

EQUAL OPPORTUNITY

The Humboldt Unified School District is committed to equal opportunity in education. No person, based on race, color, creed, religion, sex, disability or national origin, is subjected to acts of discrimination or denied the benefits of or excluded from any educational program or activity.

FAMILY LINK*

Parents and students can access information such as attendance, grades, schedules and the school calendars through the internet by logging into the Humboldt Unified School District website: www.humboldtunified.com. Information on how to access FAMILY LINK is available at registration or through the counseling department/front office.

Humboldt Unified School District values open, two-way parent and school communication. This communication helps to provide for an optimal learning environment, and ensures that all students' needs are met by a faculty and staff of caring adults.

STUDENT ABSENCES/EXCUSES (BOARD POLICY JH)*

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

For students in grades K-8 School attendance letters will be sent home on the 5th total absence each semester. A second letter will be sent home upon the child reaching the 9th total absence each semester along with a follow-up phone call. Upon reaching the 9th absence in a semester a phone call and/or conference will be made from the Principal indicating that the next absence will result in a referral to the District School Resource Officer. A Stop Truancy from Occurring Program (S.T.O.P) letter will be initiated upon the 11th absence, which could result in a referral to the Yavapai County Juvenile Probation Office.

We understand there are special circumstances that result in chronic absences of children. These absences will be taken into consideration and a form for chronic absences can be completed by parents/guardians when necessary.

Please refer to Board Policy JHD regarding the Chronic Health Condition process and forms for completion.

ABSENCE REPORTING*

State law requires parents to notify the school, in advance, or at the time of absence of their child. To report an absence the following information must be provided:

- Your child's name
- Teacher's name
- Specific reason, for illness or non-illness, for the absence which is needed because all absences are coded for computer input.
- End your message with your full name, and your relationship to the child and if the absence will be more than one day.

If this notification is not received, the school is required by law to contact the parents by phone the morning of the absence. A number must be provided at which the parents can be contacted. This may be a home, work or message number.

Absences without notification from the parent are unexcused. Students who are absent because of communicable disease must report to the nurse's office before being readmitted to class.

Arizona State Law requires attendance for school age children between the ages of six and sixteen. Students are expected to be in school except in cases of emergency, illness or religious observance.

According to Arizona State Law, a child must be removed from student rosters after 10 consecutive days of unexcused absence. If a situation arises that may result in an extended absence, please inform the school office.

TRUANCY (BOARD POLICY JHB)*

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. [15-802](#), [15-803](#), or [15-901](#).

Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy.

The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to

*BMOA policy may differ.

discipline of the child and/or referral of the parent to a court of competent jurisdiction.

FREE & REDUCED LUNCH APPLICATIONS*

Families meeting criteria for assistance should obtain necessary forms in the office or online at www.humboldtunified.com. **Applicants must reapply each school year.** All forms will be processed within 10 business days. Please contact HUSD's Child Nutrition Department at 759-5013 with any further questions.

TRANSPORTATION

Each student who rides the school bus is entitled to a safe ride. Riding the bus is a privilege granted to the students under conditions set forth by the HUSD, the state of Arizona, and the Department of Transportation. For after school activity pick-up times call 759-5190.

The following **safety rules** shall be followed:

Waiting at the Bus Stop

Be at the bus stop five minutes prior to pick-up time. Do not damage property or violate school rules while waiting for the bus.

On the Bus

- Remain in *assigned* seat when the bus is in motion.
- Obey the directions and instructions of the bus driver.
- All body parts are to remain in the bus at all times.
- Keep center aisle clear while bus is moving.
- Objects are not to be thrown out the bus windows or inside the bus.
- No fighting/hitting, or loud unnecessary noise or boisterous conduct.
- No Aerosol cans, colognes Etc.
- No profanity or other gestures.
- No smoking, chewing tobacco, no vaping or other drugs.
- No animals, glass, or other dangerous objects are allowed.
- No vandalizing or damaging the bus or property of others.
- Keep aisles free of legs, feet and other items.
- No student shall deny any other student the right to sit in any seat.
- No food, drink, or gum.

Exiting the Bus

- Wait for the bus to come to a complete stop with the door completely open before exiting.
- Do not cross behind the school bus.

- Look continuously from left to right as you walk away from the bus.
- Do not run while exiting the bus.
- Emergency doors and exits are for emergencies only.
- Students riding a different bus or getting off the bus at a stop that is not their regularly scheduled stop must have a written permission slip signed and dated by the parent/guardian and school office. The student should bring a note from home requesting this temporary change to the office before school for approval. The student can pick up the approved note at lunch time.

Remember, the bus driver is in charge. Riding the school bus is to be considered a privilege. Violation of these rules could result in suspension of bus riding privileges.

PROMOTION/RETENTION OF 1ST-8TH STUDENTS (BOARD POLICY IKE)

Year-to-year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study. The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

Parent communication with teachers related to retention will begin with the first parent/teacher conferences after the first grading period. Further communication will take place several times throughout the school year. A decision to retain a student will be made in May prior to the end of the school year. Parents who do not agree with the decision to retain their child will be allowed to appeal to the governing board by May 30th of the school year.

Students in Grade 3 must achieve a basic level of reading competency to be promoted to Grade 4, unless exempt if the student:

- is an English Learner or limited proficient student, defined by ARS § 15-751 and has had two years of English language instruction
- is in the process of a special education referral or evaluation for placement in special education
- has a significant reading impairment, including dyslexia (ARS § 15-701), or is a child with a disability (ARS § 15-761).
- has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the 3rd Grade reading standards, as evidenced through a collection of reading assessments approved by the State Board of Education.
- receives intervention services during the summer.

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WELLNESS POLICY*

HUSD promotes student and staff wellness through its Wellness Policy, which outlines recommendations in areas such as food and nutrition, nutrition education, physical activity, other school-based activities, evaluation, and parent, community, and staff involvement.

The district's School Health Advisory Council (SHAC) along with Food and Nutrition Services ensures that food and drinks available during the school day meet USDA guidelines, Arizona Department of Education and Smart Snack Standards. Nutrition education is offered to all grade levels, physical education and activity will be incorporated into the curriculum. Throughout the school year, the effectiveness of the Wellness Policy will be monitored annually, and the program will be altered to more successfully meet its goals.

For more information on HUSD's Wellness Policy visit the HUSD website, www.humboldtunified.com, or contact HUSD's Food and Nutrition Department at 759-5017 with any further questions.

MEDICATION

Administering Medicines to Students-

If it is necessary for a student to take over the counter or prescription medicine during school hours, the nurse or designee of the principal may administer the medication when the following requirements are met:

Prescription Medications:

- The law (A.R.S. 15-344) requires medication to be delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original container prepared by the pharmacist. You can ask the pharmacist to prepare and give you two bottles: one for home and one for school.
- A form will need to be completed by the parent and signed by the doctor giving permission for school personnel to administer the medicine to your child.
- Documents authorizing the nurse to give medications are to be provided "prior" to the administration of the medication.

Non Prescription/Over the Counter Drugs:

- The law (A.R.S. 15-344) requires medication to be provided and delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original unopened container as packaged by the manufacturer and labeled with the student's name.

A form will need to be completed by the parent giving permission for school personnel to administer the medicine to your child.

To ensure that the use of non-prescription medication

is not masking symptoms of any serious condition, a Physician's Statement/Letter must be submitted and filed in the health office for administration of non-prescription medications beyond the recommended product label instructions or if to be given for more than 3 days in a row.

All medication/inhalers from home must be stored and locked in the nurse's office, unless special arrangements are made with the nurse. They are not to be left in the classroom or in a child's desk or backpack.

Medications which are approved by the doctor and parent and nurse for self-carry will be allowed to be carried by the student in a fanny pack or backpack (i.e., inhalers, Epi-Pens, and/or diabetic supplies).

No oral Over-the-Counter medications will be administered during the last hour of school without parental consent.

Homeopathic and naturopathic medications are not FDA approved for use and are therefore not being considered for use as over the counter medications.

All unused medication must be picked up by the *parent/guardian* by the last day of school or it will be discarded.

IMMUNIZATIONS

Immunizations are required by Arizona State Law (A.R.S. 15-872). Required Immunizations are: Diphtheria, Tetanus, Pertussis, Polio, Varicella (chickenpox), Measles/Mumps/ Rubella (MMR), Hepatitis B and Meningitis. Please visit the HUSD website (www.humboldtunified.com) for specific requirements.

Any new immunizations your child receives throughout the year should be reported to the school nurse. Upon notification from the school nurse that the student is not up to date with immunizations, if not remedied within 10 days the student will be sent home until the immunizations are taken care of. This includes giving a copy of immunizations already received to the nurse, or an appointment to have the immunization.

ILLNESS

Please call the school if your child has a communicable disease such as: chicken pox, measles, mumps, strep throat, conjunctivitis (pink eye) or any infestations of lice. Although we encourage perfect attendance for students, we advise students not to be sent to school if they are ill. Signs and symptoms which would indicate the need to keep them home include, but are not limited to:

- Fever of 100° or more without fever reducing medications for 24 hours
- Vomiting or diarrhea

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- An unexplained rash
- An open sore/wound that is draining
- Any communicable disease for which a doctor has prescribed antibiotics until the student has been on antibiotics for at least 24-48 hours and is symptom-free (except for lingering coughs) or has been cleared to return by a doctor.

Students must be fever free for 24 hours before returning to school. You will be required to pick your child up if they have not been fever free for 24 hours. The nurse or principal's designee will have discretion as to re-admittance for: diarrhea, vomiting, rash, etc. If there should be any major or significant change in your child's health, please notify the school nurse.

EMERGENCY FIRST AID/ILLNESS

Emergency first aid can be given by the nurse or a member of the school staff. If a student is seriously injured and needs medical attention, the parent is contacted and so advised. When the parent cannot be located, the school will exercise its legal option to act in the place of the parent and secure emergency treatment. If the parent cannot be reached and the student needs immediate attention the paramedics will be called. Should your child require transport or treatment by ambulance, parents/guardians are responsible for all costs.

When students become ill at school, they are sent to the Nurse's Office. If it is necessary for students to leave school, the parent will be contacted. The student is kept in the Nurse's Office or where adult supervision can be provided until the parent or guardian arrives. Parents are urged to keep a child home when they suspect illness. By instituting treatment at once, long illnesses may be prevented.

FOOD ALLERGIES

If you wish to make a special dietary request for your child due to a life threatening food allergy or disability that restricts the child's diet, please print the Physician's Request for Special Dietary Accommodations which can be found under the Food Allergy/Physician's Request For Dietary Modifications link. Have a licensed physician (M.D. or D.O. only) complete the form. Completed forms should be sent to the Food & Nutrition office at 6411 N Robert Road, Building 200. Prescott Valley AZ 86314 or fax to 928-759-5042.

EMERGENCY INFORMATION

Except in true emergencies, students are required to get a pass from their teacher or aide before visiting the Nurse's Office. The school nurse establishes and maintains a health record for each student. The health record contains immunization status, screening results, health history, and other information at the discretion of the school nurse. It

is imperative that we have complete information. Annual updated emergency medical information forms (EMI) are to be completed for each child in the family. The update will ensure the school nurse's ability to facilitate medical interventions should your child ever need care. You are asked to provide school personnel with current information so that you can be reached in the event of an illness or injury. Please be sure to note all medical conditions and allergies for the Nurse's information.

HEALTH SCREENING*

Screenings are also a routine part of the School Health Program. For students enrolled in the Bradshaw Mountain Online Academy, parents may request a screening from Humboldt Unified School District. Screenings may include height, weight, vision, hearing, dental, blood pressure, and scoliosis, body mass index (BMI) and color deficiency. If you do not want your child included in any part of our screening program, you must notify the nurse in writing each year of the programs in which your student may not participate. If any abnormalities are discovered as a result of the screening, parents/guardians will be notified and recommendations made for further evaluation.

OPEN ENROLLMENT POLICY

The following conditions apply to the open enrollment program:

- Applications are accepted at any time for Open Enrollment requests concerning the current school year.
- Enrollment is subject to the capacity limit established for the school and its grade levels.
- On or before June 18th the parent/legal guardian will be notified in writing whether the application for the coming school year has been rejected the child has been placed on a waiting list.
- Transportation is the responsibility of the parent/legal guardian (exceptions by A.R.S. 15-816-06).
- Providing false information may result in the variance being denied or admission being revoked at any time.

The parent/legal guardian affirms that if enrolled, such enrollment in HUSD is conditional, based upon the student's compliance with the rules, standards, and policies of the District including behavioral and attendance standards.

SNOW DAY/ INCLEMENT WEATHER

Depending on weather conditions or other emergency situations, a decision must be made regarding school closure or delay. The Humboldt Schools will decide on one of the following plans:

*BMOA policy may differ.

Plan 1: Close school for the day

- Students and District employees will stay home and not attend school.
- Extra-Curricular activities for the District will be determined later in the day, in accordance with weather conditions.

Plan 2: Declare a two-hour shortened day special schedule

- All schedules will begin two (2) hours later.
- No breakfast will be served.
- Regular classes will begin two (2) hours later than usual (No Early Bird classes at Bradshaw Mountain High School).
- Buses will arrive at the bus stops two (2) hours later than usual.
- Dismissal of school in the afternoon will be at the regular time.
- Morning Bright Futures Preschool will not be held.

NOTE: The District will notify all parents by phone once a decision has been made to close or shorten the school day. Please be sure the schools have current phone numbers.

In the unlikely event of a district-wide early release due to inclement weather, parents are encouraged to pick up their student(s) from school. Elementary bus riders and walkers will not be released before the regular dismissal time to ensure their supervision and safety.

Some do's and don'ts you might find helpful:

DO:

- Check the District website at www.humboldtunified.com
- Listen to the local radio stations for school closing or a shortened day schedule announcement.
- Notices will be given to the stations by 6:00 am.
- A list of radio stations and their station number is included.
- Dress your children appropriately for the weather.
- Instruct your children to be especially careful when walking or driving because of the increased danger of slippery roads.

DO NOT:

- Bring your children to school early on the shortened day schedule.
- Allow your children to drive vehicles that are improperly equipped when the roads are slippery.

The Humboldt Unified School District is concerned about the safety of all and unnecessary loss of school time. Decisions to close or not to close school are made very early in the morning before daylight.

Be assured that any decision to close school or delay school is carefully considered and made only after evaluating all available up-to-date information and reports. Your cooperation with these plans will be greatly appreciated. Please be aware that the District boundaries include varying terrain and elevations that will affect the decision to delay or cancel school.

In advance, thank you for your cooperation in this matter. If you have any questions regarding this information, please call your school principal or the District Office.

For emergency information please check the District website at www.humboldtunified.com or listen to one of the radio stations listed below which are contacted by the District.

- KPPV 106.7 FM
- KQNA 1130 AM
- KYCA 1490 AM
- KAHM 101.7 FM

STUDENT/VISITOR SIGN-IN/OUT & COMMUNICATION

Parents and adult visitors are always welcome at school; however, state laws require that everyone must check in at the school office before being allowed into the school. Please do not stop by your child's room prior to checking in. Pick up a volunteer/visitor sticker in the office.

Parents and visitors please follow the guidelines:

- Parents are encouraged to visit our school and take an active role in the education of their child. Arrangements to visit a classroom may be made by contacting the front office and the teacher to set up a convenient time.
- Parent conferences are an important communication tool and are greatly encouraged. Please contact your child's teacher if you would like a conference. The teacher will be available to meet with you at a set appointment time before or after school.
- Parents/Guardians who must pick up their child early from school **must check in at the office first** and sign their child out stating the reason for leaving. We discourage picking up your child from school early as this is disruptive and not in the best interest of students. Parents attending an assembly at school who wish to take their child home after the assembly **must sign the child out prior to leaving**. To protect and guarantee the safety of students, no child will be allowed to leave the school grounds during school hours with anyone except the person who has legal custody of the child or a person authorized by the parent or legal guardian. Identification may be required from the office staff. For your child's safety, the deadline for changing the method in which your child arrives home is one hour prior

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to the dismissal of school that day. This should only be in case of an emergency. If we do not receive a phone call or note before the deadline you will need to pick them up at the normal spot and at the dismissal time for that day.

STUDENT RIGHTS AND RESPONSIBILITIES (BOARD POLICY JJ)

The following statements were designed to define some student rights and responsibilities:

Rights:

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by

the school, and shall be subject to the rules and regulations of the school.

Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

FERPA

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies. Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend

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the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
--A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
--A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
- Other schools to which a student is seeking to enroll;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified,

evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877- 8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013.

This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007.

Electronic Recording and Transmission

All electronic recording and transmission of information in a school setting by a private individual falls under FERPA guidelines. The expectation of privacy for communication in a school setting is set forth in ARS 13-3005, under Interception of wire, electronic and oral communications; installation of pen register or trap and trace device; classification; exceptions

A. Except as provided in this section and section 13-3012, a person is guilty of a class 5 felony who either:

1. Intentionally intercepts a wire or electronic communication to which he is not a party, or aids, authorizes, employs, procures or permits another to so do, without the consent of either a sender or receiver thereof.
2. Intentionally intercepts a conversation or discussion at which he is not present, or aids, authorizes, employs, procures or permits another to so do, without the consent of a party to such conversation or discussion.
3. Intentionally intercepts the deliberations of a jury or aids, authorizes, employs, procures or permits another to so do.

B. Except as provided in sections 13-3012 and 13-3017, a person who intentionally and without lawful authority installs or uses a pen register or trap and trace device on the telephone lines or communications facilities of

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another person which are utilized for wire or electronic communication is guilty of a class 6 felony.

TITLE I

The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments. Title I, Part A program is designed to help disadvantaged children meet high academic standards by participating in the schoolwide program. Schoolwide programs are implemented in high-poverty schools following a year of planning with external technical assistance and use Title I funds to upgrade the entire educational program of the school. School-based decision-making, professional development, and parent involvement are important components of our district’s Title I, Part A program. The transition to the Every Student Succeeds Act (ESSA) provided the opportunity for the Arizona Department of Education (ADE) to transform how it supports schools and Local Education Agencies (LEAs), through creating a state plan that reflects a shared statewide vision for Arizona’s students and schools on topics such as accountability, funding, school improvement and grant-making systems. All Humboldt Unified School Districts with grade levels K-6 contain a Title I Schoolwide program.

ENGLISH LANGUAGE

Humboldt Unified School District's English Learners (EL) program is designed to enable students’ success for second language learners. The program provides instruction in the development of English in speaking, listening, reading, writing and grammar.

Humboldt follows the procedures laid out by the Arizona Department of Education in identifying students who may need language services: “The Arizona English Language Learner Assessment (AZELLA) is a standards-based assessment that meets both state and federal requirements to measure students’ English language proficiency. AZELLA is used for both placement and reassessment purposes. Students who have been identified as second language learners on the Home Language Survey take the AZELLA placement test, and the students’ proficiency scores determine appropriate placement for instruction. Students who have been placed into an English language learner program will also take the AZELLA reassessment

once per year until they achieve proficiency. Students who have scored proficient on the AZELLA are then monitored for two years to help ensure success after their move into a mainstream classroom.”

CHILD IDENTIFICATION

The goal of Humboldt Unified School District is to ensure that all children with disabilities who live within the District be identified, located and evaluated. Children from birth to three (3) years of age who require screening, evaluation, or early intervention services will be referred to local community agencies (AzEIP/Arizona Early Intervention or DDD/Division of Developmental Disabilities for 0 – 3 years old). Children between the ages of 3 and 5 years are screened by district staff at the special-needs preschool.

The Humboldt Unified School District procedures for child identification include the following provisions:

- For creating public awareness of special education and for informing parents of the rights of children with disabilities:
 - Information regarding screenings and the rights of children with disabilities will be made available in a language that is understandable to parents, regardless of ethnic, linguistic, or cultural background.
 - Annual efforts to create public awareness and to inform parents of their rights regarding children with disabilities are documented.
 - Surrogate parents are requested when no parent can be found or the child is a ward of the state, so that all children with disabilities may receive a free and appropriate public education.
- Areas of screening for children age birth to 3 include vision and hearing, as well as cognitive, communication, motor and social/emotional development.
- Screening of school age children is done within 45 calendar days of enrollment for new students and for students entering the district who have not been screened by previous school districts. [AAC-R7-401© (2) (3)]
- If screening results indicate a possible disability, parent will be informed and the school principal will refer to the appropriate educational team

Procedures for Identification in the Humboldt Unified School District #22

Grade	Person Responsible	Action	Timeline
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*BMOA policy may differ.

K - 6	Classroom Teacher	Complete <u>screening instrument</u> on all students who have not been screened previously. If significant problems are identified, contact the principal and file instrument in cumulative file.	Within 45 calendar days of enrollment.
7 - 12	English Teacher	Complete <u>screening instrument</u> on all freshmen and all new students not previously screened. Give instrument to counselor. If problems are identified, contact principal or designee. Place instrument in cumulative file.	Within 45 calendar days of enrollment.

SPECIAL EDUCATION SERVICES

Parents of a child who may need or is receiving special education services are entitled to certain rights by Federal and State laws. Humboldt Unified School District has specific responsibilities under the Individuals with Disabilities Education Act and under Section 504 of the Rehabilitation Act of 1973, to identify, evaluate and provide a free, appropriate public education for qualified children with disabilities. Some of these rights include:

- Eligible children ages 3 and up must receive a free appropriate public education at no expense to the parents.
- The right to educational services is based on an evaluation of the child’s special needs and whether the disability affects the child’s educational performance in school.
- The right to receive specialized instruction or services specifically designed to meet the child’s individual educational needs.
- The right of parent or guardians to be included in making decisions about their child’s educational needs and to approve the educational plans for their child.

Programs available for children with special needs are:

- Cognitive Disabilities
- Physical Disabilities
- Multiple Disabilities
- Learning Disabilities
- Hearing Impaired
- Visually Impaired
- Speech and Language Disorders
- Preschool
- Gifted/Enrichment
- Occupational/Physical Therapy

RESTRAINT AND SECLUSION

Restraint and seclusion are not to be used as disciplinary consequences. A school may permit the use of restraint techniques on any pupil if both of the following apply:

- The pupil’s behavior presents an imminent danger of bodily harm to the pupil or others.
- Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

The Humboldt Unified School District **prohibits** the use of seclusion.

PARENTAL INVOLVEMENT POLICY

The Humboldt Unified School District believes that schools are most successful when there is a strong partnership and frequent communication between home and school. The District’s goal is to implement programs, activities, and procedures for the involvement of our students’ parents, with the goal of improving student achievement.

The Title I Parent Involvement Policy has been developed collaboratively by parents, teachers, Title I staff, and administrators. Parents are invited to become involved in the process of program improvement by joining the Title I Parent Involvement Committee. This committee meets at least twice annually to review and revise the existing Parent Involvement Policy, and to evaluate its effectiveness in increasing parent involvement.

The District will:

*BMOA policy may differ.

PROVIDE A PARENT RESOURCE CENTER THAT SERVES THE TITLE I AND HOMELESS FAMILIES

through providing access to community resources, assistance to children in need of school supplies and clothing, and parent education offerings.

PROVIDE PARENT EDUCATION through the services of a Parent Education Coordinator based on the needs of the families served. Monthly calendar of events are posted on website and sent home with students.

PROVIDE SUPPORT TO SCHOOLS IN MEETING THEIR PARENTAL INVOLVEMENT REQUIREMENTS through timely informational meetings and by providing the tools needed for successful parental involvement.

Each HUSD Title I School will:

COMMUNICATE IMPORTANT DETAILS REGARDING TITLE I by offering a Title I Parent Information Meeting each year which explains the purpose of Title I, student selection procedures, curriculum, assessments, measurement of student progress, and proficiency levels students are expected to meet. Parents who are unable to attend, and parents of students entering the program later in the school year, will receive an information packet—written in a language they can understand—which covers the main details of the topics covered at the meeting.

IMPLEMENT STRATEGIES TO TEACH A HIGH QUALITY CURRICULUM by using research-based programs and practices that have proven to be successful with students of similar populations.

BUILD STRONG CAPACITY FOR PARENT INVOLVEMENT by developing a Title I Parent/Student/School Compact outlining shared responsibilities of parents, students, and school staff in improving student achievement, and distributing it to parents of Title I students in the fall. Additionally, we will continue to dialogue with parents through the school year regarding the Compact as it relates to individual student achievement. Parents of Title I students are involved in the annual review and revision of the Compact.

INVOLVE PARENTS IN SCHOOL ACTIVITIES by offering flexible meeting times, distributing school/classroom newsletters, and inviting all parents to become active members of PTO and/or serve as school volunteers. Parents will also have representation on the Title I Parent Involvement Committee.

ASSIST PARENTS IN THEIR EFFORTS TO MONITOR AND SUPPORT STUDENT PROGRESS AT HOME by providing training and written communications which focus on strategies for supporting student learning at home, and by providing parents with information regarding appropriate internet-based and community resources.

PROVIDE INFORMATION TO PARENTS IN A TIMELY MANNER by sending written Title I progress reports a minimum of two times during the year, along with additional as-needed written and verbal communications. Parents are also invited to contact Title I staff at any time with questions or for progress updates. Additionally, parents are provided information about school programs on an on-going basis through flyers, newsletters, and phone calls.

SHARE RESPONSIBILITY FOR HIGH STUDENT ACHIEVEMENT by providing quality instruction by highly qualified teachers, with the goal of helping children meet Arizona academic standards. Mountain View is committed to on-going professional development for our teachers to keep them informed regarding current research-based methods of curriculum and instruction.

PROVIDE OPPORTUNITIES FOR PARENTS TO MONITOR THEIR CHILDREN'S PROGRESS, SCHOOL WORK, AND SCHOOL ACTIVITIES by communicating our school's policies, procedures, and expectations in a uniform format and in a language parents can understand, providing progress reports and report cards to parents, offering conferences with flexible meeting times, and sending notes—when needed—regarding assignments and student behavior.

PROVIDE OPPORTUNITIES FOR PARENTS TO OFFER INPUT REGARDING SCHOOL PROGRAMS, POLICIES, AND ACTIVITIES through participation in PTO, the Mountain View Site Council, and the Title I Parent Involvement Committee.

PARENTS RIGHT TO KNOW

In accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

*BMOA policy may differ.

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to view this information, it will be available at the HUSD district office located at 6411 N. Robert Road, Prescott Valley, AZ 86314. Should you have any questions, feel free to contact the HUSD Personnel Coordinator at (928) 759-4004 for assistance.

HUSD K-12 DISCIPLINE MATRIX

VIOLATION	Range of Consequences
Aggression Verbal Provocation Minor Aggressive Act (Inciting a fight) Disorderly Conduct Recklessness Endangerment Fighting Assault Aggravated Assault	Detention, ISS, Work Detail, OSS, Discipline Hearing, Police Referral
Alcohol, Tobacco and Other Drugs (sale/distribution or intent to sell/distribute; use; possession; or share) Alcohol Violation Tobacco Violation (including e-cigs, vapes) Drug Violation	OSS, Discipline Hearing, Police Referral
Arson	OSS, Discipline Hearing, Police Referral
Attendance Policy Violation Tardy Leaving School Grounds without Permission Unexcused Absence Truancy	Classroom Intervention, Warning, Detention, Saturday School, ISS, OSS, Discipline Hearing, Loss of Credit, Truancy Citation, Work Detail
Harassment, Threat and Intimidation Harassment, Nonsexual Bullying Threat or Intimidation Hazing	ISS, OSS, Discipline Hearing, Police Referral
Lying or Forgery Cheating, Plagiarism - See Ethics Policy	Detention, ISS, OSS, Discipline Hearing, Police Referral
School Policies, Other Violations of Combustible Contraband Defiance, Disrespect towards Authority, and Non-Compliance Disruption Dress Code Violation Gambling Language, Inappropriate Negative Group affiliation Parking Lot Violation Profanity Public Display of Affection	Warning, Classroom Intervention, Detention, Work Detail, Car Booted, Car Towed, Loss of Parking Privilege, ISS, OSS, Discipline Hearing, Police Referral

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No Student ID card	
School Threat Bomb Threat Chemical or Biological Threat Fire Alarm Misuse	OSS, Discipline Hearing, Police Referral
Sexual Offenses Pornography Indecent Exposure or Public Sexual Indecency Harassment, Sexual Harassment, Sexual with Contact	ISS, OSS, Discipline Hearing, Police Referral
Technology, Improper Use/Possession Computer Network Infraction Electronics	Confiscate, Parent Pick-up, Detention, Loss of Computer Privilege, Work Detail, ISS, OSS, Police Referral
Theft	OSS, Work Detail, Discipline Hearing, Police Referral
Trespassing	Police Referral
Vandalism or Criminal Damage Graffiti or Tagging Vandalism of Personal Property Vandalism of School Property	Detention, Work Detail, ISS, OSS, Discipline Hearing, Restitution, Police Referral
Weapons and Dangerous Items Firearms Other Destructive Device Other Weapons Dangerous Simulated Weapons	OSS, Discipline Hearing, Police Referral

Offenses may be reported to law enforcement. Policies related to student conduct may be found within the HUSD Governing Board Policy Manual at <http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>. Once on this site you can scroll down to Humboldt Unified School District and most student-related policies are listed under Section J – Students.

Be aware of the following:

- The administration reserves the right to circumvent the discipline matrix when deemed necessary.
- Frequency and/or severity of any act will lead to immediate reclassification of the consequence.
- Any continuing offense may be considered incorrigible behavior and will be taken to a discipline hearing.
- Life Coaching can be used as an intervention.
- Referrals will be sent home with the student and placed in student discipline file; parent will be contacted by phone or in person when a student is found to be in violation of an offense that merits Suspension.
- Discipline hearings could result in Long-Term Suspension, Expulsion, and Alternative to Suspension or an Alternative Placement.
- Students reasonably suspected of being under the influence of alcohol and/or drugs are subject to passive alcohol sensors, screening and/or wellness checks. Law enforcement may be notified.
- Any violation of local, state, or federal law could result in a discipline hearing with a

recommendation for Long-Term Suspension, Expulsion, or an Alternative Placement.

- The HUSD Board Policy related to expulsions can be found under Policy JKE (Expulsion of Students).

STUDENT BULLYING/HARASSMENT INTIMIDATION (BOARD POLICY JICK; REGULATION JICK-R)

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

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive

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interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

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 orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

Prohibitions and Discipline

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

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying results 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.

Reporting Incidents of Bullying

A student who is experiencing bullying, harassment, or intimidation, or believes another student is experiencing bullying, harassment, or intimidation, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed, or intimidated shall immediately notify the school administrator. Any staff member reporting suspected bullying, harassment, or intimidation must provide a verbal report within 1

*BMOA policy may differ.

business day of the verbal report. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying, harassment, or intimidation the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying, harassment, or intimidation may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying, harassment, or intimidation or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to discipline pursuant to Board Policies JK, JKD, and JKE.

At the time a student reports alleged bullying, harassment, or intimidation, the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the suspected incident of bullying, harassment, or intimidation.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally

identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school (BOARD POLICY JICK-EB), and
- be summarized in the student handbook and on the District website, and

The Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- Governing Board policy,
- Preventive measures,
- Incident reporting procedures,
- Available support services for students (both proactive and reactive), and
- Student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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.

Each Humboldt Unified School District campus has a positive behavioral program. Please contact the principal regarding the campus program and support services available.

STUDENT CONDUCT (BOARD POLICY JIC)

A Student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. [13-2911](#) and [15-841](#).
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be

sufficient proof that the violation was done knowingly.

- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in 13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

CUSTODY

Except in most extreme circumstances, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent/guardian, unless the student is placed under arrest. In the case of an arrest, the school authorities will attempt to notify the student's parent/guardian.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (BOARD POLICY JIH)

If police authorities desire to question a student on school premises regarding any alleged misconduct, school authorities will attempt to contact the student's parent/guardian at an appropriate time.

Interviews

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

*BMOA policy may differ.

When child abuse or abandonment of a student is alleged.

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. [8-821](#), the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. [8-823](#). The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

*Abuse or abandonment is **not** alleged.*

No issue of student population safety is presented. If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist, the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of the student population is of concern. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students, or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment, or intimidation shall be addressed according to Policy JICK as required in ARS 15-341(A)(36).

The District is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

STUDENT ACCEPTABLE USE

Humboldt Unified School District continues to invest in educational technology for the purpose of expanding available resources to enhance the instructional environment for all learners. Use of these resources to access educational content, communication and

*BMOA policy may differ.

collaboration systems is considered a privilege, not a right. Each user of the District network and technology resources is equally responsible for its use and care. Parents and students are encouraged to review and discuss this document together.

While on the school network and on the Internet, students and staff may participate in activities that support learning, teaching and collaboration. With access to other networks and people around the world, you might have access to information that may not be appropriate. Humboldt Unified School District has taken reasonable measures to prevent access to inappropriate information; however, we cannot control all the information available via internet. We trust our students and staff to know what is appropriate and what is inappropriate. The following guidelines are intended to help you use technology resources appropriately. Violations of the guidelines below will be dealt with seriously and immediately. If there is reasonable suspicion that a student has not followed the policies listed here, his/her privilege of using District technology resources will be immediately withdrawn temporarily or permanently. **This is a “one strike and out” policy.** Additionally, any activities that are illegal or criminal in nature will be investigated and prosecuted by the appropriate law enforcement agencies.

- When you log on to a school computer with your user name and password you are responsible for any and all actions taken while on that machine. Be sure to log off of your computer when you are done using it. This will minimize the possibility of another student using your account for inappropriate activities.
- Never allow another student to use your account for any reason.
- Never give out your personal information on the Internet, including your name, address or phone

number. If you are asked to do so, please ask your teacher for help.

- At all times your actions should take the rights and privacy of others into account.
- Do not use bad language and do not send messages that violate the law or would be offensive or threatening to another person.
- Students are not permitted to copy personal music, video or other entertainment content to District computers.
- The District provides technology resources for the purpose of enhancing the learning environment. These resources are not to be used for activities other than what has been instructed by your teacher.
- Users of the computer systems shall avoid congestion of the networks and interference with the work of other users. The playing of games is only allowed when your teacher gives you permission.
- The use of District computers to download games, programs, music, videos or other content that is not related to assignment, or that may violate copyright is strictly forbidden.
- The use of any district technology resource to promote a private business, to conduct private business, or make money is strictly forbidden.
- Do not damage any technology resources, including but not limited to; computers, keyboards, monitors or mice. If you notice damage at a computer you are using, report it to your teacher immediately.
- If at any time you are unsure if your actions are appropriate and/or safe, please ask your teacher before continuing. Remember, all actions taken using District technology are monitored and logged.
- If you identify a security problem, including access to another person’s information, or access to a potentially inappropriate website, please inform your teacher immediately.