



DEL RIO ELEMENTARY SCHOOL  
“WHERE CHARACTER COUNTS AND MANNERS MATTER”

Whether you are returning to Del Rio Elementary School or joining us for the first time, welcome to the 2015-2016 school year! Together we make up the Del Rio Family - our students, families, and staff members. We emphasize good character, citizenship and manners through our Character Counts program.

Del Rio includes all the 1<sup>st</sup> through 4<sup>th</sup> graders in the Chino Valley Unified School District. We have close to 700 students, with 6-7 classes in each grade. Though it is a big school, each grade has its own ‘neighborhood’, and the grades have their own recesses and lunch times. We have three computer labs and a library full of wonderful books. Each classroom is equipped with exciting technology, including an interactive Smartboard and projector system to bring outside resources in to the classroom, making learning more interesting.

Teachers have been trained in what are called “Kagan Structures”, which get students more actively involved in the lessons. This helps students learn better because they are participating more and in many cases moving around more while they learn a skill or concept. This makes learning more fun too.

We continue to have the Accelerated Reader (AR) program where all students read books in their level range and take quizzes to track progress. Each 2<sup>nd</sup> through 4<sup>th</sup> grader will have a reading goal each quarter. This is the number of points to be earned by reading books and passing quizzes. There are incentives and rewards along the way for students who meet their quarterly goals. The AR program also tracks how many words are read. We are part of the Million Word Challenge. Celebrations are held in all grades for classes who read the most each quarter and for individual students who read a million or more words. Last year we had 24 students who each read over a million words. Amazing! Learning to read well is critical to learning, so please encourage your child to read at home everyday. Ask questions about what he/she is reading, and progress towards goals, points earned or words read.

We look forward to your involvement in our school by supporting your child’s education at home and getting involved at school any way you can. Del Rio Elementary School prides itself in having a caring, friendly atmosphere along with rigorous academic standards. We want our students to be smart, safe and happy!

I am very excited about the new school year ahead. I look forward to a year full of wonderful plans and great expectation. Please feel free to contact me anytime.

Thank you for sharing your children with us!

Mrs. Susan Clark, Principal



**AT DEL RIO ELEMENTARY, CHARACTER COUNTS!**

**WE EMPHASIZE SIX “PILLARS” OF OUR CHARACTER EDUCATION PROGRAM:**

***TRUSTWORTHINESS:* BE HONEST, ALWAYS TELL THE TRUTH, AND KEEP PROMISES**

***RESPECT:* TREAT OTHERS THE WAY YOU WANT TO BE TREATED AND APPRECIATE INDIVIDUAL DIFFERENCES**

***RESPONSIBILITY:* DO WHAT YOU ARE SUPPOSED TO DO AND BE ACCOUNTABLE FOR YOUR ACTIONS**

***FAIRNESS:* PLAY BY THE RULES, TAKE TURNS, AND CONSIDER ALL SIDES BEFORE DECIDING YOUR ACTIONS**

***CARING:* BE KIND, HELPFUL AND CONSIDERATE TO EVERYONE**

***CITIZENSHIP:* BE A TEAM PLAYER AND DO YOUR PART TO MAKE THE WORLD A BETTER PLACE**

**We are on a MISSION with a VISION dedicated to EXCELLENCE!**

**Chino Valley Unified School District Mission Statement:**

Chino Valley Unified School District innovatively provides for the learning needs of all students, families, staff and community

**Del Rio School Vision Statement:**

Del Rio Elementary School is dedicated to inspiring all children to achieve their highest potential by providing the skills to become lifelong learners.

**DEL RIO SITE COUNCIL**

Parents, teachers, classified staff and administrators are represented on the School Council. Meetings are open to everyone and are held monthly or as needed and advertised in the monthly Del Rio School newsletter and on our school's website @ chinovalleyschools.com.

If you have any concerns or suggestions for school improvement, please don't hesitate to contact any council member or call the school (636-4414) to speak with Mrs. Clark.

**PARENT/TEACHER ORGANIZATION (PTO)**

The Del Rio PTO is organized to assist the school with needed improvement projects. Projects in the past have included the purchase of much needed items for our school – additional playground equipment, new computers, and student and teacher recognitions. Plus our PTO sponsors fun family events.

Every parent is automatically a member of our Parent/Teacher Organization, and all are invited to attend the monthly meetings. Meeting dates and times will be posted in the Del Rio Newsletter, which is sent home each month with every student. **Invest in the future by being involved with your child's school.**

**VOLUNTEERS**

Parent and community volunteers are in constant demand at our school. If you have time or talents to share, we would be happy to find a place for you to be of service. All new volunteers are required to complete an application, be fingerprinted (at no cost to the volunteer) and interviewed by the principal prior to beginning work in the classrooms. Volunteer applications are available at the Chino Valley Unified School District office. We truly appreciate all of the parents, students, teachers, administrators, community members and support staff who are committed to educational excellence and are willing to donate time to our school. We know **“Volunteers give from the heart.”** Please lend a hand and touch the future – our children.

**WELCOME TO THE 2015/16  
DEL RIO SCHOOL YEAR  
928-636-4414**

- The first day of school is Wednesday, August 5<sup>th</sup>.
- The start of school bell rings at 7:30am. Students should be in their classes at this time to begin their day. Breakfast will be served in classrooms.
- The earliest that children may arrive is 7:00am. **DO NOT DROP OFF YOUR STUDENT ANY EARLIER!** Students should go directly to the gym before 7:20.
- The end of breakfast bell rings at 7:45am. Breakfast in the classroom is available to students at school on time.
- The school day starts promptly at 7:30 in the classrooms. Students arriving after 7:45am are marked tardy and must check in at the office before going to their class.
- If your child must leave school early, parents or preauthorized adults must go to the attendance office to sign him/her out and wait for the student. We will not call students from class until you arrive.
- Breakfast and lunch accounts may be set up with the cafeteria clerk in the cafeteria.
- Breakfast is Free – Lunch is \$2.00 – Drink only is \$.50.  
Free/Reduced lunch forms need to be turned in ASAP. If your child qualified last year, he/she will carry over for the first 3 weeks of this year – but you **MUST** turn in a new form.
- School is dismissed at 3:00pm for students in grades 1-4 Monday through Thursday. There is no school on Fridays.
- We have CASA (Chino After School Advantage) day care on site. Those wishing to use our after-school care must apply prior to using this service. Students must be picked up by 6p M-Th. The cost is \$18/week with a deposit and prior registration required. There are no “drop ins” allowed.
- Bus schedules are available by calling 636-2305.
- Checking your child’s backpack daily for school notices and homework is very important.
- Inform the office with any address, phone number changes or custody issues.
- It is the parent’s responsibility to call the office if your child is absent.
- Please hang on to the school year calendar that is enclosed in the Parent/Student Handbook. It shows all the school holidays.
  
- For other questions or information, please call our office @ 636-4414 or consult our school website @ [www.chinovalleyschools.com](http://www.chinovalleyschools.com)  
Principal – Mrs. Susan Clark

Administrative Assistant – Nancy Shields

Attendance Clerk – Beth Tomasic

## DEL RIO ELEMENTARY DIRECTORY

### BOARD OF TRUSTEES

Peter Atonna, President  
Penny Hubble, Vice President  
Cyndi Thomas, Member  
Daniel Chacon, Member  
Sherry Brown, Member

### DISTRICT ADMINISTRATION AND DEPARTMENTS

Duane Howard, Superintendent - 636-2458  
Cindy Daniels, Assistant Superintendent - 636-2458  
John Scholl, Director of Support Services - 636-2458  
Jeff Lambert, Transportation Director - 636-2305  
Steve Novak, Director of Special Services - 636-0363  
April Jelovic, Human Resources Office - 636-2458  
Food Service Office - 636-7461  
Donna McBroom, RN District Nurse - 636-2298

### DEL RIO ELEMENTARY - 636-4414

Susan Clark, Principal  
Laura Hunter, Dean of Students  
Nancy Shields, Administrative Assistant  
Beth Tomasic, Attendance/Records Clerk  
Rebecca Perez, Behavior Coach/ISS Supervisor  
Sandy Orellana, School Health Aide  
Richard Brown, Technology

### FIRST GRADE

Blair Bachman  
Danielle Frederic  
Laura Ventura  
Shawna Atwood  
Debby Schoenfeld  
Genevieve Turk

### SECOND GRADE

Annette Bates  
Michelle Estrada  
Erika Jeffries  
Janice Tiffany  
Katie Polacek  
Leigh Ahrendt

### THIRD GRADE

Robin Bond  
Katherine Marzec  
Rebecca Ash  
Gina Crow  
Meredith Keyes  
Christina Kirkland

### FOURTH GRADE

Linda Church  
Janice Dunn  
Rose Eldredge  
Brenda Hubbard  
Kathy Parnell  
Theresa Sheker

### SPECIALS

Jean Cook, Resource Gr 3-4  
Luellen Browder, Resource Gr 3-4  
Darelyn Rock, Resource Gr 1-2  
Debbie Golden, Title 1  
Patti Flick, Title 1  
Deborah Kronz, Reading Interventionist  
Laurie Marley, ELL Gr. 1/2  
Heather Roche, ELL Gr. 2/3

JoLayne Coomer, Centers Teacher  
Anne Williams, OT  
Cindy Fraher, Speech/Language  
Paula Meier, Computer Specialist  
Gayle Rhea, Library Specialist

### INSTRUCTIONAL ASSISTANTS

Carolyn Shelley, Special Needs Assistant  
Janet Lankhorst, Special Needs Assistant  
Julie McMains, Special Needs Assistant  
Renita Steinman, Special Needs Assistant  
Kim Williams, Special Needs Assistant

Deborah Krogh, Title I Assistant  
Jean Shaw, Title 1 Assistant  
Christine Rhys-Evans, Title 1 Assistant  
April Morgan, Resource Assistant  
Kristen McKenna, Resource Assistant  
Laurel Sebastien, Resource Assistant

## DAILY SCHEDULE

7:00 am	Students may begin arriving to school and report to the gym
7:30 am	<b>SCHOOL STARTS</b>
7:45 am	End of Breakfast bell rings
11:00 am - 11:30 am	LUNCH - 1 <sup>st</sup> Grade
11:25 am - 11:55 pm	LUNCH - 2 <sup>nd</sup> Grade
11:50 am - 12:20 pm	LUNCH - 3 <sup>rd</sup> Grade
12:15 pm - 12:45 pm	LUNCH - 4 <sup>th</sup> Grade
1:30 pm - 1:45 pm	Afternoon Recess 1 <sup>st</sup> Grade
1:45 pm - 2:00 pm	Afternoon Recess 2 <sup>nd</sup> Grade
3:00 pm	<b>DISMISSAL - GRADES 1-4</b>
<b>NO SCHOOL ON FRIDAYS</b>	

## CALENDAR - IMPORTANT DATES

August 5	1 <sup>st</sup> Day of School
September 7	Labor Day - NO SCHOOL
October 1	End of 1 <sup>st</sup> Quarter Grading Period
October 5-8	Fall Break - NO SCHOOL
October 20-22	Early Release - Parent/Teacher Conferences
November 11	Veterans Day - NO SCHOOL
November 25-26	Thanksgiving Holiday - NO SCHOOL
December 17	End of 1 <sup>st</sup> Semester
December 21 - December 31	Winter Break - NO SCHOOL
January 18	Martin Luther King Day - NO SCHOOL
February 15	President's Day - NO SCHOOL
March 3	End of 3 <sup>rd</sup> Quarter Grading Period
March 7-10	Spring Break - NO SCHOOL
May 24	Last day of School - 3hr Early Release

Snow Day Makeup is March 28, 2016 if necessary

## SNOW DAY POLICY

In the event of extreme weather conditions the superintendent may choose to close the school or declare a delayed start. Our automated system will notify families by phone and/or email if there is a closure or delay. Make sure we have your current phone number so you can be contacted. If school is closed, classes will not be held and buses will not run. If the superintendent chooses to delay the start of school remember that dismissal time will be at the normal time. Any time we have snow or ice, parents should check our district website @ [www.chinovalleyschools.com](http://www.chinovalleyschools.com) or listen for an update on a possible school closing or delay on any local radio station as well as the update from the phone system.

## Del Rio Dress Code

We expect every student, staff member, and patron to dress in a manner that adds to the quality educational atmosphere at Del Rio School. Our dress code is designed to limit distractions in the teaching/learning setting and for health and safety. At Del Rio School we will work with our students to help them learn what is appropriate dress at school, and we will ask parents/guardians for assistance when needed. We appreciate your help and support.

Students should dress appropriately for the weather conditions.

**Hats** are allowed outside, but must be removed in buildings and put away while in a classroom.

**Shorts and skirts** may not be shorter than fingertip length when arms are held down at the sides.

**Shirts** are to be appropriate and modest in skin coverage. Shoulder straps must be at least 2 inches wide and cover any underclothing.

**Pants/shorts** may not be excessively baggy and must fit at the natural waist area.

No clothing or jewelry that displays or advertises anything but good clean youth ideas may be worn. Clothing or other items with inappropriate words, pictures, suggestions, advertisements, or otherwise offensive to others are not permitted.

**Pajamas** may not be worn at school unless for a specific activity such as “pajama day”.

**Shoes** must be appropriate for school activities and safety and must be worn at all times. Sandals are permissible if they have a strap over the front and back of the foot for stability. High-heeled shoes and floppy footwear are not permitted.

**Excessive make-up** is not appropriate at the elementary level. Chapstick and lip balm are allowed, but cannot become a distraction in class. **Excessive Body sprays** and cologne are not permitted at school. Any **jewelry** worn cannot distract from the learning environment. Students may be asked to remove jewelry during an activity that could pose a safety risk to self or others.

**Hair** should be neat, clean, and worn out of the eyes. Hair styles and color may not be distracting to others.

Students need to maintain **adequate cleanliness and hygiene**, including clothing and body.

We rely on our students’ good common sense and guidance from parents/guardians to determine appropriate, non-disruptive, gentlemanlike or ladylike attire to avoid problems. When there is a disagreement about what is considered appropriate, Mrs. Clark will make the final determination. Please contact Mrs. Clark with any questions or clarifications about the Del Rio Dress Code.

## DISCIPLINE PROGRAM

The Del Rio staff is firmly committed to an on-going school-parent partnership. Together, we can help your child learn new skills in self-management and peer relations; which in turn, will maximize the learning opportunities and environment for all students. The following program is in place to help in meeting these goals.

1. Teachers will review the school rules from the Parent-Student Handbook with their class at the beginning of the school year.
2. Teachers will post their classroom rules in the classroom and discuss the rules in detail with their class.
3. Teachers will develop a clear classroom behavior plan that is shared with the students and the parents. The behavior plan will include at least three steps of teacher-directed interventions before the student is sent to the office.
4. If a student has reached the end of the classroom interventions, the teacher will refer the student to the principal or school behavior coach.
5. If the student receives a disciplinary referral, a copy of the formal referral will be sent home with the student to be signed and returned by the parent.
6. Extreme behaviors such as possession of weapons, fighting, blatant disrespect, bullying, harassment, etc., may be sent directly to the office. The district policy will be followed in all situations involving drugs, weapons, etc.
7. Consequences for discipline referrals are determined on a case by case basis, but will generally follow these steps:

- Verbal warning

- Recess detention in the in-school suspension room

- Increased recess detentions

- In-school suspension

- Increased in-school suspension

- Out-of-school suspension

- Increased out-of-school suspension

- Subsequent referrals - May result in long-term suspension or expulsion

*NOTE: Special circumstances may affect the sequence or severity of the consequences. Repeat referrals may require a parent conference and development of a comprehensive behavior plan at anytime. Principal Susan Clark will make final decisions in discipline cases as needed.*

8. If violations occur on the playground or in the cafeteria, teachers or aides will take the following steps when administering discipline:

- Step 1 - Verbal warning and/or instructions

- Step 2 - Timeout for a portion of the recess or lunch in the designated timeout area

- Step 3 - Notification by discipline referral to the regular classroom teacher

- Step 4 - Referral to the office

9. Other consequences for general misbehavior will be lowered grades on the student's report card in the areas of citizenship and notification to the parents on the mid-term progress reports.



## **ABSENCE POLICY**

**State law requires parents to notify the school in advance or at the time of absence of their student.** If this notification is not received, the school is required to contact the parents by phone the morning of the absence. A number must be provided at which the parents can be contacted. This may be a home, work, cell or message number. All students returning to school after an unreported absence must bring a note from home signed by a parent or guardian stating the reason for the absence.

After **5 days of absence** in any grading period, the parents will be contacted by telephone or by letter.

After **8 days of absence** in any grading period, a letter will be sent to the parents notifying them of the absence problem.

After **10 day of absence** in any grading period, another letter will be sent to the home and the parents may be asked to attend a conference at the school involving the parents, administrator, teacher or teachers, and others as deemed necessary (nurse, child, etc.)

**Absences beyond 20 days (K-5) may result in notifying the Yavapai County Attorney's office and the student may be required to repeat the grade.**

## **VISITORS AT SCHOOL**

Parents are always welcome to visit the school. Parents and visitors can help by following the guidelines listed below:

- 1. All visitors must report to the attendance office upon arrival. The School Board will not permit any person on school grounds for visits or audits of a classroom or other school activity without the approval of the administration or teacher. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not received prior approval of the principal.**
- 2. When visiting classrooms, parents must realize that the teacher's first responsibility is to the students so the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school.**
- 3. The Board requests that the classroom teacher and principal be informed as to the day and time of visits so as to avoid any conflicts with the school schedule.**
- 4. Student visitors are not allowed. This also includes out-of-town relatives or friends wanting to spend the day with a Del Rio student.**
- 5. State law prohibits the possession or use of any tobacco products on the school grounds.**

## **CHECKOUT OR WITHDRAWAL OF STUDENTS**

- 1. If parents wish to check out their student prior to the normal dismissal time, they must report to the office and sign a release of the student. Parents are not allowed to pick children up directly from the classroom. No child will be released from school without proper notification from office staff. Please be prepared to show ID for safety reasons.**
- 2. Parents should report to the office and sign a form if planning to withdraw their student from Del Rio Elementary. All outstanding fees and fines must be paid and school property returned prior to transfer of records to the new school.**

## **BEFORE AND AFTER SCHOOL PROCEDURES**

To insure that your child is adequately supervised, students who are transported by parents, ride their bikes or walk to school should not arrive at school before 7:00 am. There is no supervision on the school grounds prior to the arrival of staff members.

Students riding the school bus should be reminded that crossing the highway is extremely dangerous. Students arriving after 7:20 am will go directly to classes and breakfast will be served at the start of school.

Monday through Thursday all students must leave at 3 pm unless they are involved in after-school programs. We have no provisions to supervise students who need to wait for brothers and sisters that are participating in after-school activities. Please do not ask teachers to watch students after school as they have other responsibilities. There is an after-school daycare program called CASA (Chino After School Advantage) available for a reasonable fee. It is here on campus and may be utilized after a registration process is completed. CASA will not take students on a drop-in basis.

## **SCHOOL NURSE - MEDICAL PROCEDURES - EMERGENCY INFORMATION**

Our Del Rio School Health Office is open each school day from 7:15am to 4:00pm.

We have a health aide on duty and share our school nurse with other schools. **The nurse or health aide will make decisions whether students should be sent or taken home in case of illness or injury.** They will also determine if a medical or dental referral is indicated.

Except in true emergencies, students are required to get a pass from their teacher or aide before visiting the health office. An emergency form is used in the event the parent needs to be contacted. It is important that we have complete and current contact information. Please update your child's information each time your situation changes. State law requires this information to be completed on each child each school year. Please make sure to note all medical conditions and allergies for the nurse's information, this is vital.

**No student may transport or carry prescription, over the counter, or other medicinal-like substances on school grounds, the school bus or during school sponsored activities.** Student violation of this policy may result in the confiscation of the medication and additional disciplinary action. Only the nurse or superintendent may authorize any exception at the request of the parent and the physician. **An adult may deliver medication to the health office in the ORIGINAL CONTAINER WITH THE ORIGINAL LABEL ATTACHED.** This label must include dispensing instructions. This is true whether the medication is a prescription or over-the-counter medication including cough drops. We cannot administer herbal or homeopathic substances at school. Screenings are also a routine part of a Del Rio Health Program. Screenings may include weight, height, vision, hearing, dental, blood pressure and scoliosis. If you do not want your child included in any part of our screening program, you must notify the nurse in writing each year and state in which screening(s) your student may not participate.

## **PARTNERS FOR HEALTHY STUDENTS**

This is a free health service which is available to the students of Del Rio, Territorial, and Heritage who are uninsured or underinsured. This program is provided through Yavapai Regional Medical Center and is delivered by a Pediatric Nurse Practitioner who is able to diagnose and treat many childhood illnesses as well as provide well-child exams. Participation is voluntary and parental consent and attendance is required. Please contact your school nurse for more information or call 771-5662, Partners for Healthy Students.

## **CAFETERIA**

The school cafeteria serves hot lunch, sack lunch, salad bar and breakfast daily. School lunches for grades 1-4 are available at a reasonable cost. Breakfast is provided free to all students. If your child prefers to bring his/her lunch from home, milk in a half pint or bottles of water are also available.

Lunches may be purchased daily or prepaid in any increment you prefer. Cash or a check for the cafeteria should be given immediately given to their classroom teacher or the office. You can also fund your child's lunch account through the district website at [www.chinovalleyschools.com](http://www.chinovalleyschools.com). A maximum of three lunch charges are permitted before a basic no-choice meal is provided.

All students are required to remain in the cafeteria for at least 15 minutes to ensure that they have time to eat their full meal. Please don't include soda pop and candy in their lunch or send as an additional item. We are encouraging healthy eating at school.

If you have a student with allergies, you must submit a note from your doctor stating this, so that we may substitute the item of concern, i.e. milk, dairy products, etc. State law requires that all requests for substitutions be kept on file in the Food Service office.

\*If a check is used for payment of lunch or milk and it is returned, the student's privilege to charge will be stopped until restitution is made.

## **LIBRARY**

Your child will be, or is already, checking out books from the library. Before he/she brings a library book home, we would like you to know the responsibilities involved. **UNLESS WE HEAR FROM YOU**, we will assume that your child has your permission to bring their library books home; therefore, if you do not wish your child to bring his/her books home, please send a note to our librarian, by way of your child's teacher.

1. Library books are checked out for a period of one week and are due back at that time. They may be renewed.
2. The student is responsible for the book until it is actually checked in by the library staff. A book should not be checked out for a friend or loaned to a friend unless the child is willing to take responsibility for anything the friend does to the book.
3. Any library book which is damaged beyond repair or lost is to be replaced either in-kind or with a book of equal content and quality. If this is not possible, it will be necessary to charge for the book.
4. Report cards are withheld from all students until they return, replace or pay for lost or damaged books.

## LOST AND FOUND

All misplaced articles are placed in our Lost and Found. This is between the gym and the library lobby. Negligence is the usual cause for lost articles. Your child's personal belongings should be marked for easy identification. Unclaimed articles are periodically donated to charity.

## PARKING LOT RULES

1. Drivers should **NEVER** get out of their vehicle when in the drop-off/pick-up lane and should always pull forward when possible.
2. **NO** vehicle should park in the thru-traffic lane. Drivers behind you expect the line to keep moving. Please park in a regular parking spot if you need to leave your vehicle for any reason.
3. Students will **NOT** be allowed to walk through the drop-off lane unless an adult accompanies them, due to safety concerns.
4. Anyone driving or parking on school property in an unsafe manner or behaving in a manner not acceptable at a public institution will be referred to the Chino Valley Police Department.

## FIELD TRIPS/ACTIVITY FEES

Parents must sign a permission slip for each activity students attend off campus. Teachers may invite parents to attend field trips if chaperones are needed and if there is room; however, younger brothers and sisters will not be permitted to ride the school bus or attend field trips. **Students are expected to be part of their class and ride the bus to and from a field trip. Parents are not permitted to sign students out while attending field trips. Any exceptions to these field trip rules must be made in writing and approved by the principal at least one day before the trip.** Students who do not have a signed permission form or their parents prefer they do not attend the field trip, will be assigned to another teacher's classroom for the day.

There is a \$5 activity fee assessed to each student for all activities and field trips for the 2015/16 academic school year. This fee is tax credit eligible. The district may waive all or part of this activity fee if it creates an economic hardship for the student.

## TRANSPORTATION

The primary function of any school district transportation system is to transport pupils in a safe and timely manner. The driver is obligated to provide as safe a ride as possible. Student passengers are obligated to provide cooperative behavior so a safe bus ride can be assured.

**Bus riding is a PRIVILEGE.** It is the responsibility of each student to behave in a manner that allows safe school bus operation. In order to maintain a safe environment on the busses for all students, misbehavior will not be tolerated. Discipline will range from a warning from the Director of Transportation to suspension of bus riding privileges, depending on the severity and frequency of the student's discipline referrals.

### **BUS RULES**

1. Follow driver's directions first time given
2. Stay in your seat, keep aisle clear at all time
3. Keep hands, feet, books and objects to yourselves
4. No swearing, foul language or rude gestures
5. No eating, drinking, smoking or chewing
6. Use appropriate behavior at the bus stop

## Transportation - Per Arizona Minimum Standards (State Law)

1. Animals, insects or reptiles shall not be transported in a school bus.
2. Glass items shall not be transported in a school bus.
3. Weapons of any sort, explosives, fireworks, smoke or stink bombs, drugs or drug paraphernalia, tobacco, alcohol, or any other dangerous object shall not be transported, I.e. balls, skateboards, boom boxes, radios, etc.
4. School bus drivers shall not permit students to place any part of their bodies out of the bus windows.

Parents are reminded that students need to be at their bus stop approximately five minutes before their bus is due to arrive. Many discipline problems develop when children are at their bus stops too early.

**Your child will always be transported to the area designated on their transportation form unless we receive written notification prior to dismissal time. We are sorry that notification cannot be accepted over the phone.** The office staff often times has no way to verify the caller or the request; and in order to insure the efficient operation of our school and the safety of your child, these steps have become necessary.

## ANIMALS ON SCHOOL GROUNDS

Do not send animals or pets to school unless you have written permission from the teacher which has been cleared with the principal. **Pets cannot be transported on the school bus if a student desires to share his/her pet with classmates.**

## SCHOOL INSURANCE

School insurance is available for purchase and we recommend that all parents purchase this low cost benefit if they do not have other coverage. Information is available by contacting the school health office.

## GUM CHEWING

Gum chewing is not allowed during school or on the bus.

## FIRE & EMERGENCY DRILLS

Emergency drills will be conducted at least once a month. Students will leave their rooms quickly and in an orderly manner following the directions of their teachers. Maps showing emergency evacuation exits are posted in each classroom and in other conspicuous places.

## SEXUAL HARASSMENT

Any inappropriate incident between two students that is sexual in nature will not be tolerated and students will be subject to appropriate disciplinary actions. Parents of all children involved will be notified either by phone or in writing. Inappropriate actions include intentional improper touching, sexual drawings or pictures, verbal harassment, and gestures or any other actions that are deemed sexual in nature. Please contact the principal if you feel your child is being harassed.

## DEL RIO BULLYING POLICY

Bullying is not tolerated at Del Rio Elementary.

Bullying is defined as the repeated abuse of power intended to harm or humiliate another person.

The key elements of bullying are:

- intentional** (on purpose to cause harm)
- imbalance of power** (one person or group utilizing power over another), and
- repeated over time**.

In order to provide a safe learning environment, our school is proactive in prevention, awareness, and interventions regarding bullying. Reporting by students and parents/guardians can be confidential, and there is a process of documentation, investigation, and disciplinary procedures for verified incidences of harassment, intimidation, and bullying.

## PROPERTY DAMAGE/PHYSICAL DAMAGE

Willful destruction of school property or the property of another student will result in school disciplinary action and possible legal action for restitution. Physical assault of another student will not be tolerated. Charges for physical assault could be filed by the victim's parents or the school with the local police department.

## ORDERLY CONDUCT

Students are expected to obey all rules set forth in the classroom and school and behave in a manner that is polite and respectful. Conduct or speech which violates commonly accepted standards of the school district will not be permitted at school or at any school related activities. Swearing, obscene comments and gestures, or rude and defiant comments are considered inappropriate forms of communication for both adults and students.

## PERSONAL PROPERTY

Electronic equipment such as iPods, cameras, CD players, electronic games or toys, and other personal property will not be allowed on campus during school hours. Other items determined to be unsafe or disruptive to the educational process will also not be permitted at school. Such items will be taken from the student and only returned to the parents or guardians. This rule will be enforced in order to prevent theft and damage to this type of property. Some students have cell phones given by parents for before/after school and safety reasons. However, during school hours phones must be turned **off** and not used for calls, texts, photos, or other uses. Phones that are seen or heard will be taken and returned only to parents. **In addition, students are not permitted to ride bicycles on campus.** The administration has the right to search or seize any student property if there is reason to believe that the health and safety or welfare of the students is in question.

## POSSESSION OF WEAPONS, DRUGS, TOBACCO OR ALCOHOL

Substance Abuse Use and/or Possession Policy Explanations (Drugs, Tobacco, Alcohol, and Weapons)

- A. This means the use/abuse of any mood altering substance including any alcoholic beverage, drug, or other toxic substance, or any medication not taken according to prescribed instructions, or any substance used for sniffing purposes, or any related paraphernalia.
- B. Any student selling a drug or mood altering substance will be subject to a recommended board expulsion and automatic referral to the police department.
- C. Our school campus is a smoke-free/drug-free/alcohol-free/weapon-free zone. The public, staff, and students are expected to follow these rules.
- D. Due Process: All students will be allowed Due Process as defined in Chino Valley School District's Manual, Policy JGE-JGD-R.
- E. **All major disciplinary action involving students is subject to any changes in Chino Valley School District policy.**

## **NOTIFICATION OF RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students over 18 years of age certain rights with respect to the student's education records.

If you have questions concerning the disclosure of student records, you may contact the school (636-4414) or file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints are to be filed with: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605. The federal No Child Left Behind Law (NCBL) requires that all teachers be highly qualified. Upon parent request, the school will provide information regarding the professional qualifications of your child's teachers, which will include their state qualifications and educational degrees.

## **REHABILITATION ACT (SECTION 504)**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities includes activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); 2) has a record of such impairment; or, 3) is regarded as having such an impairment.

## **HOMELESS ASSISTANCE ACT**

Students considered homeless may be able to receive some assistance, as part of the McKinney-Vento Assistance Act under "No Child Left Behind" legislation. The term 'homeless' refers to individuals who do not have a permanent home address of their own. This would include students living in a campground, vehicle, motel, emergency shelter, or awaiting foster care. This also includes students whose families have doubled up with another family or students/families that are living with relatives. If a family with students is facing one of these living situations, consider letting us know. We have a district liaison who can offer some assistance and information to help. Contact Mr. Antonio Fernandez, at 636-4464.

## **TEXTBOOKS**

Every student is responsible for textbooks which will be issued by the classroom teacher. Students are responsible for the textbooks from the time they are received until they are returned to the teacher at the end of the school year. Textbooks should not be loaned to a friend unless the child is willing to take responsibility for anything the friend does to the book. Damage to the books beyond reasonable wear and all lost books will be reported to the office and will need to be paid for prior to receiving a final report card for the year.

## **REPORT CARDS**

Report cards are issued four times a year on the last day of each nine-week grading period by the classroom teachers in grades 1-4. Grades 1-4 will have scheduled parent conferences during the first grading period (scheduled for October 20, 21 & 22) and other conferences are scheduled as needed throughout the year.



An additional conference at the end of the third grading period may be necessary for those students who are experiencing academic difficulties.

Report cards will be issued on the following dates:

Oct 1	1 <sup>st</sup> nine weeks
Dec 17	2 <sup>nd</sup> nine weeks
Mar 3	3 <sup>rd</sup> nine weeks
May 24	End of the school year

### **PROMOTIONAL REQUIREMENTS**

The teacher(s) must base their recommendation for grade promotion on a student achieving at least 2 of the 3 following criteria:

1. Successful mastery (70% or better) of curricular objectives as demonstrated by test scores, class assignments, projects, etc.
2. All skills on the state and district standards lists for the assigned grade level were demonstrated at an acceptable level as measured by district adopted assessments.
3. Attendance met the minimum standard of no more than 20 absences.

### **HONOR ROLL**

All 4<sup>th</sup> grade students are eligible for the Honor Roll. Students who earn 22-23 points (A=4pts; B=3pts; C=2pts) in the six designated subjects will be placed on the Honor Roll for that grading period. Students who earn 24 points will be placed on the Principal's List. Students receiving any D or F on their report cards (in any area) will not qualify for the Honor Roll.

### **HOMEWORK**

The purposes of homework are to improve the learning processes, and aid in the mastery of skills. This is a learning activity which should increase in amount and complexity with the maturity of the pupil. The exact amount and frequency may vary, depending on the grade and subject. A normal expectation is 20 to 40 minutes, four days per week.

### **MAKE-UP WORK**

When students are absent from school they will be given one day for each day missed to make up work. If parents wish to pick up work from school during an absence, please call the school before 9:00 am so we may give the teacher time to get work together. Parents may then pick up the work at the school office after school. The office is open M-Th until 5pm.

### **STUDENT RECOGNITION**

Student achievements, good deeds and accomplishments are important at Del Rio, recognized through many school wide programs and classroom incentives. As part of our Character Counts program, students can be recognized with good deed merits or selected as a "Student of Character" for exemplary behavior in the six character pillars of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Other student recognition programs include achievements in reading (Million Word Challenge, top point earners in Accelerated Reader), quarterly Honor Roll and Principal's List for 4<sup>th</sup> grade students, yearbook staff, and various contests and challenges during the year.

## PLAYGROUND RULES

- Respect the rights and property of others
- Follow the directions of the playground supervisors
- Use all playground equipment safely
- No fighting, which includes no “play fighting”
- No name calling, profanity or other offensive language
- No food, gum, drinks, or candy on the playground. Snacks must be eaten in the snack area.
- Students must wear shoes at all times. High heels, floppy shoes or sandals, flip-flops and “heelie” skate shoes are not permitted at school for safety reasons.
- Sport balls from home are permitted providing they do not cause a distraction or arguments over sharing.
- Soccer nets and goals are not to be hung on in any way
- Do not slide on your belly, feet or knees on the slides. No student is allowed to jump off of the top of the slide.
- Hanging from monkey bars is okay only if both hands are on the bars
- Do not wrestle or roughhouse (grab, kick, shove, push, trip, etc.) on the playground. Contact games/sports are not permitted. ‘Play fighting’ is not allowed because it often turns into fighting.
- Tag games are permitted with appropriate behavior
- Never throw sand, rocks, dirt or snowballs. No kicking rocks. “What’s on the ground, stays on the ground,” (except for Lost and Found items and sports equipment).
- No kicking or throwing playground balls to hurt people
- Stand quietly in line immediately after the teacher or aide has blown the whistle. Keep hands and feet to yourself while you wait in line.
- Get a pass from the playground aide or teacher before you attempt to enter any buildings, such as the classroom or to see the nurse.

## CAFETERIA RULES

- Teachers will accompany their classes to the lunch line. Students will stand in line in alphabetical order and abide by the same rules as for lining up outside.
- Stay in your seat and talk quietly with your friends while eating.
- Be considerate of others. Always use good manners.
- Students need permission before leaving the cafeteria
- Do not play in the lunchroom
- Clean up after yourself
- Do not bring toys into the lunchroom
- Always WALK in the cafeteria - running is not allowed
- Never throw food, utensils or trash or sweep them from the table onto the floor
- No spitting inside or out
- Leave the cafeteria by the assigned door and walk straight to the playground. The walkway to the playground is to be considered a Quiet Zone. **Remember** classes are in session and students need to be as quiet as possible.

**Del Rio Elementary School  
Title 1 Program**

Dear Parent or Guardian:

Del Rio Elementary School receives federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with answers to the following questions as soon as possible:

1. Has your child's teacher met state licensing requirements for the grade level and subject in which the teacher is providing instruction?
2. What are the college degree majors and the fields of discipline for any graduate degrees or certificates the teacher holds?

You also have the right to request information regarding the professional qualifications of the paraprofessional(s) assisting your child's teacher(s). If you request this information, the district or school will provide you with answers to the following questions as soon as possible.

1. Is your child is receiving Title I, Part A services from a paraprofessional? If yes,
2. Has she/he completed at least two years of study at an institution of higher education?
3. Has she/he completed an associate's (or higher) degree?
4. Has she/he passed an approved assessment to meet our state's certification procedure for determining the quality of paraprofessional staff?
5. Does she/he have the (a) knowledge of, and ability to assist in instructing, reading, writing, and mathematics or (b) knowledge of, and the ability to assist in learning activities such as homework, reading readiness, writing, mathematics, and other support as appropriate?

If you would like to request this information, please contact Del Rio Elementary School by phone at (928) 636-4414.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, you will be notified by the school of this information.

Should you have any other questions regarding your child's education, please don't hesitate to call me at the number below.

Sincerely,  
Susan Clark  
Principal, Del Rio Elementary School  
(928) 636-4414

## Del Rio Elementary School Parent-Involvement Plan

Del Rio Elementary School believes that a partnership must exist between our parents and our school. We are committed to working together to provide the best education for your children. We promote positive communication between the school and our students' homes. The school provides a variety of opportunities for parents to be involved in activities supporting our school. We believe teachers have a responsibility to provide the needed framework for parents to nurture their child's formal instruction at home. We will provide materials that can successfully be used at home to reinforce the academic success of children. It is our goal to provide an atmosphere where parents are able to express their views and to assist in problem solving. We want all parents to understand that we view them as joint policy and decision makers and plan to emphasize their roles as advocates.

Please review our current Parent Involvement Plan. We encourage and need your input in making our school the best it can be. Thank you for staying involved in your child's education. We look forward to a successful year. If you have any questions, please call our school at (928) 636-4414. The Del Rio Elementary School Parent Involvement Plan provides an understanding of the joint responsibility of the school and parents/guardians for improving student academic achievement and school performance. The school provides opportunities for parent/guardian involvement by:

- Convening an annual meeting, at a convenient time, to which all parents/guardians of participating children are invited and encouraged to attend, to inform parents/guardians of their school's participation under Title I and to explain the requirements of Title I, and the right of the parents/guardians to be involved. The school principal and directly involved staff shall:
  - Invite all parents/guardians of participating children to the annual meeting at school.
  - Explain the rights of parents/guardians to be involved in establishing this plan.
  - Introduce and involve the school representatives on the school's Site Committee.
  - Provide an overview of Title I, including the parents/guardians right to know about the program, program eligibility requirements, how the program works, and measurements for program effectiveness, and give parents/guardians an opportunity to express questions and concerns.
  - Indicate the mechanisms by which the Site Committee work will be communicated.
  - Seek the involvement and input of parents/guardians.
  - Provide child care so that all parents/guardians who would otherwise be unable to attend may attend.
- Offering a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. The school principal and directly involved staff shall:
  - Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance.
  - Engage school-based parent organizations to assist with communication and implementation needs.

- Develop and use outreach programs to involve community groups and organizations.
- Involving parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of the school parental involvement plan. The school principal and directly involved staff shall:
  - Identify and establish a process by which an adequate representation of parents/guardians of participating children can occur.
  - Establish a schedule for the school-based Site Committee to plan, review, and recommend improvements to the school's parent involvement plan.
  - Provide parents/guardians of participating children timely information about programs.
  - Communicate updates through the use of school newsletters, the District web site, e-mail and telephone contact, and home visits if needed.

The school principal and directly involved staff will provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. The school principal and directly involved staff shall:

- Provide parents/guardians, upon request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.
- Develop a feedback loop for parents/guardians to ask questions and receive follow-up.

### **Shared Responsibilities for High Student Academic Achievement**

The school is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the state's student academic achievement standards.

Each parent/guardian is responsible for supporting their children's learning, by:

- Monitoring attendance, homework, and television viewing.
- Insuring that their child has had adequate sleep, breakfast and is dressed appropriately for school.
- Seeing that their child arrives to school on time and attends regularly.
- Having a designated time/place/method for checking their child's papers and homework daily.
- Maintaining communication with their child's teacher(s).
- Notifying the school of any changes in contact information.
- Supporting the school in its efforts to maintain discipline and a safe learning environment.
- Making sure their child is present for state required tests.
- Volunteering in their child's classroom and participating, as appropriate, in decisions relating to their children's education and extracurricular activities.

Each student is responsible for supporting their own learning, by:

- Working to their ability; therefore striving to do the following:
  - Missing as few days of school as possible and arriving at school on time each day.
  - Wearing clothes that are appropriate for school and the weather.
  - Coming to school each day with backpack/binder, books, parent/teacher notes, and other necessary tools for learning.
  - Completing and returning homework assignments.
  - Showing respect for self, school, and others by following Del Rio School rules.

Each teacher is responsible for supporting each child's learning, by:

- Providing specific skill instruction as well as the opportunity to practice skills at the appropriate level.
- Providing instruction 4 times a week, 30-45 minutes per day.
- Monitoring each student's progress on a regular basis using the DIBELS assessments, as well as other means, and exit students who have shown sufficient improvement.
- Sending home a Title I Progress Report at the end of every quarter.
- Being available to meet with each parent during fall conference time, and any other times a parent desires to discuss their child's progress.
- Collaborate with student's classroom teacher.
- Contact parents as needed to insure student success.
- Provide high quality curriculum and instruction based on state standards.

Communication between teachers and parents/guardians occurs on an ongoing basis through:

- Parent-teacher conferences, at least annually, during which the plan shall be discussed as the plan relates to the individual child's achievements.
- Frequent reports to parents/guardians on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

### **Building Capacity for Involvement**

To ensure effective involvement of parents/guardians and to support this partnership, Del Rio Elementary School shall:

- Provide assistance to parents/guardians of children served in understanding the state's academic content standards and state student academic achievement standards, state and local assessments, monitoring a child's progress, and work with educators to improve the achievement of their children.
- Provide materials and training (such as literacy, technology, et cetera) to help parents/guardians work with their children.
- Educate teachers and other staff in the value and benefit of contributions of parents/guardians and how to effectively communicate with and work with parents/guardians as equal partners.

- Implement and coordinate parent/guardian programs that will build ties between them.
- Coordinate and integrate parent involvement programs and activities with Head Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program and public preschool and other programs and conduct other activities, such as parent/guardian resource centers that encourage and support parents/guardians in more fully participating in the education of their children.
- Ensure that information is sent to the parents/guardians of participating children in a language that parents/guardians can understand.
- Involve parents/guardians in the development of training for teachers, school principals, and other educators to improve the effectiveness of such training.
- Provide necessary literacy training from funds received under this part if the District has exhausted all other reasonably available sources of funding for such training.
- Provide training for parents/guardians to enhance the involvement of other parents/guardians.
- Use outreach programs to involve community groups and organizations.
- Arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators, in order to maximize parental involvement and participation.
- Adopt and implement model approaches to improving parental involvement.
- Establish a school level parent advisory site council to provide advice on all matters related to parental involvement in supported programs.
- Encourage appropriate roles for community-based organizations and businesses in parent/guardian involvement activities.
- Provide such other reasonable support for parental involvement activities under this section as parents/guardians may request.

In carrying out the parental involvement requirements of this plan, the school, to the extent practicable, will provide full opportunities for the participation of parents/guardians with limited English proficiency or disabilities, including providing information and school reports in a language such parents/guardians understand.

