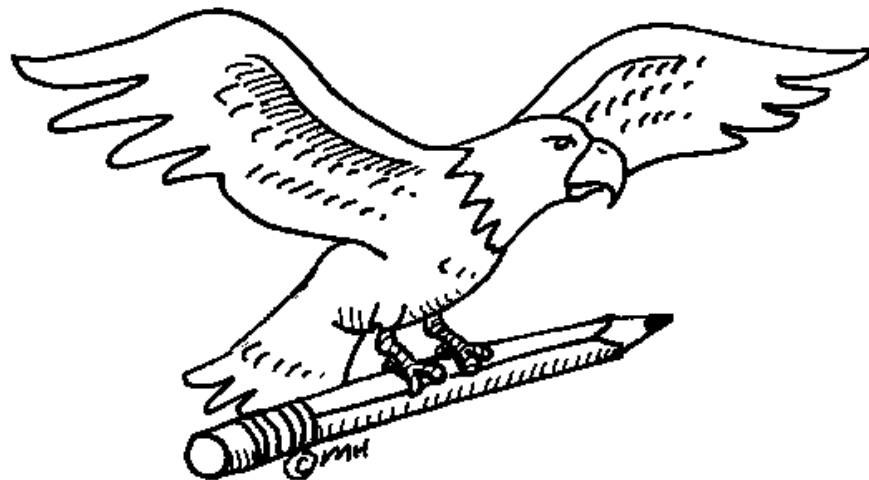


Mary C. O'Brien Elementary School

# Open Enrollment Handbook



Mary C. O'Brien Elementary School

Physical Address: 1400 N. Eleven Mile Corner Road, Casa Grande, AZ 85194

Mailing Address: 3740 N. Toltec Road, Toltec, AZ 85131

Telephone: (520)450-4400

Fax: (520)450-4405

## **Mission Statement**

*It is the mission of the Mary C. O'Brien Accommodation School District to develop and maintain a positive educational learning environment, in which the full potential of all students can be realized. To this end, the combined resources of the school, staff, partners in education and parents are brought together to enable students to be successful and gain the skills necessary to life.*



## **WELCOME TO MARY C. O'BRIEN ELEMENTARY SCHOOL!**

This handbook is for parents choosing to open enroll their child at MCOB. We hope it will answer many of your questions and tell you more about our school.

Parents are encouraged to read the handbook carefully to acquaint themselves with MCOB's open enrollment procedures. Further information can be obtained from the principal, Lisa Raymond, at 520-450-4400 or [lraymond@pinalk12.org](mailto:lraymond@pinalk12.org).

## **CONTENTS**

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all open enrollment applicants, as the contents now appear in the handbook or may be amended in the future.

## Table of Contents

Staff List.....	4
A. Contact Information.....	5
B. School Summary.....	5
C. Resident Students.....	7
D. Open Enrollment Priorities.....	7
E. Children of Employees .....	8
F. Returning Students.....	8
G. Siblings .....	9
H. Other Open Enrollment Students.....	9
I. Kindergarten Screening.....	10
J. Screening of Students in Grades 1 – 6.....	10
K. Transportation.....	11

<b>District Staff</b>	
Pinal County Superintendent	Jill Broussard
Superintendent	Martin Bassett
Chief Deputy	Tonya Taylor
Business Manager	Shannon Adams
Plant Supervisor	Jesse Salazar
Admin Assistant to Transportation	Sue Ann Lankford
Transportation Supervisor	Steve Bays
Transportation	Arnold Emerson
Psychologist	Jack Russell
Technology	Jacob Aguayo
<b>MCOB Staff</b>	
Principal	Lisa Raymond
Social Worker	Jennifer Peters
Registered Nurse	Sonya Martinez
Administrative Assistant	Carmen Robles
School/SPED Secretary	LeeAnn Miller
Reading Coach	Jackie Mims
Curriculum Enrichment	Marie Barricklow
Cafeteria	Jose Calderon
	Delfira Valenzuela
	Sarah Antillion
Custodial/Grounds Keeping	Paul Vasquez
	Greg Graciano
	Ramon Espinoza
	Carolina Rodriguez
Bus Drivers	Pat McKune
	Tom Smith
	Elizabeth Grossi
<b>Classroom Faculty &amp; Staff</b>	
Kindergarten	Caitlin Sinks
1 <sup>st</sup> Grade	Lynn Salazar-Lujan
2 <sup>nd</sup> Grade	Patricia Baeza
3 <sup>rd</sup> Grade	Eileen Vasquez
4 <sup>th</sup> Grade	Melissa Puentes
5 <sup>th</sup> Grade	Adriana Lucio
6 <sup>th</sup> Grade	Denise Carter
Resource	Rellie Lawyer
Technology	Gerard Deal
Physical Education	Kyle Peters
Paraprofessionals	Dawn Galloway
	Monique Garza
	Kathy Garza
	Bertha Jimenez
	Martina Quezada
	Patricia Benster
	Danelle Miller
	Cassandra Hippensteel

## **A. Contact Information**

Mary C. O'Brien Elementary School

Physical Address: 1400 N. Eleven Mile Corner Road, Casa Grande, AZ 85194

Mailing Address: 3740 N. Toltec Road, Toltec, AZ 85131

520-450-4400

Fax 520-450-4405

Principal:

Lisa Raymond

520-450-4405

[lraymond@pinalk12.org](mailto:lraymond@pinalk12.org)

Requests for Open Enrollment information can be made to the MCOB Front Office Staff by telephone or in person.

## **B. School Summary**

The Mary C. O'Brien Elementary School (MCOB) is a small rural school approximately eleven miles east of Casa Grande, AZ. MCOB has a family atmosphere and student focused mission.

*It is the mission of Mary C O'Brien Elementary School to develop and maintain a positive educational learning environment in which the full potential of the student can be realized. To this end, the combined resources of the school, staff, partners in education and parents are brought together to enable students to be successful and gain the skills necessary for life.*

The mission, used over a succession of administrators, still holds strong. Developed years ago by former administration the goal of the mission is to prioritize students first. The full potential of the student refers to the whole child; academics, social emotional skills, and physical development. The school must collaborate with others to meet the needs of children. Support from parents and volunteers is necessary to prepare students to gain the skills necessary for life such as self-discipline, resourcefulness, and skills necessary for college and the workforce.

MCOB currently serves up to 125 students in kindergarten through 6<sup>th</sup> grade. Founded in the 1940's, the district boundaries were built around a farming community that relied heavily on manual labor. Children of the migrant farm workers needed a place to attend school leading to the creation of the Eleven Mile Corner School. Years later the school was renamed the Mary C. O'Brien Elementary School in honor of Pinal County School Superintendent Mary C. O'Brien. The current district consists of a public housing complex, an apartment complex, and a small number of homes within ¼ square mile of the school. MCOB is the home school for students living within these geographic boundaries. The remaining students attend under open enrollment from the communities of Casa Grande, Eloy, Arizona City, Toltec, and Coolidge. Transportation, with final approval by the Transportation Director, is offered to all students allowing equal opportunity to attend MCOB.

On the last State Assessment, MCOB performed in the top 4% of all Arizona schools on the AzM2 in English Language Arts and top 6% of all Arizona schools in Mathematics. The success can be attributed to high quality instruction beginning in the primary grades, small group reading instruction, and technology-based intervention/enrichment programs in math and reading.

MCOB students achieve highly in part to a great number of staffing supports available to meet the needs of each student. There is one classroom teacher for each grade kindergarten through sixth. Beyond the classroom teachers, there are four full time certified staff members to meet specific needs of students. A Reading Coach is employed to oversee the reading program which includes whole group instruction, small group instruction, centers, technology-based intervention/enrichment, and staff professional development in reading. One other teacher divides her work between teaching the curriculum enrichment program and supporting staff in mathematics instruction. A resource teacher provides specialized instruction for students with disabilities. Technology is taught by a full-time teacher. A full-time principal is dedicated to the school. In addition, there is one half-time certified physical education teacher and a full-time social worker to support social emotional needs of students

In addition to the certified staff, MCOB has a highly skilled team of paraprofessionals to provide instruction and to supervise students. There are eight paraprofessionals in all. One paraprofessional is dedicated to the kindergarten classroom. Another paraprofessional works primarily with resource students. Three of the other paraprofessionals have been trained to conduct small group reading instruction which is overseen by the Reading Coach. Two paraprofessionals are assigned to support mathematics instruction.

MCOB has well established school traditions that are organized and held to support and maintain a positive school environment. Friday Flag is a weekly program in which the entire student body and staff join together to celebrate patriotism, birthdays, character awards, and history. Announcements that pertain to the student body are made by staff. Friday Flag is also used to celebrate other events that arise during the school year. Patriot Day, academic awards, excellent attendance, and multi-cultural events are all celebrated during Friday Flag. Halloween, Thanksgiving, Christmas, and Easter are celebrated each year as well. Students as early as third grade have qualified under the School Spelling Bee to compete in the Pinal County Spelling Bee. Evening family events centered on reading and math are held.

The organizational structure of MCOB is unique. MCOB is one of two schools in the Mary C. O'Brien Accommodation District. The other school is an alternative high school. The District falls under the umbrella of the Pinal County School Office. The Office is run by an elected official, the Pinal County School Superintendent Jill Broussard. The County School Superintendent serves as the Governing Board of the MCOB Accommodation District. The District Superintendent is Martin Bassett.

MCOB is a place of pride and excellence. The academic success over the past few years proves that students receive a high-quality education. MCOB is an excellent school for students to learn because of the small size, dedicated staff, active parents, nurturing atmosphere, and beautiful children. Students come first and foremost.

### **C. Resident Students**

All resident students shall be enrolled and served first. Resident students are those that live within the unincorporated area that serves as the “district” boundaries. This unincorporated area is centered around the Pinal County Housing Project at Eleven Mile Corner. If remaining capacity exists within the guidelines recommended by each school principal and approved by the County School Superintendent and an appropriate, in-district program is available, non-resident students will be considered for open enrollment.

Parents of resident students are required to complete an enrollment application. The enrollment application includes proof of residency such as a lease agreement and utility bill in the name of the parent. Enrollment applications can be picked up the MCOB front office.

Resident students may be screened by the principal, teacher, and/or school psychologist to determine academic strengths, needs, and appropriate academic placements.

### **D. Open Enrollment Priorities**

All resident students shall be enrolled and served first. If remaining capacity exists within the guidelines recommended by each school principal and approved by the County School Superintendent and an appropriate, in-district program is available, non-resident students will be enrolled based on the following priorities:

1. The first level of enrollment preference shall be for non-resident county pupils whose parent is employed at one (1) of the program schools or with other Pinal County School Superintendent sponsored programs.
2. The second level of enrollment preference shall be to non-resident county students who were enrolled in the district the previous year with appropriate behavior and attendance records.
3. The third level of enrollment preference shall be to any sibling who would be enrolled concurrently with the non-resident pupil.
4. Due to the COVID-19 Pandemic during the 2020/2021 School Year, students enrolled as of August 2020 will be given enrollment preference after the third level of enrollment preference and before the fourth level of enrollment preference.
5. The fourth level of enrollment preference shall be to non-resident county students who were not enrolled in the school the previous year.
6. The fifth level of enrollment preference shall be for non-resident/ non-county students whose parent is employed at one of the district schools or with other Pinal County School Superintendent sponsored programs.

If the capacity is not sufficient to enroll all of the students requesting enrollment, the district shall accept these students to the extent of available capacity through a selection process adopted by the County School Superintendent.

The Mary C. O'Brien Accommodation School District retains the right to decline enrollment of a student who has been suspended/expelled by any school district in this state during the period of

suspension/expulsion or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court pursuant to A.R.S. 8-301. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

The Mary C. O'Brien Accommodation School District shall not admit a non-resident student if the district has been notified by the resident school district that the admission of the student would violate a court order of desegregation or an agreement with the United States Department of Education Office of Civil Rights directed toward the remediation of alleged or proven racial or ethnic discrimination.

An approved open enrollment may be revoked at any time if it is determined that the provided information has been falsified or if information has been omitted from the open enrollment application. Additionally, open enrollment may be revoked due to poor attendance or failure to follow school rules, District policies and procedures, and/or disruptions by the student or parent that interfere with the day to day running of the school. If an open enrollment for a District student is revoked, the student will transition to the successor school at the end of the natural grading period or at a time otherwise designated by the District. If the student is in jeopardy of having his/her open enrollment revoked, the school will, when circumstances permit, send a warning letter to the parent.

#### **E. Children of Employees**

Children of employees are the first level of enrollment preference beyond resident students. Employees may apply for open enrollment in March. Employees may request enrollment applications for their children from the front office. Enrollment applications are due back to the front office the Friday before Spring Break. Employees submitting late enrollment applications cannot be guaranteed placement on the wait list ahead of other open enrollment students. Children of employees will be put on a wait list till the screener is completed. Screeners are scheduled in April and May for incoming kindergarten students and when capacity allows for grades 1 – 6. For more information on the screening process, please see Section I for Kindergarten Screening and Section J for Screening of students in grades 1 – 6.

This enrollment preference for employees only applies to children or employees that are legal guardians. Employees that are legal guardians will be required to submit appropriate documentation at the time of enrollment application.

#### **F. Returning Students**

Students who were enrolled in the district the previous year with appropriate behavior and attendance records may apply for re-enrollment each spring for the following school year. Enrollment applications will be sent home with the student in March. Additional copies of the re-enrollment application can be requested by the parent to the front office. In order to secure enrollment, a completed enrollment application is due back to the front office no later than the Friday before Spring



Break. Returning students submitting late re-enrollment applications cannot be guaranteed enrollment.

### **G. Siblings of Returning Students**

Siblings of returning students may apply for open enrollment in March. Parents may request enrollment applications for siblings from the front office. As with returning students, sibling enrollment applications are due the Friday before Spring Break. Siblings submitting late enrollment applications will not be guaranteed placement on the wait list ahead of other open enrollment students. Siblings will be put on a wait list till the screener is completed. Screeners are scheduled in April and May for incoming kindergarten students and when capacity allows for grades 1 – 6. For more information on the screening process, please see Section I for Kindergarten Screening and Section J for Screening of students in grades 1 – 6.

### **H. Other Open Enrollment Students**

Non-resident students who are not a child of an employee, were not enrolled the year before, and are not a sibling, may apply for Open Enrollment on the first Monday in April first through lottery then by time stamp.

A representative for the child may request an enrollment application in the front office no earlier than 8:00 a.m. on the first Monday in April. Applications for the lottery will be accepted through 9:00 a.m. that same day. Either that afternoon or the following day, the applications in the lottery (grouped by family) will be randomly drawn and put on the wait list in the order they were drawn. Parents will be notified by mail of their child's placement on the wait list.

Open enrollment applications received after 9:00 a.m. on the first Monday of April will be time stamped. The time stamped applications will be placed in chronological order after the lottery applicants.

Open enrollment applications may be requested throughout the summer and into the following school year. However, at the end of the new school year, the list is destroyed and the open enrollment process begins anew.

Enrollment decisions for all students on the wait list are dependent upon capacity and the screener. Screeners are scheduled in April and May for incoming kindergarten students and when capacity allows for grades 1 – 6. For more information on the screening process, please see Section I for Kindergarten Screening and Section J for Screening of students in grades 1 – 6.

There should be no parent or other representative lining up or camping out for Open Enrollment prior to 8:00 a.m. on the first Monday in April. The lottery prevents any person from being the first on the wait list.

## **I. Kindergarten Screening**

In order to assure your child is kindergarten ready and that MCOB can meet your child's needs, a kindergarten screening process is in place. The following bullets summarize the steps involved in the screening process.

1. Parent/Guardian requests an enrollment form from the MCOB office following the procedures outlined in the above sections.
2. A Parent Questionnaire is provided to the parent at the time the enrollment application is submitted. The parent must bring the completed Parent Questionnaire to the screener.
3. Based on capacity, the office will schedule a screening in April or May. Screenings will be scheduled according to the order the child is on the wait list. The kindergarten teacher will conduct a screening with the child using the DIAL-4. The school psychologist, social worker, and/or principal will conduct a developmental history with the parent. Parents will receive a DIAL-4 report at the conclusion of the screening.

Once all children on the wait list have been screened, the principal will notify parents regarding the status of the application. Children may be enrolled into the kindergarten class, placed on the wait list until space is available, or denied enrollment.

The purpose of the screener is to assure that MCOB can meet the needs of the student under current programming. There is no pass or fail score. The screener also allows the classroom teacher to know the child's academic strengths and needs.

## **J. Screening of Students in Grades 1 - 6**

In order to assure that MCOB can meet your child's needs within the limits of current programming, a screening process is in place. The following bullets summarize the steps involved in the screening process.

1. Parent/Guardian requests an enrollment form from the MCOB office following the procedures outlined in the above sections.
2. The office will schedule screenings during the summer or when capacity exists. Screenings will be scheduled according to school capacity, class size, and the order in which the child is on the wait list. The principal, teacher, and/or school psychologist will conduct an academic screening with the child using the WRAT4. The WRAT 4 consists of reading, writing, and math portions.
3. The principal and/or school psychologist will conduct a developmental history with the parent. The developmental history includes a review of academic records from previous schools. Parents must bring copies of current report cards, attendance records, and discipline records. If a child is on a 504 plan or IEP, the parent must bring a copy of the plan and evaluation. A student who has been suspended or expelled must submit discipline records. Administration may require further documentation be provided by the parent during the developmental history.

4. Once the screening is complete, the principal will notify parents regarding the status of the application. Children will either be enrolled into the class, placed on the wait list until space is available, or denied enrollment.

The purpose of the screener is to assure that MCOB can meet the needs of the student under current programming. There is no pass or fail score. The screener also allows the classroom teacher to know the child's academic strengths and needs.

#### **K. Transportation**

Mary C. O'Brien Accommodation School District may provide transportation for students. Non-resident students may request that the district provide transportation services. Such requests are subject to approval by the Principal of each school and the Transportation Director for Pinal County Schools.

Currently MCOB has four bus routes to Casa Grande, Arizona City, Eloy, Toltec, and Coolidge. Typically, door to door transportation is provided, however, lengthy bus rides may result in a neighborhood bus stop.

Questions regarding transportation can be sent to the Transportation Department at 520-450-4466.