

# WELCOME LETTER

August 2024

Dear Parents, Students and Community Members,

Welcome to Ocotillo Elementary School, Home of the Bulldogs. We are extremely proud of our school and the programs we have designed to meet a wide variety of educational needs for children. We are committed to academic achievement and building fundamental skills in reading, math and language. We feel that a child's self-esteem, coupled with a safe, supportive environment, enhances the learning experience. Our goals of academic excellence and positive self-esteem can become a reality when staff and parents work together in an atmosphere of communication and cooperation. We invite you to become actively involved in your child's education and look forward to an exciting and productive 2024-2025 school year.

Sincerely,

Mrs. Mandy George, Principal

## General School Information

**School Address:** 3225 W. Ocotillo, Phoenix, AZ 85017

**School Web Site:** [ocotillo.wesdschools.org](http://ocotillo.wesdschools.org) day of the absence by calling our attendance clerk at 602-347-2411. All

**Important Telephone Numbers:** absences not verified on or before the absence occurs will remain

unexcused.

Office: 602-347-2400

Health Office: 602-347-2410

Attendance: 602-347-2411

KidSpace: 602-347-2415

Head Start Preschool: 602-347-2443

## School Goals

At Ocotillo Elementary, staff and teachers design instruction with the intent that all students meet benchmark expectations. However, intervention plans are in place to for students who excel or do not meet these goals.

## Action Steps

- Maintain high student expectations
- Provide clear communication of academic and behavioral goals to ensure student success
- Hold students responsible for their actions
- Participate in continued professional development to enhance teacher effectiveness.
- Utilize research-based instructional practice
- Create and sustain a positive school environment that welcomes community and parental involvement
- Frequently monitor students using multiple assessments.
- Implement a variety of teaching strategies to meet the unique needs of students.

## Instructional Practices

Ocotillo understands that effective, comprehensive assessment to screen, diagnose, monitor and measure outcomes is essential to evaluate the effectiveness of our programs. We will do this by implementing procedures to collaboratively and individually identify instructional improvements related to our identified needs in the areas of reading and math and behavior. Teachers will utilize assessment results to make data-based instructional decisions to provide interventions in the areas of reading, math, and social/emotional behavior.

## School Hours

Office: 7:00 a.m. to 3:30 p.m.

Hours on Wednesdays 7:00 a.m. to 2:30 p.m.

## Start/Dismissal Times

Grades K-6: 7:30 a.m. – 2:30 p.m.

Early Release Wednesdays K-6: 7:30 a.m. – 1:00 p.m.

## GENERAL INFORMATION

### Attendance/Truancy

In order to assure students are successful and meet current state legislation, ARS § 15-803, which requires all students to attend 90% of the school year, WESD has an Attendance Unit (AU). The AU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five total absences (excused, unexcused and/or unverified), families will receive an attendance notification letter. When a student reaches 10 unverified, unexcused, and excused absences, families will receive an attendance warning letter and a referral to the AU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (a rc on or before the

at 602-347-2411. All

absences not verified on or before the absence occurs will remain

unexcused.

### Signing Out Students

Anyone signing students out during the school day must be listed on the student's emergency card and show valid identification every time – NO EXCEPTIONS! Pictures of any form of identification will not be accepted. We have found that calling students out of school early takes at least 15 minutes. Due to transitioning and dismissal procedures, students will not be called out of class 20 minutes prior to dismissal.

### Parent/Guardian Contact Information

All parent/guardian/emergency contact information must be updated in person or through the ParentVUE app. Email changes will not be accepted.

### Visitors

All visitors must sign-in at the front office. In order to visit any area on campus, a valid photo identification must be presented and left at the front office. IDs will be returned as visitors sign-out. Due to potential and ongoing health concerns, the principal may restrict access to visitors at any point in the school year to keep our students and staff safe by physically distancing and/or meeting health department requirements.

### Field Trips

Parents and legal guardians are the only adults allowed to accompany students as chaperones on field trips. No grandparents or adults who do not have proper legal custody of the student will be permitted to chaperone. Only one adult per child is able to go on the field trip and

chaperones are not able to bring other children on the trip. Additional adults are not able to join the field trip at the location.

## **Breakfast Information**

# SCHOOL PROGRAMS

## After-school Activities

Ocotillo School sponsors several after-school activities such as Student Council, cross country, co-ed soccer, and boys and girls basketball programs. There is an activity fee for these programs, and complete information will be available as they are scheduled during the year.

## After-school Academy

Ocotillo School offers a vibrant after-school program that offers additional academic support in math and reading, enrichment classes and demonstrations during the fall and spring semesters. This program is free of charge to participating Ocotillo students.

## Child Care (KidSpace)

A District-sponsored childcare program is available that provides before- and after-school supervision and activities for students. There is a nominal fee for this service. Further information is available through the extended day office at 602-347-2415.

## Head Start

Head Start is available at Ocotillo for four and five year olds. Information is available from the program director at 602-347-2415 or 602-347-2443.

# SCHOOL SAFETY

## Parking Lot

No student is to be on campus before 7:10 a.m. Our drop-off and pickup zone is along the curb in front of the school. Please do not leave your vehicle unattended along the curbs in the driveway lane in front of the school. Vehicles parked along the curb will be subject to citation by the fire marshal or police. If you need to enter the building, or walk your child to the door, please park in the appropriate designated spaces in the parking lot. **Please respect and adhere to a five mph speed limit in the parking lot.** Everyone shall use the designated crosswalks where a crossing guard is provided. **Students are not to cross the street without the assistance of the crossing guard.** Please do not park on the east side of 31

