



4530 W. Campbell Ave.
Phoenix, Arizona 85031
(623) 848-8420

Creating Leaders, Building a Legacy

Parent/Student
Handbook
Addendum
2019-2020

QUICK REFERENCE INFORMATION

JAMES W. RICE ELEMENTARY SCHOOL

Address:

4530 W. Campbell Ave
Phoenix, AZ. 85031

Phone Numbers:

Office: (623) 848-8420
Voice mail: (623) 848-8566
Fax: (623) 848-1998

Principal	Rosa Berrelleza
Outreach Coordinators	Matthew Flory, Pedro Eribes
Secretary	Edith Mojica
Attendance Office	Victor Maya (623) 463-7667
School Nurse	(623) 336-2656
Cafeteria	Ayde Garcia (623) 848-8420, x6214
Parent Vol. Coordinator	Maria Sandoval (623) 848- 8420, x6234

School Hours:

Student Hours	7:25 a.m. - 2:10 p.m.
Office	7:00 a.m. - 3:10 p.m.
Health Office	7:25 a.m. - 2:30 p.m.

Daily Lunch Schedule

Grade(s)	Lunch Time	Cafeteria	Playground
K,1st	10:00-10:45	10:00-10:25	10:25-10:45
7th/8th	10:38-11:13	10:38-10:58	10:58-11:13
2nd	11:33-12:18	11:33-11:58	11:58-12:18
3rd/4th	11:13-11:48	11:13-11:33	11:33-11:48
6th	11:50-12:25	11:50-12:10	12:10-12:25
5th	11:58-12:33	11:58-12:17	12:17-12:33

Arrival and Dismissal

- Beginning at **7:00 a.m.** the school will open to allow students to go to their classroom to eat breakfast. Breakfast will be served in the classroom from **7:00 – 7:25 a.m.** Students should not be dropped off or arrive at school prior to **7:00 a.m.**
- Students entering after the **7:25 a.m.** bell are considered “late/tardy.” Repetitive tardiness and/or absences will be reported to the states CUTS program.
- **An adult picking up a student must show a picture ID and also be listed on the Emergency Card or Office Information Card.**
- Parents must be in communication with the teachers if there is a change in how a child is transported home with enough notice and before 1 hour prior to dismissal. **Any changes to the emergency card/office information, must be made in person, in writing. No changes will be made by telephone or fax.**

Bicycles

Students are allowed to ride bicycles to school if they have a parent permission slip and bring a lock to secure their bike in the school bike rack.

Change of Address - Telephone



- When a change occurs with your address or home/work telephone numbers, please advise your child's teacher and the school office in writing. This helps to protect your child in case of emergencies and allows family members and friends to pick up your child from school in cases of emergencies.
- If you move out of the school attendance boundaries you must complete an Open Enrollment Form to request your child's continued attendance.
- If you move out of the area and do not complete an Open Enrollment Form, the school could withdraw your child.

Crosswalk - Crossing Guard

- Students are to cross 47th Avenue and Campbell Ave **only at the crosswalk** with a school crossing guard before/after school. This keeps our students safe from traffic.
- Walkers are to abide by the crossing guard's directions for the safety of all students.
- Crossing guards are not provided at any other times, even if students are involved in any type of before/after school activities. It is the parents' responsibility to provide a safe means of transportation for their child when they are involved in before/after school activities.

Dress Standards for Students

JAMES W. RICE ELEMENTARY SCHOOL IS A UNIFORM SCHOOL.

A uniform dress code has been approved by the James W. Rice Community Council and parents to enhance the learning environment of all our students. Students will be expected to dress in uniforms; our community believes uniforms will promote a professional and a distraction-free learning environment.

The James W. Rice Elementary School Dress Code, which is in accordance with the Alhambra District Policy JICA, includes the following:

Clothing must be in the designated uniform colors:

Pants, slacks, shorts, skirts, jumpers, or skorts:

- Acceptable colors are navy blue or khaki

Shirts:

- Acceptable colors are royal blue, navy blue, gray or white.
- Shirts must have a collar (James W. Rice t-shirts are acceptable).
- Shirts can be tucked in or worn outside.

Belts:

- Belts must be black, brown, navy, or white.
- Smooth buckle surfaces only. No buckles with initials or logos.
- Belts are required if pants have belt loops.

Footwear:

- Shoes must be laced to the top of the shoe and tied securely to the feet.
- Athletic shoes are recommended. All footwear must have support around the heel or ankle. No open-toed shoes.
- Socks (white, navy or tan) must be worn with athletic shoes.

Cold Weather (October-March):

- Sweatshirts and sweaters are recommended to be royal blue, navy blue, tan/khaki, or white. Plain sweatshirts/sweaters are recommended.

Never Acceptable:

- Hats, caps, bandanas
- Flip flops, platform shoes or shoes with wheels.
- No sagging pants or oversized pants
- No oversized shirts
- Anything that distracts the learning environment (administration discretion)

Clean, neat and appropriate grooming is expected at all times.

Drop-Off Zone (Students)

- Student drop off and pick-up is along the curb between the school office and Multi-Purpose Building. Please do not use the bus bay or park along 47th avenue and walk across the street.
- The closed middle parking lot is for staff parking. **Please do not park in this area.**
- **A fire lane exists along the sidewalk adjacent to the parking lots. When dropping off a student in the morning, it is a “STOP, DROP, GO” area with no loitering or parking.**
- In the afternoons for pickup, please place your child’s information pick-up card on your dashboard for our staff to view. If you do not have it, please roll your passenger side window down and give the staff your child’s first & last name, grade, and teacher. A staff member will call for your child and then walk them to your car. Please keep the car line moving until then.
- **Please remain in your car at all times and NEVER leave your car unattended in a drop off zone. NEVER double park.**
- **The Phoenix Police Department enforces the traffic laws. The school has no control over their enforcement. ALL SCHOOL POLICIES INTEND TO KEEP OUR STUDENTS SAFE.**

Emergency Information

- It is of vital importance to keep the student's emergency card current. The following information is provided on the emergency cards:
 - a) Current home address and home telephone number or the telephone number of the closest neighbor who will contact the parent/guardian.
 - b) Place of employment and telephone number of both parents/guardians.
 - c) Name of person who is responsible for the child in the event parents/guardians cannot be located immediately if an emergency occurs.
 - d) Names of persons who may pick up the child(ren) from school
 - e) Information on whether name/picture may be published.
- Students with special health conditions should have this information shared with the Health Office. Confidentiality will always be given to special health situations.
- Students with health conditions that might limit their participation in physical education need a letter from their doctor advising the school of these limitations.

Ailments such as diabetes, epilepsy, cardiac diseases, asthma, and allergies are some of the diseases that should be noted on health records and discussed with the health assistant at your local school.

- **Please keep the emergency card updated – for your child's protection, please notify the school office IMMEDIATELY when there is a change of address, home or parent work number, authorized person/s who may pick up your child, or a change in the emergency contact phone number.**
- Any change resulting only in a "one time change" in the method your child goes home from school **must be done in writing** and sent with the child to give to his/her teacher the morning of the change.

Enrollment – Registration - Withdrawal

- "A pupil who enters a school shall present to the principal of the school a properly executed withdrawal form if such pupil previously attended another school in this state." (ARS 15-827A)
- Upon registration for enrollment of new students, the office must be provided with an up-to-date (current) list of immunizations, birth certificate, evidence of current grade level and evidence of residence in the Alhambra School District (See **Open Enrollment Procedure** for out-of-district/out of school boundaries applications).
- Students entering kindergarten must be five years of age by August 31 of the year they intend to enter. Students who do not meet this criteria can be assessed and tested to determine acceptance.
- Please notify the office at least three days prior to your child's last day of school when withdrawing early, so appropriate papers may be created.
- **It will be necessary for the parent or guardian who registered the student to sign the withdrawal papers.** Your signature will allow us to send your child's records to the new school upon our receipt of the request to do so by the new school.
- Parents/guardians are responsible to pay for any lost or damaged school property prior to their child's withdrawal.

- Students will be assigned by the principal or designee to a classroom based on the number of students presently in the classroom, class/student needs, and other factors.
- For complete enrollment/registration requirements, see Addendum B.

Field Trips

- Field trips provide enriching activities for students, as they give the child firsthand experiences.
- Teachers will notify parents of any upcoming field trip and send home a permission slip. Students must return the completed permission slip signed by the parent in order to go on the field trip.
- The permission slip **must** have all requested information or the child may be denied going on the field trip.
- Parents will be advised if there is a cost or if special items need to be taken by the child.
- Students with multiple referrals or repetitive behavior problems may be denied field trip participation. The teacher will contact the parent if this becomes necessary. The parent may be required to accompany their child and be responsible for their child if they are allowed to attend.
- Parents are encouraged to join as chaperones on field trips to join in on the learning process. Parents who chaperone may not bring other children.

Student Recognition

The following programs exist at James W. Rice Elementary School that recognize students for their positive contributions.

- Principal List: a student must have straight A's (4.0 GPA)
- Honor Roll: a student must have A's and B's (3.0-3.9 GPA)
- Perfect Attendance Award: a student must have 100% attendance all quarter with no tardies
- Student of the Month (SOM) Celebration: Certified teachers select a student each month who exemplifies those qualities that make him or her a model to others. Teachers, when selecting their Student of the Month, consider the following qualities:
 - a) Academic effort - average or better grades
 - b) Positive interaction with peers and staff.
 - c) Positive attitude/improved attitude.
 - d) Exhibits pride in school and follows our ROAR expectations
 - e) Demonstrates the Six Pillars of Character

Library

- Students are encouraged to visit the library and check out books to read at home and school, but they must "Read and Return" in one week. Books become overdue after two weeks.
- Students/parents are responsible for lost or damaged books. Students with lost or damaged books will be restricted from checking out more books until payment is made. At the end of the year, students with lost or damaged books will need to pay for these items.

Lost and Found

Parents are encouraged to write their child's name on all hats, coats, sweaters, jackets and lunch boxes. See the Parent Volunteer room for any lost items. Students/parents should check for lost items before or after school. **The school is NOT responsible for lost or damaged clothing or technology.**

Parent Involvement

James W. Rice Elementary School strives to maintain a high level of community involvement. There are a number of ways this is accomplished:

- Our Parent Teacher Organization (PTO) strengthens the relationship between home and school, so that parents and teachers may cooperate for the success in the education of children at our school. Please involve yourself in the PTO. For more information, please call our school office.
- Our School Community Council (SCC) is made up of community members, parents, teachers, support staff, and administrators. All parents are invited to attend the monthly meetings. The purpose of the SCC is to involve the community in the process of making decisions and offering input into a variety of activities that affect the school and the community based on Governing Board Policy.
 - Parents are elected to the SCC at the organizational meeting in September.
 - The SCC has a set of By-Laws that are aligned to District Policies from which the SCC operates.
 - Meeting notices are sent home monthly advising of date, time and location of the meeting. The dates and time for SCC meetings are also listed on our school website and monthly newsletter. Parents may also call the office at 623-848-8420 for date, time and location of SCC meetings.
- Community Coffee takes place monthly at our school. It is an opportunity for community to join the school leadership in an informal setting to be brought up-to-speed on what is currently happening at the school.

Parties and Snacks:

- Classroom parties will be determined by the school faculty. Parents will be informed in writing prior to the celebration. **Homemade treats cannot be accepted for classroom parties. The treat should be individually wrapped, commercial product for ease of serving by the teacher (County Health Code).** There needs to be enough for each child and the teacher. If necessary, parents need to provide, plates, napkins, forks, etc., any drinks must be individually packaged (no soda or products with dyes are permitted in the classroom). If you would like a list of acceptable healthy snacks please call our front office, at 623.848.8420.
- **Individual student birthday parties are not permitted at school.**

Selling Items

Students are not permitted to solicit funds on campus by selling items unless it is an approved school-wide fundraiser.

Student Council

James W. Rice Elementary School has a Student Council that oversees activities for all grades and the school. The Student Council will have representation from the student body and the officers will be elected.

Student Release from School

- **No child will be released from the school to any person other than the parent, legal guardian, or those designated in writing by the parent on the Registration or Emergency Forms. Picture identification will be required for all persons picking up a student. Registration cards will be updated when a life situation warrants it is necessary.**

- In the event a question should arise regarding who may pick up the child of parents legally separated or divorced, the school will only release the child in accordance with the custody decree. A copy of the custody decree needs to be provided to the school so it may be placed in the student's file. The information stated on the Student Data Card will also be reviewed.
- Non-custodial parents have rights based on the custody decree. Please do not use the school as a place to "visit" your child, as they need to focus on their school tasks.
- No child may leave the school property without a parent/legal guardian or approved adult designee signing them out through the school office. **Picture I.D. must be shown before children will be released to the authorized adult.**
- **Telephone/faxed requests to release children will not be honored.**
- Once a child arrives on school property, she/he must remain on the grounds, and may not leave no matter the reason, without following office sign out procedures including appropriate permission.
- **By state law and District Policy, students need to be in school the entire day. Students are learning right up to the dismissal bell. Please do not request early release unless it is very important.**
- **Students may not be called out of class for dismissal in the last 30 minutes of the school day.**

Telephone Use by Students

- The only telephones available for students are in the school office. Since these are business telephones, student use is restricted to supervised calls by staff.
- Students are not allowed to use the telephones in classrooms/buildings without appropriate permission from staff.
- Students need a note from their teacher to use the classroom telephone during school hours.
- Before or after school use of office telephones will be approved by office personnel based on the validity and type of call. Office personnel will determine validity.
- Cell phones, tablets, and other non-school owned technology will not be allowed on campus without written teacher permission.
- Student cell phones, tablets, and other technology must remain **OFF and in the student backpack. Failure to follow this procedure will result in the phone being confiscated until the parent picks it up after school ends. This could lead to referrals for the students with disciplinary consequences determined by the administration.**

Textbooks

- The textbooks used by students range in price from \$15 to \$45 per book.
- Students are responsible for the condition of the books assigned to them. Lost or damaged books will be charged to the students and their parents.

Toys

No toys of any kind are to be brought to school. If a student brings a toy, it will be confiscated by the teacher or another staff member. Items confiscated will be held for up to two weeks and will only be released to a parent/guardian.

Volunteers

Parents and community members are encouraged to volunteer their time and energy in helping at James W. Rice Elementary School. We have a Parent Volunteer Coordinator who helps train the volunteers, answers questions,

and coordinates the activities of volunteers. A Parent Volunteer Room is also available for the convenience of the volunteers. Get involved and be a volunteer! Please call the school office for further information.

- Volunteers need to “Sign In” in the office and obtain a “Visitor’s Pass.”
- If volunteers are not parents or legal guardians and are working with students, fingerprinting will be required and we can arrange this through our District Office. This also includes chaperoning field trips.

School Wide Expectations

The fundamental purpose for sending our children to school is to receive a quality education in a safe and secure learning environment. A quality education prepares the child for a successful future. In order that children receive this quality education, teachers must be allowed to teach in an environment that is free of negative disruptions, so the focus can be maintained on the academic, social, and emotional growth of the children.

Each teacher will explain his/her class rules to their students. The students will receive an explanation on the positive consequences they can expect to receive for following the rules and an explanation on the negative consequences they can expect to receive for not following the rules. All of the foregoing information will be posted in the classroom, plus will be sent home to parents.

Parents are encouraged to work closely with the teacher. A strong home/school partnership is essential to the success of the teacher’s discipline plan.

Responsible Thinking Process

The intent of the Responsible Thinking Process (RTP) is to teach students, who are acting as a disturbance within the school environment, how to think of and implement ways of reaching goals without violating the rights of others. This is done by helping students to search within themselves and decide the way they want to be. A discipline process, to be effective, must treat students the same way as those having difficulty in an academic subject: in a non-punitive atmosphere with understanding, respect and patience. This is what RTP is all about. It is based on Perceptual Control Theory (PCT), which explains how human beings act to control their perceptions in ways that are consistent with their values and standards. It’s the application of PCT principles through the procedures of RTP that sets RTPS apart from all other discipline programs.

School-Wide Expectations

James W. Rice Elementary School students are expected to R.O.A.R.-

Responsible
Organized
Accepting
Respectful

Definition of Consequence

A. Teacher Assigned Consequences

- Student/Teacher Conference: Meet to informally discuss a problem and discuss appropriate solutions.
- Parents/Guardian Contact: Teacher contacts parents/guardian to discuss the situation and solicit support.

- Teacher Assigned Detention/Time Out: Assigns detention/time out that removes student from classroom or free time.
- Parent/Teacher Conference: Arranges to meet with parent/guardian before or after school or during their preparation period.
- Referral to Administration.

B. Administrator Assigned Consequences

- Conference: Discuss the reason for the office referral and how to solve the problem. Referring teacher may attend.
- Detention/Time Out: Assigns detention/time out that removes student from free time.
- Principal/Parent/Student Conference: Invites parent/guardian to a conference to discuss the problem and how it can be solved.
- In-School Detention (ISD): Assigns student to in-school detention as an alternative to out-of-school suspension or may be assigned to the Responsible Thinking Classroom (RTC). Students should not bring unnecessary items; only school work.
- Work Detail: Assigned to student before, during or after school. Student can be assigned to litter pick up, cleaning or other light duty tasks.
- Out of School Suspension (OSS): Student is removed from the school setting and placed under the supervision of the parent/guardian at home from 1-45 school days.
- Recommendation to the Superintendent for long-term suspension, alternative placement, or expulsion.

The consequences for offenses outlined in the section of the handbook shall, in no way, limit the decision of the school administration. Any rule infraction that occurs, whether (or not) addressed in this handbook, will be appropriately handled by the administration.

As per established Alhambra District policy, students will be given written or oral notice of what they have been accused of and the evidence of the alleged misconduct. The student will then be asked to explain his/her version of the situation. **With each incident, due process will be followed to protect a student's rights.**

Parents, teachers, administrators, staff, and community members working together will provide a positive learning experience for all of our students so they will grow up to be productive and caring adults.

JAMES W. RICE ELEMENTARY SCHOOL
PARENT/STUDENT
AGREEMENT FORM

2019-2020 School Year

Dear Parents/Guardians:

At James W. Rice Elementary School, we strive to maintain a safe and productive learning community for our students. Please review the contents of this handbook with your child to ensure that you understand the guidelines and procedures of our school both academically and socially.

Please sign and return this page to your child's teacher.

My child and I understand and agree to the contents of this handbook addendum and accept any and all consequences set forth in this handbook or the Alhambra Elementary School District policy manual.

Student's Name: _____ *Grade:* _____ *Teacher:*

Student Signature: _____ *Date:* _____

Parent/Guardian Signature: _____ *Date:* _____

2019-2020 Año Escolar

Queridos Padres/Tutores:

En la Escuela James W. Rice, estamos dedicados al mantenimiento de una comunidad educativa la cual es segura y productiva para nuestros estudiantes. Favor de repasar el contenido de este manual con su hijo/a para asegurar su entendimiento de los procedimientos de nuestra escuela en términos académicos y sociales.

Favor de firmar abajo y devolver esta página a la maestra/al maestro de su hijo/a.

Mi hijo/a y yo entendemos y estamos de acuerdo del contenido de este apéndice del manual y acepto todas y cada una de las consecuencias establecidas en este manual o el manual de pólizas del distrito escolar Alhambra.

Nombre de Estudiante: _____ *Grado:* ____ *Maestra/o:* _____

Firma de Estudiante: _____ *Fecha:* _____

Firma de Padres/Tutor: _____ *Fecha:* _____