

Otero Elementary
Student and Parent Handbook
2021-2022



Panther PRIDE

1650 Charmwood Drive
Colorado Springs, Colorado 80906
Phone: (719) 579-2110

Find Us On Facebook: Otero Elementary School

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School Hours

Monday – Late Start
PLC 7:30 – 9:30
Breakfast NOT SERVED
Pick-up 9:50 - 9:55
Instruction 9:55 – 3:15

Tuesday – Friday
Breakfast 8:05 – 8:20
Pick-up 8:20 – 8:25
Instruction 8:25 – 3:15

*Otero Elementary school supervision of students begins at 8:05 a.m. (Tuesday-Friday) and 9:40 a.m. (Monday) and ends at 3:25 p.m. At all other times, supervision is the responsibility of the family.

We are Otero
Home of the Panthers

School Colors: Black and Silver

Mascot: Panther

Panther Pride: Politeness, Respect, Integrity, Discipline, & Effort

Otero Elementary Mission – Why do we Exist?

Our enduring mission is to empower students to reach their greatest potential as life-long learners in both **academic achievement** and **character development**.

Otero Elementary Vision – What do we hope to become?

With consistency and communication, educators, families, and the community will support all scholars in becoming active participants in dynamic learning experiences to become productive citizens.

We are Harrison
HSD2 Mission

Graduate college-and career-ready students with the knowledge, skills, attitudes and behaviors to personally succeed and contribute to the common good.

Core Beliefs

All students are capable of excellence.

Our purpose is to maximize student success.

The well-being of our students, staff, families, and community is worthy of our investment.

Goals

Establish a **culture** where all students, staff, and families are valued, supported and appreciated.

Empower all students with the **education** and **skills** necessary to be successful in their life journey.

Broaden meaningful, **active engagement** among students, parents, and community partners.

Important Phone Numbers

Otero Elementary School	579-2110
Harrison Administration Office	579-2000
Special Programs	579-3240
Harrison Transportation Dept.	579-4900

School Web Site: www.otero.hsd2.org

Find us on Facebook: Otero Elementary School

Arrival to and Dismissal from School

School hours are established with the safety of our scholars in mind. Children should not arrive at school before 8:05 a.m. (Tuesday-Friday) and 9:50 a.m. (Monday). It is important that scholars do not report to school before the scheduled time due to no adult supervision.

Arrival

- Students report to assigned grade-level location around the exterior of the building.
- Tuesday – Friday students can report to the cafeteria for breakfast at 8:05 (Free to all students). **Breakfast is not provided on Mondays.**
- Teachers pick up students at 8:20 (Tuesday – Friday) and 9:50 (Monday) and escort to the classroom.
- Visitors will not be allowed to escort students to class. Families are encouraged to use car lane for drop off.
- All students are expected to be in their classes seated at 8:25 a.m. (Tuesday-Friday) and 9:55 a.m. (Monday) to begin the instructional day.

Morning Drop-off

- Bus lane is closed to all vehicles with the exception of bus transportation
- Cars will enter the parking lot through parking lot entry and families are encouraged to use car lane drop off to support in social distancing.
- Students in grades kinder, 1st, and 5th will be dropped off on the south side of the building by the cafeteria (Drop 1). Students in grades 2-4 will be dropped off at the south-west corner of the building (Drop 2).
- To ensure student safety remains a priority:
 - Students should be dropped in the right lane, closest to building and greeted by a staff member
 - Traffic should follow the one-way directions around the parking lot to exit

Dismissal

Students are expected to leave school immediately following dismissal at 3:15 p.m. and report directly home or to their place of care. If you are going to be late, please call the office as soon as possible 719-579-2110.

- **Bus, Walkers, Parent Pick-up & KinderCare**
 - Students exit the building with their assigned teacher.
 - Students high five their teachers prior to being released to family or before heading in the direction of their designated route if walking.
 - At 3:15 p.m. all bus and KinderCare riders will be escorted to the bus by their classroom teacher.
 - If a student misses the bus, parents will be called to pick up and receive a written warning.

Please use designated crosswalks to ensure that safety is a priority

- **Car Lane**
 - Students exit class at 3:15 p.m. for staff escort to back hallway where they sit with back to walls with a voice level of 0 in order to hear names called and ensure release is structured and completed as quickly as possible.
 - Cars must pull up to the south-west corner of the building. Please pull up as far as possible around curve to speed up parent pick-up.
 - Student will be called by staff after identifying person picking up.
 - Student will exit the building and enter their car on the passenger side to ensure safety.
 - Car lane pick-up is encouraged.

Any student remaining on school grounds at 3:30 p.m. will be brought in the building to wait for parents to pick them up. Parents will need to come into the office and sign their child out (identification required). Parents may also receive a warning letter if late pick up becomes excessive.

Lightning Procedures

In the event a lightning storm, students will remain in the building for dismissal. An email/text will be sent to notify parents of alternative dismissal. Walkers will remain in class and parents must come and sign out their scholar in their child's classroom or provide verbal permission to release. Car lane riders and bus riders will be released following normal dismissal procedures.

Attendance

Good attendance is critical to your child's success in school. Students are expected to be in school daily. Being on time is important to student learning as well. Students arriving to their classrooms after 8:25 a.m. (Tuesday-Friday) or 9:55 a.m. (Monday) are considered tardy. Also, students withdrawn before 3:15 will be considered as "missed instruction." Whenever possible, please schedule your child's appointments outside of regular school hours. When it isn't possible to do so, please have your child attend school, before and after, his/her scheduled appointment and provide documentation.

The following reasons for not attending school are considered excused absences by state law:

- * Temporary personal illness, COVID related symptoms or injured accompanied with medical documentation
- * Medical Appointments with accompanied documentation to the office within 48hrs of the absence
- * Required court appearance with accompanied documentation
- * Has an absence approved by a school administrator
- * Is enrolled in an independent or parochial school
- * Is absent for an extended period due to a mental, physical or emotional disability with medical documentation
- * Has been removed from school for a disciplinary action
- * Is in the custody of law enforcement
- * Is pursuing a school-sponsored work study program under appropriate supervision
- * Any other reason set forth in school policies or provided by law

Unexcused absences are any absences not listed. Excessive absences, where excused or unexcused, will adversely impact the student's learning. When absences become excessive, an attendance contract will be initiated. Continued absences will result in appropriate truancy processes.

Steps to follow when your child is absent:

- Parent/guardian should call our 24hr absence line, **579-2111**, to report the absence by 9:00 a.m. each day your child is going to be absent. We need to know the child's name, the teacher's name, and the reason for the absence. If you do not have a phone, please come by the school or send a note with a sibling.
- A doctor's statement for medical appointments or extended illnesses must be submitted to the office **within 48 hours of the appointment** to be considered an excused absence. We encourage you to make appointments on late start days or school breaks, if possible.
- Teachers need advanced notice to provide homework for students who are absent. Homework will only be provided for students who will be gone over two days. Teachers will need **48 hours** notice to prepare homework for the absent student.

Tardiness

- Upon late arrival, your child will need to be escorted into the office by an adult and signed in.
- Any time a student is late or leaves early, he or she will be counted as tardy.

Checkout procedures

If a student must leave school during school hours, a parent or guardian must check the child out through the office. Students returning to school during the day must also check in with the office. At Otero, teachers are teaching until the last possible minute as there is much to get accomplished in the short time we have students. Please do not request that your child leave before the dismissal bell unless it is an emergency.

End of Day Sign-outs

The end of the day is a busy time for classroom teachers and office staff. Please note that parents who come to pick up their child within 15 minutes of dismissals will have to wait for the dismissal bell. If you need to pick up your child early for an appointment, please plan to be here no later than 3:00 p.m. for early dismissal or plan on waiting until 3:15 p.m.

The person signing a child out must be a parent/guardian or listed as an emergency contact in Infinite Campus portal and present photo identification for the school to release the child.

Breakfast Program

Breakfast is served each morning with the expectation of Monday Late-starts. Breakfast is free to all Harrison School District students. If you have questions, please call the kitchen manager.

Bus Transportation

Rules & Regulations for Students Transported on Harrison School District Buses

Harrison School District transportation department provides effective and safe transportation for our students. School transportation is a privilege provided free of charge as a convenience to eligible students. The District is not required by law to provide transportation services. Only students who are assigned to a bus may ride that bus.

Proper conduct while waiting at the bus stop or riding on the bus is required at all times. Students who break the bus rules or distract the driver from his/her duties are subject to discipline measures that may result in loss of bus privileges or suspension. Supervision of children at the bus stop before the bus arrives and after the bus delivers the children in the afternoon is the responsibility of the parent. When the children are on the bus the driver and other school personnel will be responsible for their supervision.

Bus Conduct

1. Be on time
2. Get on/off at the correct bus stop
3. Sit properly
4. Remain in your seat
5. Listen to and follow directions from the driver
6. Respect others
7. Use quiet voices
8. Keep hands and feet to yourself (hand and all items in bus)

Bus Stop Conduct

1. Be on time
2. Stay off the road
3. Wait until bus comes to a complete stop before getting off or on
4. Show appropriate behavior

For more information regarding transportation please contact transportation department. 719-579-4900

Communication

Communication between home and school means a better education for your child. Some guidelines for successful communication are:

- If you have a concern about your child and/or school, please let us know.
 - Call
 - Email
 - Make an appointment.

Planner

Each student will be provided a school planner for assignments, school events/ announcements, and other means of communication between home and school.

Thursday Folders

Students will bring home a folder each Thursday with flyers and other important information. In addition, students will bring home completed work with success criteria and feedback for students and parents.

School web site

School information is updated regularly on our web address www.otero.hsd2.org. For additional information and updates, please like us on Facebook (Otero Elementary School).

Communication

Otero will be using planners and Dojo as a home to school communication modality. Information will include homework, students' daily behavior, upcoming events, newsletters, and additional notes if necessary. Parents will be provided information to sign up for Dojo during orientation. In addition, please check out our school website <https://www.hsd2.org/OES> and like us on Facebook (Otero Elementary School)

Monthly School Newsletter

The monthly school newsletter will be posted on Otero's website and sent through email. We hope it will keep you informed about events at Otero Elementary as well as students' successes and opportunities for you to become involved in our school. If you would like a hard copy, please visit the office.

Dress Code

Harrison School District 2 is committed to learning environment that is safe, conducive to high student achievement and free from unnecessary disruption.

See district Code of Conduct for more information regarding dress code.

Electronics and Valuable Items

Electronic items such as hand-held games, MP3 players, fidget toys, and collectable trading cards of any kind need to be left at home. Cell phones are permitted but will be required to be placed on silent and remain in a backpack. Any smart watch must be placed on airplane mode during school hours. If an item of value is brought to school, the school will not be responsible if the item is lost, stolen, or damaged.

Emergency Contact Information

Please keep emergency information current. In the event your child becomes ill, or is injured at school, and requires your presence, we must have the information necessary to contact you. **All students must have at least two emergency contact numbers on file at all times. Keep all information updated in the school's office by updating your parent portal.**

Emergency Drills (Fire/Tornado/Lock Down)

The safety of your child is one of our greatest priorities. It is difficult, if not impossible to plan for every possible emergency scenario. Standard Response Protocols for evacuation, shelter, lockout, and lockdown are practiced addressing emergencies such as fires, tornadoes, and suspicious/dangerous persons. We will be watchful and vigorous in our efforts to provide a safe learning environment for our students. Your help and support of our rules is always appreciated!

Fire Drills - Fire drills are conducted monthly. Most drills are scheduled; however, some drills will be conducted without notice. When the alarm is sounded, students exit the building in a quiet and orderly fashion.

Tornado Drills - Tornado drills are scheduled and conducted once per year. Students practice moving to their assigned area and kneel with their heads covered.

Secure – Secure (Lockdowns / lockouts) are scheduled and conducted once per semester. Teachers will guide students through the practice. Some modifications may occur due to Covid.

Dangerous Situation - Appropriate authorities will be contacted. Staff members will receive directions on how to proceed. The school will be secured until the situation is resolved. If, as a member of the community, you become aware that a situation is developing in the neighborhood, pick up the phone and call Otero, 579-2110, to alert us to the situation. Often, phone calls from community members are the school's first notification of events in the community!

Field Trips –

Field trips are designed to enhance our students' experiences and to extend the learning of the classroom. Prior to each trip, you will receive information from your child's teacher regarding the purpose and schedule of the trip, and any required materials (i.e., fees, sack lunches, special permission, etc.). Each child is responsible for the accountability of all these materials. Your child may miss a field trip if appropriate preparations are not made.

Additionally, we expect responsible behavior and courtesy throughout the trip. Students must demonstrate safe and responsible behavior, on a regular basis, in school, in order to attend a field trip with their class. Field trip privileges will be revoked for those students who demonstrate persistent unsafe or defiant behavior. **Parents who volunteer to accompany a class on a field trip must meet district volunteer criteria. Please contact the office secretaries for information. Please note that younger siblings are not allowed to attend.**

Grading

The administration and professional staff shall devise a grading or assessment system for evaluating and recording student progress and for measuring student performance in conjunction with the school district content standards. Progress reports are sent home mid-quarter to inform families of student progress towards achieving the standard. In addition, report cards are to be taken home by the students and shared with parents every nine weeks. Parent/Teacher conferences are also scheduled in October and March. Additional conferences can be arranged with the teacher as the need arises.

Health Services

Otero's health aide, Ms. Lilly, ensures safety and security around accidents and medical needs for our school community. Students who are injured or become ill at school will be sent to the school's clinic. Once in the clinic, the health paraprofessional will provide basic first aid and then determine whether the student's parent should be notified.

In case of serious injury or illness of a student at school, the home or work numbers are called first. If a parent/guardian cannot be reached, the person listed on the emergency contact list will be contacted. If an extreme emergency, 911 will be called. ***It is extremely important that emergency information be kept updated, as current information is vital when a child needs parental attention.***

Accidents

All (student, parent, or staff) accidents must be reported to the health aide immediately. After attending to the person in need, the health-aide will assist in completing all necessary documentation – within 2 hours of incident. When student accidents occur, Ms. Lilly will assess the injury and report the incident to parents that same day.

Illnesses at School

- All home to school health communication (including classroom illness) will be communicated to parents by Ms. Lilly.
- When a child is sent to the health clinic, the health aide will make the decision to send the child back to class or home based on health guidelines.

Excused health related absences: A child will need to be picked up by parent/guardian or emergency contact if the following occur:

- Fever of 100.4 or greater
- Nausea or vomiting or diarrhea more than once within 24 hours (must be 24 hours of no symptoms prior to returning)
- Possible rash, breathing difficulties, injury, or other symptoms that may require medical attention
- Symptoms of possible Covid (Cough, shortness of breath or difficulty breathing, chills, muscle aches, sore throat, or new loss of taste or smell)

*An additional health care location has been established to support with prevention of Covid.

Medication

All medication must be kept in the school clinic and administered by the health aide or school nurse. If your child must be given medication of any type, including over the counter medicine, during school hours, a school medication form must be completed and signed by the doctor. Medication must be in a pharmacy-labeled bottle containing the medication and dispensing instructions. All medications must be taken to the health room by an adult. Students are not allowed to have any form of medicine (Tylenol, cough drops, etc) in their possession at school.

Immunizations

The Colorado School Immunization Law requires all students to be immunized before attending school. If the student does not have a certificate of immunization, please contact the school health aide (579-2113) for more information.

Screening

Children in grades K-3rd and 5th are screened for hearing defects and vision acuity. If a problem is detected, parents are informed.

Internet

In order to provide for the appropriate use of the Computers, the Computer Network, and Internet Resources, in keeping with Board of Education policy, a "Acceptable Agreement" has been developed. A copy of this agreement will be distributed to students and parents/guardians for signature before a student is issued an Internet account.

Student use of the Internet is a privilege, not a right. All computers having internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in revocation of access privileges.

Lost and Found

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are placed in the school's Lost and Found box. Unclaimed property is donated to a charitable organization at the end of each quarter. Please check the lost and found regularly.

Lunch Program

Lunch is served each school day and is free to any Harrison School District 2 student. If you have any questions, please contact the kitchen manager at 719-579-3526.

Pets

Bringing pets to school is not allowed. Many students have allergies and having pets in or around the outside of the building causes concern for student safety. **To ensure the safety of all, please leave your pets at home when dropping-off or picking-up your child/children from school.**

Registration and Withdraw

First-time registration in the district for kindergarten and first grade students cannot be completed without the child's original birth certificate, his/her immunization records, verification of residency (e.g. lease agreement, utility bill, closing papers) and two emergency contact numbers. Previous school records will be requested to be forwarded to Otero Elementary School by the registrar during the registration process.

The district provides kindergarten for all children who have reached the age of five year ON or BEFORE October 1st. Students who have not attended kindergarten are eligible for first grade if they reach six years ON or BEFORE October 1st.

Children transferring or withdrawing from Otero must be cleared through the front office. Parents must come to the office and fill out applicable withdrawal paperwork. All textbooks, computers and other materials belonging to the school district must be checked in and fees paid in the learning commons. The child (ren) will continue to be marked absent until a record request is received. Military Orders expedites this process. Once a records request is received, all records will be sent to the receiving school.

Student Conduct

One of the goals of our school is to empower students to reach their greatest potential through character development and self-discipline. Self-discipline is dependent upon self-respect and respect for others. It is the shared responsibility of the home and school to accomplish this goal. Good discipline is maintained by recognizing good behavior and taking corrective action when necessary.

Students are expected to put forth their best effort and to conduct themselves in a manner that will promote a safe, orderly learning environment. Any behavior or language which causes the learning atmosphere to be disrupted, infringes upon the rights of others, and will result in corrective actions. School and classroom rules and expected behaviors are explained to student. A student whose conduct at any time (traveling to school and from school, and any school sponsored event) interferes with or obstructs the missions or operations of the school or the safety or welfare of students or employees will be subject to disciplinary actions.

Corrective measures may include, but are not limited to, the following: teacher-student conference, loss of privileges or preferred activities, time out of the classroom or alternate location, parent conference, referral to counselor/social worker, office referral, community service, remedial behavior plan, detention, suspension and expulsion.

Grounds for suspension include: continued willful disobedience, open and persistent defiance of proper authority, willful destruction or defacing of property, behavior which is harmful to the welfare, safety or morals of other people (This includes bullying, use of laser pointers, projectiles, verbal and/or physical aggression, intimidation and fighting), possession of deadly weapon (This includes pocket knives, ammunition, and item which mimic a weapon), sales or use of a drug or controlled substance, declaration as a habitually disruptive student. "Habitually disruptive students" means a child who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events.

For complete information, please refer to the *HSD2 Code of Conduct, Parent/Student Handbook 2021-2022* posted on the district website.

Otero's Guiding Principles of the School-Parent-Student Compact

Otero's staff members, parents, and students contribute to individual success and the success of the school when they:

- Accept responsibility for their education, decisions, and actions through completion of homework, reading at home each day, and regularly attending school on time.
- Act in a way that best represents the school, parents, community, and self to promote a safe, healthy environment through respectful communication and behaviors.
- School-Parent-Student Compact 2021-2022 outlining responsibilities in the area of homework, attendance, and respectful communication and behavior.

	Parents and Guardians	Students	Staff
Homework: Math, Reading, Spelling and Thursday Folders	<ul style="list-style-type: none"> Parents/Guardians will ensure child reads at home for 30 minutes for 5 days a week Parents will ensure child participates in 45 minutes of Imagine Math weekly (Grades 3-5) Parents/Guardians will provide a quiet, distraction-free place and ensure their child completes homework Parents/Guardians will recognize, and support consequences given for missing homework Parents will check planner, dojo and canvas for updates and classroom assignments. Read and initial planner each day. 	<ul style="list-style-type: none"> Student will read at home 30 minutes a day for 5 days a week Students grades 3-5 will participate in iReady Math for a minimum of 45 min/week Students will demonstrate responsibility by completing their homework each day Students will provide parent/guardians planner each day Students will bring home Thursday folders and share work samples/rubrics with parents 	<ul style="list-style-type: none"> Teachers will provide effective reading instruction Teachers will ensure child has access to developmentally appropriate reading materials Teachers will provide homework daily including reading, math, and spelling Teachers will complete and initial planners daily Staff will email or call parents when homework is not complete
Attendance	<ul style="list-style-type: none"> Parents/Guardians will ensure students attend school every day by being on time and remaining at school the whole day Parents/Guardians will schedule medical appointments outside of school hours when possible and will provide medical documentation within 48 hours of the appointment Parents/Guardians are responsible for calling front office when child is absent within 24 hours 	<ul style="list-style-type: none"> Students will be present at school each day (Monday-10:05-3:35 and Tuesday-Friday 8:35-3:35) Students will actively participate in learning and school activities during school hours or while at school events 	<ul style="list-style-type: none"> Teachers will begin effective instruction at 9:55 am (M) and 8:25 (T-F) Teachers will greet students outdoors at 10:00 (M) and 8:30 (T-F) and escort to class Teachers will complete attendance in Infinite Campus by 10:25 (M) and 8:45 (T-F) Teachers will provide active engagement opportunities for students throughout instruction
Respectful Communication and Behavior	<ul style="list-style-type: none"> Parents/Guardians will share views willingly while respecting the views of others Parents/Guardians will communicate clearly and listen carefully to resolve concerns with the teacher Parents/Guardians will ask questions for clarification and be open to ideas and views presented Parents/Guardians will actively participate in school events and in decision making when appropriate. Parents/Guardians will make every effort to participate in scheduled conferences with teachers while honoring time limits Parents/Guardians will check Thursday folders and check and initial planner to enhance communication between home and school 	<ul style="list-style-type: none"> Students will honor school wide systems to create safe and structured learning environment for all Students will agree to respect each other and all school staff Students will agree to follow behavioral expectations as outlined in the school's parent handbook Students will share accurate details of concerns with teacher and parent Students will recognize and celebrate the success of self and others 	<ul style="list-style-type: none"> Teachers will share views willingly while respecting the views of others Teachers will model respect for all students and staff members Teachers will communicate clearly and listen carefully to resolve concerns with parents/guardians Teachers will ask questions for clarification and be open to ideas and views presented Teachers will actively participate in before and after school events and collaborative decision-making processes Teachers will promote and remain consistent with the school-wide expectations as outlined in the parent handbook Teachers will communicate student progress through progress reports, report cards and parent conferences Teachers will communicate using planners, Dojo, phone calls and newsletters Teachers will make positive phone calls home weekly

Positive Behavior intervention Support (PBIS)

Otero participates in a program through the Colorado Department of Education called PBIS (Positive Behavior intervention & Support) and implementation of restorative practices to allow students to grow and learn from mistakes. The primary purpose of the Colorado School-wide PBIS initiative is to “establish and maintain safe and effective school environments that maximize the *academic achievement and behavioral competence* of all learners in Colorado.” When students do make a mistake, it is imperative to resolve the problem, take ownership, and restore relationships among all parties.

The rubric (below) details the expected behavior for students. Expectations are taught and practiced for all settings, and students are recognized for positive behavior. The rubrics are posted throughout the school.

	Classroom	Cafeteria	Hallway	Playground	Bathroom
P Politeness	Raise Your Hand for Permission to Speak	Use Manners	Always on Right	Take Turns	Give Privacy
R Respect	Follow Directions Quickly	Voice Level 0 or 1	Voice Level 0	Follow Directions	Voice Level 0
I Integrity	Make Smart Choices	Clean Up Messes	Eyes Forward	Use Equipment Correctly	Keep it Clean
D Discipline	Raise Your Hand for Permission to Leave Your Seat	Stay Seated	Hands to Side	Body to Self	Go, Flush, Wash
E Effort	Keep Your Dear Teacher Happy	Focus on Eating	Low Speed	Listen and respond to whistle	Use Time Wisely

Textbooks and Supplies

Textbooks and school-supplies are provided to all students by the school district. No deposit is required for books, but students are responsible for maintaining the condition of the books. In the event the books are damaged beyond reasonable use, or lost, parents or guardians will be charged full replacement price. Per School Board Policy JQ, student records may be held until all fines/fees are paid and/or materials returned.

Parents/guardians are asked to furnish a backpack for their child.

Visitors & Volunteers –

Parents/guardians are encouraged to visit the school frequently and actively participate in the education of their child. Parents who would like to conference with their child’s teacher must schedule a conference for a mutually acceptable time. For the protection of the students, all visitors must report to the office, present ID and sign in before proceeding into the instructional area. Classroom visits will need to be prearranged by the classroom teachers and/or building administration. A visitor’s badge will need to be worn at all times while on school grounds. If you need to give your child a message, homework, lunch money, etc, please take it to the office. Interrupting class takes away from valuable instructional time and may be disruptive to the learning environment.

Volunteers in the Classroom

Volunteers are welcome at Otero Elementary. If you want to assist in your child's classroom or attend field trips, the following steps must be completed:

- Go online to HSD2.org under the Parents Tab click on the volunteer link. Complete the online registration form.
- Fingerprinted in accordance with district policy and may not start working with students until the fingerprint card has been received by Human Resources and forwarded to the Colorado Bureau of Investigation
- Acknowledge having read the "Parent Handbook on Student Attendance and Discipline," "School Volunteer Orientation Manual" and any other school pertinent regulations.
- All volunteers sign in at the office and wear a printed badge.
- Younger siblings can disrupt the learning environment and will not be brought to school so parents can volunteer.

Weather

Please make sure that your child is dressed for our changing Colorado weather. On days when the temperature, or wind chill falls below 25 degrees, or if it is raining or snowing heavily, the children will be held inside for recess.

Local radio and television stations will carry information on delayed starts, school closing, and early dismissal when the school districts schedule needs to be shared due to weather concerns. Listen for an announcement about Harrison School District #2 on local television and radio stations:

KVOR – AM 1300

KILO – FM 94

KRDO - FM 95.1, AM 1240

KSSS/KVUU – FM 99.9, AM 740

You can also download the HSD2 app and sign up for text alerts.

If a delayed start is called, the following will occur:

- No breakfast program
- Morning buses will run two hours later and afternoon buses will return to their regular schedule
- Classes will begin two hours later and end at the usual time at the end of the day.

Otero Elementary School Hours 2021 - 2022

Late Start

Every Monday

9:50 a.m. – 3:15 p.m.

Tuesday - Friday

8:20 a.m. - 3:15 p.m.

Frequently Called Numbers

Otero Attendance 579-2111

Otero Main Number 579-2110

Otero Clinic 538-1413

Otero Kitchen 579-3526

Police, Gold Hill Division 444-7595 (neighborhood traffic & concerns)

Safety

Model safety by teaching your child to use crosswalks! NO PARKING ZONES are clearly marked near crosswalks. Please show respect for our crossing guards and others.

TO ENSURE THE SAFETY OF ALL, PLEASE LEAVE YOUR PETS AT HOME WHEN DROPPING-OFF OR PICKING-UP YOUR CHILD/CHILDREN FROM SCHOOL!



Local Radio Stations for Weather Related School Closure – Listen for Harrison School District Two or HSD2

KRDO-FM105.5, AM 1240

KVOR-AM740

KILO-FM94.3

KATC-FM95.1

Follow us on Facebook: Otero Elementary School