSENCE.
- WITHOUT A NOTE OR A CALL, THE ABSENCE IS UNEXCUSED AND THE STUDENT IS CONSIDERED TRUANT.

### **TRUANCY**

THE LAW (ARS 15-802) REQUIRES THAT EVERY CHILD BETWEEN THE AGES OF 6 AND 16 MUST ATTEND SCHOOL UNLESS EXCUSED BY LAW.

IF A CHILD IS HABITUALLY TRUANT, THEY MAY BE REFERRED TO THE MOHAVE COUNTY JUVENILE COURT. HOWEVER, HABITUALLY TRUANT CHILDREN WHO ARE 6 AND 7 YEARS OF AGE WILL BE PROCESSED THROUGH THE JUVENILE COURT AND ALSO REFERRED TO CHILD PROTECTIVE SERVICES.

### **DAILY SCHOOL SCHEDULE**

- BREAKFAST HOURS ARE 7:40 AM – 8:00 AM
- SCHOOL BEGINS AT 8:00 A.M. FOR ALL STUDENTS IN ALL GRADES.
- KINDERGARTEN IS AN ALL DAY PROGRAM.
- ALL STUDENTS ARE DISMISSED AT 3:30 P.M.

Please be prompt when picking up your child from school. By **LAW** we are required to call CPS if students are not picked up within a reasonable time period after school ends for the day.

**THE PLAYGROUND IS OPEN AT 7:30 A.M. WITH PARENT VOLUNTEERS ON DUTY. PLEASE DON'T SEND YOUR CHILD TO SCHOOL UNTIL 7:30 A.M.**

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**VISITING THE SCHOOL**

WE WELCOME AND ENCOURAGE YOU TO VISIT YOUR CHILDS CLASSROOM. PLEASE MAKE PRIOR ARRANGEMENTS WITH YOUR CHILD’S TEACHER, WHO CAN THEN PLAN TO INCLUDE YOU IN THE DAYS ACTIVITIES.

ALL VISITORS MUST CHECK IN AT THE SCHOOL OFFICE DURING SCHOOL HOURS.

BY STATE LAW, PARENTS AND STUDENTS ATTENDING SCHOOL FUNCTIONS, WHETHER AT THE SCHOOL OR OFF CAMPUS, ARE NOT ALLOWED TO HAVE WEAPONS OR DRUGS. ( INCLUDING CIGARETTES OR ALCOHOL.)

**PARENT/ TEACHER CONFERENCES**

YOUR CHILD’S TEACHER MAY CONTACT YOU TO SCHEDULE A CONERENCE IN ORDER TO HELP YOUR CHILD WITH ANY PROBLEMS THAT THEY MAY BE HAVING.

THERE WILL BE CONFERENCES SCHEDULED IN THE FALL AND SPRING FOR ALL STUDENTS.

IF YOU WOULD LIKE TO SCHEDULE A CONFERENCE FOR ANY REASON WITH YOUR CHILD’S TEACHER, PLEASE FEEL FREE TO CALL THE OFFICE AND SET UP THE TIME AND DATE.

**REPORT CARDS**

REPORT CARDS ARE ISSUED EVERY 9 WEEKS. IF YOUR CHILD IS FAILING IN ONE OR MORE SUBJECTS, YOU WILL BE NOTIFIED UPON THE 5<sup>TH</sup> WEEK OF ANY 9 WEEK PERIODS. THIS WAY, THE STUDENT, PARENT, AND TEACHER CAN ALL WORK TOGETHER TO GET YOUR CHILD’S GRADE UP LONG BEFORE THE REPORT CARD TIME.

**SCHOOL BOOKS**

WE EXPECT NORMAL WEAR AND TEAR ON SCHOOL TEXTBOOKS. NO WRITING IN THE TEXTBOOKS EXCEPT WORKBOOKS. THEY ARE USED AGAIN EACH YEAR. TEXTBOOKS WILL BE NUMBERED AND A NUMBER ASSIGNED TO EACH STUDENT. PARENTS WILL ULTIMATELY BE RESPONSIBLE FOR THE COST OF DAMAGED OR LOST TEXTBOOKS. A STUDENT WHO NEEDS A SECOND COPY OF A TEXTBOOK SHALL BE REQUIRED TO PAY FOR IT.

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**MEDICATION**

ACCORDING TO LAW (ARS 15-344), SCHOOL PERSONNEL CAN ONLY GIVE MEDICINE OF ANY KIND (TYLENOL, ASPERIN, PRESCRIPTIONS, ETC.) TO A CHILD, IF A PARENT OR GUARDIAN BRINGS IT TO SCHOOL IN ITS ORIGINAL CONTAINER. ANY NON-PRESCRIPTION MEDICINE MUST BE SEALED WHEN BROUGHT TO SCHOOL. THE STUDENTS NAME WILL BE PUT ON THE CONTAINER AND KEPT FOR THEIR USE ONLY. A LETTER MUST ACCOMPANY THE MEDICATION STATING THE DOSAGE AND HOW OFTEN IT SHOULD BE GIVEN.

**HOT BREAKFAST & LUNCH PROGRAM**

THE YUCCA SCHOOL PARTICIPATES IN THE FEDERAL BREAKFAST & LUNCH PROGRAM FOR FREE AND REDUCED PRICED BREAKFAST & LUNCHES. PLEASE BE SURE TO FILL OUT AND RETURN THE PROGRAM APPLICATION AS SOON AS POSSIBLE TO INSURE THAT YOUR CHILD RECEIVES THE APPROPRIATE BENEFITS.

IF YOUR CHILD DOESN'T QUALIFY FOR FREE OR REDUCED PRICE, THE COST OF A STUDENT BREAKFAST & LUNCH IS \$ 1.30. THE STUDENTS ARE NOT ALLOWED TO CHARGE BREAKFAST OR LUNCHES FOR MORE THAN ONE SCHOOL WEEK. IF THE CHARGES ARE NOT PAID, THEN YOUR CHILD NEEDS TO EAT BREAKFAST AT HOME AND BRING THEIR LUNCH.

STUDENTS MAY PREFER TO BRING A LUNCH OR WALK HOME FOR LUNCH IF IT IS WITHIN WALKING DISTANCE.

A MONTHLY BREAKFAST & LUNCH MENU WILL BE SENT HOME AT THE END OF THE MONTH BEFORE.

OCCASIONALLY YOU MAY WANT TO HAVE A SCHOOL LUNCH WITH YOUR CHILD. THE COST OF ALL NON-STUDENT LUNCHES ARE \$3.00. PLEASE LET THE OFFICE KNOW BEFORE 10:00 A.M. SO THAT THE COOK CAN PREPARE AN EXTRA MEAL.