



2023-2024
Parent/Student
Handbook

Mission Statement

At Dorothy Hall Elementary School we are committed to creating a unique learning environment which inspires ALL learners through collaboration and discovery while helping them reach their ultimate success.

No Exceptions!

Yuma School District One

“One community pursuing excellence.”

Governing Board

Mrs. Faith Klostreich, President

Mrs. Theresa Fox, Member

Mrs. Adele Hennig, Member

Mr. Keith Ware, Member

Mr. Anthony Gier, Member

District Administration

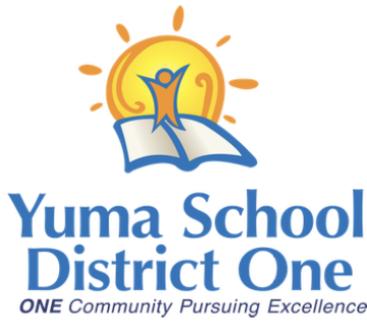
Mr. James Sheldahl, Superintendent

Mr. Duane Sheppard, Associate Superintendent

Dr. Suzie Alka, Associate Superintendent

Mr. Luciano Munoz, Executive Director of Human Resources

Mr. Robert Monson, Director of Federal Programs



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 5, 2024	Elementary School Offices Close
June 12, 2024	Middle School Offices Close

Daily School Schedule

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

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

Bell Schedule

Kindergarten

	First Bell	Tardy Bell/Start the day		Lunch	Lunch Recess	Afternoon Recess	Dismissal
Monday	8:45	8:50		11:00-11:30	11:30-11:50		2:15
Tuesday-Friday	8:45	8:50		11:00-11:30	11:30-11:50	1:40-2:10	3:45

1st

	First Bell	Tardy Bell/Start the day		Recess	Lunch	Afternoon Recess	Dismissal
Monday	8:45	8:50		10:30-10:45	12:10-12:40	2:30-2:45	2:15
Tuesday-Friday	8:45	8:50		10:30-10:45	12:10-12:40	2:30-2:45	3:45

2nd

	First Bell	Tardy Bell/Start the day		Lunch	Recess	Afternoon Recess	Dismissal
Monday	8:45	8:50		11:35-12:05	12:05-12:20		2:15
Tuesday-Friday	8:45	8:50		11:35-12:05	12:05-12:20	2:00-2:15	3:45

3rd

	First Bell	Tardy Bell/Start the day		Recess	Lunch	Afternoon Recess	Dismissal
Monday	8:45	8:50		11:25-11:40	11:40-12:05	1:55-2:15	2:15
Tuesday-Friday	8:45	8:50		11:25-11:40	11:40-12:05	3:30-3:45	3:45

4th/5th

	First Bell	Tardy Bell/Start the day		Lunch	Recess	Dismissal	
Monday	8:45	8:50		12:45-1:15	1:15-1:35	2:15	
Tuesday-Friday	8:45	8:50		12:45-1:15	1:15-1:35	3:45	

Supervision of Children

Children are supervised on campus from 8:15 am through 3:45 pm (2:15 pm on Monday). Except for scheduled events, children should not be on campus before/after hours. Before/after hours supervision can be provided through Right at School if you register your child. Our office will have information about this program. Office closes promptly at 4:00 p.m.

Pick Up & Drop Off of Students

Drive Through

The pick up and drop off lane entrance is located on the east side of the school. Please enter there and once the line of cars is beyond the school area then continue to line up along 45th Place. Do not enter the lane from Luane Avenue. Please remember to use caution around the campus and be aware of the crossing guard that is assisting students with crossing the street.

Park & Pick Up

Parking is very limited. General parent parking will be on the street. Please park and walk to the gate on the west side of campus for pick up and drop off. The parking lot in front of school is reserved for preschool and special education parents. **Absolutely NO drive through drop off or pick up is permitted in the front of school.** That lane is strictly for the buses. Please be aware that most of the homes around campus are now occupied so please do not block private driveways.

Walkers

Students that are walking to and from school are expected to go **all the way to school and to their home walking.**

Bicycles or Scooters

Children may ride bikes or scooters to school and all traffic and safety rules must be obeyed. Arizona law requires children to wear helmets.

YUMA EDUCATIONAL CONSORTIUM TRANSPORTATION CENTER - EEAEC Policy

BUS RULES

- | | |
|--|--|
| 1) Obey the bus driver; follow directions | 2) The bus driver may assign seats |
| 3) Be courteous | 4) Do not use profanity |
| 5) Do not eat or drink on the bus other than water; keep bus clean | 6) Violence is prohibited; do not fight, shove or push |
| 7) Remain seated; keep your hands and head inside the bus | 8) Smoking prohibited; no vaping |
| 9) Do not distract the bus driver | 10) No vandalism on bus |

1. Parents are responsible for getting students to and from designated bus stops safely.
2. Students are to ride to and from school from their assigned bus stop location only.
3. Students should be at their assigned bus stops no later than 5 minutes prior to the scheduled arrival time of the school bus.
4. Students in grades Pre-K and K must be taken to the designated stop and picked up from the designated stop by a parent/guardian. If a guardian or other responsible party is to escort the student, the school must have previous authorization in writing. Any student not met at the stop will be returned to the school. Repeated failures to meet the student could result in the loss of transportation privileges.
5. Items that interfere with a safe ride for the students and bus driver are banned from the bus. These items include any article that would block the bus aisle or could become loose in an accident. Banned articles include, but are not limited to: glass items, sprays, balloons, band instruments that do not fit on a student's lap, sports equipment and unsecured skateboards. The only articles that will be permitted must be controlled by the student and placed on the student's lap, without interfering with other students sitting on the seat, or without blocking the aisle or emergency exits.

TRANSPORTATION DISCIPLINE INFRACTIONS AND ACTIONS

The transportation of students to and from school is a privilege, and the safe transportation of students is the standard for everyone to expect. In order to provide safe and efficient transportation, students must adhere to the rules of conduct. Bus drivers are in charge of the bus and all passengers. The rules at bus stops and during bus rides, with the exception of students requiring "special needs" transportation services, are included in other related student management policies. Listed below are the violations and penalties identified with regard to student transportation management.

Level I Violations:

- Failure to obey instructions of bus driver
- Failure to remain properly seated
- Use of profane or offensive language or gestures
- Use of tobacco products
- Creating a loud noise
- Disruption, or disrupting other persons
- Throwing or shooting any object in or outside the bus
- Disorderly conduct
- Possession of an unauthorized item
- Placing anything outside the bus while the bus is in motion

Penalties:

1st Offense:

Student is warned and a copy of the misconduct report is forwarded to the student's respective school. Staff will contact the parent/guardian to request assistance in correcting the student's unacceptable behavior.

2nd Offense:

Student is warned and copy of the misconduct report is forwarded to the student's respective school. Staff will contact the parent/guardian to request assistance in correcting the student's unacceptable behavior.

3rd Offense:

Student is warned and a copy of the misconduct report is forwarded to the student's respective school. The student will lose bus privileges for 3 to 5 days. Staff will notify the parents by phone and by registered mail. Parents will be responsible for their student's transportation during this time

4th Offense:

Student is warned and a copy of the misconduct report is forwarded to the student's respective school. The student will lose bus privileges for 10 days. Staff will notify the parents by phone and by registered mail. Parents will be responsible for their student's transportation during this time. Transportation will request school assistance in correcting unacceptable behavior.

Level I conduct violations beyond a fourth incident will result in the loss of transportation privileges for a period of no less than 10 days and up to the revocation of bus privileges.

Level II Violations

- Fighting /Assault
- Possession of a weapon
- Possession of illegal drugs or alcohol
- Vandalism
- Threat
- Any action or actions that threaten the safety of others

Any Offense:

Immediate loss of transportation privileges for a period of no less than 10 days and up to the remainder of the school year. If for any reason an administrator, law enforcement personnel, or transportation staff has to remove a student from a bus due to unacceptable behavior, the student will be suspended for 5 school days for a minor infraction and 10 school days for a more serious infraction. If a student is removed from the bus, the parents will be responsible for picking the student up either at the school or at transportation. Parents will be responsible for transporting the student while the student is suspended from the bus.

These violations may also have additional consequences with local law enforcement and/or the school.

For any questions regarding bus discipline matters, please contact the Transportation Consortium at 502-8840

After School Transportation

Parents should inform the school of **any change in a child's transportation arrangements before 2:30 (12:30 on Monday)**; it is not possible to ensure that messages will be received in classrooms after this time. We do our best to accommodate changes, however parents should notify the school well in advance of any changes to a child's arrangements for transportation home.

Absence Notification and Signing Out

Consistent attendance is important for academic progress. Attendance calls go out to all parents at 9:45 a.m. If you have an appointment or if your child will be late, please call to let us know. If a child arrives after the 8:50 bell then state policy requires parents to sign-in their child. A doctor's note will be required after the third consecutive absence that is reported with a parent call. Five unexcused absences with no parent contact will result in a truancy referral and legal follow through may be pursued. Parents must sign in/out children that arrive late and/or leave early. Requests for missing work should be made through the teacher or office. We cannot release children to unauthorized adults.

Attendance Code Update:

One of the most important factors that influences student learning is being present in school. Therefore, regular attendance is a critical factor for student success. In order to continue improving attendance for our students, YESD1 has made a change to the policy for

excused/unexcused absences. Beginning with the 2023.24 school year, a parent/guardian call to the school office to report a child's absence will no longer be considered an excused absence. We continue to encourage calls, notes, and communication between school and parents regarding student absences. We will, however, require other documentation for the absences to be excused. Students sent home from the nurse, with doctor notes for illness, and/or funeral notices will continue to be excused absences.

We understand that there are instances when a student may be absent, but may not warrant a doctor's note or other documentation. Please note that the occasional unexcused absence does not designate a problem or cause consequences. However, when a student reaches 10 consecutive days of absenteeism, or 18 days of absences for the school year, these represent thresholds for excessive absenteeism in the state of Arizona.

We appreciate all of our families, and look forward to continuing to work together to help our students be as successful as possible by consistently attending school.

Cell Phones, Electronics, Toys and Other Valuables

Personal electronic devices are prohibited at school and on the bus. Cell phones/smart watches must be off during school hours; this includes the bus, and may be confiscated for improper use. Only parents may pick up confiscated phones or smart watches.

Children should not bring personal electronic devices, expensive jewelry or large sums of money to school. Students are not allowed to bring toys, Pokemon Cards or other personal gaming items to play with at school. Students should not bring any balls or equipment for the

playground. The school is not responsible for stolen, lost, or damaged items that should not be brought to school.

Lost and Found

Lost items are placed in the Lost and Found container inside the cafeteria. Items left unclaimed at school breaks (winter, spring, summer) may be donated to a local thrift store. We encourage all parents to put their child's name on all jackets and lunch boxes. Items with student's names are returned to the student before we send the lost and found items out for donation.

Change of Address or Phone Number

The school must have current contact numbers for children in case we need to communicate with parents or their designees for an emergency or other condition. If you change address or phone number, please notify the office so that we can update our records. If you wish to add or delete a name for emergency contacts you may do so in writing or in person at the office. The office must be notified if there is a court order or sensitive situation and you do not wish a child to see or be picked up by someone ordinarily considered acceptable such as a non-custodial parent, stepparent, or grandparent.

Family Educational Rights and Privacy Act (FERPA)

- Parents have the right to inspect and review their child's education records within 45 days of the day the District receives a request for access.

- Parents have the right to request and amend their child's education records if they believe they are inaccurate or misleading.

- Parents have the right to consent to disclosures of personally identifiable information contained in their child's education records, except to the extent that FERPA authorizes disclosure without consent. This "directory information" which may be disclosed without consent is: child's name, address, telephone listing, date and place of birth, major field of the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This is the information that parents consent to being forwarded to the new school when they sign a release of records. Permission to send special education or psychological records must be separately approved by parents.

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Student Discipline

Dorothy Hall Innovators are expected to follow school expectations. Behavior that disrupts the safe and orderly education and supervision of all children will not be tolerated. The Yuma School District One discipline matrix available online at www.yuma.org and state law requires inclusion of Board Policy JICK-EB.



Dorothy Hall Innovator Pledge

I am a Dorothy Hall Innovator

I promise to treat others with kindness and respect, to be helpful and to stay engaged in my learning. I will take ownership of my attitude and actions.

I will give my personal best every day.

I will strive to be a hero at school, at home and in my community.

I am a Dorothy Hall Innovator!

PBIS Expectations

Be a **HERO** in the Restrooms

Heroes Always **FLUSH**

- **F**loor stay dry
- **L**eave bathroom as soon as you are finished
- **U**se quiet behavior
- **S**oft voices always
- **H**ands washed and dried

PBIS Expectations

Be a **HERO** in the Cafeteria

- **Helpful**
 - Clean up your area at dismissal time
 - Help your friends at your table as needed

- **Engaged**
 - Sit in area assigned to your class until dismissed
 - When walking, eyes forward and stay in your place in line
 - Eat your own food
 - Hold tray with both hands
 - Chew with mouth closed
 - Wait to be dismissed and WALK from your table to the playground

- **Respectful**
 - Use quiet voices and talk to people at your table only
 - Raise your hand if you need help
 - Say please and thank you
 - Be patient and respectful in line

- **Ownership**
 - Clean up your trash and area before leaving the cafeteria
 - Keep hands and feet to yourself

PBIS Expectations

Be a **HERO** on the Playground

- **Helpful**
 - Make sure everyone feels included
 - Keep our playground clean and trash free
 - Be a friend

- **Engaged**
 - Follow game rules
 - Use rock, paper, scissors to settle disputes
 - Take turns

- **Respectful**
 - Be a team player
 - Encourage others
 - Speak with respect to one another
 - Listen and follow directions
 - Line up promptly when recess is over

- **Ownership**
 - Properly use playground equipment and supplies
 - Keep hands and feet to yourself
 - Keep track of equipment and return it properly at end of recess

PBIS Expectations

Be a **HERO** in the Hallway

- **Helpful**
 - Keep our hallways CLEAN and QUIET
 - Pick up trash
 - Report any problems you see that could be dangerous
- **Engaged**
 - Focus on where you are going
 - Walk in quiet lines with your class
- **Respectful**
 - Use quiet voices
 - Pass QUIETLY from class to class
 - Use good manners
 - Follow directions
 - Listen to teachers' directions
- **Ownership** Stay in your personal space
 - Stay in your personal space
 - Carry your supplies safely
 - Keep hands and feet to yourself

PBIS Expectations

Be a **HERO** on the Sidewalk

Helpful

- Pick up trash
- Help others if needed

Engaged

- Use walking feet
- Eyes forward
- Be safe

Respectful

-
- Walk on sidewalks only
- Avoid grass, flowerbeds, curbs
- Exit buildings in orderly lines
- Use your manners

Ownership

- Carry your supplies safely
- Keep hands and feet to yourself
- Stay in your personal space

Make Kindness Your Superpower!

JICK-EB ©

EXHIBIT

**STUDENT BULLYING / HARASSMENT /
INTIMIDATION**

**(To be displayed in school buildings
and in student handbooks)**

The Governing Board of the Yuma Elementary School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

School Insurance

Yuma Elementary School District One is not responsible for costs incurred if a child is injured at school. School accident insurance is available to parents for a small fee. Information packets are available in the office.

Arizona offers KidsCare, a free or low-cost health insurance for children who are not on AHCCCS. Information is available from the Health Office, through the school office, or by calling 1-800-764-KIDS.

Dress Code

Yuma School District One's policy prohibits the wearing of clothing displaying objectionable or gang-related symbols. Bare midriffs, see-through blouses, crop top, halter-tops, thin straps, backless or strapless tops, muscle or mesh-type shirts, half t-shirts, and clothing, or tattoos with inscriptions or pictures that are vulgar or offensive to others are prohibited. Excessively ripped, baggy, loose fitting, or cut off clothing is not allowed. Pants and shorts must fit at the waist, and all undergarments must be covered. Short's inseam must be at least as long as your fingertips when your arms are resting at your side. Caps may be worn outdoors but may not be worn backwards or sideways. Items that may cause injury, such as spiked jewelry or oversize earrings, are prohibited. Students should not **bring** nail polish, make-up, hair spray or color, or cologne/perfume to school.

School personnel will determine whether clothing is appropriate. Children wearing inappropriate clothing at school may call home to have acceptable clothing brought to school or may borrow appropriate clothing from the health office. Children may not be allowed to return to class until the objectionable article has been replaced.

Cafeteria

The Dorothy Hall Elementary School cafeteria serves nutritious meals for our children and a menu is available at the beginning of each month and on line at yuma.org – student links – menu. Breakfast is free and is served from 8:15–8:45. Children that do not bring their lunch are required to have a lunch account or \$1.50. Lunch accounts may be updated in the cafeteria. Free and reduced lunches are available for qualified students and applications are available in the office. Parents are responsible for their child’s lunch account. Children may bring lunch from home and should have it with them when they get to school. Parents may drop-off lunch for their child on special occasions.

Arizona law requires that we include the following statement: “In order to promote healthy eating habits for students on campus, carbonated beverages may not be sent or brought in with fast food. You may send water, juice or milk, or milk and juice may be purchased in the cafeteria during meals. Please do not send gum or candy with your child, as these items are also not permitted as we continue to foster a healthy eating environment. On behalf of our student’s health, we thank you.”

Snacks

Students are permitted to bring healthy snacks. Snacks should be snack size only. Family size snacks are not permitted. Also, hot snacks such as Takis or Hot Cheetos are not allowed because they create a mess with the red dye. Thank you for your cooperation.

Water Bottles

All students are encouraged to have a water bottle. **Only water** is permitted in the water bottles.

Library Media Center

All children have a library period each week. Our goal is to provide every child with a positive library experience that will be the beginning of a lifetime of using libraries and enjoying books. Children are expected to return books on the date due and pay for any that are lost or damaged.

Arizona Tax Credit

Parents may contribute up to \$400 for these activities and receive a full tax credit for the amount contributed. Specific programs such as P.E., Band/Music and field trips may be targeted. Donations may be made over the term of the calendar year and a receipt will be mailed by the end of January for the prior year. Information on Tax Credits is available in the office and at yuma.org.

Home and School Communication

If you would like to visit the school, please call the office to set up a convenient time that does not interrupt the class schedule. A copy of the daily schedule is included in this handbook.

It is essential that parents and teachers regularly communicate; this ensures that concerns are effectively addressed. The school day is reserved for instruction and phone calls to teachers may not be returned until after dismissal. Class Dojo, social media (Facebook and Instagram) and e-mails are often used to communicate with parents.

We offer parent conferences twice a year on four early dismissal days that have been scheduled in October and March to accommodate all parents. Please schedule appointments with your child's teacher.

Visitors on Campus

All parents, volunteers, and other visitors must sign in at the office when arriving on campus. A visitor sticker will be issued to alert staff that you have checked in. Any person not wearing a badge or sticker may be asked to obtain one from the office or additional steps will be taken as needed to ensure student safety.

Personalized Learning

We are excited to provide an iPad for every Yuma School District One student. We believe having their own iPads will help our students learn in the ways they learn best. At the same time, students will be sharpening the technology skills that are now essential in nearly every aspect of career and life.

Each student's iPad will open a new world of learning possibilities. It will also give each student -- and every parent or guardian -- important new responsibilities. Your Personalized Learning Handbook will give you information that explains caring for an iPad, answer some questions you may have, and list the most important rules for using an iPad safely. Parents are highly encouraged to purchase the iPad protection plan.

Assessment and Curriculum

Arizona has a testing program to measure the progress of children towards meeting the Arizona College and Career Readiness Standards (ACCRS). Arizona took the AASA for the first time during the 2021/22 school year. Galileo, our district assessment, is given 3 times a year to help monitor each student's progress toward mastering state standards.

Kindergarten through 3rd grade complete Acadience Reading testing, an assessment of reading skills, three times a year.

The AZELLA (Arizona English Language Learner Assessment) measures a child's proficiency in speaking, reading and writing English. Children whose home language is other than English are tested and, if necessary, are placed in our ELL (English Language Learner) Block for Structured English Immersion (SEI). Parents may write a written request to remove their child from the ELL Block.

Report cards are provided each quarter and progress reports go home at the midpoint of each quarter. Parent conferences have been scheduled for the first quarter report card and near the end of the third quarter.

Grades are based on the ACCRS in the basic areas of reading, writing, math, science, and social studies. They are reported using a production scale from 0-100%. Special Areas of Art, Music, and P.E. are provided for all students.

Health Office

The health assistant monitors required immunizations, conducts health screenings, maintains medical records, cares for children who are ill or have medical emergencies and advises on preventive health care. The health assistant may administer medication only with signed parent consent; this form also lists emergency contact numbers for use when parents cannot be reached. It is essential that we have at least two persons to contact in the event of student illness or injury so please review or update forms as needed or requested.

All medicines must be turned over to the Health Office for proper handling and dispensing. All medication must be in the current pharmacy container and be labeled with the child's name and correct dosage instructions. Children may carry emergency medicine (inhaler, insulin, epi-pen) when they have a Medical Consent Form on file with the 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 safety of all students. Requests for students to carry and self-administer will need a healthcare provider's order. When requested by parent/guardian, pharmacies will provide a second labeled container for school use. Medication will be administered only, with a signed consent from a parent/guardian, and healthcare provider.

Prescription Medication

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

Over the Counter Medication

- **Must** be prescribed by a Health care provider who is licensed in the state of Arizona and/or California.
- Must be in the original labeled container/box

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!

WAYS TO PREVENT THE SPREAD OF LICE

- DO NOT SHARE COMBS, HAIR BRUSHES, TOWELS, HATS, BIKE OR BATTING HELMET, SLEEPING BAG, OR PILLOWS.
- AVOID HANGING HATS AND COATS NEXT TO OTHERS' CLOTHING.

WHAT TO LOOK FOR

- EXCESSIVE SCRATCHING OF HEAD, ESPECIALLY AT THE BACK OF THE HEAD JUST ABOVE THE NECK.
- NITS ON THE HAIR. THESE ARE USUALLY PEARLY-GREY IN COLOR AND ARE ATTACHED TO THE HAIR SHAFT NEAR THE SCALP.
- NITS ARE DISTINGUISHED FROM DANDRUFF BECAUSE THEY STICK TO THE HAIR SHAFT.

WHAT TO DO IF YOU FIND NITS

- NOTIFY THE SCHOOL OFFICE
- TREAT YOUR CHILD AND ALL HOUSEHOLD MEMBERS WITH A LICE SHAMPOO RECOMMENDED BY YOUR PHARMACIST.
- **FOLLOW ALL INSTRUCTIONS CAREFULLY!**
- USE A NIT COMB AFTER TREATMENT TO REMOVE LICE FROM HAIR SHAFTS. A 10% VINEGAR RINSE HELPS TO LOOSEN THE NITS FROM THE HAIR SHAFTS.
- WASH ALL BED LINENS AND WASHABLE CLOTHING IN HOT WATER.
- PLACE ALL NON-WASHABLE ITEMS SUCH AS STUFFED TOYS IN A SEALED PLASTIC BAG FOR 21 DAYS.
- VACUUM FURNITURE, RUGS AND FLOORS.

WHEN CHILDREN CAN RETURN TO SCHOOL

- CHILDREN WITH HEAD LICE ARE TO BE KEPT OUT OF SCHOOL UNTIL TREATED.
- BEFORE YOUR CHILD'S RETURN TO THE CLASSROOM, THE SCHOOL OFFICE STAFF WILL ASSIST IN RECHECKING HIM/HER BEFORE ALLOWING RETURN TO THE CLASSROOM.



ADHS

ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY

Grades K-12 (School year 2021-2022)

- Requirements are shown below as stated in [Arizona Administrative Code, R9-6-702](#), Table 7.1 and Table 7.2
- Please review the [Arizona Immunization Handbook for Schools and Child Care Programs](#) along with the [Vaccine Catch-up Flowcharts & FAQs](#) for further information and details about immunization requirements and exemptions.
- Vaccines must follow ACIP minimum intervals and ages to be valid. See page 2 for minimum interval and catch-up schedule information.
- The 4-day grace period only applies to vaccine-administration minimum age and intervals. Refer to the Handbook for questions.

Vaccine	4-6 Years Old and attendance in Kindergarten or 1 st grade	7-10 Years Old	11 Years and Older
HepB Hepatitis B	3 doses The final dose of HepB must be given at 24 weeks of age or older. Only 3 doses are required if the 3 rd dose was received at or after the child was 24 weeks of age; otherwise 4 doses are required.		
Polio Poliovirus (IPV) For OPV see page 2	4 doses The final dose of polio must be received at/after 4 years of age and at least six months after the previous dose. Only 3 doses are required if the 3 rd dose was received on/after the child's 4 th birthday and at least six months after the 2 nd dose. Additional doses may be needed to meet requirements. See pg. 2 for retrospective history guidance.		
MMR Measles, Mumps and Rubella	2 doses Minimum recommended age for dose 1 is 12 months. A 3 rd dose will be required if dose 1 was given more than 4 days before 1 st birthday.		
VAR Varicella (chickenpox)	1 dose Minimum recommended age for dose 1 is 12 months. 2 doses, at least 4 weeks apart, are required if dose 1 was given at 13 years of age or older.		
DTaP, Tdap, Td Diphtheria, Tetanus, and Pertussis	5 doses of DTaP The final dose of tetanus-diphtheria containing vaccine must be received at/after 4 years of age and at least six months after the previous dose. Only 4 doses are required if the 4 th dose was received on/after 4 years of age. In certain situations an additional dose may be required, up to a maximum of 6 doses (before age 7).	4 doses of tetanus-diphtheria-containing vaccine (or combination of DTaP, Td or Tdap doses). At least one dose at/after 4 years of age and at least 6 months from previous dose. 3 doses (with one at/after 4 years) is acceptable if the first dose was given on/after 1 st birthday; otherwise refer for an additional dose.	1 dose of Tdap is required If the student does not have a Tdap but received a dose of tetanus-diphtheria-containing vaccine within the past 5 years, refer for the adolescent Tdap dose when 5 years has passed since that dose. If a student has received 1 valid dose of adolescent Tdap (age 10 years or older), no further doses are needed. Students must have minimum series of 4 doses of tetanus-diphtheria-containing vaccine; 3 doses acceptable if the 1 st dose was given on/after 1 st birthday.
MenACWY or MCV4 Quadrivalent Meningococcal	Retrospectively: Menomune (Meningococcal Polysaccharide) vaccine was a quadrivalent vaccine so is acceptable; however, production of this vaccine was discontinued in February 2017. Menomune doses are considered acceptable for school requirements.		1 dose of MenACWY is required A dose administered at 10 years of age will meet the requirement.

Arizona Immunization Program Office • 150 North 18th Avenue, Suite 120
Phoenix, AZ 85007 • (602) 364-3630
Last reviewed/revised June 2021

**ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY – Minimum Interval/Catch-up Guidance
Grades K-12 (School year 2021-2022)**

Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
HepB Hepatitis B	dose 1	Birth	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> Some children may receive a birth dose and then a combination vaccine resulting in a total of 4 (or more) doses. At long as the interval between doses is met, 4+ doses meet requirement. 2 doses, at least 4 months apart, meet the requirement if the child received the adolescent series using the Merck Recombivax HB Adult Formulation when the child was 11-15 years of age. Retrospectively: 1) A final dose given on or after August 7, 2009, must be given at or after 4 years of age and a minimum interval of 6 months from the previous dose. 2) Students who received 4 doses (with at least 4 weeks minimum intervals between doses and/or before the age of 4 years) PRIOR to August 7, 2009 have met the requirement. OPV given prior to April 1, 2016 will be presumed to be trivalent and therefore acceptable, regardless of age, or country, of administration. Any OPV doses administered on or after April 1, 2016 are presumed to be bivalent and therefore unacceptable. poliomyelitis vaccine is not recommended in the U.S. for individuals 18 years of age or older; however, a complete series is still required for school attendance. If MMR dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). If varicella dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). DTaP is licensed for children through age 6. If catch-up doses are needed at age 7 or older, Tdap or Td should be used to start/complete the series. A Tdap given at age 7-9 years of age does not count for the 11- year old Tdap requirement; a Tdap should be given once 5 years has passed since last dose of tetanus-diphtheria containing vaccines was given. Retrospectively, if a child received a Tdap at age 10 as part of a catch-up series, or inadvertently earlier than the recommended age of 11-12, the dose may be counted as the adolescent dose and is acceptable to meet school requirements. Once a valid adolescent Tdap dose has been received, a tetanus booster is recommended when 10 years has passed since last dose of tetanus-containing vaccine. Only quadrivalent meningococcal ACWY vaccine doses will be accepted. The vaccines given currently in the U.S. are Menactra, Menveo, and MenQuadfi. No monovalent or bivalent meningococcal vaccinations will be accepted (MenA, MenB, MenC, or MenCY).
	dose 2	4 weeks	At least 8 weeks between dose 2 & 3 (or final)	
	dose 3	24 weeks	At least 16 weeks between dose 1 & 3 (or final) AND at/after 24 weeks of age	
	dose 4	12 months	At least 4 weeks between dose 1 & 2	
Polio IPV or OPV	dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> Retrospectively: 1) A final dose given on or after August 7, 2009, must be given at or after 4 years of age and a minimum interval of 6 months from the previous dose. 2) Students who received 4 doses (with at least 4 weeks minimum intervals between doses and/or before the age of 4 years) PRIOR to August 7, 2009 have met the requirement. OPV given prior to April 1, 2016 will be presumed to be trivalent and therefore acceptable, regardless of age, or country, of administration. Any OPV doses administered on or after April 1, 2016 are presumed to be bivalent and therefore unacceptable. poliomyelitis vaccine is not recommended in the U.S. for individuals 18 years of age or older; however, a complete series is still required for school attendance. If MMR dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). If varicella dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). DTaP is licensed for children through age 6. If catch-up doses are needed at age 7 or older, Tdap or Td should be used to start/complete the series. A Tdap given at age 7-9 years of age does not count for the 11- year old Tdap requirement; a Tdap should be given once 5 years has passed since last dose of tetanus-diphtheria containing vaccines was given. Retrospectively, if a child received a Tdap at age 10 as part of a catch-up series, or inadvertently earlier than the recommended age of 11-12, the dose may be counted as the adolescent dose and is acceptable to meet school requirements. Once a valid adolescent Tdap dose has been received, a tetanus booster is recommended when 10 years has passed since last dose of tetanus-containing vaccine. Only quadrivalent meningococcal ACWY vaccine doses will be accepted. The vaccines given currently in the U.S. are Menactra, Menveo, and MenQuadfi. No monovalent or bivalent meningococcal vaccinations will be accepted (MenA, MenB, MenC, or MenCY).
	dose 2	10 weeks	At least 4 weeks between dose 2 & 3	
	dose 3	14 weeks	At least 4 weeks between dose 3 & 4	
	dose 4	4 years	At least 6 months between final dose and previous dose (could be final dose 3 or final dose 4)	
MMR Measles, Mumps and Rubella	dose 1	12 months	At least 4 weeks (28 days) between dose 1 & 2	<ul style="list-style-type: none"> Retrospectively: 1) A final dose given on or after August 7, 2009, must be given at or after 4 years of age and a minimum interval of 6 months from the previous dose. 2) Students who received 4 doses (with at least 4 weeks minimum intervals between doses and/or before the age of 4 years) PRIOR to August 7, 2009 have met the requirement. OPV given prior to April 1, 2016 will be presumed to be trivalent and therefore acceptable, regardless of age, or country, of administration. Any OPV doses administered on or after April 1, 2016 are presumed to be bivalent and therefore unacceptable. poliomyelitis vaccine is not recommended in the U.S. for individuals 18 years of age or older; however, a complete series is still required for school attendance. If MMR dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). If varicella dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). DTaP is licensed for children through age 6. If catch-up doses are needed at age 7 or older, Tdap or Td should be used to start/complete the series. A Tdap given at age 7-9 years of age does not count for the 11- year old Tdap requirement; a Tdap should be given once 5 years has passed since last dose of tetanus-diphtheria containing vaccines was given. Retrospectively, if a child received a Tdap at age 10 as part of a catch-up series, or inadvertently earlier than the recommended age of 11-12, the dose may be counted as the adolescent dose and is acceptable to meet school requirements. Once a valid adolescent Tdap dose has been received, a tetanus booster is recommended when 10 years has passed since last dose of tetanus-containing vaccine. Only quadrivalent meningococcal ACWY vaccine doses will be accepted. The vaccines given currently in the U.S. are Menactra, Menveo, and MenQuadfi. No monovalent or bivalent meningococcal vaccinations will be accepted (MenA, MenB, MenC, or MenCY).
	dose 2	13 months	-	
VAR Varicella (chickenpox)	dose 1	12 months	At least 3 months between dose 1 & 2	<ul style="list-style-type: none"> Retrospectively: 1) A final dose given on or after August 7, 2009, must be given at or after 4 years of age and a minimum interval of 6 months from the previous dose. 2) Students who received 4 doses (with at least 4 weeks minimum intervals between doses and/or before the age of 4 years) PRIOR to August 7, 2009 have met the requirement. OPV given prior to April 1, 2016 will be presumed to be trivalent and therefore acceptable, regardless of age, or country, of administration. Any OPV doses administered on or after April 1, 2016 are presumed to be bivalent and therefore unacceptable. poliomyelitis vaccine is not recommended in the U.S. for individuals 18 years of age or older; however, a complete series is still required for school attendance. If MMR dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). If varicella dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). DTaP is licensed for children through age 6. If catch-up doses are needed at age 7 or older, Tdap or Td should be used to start/complete the series. A Tdap given at age 7-9 years of age does not count for the 11- year old Tdap requirement; a Tdap should be given once 5 years has passed since last dose of tetanus-diphtheria containing vaccines was given. Retrospectively, if a child received a Tdap at age 10 as part of a catch-up series, or inadvertently earlier than the recommended age of 11-12, the dose may be counted as the adolescent dose and is acceptable to meet school requirements. Once a valid adolescent Tdap dose has been received, a tetanus booster is recommended when 10 years has passed since last dose of tetanus-containing vaccine. Only quadrivalent meningococcal ACWY vaccine doses will be accepted. The vaccines given currently in the U.S. are Menactra, Menveo, and MenQuadfi. No monovalent or bivalent meningococcal vaccinations will be accepted (MenA, MenB, MenC, or MenCY).
	dose 2	10 weeks	4 weeks (28 days) between doses if administered at age 13 or older	
	dose 3	14 weeks	At least 4 weeks between dose 2 & 3	
	dose 4	12 months	At least 6 months between dose 3 & 4	
	dose 5	4 years	At least 6 months between dose 4 & 5	
DTaP, Tdap, Td Tetanus, Diphtheria, and Pertussis	dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> Retrospectively: 1) A final dose given on or after August 7, 2009, must be given at or after 4 years of age and a minimum interval of 6 months from the previous dose. 2) Students who received 4 doses (with at least 4 weeks minimum intervals between doses and/or before the age of 4 years) PRIOR to August 7, 2009 have met the requirement. OPV given prior to April 1, 2016 will be presumed to be trivalent and therefore acceptable, regardless of age, or country, of administration. Any OPV doses administered on or after April 1, 2016 are presumed to be bivalent and therefore unacceptable. poliomyelitis vaccine is not recommended in the U.S. for individuals 18 years of age or older; however, a complete series is still required for school attendance. If MMR dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). If varicella dose 1 was given more than 4 days before the 1st birthday, another dose is required. MMR and varicella vaccines are live vaccines and must be given on the same day or at least 28 days apart (this rule also applies to live nasal influenza doses). DTaP is licensed for children through age 6. If catch-up doses are needed at age 7 or older, Tdap or Td should be used to start/complete the series. A Tdap given at age 7-9 years of age does not count for the 11- year old Tdap requirement; a Tdap should be given once 5 years has passed since last dose of tetanus-diphtheria containing vaccines was given. Retrospectively, if a child received a Tdap at age 10 as part of a catch-up series, or inadvertently earlier than the recommended age of 11-12, the dose may be counted as the adolescent dose and is acceptable to meet school requirements. Once a valid adolescent Tdap dose has been received, a tetanus booster is recommended when 10 years has passed since last dose of tetanus-containing vaccine. Only quadrivalent meningococcal ACWY vaccine doses will be accepted. The vaccines given currently in the U.S. are Menactra, Menveo, and MenQuadfi. No monovalent or bivalent meningococcal vaccinations will be accepted (MenA, MenB, MenC, or MenCY).
	dose 2	10 weeks	At least 4 weeks between dose 2 & 3	
	dose 3	14 weeks	At least 6 months between dose 3 & 4	
	dose 4	12 months	At least 6 months between dose 4 & 5	
	dose 5	4 years	In general, a child should not receive more than 4 doses prior to the 4 th birthday or a total of 6 doses prior to the 7 th birthday; however, the child should still receive a dose at/after 4 years of age and at least 6 months from previous dose	
MenACWY, MCW4 Meningococcal	dose 1	10 years		<ul style="list-style-type: none"> Only quadrivalent meningococcal ACWY vaccine doses will be accepted. The vaccines given currently in the U.S. are Menactra, Menveo, and MenQuadfi. No monovalent or bivalent meningococcal vaccinations will be accepted (MenA, MenB, MenC, or MenCY).

Arizona Immunization Program Office • 150 North 18th Avenue, Suite 120
Phoenix, AZ 85007 • (602) 364-3630
Last reviewed/revised June 2021