

# Desert Mesa Elementary School

Yuma School District One



## R.O.A.R

\*Responsible \*Organized \*Accountable \*Respectful

**2022 - 2023**

## ***Parent/Student Handbook***

**\*It is our mission to prepare and educate our students to be successful in our ever-changing world.**

2350 Avenue 7 1/2 E  
Yuma, Arizona  
PH: 928-502-8600  
FAX: 928-502-8675

## Table Of Contents

Mission.....	Cover Page
Welcome.....	2
Staff.....	3
Bell & Pre-School Schedules.....	4
Student Calendar.....	5
Important Phone Numbers & Websites.....	6
Safety.....	6
Cafeteria News.....	6
P.T.O.....	6
Custody.....	7
Parent Conferences – Meetings – Visits.....	7
Attendance.....	7
Attendance Policy.....	8
Uniform Policy.....	9
Textbooks & Supplies.....	10
Care of School Property.....	10
Valuables.....	10
Internet Usage.....	10
Site Council.....	10
Leadership Team.....	10
Transportation.....	11
After School Dismissal.....	11
School-Wide Behavioral Expectations.....	12
Bus Conduct.....	16
YESD1 Board Policy JICK-EB.....	17
Medication Guidelines for Parents.....	19
Health Services.....	21
FERPA – Family Educational Rights and Privacy Act.....	22

# ***Welcome to Desert Mesa Elementary School!***

Dear Parents and Guardians,

The entire staff welcomes you to Desert Mesa Elementary School, where we commit to providing effective instruction and materials for each child at his or her appropriate instructional level. Our goal is academic growth and success for our students. We believe all children can achieve their fullest potential when given effective instruction, support, and personalized learning.

Desert Mesa educates the whole child by providing opportunities to students to explore their interests.

We encourage support and partnerships with families, as well as the community, to deliver to our students the best possible learning. Our highly effective staff dedicates themselves to ensuring all students pursue their fullest potential in all areas of their education. Please come in and learn more on how you can get involved through our PTO or how to volunteer. If you have any questions, please feel free to contact me via [email](#) or call Desert Mesa.

Sincerely,

**Richard Gerber**

Richard Gerber, Principal

[rgerber@yuma.org](mailto:rgerber@yuma.org)

928-502-8600

### **Administration and Office Staff**

Richard Gerber, Principal  
Jarrod Norris, Assistant Principal  
Christina Rooks, Administrative Secretary  
Maci Sears, Clerk  
Erik Reyes, Clerk  
Yvette Avila-Guzman, Nurse  
Katie Clint, Counselor

### **Teachers and Support Staff**

#### **Kindergarten:**

Josefina Hernandez--K10	Jeannine Bechard--K30
Stephanie Hebebrand--K20	Jesusita Torres--102
Chris Winn ---K-101	

#### **First Grade:**

Addie Swope--103	Veronica Varela --105
Jennifer Stanley --104	Glenna Behr--106
Elethia Green--107	

#### **Second Grade:**

Krystal Garner-Barajas--301	Cori Burton --302
Kristal Hopkins--303	Thamar Anderson--304

#### **Third Grade:**

Karen Babb--305	Susan Weber--306
Laura Rodriguez--307	Kore Riedel--308

#### **Fourth Grade:**

Mackenzie Browning--206	Mario Cade--112
Bethaney Edwards--207	Jennifer Burrage--113

#### **Fifth Grade:**

Margarita Armenta--201	Lori Williams--204
Amanda Brooks--203	Monica Villareal--205
Souraya Robbins--310	

#### **Exceptional Student Services (ESS):**

Kori Hoffmeyer, Resource--208	Minerva Whittaker, K-2--110
Mary Hendren, 3-5--202	Lashuana Whitney, DHH
April Averett, Speech	

#### **Special Areas:**

Kristen Maynard, Art	Diana Brown, PE
Danae Nieto, Music--309	Fred Verdugo, Library

**Pre-school:**

Brenda Ibarra--108  
Karin Herrera--EC2

Norma Aceves--EC1

**Academic Interventions:**

Charlene Roche, Reading Specialist--K50  
Jasmin Franco, Migrant Educator

**Food Service -**

Gabby Gutierrez, Cafeteria Manager  
Elva Luna, Baker  
Irma Hernandez, assistant

Diane Beebe, assistant  
Nelly Nunez, assistant

**Custodians -**

Gabi Van Fleet  
Lisset Gomez  
Jorge Garfio

Matthew Tillery  
Maria Espinoza-Jaquez

**Crossing Guard -**

Jeff Anderson

## **Bell Schedule**

**Monday:** 8:45 a.m. - 2:15 p.m.

**Tuesday - Friday:** 8:45 a.m. - 3:45 p.m.

**8:20 a.m.** .....Students Allowed On Campus  
**8:25 a.m.** .....Students Allowed on Playground  
**10:30-10:45** .....Morning Recess Grades K,1,2,3  
**10:45 - 11:00** .....Morning Recess Grades 4,5  
**11:30 - 12:15** .....2nd and 3rd Grade Lunch  
**12:00 - 12:50** .....Kinder and First Grade Lunch  
**12:30 - 1:15** .....4th and 5th Grade Lunch

## **Pre-School**

### **EC-1**

**A.M. Class** - 8:15 a.m. - 11:40 a.m.  
**P.M. Class** - 12:40 p.m. - 3:45 p.m.

### **EC-2, 108**

**Tuesday - Friday**  
**8:15 - 3:45 p.m.**

- \* All visitors must check in through the front office before entering campus.**
- \*Please make an appointment with your child's teacher to meet in the classroom.**
- \*Visitors are not allowed to be on the playground due to safety concerns.**



**Yuma School  
District One**

*ONE Community Pursuing Excellence*

## Student Calendar 2022 – 2023

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

July 11, 2022	Middle School Offices Open
July 18, 2022	Elementary School Offices Open
August 1, 2022	First Day of School
September 5, 2022	Labor Day
October 7, 2022 - October 10, 2022	Fall Break
November 11, 2022	Veteran's Day Holiday
November 21-25, 2022	Thanksgiving Holiday Break
December 19, 2022 – January 6, 2023	Winter Break
January 16, 2023	Martin Luther King Day
February 17, 2023	Non School Day for Students
February 20, 2023	President's Day
April 3, 2023-April 7, 2023	Spring Break
April 7, 2023	Good Friday
May 23, 2023	Last Day of School
May 29, 2023	Memorial Day
May 30, 2023	Elementary School Offices Close
June 6, 2023	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

## **Important Phone Numbers**

**Desert Mesa Elementary School (928) 502-8600**

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

**Transportation Department (bussing) (928) 502-8840**

## **Important Websites**

Desert Mesa Elementary School Website

<https://desertmesa.yuma.org/>

Desert Mesa Facebook Page

<https://www.facebook.com/yumasd1>

Desert Mesa PTO Facebook Page

<https://www.facebook.com/desertmesapto/>

Yuma Elementary School District One Website

<https://www.yuma.org/Home>

Transportation Department Website (Find Bus Routes)

<https://www.yuma.org/Transportation>

Class Dojo – provides free parent communication with teachers through a website or APP. Please contact your teacher for the codes for your classroom. You simply need to download the APP or visit the website to sign-up! <https://www.classdojo.com/>.

## **SAFETY**

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:
- 2) Street address:
- 3) Parents' name:
- 4) Phone number;
- 5) How to walk to school safely—  
(A) Traffic lights if applicable (B) crosswalks

## **CAFETERIA**

Breakfast will be served beginning at **8:20**. Meals are \$1.50 each.  
Parent breakfast and lunch prices are \$2.50 and \$3.50.

In order to promote healthy eating habits for our students, carbonated sodas should not be sent in a sack lunch or brought to the students with fast food. You may send juice, milk or water, or some of these items may be purchased in the cafeteria. On behalf of our students' health, we thank you.

## **P.T.O**

This is your parent organization. This group presents meetings with topics of interest to parents. They are involved in the school on a daily basis, raising funds, providing student recognition and teacher help. Please visit:

<https://www.facebook.com/desertmesapto/>

## **CUSTODY**

In most cases, divorced parents continue to have equal rights, such as access to information, where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents.

## **PARENT CONFERENCES--MEETINGS--VISITS**

All parents will be contacted and asked to come to school for a minimum of two conferences during the school year. These conferences will occur at the end of the first grading period and the end of the third grading period. Please make an effort to participate at the appointed time for your conference.

Parents may call to request an appointment for a conference anytime during office hours. We emphasize that parents are encouraged to communicate with their child's teacher and the principal often. You are most welcome to come to the school to communicate with us. If it is inconvenient for you to come to the school, call us on the telephone, follow us on Facebook, Dojo, or check out our website. Let us know if we can help you in any way. You are always welcome at **DESERT MESA ELEMENTARY**.



## **ATTENDANCE**

The daily exchange between the teacher and student is a vital part of the education process. Lost time is very difficult to replace even if the student makes up the work. No one wants a truly sick student to attend school, but all students should endeavor to be in school as much as physically possible.

When it is absolutely necessary for a student to be absent from school for any reason, parents should notify the school at 502-8600. If this is not possible, please send a written note explaining the situation. **IT IS A STATE REQUIREMENT THAT PARENTS OR GUARDIANS NOTIFY THE SCHOOL OF A CHILD'S ABSENCE WHETHER IT IS DUE TO ILLNESS OR FAMILY RELATED SITUATIONS.** We encourage you to bring your children to school even though they may be late.

If a student arrives at school after 8:45 am, that student must first come to the office to sign in and receive a pass to class. They must enter through the office. Students who are consistently tardy will be referred to the principal's office.

**\*If it is necessary to take your child away from school during school hours, please check them out through the office.**

## **ATTENDANCE POLICY**

### **I. PURPOSE**

The purpose of this guideline is to inform district schools and charter schools when an absence shall be considered excused effective 7/1/2016.

### **II. GUIDELINE**

A. Pursuant to A.R.S. §15-901(A)(1), "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. The Department of Education delegates the decision of family vacations as an excused absence to individual school districts and charter holders. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported to ADE as unexcused. Statute does not prohibit the reenrollment of a student withdrawn after 10 consecutive unexcused absences. However, once a student crosses the 10% threshold, all absences shall be reported to ADE as unexcused regardless of multiple enrollments within the same LEA.

i. Absences during a Chronic Illness (as defined in A.R.S. §15-346) are exempt from the cumulative 10% rule as follows:

a. If the excused absences accumulated prior to and during the Chronic Illness are greater than 10% of the instructional days for the school year, then every absence subsequent to the Chronic Illness shall be reported to ADE as unexcused. Status of absences prior to and during Chronic Illness should not be changed to unexcused absences for this guideline.

b. If the excused absences accumulated during the Chronic Illness are less than 10% of the instructional days for the school year, then every excused absence accrued during the Chronic Illness shall count towards the cumulative 10%.

B. Pursuant to A.R.S. §15-803(A), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or authorized person.

C. Pursuant to A.R.S. §15-805(B) an attendance officer may issue a citation to the guardian or the child that is in violation of A.R.S. §15-803. A student that violates district attendance policies and is in violation of the laws is considered habitually truant.

D. Pursuant to A.R.S. §15-806, “the governing board of each school district shall adopt a policy governing the excuse of students for religious purposes. The policy may permit a student to be excused from school attendance for religious purposes, including participation in religious exercises or religious instruction. If the policy permits a student to be excused for religious purposes, the policy shall stipulate the conditions under which the excuse will be granted. “Pursuant to A.R.S §15-806(1) and (2) these conditions will include at least a written consent from the person who has legal custody of the student and the religious instruction or exercises must take place at a suitable place away from school property. Pursuant to Op.Atty.Gen.No. R76-292, the total number of days excused absences for religious purposes shall be reasonable and not abused.

### **III. REQUIRED DOCUMENTATION**

In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student. The school will document on paper or paperless format the date and reason for the absence. The documented record shall be maintained for not more than four (4) years.

If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten (10) consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901(A)(2). The governing board may take disciplinary action that may lead to expulsion pursuant to A.R.S. §15-342.

Districts and charters are no longer required to submit for absence adjustments for excessive absences that occur as a result of widespread illness, adverse weather, or situations affecting the safety of persons or property. The Department of Education is to be notified of calendar changes resulting from the above conditions using the Calendar Change Request Form.

Districts and charters no longer need to apply to the Department of Education for chronic health problem exceptions. Documentation pertaining to chronic health problems should be retained by districts and charters. The documented records shall be maintained for not more than four (4) years.

\*If you have any questions or comments concerning the interpretation or clarification of these guidance statements, please [contact School Finance: SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov) or call 602-542-5695.

# DESERT MESA UNIFORM POLICY



**TOPS = t-shirt, polo, button-down**

**solid gray**

**maroon**

**navy**

**mascot (bobcat)**

**BOTTOMS = pants, shorts, jumpers, skirts**

**navy**

**khaki**

**denim**

**FOOTWEAR = closed-toe only**

**casual**

**athletic**

**boots**

**NO UNIFORM?**

**1st time:        warning**

**2nd time:        no recess**

**3rd time:        call home for appropriate clothing**

## **TEXTBOOKS AND SUPPLIES**

All textbooks, iPads, and supplies (paper, pencils etc.) are supplied at no cost to the student. Textbooks are to be returned to the classroom teacher at the end of the school year or upon leaving the school. No charges will be made for normal wear and tear on books. Charges will be required for all other damages and losses. This also applies to library books.

### **District Digital Devices (iPads)**

Please keep a careful account of each iPad issued to your child. Agreement forms and insurance options are available on our website at <https://desertmesa.yuma.org/Digital-Device> Lost or damaged iPads should be paid for by the student at fault. Please contact our offices if you have any questions.

## **CARE OF SCHOOL PROPERTY**

Who owns this school? Surprisingly, you do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes directly or indirectly. Therefore, any damage done to this building, equipment, buses, or books must be paid for with your family's money. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself. You must help protect the schools by discouraging or reporting such action by any others. REMEMBER: most trouble starts as fun! The school grounds, building, and equipment should be cared for with the greatest of respect.

Students are to be responsible for the replacement costs on any property maliciously damaged or destroyed.

## **PERSONAL ELECTRONIC DEVICES**

Personal electronic devices such as cell phones, smartphones/watches (including Gizmos and Apple Watches), music players (or anything else that has data, internet access, and camera capabilities) 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 while on school grounds. If the device is brought out, it may be confiscated and parents required to pick them up if they become a problem on campus.

Yuma School District One, Desert Mesa Elementary, administrators, teachers, staff, and other students are not responsible for stolen, lost, or damaged personal electronic devices.

## **VALUABLES**

Students are asked not to bring radios, electronic devices, **cell phones**, expensive jewelry, or large sums of money to school. Lost articles are not always found. Lost items can be returned to the rightful owner if their name is on them.

## **INTERNET USAGE**

All classrooms have Internet access. Parents will be asked to sign a permission slip giving their child permission to use this communication and adherence to the guidelines set forth. Desert Mesa has a Web site available for parents at <https://desertmesa.yuma.org/>.

## **SITE COUNCIL**

The Desert Mesa Site Council is composed of parents, teachers, and community representatives. This group is one way of addressing parents' concerns and interests. The Site Council meets once a month.

## **LEADERSHIP TEAM**

This team is made up of representatives of all grade levels, Administration, Special Area Teachers, Library, Reading Specialists, and ESS. Together they present ideas for solving internal problems in the school and making sure all involved parties are informed.

## **TRANSPORTATION**

### **Parent Transportation**

When parents transport their children to school, they are asked to drop-off students in the drop-off lane directly in front of the school.

### **Bus Transportation**

As established by the District Governing Board, Yuma Elementary School District No. 1 provides bus service to assist those students living 1 ½ miles or more from the school they attend. Since our major concern is providing for the safe transportation of students, drivers are given authority to set the rules of conduct to be administered on his/her bus. They also are directed to report any incidents of unruly or inconsiderate conduct, disobedience or defiance. Unruly students may be denied bus privileges.

### **Bikes/Scooters/Skateboards/Etc.**

Students in grades 2-5 may ride bicycles to and from school. Students **MUST** wear helmets as per Yuma Ordinance 213-13. Racks are provided for parking.

Students **MUST** bring a lock to protect the bicycle. All bicycles are to be properly parked in the bike racks. The school cannot be responsible for damaged, lost or stolen bicycles, scooters, etc.

\*Student's in K-1 can ride bicycles with an older sibling or with special permission from the school administration.

**Students riding rollerblades, scooters, or skateboards to or from school must also wear helmets.**

### **AFTER SCHOOL DISMISSAL OF STUDENTS**

If your child is to leave school in a different manner than what they usually do (Right at School, daycare, different bus, walk, different adult picking them up, etc.), please send a **written explanation to the office**. Please do so prior to the day of the change. We need to know if this will be for one day, several days, etc. Please give the name of any adult who will be coming to pick up your child, as well as address and contact information. If you have an emergency and cannot send a note, please contact the school office at **928-502 8600** to provide this information. Please call us a minimum of 30 minutes prior to dismissal time so that we have time to accommodate your wishes.

If your child is a regular bus student, they will be placed on the bus that they have ridden previously unless we have information from you giving us a different dismissal directive. Please remember that for a student to ride a different bus than they usually do, the parent/guardian must make arrangements through Transportation (**928-502-8840**) prior to the change and have their approval.

# **SCHOOL-WIDE BEHAVIORAL EXPECTATIONS**

Our guide for teaching school wide behavioral expectations:

This is a set of strategies and a system to increase the capacity of our school to reduce school disruptions and educate all students including those with problem behaviors.

## **ACKNOWLEDGEMENT SYSTEMS**

The acknowledgement system is a feature of the ROAR behavioral expectation system. The behavioral expectation system focuses on acknowledging students who demonstrate Desert Mesa behavioral expectations.

## **HANDLING INFRACTIONS OF BEHAVIORAL EXPECTATIONS**

Desert Mesa Elementary will maintain a level system for handling infractions of behavioral expectations. Outline below is the level system along with the instructions for handling such behaviors:

### **Level 1 behaviors include:**

- Inappropriate language (cursing)
- Physical aggression (pushing, shoving)
- Defiance, disrespect, insubordination, non-compliance
- Lying, cheating
- Harassment, teasing, taunting (physical and /or verbal)
- Disruption, excessive talking, dress code violation
- Not prepared for class.

### **Level 2 behaviors include:**

- Abusive language (Threats, offensive racial/sexual comments)\*
- Fighting\* (defined as actions that require a visit to the nurse)
- Forgery, theft\*
- Property damage\*
- Skipping class\*
- Vandalism (irreversible destruction of school property)\*
- Violation of district technology guidelines\*

### **Level 3 behaviors include:**

- Arson
- Bomb threat, false alarm
- Use, possession of alcohol
- Use, possession of prescription or non- prescription drugs
- Use, possession of tobacco
- Use, possession of weapon

## **Cafeteria Expectations**

### **Responsible in the cafeteria**

- Hands, feet and objects to self
- Eat your own food
- Raise hand for permission to be excused
- Walk

### **Organized in the cafeteria**

- Walk in a line to the cafeteria
- Wait quietly to be excused
- Throw all items away and walk quietly to their designated playground

### **Accountable in the cafeteria**

- Focus on eating first
- Follow cafeteria procedures
- Clean up after yourself
- Use table manners

### **Respectful in the cafeteria**

- Wait your turn
- Use a soft voice
- Respond to teacher's signal for silence
- Give your attention to the cafeteria personnel while in serving zone
- Keep silent in the serving zone
- Respect others' personal space

## **Hallway Expectations**

### **Responsible in the hallway:**

- In classroom groups walk in two lines
- In smaller groups walk single file
- Hands, feet and objects to self
- Walk on the right of the hallway
- Look straight ahead

### **Organized in the hallway:**

- Keep backpack closed
- Stay with your class

### **Accountable in the hallway:**

- Go directly to your destination

### **Respectful in the hallway:**

- Respect others' personal space
- Use soft voice



## **Restroom Expectations**

### **Responsible in the restroom:**

- Use restroom facility appropriately
- Keep water and soap in the sink
- Walk in the restroom
- Tell an adult if the restroom needs attention

### **Organized in the restroom:**

- Follow 1.2.3 procedures \*

### **Accountable in the restroom:**

- Use water, soap and tissue paper appropriately
- Flush toilet after use
- Keep restroom clean
- Return directly to class or designated area when finished

### **Respectful in the restroom:**

- Observe personal space
- Lock stalls when entering and unlock when leaving
- Respect privacy
- Use a soft voice

## **Recess Expectations**

### **Responsible at recess**

- Follow playground procedures
- Remain on the school grounds
- Walk on sidewalk when exiting the building to playground areas
- Follow game rules
- Inform adult of unsafe behavior or incidents
- Stay away from unfamiliar adults or animals.

### **Organized at recess**

- Put equipment away when finished

### **Accountable at recess**

- Line up quickly when bell rings
- Listen for instructions
- Be responsible for jackets and other belongings

### **Respectful at recess**

- Respect school property
- Share equipment
- Use positive talk
- Take turns
- Use good sportsmanship

### **\*Teachers and staff will implement I-HUM strategies**

- o I -interact with students
- o HU -heads-up always looking around at students
- o M -moving constantly in and around students

## **Arrival Expectations**

### **Responsible during arrival:**

- Arrive at school no earlier than 8:15
- Enter the building when the bell rings.
- Go directly to the cafeteria with your backpack
- Wait in the cafeteria until dismissed at 8:15 am
- Arrivals after 8:25 am go straight to recess.

### **Organized during arrival:**

- Make sure all materials are in your backpack. (lunch boxes, jackets, etc.)
- Keep your backpack until you enter the classroom

### **Accountable during arrival:**

- Arrive at school on time (between 8:15 and 8:40 am)
- Go straight to the playground when dismissed from the cafeteria
- Arrivals after 8:45, report to the office for a tardy slip

### **Respectful during arrival:**

- Keep hands, feet, and objects to self
- Use soft voices
- Respect others' personal space
- Respond appropriately to adult directions

## **Dismissal Expectations**

### **Responsible during dismissal:**

- Walk to the designated dismissal area
- Walk with teacher when dismissal bell rings
- Follow hallway expectations.

### **Organized during dismissal:**

- Be packed and ready to go
- Keep materials in backpack until arrival at home

### **Accountable during dismissal:**

- Be where you need to be when you need to be there

### **Respectful during dismissal:**

- Keep hands, feet, and objects to self
- Use soft voice
- Respect others' personal space
- Respond appropriately to adult directions

### **\*Teachers and staff will implement I-HUM strategies**

- o I -interact with students
- o HU -heads-up always looking around at students
- o M -moving constantly in and around students.

# **Bus Expectations**

## **Responsible on the bus**

- Remain seated in one seat until bus comes to your stop
- Keep hands and objects inside bus and out of the aisle

## **Organized on the bus:**

- Keep all materials inside backpack until arrival in classroom or home

## **Accountable on the bus:**

- Keep backpack, lunch boxes, hands, feet, and all other materials out of the aisle
- Board or exit the bus only at your stop
- Keep all food and drinks in backpack until off of the bus
- No eating or drinking on the bus

## **Respectful on the bus:**

- Follow bus drivers' instructions
- Use soft voice
- Keep hands, feet, and objects to self
- Move over to allow others to sit in a seat

## **Bus Conduct**

The following guidelines have been developed by the Transportation Department. Please direct questions regarding bus discipline to Transportation at **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. |

If a student does not respond to a driver's warning and the disruptive behavior continues to the point of creating a danger to the driver and/or the rest of the passengers, the driver will radio the transportation center and follow instructions from dispatch. A school vehicle may be sent to the bus location to take the student directly to school, or to the parent if the student is going home. In either case, the driver will complete an incident report.

If the student is brought to school, the parent will be contacted. If the student is taken to the parent, the driver contacting the parent will explain the District does not tolerate such behavior and that the privilege of being transported by bus to and from school by the district is suspended for 5 days.

## EXHIBIT

### JICK-EB © STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

(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 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

- 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,
- 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,
- occurs when there is a real or perceived imbalance of power or strength, or
- 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

- 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,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- 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 preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

- Continued on next page

***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 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 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 or suspect another student is bullied 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 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 others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, 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 is a violation of the law.



## Yuma School District One Health Services

### Medication Administration Guidelines for Parents

Medication use at school presents concerns such as theft, misuse and loss, which can present dangers to students as well as financial expense to families. ALL medications will be kept in the school health office for the safety of all students. Requests for students to carry and self-administer will need a healthcare provider's order. When requested by a parent/guardian, pharmacies will provide a second labeled container for school use. Medication will be administered only, with a signed consent from a parent/guardian, and healthcare provider.

#### Prescription Medication

- Must be prescribed by a Health care provider who is licensed in the state of Arizona and/or California.
- According to Arizona Law, no medication from Mexico will be permitted to be administered at school.
- All prescribed medication must be in the original container from the pharmacy.

#### Over the Counter Medication

- Written permission by a parent must be provided on the OTC-consent form.
- Any over-the-counter medication sent by a parent must be in the original packaging with all directions clearly marked.

**Medication that is not properly labeled, expired and/or without a signed consent by parent/guardian and healthcare provider will not be administered to any student!**



**Distrito Uno Escolar de Yuma**  
**Servicios de Salud**  
Guía de Administración de Medicina  
Para Padres

El uso de medicamentos en la escuela presenta preocupaciones como robo, mal uso, y pérdidas, que pueden presentar peligros a estudiantes así como gastos financieros a familias. Todo el medicamento permanece en la oficina de Enfermería por la seguridad de los estudiantes. Peticiones de estudiantes que quieran cargar medicamentos y administrarse ellos mismos necesitarán una orden de su doctor. Cuando la petición es de los padres/guardianes, la farmacia darán un segundo contenedor etiquetado para la escuela. El medicamento será administrado únicamente con el consentimiento firmado por los padres/guardianes, y doctor.

Medicamento Recetado

- Necesita receta de un doctor con licencia en el estado de Arizona y/o California.
- Conforme con la ley de Arizona, no será permitido la administración de medicamentos de México en la escuela.
- Todo el medicamento recetado deberá estar en su contenedor original de la farmacia.

Medicamento no Recetado

- Permiso escrito del padre es necesario en el formulario de consentimiento.
- Cualquier medicamento sin receta mandado a la escuela con el estudiante por los padres, tiene que estar en su paquete original con todas las direcciones marcadas claramente.

**Medicamento que no esté correctamente etiquetado, vencido y/o sin consentimiento firmado por el padre/guardián y doctor, no se le administra a ningún estudiante!**

# **Desert Mesa Elementary School Compact 2022-2023**

The Desert Mesa Educational Program is designed to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this, home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

## **Student Agreement**

It is important to work to the best of my ability. Therefore, I shall strive to do the following:

1. Come to class on time and be prepared to work.
2. Respect the rights of others and learn without distraction and disruption.
3. Show respect and cooperation with all adults in the school.
4. Complete all assignments to the best of my ability.
5. Show respect for people and property.
6. Spend time at home daily studying or reading.
7. Know and follow the directives of the student handbook and teacher.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Parent Agreement**

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

1. See that my child attends school regularly and on time.
2. Establish a time and place for homework.
3. Help my child become a responsible person.
4. Attend parent-teacher conferences and other school activities.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Teacher Agreement**

It is important that students achieve. Therefore, I shall strive to do the following:

1. Help students achieve to his/her fullest potential.
2. Provide an environment conducive to learning, with efficient use of learning time.
3. Supply clear evaluations of student progress and achievement.
4. Ensure students understand and follow the directives of the student handbook.
5. Regularly provide homework assignments for students.

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Principal Agreement**

I support this form of parent involvement. Therefore, I shall strive to do the following:

1. Provide an environment that allows for positive communication between the teacher, parent, and student.
2. Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.
3. Support families in helping their children work to their best ability.
4. Enforce the student's handbook policy.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_