

*Mary A. Otondo*

*Facts for Parents  
2016 - 2017  
Building the Future*



*2251 Otondo Drive  
Yuma, Arizona 85365  
502-8500  
Transportation Department  
502-8840*

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*Dear Parents:*

*We hope you find this parent handbook a useful guide to your child's success throughout the school year. It is just the first of many efforts to communicate with you so you can assist your child as a learner.*

*Parent involvement is invited and encouraged here at Otondo School. We know we have a greater chance for student success if you are informed of school procedures and are actively involved in the education process.*

*If you have questions, concerns or thoughts to share, please do not hesitate to contact us. We welcome your input and involvement.*

*Sincerely,  
Mary A. Otondo Staff*

## **Vision**

Our vision at Otondo Elementary School is to develop a moral teaching community where all students will achieve academic success while becoming citizens of strong positive character.

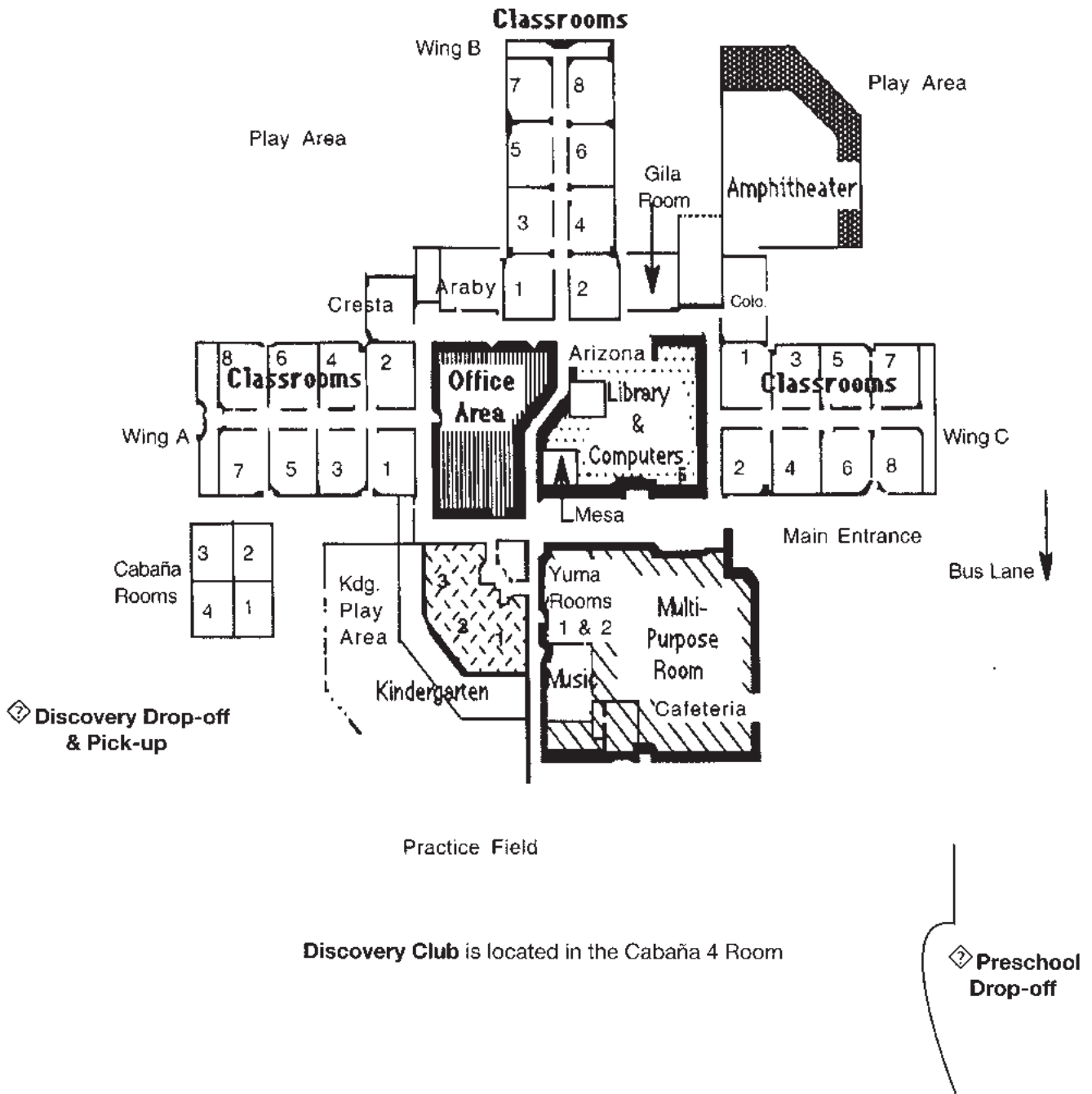
## **Mission**

We are devoted to implementing challenging curriculums and programs which ensure student success.

We are dedicated to creating a climate that encourages student leadership, parental involvement and community partnerships.

We are committed to integrating and modeling character building life skills, lifelong learning and professional development.

# Otondo School Map



## OTONDO STAFF

### Administration

Principal:	Mr. Clayton (8503)	Clerk:	Mrs. Aguirre (8501)
Asst. Principal:	Mr. Neuman (8504)	Nurse:	Mrs. Hoffmyer (8612)
Secretary:	Mrs. Grande (8502)	Nurse Asst:	Mrs. Osborn (8509)

### E.S.S. D.D. K-2

A6 Mrs. Araujo (8570)

### Kindergarten

K1	Mrs. Hinkle (8547)	A1	Mrs. Johnson (8561)
K2	Mrs. Raebel (8546)	A8	Ms. Underhill (8557)
K3	Mrs. Parrish (8545)		

### First Grade

A2	Mrs. Estrada (8554)	A5	Ms. Kloster (8559)
A4	Mrs. Corners (8555)	A7	Ms. Wiles (8558)

### Second Grade

A3	Ms. Evans (8560)	Cresta	Mrs. Jones (8553)
B3	Mrs. Munoz (8528)		
B4	Ms. Gebhart (8533)		

### Third Grade

B1	Mrs. Findley (8529)	B7	Ms. Zandiotis (8526)
B5	Mrs. McClain (8527)	B8	Mrs. Cisneros (8531)
B6	Ms. Davalos (8532)		

### Fourth Grade

C8	Mrs. Melanson (8544)	C6	Mrs. Van Voorst (8543)
C5	Ms. Colegrove (8539)	C7	Mrs. Clayton (8540)

### Fifth Grade

C1	Mrs. Sullins (8537)	C3	Mrs. Corvera (8538)
C2	Ms. Taylor (8541)	C4	Mr. Tillou (8542)

## OTONDO STAFF (Cont'd)

### Special Area Programs

Art Teacher	Mrs. Ellsworth (8536)	Counselor	Mrs. Bickford (8510)
Music Teacher	Mrs. Ortega (8550)	Library	Mrs. Enquist (8522)
PE Teacher	Ms. Lucero (8515)	Military Counselor	Mrs. Packard (8514)
Resource Teacher	Mrs. Faltermeier (8530)	OT COTA	Mrs. Woodard
Psychologist	Mr. Lusk	Coordinator	Mrs. Culver
	Mrs. Lusk		
PT	Mrs. Robyn Nelson		
OT	Mrs. Baum		

### Custodians/Maintenance (8520)

Mr. Higuera	Mr. Ruiz
Mr. Meyer (Groundsman)	Mr. Galvan
Mr. Hernandez	Mrs. Gomez

### Cafeteria (8552)

Ms. Enriguez (Manager)	Miss Zepeda
Mrs. Gray (Baker)	Mrs. Hernandez
Ms. Yates	

### Migrant Preschool - Sidewinder Room

Miss Diaz Anaya (8570)

### Discovery Club (8565)

Mrs. Cantrell	Supervisor
Mrs. Clayton	Assistant
Mrs. Bertussi	Assistant
Mrs. Larsen	Assistant

# Frequently Asked Questions

## **May I go directly to my child's classroom?**

**Q:** May I go directly to the classroom to pick up my child or do I need to check in at the office?

**A:** Please check in at the school office for safety purposes. The clerk will call the classroom and your child will meet you in the office.

## **What if I want to observe or help in the classroom?**

**Q:** Should I call first if I want to visit or help in my child's classroom?

**A:** Please call your child's teacher to make an appointment to insure a beneficial visit. Volunteers need to complete a volunteer packet and return to the office to assist in a classroom. There is a brief waiting period to allow for the volunteer packet to be processed.

## **Do I need to check my child's homework?**

**Q:** Do I need to check my child's homework daily?

**A:** Please check to make sure your child has completed homework and provide signatures as requested by the teacher to insure success. Ask the teacher for guidelines and due dates.

## **What if I do not agree with the teacher?**

**Q:** What should I do if I don't agree with a teacher's decision regarding a situation?

**A:** Arrange for a conference with your child's teacher to discuss the details of the situation. Please call the office to set up an appointment with the school administrator, if you need further assistance.

## **What if the bus skips my child's bus stop?**

**Q:** What should I do first, if my child is not picked up at the bus stop?

**A:** Please notify Transportation at 502-8840 and then call the school office at 502-8500.

## **What if my child is ill and will miss school?**

**Q:** Do I notify the office or the teacher if my child is ill?

**A:** Notify the school office at 502-8500.

## **What is the policy about student valuables?**

**Q:** May I send toys to school with my child?

**A:** Students may not bring expensive jewelry, trading cards or large sums of money to school.

**Cell phones and electronic devices are not permitted without administrative approval.** Each teacher will notify parents regarding guidelines related to other toys and provide written permission to students if there is an exception. Please label coats, sweaters, backpacks, and other student possessions. Misplaced articles are placed in a box in the hallway. **The school is not responsible for lost or stolen items.**

## **What if I have to be to work before 8:45 a.m.?**

**Q:** May I drop my child off before school starts?

**A: No, for safety reasons, children may not be on school premises prior to 8:15 a.m. when supervision of play area begins.** Please consult with Discovery Club to arrange for before school childcare, if an early drop-off is necessary.



# Frequently Asked Questions

## **What about music education?**

**Q:** Is piano or guitar taught in school?

**A:** Students interested in piano or guitar need to seek a private guitar or piano teacher.

**Q:** How often do students receive instruction in music?

**A:** All students receive instruction in music once a week.

**Q:** Is chorus offered?

**A:** Fourth and fifth grade choir is offered before the school day.

## **How many library books may be checked out?**

**Q:** How many books may my child check out each visit to the library?

**A:** Students in Kindergarten and 1st grade may check out 1 book, second through fifth grade students may check out 2 books per each visit to the library.

## **How often do you offer physical education?**

**Q:** How often will my child have PE?

**A:** All students have physical education once a week.

**Q:** Should my child wear special clothes on PE day?

**A:** Your child should wear comfortable school clothes appropriate for outdoor play and tennis shoes.

## **What if I think my child needs special services?**

**Q:** If I believe my child has a learning disability, what should I do?

**A:** First, talk with your child's teacher to discuss your concerns. The teacher will initiate any needed interventions.

## **What if I need to change my child's transportation?**

**Q:** If my child is going to take another route home (Discovery Club, different bus, etc.) should I send a note or call ahead?

**A:** Send a written explanation to the office, include the new address, name of adult contact residing there and phone number.

**Q:** If I have an emergency and can't send a note to change my child's transportation, whom do I call?

**A:** Please call the school office **502-8500** and report emergency transportation changes.

## **What if my address changes?**

**Q:** If I change my address, should I let the office and the teacher know the new phone number and address?

**A:** Yes, the office will also need a new proof of residence.

## **What if my child has a specific health need?**

**Q:** If my child has a special health/medical circumstance, should I inform the teacher, as well as the nurse?

**A:** Yes, and if medications are needed, please give them to the nurse to administer.

# School Arrivals and Departures

## Student Pick-up

Parents may pick up students in the cafeteria or in front of the main school entrance from the teacher. Parents or visitors going to other areas of the school will require an office pass.

## Early Arrival

**To ensure safe supervision, students may arrive no earlier than 8:15 A.M.** Students who arrive early to school will receive a written notice to take home explaining the correct arrival time. If a student arrives early again, Discovery Club personnel will care for the child and the parent will be billed for this service.

## Late Arrival

If a student is late to school, the student must check in at the office to pick up a late pass for entry into the classroom. This will alert the office that the student is present.

## Early Departure

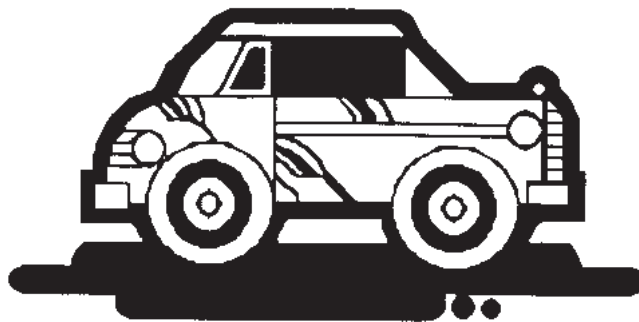
All parents are asked to report to the school office to check children out of school due to doctor appointments, travel and various special occasions. Students must be signed out with the parent's name, time of day and date. Picture identification will be requested from anyone removing children from school early. It is important for parents to contact the office and not the classroom teacher when requesting the release of a student. Office personnel will be responsible for completing the dismissal procedures and requesting the teacher to send the child to the office to meet the parent.

## Late Departure

Students who are not picked up within 10 minutes of departure time will be placed in the Discovery Club to ensure safe supervision. These Services will be billed to parents. Please let the office know if an emergency arises, so we can respond promptly to the needs of your child.

## Students Arriving By Vehicle

Parents/Guardians who park their vehicles, are asked to walk their children from their vehicle through either crosswalk to the sidewalk in front of the school. Parents/Guardians who are dropping their children off in the drop off lane, are asked to pull forward and drop off their children **ONLY** at the north crosswalk. We have personnel at this crosswalk to assist with student safety. Thank you!



# School Communication

## Classroom Visits

The school staff welcomes visits to the school from parents and interested citizens. Our staff appreciates the opportunity to explain and demonstrate the school program. To ensure a more beneficial visit, please call ahead to arrange a classroom visit with your child's teacher.

## Conferences

Conferences may be requested by parent, teacher or administrator. Frequent talks will contribute to mutual information and understanding. Arrangements for meetings may be made by note or telephone for time periods before or after school. Mid-term conferences will be held during the first and third quarter. We encourage all parents to meet with their child's teacher during the school year.

## Prior To Your Classroom Visit

To maintain a safe and secure school campus for our students, we ask all visitors to stop at the school's office as they enter the building. Visitors will need to fill out and sign a form indicating the purpose of their visit, time of arrival and how long they plan to stay. It will be necessary for visitors to show identification. A visitor's badge will be issued. Badges need to be returned to the office prior to leaving the building.

## Birthday Celebrations

Please arrange any celebrations with your child's teacher in advance. Any unplanned celebrations involving cakes, balloons, flowers, etc. can be disruptive to lessons already planned. **No balloons will be allowed on the bus.**

## Steps For Student Success

**School** - Otondo School provides students with an effective, positive and safe learning environment. The school provides a comprehensive curriculum, sets high expectations for student achievement, outlines clear academic and social goals and provides realistic student assessment. Strong school leadership combined with parental and community involvement ensures a positive school climate for students.

**Students** - Students who are involved in the learning processes of the school behave responsibly, attend school regularly, use time wisely, and strive to consistently do their best.

**Parents** - Student success increases as parents become more involved in the school and school-related activities. Parents involved in their child's education communicate learning is important.

**Website** - [www.otondo.yuma.org](http://www.otondo.yuma.org)



# Discipline

## Discipline Statement

An area of major importance at Otondo School is to achieve an orderly school environment where children are managed in a consistent and dignified manner. Clear expectations for student behavior are shared with students and parents. Beginning each new school year or at the time a new student registers, a District Discipline Policies and Procedures Booklet is distributed. This booklet contains important information concerning both district policies and school/classroom rules. Please refer to it whenever you have questions about school expectations in regards to student conduct requirements. Staff members work with parents in helping students develop into responsible, mature individuals. Parent involvement in the process is welcome.

## Care of School Property

Students who fail to demonstrate responsibility for school property add to school costs and create problems for staff and other students. Writing in textbooks, on desks or walls are examples of poor citizenship. Reimbursement for any damage or replacement of school property is the responsibility of the student involved in the inappropriate action. Parents are responsible for repayment and arranging for a reimbursement to the school by their child.

## Schoolwide Rules

1. Respect yourself and other people with your words and actions
2. Model appropriate behavior at all times
3. Accept responsibility for all your actions
4. Follow directions from supervising adults
5. Always do your best

## Consequences to Offenses

Consequences are designed to modify inappropriate behavior and may include community service, loss of privileges and/or restitution. Classroom teachers will work with the student and the parents to resolve behavior issues.

## Severe Behaviors

Some behaviors are viewed as more disruptive and harmful. These behaviors include: 1) Fighting, 2) verbal/physical threats and abuse/intimidation of others and 3) theft or destruction of school/student property.

## Severe Consequences to Offenses

Severe consequences to offenses are addressed according to the District Discipline Policies and Procedures Booklet.

## Important Guidelines

1. The school will not be responsible for any valuables or personal property brought to school. **Cell phones and electronic devices are not permitted without administrative approval.**
2. Students may not be in the school parking lot without adult supervision.
3. Students are not allowed to bring junk food, sodas, gum or candy to school.

## Dress Code

We encourage students to take pride in their attire as it relates to the school setting. Students will dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of themselves and others.

**Shirts and Blouses should** be modest and appropriate for the school setting. Blouses/shirts must be long enough so they could be tucked in and stay in waistbands. Shoulder straps should be at least one inch wide. Excessively revealing clothing is not acceptable. This includes but not limited to short shirts, spaghetti straps, see through blouses, muscle shirts (basketball type jerseys may be worn with a t-shirt underneath).

**Pants/skirts/shorts** must be worn at the waist, with all undergarments covered. Pants will be no larger than the student's normal waist size. All pants will be the appropriate length or cuffed to an appropriate length as not to sweep the floor. All skirts and shorts will be as long as the student's fingertips when their arms are held at their side.

**Clothing or Jewelry**, which contains or implies profanity, obscenity, defamatory language or symbols, ethnic slurs, symbols of drugs, sex or alcohol are unacceptable.

**Clothing** which infers or is associated with gang affiliation is prohibited. Gang-related personalization is not permitted on hats, clothing, backpacks, belt buckles or on one's person. Bandannas and belts hanging from the pant loops are prohibited as well as any simulation of anything representing "colors".

**Shoes** must be worn at all times. Heels higher than one inch are not appropriate for the school setting. Closed toe shoes are recommended. **Flip-flop style shoes are not appropriate footwear for students for safety reasons. No shoes on wheels (Heelies, etc.) are allowed.**

**Caps or hats** are not permitted indoors.

**Jewelry** shall not be worn if it presents a safety hazard to self and/or others. Watch or wallet chains of any style are unacceptable.

Any apparel, which the administration determines to be unacceptable in light of community standards, is prohibited. This includes, but is not limited to, clothing, which offends or disrupts the educational process.



# Transportation and Bus Conduct

## Parent Transportation

Most students attending Otondo School are transported by bus. When parents transport their children to school, they are asked to drop off at the designated drop off zone in the parking lot area. Please pull as far forward as possible in this lane to secure the safety of all children. A staff member will assist in walking the student to the front of our school. The front curb area of the school is for bus parking only. At the end of the day, parents are asked to walk to the dismissal area (see pages 33-34) to pick up their children. No children will be released to walk to the parking area to meet parents. These guidelines help us to provide safe care for children. Thank you for your assistance.

## Bus Transportation

As established by the District Governing Board, Yuma Elementary School District No. 1 provides bus service to assist those students living a mile 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.

## Bus Discipline

The following guidelines have been developed by the Transportation Department. Please direct questions to Transportation at **502-8840**.

Ten basic bus rules the students are asked to follow:

- 1.) Stay seated at all times.
- 2.) Keep your hands and feet to yourself.
- 3.) Keep aisle clear.
- 4.) No throwing objects.
- 5.) No eating or drinking on the bus.
- 6.) No cussing.
- 7.) No loud noise.
- 8.) Do not mark or cut seats.
- 9.) Keep all parts of body inside bus.
- 10.) Bus driver is 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.

## Bikes

Students in 3rd through 5th grades are allowed to ride bikes to school. Bikes are to be stored in the bike rack and secured with a lock purchased by the student. Students also need to wear a safety helmet, which needs to be stored in the classroom until the end of the school day. Please remind your child to walk their bike across all streets and on the sidewalks in front of Castle Dome and Otondo.

# Student Services

## School Nurse / Health AIDE

The school nurse provides emergency care to students and staff as needed, as well as health screening, medication administration and health counseling to students/staff.

Prescription medication is administered to students upon written consent of the parent or guardian. Medication must be in an appropriately labeled container from the pharmacist and carried to the school nurse by the parent/guardian. Students are not allowed to carry their medication with them.

Some over the counter medications are administered at school only after consent has been signed by a parent/guardian. Information can be obtained from the school nurse.

In the event of an emergency situation at school, every attempt will be made to contact the parent/guardian or their designated contact person. 911 will be called if the situation requires emergency medical care. It is the parent/guardian's responsibility to keep the school nurse updated about health conditions of their child and emergency contact numbers.

**Students may not attend school with the following conditions: Fever (temp. over 100 degrees F), vomiting, diarrhea, undiagnosed rash, conjunctivitis (pink eye) and head lice. Students must be free of fever for 24 hours before returning to school.**

## School Insurance

School insurance is available to the students for a small fee. It is especially important for students who are not covered by other insurance plans.

## Nutritional Services

Lunch tickets are sold each morning from 8:15 AM until classes begin.

Breakfast is free to all students and will be served from 8:15 - 8:45 AM.

Students may buy their lunch at a cost of \$1.50 or bring their lunch from home.

Milk or juice may be purchased for .25 cents in the cafeteria for students who bring their lunch.

Water vending machines are also available to our students.

**"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. On behalf of our students' health we thank you."**

All students using the cafeteria are expected to use good manners, help keep the cafeteria clean and show proper courtesy toward fellow students and staff members.



# Parent Involvement

## PTO

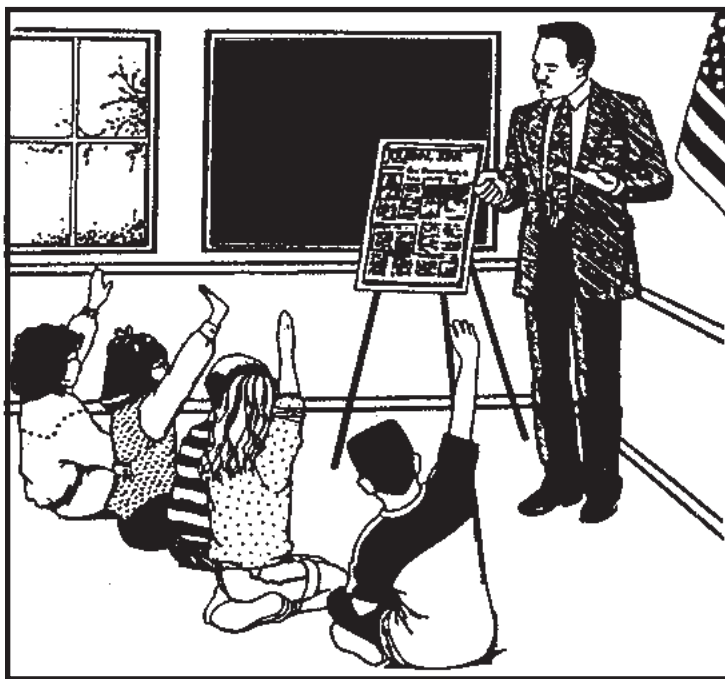
Parent-teacher organizations strengthen communication and develop a partnership between the home and school for the enrichment of educational experiences. The PTO promotes activities that will benefit the educational environment of Otondo School. Monthly Board meetings are scheduled. Please call the school's office for information on times and locations of meetings.

## Volunteers

Otondo School welcomes parents and community members interested in donating time to assist staff and students in achieving academic goals. Assistance is appreciated in a variety of areas. Application packets are available in the office. The application process takes a week and requires two personal references.

## Having Lunch With Students

**All Parents** wishing to have lunch with their child, **must** sign in at the office and obtain a visitors badge before entering the cafeteria. Parents may sit with their child at a table in the center of the cafeteria. Students may not invite other students to eat with them. Food brought from outside the cafeteria may not be shared with students other than your own children. At the end of the lunch period, parents **may not** follow students to the playground. This is for student safety and liability.





## **Welcome to the PTO Page**

We would like to introduce to you the PTO Officers and Committee Chairpersons. They have taken on the lead responsibility to raise awareness about PTO activities. Our goal is to assist the youth, parents and teachers to meet the needs and wants of our school.

### **PTO Officers 2016-2017**

President - Dawn Marie Nimesgern

Vice President - Marina Gist

Secretary - Tiffani Straw

PTO regular scheduled meetings will be held in Otondo's Library on the first Thursday of each month at 6:00 PM. We encourage all parents to participate in our school activities. We look forward to seeing you at the PTO meetings.

Please watch your monthly calendar for upcoming events, fund raisers, points of interest and changes to the meeting dates.

Please remember the on going "Box Top for Education" program.

We will continue to collect Campbell soup labels and Fry's receipts as well.

## Curriculum Information

### Textbooks and Supplies

Textbooks and supplies are supplied at no cost to the students. No charges will be made for normal wear and tear on textbooks and library books returned to the teacher. Charges for seriously damage or lost books need to be paid before the end of the school year.

### Math

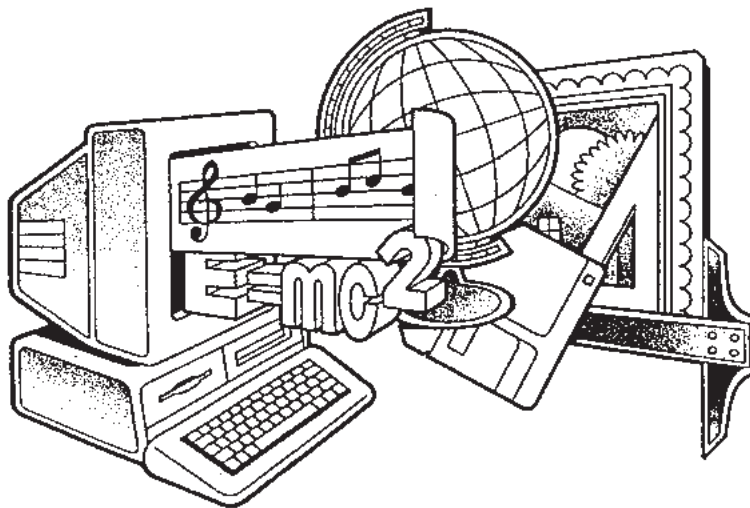
District adopted math textbook, published by Harcourt Brace Company, incorporates many hands-on learning experiences. Teachers also use a variety of support materials to assist students in meeting District and State Standards. We also use Eureka Math and digital learning with Math Seeds in K-2 and S.T. Math in grades 3-5.

### Writing Development

Writing is an important tool for success in school. Otondo students are encouraged to keep journals in school and at home.

### Reading

Our school uses the Trophies reading series published by Harcourt Brace, and digital learning with Imagine Learning and Achieve 3000.



## Curriculum Information

### Music Instruction

Students in grades K-5 receive general music from a certified music specialist. Students learn the basics of music, group singing, playing classroom instruments and different styles of music. The goal of the music curriculum is for students to participate and enjoy music in a variety of ways.

### Art Instruction

Students in grades K-5 receive art instruction from a certified art specialist. The emphasis of the program is to develop the artist within the child. The values of art to the child are not primarily in the finished product, but the value is in enriching each child's experience. Students gain confidence as they explore, plan and produce artistic creations.

### Physical Education

Students in grades K-5 receive physical education instruction from a certified physical education specialist. Through the comprehensive physical education program, every student learns how to become physically fit, how the body works and the skills that promote healthful activity. Otondo has a broad-based program focusing on a wide variety of success-oriented activities increasing the likelihood that students will become lifelong participants in health-related physical activities.



## Special Programs

### Child Care Enrichment

The Discovery Club involves school age children in grades K-5. Its mission is to involve children in planned and well supervised before and after-school activities. There is a blending of enrichment activities and learning experiences based on the developmental needs of the child. Children may also choose to join mini-clubs. A quiet time is set aside each day for homework assistance. Snacks are provided. Discovery Club is open from 6 A.M. to 6 P.M.

### Exceptional Student Services

Students who meet Arizona's eligibility criteria for special education receive on-site services provided by the Exceptional Student Services Department. Disability categories being served may include: Learning, Speech, Occupational, Physical, Emotional and Behavioral. Students receive services in the most appropriate and least restrictive environment, which may include pullout, itinerant and consultation. Each student receives instruction according to his/her individualized Education Program.

### Jump Rope Club

Otondo School offers Jump Rope Club as a weekly activity for students. It is available to all boys and girls in the 4th and 5th grades that are interested in learning jump rope skills. Students learn stunts in both individual and double dutch. Individuals show their skills by performing for a variety of audiences. This is a great opportunity for boys and girls to learn jumping skills, team work, and become positive role models in our school.

### Intermediate Choir

Choir is offered to all fourth and fifth grade boys and girls. This performing group meets twice weekly, before school. The choir performs at school and community functions and is a fun activity for those students who love to sing and perform. No audition is required to join.

### Scholastic Reading Counts

This program is offered to help students develop into independent readers. Students choose selected books from the library to read on their own. Students then take a quiz to assess their reading comprehension and vocabulary skills.



## **Policies and Recognition**

### **Grading System**

The school year is divided into four grading periods. Report cards will be issued to the students on the first Wednesday after each grading period.

In addition to the report cards, if the student is doing unsatisfactory work, a notice will be sent to parents at the mid-point of each grading period.

### **Homework**

Otondo School recognizes the importance of assigning homework to students. Homework provides time for students to practice new skills for mastery and to encourage self-discipline in completing assignments. Homework bridges school with home while providing parents with another opportunity to be a party of their child's life. Parent support helps children understand the importance of education.

Homework assignments are given either on a daily basis or on a weekly schedule from Monday through Thursday evenings.

We recognize that not all children require the same amount of time to complete homework. The following guidelines have been established for each grade:

Kindergarten	20-30 Minutes
Grade 1	20-30 Minutes
Grade 2	20-30 Minutes
Grade 3	25-30 Minutes
Grade 4	35 Minutes
Grade 5	40 Minutes

Furthermore, the teacher may adjust the amount of homework to meet the needs of individual students.

Homework should have a positive effect on the child's behavior and academic success. Teachers will be happy to work with parents to ensure this occurs.

### **Student Recognition**

Teachers implement student recognition strategies within the classroom and nominate students, when appropriate, for schoolwide and community recognition experiences.

# 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 or call 602-542-5695.

**Official Notice**  
**The Family Educational Rights and Privacy Act of 1974**  
**(FERPA)**

(FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to:

1. *Provide a parent\* access to their child's educational records.*
2. *Provide a parent\* an opportunity to seek correction of records he/she believes to be inaccurate or misleading.*
3. *With some exceptions, obtain the written permission of a parent\* before disclosing information contained in the student's educational record.*

\*The "definition of a parent" as found in the FERPA:

"Parent" includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian. An educational agency or institution may presume the parent has the authority to exercise the rights inherent in the act unless the agency or institution has been provided with evidence that there is a state law or court order governing such matters as *divorce, separation or custody, or a legally binding instrument which provides the contrary.*

This means that, in the case of divorce or separation, a school district must provide access to both natural parents, custodial and noncustodial, unless there is a legally binding document that specifically removes the parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to educational records, or removes the parent's right to have knowledge about his/her child's education.

Custody or other residential arrangements for a child do not, by themselves affect the FERPA rights of the child's parents. One can best understand the FERPA position of parent's rights by separating the concept of custody from the concept of rights that the FERPA gives parents. Custody, is a legal concept, establishes where a child will live, and often the duties of the person(s) with whom the child lives. The FERPA on the other hand, simply establishes the parent's right of access to their child's education records.

Noncustodial parent(s), with proof they are the natural parent(s), may inspect and review the education records of their child unless the school has been provided with evidence that there is a legally binding instrument, or state law, or court order which provides the contrary. The request must be in writing and the school personnel will notify the custodial parent(s).

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**FERPA Contact Information**

Additional Information: Contact your Principal or Associate Superintendent of Curriculum and Instructional Services at 502-4300.

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**SCHOOL DAY SCHEDULE  
2016 - 2017**

Primary Schedule (Grades K-2)

8:42 AM.....Warning Bell Rings  
8:45 AM..... Classes Begin  
3:40 PM.....Dismissal

Intermediate Schedule (Grades 3-5)

8:42 AM.....Warning Bell Rings  
8:45 AM..... Classes Begin  
3:40 PM.....Dismissal

Lunch Schedule

11:45 AM – 12:25 PM..... 1st & 4th  
12:15 PM – 12:55 PM ..... K & 3rd  
12:45 PM – 1:25 PM .....2nd & 5th

Minimum Day Dismissal Schedule (Monday)

Grades K-5..... 8:45 AM – 2:10 PM





**Yuma School District One**  
*ONE Community Pursuing Excellence*

# Student Calendar 2016 – 2017

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

July 18, 2016	Middle School Offices Open
July 25, 2016	Elementary School Offices Open
August 8, 2016	First Day of School
September 5, 2016	Labor Day
October 10, 2016	Columbus Day
November 11, 2016	Veteran's Day Holiday
November 23-25, 2016	Thanksgiving Holiday Break
December 19, 2016 – January 6, 2017	Winter Break
January 16, 2017	Martin Luther King Day
February 17, 2017	Non School Day for Students
February 20, 2017	President's Day
April 3, 2017-April 7, 2017	Spring Break
April 14, 2017	Good Friday
May 26, 2017	Last Day of School
May 29, 2017	Memorial Day
June 2, 2017	Elementary School Offices Close
June 9, 2017	Middle School Offices Close

Alice Byrne Carver Desert Mesa O. C. Johnson McGraw Otondo Palmcroft Pecan Grove Price Rolle Roosevelt Sunrise

Alice Byrne Carver Desert Mesa O. C. Johnson McGraw Otondo Palmcroft Pecan Grove Price Rolle Roosevelt Sunrise

## **HEAD LICE: PARENT EDUCATION**

Dear Parents/Guardians:

We are sending this letter to increase head lice awareness so that you may take steps at home to help prevent your child from acquiring head lice.

Anyone can get head lice. Head lice are not a sign of poor hygiene and they do not transmit disease. Spread from one child to another can occur during direct head to head contact or by sharing of personal items such as combs, brushes, caps or helmets. Lice do not jump, fly or swim. They are, however, good crawlers. Check your child's head weekly for lice and/or nits (eggs). Mature lice, which are no bigger than a sesame seed, avoid light and are hard to see. Lice eggs or "nits" are usually found close to the scalp - usually within 1/4 inch. They appear as tiny whitish ovals that are "glued" to the hair shaft. They cannot easily be flicked away as dandruff can.

If you find head lice on your child, please notify the school and properly treat him/her at home. Continue to examine all family members for 3 weeks and treat if live lice or nits close to the scalp are found.

### **Check Regularly - Treat Quickly Help Keep Head Lice Off Your Child**

For more information regarding head lice or its treatment, please feel free to contact the school nurse, your physician, or your local health department. There is also information available on the CDC website, found at;

<http://www.cdc.gov/parasites/lice/head/>

Thank you for your help and support  
Sincerely,

Nantja Osborn HA

# Bicycle Safety Agreement

**Student:**

I know and can demonstrate how to ride my bike safely on the roads.

I understand that wearing my helmet can protect me from injury, if I hit my head.

I understand that I am required to wear my helmet when traveling to and from school and when riding on school property.

I understand that I need to wear my helmet in the correct position and properly buckled for it to fit correctly and protect my head.

I understand that if I fail to wear my helmet, the school will hold my bike until my parents come to get it or until I return with my helmet.

---

Student Signature

**Parent/Guardian:**

I understand that by wearing a helmet, my child may be protected from injury, disability and death if he/she hits his/her head.

I understand the school helmet policy and will require my child to wear a helmet when traveling to and from school and when riding on school property.

I understand that my child needs to wear the helmet in the correct position and properly buckled for it to protect his/her head.

I understand that if my child fails to wear his/her helmet, I will be responsible for picking up the bike at school or ensuring that my child brings the helmet to school and wears it the next time.

I will be responsible for teaching my child safe bicycling practices and for keeping my child's bike in good working condition.

---

Parent/Guardian Signature

## **STUDENT/PARENT/TEACHER COMPACT**

*"We Prepare Our Student To Succeed In A Global Community"*

The mission of Otondo School is to establish a positive learning environment. In order to do this, student, parents, and staff need to work together. This can be accomplished by supporting the Otondo School Compact.

What is a compact? A signed agreement and voluntary commitment by all who are involved, that each promises to work towards shared goals.

### **STUDENT AGREEMENT**

**As a student, my personal goal is to:**

- respect myself, others and our school
- attend school regularly
- come to school each day prepared for learning
- complete and return homework assignments

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PARENT/GUARDIAN AGREEMENT**

**As a parent, my personal goal is to:**

- insure that my child has 20 minutes of daily reading time at home
- create a supportive home environment
- attend at least one parent-teacher conference per school year for my child
- see that my child attends school regularly and is punctual
- encourage and praise my child's best efforts
- support the school in its efforts to maintain proper discipline

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **TEACHER AGREEMENT**

**As a teacher, my personal goal is to:**

- provide a safe and challenging learning environment
- communicate with students and families in an open and positive way about both successes and concerns
- respect the individual and cultural differences of students and their families
- listen to both student and parental concerns and work to find an appropriate solution
- provide appropriate homework assignments

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ARIZONA SCHOOL EMERGENCY RESPONSE PLAN

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in Arizona are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. **Do not telephone the school.** Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a School District green emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. **Turn your radio to 93.1** for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District cable on Channel 11. In addition, information regarding day to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Response Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

## YUMA SCHOOL DISTRICT ONE HEALTH SERVICES

There are five (5) Registered Nurses in the district who have a school of their own and oversee unlicensed Health Assistant Clerks at three (3) to four (4) schools within their "cluster". The Registered Nurse for each "cluster" can be contacted for assistance if your child has special health care needs. (See <http://www.yuma.org/index.cfm?plD=3966> for more information.)

Our services include, but are not limited to:

Vision Screening	Flouride Mouth rinse
Hearing Screening	Dental Screening
Growth and Development	Pediatric Hypertension Screening
Health Teaching	Scoliosis Screening

While unnecessary absences from school may have a bad effect on a student's attitude, work habits and progress, SICK CHILDREN BELONG AT HOME and WELL CHILDREN BELONG IN SCHOOL.

As a protection to other children, any child with a temporary infection should be kept home using the following guidelines:

<b>COLDS:</b>	Mild, but otherwise feeling well may go to school. Heavy coughing with a deep or hacking cough belongs at home in bed even without a fever.
<b>SORE THROAT:</b>	Without other symptoms - May go to school White spots at back of throat or a fever with the sore throat - See your Doctor
<b>DIARRHEA:</b>	Keep home
<b>STOMACHACHE:</b>	If persistent or severe enough to limit activities - See your Doctor
<b>VOMITING:</b>	Keep home until your child can keep food down.
<b>PAIN:</b>	Toothache - See the Dentist. Earache - See the Doctor if severe or draining.
<b>HEADACHE:</b>	If this is the only complaint, child usually <u>need not</u> stay home.

Parents should inform the School Nurse or Health Asst Clerk if the child has had or been exposed to any contagious disease. If your child has been exposed to a contagious disease, please watch him/her and notify the School Nurse or Health Asst. Clerk if your child becomes ill.

<b>FEVER:</b>	This is a warning sign that all is not right with the body. A child with a temperature of 100 degrees or higher is to be kept home for a full 24 hours after the fever goes away without the benefit of fever reducing medicines. <u>Be sure to check the temperature with a thermometer.</u>
<b>RASH:</b>	A rash may be the first sign of one of many childhood diseases, such as: Measles or Chickenpox. A rash or "spots" may cover the entire body or may appear in only one area. <b>DO NOT SEND</b> a child to school with a rash unless a Doctor has said that it is okay.
<b>IMMUNIZATIONS:</b>	As a parent, it is your responsibility to keep accurate records of your child's immunizations.

If you have any questions, please feel free to call \_\_\_\_\_ and speak to the School Nurse or Health Assistant Clerk.

# YUMA ELEMENTARY SCHOOL DISTRICT ONE HEALTH SERVICES

## MEDICATION ADMINISTRATION PROCEDURE

Medication use at school presents some unique concerns such as theft, misuse and loss, which can present real dangers to students as well as financial expense to families. It is therefore, **RECOMMENDED** that **ALL** medications be kept in the school health office for the safety of all students. Requests for students to carry and self-administer medications will be considered on an individual basis and the final decision will rest with the RN, based on self-administration protocol.

When requested, pharmacies will provide a second labeled container for school use. Medications will be dispensed, with signed consent from a parent/legal guardian and/or physician, nurse practitioner, or physician's assistant, by the school nurse or person(s) designated by the school principal under the following conditions:

### PRESCRIPTION MEDICATIONS

- **Must** be prescribed by a physician, nurse practitioner, or physician's assistant who is licensed in the state of Arizona and/or California.
- According to Arizona law, students **shall not** self-administer and school personnel shall not administer medication that comes from Mexico **unless** the medical provider, licensed in AZ or CA, has prescribed the medication and approved the purchase from Mexico. Medical provider documentation required.
- Medication for illness, injury **must** be in a pharmacy container properly labeled with student's name, dosage, route and only enough doses to complete the course of treatment during school hours.
- The medication needed "daily" or on an "as needed" basis **must** be in a pharmacy container properly labeled with student's name, dosage, and route and with a four-week supply.
- Physician and/or pharmacy label must confirm changes in dosage(s) or time of administration in writing.

### OVER-THE-COUNTER MEDICATIONS

- Must be in the originally labeled container/box, etc.
- The health office personnel receives a note or phone call from the parent/legal guardian and followed-up with a signed consent form.

**Medications that are not properly labeled and/or without a signed consent will not be administered to any student.**

**A signed medical provider's statement indicating student's need MUST accompany any request for the student to self-administer medication, whether it is a prescription or over-the-counter medicine. Before the student is allowed to carry and allowed to self-administer any medication, the school nurse will observe the student for safe and proper administration technique and a written action or care plan must be developed by student, parent, doctor and RN. If the nurse determines that the student is not responsible or capable of proper technique, the student will not be allowed to carry the medication during the school day.**

**Student misuse of self-medication permission may result in seizure of the medication and disciplinary action.**

## Otondo School Playground Guidelines

### General Rules:

- No chasing or “tag” for Kinder or 1<sup>st</sup> grade. Touch tag only for 2<sup>nd</sup>-5<sup>th</sup> grades.
- Keep hands, feet, and objects to self.
- When others are waiting for a turn on the swings, limit your turn to the count of 100.
- No play fighting.
- Students may not play near the fence.
- Do not pick up or throw sticks, rocks, sand, or dirt.
- Small healthy snacks, during morning recess only, must stay at a table at a ramada.
- No food on the playground during lunch recess, lunch boxes go on a table. *Cafeteria helpers may eat their treat at a table.*
- Kinder, 1<sup>st</sup>, 2<sup>nd</sup> grade students will stay on primary playground.
- 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade students will stay on secondary playground.
- Parents and visitors may not be on the playground without prior permission from administration, for the safety of the students.
- Classroom rewards must be consumed inside the classroom.

### Playground Equipment:

- Do not sit or stand on top of bars.
- Do not swing or jump off the top of any bars.
- All students must cross monkey bars in the same direction (west to east).
- Do not stand on monkey bars to get to fireman pole. You may climb the fireman pole to the red line and slide down.
- Do not stand under monkey bars.
- Only 1 student on each bar at a time.
- No knee circles or “cherry drops” on the bars.
- Do not climb or throw things over the backstop fence.

### Games:

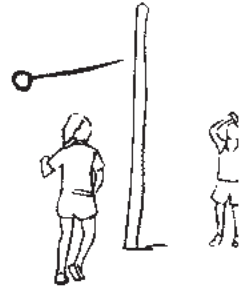
- Rules should be established and reviewed before playing any games.
- No tackling, excessive tagging, pushing, tripping, or slamming into fence. Only “touch” football.
- In soccer, players other than the goalie shall not pick up the ball. One goalie per team. Goalie may handle the ball within 15 steps of the goal only.
- Hardballs of any kind are not allowed at school.
- No bats may be brought from home.



## Tetherball Rules

### Players:

Two or four players can play, but the game is generally played by two players.



### Basic Rules:

1. First two players to line up start the 1<sup>st</sup> game. 1<sup>st</sup> player is the server and chooses which direction to hit the ball. The 2<sup>nd</sup> player gets to choose side and rules for the game.
2. After the 1<sup>st</sup> game is over the next player in the game is considered the “**challenger**”. Challengers get to decide side and rules for the game, the winner serves.
3. The server puts the ball in play by tossing it in the air and hitting it in the direction he /she chooses. Server may not touch the ball again until the other player has hit at least once.
4. The opponent must not strike the ball on the first swing around the pole. On the second time around the pole, he/she hits the ball back in the direction in which he/she has been hitting the ball. Continuous hitting is allowed as long as the above rules are followed.
5. The Game is won by the player who succeeds in winding the ball completely around the pole or the opponent forfeits the game by making any of the following fouls:
  - a. Hits the ball with any part of the body other than the hands or forearms.
  - b. Catches or holds the ball during play. Challengers can change the rules and allow the ball to be held during the game. If you catch the ball during play, you may not catch it again until it goes around twice or is caught and hit by the opponents.
  - c. Touching the pole.
  - d. Hitting the rope with the forearm or hands.
  - e. Throwing the ball.
6. The **challenger** can also decide if “accidents” are allowed. The challenger can call: “No accidents”, “1 accident”, or “2 accidents” If you break one of the rules this is considered an “accident”.
7. If you win 3 games in a row, you must go to the end of the line at the end of the 3<sup>rd</sup> game.
8. Games should not last more than 3-4 minutes. Both players are out and go to the end of the line.

# Tetherball!

July 27, 2016

Otondo Parents:

Year before last, we initiated some changes to our after school dismissal procedures. Our goal is to have children as safe as they can be.

Having approximately 800 students here at Otondo can have its challenges at dismissal time. We always want every student to get home safely every day. Due to the large numbers of people here after school, our school leadership team recommended some changes in an attempt to make dismissal smoother and safer for all of our students.

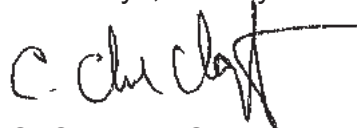
The first change is that all CDMS students coming to pick up their little brothers and sisters will wait by the fence outside our Wing C gate. The area will be clearly marked. CDMS students will not be picking up younger siblings in the cafeteria any longer. Teachers will deliver younger siblings TO the CDMS siblings by the Wing C fence.

Another change is that each grade level will have a designated area for parents to wait. The teachers will walk their students to the busses FIRST, then loop back around and deliver students that are picked up by their parents in the designated area for each grade level (see map). If parents have more than one student, please wait at the YOUNGER students' parent pick up area. Older students will be delivered to you there. Day cares will be in their designated areas as well.

Only students that are walkers and bike riders will be delivered to the cafeteria. All other students will be picked up outside in designated areas. We ask that everyone wait outside. Our hallway becomes very crowded at times, making it difficult for classes to safely walk outside, especially our younger students.

We realize that anytime changes are made, there may be some inconveniences. For that, we apologize. However, if there are ways to make students safer, that is our priority.

As always, thank you for your support,

A handwritten signature in black ink, appearing to read "C. Christian Clayton". The signature is stylized and includes a long horizontal flourish extending to the right.

C. Christian Clayton  
Principal

