

Rice Elementary School San Carlos Unified School District School Year 2018-2019



LIL' BRAVE WAY

The 3 B's:
Be Safe
Be Respectful
Be Responsible

Vision Statement

We exist to educate and empower students to become culturally responsible, global Nn'ee

Mission Statement

We will become an effective student focused learning community graduating culturally responsive citizens

Dear Rice Elementary Parents and Community,

As Principal of Rice Elementary School, it is my pleasure to welcome everyone back for another great year at Rice Elementary School. We are all very excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. It is our mission to help every child feel welcomed, connected and a part of our Rice Elementary family. We strive to challenge each student to grow in their academic abilities and to be college and career ready using AVID strategies this new 2018-19 school year.

At Rice Elementary, we have great teachers who spend hours planning and creating classroom activities to engage our students in their learning. Our teachers utilize research-based best practices and analyze academic data to determine current skill levels and to set goals for growth and improvement. We believe that all Rice Elementary students should be prepared for the demands of secondary education, college education, meaningful careers and effective citizenship.

Parental involvement is so important for the success of a child. Throughout the year you will have opportunities to meet with your child's teacher, review academic achievements, and participate in special events at Rice Elementary. It is our sincere wish that you take advantage of every opportunity of your child's education as we work in partnership with you.

In addition, we would ask you to consider being a part of our Parent Teacher Organization. The PTO sponsors several activities during the year and welcomes your input and support. Communication is important so please check out our website for important announcements concerning school events.

I am honored to serve as the Principal of Rice Elementary School. It is truly a privilege to be a part of a community where parents, teachers and students care for each other and strive to build positive relationships that support your child's academic and social growth.

Once again, welcome back and let's make this 2018-19 school year a great year for our students together!

Sincerely,

A handwritten signature in black ink that reads "Ivan Tsosie". The signature is written in a cursive style with a long, sweeping underline.

Ivan Tsosie

Principal

Rice Elementary School

SCHOOL HOURS



Our school day begins at 8:15 am and concludes at 2:45 pm

Breakfast Served- 7:45 a.m-8:10 am

***Early Release Day is every Friday of the week at 1:00 pm.**

OFFICE HOURS

Monday – Friday 7:30-4:00

STAFF AVAILABILITY

We believe that establishing and maintaining good communication between home and school is a priority. The hour immediately preceding and following the school day are the best times to reach the teachers by phone when questions and concerns arise. If you wish to schedule a conference with your child’s teacher or ask for the teacher to call you, please call the main office at (475-2315) and leave a message for the teacher to return your call.

Adult supervision will be provided beginning at 7:30 a.m. Students should not be on school grounds prior to that time.

Attendance

Commonly Asked Questions

Why is it important that my child regularly attends school?

To realize academic success, a child must regularly attend school. Because much of the value of education comes from active participation in the classroom, a student should only be absent from school when absolutely necessary. Otherwise, students may miss out on activities and assignments that cannot be made up. Attendance has such a significant impact on a student's academic performance, there is an Arizona State and San Carlos Apache Tribal law in place that requires children to attend school between the ages of 6 to 16.

How should I notify the school of my child's absence?

Parents and legal guardians should call the main office on the day of a student's absence, within one hour of the school's start time. Parents can also send a note to excuse their child's absence.

How do I pick up my child during school hours?

If you are listed on the enrollment and/or student release form, you may pick up your child by coming to the main office, showing a valid picture ID, and signing out the student before you leave. If you are the legal guardian or parent, but want someone else to pick up your child for an educational activity, you must provide prior written approval.

Attendance Definitions

Tardy– When a student is up to thirty (30) minutes late after the scheduled start of school day. Student must sign in at the main office and receive a pass.

Partial Day Attendance –When a student arrives to school late or leaves school early. This behavior disrupts learning in the classroom for both the absent student and his or her classmates, partial day attendance adds to the total number of full days absent on a student's attendance record.

Excused Absence –When a student is absent from school due to illness, death in the family, religious observance and other exceptional circumstances. For an absence to be excused, parents and legal guardians must call into school on the day of the absence.

Unexcused Absence –When a student is absent from school, but a parent or legal guardian does not contact the school within 24 hours of the start of the absence.

Truancy –When a student is absent from school without the prior knowledge and consent of the parent or guardian. An unexcused absence is considered a truant day.

Habitually Truant – When a student has five (5) or more unexcused absences from school, or is absent more than ten percent of the required school days per year, whether the absence is excused or unexcused.

Attendance Discipline for Excessive Unexcused/Excused Absences SCUSD partners with the San Carlos Police Department to implement a truancy referral. The parent/guardian can face the filing of a Criminal Truancy Neglect Action from the tribal court.

Bus Safety

Riding the bus is a privilege, not a right. Disciplinary action can result in short or long-term suspension of bus privileges. It is extremely important your child follows the bus expectations.

All bus changes must be made in writing, email or fax and handed in to the main office. Phone calls will not be accepted. Phone calls are a security issue and we want to ensure the safety of your child.



Cell Phones

Cell phones are not allowed to be used during the school day. Confiscated cell phones will be held in the main office.



- 1st offense-Taken away and returned at the end of day with phone call home.**
- 2nd offense-Taken away, phone call home and returned to parent at end of day.**
- 3rd offense-Taken away, phone call home and parent meeting with principal.**

Academic Excellence

We are committed to clear communication with students and parents regarding the progress of our students toward meeting the Arizona State Standards. Our curriculum is aligned to these standards and therefore ensures students receive appropriate lessons to meet grade level expectations. This year we will be implementing the Arizona College and Career Ready Standards in addition to the SCUSD Safety Net Standards. Information will be provided to parents throughout the many activities this school year. Pamphlets detailing the standards by grade level are located in our main office.

REPORTS

Benchmark Assessments- Each quarter your child will take a benchmark assessment. This assessment will provide detailed data on their progress towards meeting the Arizona State Standards. This data will supply key information for interventions and enrichment.

Progress Reports will be sent home every 4-5 weeks to ensure that parents have a clear understanding of how their child is progressing at home. If you receive a progress report and would like to meet with your child's teacher please call the main office to schedule an appointment.

Report Cards will be issued four times per year at the end of the academic quarter. They will be mailed the Friday following the end of the quarter. The grading scale of the report card is as follows:

A = 90-100%

C = 70-79%

F = 0-59%

B = 80-89%

D = 60-69%

HEALTH SERVICES

With the exception of emergencies, all students must obtain a pass to visit the school nurse. In the event that your child should see the school nurse during the day, the child will be provided a form to take home for the parent/guardian. It is important that you ensure the information on the enrollment form is accurate and current. Inform the school nurse as soon as possible if your child's health status changes.

If a student must take medication at school, the following requirements must be met.

- **Prescription medications:**
 - ✓ Must be brought in by an adult.
 - ✓ Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, the prescription date, and in the original container.
 - ✓ Consent to Administer Medication school form dated and signed by the parent/guardian, must accompany the medication, giving the child's name, dose amounts, specific dosage times, and other instructions if necessary.
 - ✓ No more than one week of medication may be sent at a time.
 - ✓ Medications will be given by school personnel. (SCUSD © JCLD)

- **Non-prescription medicines:**
 - ✓ Must be in original container.
 - ✓ Must be clearly identified as to the name and type of medication and dosage instructions.
 - ✓ A Consent to Administer Medication school form note signed and dated by the parent giving the child's name, medication name, date, instructions, specific dosage times and other necessary instructions must accompany the medication. (SCUSD © JCLD)

Sample: Please give "child's name" one teaspoon (teaspoon provided) of "brand name" cough medicine at 10:00 am and 2:00 pm. (Parent's signature) (Date)
(SCUSD © JCLD)

EMERGENCIES

If a student becomes injured or ill during the school day or while attending a school sponsored activity, it is the responsibility of any staff member present to render assistance and to summon the school nurse. Upon arrival, the school nurse will direct all further first aid instructions.

First aid procedures shall be based on the following fundamental concepts:

- The school is responsible for the emergency handling of accidents and sudden illness occurring at the school or on school property. The school is not responsible for subsequent treatment.
- At the time of an emergency, the school has the responsibility for
 - Caring for the student
 - Notifying the student's parents or guardian, or if they cannot be reached, Emergency Contact will be utilized.
 - In extreme cases, getting the student under professional care with or without family permission will prevail.

SICK CHILDREN AT SCHOOL

Please do not send sick children to school. If you have taken your sick child to the doctor, and antibiotics were given, they must be on the treatment for at least 24 hours before returning to school. No matter what the illness, they must stay home until they do not have a fever. Children with impetigo, head lice, conjunctivitis (pink eye) or other contagious disease should not come to school until they see a doctor and get treated. The administrator or county health director shall make the decision for exclusion, readmission and/or CPS referral.

IMMUNIZATIONS

For the protection of schools and communities from communicable disease outbreaks, the State of Arizona requires documentation of complete immunizations of students before entering school. Annual review of student health records are mandated by Arizona State law and the parents are required to supply updated immunization records at the beginning of each school year.

PERSONAL PROPERTY

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises.

Rice Elementary School will not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. Therefore, students are encouraged not to bring the following items to school: large amounts of money or any electronic devices such as cell phones, electronic games or any item of great monetary value.

COUNSELING

The focus of the counseling and guidance program at San Carlos USD is on the developmental needs of students.

Personnel involved in counseling will demonstrate respect for the dignity and worth of each individual, and encourage each student to develop individual responsibility and decision-making skills. Personnel involved in counseling coordinate the school guidance program and involve all staff members in designing and implementing plans to meet the following major goals:

- Educational development. Students may participate in planning their education. This may require individualized sessions regarding academic grades.
- Personal/social development. Students will develop appropriate behaviors for a variety of social settings. Students will develop awareness of self and confidence in their own abilities in order to enhance their career options and development. (SCUSD JLD)

WHAT PARENTS SHOULD KNOW ABOUT ARIZONA'S MANDATORY REPORTING LAW

The most important responsibility of every professional educator is protecting the welfare of the students in his/her care. The purpose of Arizona's mandatory reporting law, A.R.S 13-3620 is to ensure the safety of children. Therefore, educators within the San Carlos School District take their duty to report possible situations of child abuse very seriously. All SCSD staff are required to participate in extensive training regarding District policy and Arizona's mandatory reporting law. Below is a brief overview regarding Arizona's mandatory reporting law, which governs personnel of the San Carlos School District.

A.R.S 13-3620 states that "any person who reasonably believes that a minor is or has been the victim of physical injury, abuse,, child abuse a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means...shall immediately report or cause reports to be made of this information" to law enforcement or Child Protective Services. If the suspected abuser does not have

care, custody or control of the minor, the report shall be made to law enforcement only. Recent changes in the law no longer require educators to have visible evidence of abuse. Educators may form a reasonable belief that abuse has occurred based on their own observations, information provided by the student, or information provided by a third party. It is NOT the responsibility of the educator to investigate in order to determine that abuse has occurred; rather, the educator is responsible to make the report to those agencies that have the legal responsibility to investigate and make such a determination. If the educator makes a report regarding possible abuse, it is the responsibility of law enforcement or CPS, not the educator to contact the child's parents about the incident. Additionally, any inquiries about the situation will be referred to law enforcement or CPS. School personnel cannot release written documentation regarding a situation being investigated.

In the event that a report ever needs to be made to authorities regarding possible abuse of your child, please be assured that the FIRST priority of educators is the well-being of your child.

FERPA NOTIFICATION OF PARENT RIGHTS

Commonly Asked Questions

What rights do parents receive from the Family Educational Rights and Privacy Act of 1974 (FERPA)?

Parents have the right to inspect, review and seek correction of a child's educational records. For details regarding specific rights provided by FERPA available online at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

How can I review my child's student record?

Set up a meeting with your school's registrar by contacting the main office. Only parents/guardians who are listed as the legal guardian.

Who can access my child's student record besides the parent?

Only authorized district personnel may review student records. If the student wishes to attend another school, the child's parent or legal guardian must sign a withdrawal form before the information will be released to the student's new school upon receiving a release of records request.

	CLASSROOM	CAFETERIA	RESTROOM	TRANSITION AREAS	PLAYGROUND	BUS
SAFE	<ol style="list-style-type: none"> 1. Keep hands, feet, and objects to yourself 2. Use materials as directed 3. Use appropriate pace when moving 4. Report concerns to an adult 	<ol style="list-style-type: none"> 1. Keep hands, feet, and objects to yourself 2. Stay in your seat and face forward 3. Walk at all times with both hands on trays 4. Report concerns to an adult 	<ol style="list-style-type: none"> 1. Keep hands, feet, and objects to yourself 2. One person in a stall at a time 3. Avoid spilling 4. Report concerns to an adult 	<ol style="list-style-type: none"> 1. Keep hands, feet, and objects to yourself 2. Stay to the right when walking in line 3. Report concerns to an adult 	<ol style="list-style-type: none"> 1. Keep hands, feet, and objects to yourself 2. Dress appropriately for the weather 3. Stay in the playground boundaries 4. Report concern to an adult 	<ol style="list-style-type: none"> 1. Keep hands, feet, and objects to yourself 2. Stay seated and face forward 3. Follow posted bus rules and instructions 4. Report concerns to an adult
RESPECTFUL	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly 2. Follow adult directions 3. Listen when others are speaking 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly 2. Follow adult directions 3. Use appropriate table manners 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly 2. Wait for your turn 3. Use restroom appropriately 4. Respect others' privacy 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly 2. Follow adult directions 3. Walk in a straight line silently 4. Yield to others 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly 2. Follow adult directions 3. Share equipment 4. Be a good sport 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly 2. Follow adult directions 3. Take turns on and off the bus
RESPONSIBLE	<ol style="list-style-type: none"> 1. Clean up after yourself 2. Come prepared, on time, and complete work with your best effort 3. Take pride in your classroom 	<ol style="list-style-type: none"> 1. Clean up after yourself 2. Take only what you can eat or drink 	<ol style="list-style-type: none"> 1. Clean up after yourself 2. Use, flush, wash, and go 3. Use appropriate amount of toilet paper and soap 	<ol style="list-style-type: none"> 1. Clean up after yourself 2. Make hall pass visible and walk directly to/from your destination 3. Appreciate the work of others on display 	<ol style="list-style-type: none"> 1. Play safely 2. Line up quickly when the whistle blows 3. Use equipment properly 4. Treat yourself and others politely and kindly 	<ol style="list-style-type: none"> 1. Clean up after yourself 2. Get directly on and off at your designated stop 3. Report bus changes



School Calendar 2018-2019

July 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July	
4	Independence day
30-31	Professional Learning

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January	
1	New Year's Day
4-Jan	Winter Break
21	Martin Luther King Jr. Day
18-Instructional Days	

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August	
1-3	Professional Learning
6	School Starts
27	Professional Development-No School
19-Instructional Days	

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

February	
18	President's Day
19-Instructional Days	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September	
3	Labor Day
19-Instructional Days	

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March	
8	End of 3rd Quarter
11-15	Spring Break
16-Instructional Days	

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October	
8	Columbus Day
19	End of 1st Quarter
22-Instructional Days	

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April	
19-22	No School
20-Instructional Days	

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November	
12	Veterans Day (observed)
19-23	Thanksgiving Break
16-Instructional Days	

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May	
24	1/2 Day for Students
24	End of 4th Quarter/2nd Semester
27	Memorial Day
18-Instructional Days	
91-Instructional Days Semester 2	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December	
21	1/2 Day for Students
21	End of 2nd Quarter/1st Semester
24-31	Winter Break
15-Instructional Days	

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

June	
	State Standardized Testing
	No School
	First and Last Day of Instruction
	Professional Development
	Early Release Day

0	31						
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91-Instructional Days Semester 1

30							
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