

Mary A. Otondo Elementary School

Student and Parent

Handbook

2023-2024



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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: To volunteer on campus you must complete a volunteer application, available in the office. A fingerprint clearance card must be obtained prior to volunteering, please call the District Office for information on how to obtain one, the cost is \$67.00.

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. Please be sure to check your Parent Vue account for up to date grades and attendance information.

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.

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.

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. The school nurse can also be reached at 502-8509.

What is the policy about student valuables?

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

A: Students may not bring personal items of value to campus. **The school is not responsible for lost, damaged or stolen items that were not permitted on campus.** Cell phones and electronic devices are not permitted without administrative approval. Students must have a signed agreement on file in the front office. This form can be picked up from the office clerk. Please label coats, sweaters, backpacks, and other student possessions. Misplaced articles are placed in a box on the stage in the cafeteria.

What if I have to be at 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 the play area begins. Please consult with Right at School (928) 502-8565 to arrange for before school childcare, if an early drop-off is necessary.

Frequently Asked Questions

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. Students will visit the library one time per week with their classroom.

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 Student Assistance Team (SAT) will meet to discuss your concerns and implement interventions as needed.

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

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

A: Send a written explanation to the classroom teacher. Please note if this is a one time change or will be the new daily route for the student.

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. **Please note that phone calls for transportation changes are not accepted during the last 30 minutes of the school day.**

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, please contact the office at 502-8500 with any address changes and provide a new proof of residency.

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. The nurse can be reached at 502-8509.

Can my child bring a personal pencil sharpener to school?

Q: If my child wants to bring their own personal pencil sharpener to school, is that allowed?

A: No, personal pencil sharpeners are not allowed to be brought to school by any student regardless of grade level or age. Any pencil sharpeners brought to school will be confiscated by the classroom teacher and a parent/guardian will have to pick it up from the front office. This policy is in place for student safety.

School Arrivals and Departures

Student Pick-up

Parents will pick up students out front of the school. Students will be waiting with their classroom teacher under the shade tree with the corresponding grade level. Students will be dismissed to their family members at their grade level tree, not at the front doors of the school.

Early Arrival

To ensure safe supervision, students may arrive no earlier than 8:15 A.M. Students who arrive early to school (prior to 8:15am) will not be supervised. Parent/Guardian contact will be made to provide a reminder of our policy.

Late Arrival

If a student is late to school, the student must check in at the office/front desk to pick up a late pass for entry into the classroom. **The tardy bell will ring at 8:45 am.** Students are tardy if they arrive late for breakfast and are not in their classrooms until after 8:45 am.

Early Departure

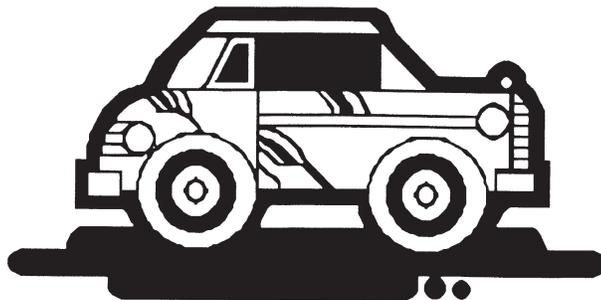
All parents are asked to report to the school office/front desk to check children out of school due to doctor appointments, travel and various special occasions. Students must be signed out with the parent's name, time of day and date. Picture identification will be requested from anyone removing children 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.

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. **Please DO NOT EXIT your vehicle in the drop off lane.** Thank you!

Student Dismissal

If a student is to be picked up by a parent at dismissal, the parent must come to the designated pick up location. These locations are designated by the grade level on the tree. **Students WILL NOT be permitted to wait near Otondo Dr for parents.**



Otondo Parking Lot



Parking spots available for students that need assistance exiting the vehicle AND adults that want to walk students.



STUDENTS SHOULD NOT WALK THROUGH PARKING LOT WITHOUT AN ADULT!



Parking lot exit lane. Students should NOT be dropped off here.



Student Drop Off Lane. Driver SHOULD NOT exit the vehicle



Cross walk for parents/guardians walking students to the school



Cross walk for drive through student drop off.

OTONDO PARKING LOT REMINDERS

- **DO NOT TEXT AND DRIVE. IF YOU NEED TO TEXT, PLEASE PARK AND DO SO.**
- **PLEASE OBEY THE FLOW OF TRAFFIC, ARROWS ON THE GROUND AND POSTED SIGNS.**
- **DO NOT DRIVE OVER CURBS, THE DRIVEWAY TO THE PARKING LOT IS THE SPACE IN WHICH VEHICLES SHOULD ENTER AND EXIT AT OTONDO.**



The sandy spaces around Otondo are landscaping, not parking locations.

Please do not park in front of red curbs



The lot across the street from Otondo, on the AWC side is open spacing for parking.

For your convenience we have provided a crossing guard for safety.

School Communication

Conferences

Conferences may be requested by parents, teachers or administrators. 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. Conferences will be held with all parents at the end of the first grading period. We encourage all parents to meet with their child's teacher during the school year. Conferences can be done by phone, in person or virtual through Google Meets.

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. Visits to the classroom are limited to those that are willing to volunteer in the classroom. Before visiting a classroom to volunteer, we ask that volunteer paperwork is completed.

Birthday Celebrations

Please contact your child's classroom teacher prior to planning to celebrate a student birthday on campus. Balloons are not allowed on campus. All items should be store bought. Individually packaged is not required but preferred. Please note that parents/guardians are not permitted to be a part of the school birthday celebration without prior approval by the classroom teacher.

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

Facebook: Otondo Coyotes

Instagram: Otondo Coyotes

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. **Teachers will refer students with potential dress code violations to school administration. School administrators will contact parents to provide acceptable clothing changes if necessary.**

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. No spaghetti strap tops. Excessively revealing clothing is not acceptable. This includes but is not limited to short shirts, spaghetti straps, see through blouses, muscle shirts (basketball type jerseys may be worn with a t-shirt underneath). Shirts should not be excessively tight. **Teachers will refer students with potential dress code violations to school administration. School administrators will contact parents to provide acceptable clothing changes if necessary.**

Pants/skirts/shorts must be worn at the waist, with all undergarments covered. All pants will be the appropriate length or cuffed to an appropriate length as not to sweep the floor. **Teachers will refer students with potential dress code violations to school administration. School administrators will contact parents to provide acceptable clothing changes if necessary.**

Clothing or Jewelry, which contains or implies profanity, obscenity, defamatory language or symbols, ethnic slurs, symbols of drugs, sex or alcohol are unacceptable. **Teachers will refer students with potential dress code violations to school administration. School administrators will contact parents to provide acceptable clothing changes if necessary.**

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". **Teachers will refer students with potential dress code violations to school administration. School administrators will contact parents to provide acceptable clothing changes if necessary.**

Shoes must be worn at all times. 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. Teachers will refer students with potential dress code violations to school administration. School administrators will contact parents to provide acceptable clothing changes if necessary.**

Caps or hats are not permitted indoors.

Jewelry shall not be worn if it presents a safety hazard to self and/or others.

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. **Teachers will refer students with potential dress code violations to school administration. School administrators will contact parents to provide acceptable clothing changes if necessary.**



Transportation and Bus Conduct

Parent Transportation

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 the student in crossing the crosswalk. 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 and a half 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 the 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 the body inside the bus.
- 10.) Bus drivers are authorized to assign seats.

If a student does not respond to a driver's warning and the disruptive behavior continues to the point of creating a danger to the driver and/or the rest of the passengers, the driver will radio the transportation center and follow instructions from dispatch. The driver will complete an incident report. Repeated incidents or a severe incident can result in removal of bus privileges.

Bikes

Students in 3rd - 5th grade are allowed to ride bikes to school. Bikes are to be stored in the bike rack and should be 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. **Students will not be permitted to ride their bike home if they do not have a helmet. A parent will be called for student pick up.** Please remind your child to walk their bike across all streets and on the sidewalks in front of Castle Dome and Otondo. These rules also apply to students riding scooters.

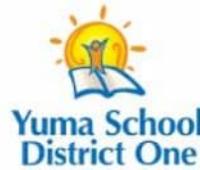
Cafeteria

- Breakfast is free of charge for all current Otondo students.
- Lunch is currently 1.50 for all current Otondo students unless the paperwork has been completed to qualify for free or reduced lunch.
- Please fill out the application for free/reduced lunch prior to your student accruing a lunch debt.
- Students are welcome to bring their own breakfast or lunch from home.
- If your student has food allergies and needs a designated table in the cafeteria, please speak with your child's classroom teacher. Additionally, please notify the classroom teacher if your child has food allergies.

Parents & visitors are not permitted in the school cafeteria

School Meal Payments

EASY AS 1, 2, 3



Visit Our Website

Go to linqconnect.com.
Access from any computer,
tablet or mobile device.



Create A Free Account

Our user-friendly portal
makes signing up easy
and quick.

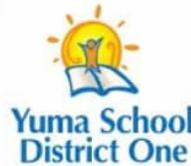


Add Funds & Apply

Add funds securely to
student accounts and apply
for free and reduced meals.

Pago de comidas escolares

FÁCIL COMO 1, 2, 3



Visite nuestro sitio web

Vaya a linqconnect.com.
Acceso desde cualquier
computadora, tableta
o dispositivo móvil.



Crea una cuenta nueva

Nuestro portal es fácil de
usar, hace que registrarse
sea fácil y rápido.



Agregue fondos y solicite

Agregue fondos de forma
segura a las cuentas de
los estudiantes y solicite
comidas gratis o reducidas.

APLICACIÓN
MÓVIL TAMBIÉN
DISPONIBLE



Google Play



Apple Store



Para más información contáctenos en childnutrition@yuma.org

Cafeteria

- Breakfast is free of charge for all current Otondo students.
- Lunch is currently 1.50 for all current Otondo students unless the paperwork has been completed to qualify for free or reduced lunch.
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Parents & visitors are not permitted in the school cafeteria

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 damaged or lost books need to be paid before the end of the school year.

Math

Teachers use a variety of support materials to assist students in meeting District and State Standards. Zearn Math is our primary support for mathematics instruction and is supplemented in a variety of ways by the individual teachers.

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 Benchmark Advance curriculum series as our primary resource for reading instruction and is supplemented in a variety of ways by the individual teachers.

Otondo students are encouraged to participate in the monthly reading calendar challenge

Policies and Recognition

Grading System

The school year is divided into four grading periods. Report cards will be sent home with all students. You can also visit ParentVue to view your child's grades and attendance notes in live time. Please talk with your child's teacher if you need assistance in setting up your Parent Vue account.

Parent Vue website: az-yesd-psv.edupoint.com

Homework

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. It is also understood that parents and students live busy lives outside of the regular school day and that extracurricular activities are extremely important.

Homework assignments are minimal and only given when necessary to support in class learning. Homework will never be an introduction to academic concepts.

Reading at home is always encouraged. Please begin to develop a habit of reading nightly with your child.

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.

Special Programs

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. Please discuss any concerns with your child's classroom teacher.

Additional Programs

Some of our teachers do provide additional before or after school extra curricular activities throughout the year. Programs may include Art Club, Chess Club and various sports and fitness clubs. Please watch for information on flyers that are sent home with students. Not all programs are open to all grade levels.

**SCHOOL DAY SCHEDULE
2023-2024**

Primary Schedule (Grades K-2)

8:42 AMWarning Bell Rings
8:45 AM Classes Begin
3:45 PM.....Dismissal
2:15 PMMonday Dismissal

Intermediate Schedule (Grades 3-5)

8:42 AMWarning Bell Rings
8:45 AM Classes Begin
3:45 PM.....Dismissal
2:15 PMMonday Dismissal

Lunch Schedule

11:00 AM – 11:20 PM..... 1st & 3rd
11:20 AM - 11:40 PM 1st & 3rd Lunch Recess

11:30 PM – 11:50 PM2nd & 5th
11:50 AM - 12:10 PM2nd & 5th Lunch Recess

12:00 PM – 12:20 PMK & 4th
12:20 PM - 12:40 PMK & 4th Lunch Recess

HEAD LICE: PARENT EDUCATION

Dear Parents/Guardians:

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,

Otondo Health Office



Yuma School District One Health Services

Medication Administration Guidelines for Parents

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

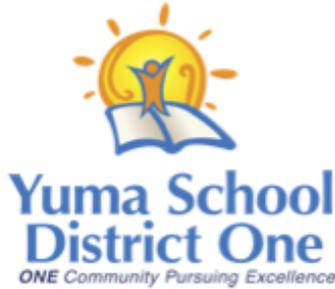
Prescription Medication: **Forms may be obtained from the Health Office**

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

Over the Counter Medication: **Forms may be obtained from the Health Office**

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

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



Student Calendar 2023 – 2024

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

July 17, 2023	Middle School Offices Open
July 24, 2023	Elementary School Offices Open
August 7, 2023	First Day of School
September 4, 2023	Labor Day
October 6, 2023 - October 9, 2023	Fall Break/Columbus Day
November 10, 2023	Veteran's Day
November 20-24, 2023	Thanksgiving Holiday Break
December 18, 2023 – January 5, 2024	Winter Break
January 15, 2024	Martin Luther King Day
February 16, 2024	Non School Day for Students
February 19, 2024	President's Day
March 29, 2024	Good Friday
April 1, 2024-April 5, 2024	Spring Break
May 27, 2024	Memorial Day
May 30, 2024	Last Day of School
June 6, 2024	Elementary School Offices Close
June 13, 2024	Middle School Offices Close

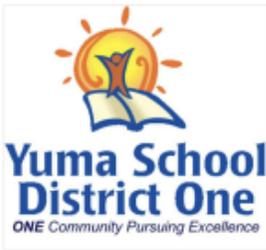
Alice Byrne Carver Desert Mesa O. C. Johnson McGraw Otondo Palmcroft Pecan Grove Price Rolle Roosevelt Sunrise Dorothy Hall

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Daily School Schedule

School Schedule: (Elem) Tuesday - Friday 8:50am-3:45pm. (MS) 8:40am-3:44pm
Early Out Monday's (Elem) 8:50-2:15pm, (MS)- 8:40-am-2:14pm

Price School: Monday - Friday: 8am - 3 :00pm - Early Out Monday's 8am-1pm



Mary A. Otondo Elementary School
2251 Otondo Drive
Yuma, AZ 85365
Phone: (928) 502-8500
Fax: (928) 502-8575

Ashley Fox, Principal
Tiffany Sadowski, Assistant Principal

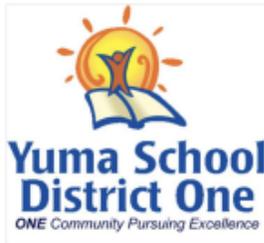
Dear Parents:

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. Do not come to the school during an emergency situation. First responders will be securing the area, and will need to have access to the building. The area will need to be secured for safety purposes.
3. 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 registration paperwork, which is required to be filled out by parents at the time of registration. Please be sure that this information for emergency contact is up to date with your school. 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.
4. Updated information regarding the event may be found on school and district websites. When appropriate, information may also be conveyed via social media, Class Dojo and Blackboard Connect. Information regarding post-incident, day-to-day school operations will also be available on both district and school websites.
5. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.



Mary A. Otondo Elementary School
2251 Otondo Drive
Yuma, AZ 85365
Phone: (928) 502-8500
Fax: (928) 502-8575

Ashley Fox, Principal
Tiffany Sadowski, Assistant Principal

Students will be released only to parents and persons identified on the School Emergency Contact List. During an extreme emergency, students will be released at designated release gates located on identified relocation sites. Please instruct your student to remain at school until you or a designee arrives.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, local media will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Ashley Fox

Principal
Mary A. Otondo