Coyote Springs Elementary School Student Handbook

2024-2025



Principal: Michelle McCabe Assistant Principal: Pamela Clark Administrative Secretary: Diane Brunkow Attendance Secretary: Jen Vogel Receiving Clerk: Angela Ferris School Nurse: Misty Aguilar, BSN, RN

6625 N. Cattletrack Rd., Prescott Valley, AZ 86314 cs.humboldtunified.com Phone: (928)759-4300 Absence Line: (928)759-4303

Mission Statement: Above and Beyond as a team, Coyote Springs Elementary School will provide a comprehensive, world-class education for all students by moving beyond the basics and embracing the 5 C's skills for the 21st century.

Dear Coyote Families,

Welcome to Coyote Springs Elementary School! We are proud of our high academic performance; safe learning environment; and parent, staff and community support.

The CSES student handbook provides important information about our school. Please read this handbook with your students so that you and your family become familiar with our school guidelines and policies. CSES is governed by the Humboldt Unified School District (HUSD) Policy and Procedure Manuals, which are available for your review in the CSES front office or the HUSD Website.

This handbook contains important information, including but not limited to: academics, attendance, behavior management, discipline, and playground expectations. Return the signature page (see back) affirming that you have read the handbook with your student(s). If you have any questions, please contact the front office.

At Coyote Springs, we expect our students to: "Be Safe, Be Caring, Be Respectful, and Be Responsible".

Howling Coyote Behavior

Being Safe

Asking permission before leaving your areas Using objects as intended

Being Caring

Using kind words, tones and actions Keeping hands, feet and objects to self

Being Respectful

Allowing others to learn without interfering Showing attentive listening Cleaning your area

Being Responsible

Coming to class prepared and ready to learn Completing and turning in assignments on time

Coyote Springs Elementary Student Handbook 2024-2025 Academics

Educational Program: Our curriculum is aligned with the Arizona College and Career Readiness Standards. Students receive instruction in Reading, Language Arts, Mathematics, Social Studies, Science, Health, Art, Music, Physical Education, STEM, and Outdoor Habitat. We have comprehensive support services that include: Title I intervention, special education services, gifted and talented education and English language support that assist students in making progress and meeting their goals. There are many before and after school activities offered through our school and all eligible students are encouraged to participate.

Standards Referenced Grading (SRG): CSES implements standards referenced grading in all grade levels. Standards referenced grading is a grading system that focuses on the content, skills and standards that students must learn. This means that when recording scores, the concern is not with the cumulative grade on the test or assignments, but rather the level of mastery the student has achieved on each concept assessed. With this slight change, instruction can be personalized to help struggling students with particular skills and/or to provide enrichment opportunities when a skill is mastered.

The following table represents the current SRG scale being implemented at CSES. Please keep in mind level 3, proficient, is showing grade level mastery, while level 4, highly proficient, is going beyond and applying the skill.

Score	Level of Proficiency	Explanation
4	Highly Proficient	The student can make in-depth inferences and applications that go beyond the learning target.
3	Proficient	The student can show mastery of the learning target.
2	Partially Proficient	The student can show partial mastery or perform basic processes of the learning target with no assistance.
1	Minimally Proficient	The student shows master of the learning target only with teacher assistance.

Parent/Teacher/Student Conferences: Parent/Teacher/Student conferences are scheduled in October. However, we are always happy to schedule additional conferences. Please contact your student's teacher for a time and date.

Textbooks: Students are provided basic textbook materials free of charge. Students are held responsible for keeping them in good condition. Fines will be charged for lost, destroyed or unduly damaged. Many supplies are provided to students by the school; however, we appreciate parents/guardians sending in additional items that are requested by teachers.

ParentVUE: ParentVUE provides a single sign-on for parents to access all of their children's information, regardless of school. Report cards, scores, attendance, and more are all available for parents to view 24/7 with this web-based solution. You can access ParentVUE at <u>humboldtunified.apscc.org/PXP2_Login.aspx</u> or download the free ParentVue app.

Gifted and Talented Education: Gifted and Talented education champions the academic, intellectual, and affective development of Arizona's gifted and advanced learnings through ensuring gifted learners receive an appropriate gifted education commensurate with their abilities and potential. Flexible learning groups of advanced learners in Kindergarten, 1st grade and 2nd grade will be identified through academic testing and teacher recommendations. Advanced learners in 3rd grade, 4th grade, and 5th grade will be identified through a gifted and talented screening assessment.

Homework & Expectations: To maximize the benefits of homework, our school team will be thoughtful and strategic about what is assigned for homework. The purpose of homework is to reinforce learning while developing behavior traits of successful students, including: responsibility, persistence, applying past knowledge to new situations, striving for accuracy, and other important habits of mind. The tasks that are assigned by our teachers will be relevant to their learning goals and able to be completed with limited support.

Homework Expectations								
Grade Level	Skill/Content	Frequency/Duration						
KG	• Sight Words, Read to me, Read to you	• Daily - 5 minutes max						
1st 2nd	Sight Words, Read to me passageEureka Math/Math Fluency	 Daily - 5 minutes max Daily - 10 minutes max 						
3rd 4th	ReadEureka Math/Math Fluency	 Daily - 20 minutes minimum Daily - 10 minutes max 						
5th	ReadEureka Math/Math Fluency	 Daily - 20 minutes minimum Daily - 15 minutes max 						

*Exception: Students may be assigned a problem based assignment at grade level discretion.

Your student's education is a shared responsibility between home and school. The following are some homework tips for improving the quality of homework at home:

- Create a quiet area where your student can complete homework at the same time each day.
- Look at the papers your student brings home. Support and encourage your student by holding them accountable for completing homework and returning papers.
- Check with the teacher if your student is confused or unable to do the assignments.
- Reinforce good choices and work habits with praise and/or incentives.

In addition to following our homework policy, you can support our educational program by providing some basic opportunities for your student. We want to see our students regularly playing outdoors, spending time engaged in family activities (limited screen time), completing chores around the house, involved in extracurricular activities, and providing community service through local churches and organizations.

Interventions: Our "Walk to Read" (WTR) program strives to meet the needs of all our students. We have developed interventions that provide opportunities for students to achieve academic success. We focus on state standards, the latest research on differentiated instruction, and the Response to Intervention model. During core instruction, our students have a daily schedule that provides a literacy block and a math block. Additionally, the WTR program uses specific assessment data to identify each student's unique need and then offers 30-40 minutes of focused personalized instruction in reading.

The Title I program is part of the Federal Elementary Education Act that provides financial assistance to state and local educational agencies to meet the needs of at-risk children. The goal of Title I is to provide instructional services and activities which support students in meeting the state's challenging reading performance standards. Our WTR program supports the goals of Title I. All students at CSES will be assessed and qualified students will be part of our Walk to Read program.

Specials: All students at Coyote Springs Elementary School have five different specials classes once a week for 45 minutes. These classes include P.E., Music, Habitat, Library, and Art. While participating in these classes, students explore our 5 C's: Communication, Collaboration, Creativity, Critical Thinking, and Community Connections.

Coyote Springs Elementary Student Handbook 2024-2025 Attendance

Student Absences: Regular school attendance for school age children between the ages of six and sixteen 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. State law mandates that the school record a reason for each student absence. Parents/Guardians must inform the school office of absences either by phone call or note on the day of absence. All absences not verified by parent/guardian within 24 hours of the absence or by administrative authorization will remain unexcused.

For students in grades K-5, school attendance letters will be shared in ParentVUE on the 5th, 9th, 11th, and 18th total absence each school year. A Stop Truancy from Occurring Program (S.T.O.P.) letter will be initiated upon the 11th and 18th 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.

Excused Absences: Excused absences are: illness (be specific such as cold, flu, rash, etc.), bereavement, medical or dental appointment, religious holiday, lack of immunizations, or a court date. Students absent because of a communicable disease must report to the nurse's office before being readmitted to class. Excused absences count against perfect attendance. It is the student and/or parent's responsibility to contact the student's teacher for make-up work. If the absence is going to be for three days or more, the teacher will be able to provide assignments for you to pick up. Please allow 24 hours notice for the teacher to turn materials into the office.

Unexcused Absences: Unexcused absences are unnecessary and avoidable which include but are not limited to: vacations, birthdays, hunting, and lack of transportation. Any absence not verified within 24 hours are not excused under State Law.

Chronic Tardiness: Students are considered **tardy** when they have arrived later than 8:40am. Excused tardies are expected to be infrequent and/or non-recurring. Examples of excused tardies: illness, family emergency, medical appointment verified with doctor's notes, and/or administrative discretion. Perfect attendance is awarded to students who attend school bell-to-bell each school day. Students with any tardies (excused or unexcused) will not be awarded perfect attendance. When a student reaches six tardies (excused or unexcused) in a semester, the parent/guardian will be notified and the student may be assigned a consequence to make-up missing work.

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, call the school at (928)759-4303, 24 hours a day and 7 days a week. You have 24 hours after the end of the school day to excuse the absence. Please help the office by calling by 8:00am on the day of the absence with the following information: your child's name; teacher's name; specific reason (for illness or non-illness); and end your message with your full name, relationship with 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.

In accordance with 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. Parents will be notified of continued and excess absenteeism of their student. The Principal may require a parent conference to discuss and remedy the problem.

Morning Schedule: School begins at 8:40. All students should arrive no earlier than 8:15am and be on campus by 8:40am. The student drop off gate will be locked at 8:40am. **Any student who arrives after 8:40am to school must be signed in by their parent/guardian in the main office and will be marked tardy**. See "Chronic Tardiness" section for most information on multiple tardies.

Daily Schedule:

- Monday, Tuesday, Thursday, Friday School starts at 8:40am and is released at 3:15pm.
- Wednesday School starts at 8:40am and is released at 2:15pm. At the end of the day, buses will run their normal routes one hour earlier.
- Last Friday of each quarter: School starts at 8:40am and is released at 1:15pm. At the end of the day, buses will run their normal routes two hours earlier.
- **Two-hour delay start** (snow delay): School starts at 10:40am and is released at 3:15pm. Buses will run their normal morning routes two hours later than normal. No breakfast will be served on delayed starts; however, lunch will be served.

Open Enrollment Policy: The following conditions apply to the open enrollment program: (1) applications are accepted at any time for Open Enrollment requests concerning the current school year, (2) enrollment is subject to the capacity limit established for the school and its grade levels, (3) 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 or if the child has been placed on a waiting list, (4) transportation is the responsibility of the parent/legal guardian (exceptions by A.R.S. 15-816-06), and (5) 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 student's compliance with the rules, standards, and policies of the District including behavioral and attendance standards.

Early Pick-up Procedures: Only parents, legal guardians or designated adults will be allowed to pick up students from school. The adult must check in at the office and sign their student out, stating the reason for leaving early. The adult must have their car pickup ID number or a personal form of identification before a student will be released. To ensure the safety of all students, and to preserve the classroom environment, students checking out early (before the end of the school day), must be checked out prior to the last 30 minutes of school.

Pick up & Drop Off Procedures: For typical morning drop off and after school pick up, students are to use the area on the west side of the school. Parents should enter the school from Powers Avenue and drive north up the bus lane. **NOTE**: The front of the school is not a designated drop off area. Students should only use the front of the school if they arrive after 8:40am.

For morning drop off, once your car has stopped next to the curb, students should exit the vehicle and walk into the school through the nearest gate. Please do not wait until you reach the front of the line for your child to exit your vehicle. This will ensure our drop off line flows quickly and smoothly.

For afternoon pick up, all vehicles must have a pick up tag visible hanging from their rear view mirror. For the safety of our students, any vehicle without a tag will be asked for identification or sent to the office for verification. We always appreciate your patience in the afternoon while we ensure the large volume of parent pick-up students get home safely.

Coyote Springs Elementary School Student Drop Off and Pick Up









Enter CSES through the South entrance from Powers Ave. Drive North up the bus lane to the designated drop off and pick up area. Exit CSES at Cattletrack and Addis.

🆾 Humboldt Unified School District

2024-25

Board approved 11/14/2023

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Semester 2 Attendance Days for Students 90

15 16

22 23 24 25 26

29 30

Student's Last Day - 2 Hr Early

Teacher Check-out, No Students

Memorial Day, No School

Release (K-12 grades)

Denotes 1 Hour Early Release

13 14 15 16

28 29

22

11 12

18 19 20 21

25 26 27

Denotes 2 Hour Early Release for all grades K-12

23 24

30 31

17

22

23

26

Denotes 2 Hour Early Release for grades K-8

Denotes 2 Hour Early Release for 9-12 grades only

Denotes 1 Hour Early Release for K-8 and 2 Hour Early Release for 9-12 grades

TOTAL DAYS STUDENT CONTACT 180

TOTAL DAYS STAFF 185

21

28

Denotes Teacher In-service for New Teachers (No Students)

27

Denotes Teacher In-service Day (No Students)

Denotes Observed, No Schools/Breaks

19

Juneteenth, No School

17 18 19 20

Coyote Springs Elementary Student Handbook 2024-2025 Behavior Management and Rules

Positive Behavioral Interventions and Supports (PBIS): "Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives" (www.pbis.org/pbis/what-is-pbis). For more information on PBIS, visit www.pbis.org.

Character is who we are. It is what we do when no one is looking. It is our thoughts, values, words, and actions. A person of character thinks right and does right. Listed are CSES schoolwide expectations for behavior: Be Safe, Be Caring, Be Respectful, Be Responsible.

Dress Code: Student dress that is unsafe or distracts from or interferes with the normal learning process will be considered inappropriate. Students may be asked to change into clothing provided by the school nurse or parents called to bring a change of clothing. **The course of action will be left up to the discretion of the Principal.**

Some dress code rules are:

- No drugs, alcohol, tobacco, violent, gang-related words, weapons, designs or logos allowed on clothing.
- Designs or sayings must not be sexually suggestive, disruptive or offensive.
- The waist bands of pants must stay above the hips, belted or not.
- Shirts must meet the waistband when arms are lifted over the head. No bare midriffs.
- Shirt straps must be three fingers wide. No spaghetti straps or open back shirts are permitted.
- Bra straps must be covered with no undergarments showing.
- Skirts, shorts, dresses and rips in jeans must be longer than fingertips when arms are at students' sides.
- Shoes should cover toes and are to be worn at all times.
- Unsafe and unacceptable shoes include high heeled shoes over 1", wheels, flip flops, and sandals that do not cover toes.
- Makeup should be used with restraint.
- No hats or head coverings are to be worn inside the building.
- No chains hanging from wallets, pockets, or belt loops.
- No bandanas.
- No sunglasses are to be worn in the building.

Students are encouraged to wear clothing that is appropriate for the weather and for playground activity. Due to safety concerns, when teachers are out of the classroom, students will not be allowed to enter the classroom to get coats for outside activities. Violations may be considered a disciplinary issue. Please put your student's name on all coats, hats, mittens, sweaters, and all other clothing that might be removed during the day.

Cell Phones, Smart Watches, Electronics: Cell phones, smart watches, and electronic devices (unless otherwise stated by the classroom teacher) must be in a backpack and turned off when on campus. Students may not use their device until they are off school property. Devices will be confiscated and brought to the front office if found in the student's personal possession. Violations of the policy above will result in the following consequences:

- 1st time the device is taken to the office and may be picked up by the student after school.
- 2nd time the device is taken to the office and a parent must come pick up the device.
- 3rd+ time the device is taken to the office and the student will receive an after school detention. The parent must come pick up the device.

Students are not permitted to receive and/or make personal phone calls and/or text messages from school, except in the case of an emergency. If there is an emergency, the front office will get a message to your child and have them call you on their next break. We request that any personal plans be made prior to the start of school.

Playground Expectations: We the students and parents of Coyote Springs Elementary School agree to **read**, and **understand** the rules of playground safety and pledge to **follow** the rules and cooperate with staff in regards to playground safety.

General Playground Rules:

- If a ball goes over the fence, you must ask a playground aide for permission to get the ball.
- Dress appropriately for weather, keeping in mind the temperatures can vary, especially in winter months.
- Keep hands and feet to yourself.
- Students must stay in the perimeter of the designated playground areas.
- Use equipment wisely.
- Play on the grass but do not pull it out.
- Play fighting and play kicking are not allowed, including tackling, wrestling, pushing and hitting.
- Do not chase others if they do not want to play.
- Do not play in the mud.
- Students may NOT play near the building or under the windows.
- No food, candy, snacks or drinks are allowed on the playground water bottles are okay.
- No throwing/kicking rocks, sand, mud, snow or ice.
- Do not climb trees, picnic tables, benches, or fences.

Safety on and with Equipment:

- Slide: Only one student may slide down at a time. No climbing up or walking on the slide. Students must sit while sliding. Climbing on the top of the tube slide is prohibited. Students must not hide inside the tube slide.
- Swings: Sit to swing. One person per swing. No jumping out of swings. No pushing other students on the swing, No twirling swings. No swinging side to side. Keep a safe distance from other students who are using the swings.
- **Monkey Bars**: No jumping off the monkey bars. No hanging from other students. No standing on the top bars. No hanging upside down from the bars.
- **Football two hand touch only**: No tackling, clipping, kicking, tripping, pushing, or wrestling of any kind. Before playing, all students must agree on the rules. Be considerate of all players. Throw the ball to an open teammate (not just your friends.) After a player has been touched with two hands, the play is over.
- **Four-Square**: The server stands at the back of their square. The ball must bounce once before it is hit underneath with 2 hands by the server. Play continues until a foul is committed. The offending player leaves the court and goes to the back of the line. All other players move up a square. The first person in line judges fouls if there is a question.
- Four-Square Fouls:
 - Hitting the ball with any part of the body except the hands.
 - Hitting the ball before it bounces in your square.
 - Hitting the ball so it misses a square or hits the line/lines is always an out.
 - Serving without having your foot in the server's box.
 - Not hitting a ball that bounces in your square.
 - Hitting the ball more than once before it goes to another square.
 - Holding or catching the ball.
 - Stepping into another player's square.
 - Not hitting the ball with two hands, palms up.
- Soccer Rules:
 - \circ One goalie at a time, per team.
 - \circ You must stay on the same team for the entire recess.
 - Out of bounds is off the grass.
 - Throw the ball in when it goes out of bounds.
 - If it goes out by the goal, you must do a goal kick.
 - No slide tackles.
 - Only the goalie may use their hands.

• **Tetherball**: Two students stand opposite each other in the tetherball circle. The server puts the ball in play by hitting the ball in one direction around the pole. The other student hits the ball the opposite direction around the pole. The first player to wrap the rope completely around the pole is the winner. If a student snakes a foul, they go to the end of the line.

Having equipment on the field is a privilege, not a right. Improper use of equipment may result in loss of equipment privileges. **Parents/guardians are not permitted on the playground during school hours (8:15-3:15)**.

After School Detention: If a student is assigned an after school detention, the parent/guardian will be notified in advance by a phone call or letter. The parent/guardian must come to the office and sign out the student at the end of the detention period. Transportation is the responsibility of the parent or guardian. Students who do not show up will receive an additional after school detention or home suspension.

In School Suspension: If a student is assigned to an in school suspension, the parent/guardian will be notified in advance by a phone call or letter. The student will be expected to report to the front office prior to school starting. The principal will determine the classroom in which the student will attend for the in school suspension. The student will be responsible for completing the classwork provided by their classroom teacher as well as maintaining appropriate behavior as to not disrupt the classroom they are assigned to. Students will not attend specials, recess or lunch with peers for the duration of the in school suspension. Students may receive up to two recess breaks during the day if needed and will eat lunch in a designated area.

General Information

Visitors and Volunteers: We encourage our parents/guardians and community members to visit. Due to safety concerns we ask that you follow these guidelines: (1) all visitors must sign in at the front office with ID, (2) arrangements to visit a classroom require contacting the teacher and front office at least 24 hours in advance, (3) enter through the front door, sign in, and pick up a visitor badge at the main office, and (4) sign out, return the badge and exit through the front door.

Because the teacher's first responsibility is to provide instruction, they may not be able to talk at length with a visitor. Due to the distracting/disruptive nature of visits, students are not allowed to bring relatives or other peer guests to school.

We love our volunteers! The talents and expertise of parents and community members greatly enhances our school. Volunteer opportunities include: clerical assistance, field trips, presentations, tutoring, special material preparation, health office support, classroom helpers, bilingual aides, and extracurricular activities.

If you are interested in volunteering, complete a volunteer application on our District web page at <u>www.humboldtunified.com</u>. Once completed, please call the District Office at (928)759-4000 to schedule an appointment or your fingerprinting. This fingerprint service is free but you must allow 6-8 weeks for the Department of Public Safety clearance to be completed.

Parental Involvement: Parents can partner with the school to promote academic progress by: joining CSES PTO, joining CSES S.I.T.E Council, becoming a school volunteer, getting your student to school on time, keeping your student at school all day, helping students in the evening by providing a quiet study area, and being involved.

Parent Teacher Organization (PTO): Coyote Springs has an enthusiastic group of parents, grandparents, guardians, teachers and staff that support our school programs. Contributions include the Book Fair, Ice Cream Social, Harvest Festival, Holiday Shop, Fundraisers, and much more. The PTO provides the school with equipment and programs not included in the District budget.

PTO partnership applications and volunteer forms are available in the front office.

School Improvement Team for Elementary (S.I.T.E.) Council: Our school improvement process is a collaborative effort among the principal, faculty parents/guardians, and interested community members. We meet regularly to discuss, evaluate, and set school improvement objectives that will inspire all students to reach their greatest potential.

Transportation Changes: All transportation changes must be made prior to the start of the school day. Please send a note with your child to make any changes the day before or the morning of the arrangement. No changes will be allowed in modes of transportation without a note. If you are allowing your students to bring a friend home, or sending your student to another friend's home, we must have notes from both families. No last minute changes will be accommodated. If changes are not made following these guidelines, students will be required to follow their normal routines.

*Note, adding students to a bus route may be denied by the Transportation Department due to bus capacity.

Intramural Sports: Intramural sports will be part of the school activities. These include co-ed:

- Soccer during 1st quarter
- Basketball during 2nd quarter
- Volleyball during 3rd quarter
- Track during 4th quarter

Parents will be responsible for transportation to and from any facility other than our Coyote Springs campus. Students are expected to represent Coyote Springs Elementary School with their actions and attitude. Students who have behavior referrals will not be allowed to participate in any extracurricular activities. Only students participating in the sport are permitted to stay after school for practices and games/meets without parental supervision. Siblings must find alternate transportation (parent pick-up or bus).

These sports are "Pay to Play" and cost \$50.00 for each sport. Students on free/reduced lunch will pay \$25.00. Scholarships may be available to students on free/reduced lunch on a case by case basis. Please refer to the athletic packet for additional guidelines and expectations.

Insurance: Optional school insurance is available for students. Information is sent home at the start of the school year. Call the school nurse for more information. In case of injury, the school does not provide insurance coverage. Parents are responsible for all emergency medical costs.

Student Council: Student council is a way for students to learn about community service and student government. The main goal of the Student Council is to learn and practice leadership. The Student Council sponsors fundraisers throughout the year and uses the money to improve the school.

Immunizations: Immunization against each of the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, haemophilus influenzae b (Hib), and varicella is required for attendance of a student in District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance until the fifth (5th) calendar day after enrollment.

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.

Personal Property: Please do not send or let your student bring toys, electronics, balls or pocket knives to school. They should only bring items necessary for learning. The school is not responsible for lost or stolen valuables brought to school. Playground equipment is provided by the school.

Lost and Found: Valuables should not be brought to school including all electronic devices. Unclaimed clothing, lunch containers and backpacks are kept near the cafeteria. Because of the large number of items that are unclaimed, we donate these items periodically throughout the school year. Other non-clothing items are kept in the main office. The school is not responsible for lost or stolen items.

Food Services Expectations: Coyote Springs Elementary School strives to make significant contribution to the general well-being, mental and physical capacity, and learning ability of each student. To ensure the health and well-being of all students, all foods available during the school day will have the promotion of student health as the primary goal. All snacks and lunch items should be individual portion sizes and not shared with other students.

Families meeting criteria for meal assistance should obtain necessary forms in the office or online at <u>www.humboldtunified.com</u>. Applicants must apply each year. All forms will be processed as quickly as possible. Please contact HUSD's Food and Nutrition Department at (928)759-5014 with any further questions.

For simple, online school meal payments in a matter of minutes, go to <u>www.myschoolbucks.com</u> or download the free mobile app, My School Bucks. On the website and app, you can view account balances, meal purchases, and schedule automatic payments.

School meals are NOT free for all students this school year. Following are the costs for breakfast and lunch this school year.

- Breakfast prices: Regular \$1.50, Reduced \$0.30
- Lunch prices: Regular \$2.75, Reduced \$0.40

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 for by the HUSD, the state of Arizona, and the Department of Transportation. For all transportation related questions or to confirm your student's bus stop, please call (928)759-5191. See the HUSD Policies and Procedures for the complete rules.

Student Directory: Students may be photographed or videotaped during school activities. Parents may opt out in writing for the use of their student's image in educational records and/or promotional materials, including but not limited to school newsletters, the school's facebook page, and the district's website.

Classroom Movies: During special events (rainy/snow indoor recess, classroom rewards, etc.) students may watch a movie in the classroom. For all grade levels, movies rated G or PG may be shown. If you wish your child to not watch PG rated movies, please contact your child's teacher.

HUSD Policy and Procedures

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.

PARENTVUE: 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 ParentVUE (Formerly Family Link) is available at registration or through the counseling/front office.

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 9 th 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 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 Food and Nutrition Department at 759-5014 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 10 minutes prior to pick-up time.
- Do not damage property or violate school rules while waiting for the bus.

On the Bus

- Remain in the 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 the center aisle clear while the 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 profanity or other gestures.
- No smoking, chewing tobacco 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 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.

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 30 th of the school year.

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 759-5014 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 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.
- <u>All medication/inhalers from home must be stored and locked in the nurse's office, unless special arrangements are made</u> 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
- 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 928-759-5025.

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. 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 or if 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:

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 2 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 to the dismissal of school that day. <u>This should only</u> 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 JI): 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 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

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, parents will be informed and the school principal will refer to the appropriate educational team.

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

Procedures for Identification in the Humboldt Unified School District #22

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 parents 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.

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:

- 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 and she will be happy to assist you.

Violation **Range of Consequences** Detention, ISS, Work Detail, OSS, Discipline Hearing, Police Aggression Referral Verbal Provocation Minor Aggressive Act (Inciting a fight) **Disorderly Conduct** Recklessness Endangerment Fighting Assault Aggravated Assault OSS, Discipline Hearing, Police Referral Alcohol, Tobacco and Other Drugs(sale/distribution or intent to sell/distribute; use; possession; orshare) Alcohol Violation Tobacco Violation (including e-cigs, vapes) Drug Violation OSS, Discipline Hearing, Police Referral Arson Classroom Intervention, Warning, Detention, Saturday School, **Attendance Policy Violation** ISS, OSS, Discipline Hearing, Loss of Credit, Truancy Citation, Tardv Work Detail Leaving School Grounds without Permission Unexcused Absence Truancy

HUSD K-12 DISCIPLINE MATRIX VIOLATION:

2021	-2023						
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						
Other Violations of School Policies 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 No Student ID card	Warning, Classroom Intervention, Detention, Work Detail, Car Booted, Car Towed, Loss of Parking Privilege, ISS, OSS, Discipline Hearing, Police Referral						
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 <u>http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals</u>. 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 the student discipline file; parents 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 VIOLENCE/HARASSMENT INTIMIDATION/BULLYING (BOARD POLICY JICK): The Governing Board of the Humboldt Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of the 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 cyber bullying,
- 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.

Cyber bullying: Cyber bullying 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 list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion,

name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

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

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

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

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

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.

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." 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.

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 the 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 expectation 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.

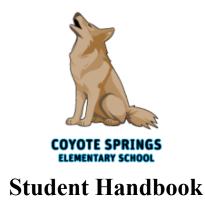
STUDENT ACCEPTABLE USE: Humboldt Unified School District continues to invest in educational technology for the purpose of expanding available resources to enhance the instructional environment for all learners. Use of these resources to access educational content, communication and collaboration systems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

Move on When Reading Policy A.R.S §15-701 requires that an Arizona student not be promoted from the third grade if the student scores far below the third grade level on the AzMERIT statewide assessment. A third grader who does not demonstrate sufficient reading skills may be promoted to fourth grade if the student: 1. Is an English Language Learner (ELL) who has received less than two year of English instruction. 2. Has a disability and the IEP team agrees promotion is appropriate or the student is in the process of being evaluated for an IEP. 3. Has been diagnosed with a significant reading skills through a collection of assessments approved by the State Board of Education.



Student Name (Please Print)

Teacher's Name

Grade

The Coyote Springs Elementary School Parent/Student Handbook is located on the Coyote Springs webpage (<u>https://cs.humboldtunified.com</u>) and is our way of communicating general information about our school. A hard copy of this handbook will be provided by request at our front office. We ask that you take time to read this handbook with your student so that they too can become more familiar with our school. If you have any questions, please feel free to contact us.

Coyote Springs Elementary School is also governed by the Humboldt Unified School District (HUSD) Policy and Procedure Manuals, which are available for your review at either the CSES office, the HUSD District Office or attached to the CSES Parent/Student Handbook.

I verify that I have read and understand the CSES student handbook and the HUSD Policies and Procedures, including the items specifically listed below.

Please initial

- _____ I have reviewed and understand the student handbook section, Academics.
- _____ I have reviewed and understand the student handbook section, Attendance.
- _____ I have reviewed and understand the student handbook section, **Behavior Management and Rules**.
- I have reviewed and understand the student handbook section, General Information.
- I have reviewed and understand the HUSD Policy and Procedures.
- I have read the **Student Directory** information and understand my child may be photographed or videoed during school activities. If you **DO NOT** want CSES to use your child's image in school/teacher newsletters, websites, yearbook, etc., you must notify the front office in writing.

School Compact

The purpose of the school/parent compact is to foster the development of a school/parent partnership to help all children achieve the state's high standards. Improved student achievement will be the shared responsibility of parents, students, teachers and administrators working together within the educational community.

PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will encourage him/her to excel in the following ways. I will:

- Ensure that my child has excellent school attendance and is on time to school.
- Work with the school in its efforts to maintain appropriate behavior.
- Monitor my child's homework and progress in classes.
- Encourage and praise my child's efforts and be available for questions.
- Provide a quiet well-lit place for study.
- Read to my child or encourage my child to read every day. (As a guideline, consider 20 minutes for K-3, and 30 minutes for 4-5).
- Attend parent conferences and meetings and communicate regularly with my child's teacher.

Parent/Guardian Signature

Date

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I will try my best to do the following:

- Attend school regularly and be on time each day, prepared to learn.
- Know and follow school and classroom rules.
- Treat adults and other students with respect.
- Do my best on school assignments.
- Complete and return homework assignments.
- Read each night.
- Give all school reports and notices to my parents/guardians.

Student Signature

Date

SCHOOL AGREEMENT

We want your child to succeed. Therefore, we shall strive to do the following:

- Communicate regularly with parents and families about their child's progress.
- Help parents identify ways to help their children learn to read.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Expect all students to learn to read.
- Address students' individual needs and offer challenging opportunities for learning.
- Provide parents opportunities to volunteer and participate in their children's education.
- Provide a safe, welcoming environment for students and families.