

HUMBOLDT ELEMENTARY SCHOOL

2024-2025



We are a community dedicated to teaching, **NURTURING** and **SUPPORTING** our students and **FAMILIES** in a **SAFE, respectful,** and **responsible environment** in order to ensure **success** in learning and life.

Mrs. Melissa Tannehill, Principal

Humboldt Elementary School

Address & Phone

2750 S Corral St
Humboldt AZ 86329

PO Box 8
Humboldt AZ 86329

928-759-4400 Phone
928-759-4420 Fax

HUSD District Office

6411 N Robert Road
Prescott Valley AZ 86314
928-759-4000

Transportation Department

928-759-5191

School Office Personnel

Melissa Tannehill, Principal
Jennifer Kahn, Assistant Principal
Penny Miller, Admin Secretary
Patricia Etcheverry, Attendance Secretary
928-759-4400

Kaila Sorenson, Receiving Clerk
Donna Ray, School Nurse 928-759-4410

School Office Hours

8:00-4:00

Humboldt Elementary School

Policies and Procedures

School Hours

Students are to arrive on school property **no earlier than 8:15 AM** At that time, students have the option to either go to the cafeteria for breakfast or to the classroom to begin their day. **All students are to be in class by the official school starting time, 8:45 AM.**

School is dismissed promptly at 3:15 PM. M, TU, TH, F and 2:15 PM. on Wednesdays. Students are to leave the campus immediately by bus or parent-arranged transportation, unless they are attending an organized school function that parents have given permission to participate in ahead of time. Parents, please make alternative arrangements for younger siblings who are not eligible for participation. They may not stay with their older siblings.

All plans for transportation should be made prior to the start of school and no later than 2:30 PM (1:30 PM on Wednesday) to avoid confusion for the child and to reduce office disruptions.

Closed Campus

Humboldt Elementary School is a closed campus for security purposes. To access the campus please report to the front office and you will be buzzed in. A member of the front office staff will happily greet you at the front door to sign you in. All visitors are required to provide photo identification upon arrival. Visitors, parents, and guardians wishing to visit their child's classroom(s) are asked to make prior arrangements with their child's teacher to minimize classroom disruptions and maximize learning time for all students.

Once school is in session; all items needing to be dropped off to your child must be dropped off at the office. The office will make sure the item is delivered to the student.

Student Drop-off & Pick-up Procedures

Students may arrive on campus at 8:15 AM. Students can be dropped off at one of the following drop-off locations:

- Top of the hill by the school office. There will be school personnel on duty to welcome your child to campus.
- Along the back side of the school off of Huron. A crossing guard will be posted at 8:15 for the safety of your students.

Parents picking up/dropping off students will be issued a yearly vehicle tag. Please display this tag upon arrival for speedy pick up. If you do not have a tag you will be asked to show photo identification to ensure students are going home with an approved adult that is on file with the office.

School Enrollment

We are delighted to have your child(ren) attend our school. Enrollment forms are to be completed and turned in 24 hours prior to a student being admitted to class. The office staff is required to have the child's original Birth Certificate and Immunization records at the time of enrollment. The school principal will make classroom teacher assignments based on student numbers, specific class needs, and individual student needs. Teacher requests will not be accepted.

Withdrawal from School

We ask parents to notify the school office **at least two days prior** to the student's last day of attendance. All school materials loaned to the student are to be returned at that time. Parents are expected to pay for items that are lost or damaged before school records are forwarded to the new school.

Phone Use

Students are not permitted to receive or make personal phone calls from school, except in the case of an emergency. **Cell phone use is not permitted.** If there should be a family emergency, we will get a message to your child and have them call you as soon as possible. Only in an extreme circumstance will we ask the student to take a call during classroom time. Students that use their cell phones or personal devices during the school day will have the following consequences:

1st offense: Students may pick up from the teacher/office when school is out.

2nd + offenses: Parents must pick up from the office.

Attendance

Should your child be absent, call 928-759-4400. Excused absences under State Law are illness, injury, appointments, funerals, and observance of a religious holiday. Other personal circumstances may be excused when arranged in advance with the attendance secretary if the student is in good standing regarding attendance and academic performance. Absences without notification from the parent are unexcused.

After the 5th, 9th, and 11th absence a 'STOP' letter will be issued to you.

Voicemail for the attendance line is available 24 hours a day for you to leave messages. When you have received a voicemail from our Attendance Secretary regarding your child's absence, you have three days to call and excuse it. After three days, it is permanently recorded as unexcused.

Students who are tardy **must be signed in by an adult.** The office staff may **not** sign them in. Students who are not accompanied by an adult will be held in the office until an adult arrives to sign them in.

Early Check-Out

Parents/Guardians wishing to pick up their child early from school **are required to check in at the office first** to sign their child out. Any **transportation change requests also need to be submitted prior to 2:30 PM on M, T, Tu, Fr (1:30 PM on Wed.)**. Please send a note if possible. Teachers and staff members are not allowed to release students to parents without office notification.

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 in writing and verified on our computer as a designated, responsible party, for the child, by the parent or legal guardian.

Photo Identification will be required from office staff. Students will not be called to the office until the parent/guardian is present.

No child will be allowed to walk home prior to 3:15 PM unless accompanied by a parent or verifiable guardian.

Early Release Days

On Wednesdays, school will dismiss 1 hour early (2:15) for teacher professional development opportunities. The buses will run their normal route, one hour earlier than normal. Your child will arrive home one hour earlier than their normal arrival time.

Occasional 2-hour early release days are held throughout the school year for teacher professional development, parent conferences, etc... On these days the students are released **at 1:15 PM**. The buses will run their normal route, two hours earlier than normal. Your child will arrive home two hours earlier than their normal arrival time.

Toys and Valuables at School

To maintain the educational focus each day, we request that students ***not*** bring any electronic equipment to school, including cell phones. If students must bring a cell phone, it must be turned off and kept in the students backpack. In addition, other toys and/or **trading cards** should be kept at home. These items are expensive and create unnecessary disruptions to the educational environment. **The school will not be responsible for any lost, stolen or damaged items brought to school by the student.** In addition, if any of the above items are brought to school and impact classroom learning, they will be confiscated.

1st offense: Students may pick up from the teacher/office when school is out.

2nd + offenses: Parents must pick up from the office.

Lost and Found

Lost and found items are kept in the gym storage area. It is very helpful if ***parents label their child's belongings***. Please have your student check for lost items on a regular basis. Items not claimed are periodically donated to local charities.

Dress Code

Student dress shall be appropriate **at all times**. Students are encouraged to wear clothing that is appropriate for the day's weather and activity. Violators of the dress code policy will be sent to the nurse for alternative clothing. In addition, dress code decisions are at the discretion of the principal or their designee.

In Addition:

- All clothing artwork and designs must be in keeping with dress code rules. Clothing may not promote drug, alcohol, tobacco or gang-related activities through words, designs and/or logos.
- Any designs or artwork that provoke an inappropriate response are not appropriate for the school environment.
- The waistbands of pants must stay above the hips, belted or not. No baggy or sagging pants are to be worn. No chains may be worn.
- All clothing will cover the child's body appropriately. Students **may not** wear shirts that expose **midriff or hips**. No racerback tank tops. Shirt straps must be 2 fingers thick- there are to be no spaghetti-strap shirts or dresses worn for school.
- Shorts may be worn at an appropriate length and be no shorter than where fingertips touch when arms are at one's side.
- Pants with holes need to have no holes higher than where fingertips touch when arms are at one's side.
- No spiked clothing or accessories.
- No visible piercings, besides earrings are acceptable during school hours. No gauged earrings or large hoop earrings are allowed.
- Closed-toed shoes worn with socks are best for our school environment. No flip flops, sandals, or open toed shoes are allowed at HES.
- Please note that your child is to dress appropriately for physical education classes as scheduled.

Classroom Behavior

We have high expectations for Humboldt students in both behavior and academics, so we strive to maintain an atmosphere that is optimal for learning and achieving. All students have the right to be able to listen, share and concentrate in any classroom without interference. In order to learn, each student must also be safe and secure at school -- free from fears or threats. Therefore, students who disrupt the learning process in **or** out of the classroom, will receive a consequence.

Helping students develop self-discipline and a sense of individual responsibility is something that should occur at home and at school. Self-discipline and responsibility are qualities that are beneficial to a student throughout his/her life. At Humboldt Elementary School, we believe that carefully selected, meaningful rules will help develop these qualities. These rules along with an understanding of the importance of order establish a formal setting conducive to learning.

Our school discipline program places the responsibility for appropriate behavior **on the student**. Each class establishes a few reasonable rules and procedures that all students are expected to follow at all times. Rules for common areas such as the playground, walkways, and cafeteria are consistent with classroom expectations, "Be safe, be respectful, be responsible." Students receive appropriate consequences for rule infractions. Our student recognition programs promote and reinforce responsible choices. Teachers and staff rely on parents/guardians to support classroom and school wide rules. The faculty and staff want to work cooperatively with every family to quickly and fairly address any behavior problem that may arise in order to decrease the likelihood of it occurring again.

Food and Nutrition

School breakfast and lunch will be offered daily.

Meal costs are as follows:

- Breakfast: \$1.50/Reduced: \$0.30
- Lunch: \$2.85/Reduced: \$0.40

Students are welcome to pack lunch from home.

Students are not to bring caffeinated beverages with them to school such as energy drinks, sodas, and coffees.

Health Records

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.

Emergency & Health Information

It is imperative that we have current and complete student 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 and discuss them with the nurse. This is vital.

Student Records and Performance

Student records are maintained according to law and H.U.S.D. Policy JO. Student records are the property of the school district. Parents or legal guardians are allowed to examine the records if a school official is present, but they may not be removed from the school without permission of the principal. Copies of the records may be given to authorized persons. These records may be transferred to another school or agency with written permission from the parent or guardian,

Curriculum and Instruction

The Arizona Department of Education has determined the educational standards taught at Humboldt Elementary School. The Humboldt Unified School District has adopted content curriculum goals and objectives at each grade level, which are aligned to the State Standards.

Regular instruction is given to all students of grades K through 6th in Reading, Language Arts, Mathematics, Social Studies, Science, Health, Art, Music, Physical Education and Computer. Various assessments are administered throughout the year to monitor students' progress.

Parent Communication

Parents are highly encouraged to follow us on our school Facebook page. Updates are posted there frequently regarding events happening on campus. In addition, school communication will go out frequently using a robocaller system and school wide ClassDojo.. Please ensure the front office has a current phone number and email address for at least one legal guardian. Classroom teachers also communicate classroom information directly with parents using the ClassDojo app.

Homework/Agenda Guidelines

The purpose of homework is to reinforce learning. You are your child's first and most important teacher. Your interest in their daily school lessons and activities is vital.

We ask all parents to check their child's agenda/homework folder daily, and inquire about the day's assignments and homework requirements. We want to hear from you! Use the agenda as a tool for communication with your child's teacher. Please sign the agenda to stay in communication with your child's teacher.

Make Up Work

Students will be given a reasonable amount of time to make up for missed schoolwork. Check with your child's classroom teacher. If a child is absent for two or more days, please arrange to pick up the child's assignments after school by calling the school office on the morning of the day the work will be picked up. When absences for extended periods of time are planned, parents should notify the school office **at least 24 hours in advance** so the teacher will be able to gather materials and assignments that will be needed. Students assigned out-of-school suspension will be required to make up all class assignments.

Progress Reports/Report Cards

The school year consists of four 9-week reporting periods. Students will receive mid-term progress reports every 4-5 weeks. Report cards are distributed at the end of each reporting period. Parents are urged to contact the teacher if they have any questions or comments regarding their child's progress.

Grades can be checked and monitored online via the ParentVue app or website. Contact the front office to get your ParentVue access code and information.

Textbooks & Supplies

Students are provided basic textbook materials and needed supplies *without charge*. Students are responsible for misuse or abuse of instructional materials provided to them and **will be charged a replacement fee for materials or books that have been destroyed or unduly damaged/lost**.

An initial supply of paper, pencils, crayons, glue, etc. is provided to students. Parents are asked to donate additional items as needed and are encouraged to assist with special requests from the classroom teacher.

Library

Classes are scheduled to visit the library on a weekly basis. Students may also return books during "open" library hours with their teacher's permission. Books are checked out for a period of one week. Each student may check out a maximum of two items each week, and is entitled to three renewals. Students with overdue materials may not check out again until those items are returned or the lost book replacement fee is paid. There is a \$5.00 fine for tampering with a bar code on a book. Students are not charged late fees.

Visitors

We welcome adult visitors to our school. Parents are encouraged to visit the school and take an active role in the education of their child(ren). Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time in advance.

To ensure the safety of students, all visitors MUST sign in at the office and pick up a visitor's sticker. Please sign out upon leaving the campus. NOTE: Parents may not go to recess with their child.

A few friendly reminders to our visitors:

- Please use the adult restroom located in the front office.
- You are to visit only the designated area on campus that you were approved for by the office staff.
- Please do not be a distraction to the educational environment while visiting a classroom or any location on campus.
- All electronics need to be off or on vibrate. Texting is not classroom friendly.
- Please pre-arrange the delivery of any type of food to the classroom with your child's teacher.
- Remember that visiting a classroom does not mean the teacher has time to sit and talk about your child's progress. If needed, please schedule an appointment so that we can fully focus on your child's academic progress.
- Once school is in session; all items needing to be dropped off to your child must be dropped off at the office. The office will make sure the item is delivered to the student.

Classroom Treats & Celebrations

Parents and guardians wanting to bring in treats or snacks are asked to reach out to the classroom teacher prior to bringing them to campus. All treats need to be store bought and individually packaged. To prevent classroom distractions and loss of learning time, please refrain from bringing in balloons, flowers, and large gifts to the classroom.

Volunteers

School volunteers provide a tremendous service to our school community, and we encourage volunteer participation in our schools. The varied talents and expertise of community members greatly enhance the education process. Areas where volunteers may be of help include:

Tutoring and assisting students, providing clerical assistance, presenting special programs, chaperoning field trips, assisting in the library, helping as home room parents, planning extracurricular activities through the PTA.

If you are interested in volunteering, contact the school office at 759-4400. Each year, our volunteers are required to update personal information for emergency purposes through the HUSD district offices. Volunteers can fill out an application online at www.humboldtunified.com.

Humboldt PTA

The Humboldt PTA is an enthusiastic group of parents, grandparents, guardians, teachers and staff who support our school programs. The organization's goals include sponsoring social events and fundraisers such as the Fall Festival, Popcorn and Otter Pop Sales, Panda Olympics and other special events throughout the year. Such activities bring our community members together in support of our school. These funds provide our school with equipment and programs not included in the District budget and may add improvements to our campus.

Site-based Advisory Council

Each year, parents, teachers, staff, and community members are selected to serve on the School Site Council. This group meets regularly to discuss various topics related to the operation of the school. Recommendations are made with school improvement and support of school personnel as key focuses.

After- School Activities

When available, HUSD supported sports include flag football, volleyball, basketball and track. Parents must fill out a permission slip and provide evidence of insurance in order for students to participate.

There is a nonrefundable "pay to participate" fee of \$50.00 for each elementary sport. Students on free/reduced lunch fee will be \$25. This fee can be designated as a state tax credit for income tax purposes.

Students who are receiving a failing grade in any subject **will not** be allowed to participate in any extracurricular activity, including sports. Any "1" or "N" received as a grade will make students ineligible for up to 4 weeks.

Eligibility will be determined by the following reports:

Soccer- 1st Qtr Progress Report

Basketball- 1st Qtr Report Card

Volleyball- 2nd Qtr Report Card

Track- 3rd Qtr Report Card

Parents are responsible for providing transportation to and from practice, games, activities, and/or competitions. Students are not permitted to stay after school for any sports or extracurricular activity unless they are participating in the sport. This includes practice times as well as actual games and/or meets.

Maximum Annual Fee

Total fees paid per family per school year are not to exceed the maximum family tax credit allowed by the state (\$400.00). All fees qualify for the Arizona State Tax Credit for education (ARS 43-1089). This means that the state will credit participation fees back to a family when filing the state income tax return. In this way, participation fees will be reimbursed to a family up to the maximum allowable limit established by the State.

Humboldt's Charge for Tax-Credit Money!

Support HES in our efforts to provide your child with the best educational experience possible. The monies used from tax-credit are directed towards programs that are above and beyond our everyday curriculum. Currently, we support HES clubs, field trips, and assembly opportunities via the funds generously donated. The great part about the state's program is that it provides both the donor and school a win-win situation.

The money that is donated to HES is entirely tax deductible. When filing your state taxes, this donation is counted as a credit rather than a deduction. Your tax-credit donation will come back to you dollar for dollar on your tax return. If you find that you owe the state money, your amount donated will be applied to your state debt, dollar for dollar. In essence, the state is offering full reimbursement via tax refund. Think about it like a rebate in a store. You put the money up front to sponsor a program, do your taxes and the money is 100% returned if you have zero liability on your taxes. You have then supported the school through providing additional revenue for extra-curricular events and enriched the lives of hundreds of kids at no cost to you! You can't go wrong! Come by the office to drop off your donation, get your receipt, and know that you went above and beyond in supporting your local school. We appreciate the opportunity to provide a quality education to the valued families in our service area while offering full reimbursement via tax refund.

The Family Educational Rights and Privacy Act (FERPA) law requires that Humboldt Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, HUSD may disclose appropriately designated “directory information” without written consent, unless you have advised the District of the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want HUSD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing.

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.