

**2023-2024**  
**Parent/Student**  
**Handbook**

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# James B. Rolle School

## Parent/Student Handbook

### Introduction

The purpose of the Rolle School Parent/Student Handbook is to provide useful information about our school. District policies are presented in the Yuma School District One Elementary School Discipline Policies and Procedures Handbook and the iPad Handbook. Both can be found on the iPad and at the district website. [www.yuma.org](http://www.yuma.org)

### Mission Statement

**James B. Rolle is committed to preparing our students for the future by collaborating with families and the community to create an environment where students are empowered to be college and career ready.**

### Vision

**Responsible  
Organized  
Lifelong  
Learners  
Everyday**

<b>YUMA ONE PL VISION</b>
Empower every student and educator to utilize digital tools for high achievement and innovative excellence.

Students engage in personalized learning driven by the expertise of their teachers and the digital world.	Teachers facilitate personalized learning through a variety of blended learning models and the use of digital tools.	The Yuma Community supports and takes pride in its students; success in growth toward college, career and Citizenship.
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**Yuma School District One**  
**“One community pursuing excellence.”**

**Governing Board**

Mrs. Faith Klostreich, President

Ms. Theresa Fox , Member

Mr. Keith Ware, Member

Mrs. Adele Hennig, Member

Mr. Anthony Gier, Member

**District Administration**

Mr. James Sheldahl, Superintendent

Mr. Duane Sheppard, Associate Superintendent

Dr. Suzie Alka, Associate Superintendent

Mr. Luciano Munoz, Director for Administrative Services


Mr. Robert Monson, Director of Federal Programs

Mr. Dennis Ponder, Chief Financial Officer

2023-2024  
James B. Rolle School Staff

<p><b>Principal</b> Liz Angulo  <b>Secretary</b> Monika Garcia  <b>Office Technician</b> Lizbeth Guerra  <b>Home School Liaison</b> Bianca Sanchez  <b>Health Aide</b> Mariela Torres  <b>Nurse</b>  <b>Counselors</b> Loretta Lohman  <b>Preschool 1</b> Viridiana Hernandez  <b>Preschool 2</b> Claudette Morales  <b>Preschool 3</b> Maritza Rivera  <b>Preschool Resource</b> Caeli Slattery  <b>ESS Resource</b> Bridgette de la Cruz, R2  <b>ESS K-1</b> Talleene Suarez, Room 5  <b>ESS 2-3</b> Kelly Castro, Room 4  <b>Cross Categorical K-5</b> Diana Buitrago Room 5  <b>Speech</b> Bethany Erickson</p>	<p><b>Speech Language Assistant</b> Nicole Lasley  <b>Reading</b> Regina Seh  <b>P. E.</b> Ashlee Heeg  <b>Art</b> Cheri Williams  <b>Music</b> Brenda Ten Cate  <b>Library</b> Carla Quesenberry  <b>Right at School</b> Andrea and Renee  <b>Cafeteria</b> Nubia Peralta, Manager  <b>Custodians</b>  Louis Goebel  Salvador Camacho  Cristobal Garcia  <b>Grounds</b>  Raul  George</p>
<p><b>Kindergarten</b>  Nicole Contreras, Room 1  Anna Kamm Room 2  Victoria Gresham, Room 3  <b>First Grade</b>  Paola Sanchez, Room 7  Elisa Zanudo, Room 8  Linda Bergman, Room 9  <b>Second Grade</b>  Alisa Ambray, Room 10  Norma Acosta, Room 11  Samantha Maese, Room 12</p>	<p><b>Third Grade</b>  Cynthia Waahid, Room 14  Julie Payne, Room 15  Laura Lambert, Room 16  <b>Fourth Grade</b>  Casey Stock, Room 17  Laura Witts, Room 18  Ana Kochis, Room 21  <b>Fifth Grade</b>  Justin Wolter, Room 23  Amanda Orta, Room 24  Sharon Quick, Room 25</p>

## Student Calendar

Fourth Ave. J. H. Castle Dome M. S. Gila Vista J. H. Ron Watson M. S. Woodard J. H.																																			
Alice Byrne Carver Desert Mesa O. C. Johnson McGraw Orondo Palmcroft Pecan Grove Price Rolle Roosevelt Sunrise Dorothy Hall	 <h3 style="margin: 0;">Student Calendar 2023 – 2024</h3> <p style="margin: 0;">450 W. Sixth Street Yuma, Arizona 85364-2973 Phone: 928.502.4300 Fax: 928.502.4442</p> <p style="margin: 0;"><b>Yuma School District One</b> <i>ONE Community Pursuing Excellence</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="text-align: center;">July 17, 2023</td><td style="text-align: center;">Middle School Offices Open</td></tr> <tr><td style="text-align: center;">July 24, 2023</td><td style="text-align: center;">Elementary School Offices Open</td></tr> <tr><td style="text-align: center;">August 7, 2023</td><td style="text-align: center;">First Day of School</td></tr> <tr><td style="text-align: center;">September 4, 2023</td><td style="text-align: center;">Labor Day</td></tr> <tr><td style="text-align: center;">October 6, 2023 - October 9, 2023</td><td style="text-align: center;">Fall Break/Columbus Day</td></tr> <tr><td style="text-align: center;">November 10, 2023</td><td style="text-align: center;">Veteran's Day</td></tr> <tr><td style="text-align: center;">November 20-24, 2023</td><td style="text-align: center;">Thanksgiving Holiday Break</td></tr> <tr><td style="text-align: center;">December 18, 2023 – January 5, 2024</td><td style="text-align: center;">Winter Break</td></tr> <tr><td style="text-align: center;">January 15, 2024</td><td style="text-align: center;">Martin Luther King Day</td></tr> <tr><td style="text-align: center;">February 16, 2024</td><td style="text-align: center;">Non School Day for Students</td></tr> <tr><td style="text-align: center;">February 19, 2024</td><td style="text-align: center;">President's Day</td></tr> <tr><td style="text-align: center;">March 29, 2024</td><td style="text-align: center;">Good Friday</td></tr> <tr><td style="text-align: center;">April 1, 2024-April 5, 2024</td><td style="text-align: center;">Spring Break</td></tr> <tr><td style="text-align: center;">May 27, 2024</td><td style="text-align: center;">Memorial Day</td></tr> <tr><td style="text-align: center;">May 30, 2024</td><td style="text-align: center;">Last Day of School</td></tr> <tr><td style="text-align: center;">June 6, 2024</td><td style="text-align: center;">Elementary School Offices Close</td></tr> <tr><td style="text-align: center;">June 13, 2024</td><td style="text-align: center;">Middle School Offices Close</td></tr> </table>	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
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<b>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</b>																																			
<b>Price School: Monday - Friday: 8am - 3 :00pm - Early Out Monday's 8am-1pm</b>																																			

### Daily Schedule for Students

Kindergarten	1st Grade	2nd-3rd Grade	4th & 5th
8:45 First Bell	8:45 First Bell	8:45 First Bell	8:45 First Bell
8:50 Class Begins	8:50 Class Begins	8:50 Class Begins	8:50 Class Begins
Flex Recess	Flex Recess	10:30 RECESS	10:30 RECESS
		10:45 Class Time	10:45 Class Time
10:55 Lunch	11:10 Lunch	11:55 Lunch	12:30 Lunch
11:20 Recess	11:40 Recess	12:25 Recess	1:00 Recess
11:40 Class Time	11:55 Class Time	12:40 Class Time	1:15 Class Time
Flex Recess	Flex Recess	Flex Recess	
3:45 DISMISSAL	3:45 DISMISSAL	3:45 DISMISSAL	3:45 DISMISSAL

**\*\*For detailed schedules please contact the classroom teacher\*\***

### Weekly Early Dismissal

School will be dismissed at 2:15 every Monday.

### Supervision of Children

Children are supervised on campus from 8:15 am through 3:45 pm (2:15pm 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.

### **Skateboards, Heelies, Scooters, and Bicycles**

Skateboards and heelies are not allowed and children may not use skateboards or rollerblades as transportation to school. Children in grades 4-5 may ride bikes or scooters to school and all traffic and safety rules must be obeyed. Arizona law requires children to wear helmets.



## Yuma Schools Transportation Student Discipline/Corrective Management

Bus transportation of students to and from school is a privilege, and the safe transportation of children is the standard for everyone. To receive safe and efficient transportation, children must adhere to the rules of conduct. Bus drivers are in charge of the bus and all passengers. These rules are inclusive for all children and at bus stops, with the exception of children requiring “Special Needs” transportation services that are included in other related child management policies. Listed below are the violations and penalties identified within child transportation management.

### Level II Violations Penalties Penalties

Failure to obey instructions of bus driver	1st Offense	Child is warned and a copy of the misconduct report is forwarded to the student’s respective school.
Failure to remain properly seated	2nd Offense	Child is warned and a copy of the misconduct report is forwarded to the school. The driver will contact the child’s parent/guardian to request assistance in correcting the child’s behavior.
Use of profane or offensive language or gestures		
Use of tobacco products Creating a loud noise, disruption, or disrupting other persons	3rd Offense	Child is warned and a copy of the misconduct report is forwarded to the child’s respective school. The child will lose bus privileges for 3 school days. Parents will be responsible for their child’s transportation during this time.
Throwing or shooting any object in or outside of the bus	4th Offense	Child is warned and a copy of the misconduct report is forwarded to the child school. The student will lose bus privileges for 10 school days. Parents will be responsible for their child transportation during this time.
Disorderly conduct		
Possession of an unauthorized item (skateboard, electronic device, pet, food, beverage other than water)		

Continued Level II Conduct Violations beyond a fourth incident will result in the revocation of bus privileges for the remainder of the school year.

### Level I Violations

### Penalties

Fighting/Assault Possession of a weapon Possession of illegal drugs or alcohol Vandalism Threats 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 school days and up to the remainder of the school year.  <b>These violations may also be subject to additional school and/or law enforcement action.</b>
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### Appeals

A child's parent/guardian may appeal a disciplinary decision of the transportation department. The parent/guardian must submit a written letter of appeal immediately prior to any scheduled disciplinary suspension of bus privileges. This letter, indicating the reason for the appeal, will be delivered to the Director of Transportation. The Director of Transportation will review the appeal and make a determination within three (3) working days of receipt of the appeal.

Disciplinary action that is upheld by the Director of Transportation may be appealed to the student's respective School Administrator. The parent/guardian must submit a written letter of appeal, delivered to the School Administrator, indicating the reason for the appeal. The School Administrator will review the appeal and make a determination within five (5) working days of receipt of the appeal. The decision of the School Administrator is final.

Bus routes and times can be accessed from the web from this site: [Bus Routes](#). Typing in your address and school will bring up the bus stop closest to your home, the bus number, and pick-up and drop-off times. (Format example: 1234 S Rolle St – no punctuation)

## 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., but are only excused if you contact the school. If you have an appointment or if your child will be late, please call to let us know. If a child arrives after 10:00 state policy requires parent sign-in to count the child present. In order to ensure child safety, school procedure is to call about all absences that are not reported.

*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.*

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.

### **Cell Phones, Electronics, and Other Valuables**

Personal electronic devices are discouraged at school and on the bus. Cell phones must be off during school hours; this includes the bus, and may be confiscated for improper use. Only parents may pick up confiscated phones. **Smart watches and cell phones are required to be stored in backpacks during school hours.** Children should not bring personal electronic devices, expensive jewelry or large sums of money to school. 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 given to a Thrift Store.

### **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**

Rolle Roadrunners are expected to follow school rules. 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](http://www.yuma.org) and state law requires inclusion of Board Policy JICK-EB.

### **Positive Behavior Intervention System**

#### **Rolle Expectation Matrix**

<b>Location:</b>	<b>Responsible</b>	<b>Respectful</b>	<b>Safe</b>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Remember your purpose</li> <li>• Leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others’ privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Flush</li> <li>• Wash hands</li> </ul>

<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Follow Directions</li> <li>• Ask questions</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns</li> <li>• Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>• Keep classroom clean</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Clean your eating area</li> <li>• Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Voices low</li> <li>• Wait your turn</li> <li>• Say: excuse me, please, thank you</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in line</li> <li>• Keep hands and feet to yourself</li> <li>• Feet on the floor</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Use equipment appropriately</li> <li>• Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Take your Turn</li> <li>• Settle differences peacefully</li> <li>• Play cooperatively</li> </ul>	<ul style="list-style-type: none"> <li>• Play carefully</li> <li>• Stay in recess area</li> </ul>
<b>Walkways</b>	<ul style="list-style-type: none"> <li>• Hold equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Voices low</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on sidewalk</li> <li>• Keep hands to self</li> </ul>

**JICK-EB ©****EXHIBIT****STUDENT VIOLENCE / HARASSMENT /  
INTIMIDATION / BULLYING**

**(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 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

- 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,
- 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,
- occurs when there is a real or perceived imbalance of power or strength, or
- 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

- 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,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- 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 preference, 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 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 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 or suspect another student is bullied 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 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 others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, 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 is a violation of the law.



## Emergency Situation Procedures



### Working Together for **SAFE SCHOOLS**

*Should an emergency or disaster situation ever arise in our area while school is in session, District One schools have made preparations to respond effectively to such situations.*

## Lockdown **VS** Shelter in Place

### Lockdowns

A school may enter lockdown to secure school buildings and grounds during incidents that pose an immediate threat in or around the school.

### Shelter-in-Place

This may occur when there is a potentially dangerous situation off campus but in close proximity to the school or when it is safer inside the building or a room than outside.

#### In the Event of a Lockdown

- Students will immediately move to the safest area, which may or may not be the classroom.
- All attention should be on safety. Students should not use their phones.
- Students should follow the directions of school personnel.
- Students should not open a locked door for anyone while in lockdown.

## Guidance for Parents/Guardians

**1 Do Not Come to the School** - First responders will be securing the area. Additional traffic may interfere with emergency response.

**3 Keep Phone Lines Clear** - Telephone lines may be needed for emergency communication. Do not call the school.

**2 Stay Connected** - Using Blackboard or Class Dojo, the school or district will strive to keep parents informed with regular updates.

**4 Do Not Call Your Child** - In a lockdown situation, the goal is to prevent students from being seen or heard. Calling students may reveal their location.

## Reunification

In the event of a serious emergency, students will be kept at their schools until they are picked up by an adult identified as an emergency contact. During an extreme emergency, students may be evacuated to a safe, off-site location. They will be released at designated release gates located on identified relocation sites. Please instruct your student to remain at the location until you or a designee arrives.

## Talk About It

Talk with your children about school safety. Discussing this before an emergency occurs can help your child know what to do to stay safe.

## Strong Partnerships = Safe Schools

District One regularly works together with local law enforcement and first responders to ensure the safety of our campuses. Their review and input of District One's emergency operations plans are invaluable.

Through a valued partnership with the Yuma Police Department, all five District One middle schools have a dedicated school resource officer assigned to each campus.

## Stay Connected

In the event of an emergency, your child's school or district administration will use established internal communication (email, text and/or ClassDojo) to notify and update parents/guardians directly.

- Please ensure that your school has updated contact information to reach you by phone, text, and email.
- It is also imperative that the school has an updated list of emergency contacts. In the event of reunification, a student will only be released to an adult listed as an emergency contact.

Parents can check ParentVue to confirm their contact information is correct. Please contact the school office to update emergency contact information.

## If You See Something, Say Something . . . We'll Do Something

Adults and students are encouraged to contact their school to report any safety concerns. The school will then take action to investigate the report.

## Yuma School District One

450 W. 6th St.  
Yuma, AZ 85364  
(928) 502-4300  
www.Yuma.org





## Trabajando Juntos por **ESCUELAS SEGURAS**

*Si alguna vez surgiera una situación de emergencia o desastre en nuestra área mientras la escuela está en sesión, las escuelas del Distrito Uno se han preparado para responder de manera efectiva a tales situaciones.*

### Aislamiento **VS** Refugiarse en el lugar

#### Aislamientos

Una escuela puede entrar en confinamiento para proteger los edificios y planteles escolares durante incidentes que representen una amenaza inmediata en o alrededor de la escuela.

#### Refugiarse en el lugar

Esto puede ocurrir cuando existe una situación potencialmente peligrosa fuera del campus pero muy cerca de la escuela o cuando es más seguro dentro del edificio o de un salón que afuera.

#### En caso de bloqueo

- Los estudiantes se trasladarán inmediatamente al área más segura, que puede ser el salón de clases u otro lugar.
- Toda la atención debe estar en la seguridad. Los estudiantes no deben usar sus teléfonos.
- Los estudiantes deben seguir las instrucciones del personal de la escuela.
- Los estudiantes no deben abrir una puerta cerrada para nadie mientras están encerrados.

### Guía para padres/tutores

**1** **No se presente a la escuela** - Los socorristas de emergencias asegurarán el área. El tráfico adicional puede interferir con la respuesta de emergencia.

**2** **Mantente conectada** - Usando Blackboard o Class Dojo, la escuela o el distrito se esforzará por mantener informados a los padres con actualizaciones periódicas.

**3** **Mantenga las líneas telefónicas despejadas** - Es posible que se necesiten líneas telefónicas para la comunicación de emergencia. No llame a la escuela.

**4** **No llame a su hija** - En una situación de encierro, el objetivo es evitar que los estudiantes sean vistos u oídos. Llamar a los estudiantes puede revelar su ubicación.

### Reunificación

En caso de una emergencia grave, los estudiantes permanecerán en sus escuelas hasta que sean recogidos por un adulto identificado como contacto de emergencia. Durante una emergencia extrema, los estudiantes pueden ser evacuados a un lugar seguro fuera del sitio. Se liberarán en las puertas de liberación designadas ubicadas en los sitios de reubicación identificados. Indique a su estudiante que permanezca en el lugar hasta que llegue usted o una persona designada.

### Hable al respecto

Hable con sus hijos sobre la seguridad escolar antes de que ocurra una emergencia. Hablar sobre el plan de emergencia de su escuela puede ayudar a su hijo a saber qué hacer para mantenerse a salvo.

### Asociaciones sólidas = Escuelas Seguras

Distrito Uno trabaja regularmente junto con la policía local y los socorristas para garantizar la seguridad de nuestras escuelas. Los aportes del personal de operaciones de emergencia del Distrito Uno son invaluableles.

A través de una valiosa asociación con el Departamento de Policía de Yuma, las cinco escuelas intermedias del Distrito Uno tienen un oficial de recursos escolares asignado a cada escuela.

### Mantente conectado

En caso de una emergencia, la administración de la escuela o el distrito de su hijo utilizará la comunicación interna establecida (correo electrónico, mensaje de texto y/o ClassDojo) para notificar y actualizar a los padres/tutores directamente.

- Asegúrese de que su escuela tenga información de contacto actualizada para comunicarse con usted por teléfono, mensaje de texto y correo electrónico.
- También es imperativo que la escuela tenga una lista actualizada de contactos de emergencia. En caso de reunificación, el estudiante solo será entregado a un adulto agregado como contacto de emergencia.

[Los padres pueden consultar ParentVue para confirmar que su información de contacto es correcta. Comuníquese con la oficina de la escuela para actualizar la información de contacto de emergencia.](#)

### Si ves algo, di algo . . . haremos algo

Se alienta a los adultos y estudiantes a comunicarse con su escuela para informar cualquier problema de seguridad. La escuela entonces tomará medidas para investigar el informe.

### Yuma School District One

450 W. 6th St.  
Yuma, AZ 85364  
(928) 502-4300  
www.Yuma.org



## **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 ACCCHS. Information is available from the Health Office, through the school office, or by calling 1-800-764-KIDS. Children not covered by insurance may seek a referral from the Health Aide to the school-based Health Clinic at Pecan Grove School.

## **Dress Code**

Yuma School District One's policy prohibits the wearing of clothing displaying objectionable or gang-related symbols. Bare midriffs, see-through blouses, 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 baggy, loose fitting, or cut off clothing is not allowed. Pants and shorts must fit at the waist, and all undergarments must be covered. Any fashion pants should not have any rips above the fingertips. 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. No Heelys (shoes with wheels) at school and it is preferred students wear closed toe shoes for PE.

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.

District One's webpage is [www.yuma.org](http://www.yuma.org). Rolle's webpage is [www.rolle.yuma.org](http://www.rolle.yuma.org).

## **Cafeteria**

The Rolle cafeteria serves nutritious meals for our children and a menu is available at the beginning of each month and on line at [yuma.org](http://yuma.org) – student links - menu. Breakfast is free and is served from 8:15-8:40. Lunch is provided daily and the price ranges from \$1.50-free depending on lunch application. If you have not completed a lunch application in previous years please fill one out on the online [Linq](#) portal. Arizona law requires that we include the following statement: "In order to promote healthy eating habits for students on campus, carbonated beverage 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."

Students should either have school lunch or a packed lunch that they bring from home each day.

Parents are permitted to eat with their child at their scheduled lunch time and may bring food for them to eat from outside. Students are allowed to invite one other student or sibling from the same lunch period to sit with them. Cafeteria space is limited and we cannot guarantee seating for parents to eat with their child. Parents are permitted to sit at the picnic tables closest to the cafeteria, but not in between classroom wings.

## **Snacks**

We encourage that Hot Cheetos and Takis are not brought to school (this prevents upset stomachs and things from becoming orange). Any snacks brought for the class should be arranged through the teacher for drop off. Snacks should be individually wrapped.

## **Anita and John Young 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.

## **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. Student planners, e-mails and Class Dojo messages are often used to communicate with parents.

We offer parent conferences twice a year on three 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 visitors must sign in at the office before entering campus.

Only Preschool parents are permitted on campus before school to sign their child into the class each day. We will have a closed campus during school hours, other than for eating with your child at lunch or special events.

## **PTO and Volunteering**

The Parent/Teacher Organization (PTO) at James B. Rolle School works:

- To promote a quality relationship and facilitate effective

communication between home and school for the educational benefit of children;

- To support and assist our principal, teachers, and staff in their efforts to provide a quality education for children;
- To support, organize, and conduct activities or programs that enhance children's education and environment.

James B. Rolle School PTO By-laws

## **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.

## **Assessment and Curriculum**

Arizona has a testing program to measure the progress of children towards meeting the Arizona College and Career Readiness Standards (ACCRS). Galileo, given 3 times a year, helps monitor students' progress toward mastering state standards. Arizona state assessment: Arizona's Academic Standards Assessment (AASA) is administered to 3rd-5th grade in April.

Kindergarten through 3rd grade complete Acadience Reading Assessment, 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 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.

### **Health Office**

The Nurse monitors required immunizations, conducts health screenings, maintains medical records, cares for children who are ill or have emergency medical and advises on preventive health care. The Nurse 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

YUMA SCHOOL DISTRICT ONE HAS FOUR (4) REGISTERED NURSES IN THE DISTRICT WHO HAVE A SCHOOL OF THEIR OWN AND OVERSEE 12 HEALTH ASSISTANT CLERKS, WORKING IN CLUSTERS. THE REGISTERED NURSE FOR EACH CLUSTER CAN BE CONTACTED FOR ASSISTANCE IF YOUR CHILD HAS SPECIAL HEALTH CARE NEEDS.

SERVICES INCLUDE, BUT ARE NOT LIMITED TO:

IMMUNIZATION REVIEW	BLOOD PRESSURE SCREENING
HEIGHT & WEIGHT SCREENING	SCOLIOSIS SCREENING
VISION SCREENING	FLUORIDE MOUTHRINSE
HEARING SCREENING	GROWTH & DEVELOPMENT
DENTAL SCREENING	HEALTH TEACHING

PRESENCE IN SCHOOL HAS A POSITIVE EFFECT ON ATTITUDE, WORKHABITS AND PROGRESS,

**SICK STUDENTS BELONG AT HOME and WELL STUDENTS BELONG IN SCHOOL!**

TO PROTECT OTHER STUDENTS, ANY STUDENT WITH A TEMPORARY INFECTION SHOULD BE KEPT AT HOME.

HERE ARE SOME GUIDELINES THAT HELP IN DECIDING IF A STUDENT SHOULD COME TO SCHOOL:

<b>COLDS:</b>	MILD, BUT OTHERWISE FEELING WELL - GO TO SCHOOL HEAVY, DEEP, OR HACKING COUGH - <b>STAY HOME</b> , EVEN WITHOUT A FEVER
<b>SORETHROAT:</b>	WITHOUT OTHER SYMPTOMS - GO TO SCHOOL WHITE SPOTS IN THE BACK OF THROAT OR FEVER - <b>STAY HOME AND/OR SEE DOCTOR</b>
<b>DIARRHEA:</b>	<b>STAY HOME</b>
<b>VOMITING:</b>	<b>STAY HOME</b>
<b>HEADACHE:</b>	GO TO SCHOOL
<b>FEVER:</b>	<b>A STUDENT WITH A TEMPERATURE OF 100F OR ABOVE IS TO BE KEPT AT HOME AND TO BE KEPT HOME UNTIL 24 HOURS FEVER FREE WITHOUT ANY HELP OF MEDICATION.</b>
<b>RASH:</b>	ANY UNEXPLAINED RASHES - <b>STAY AT HOME</b> OR <b>SEE THE DOCTOR</b>
<b>IMMUNIZATIONS:</b>	STUDENTS MUST HAVE PROOF OF <u>ALL</u> REQUIRED IMMUNIZATIONS, OR A VALID EXEMPTION IN ORDER TO ATTEND SCHOOL.

IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT THE HEALTH OFFICE AT \_\_\_\_\_ AT YOUR SCHOOL.





YUMA SCHOOL DISTRICT ONE  
HEALTH SERVICES

EL DISTRITO ESCOLAR UNO DE YUMA TIENE CUATRO (4) ENFERMERAS, CUALES TIENEN UNA ESCUELA PROPIA A SU CARGO Y A LA VEZ SUPERVISAN A 12 ASISTENTES DE SALUD, TRABAJANDO EN GRUPOS EN SU AREA. LA ENFERMERA REGISTRADA DE CADA GRUPO PUEDE SER CONTACTADA PARA OBTENER ASISTENCIA SI SU HIJO (A) TIENE NECESIDADES ESPECIALES DE SALUD.

**LOS SERVICIOS INCLUYEN, PERO NO SON LIMITADOS A:**

REVISION DE VACUNAS	EXAMEN DE PRESION ARTERIAL
ALTURA Y PROYECCION DE PESO	EXAMEN DE ESCOLIOSIS
EXAMEN DE LA VISTA	ENJUAGE BUCAL CON FLORURO
EXAMEN DE AUDICION	CRECIMIENTO Y DESARROLLO
EXAMEN DENTAL	EDUCACION SOBRE LA SALUD

LA PRESENCIA EN LA ESCUELA TIENE UN EFECTO POSITIVO EN LA ACTITUD, Y LOS HABITOS DE TRABAJO Y PROGRESO EN CADA ESTUDIANTE.

**LOS ESTUDIANTES ENFERMOS DEBEN DE PERMANECER EN CASA Y LOS SALUDABLES EN LA ESCUELA!**

PARA PROTEGER OTROS ESTUDIANTES, CUALQUIER ESTUDIANTE CON UNA INFECCIÓN DEBERA PERMANECER EN CASA.

AQUI ESTAN ALGUNAS PAUTAS QUE PUEDEN SER UTILISADAS COMO REFERENCIA Y AYUDAN A DECIDIR SI UN ESTUDIANTE DEBE ASISTIR A LA ESCUELA O **PERMANECER EN CASA:**

**RESFRIADOS:** LEVE, PERO SI SE SIENTE BIEN PUEDE ASISTIR A LA ESCUELA

TOS PESADA, PROFUNDA O SECA, **PERMANECER EN CASA**, INCLUSO SIN FIEBRE

**DOLOR DE GARGANTA:** SIN OTROS SINTOMAS, PUEDE ASISTIR A LA ESCUELA. MANCHAS O PUNTOS BLANCOS EN LA PARTE DE ATRAS DE LA GARGANTA O FIEBRE, **PERMANECER EN CASA Y/O VER UN DOCTOR.**

**DIARREA:** **PERMANECER EN CASA**

**VOMITO:** **PERMANECER EN CASA**

**DOLOR DE CABEZA:** PUEDE ASISTIR A LA ESCUELA

**FIEBRE:** UN ESTUDIANTE CON TEMPERATURA DE 100F O MAS ALTA, DEBE PERMANECER EN CASA Y QUEDARSE EN CASA POR 24 HORAS ASTA QUE LA FIEBRE DISMINUYE SIN AYUDA DE MEDICINA.

**ERUPCIÓN O SARPULLIDO:** SARPULLIDOS INJUSTIFICADOS- **QUEDARSE EN CASA O IR AL DOCTOR**

**VACUNAS:** TODOS LOS ESTUDIANTES DEBEN TENER COMPROBANTE DE TODAS LAS VACUNAS REQUIRIDAS O UNA EXENCIÓN VALIDA PARA PODER ASISTIR A LA ESCUELA.

SI TIENE PREGUNTAS, SEA LIBRE DE CONTACTAR A LA OFICINA DE SALUD AL \_\_\_\_\_ EN SU ESCUELA.

#### 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.

## ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY

### Grades K-12 (School year 2022-2023)

- 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 <sup>st</sup> grade	7-10 Years Old	11 Years and Older
<b>HepB</b> Hepatitis B	<b>3 doses</b> The final dose of HepB must be given at 24 weeks of age or older. Only 3 doses are required if the 3 <sup>rd</sup> dose was received at or after the child was 24 weeks of age; otherwise 4 doses are required.		
<b>Polio</b> Poliomyelitis (IPV) For OPV see page 2	<b>4 doses</b> 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 <sup>rd</sup> dose was received on/after the child's 4 <sup>th</sup> birthday and at least six months after the 2 <sup>nd</sup> dose. Additional doses may be needed to meet requirements. See pg. 2 for retrospective history guidance.		
<b>MMR</b> Measles, Mumps and Rubella	<b>2 doses</b> Minimum recommended age for dose 1 is 12 months. A 3 <sup>rd</sup> dose will be required if dose 1 was given more than 4 days before 1 <sup>st</sup> birthday.		
<b>VAR</b> Varicella (chickenpox)	<b>1 dose</b> 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.		
<b>DTaP, Tdap, Td</b> Diphtheria, Tetanus, and Pertussis	<b>5 doses of DTaP</b> 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 <sup>th</sup> 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).	<b>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.</b>  3 doses (with one at/after 4 years) is acceptable if the first dose was given on/after 1 <sup>st</sup> birthday; otherwise refer for an additional dose.	<b>1 dose of Tdap is required</b> 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 <sup>st</sup> dose was given on/after 1 <sup>st</sup> birthday.
<b>MenACWY or MCV4</b> 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.		<b>1 dose of MenACWY is required</b> A dose administered at 10 years of age will meet the requirement.

**ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY – Minimum Interval/Catch-up Guidance**  
**Grades K-12 (School year 2022-2023)**

Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
<b>HepB</b> Hepatitis B	dose 1	Birth	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
	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	
<b>Polio</b> IPV or OPV	dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>Retrospectively: 1) A final dose given on or after August 7, 2009, must be given at or after 4 years of age <b>and</b> 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.</li> <li>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.</li> <li>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.</li> </ul>
	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)	
<b>MMR</b> Measles, Mumps and Rubella	dose 1	12 months	At least 4 weeks (28 days) between dose 1 & 2	<ul style="list-style-type: none"> <li>If MMR dose 1 was given more than 4 days before the 1<sup>st</sup> birthday, another dose is required.</li> <li>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).</li> </ul>
	dose 2	13 months	-	
<b>VAR</b> Varicella (chickenpox)	dose 1	12 months	At least 3 months between dose 1 & 2 4 weeks (28 days) between doses if administered at age 13 or older	<ul style="list-style-type: none"> <li>If varicella dose 1 was given more than 4 days before the 1<sup>st</sup> birthday, another dose is required.</li> <li>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).</li> </ul>
<b>DTaP, Tdap, Td</b> Tetanus, Diphtheria, and Pertussis	dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
	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 <sup>th</sup> birthday or a total of 6 doses prior to the 7th birthday; however, the child should still receive a dose at/after 4 years of age and at least 6 months from previous dose	
<b>MenACWY, MCV4</b> Meningococcal	dose 1	10 years		<ul style="list-style-type: none"> <li>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 MenC/Y).</li> </ul>

## ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY Child Care, Preschool, or Head Start (School year 2022-2023)



- 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 interval. Refer to the Handbook for questions.

Vaccine	2-3 months	4-5 months	6-11 months	12-14 months	15-17 months	18 months – 59 months
<b>HepB</b> Hepatitis B	<b>1 dose</b> (May get dose 1 at birth and dose 2 as early as 1 month of age)	<b>2 doses</b>	<b>2 doses</b> (May receive dose 3 as early as 6 months)	<b>3 doses</b> (Final dose must be given at 24 weeks of age or older)	<b>3 doses</b>	<b>3 documented doses</b> (Final dose must be given at 24 weeks of age or older)
<b>DTaP</b> Diphtheria, Tetanus, and Pertussis	<b>1 dose</b>	<b>2 doses</b>	<b>3 doses</b>	<b>3 doses</b>	<b>4 doses</b>	<b>4 documented doses</b>
<b>Hib</b> <i>Haemophilus influenzae</i> type b	<b>1 dose</b>	<b>2 doses</b>	<b>2-3 doses</b>	<b>2-3 doses</b> (A Hib dose at/after 12 months is required for all children under 5 years)	<b>3-4 doses</b> (or 1 dose at or after 15 months of age)	<b>3-4 documented doses</b> <b>OR</b> <b>1 dose at or after 15 months of age</b>
<b>Polio</b> IPV	<b>1 dose</b>	<b>2 doses</b>	<b>2 doses</b>	<b>3 doses</b>	<b>3 doses</b>	<b>3 documented doses</b>
<b>MMR</b> Measles, Mumps and Rubella	Not given before 12 months of age			<b>1 dose</b>	<b>1 dose</b>	<b>1 documented dose</b>
<b>VAR</b> Varicella (chickenpox)	Not given before 12 months of age			<b>1 dose</b>	<b>1 dose</b>	<b>1 documented dose</b>
<b>HepA</b> Hepatitis A	Not given before 12 months of age <b>The Hepatitis A vaccine series (2 doses) is REQUIRED in Maricopa County for children 1-5 years of age, but is recommended in all other counties.</b>			<b>1 dose</b>	<b>1 dose</b>	<b>2 documented doses</b>

## ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY – Minimum Interval/Catch-up Guidance Child Care, Preschool, or Head Start (School year 2022-2023)

- A child who is missing vaccines required for their age must get a dose of needed vaccines within 15 days of enrollment; after 15 days the child may not attend without documentation that the child has received the required vaccinations or started the series.

Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
<b>HepB</b> Hepatitis B	Dose 1	Birth	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>Final dose of HepB vaccine must be given at 24 weeks of age or older. If HepB dose 3 was given before 24 weeks of age, a 4<sup>th</sup> dose is required.</li> <li>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 minimum intervals between doses <b>and</b> receipt of final dose at 24 weeks of age or older are met, 4+ doses meet requirement.</li> </ul>
	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	
<b>DTaP</b> Tetanus, Diphtheria, and Pertussis	Dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>A child may receive a dose of DTaP at or after 4 years of age; although not required for attendance in child care/preschool, this dose is usually given in preparation for attendance in kindergarten. Minimum age for final dose is 4 years of age and at least 6 months since previous dose.</li> </ul>
	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	-	
<b>Hib</b> <i>Haemophilus Influenzae</i> type b	Dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>If all 3 doses given are PedvaxHib, only need 3 total doses; dose 3 must be at or after 12 months of age.</li> <li>A Hib dose at or after 12 months is required for all children under 5 years of age.</li> <li>Only one dose is required if the first/only dose is given at or after 15 months of age.</li> <li>Hib is not given after 5 years of age unless child has a medical condition.</li> </ul>
	Dose 2	10 weeks	At least 4 weeks between dose 2 & 3	
	Dose 3	14 weeks	At least 8 weeks between dose 3 & 4	
	Dose 4	12 months	-	
<b>Polio</b> IPV or OPV	Dose 1	6 weeks	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>Only 3 doses are required for kindergarten entry if the 3<sup>rd</sup> dose was received at or after the child's 4<sup>th</sup> birthday and at least six months after the 2<sup>nd</sup> dose.</li> <li>OPV given prior to April 1, 2016 will be presumed to be trivalent and therefore acceptable, regardless of country of administration. Any OPV doses administered on or after April 1, 2016 are presumed to be bivalent and therefore unacceptable. (The U.S. currently does not give anything other than IPV (inactivated polio vaccine) whereas some foreign countries still give the OPV (oral polio vaccine).</li> </ul>
	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	4 years	-	
<b>MMR</b> Measles, Mumps and Rubella	Dose 1	12 months	At least 4 weeks between dose 1 & 2	<ul style="list-style-type: none"> <li>If MMR dose 1 was given more than 4 days before the 1<sup>st</sup> birthday, another dose is required.</li> <li>Must get the same day as varicella OR at least 28 days apart (this rule also applies to live nasal influenza doses).</li> </ul>
	Dose 2	13 months	-	
<b>VAR</b> Varicella (chickenpox)	Dose 1	12 months	-	<ul style="list-style-type: none"> <li>If varicella dose 1 was given more than 4 days before the 1<sup>st</sup> birthday, another dose is required.</li> <li>Must get the same day as MMR OR at least 28 days apart (this rule also applies to live nasal influenza doses).</li> </ul>
<b>HepA</b> Hepatitis A	Dose 1	12 months	At least 6 months between dose 1 & 2	<ul style="list-style-type: none"> <li>If HepA dose 1 was given more than 4 days before the 1<sup>st</sup> birthday, another dose is required.</li> <li>Children 1 – 5 years of age are required to obtain dose 1 within 15 days of enrollment in child care, preschool or Head Start. Dose 2 is due 6 months after dose 1.</li> </ul>
	Dose 2	18 months	-	