



Student Handbook

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GRANVILLE ELEMENTARY STUDENT HANDBOOK



Granville Elementary School
Home of the Geckos!

Dear Families,

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

The handbook contains important information, including but not limited to:

- Overall school information
- Open enrollment (variances)
- Title 1 School/Parent/Student Compact
- Illness/Emergency protocols
- Safe school pledge
- Electronic Acceptable Usage
- Playground safety rules
- Student directory information
- Behavior management and discipline
- HUSD electronic acceptable use policy
- Move On When Reading policy ARS.15.701 that impacts K-3 students

Return the signature page (see back) affirming that you have read the handbook with your student(s). If you have any questions, please contact us!

Go Geckos!!!



Humboldt Unified School District

*Providing a comprehensive, world-class education
for all students*

School/Parent/Student Compact

The purpose of this 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.

SCHOOL AGREEMENT

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

- Communicate regularly with parents and families about their children'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.

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-lighted 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 grades 4-12.)
- Attend parent conferences and meetings and communicate regularly with my child's teacher.

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.



Humboldt Unified School District

Providing a comprehensive, world-class education for all students

Dear Humboldt Unified School District Families,

Our School District has decided to implement Standards-Based report cards beginning in the 2021-2022 school year. Our teachers have been working to establish a reporting system that measures the students' progress based on the Arizona State Standards. The previous grading system did not fully communicate the specific skills students were expected to know, we are confident that this new approach to grading will benefit all stakeholders, including students, teachers, and parents/guardians.

What is Standards-Based Grading?

In the Standards-Based system, teachers will report on what students know and are able to do relative to the [Arizona State Standards](#). You may be wondering where the 'grade' has gone. Previously, all student work was evaluated on a 100 percent system which yielded one grade per subject. If a student did quite well on a particular aspect of that subject, say addition and subtraction, but did poorly on another aspect, say multiplication, that student would have received a grade of 'C' or 'D', even though they had mastered half of the content. In the Standards-Based learning system, the student is measured on achievement relative to each Standard and a Proficiency Scale (1,2,3,4) is used to communicate the level of mastery. The system includes:

- The mastery of standards instead of the accumulation of points.
- The reporting of student achievement toward proficiency at a given time by reflecting on evidence from a variety of assessments.
- A record keeping system that provides teachers with information that allows them to adjust their instruction to meet the needs of students.
- A system that encourages student reflection and responsibility.

*To see the Arizona State Standards, go to <https://www.azed.gov/parents/education-standards>

What changes will I see as a parent/guardian?

Proficiency scores, 1 through 4, will replace letter grades and percentage scores. The proficiency scores are tied to descriptions of what the students know and are able to do. Teachers will provide feedback to students, and students will have opportunities to meet proficiency, a score of 3, on the standards. Final scores are determined by the most recent evidence of student learning.

What are proficiency scales?

It is important that we as parents and teachers have honest, straight-forward conversations about students' learning and achievement. It is also important that we convey to our students that learning is a process. Some concepts and skills are more difficult than others to learn. A score of 1 or 2 while learning a new skill or concept is appropriate and not intended to be punitive. A score of 3 is the target. It shows proficiency and is to be celebrated! A score of 4 indicates that a student has reached proficiency and has applied additional knowledge beyond the grade-level standard.

What are the benefits of Standards-Based Grading?

For Students:

- Students are offered multiple opportunities and ways to show proficiency.
- Students monitor their own progress toward the achievement of specific targets.
- Specific feedback on progress helps build self-esteem, pride and motivation for students.

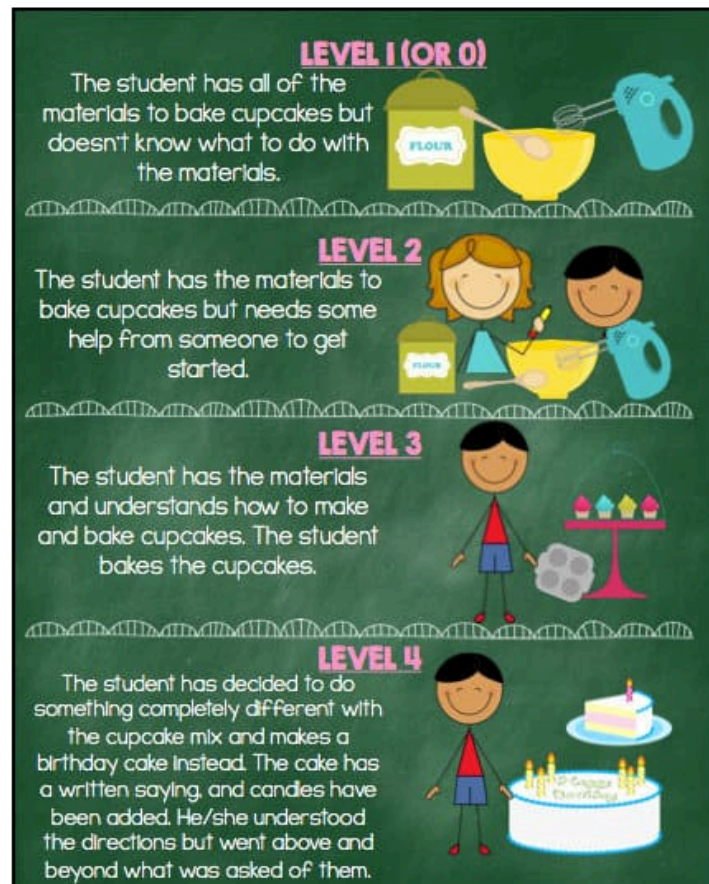
For Parents/Guardians:

- Report card scores have more meaning.
- Parents/guardians are aware of exactly what their child knows, is able to do, and next steps for progress.
- Parents/guardians know the areas where their child needs more support.
- Parents/guardians are empowered to increase their child's confidence and help their student set goals.

For Teachers:

- Teachers know exactly where students stand in their progress toward proficiency and what support needs to be provided.
- Assessment results help teachers determine when students need extra help and when they need more challenging work.

Although we recognize that with change comes challenges, we are looking forward to a grading system that more accurately reflects your student's growth and achievement. As we continue to develop standards-based grading, our goal is to continue to communicate with families as we work together to grow lifelong learners.



GRANVILLE ELEMENTARY STUDENT HANDBOOK

HUSD MISSION, CORE VALUES, & STRATEGIC PRIORITIES

Mission: To provide a comprehensive, world-class education for all students

Core Values: We believe...

- All students can learn
- A culture of high expectations and high levels of support creates success for all
- Students deserve a rigorous, guaranteed and viable curriculum
- Effective teachers and staff make the difference
- Collaborative decisions are student-centered and data-driven
- Continuous improvement is embedded in the learning system
- Professional development is focused and aligned

Strategic Priorities: Curriculum, Instruction, Assessment, Intervention, Culture

- Ensure curricular pathways to success
- Guarantee challenging, engaging and intentional instruction
- Develop data-driven, high reliability district systems
- Provide whole-child student supports
- Create high performance school cultures

SCHOOL DISTRICT POLICIES

Granville Elementary School is governed by the policies adopted by the Humboldt Unified School District Governing Board. The Policy and Procedure Manuals are available for review at both the school office or the District Office, and also conveniently located on the district website - humboldtunified.com. Parents and students should be familiar with all District policies pertaining to students and student conduct, especially all information under section "J" in HUSD Policy Manuals.

GRANVILLE ELEMENTARY MISSION, VISION, & CORE VALUES

Mission - Every student will achieve their highest academic and personal pursuits through an educational program distinguished by:

- A safe and nurturing environment focused on learning and the development of the whole child
- A research-based curricular program supported by response to intervention strategies that meet the needs of all learners
- An innovative approach to teaching and learning
- A high-functioning team of committed people modeling great character and inspiring excellence
- The honoring of all voices of our community

Vision - Granville Elementary prepares college and career-bound civic leaders who will create positive change in a dynamic world.

Core Values-**Continuous Growth**: Commitment to learn, provide opportunities, and strive for excellence in everything we do, **Character Education**: Expectation of excellence, leadership and service, **Community**: Welcoming, inclusive, nurturing, **Collaboration**: Teamwork, school-home-community partnerships, **Creativity**: Innovation in teaching and learning, fine and performing art.

GOLDEN GECKO PLEDGE

I am a responsible citizen.
I am respectful of myself, others, and my school.
I put forth my best every day in every way.

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EDUCATIONAL PROGRAM

Regular instruction is given to all students in grades K through 6 in Reading, Language Arts, Mathematics, Social Studies, Science, Health, Art, Music, Physical Education and Technology. We have comprehensive support services that include: Title I intervention, special education services, gifted services, 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.

OPEN ENROLLMENT POLICY

The following conditions apply to the open enrollment program:

- Applications are accepted at any time for Open Enrollment requests concerning the current school year.
- Enrollment is subject to the capacity limit established for the school and its grade levels.
- On or before June 18th the parent/legal guardian will be notified in writing whether the application for the coming school year has been rejected. The child will automatically be 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.

STANDARDS BASED REPORT CARDS AND PROGRESS REPORTS

Standards Based Report cards are issued the Friday following the end of each quarter. The information on the report card includes data reflecting student achievement in all subjects as well as an evaluation of the student's behavior as shown in Citizenship. Progress reports for all students will be sent home at the midpoint of each grading period. The progress reports will show the proficiency of core subjects and teacher comments. Kindergarten and 1st grade students will not receive a progress report for Q1. Kindergarten students will only receive report cards for Q2-Q4.

ParentVUE

Parents and students can access information such as attendance, grades, schedules and the school calendars by logging into the ParentVUE (formerly Family Link) website: ge.humboldtunified.com (located in the Parents tab. Information on how to access FAMILY LINK is available in the front office.

TEXTBOOKS & SUPPLIES

Students are provided basic textbook material free of charge. Students are held responsible for abuse of instructional materials provided to them and will be charged a replacement or damage fee for materials which are lost, destroyed or unduly damaged. Parents are to supply additional items as needed and are encouraged to assist with special requests from the teacher.

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MEDIA CENTER / LIBRARY

Granville Elementary has partnered with the Yavapai Library Network. Students have the capability to check out books throughout the entire network, not only the books that are available at our school. Materials not on site will be transferred within 1-3 days and can be returned to any Yavapai Library site.

District Policy (JN) states that students are responsible for media resources which have been lost or damaged. If these items are not paid for, students will lose the privilege of checking out additional materials from the library/media center.

HOMEWORK POLICY

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. Suggested time spent on homework is usually 20-60 minutes each weekday.

Here are some 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.

MAKE-UP WORK

Students absent from school will be given one day for every day of excused absence to make up work missed. Check with your student's classroom teacher if you have questions. If a student is absent for two or more days, please arrange to pick up the student's assignments after school by calling the school office in the morning. When absences for extended periods of time can be foreseen, parents should notify the school office at least 24 hours in advance so that the teacher will be able to gather materials and assignments that will be needed.

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 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.

ILLNESS/EMERGENCY FIRST AID

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, etc. Although we encourage consistent 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

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- 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.

When a student becomes ill at school, they are sent to the Nurse's office. First aid can be given by the nurse or a member of the school staff. If it is necessary for students to leave school, the parent/guardian will be contacted. Emergency Services, Police/Sheriff, and/or Child Services may be contacted if the school is unable to contact the parents/guardians or emergency contact(s), or do not pick up their ill student within 2 hours of notification.

ABSENCE AND TARDY

School begins at 8:45am. All students should arrive **no earlier than 8:15am** and be on campus **no later than 8:40am**. **Any student who arrives after 8:40am to school must be signed in by their parent/guardian in the main office.** 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 note, 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 6 tardies in a semester, the parent/guardian will be notified and the student may be assigned an alternative time to make-up missed work.

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. **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 or by administrative authorization will remain unexcused.

For students in grades K-6 school attendance letters will be sent home on the 5th total absence each semester. A second letter will be sent home upon the child reaching the 9th total absence each semester along with a follow-up phone call. Upon reaching the 9th absence in a semester a phone call and/or conference will be made from the Principal indicating that the next absence will result in a referral to the District School Resource Officer. A Stop Truancy from Occurring Program (S.T.O.P) letter will be initiated upon the 11th absence, which could result in a referral to the Yavapai County Juvenile Probation Office.

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

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

DROP-OFF PROCEDURES

Campus opens at 8:15am, students must remain with their parent/guardian until the 8:15am entry bell rings **as there is no adult supervision until 8:15am**. Exceptions are for before school programs like choir, orchestra, math clubs, etc.

Please observe all traffic signage, the speed limit is 5 mph while on campus. Form two lines along either curb at the front of the school. Middle lane is for merging/exiting ONLY. **DO NOT drop your student off in the middle lane or in the parking area**. Crossing guards will be on duty from 8:15am - 8:40am, students MUST use the crosswalk if they are dropped off in the far lane. If your student requires extra time to get out of the car, please consider parking and walking them to the crossing guard. Parking in the drop-off lane between 8:15-8:40am is prohibited.

PICK-UP PROCEDURES

PROPER ID REQUIRED

To protect and guarantee the safety of students, no student will be allowed to leave the school grounds during school hours with anyone except the person who has legal custody of the student or a person authorized by the parent or legal guardian. **All adults must show an ID when signing out a student and state the reason for leaving early.**

CHECKING A STUDENT OUT EARLY

To ensure the safety of all students, and to preserve the classroom environment, **students checked out early (before the school day ends), must be checked out before 2:45pm (or 1:45pm on Wednesdays)**. Students are not permitted to get off a school bus to leave with a parent/guardian once the buses are loaded.

CARPOOL PICK-UP & BUS LANE

Form two lines along either curb in front of the school. When the line goes beyond the curbed area, please allow space for those wishing to park to pass. Do not block any driveways. Parents/Guardians must have a visible car ID number displayed that matches their student's ID number in order to pick up student(s) at the end of the day. Those who wish to park, must use the crosswalk and check their student out with the staff on duty. **Please remember that our bus lane entrance that connects to Santa Fe Road is for BUSES ONLY.** It is not a through street.

INTERMURAL SPORTS

Intermural sports will be a part of the school activities. These include co-ed:

- Flag Football (5th Grades)
- Basketball (5th Grade)
- Volleyball (5th Grades)
- Track (4th, 5th Grades)

Parents will be responsible for transportation to and from any facility other than our Granville campus. Students who have the lowest level of proficiency in any subject or behavior referrals will not be allowed to participate in any extracurricular activity. 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). Please refer to the athletic packet for additional guidelines and expectations.



SAFE SCHOOL PLEDGE

We, the students/parents of our school, agree to join to eliminate bullying in our school. We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

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.

We the students of our school agree to: Value student differences and treat others with respect. Refrain from bullying and be an active reporter when necessary. Be aware of the school's policies and support system with regard to bullying. Report honestly and immediately all incidents of bullying to a faculty member. Be alert in places around the school where there is less adult supervision such as restrooms and hallways. Support students who have been or are subjected to bullying. Talk to teachers and parents about concerns and issues regarding bullying. Work with other students and faculty, to help the school deal with bullying effectively. Encourage teachers to discuss bullying issues in the classroom. Provide a good role model for younger students and support them if bullying occurs.

We the parents of our school agree to: Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others. Discuss regularly with my child his/her feelings about school work, friendships, and relationships. Inform faculty of changes in my child's behavior or circumstances at home that may change his/her behavior at school. Alert faculty if any bullying has occurred.

ELECTRONIC ACCEPTABLE USAGE

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

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measures to prevent access to inappropriate information; however, we cannot control all the information available via internet. We trust our students and staff to know what is appropriate and what is inappropriate. Please refer and familiarize yourself with the complete list of guidelines listed in the HUSD policies and procedures attached to this handbook and understand there is a “one strike and out” policy.

CELL PHONE, PHONE & SMART WATCH USE

Cell phones & smart watches are not to be seen or heard when on campus. Violations of the Cell Phone Policy above will result in the following consequences:

- 1st time the cell phone is taken to the office and may be picked up by the student after school.
- 2nd time the cell phone is taken to the office and a parent must come pick up the cell phone.
- 3rd time the cell phone is taken the student will be placed on a behavior plan and may lose certain privileges.

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 SAFETY

We, the students and parents of Granville 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 rules:

- Dress appropriately for weather, keep in mind the temperatures can vary, especially in the winter months.
- **Keep hands and feet to yourself.**
- Students must stay in the perimeter of the designated playground areas.
- 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 OK.**

Safety on equipment:

- **Four square:** Keep sand off the four square pad as much as possible.
- **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 of the monkey bars, no hanging from other students, no standing on the top bars, no standing below the bars and no hanging upside down. **Kinder and 1st grade students are not allowed to use the monkey bars.**
- **Ladder bars:** Form a line, one direction, one at a time, no standing on the top. **Kinder and 1st grade students are not allowed to use the ladder bars.**
- **Tetherball:** Only two students at a time on the court, hanging from the rope is not permitted.
- **Odds and ends:**
 - No throwing/kicking rocks or sand.
 - Please use equipment wisely, do not run or play tag on the sand or around playground equipment.
 - Please do not climb trees, picnic tables, benches, fences, or the batting cage.
 - Please play with balls on the fields or basketball courts, keep balls away from all playground equipment.
 - No Kindergarten students are allowed on the balance wheel.

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Consequences: Students who do not make good choices will receive the following consequences-

- 1st time: A verbal warning is given.
- 2nd time: Student will receive a walking ticket for a portion of the recess.
- 3rd time: Student will receive a walking ticket for the entire recess.
- 4th time/major infraction: Student will be sent to the office for a written referral.

Parents/guardians are not allowed on the playground during school hours (8:15am-3:15pm)

STUDENT DRESS CODE

Student dress shall be appropriate at all times. Any student's dress or personal appearance that distracts from or interferes with the normal learning process will be considered inappropriate and disruptive. The course of action will be left up to the discretion of the Principal.

In addition:

- No drug, alcohol, tobacco, weapon or gang-related words, designs or logos on shirts or on clothing.
- Waistbands of pants must stay above the hips. Belt ends must be tucked into loops, not hanging.
- No bare midriffs or hips. Individual shirt straps must be 2 fingers thick, no spaghetti strap or open back shirts.
- Bra straps must be covered with no undergarments showing.
- Shorts, skirts, dresses or rips (not excessive) must be below their longest fingertip while standing or mid-thigh, whichever is longer, without skin showing above the fingertips length.
- No hats, beanies, or ball caps are to be worn inside the school building.
- No chains from wallets.
- Shoes above 1 inch heel, wheels or platforms are not safe for school. Flip flops are not allowed in PE.
- Make up should be used with restraint.
- Earrings & gauges must be no larger than a dime and may not have spikes on the front or back.
- Weather-appropriate attire is encouraged.
- Please be respectful of others and use perfume/cologne minimally.

RECESS

Students are provided opportunities to develop knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the benefits of a physically active and healthy lifestyle. Students engage in physical activity or social interaction during two recess periods each day. Students may bring their own equipment, however the school is not responsible for any lost, damaged, or stolen items. Please make sure to clearly mark any item with your student's name.

TOYS & VALUABLES AT SCHOOL

To maintain the educational focus each day students are not to bring toys and valuables to school. These items may include toys, playing cards, fidgets, iPods, video games, and/or any electronic equipment to school. These items are expensive and have created unnecessary disruptions to the educational environment. The school will not be responsible for lost or stolen items brought to school by students.

LOST & FOUND

Students assume all risks regarding the loss of valuables brought to school. All misplaced articles which are found are placed in the 'Lost & Found' located near the Cafeteria. All personal belongings should be marked for easy identification with the student's name. Unclaimed articles are periodically donated to a charity.

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FOOD

Granville Elementary School strives to make a 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 are not to be shared with other students. **NO soda (sugar, carbonated beverages), candy, and other food items of minimum nutritional value will be allowed during the school day. Classroom birthday party treats need to be healthy food options or non-food items. Some ideas for classroom treats include, but are not limited to: fruit roll ups, chocolate chip rice krispies, frozen juice pops, etc. PLEASE NOTE- Due to the need to limit interruption during instructional time, all items for students or classrooms must be dropped off in the office to be distributed by office staff during appropriate times.**

STUDENT DIRECTORY INFORMATION

Students may be photographed or videotaped during school activities. Permission from parents/guardians will be requested to use 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.

BEHAVIOR MANAGEMENT

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.

DECISION MAKING ADVISORY COUNCIL

Pursuant to A.R.S. 15-352-2B, the school's council is the Granville Elementary Site Advisory Council. The purpose of this site council is to advise the principal on matters of the school, confirming the belief in the efficacy of shared decision-making at the school site. All parents, teachers, and staff members are invited and encouraged to attend.

VISITOR and VOLUNTEERS SIGN-IN/OUT

State law requires that everyone must check in at the school office to sign-in and get a visitor sticker. To limit disruption to instructional time, classroom observations by the student's guardian require a conference with the teacher to determine a day and time. Outside agencies must gain permission from HUSD prior to any in school observation due to student confidentiality. Volunteers must complete the Volunteer Application online which is located on the schools webpage by clicking on the About Us tab and then on the Volunteer Opportunities tab. **All volunteers must be fingerprinted and cleared prior to volunteering.** This process may take 6-8 weeks to go through so early fingerprinting is encouraged. School volunteers provide a tremendous service to our community and the district encourages volunteer participation in our schools. Areas where volunteers can help include:

- | | |
|-------------------------|------------------------------|
| • Tutoring students | • Library |
| • Clerical assistance | • Homeroom Helpers |
| • Special Presentations | • Extracurricular Activities |
| • Field Trips | |

PTO/PARENT INVOLVEMENT

GRANVILLE ELEMENTARY STUDENT HANDBOOK

The Granville PTO is a passionate and committed group of parents/guardians, grandparents, community members, teachers and staff who support our school programs. The PTO's goals include supporting our educational programs through volunteerism, activism, family social events like the Fall Festival and Doughnuts for Dudes and Dames, and fundraising. The PTO provides our school with materials and resources not included in the district budget. We need all hands on deck! Please consider being a part of this very important organization- membership is free and all are welcome! GranvilleElementaryPTO@gmail.com

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

We understand there are special circumstances that result in chronic absences of children. These absences will be taken into consideration and a form for chronic absences can be completed by parents/guardians when necessary. Please refer to Board Policy JHD regarding the Chronic Health Condition process and forms for completion.

ABSENCE REPORTING

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

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

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

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

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

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

GRANVILLE ELEMENTARY STUDENT HANDBOOK

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 *assigned* seat when the bus is in motion.
- Obey the directions and instructions of the bus driver.
- All body parts are to remain in the bus at all times.
- Keep center aisle clear while bus is moving.
- Objects are not to be thrown out the bus windows or inside the bus.
- No fighting/hitting, or loud unnecessary noise or boisterous conduct.
- No 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.

GRANVILLE ELEMENTARY STUDENT HANDBOOK

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

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

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

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.
- All medication/inhalers from home must be stored and locked in the nurse's office, unless special arrangements are made with the nurse. They are not to be left in the classroom or in a child's desk or backpack.
- Medications which are approved by the doctor and parent and nurse for self-carry will be allowed to be carried by the student in a fanny pack or backpack (i.e., inhalers, Epi-Pens, and/or diabetic supplies).
- No oral Over-the-Counter medications will be administered during the last hour of school without parental consent.
- Homeopathic and naturopathic medications are not FDA approved for use and are therefore not being considered for use as over the counter medications.
- All unused medication must be picked up by the *parent/guardian* by the last day of school or it will be discarded.

GRANVILLE ELEMENTARY STUDENT HANDBOOK

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.

GRANVILLE ELEMENTARY STUDENT HANDBOOK

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 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 Pre-School 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.

GRANVILLE ELEMENTARY STUDENT HANDBOOK

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

STUDENT RIGHTS AND RESPONSIBILITIES (BOARD POLICY II)

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).

GRANVILLE ELEMENTARY STUDENT HANDBOOK

- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

Responsibilities:

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

FERPA

Annual Notification to Parents Regarding Confidentiality of Student Education Records

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

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

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

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

GRANVILLE ELEMENTARY STUDENT HANDBOOK

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

GRANVILLE ELEMENTARY STUDENT HANDBOOK

Procedures for Identification in the Humboldt Unified School District #22

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

SPECIAL EDUCATION SERVICES

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

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

Programs available for children with special needs are:

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

RESTRAINT AND SECLUSION

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

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

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

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.

GRANVILLE ELEMENTARY STUDENT HANDBOOK

HUSD K-12

DISCIPLINE MATRIX

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

GRANVILLE ELEMENTARY STUDENT HANDBOOK

Sexual Offenses Pornography Indecent Exposure or Public Sexual Indecency Harassment, Sexual Harassment, Sexual with Contact	ISS, OSS, Discipline Hearing, Police Referral
Technology, Improper Use/Possession Computer Network Infraction Electronics	Confiscate, Parent Pick-up, Detention, Loss of Computer Privilege, Work Detail, ISS, OSS, Police Referral
Theft	OSS, Work Detail, Discipline Hearing, Police Referral
Trespassing	Police Referral
Vandalism or Criminal Damage Graffiti or Tagging Vandalism of Personal Property Vandalism of School Property	Detention, Work Detail, ISS, OSS, Discipline Hearing, Restitution, Police Referral
Weapons and Dangerous Items Firearms Other Destructive Device Other Weapons Dangerous Simulated Weapons	OSS, Discipline Hearing, Police Referral

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

Be aware of the following:

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

STUDENT 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.

GRANVILLE ELEMENTARY STUDENT HANDBOOK

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 of 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.

GRANVILLE ELEMENTARY STUDENT HANDBOOK

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.

GRANVILLE ELEMENTARY STUDENT HANDBOOK

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (BOARD POLICY IJH)

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 shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

Abuse or abandonment is *not* alleged.

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

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

Searches

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

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

Arrest

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

GRANVILLE ELEMENTARY STUDENT HANDBOOK

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 at a computer you are using, report it to your teacher immediately.
- If at any time you are unsure if your actions are appropriate and/or safe, please ask your teacher before continuing. Remember, all actions taken using District technology are monitored and logged.
- If you identify a security problem, including access to another person's information, or access to a potentially inappropriate website, please inform your teacher immediately

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 impairment (including dyslexia). 4. Demonstrates sufficient reading skills or adequate progress toward sufficient reading skills through a collection of assessments approved by the State Board of Education.

GRANVILLE ELEMENTARY STUDENT HANDBOOK

Head Lice (Pediculosis) It is the position of Granville Elementary School and National Association of School Nurses (NASN) and the Center for Disease Control and Prevention (CDC) that the management of pediculosis (infestation by head lice) should not disrupt the educational process. No disease is associated with head lice, and in-school transmission is considered to be rare. Children with live head lice should remain in class. Classroom-wide or school wide screening is not merited. There are many myths associated with pediculosis in regards to the life cycle of the louse, methods of transmission, treatment options, care of the environment, student's family, school and community at large. Research data does not support immediate exclusion upon the identification of the presence of live lice or nits as an effective means of controlling pediculosis transmission. Once diagnosed with live lice students' parents will be notified and student will be allowed to return to school after treatment at home is applied.

STUDENT SURVEYS Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations. The District will comply with all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one (1) Year and that solicits personal information about the pupil regarding any of The following which are listed in A.R.S. 15-117. a. Critical appraisals of another person with whom a pupil has a close relationship. b. Gun or ammunition ownership. c. Illegal, antisocial or self-incriminating behavior. d. Income or other financial information. e. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy. f. Medical history or medical information. g. Mental health history or mental health information. h. Political affiliations, opinions or beliefs. i. Pupil biometric information. j. The quality of home interpersonal relationships. k. Religious practices, affiliations or beliefs. l. 12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning m. Sexual behavior or attitudes. n. Voting history. A parent of a pupil that has a reasonable belief that a school district or charter school has violated this section may file a complaint with the attorney general or the county attorney for the county in which an alleged violation of this section occurred. The attorney general or the county attorney for the county in which an alleged violation of this section occurred may initiate a suit in the superior court in the county in which the school district or charter school is located for the purpose of complying with this section. After receiving written notice of an alleged failure to comply with this section, a school district or charter school that determines that a violation has occurred is not subject to a penalty or cause of action under this section if the school district or charter school cures the violation. For the purposes of this subsection, "cure" means to destroy any information gathered in violation of this section and to provide written instruction to the individual circulating the survey, to be kept on file for one (1) year after receipt of the written notice of the alleged failure to comply. The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA the Individuals with Disabilities Education Act (IDEA), and the Protection of Pupil Rights Act (PPRA). If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is: The Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605 Telephone number: (202) 260-3887 Annual Notification At the beginning of every school year, every school district and charter school shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. 15-117 for the entire year. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section 15-117. For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section 15-117 shall be approved and authorized by the school district or charter school. The school district or charter school is subject to the penalties prescribed in subsection L of section 15- 117. A teacher or other school employee may not administer any survey pursuant to subsection A of section 15-117 without written authorization from the school district or charter school.

GRANVILLE ELEMENTARY STUDENT HANDBOOK



HUMBOLDT UNIFIED SCHOOL DISTRICT

2024-25

Board approved 11/14/2023

July							Staff	Students	August							Staff	Students
S	M	T	W	T	F	S	3	0	S	M	T	W	T	F	S	21	21
	1	2	3	4	5	6	4	Independence Day, No School					1	2	3	1	First Day of School
7	8	9	10	11	12	13			4	5	6	7	8	9	10		
14	15	16	17	18	19	20			11	12	13	14	15	16	17		
21	22	23	24	25	26	27	22-26	New Teacher In-service	18	19	20	21	22	23	24		
28	29	30	31				29-31	All Teacher In-service, No Students	25	26	27	28	29	30	31	30	No School
September							Staff	Students	October							Staff	Students
S	M	T	W	T	F	S	20	20	S	M	T	W	T	F	S	18	18
1	2	3	4	5	6	7	2	Labor Day, No School			1	2	3	4	5	4	End of 1st Quarter, 2 Hr Early Release (K-12 grades)
8	9	10	11	12	13	14			6	7	8	9	10	11	12		
15	16	17	18	19	20	21			13	14	15	16	17	18	19	7-11	Fall Break, No School
22	23	24	25	26	27	28			20	21	22	23	24	25	26	24-25	Parent-Teacher Conferences, 2 Hr Early Release (K-8 only)
29	30								27	28	29	30	31				
November							Staff	Students	December							Staff	Students
S	M	T	W	T	F	S	16	16	S	M	T	W	T	F	S	15	15
						2			1	2	3	4	5	6	7		
3	4	5	6	7	8	9	8	No School	8	9	10	11	12	13	14	19	2 Hr Early Release (9-12 grades)
10	11	12	13	14	15	16	11	Veterans Day, No School	15	16	17	18	19	20	21	20	End of 2nd Quarter, 2 Hr Early Release (K-12 grades)
17	18	19	20	21	22	23			22	23	24	25	26	27	28		
24	25	26	27	28	29	30	27-29	Thanksgiving, No School	29	30	31					23-31	Winter Break, No School

Semester 1 Attendance Days for Students 90

January							Staff	Students	February							Staff	Students
S	M	T	W	T	F	S	19	19	S	M	T	W	T	F	S	19	19
			1	2	3	4	1-3	Winter Break, No School							1		
5	6	7	8	9	10	11	6	Classes Resume	2	3	4	5	6	7	8		
12	13	14	15	16	17	18			9	10	11	12	13	14	15		
19	20	21	22	23	24	25	20	Martin Luther King, Jr., No School	16	17	18	19	20	21	22	17	President's Day, No School
26	27	28	29	30	31				23	24	25	26	27	28			
March							Staff	Students	April							Staff	Students
S	M	T	W	T	F	S	16	16	S	M	T	W	T	F	S	21	20
						1					1	2	3	4	5		
2	3	4	5	6	7	8	14	End of 3rd Quarter, 2 Hr Early Release (K-12 grades)	6	7	8	9	10	11	12		
9	10	11	12	13	14	15	17-21	Spring Break, No School	13	14	15	16	17	18	19	18	Spring Recess, No School
16	17	18	19	20	21	22			20	21	22	23	24	25	26	21	Staff In-service, No Students
23	24	25	26	27	28	29			27	28	29	30					
30	31																
May							Staff	Students	June							Staff	Students
S	M	T	W	T	F	S	17	16	S	M	T	W	T	F	S	0	0
				1	2	3	21	1 Hr Early Release (K-8) & 2 Hr Early Release (9-12 grades)	1	2	3	4	5	6	7		
4	5	6	7	8	9	10			8	9	10	11	12	13	14		
11	12	13	14	15	16	17	22	Student's Last Day - 2 Hr Early Release (K-12 grades)	15	16	17	18	19	20	21	19	Juneteenth, No School
18	19	20	21	22	23	24	23	Teacher Check-out, No Students	22	23	24	25	26	27	28		
25	26	27	28	29	30	31	26	Memorial Day, No School	29	30							

Semester 2 Attendance Days for Students 90

Denotes 1 Hour Early Release	Denotes Teacher In-service for New Teachers (No Students)
Denotes 2 Hour Early Release for all grades K-12	Denotes Teacher In-service Day (No Students)
Denotes 2 Hour Early Release for grades K-8	Denotes Observed, No Schools/Breaks
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



Please fill out and sign the backside of this page.

Please tear off this page only and return to school within the first 10 days of your first day at Granville.

GRANVILLE ELEMENTARY STUDENT HANDBOOK



Student's Name _____

Teacher's Name _____ Grade _____

Please scan the QR Code to view the current version of our handbook.

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

- I have reviewed and understand the **Overall school information**
- I have read and understand the **Open Enrollment** policy (p. 8)
- I have read and understand that Emergency Services, Police/Sheriff, and/or Department of Child Services may be contacted if parents/guardians do not pick up their ill student within 2 hours of notification or if the school is **unable to contact the parent/guardian** or emergency contact(s). (p. 10)
- I have read and understand the **Safe School Pledge**, and agree to join together to eliminate bullying at our school (p. 12-13)
- I have read, understand, and agree to uphold the conditions of the **Electronic Acceptable Usage** (p. 12 & 31)
- I have read and understand the Granville Elementary **Playground Safety Rules** (p. 13)
- I have read the **Student Directory** Information and understand my child may be photographed or videoed during school activities. I give Humboldt Unified School District permission to use my student's image in educational records and/or promotional materials, including but not limited to school newsletters, school websites, etc. (p. 15)

Parent, please initial ONE:

- _____ YES my student's image may be used in school newsletters, websites, etc.
 - _____ NO my student's image may not be used in school newsletters, websites, etc.
- I have read and understand that restraints may be used in the **behavior management** and discipline of students exhibiting extreme behaviors, which will only be used in extreme situations (p. 15, p. 25)
 - I have read and understand the **Move On When Reading** policy ARS.15.701 that impacts K-3 students (p. 31)
 - I have read and understand the information on **Student Surveys** (p. 32)
 - I have read and understand the Title 1 School/Parent/Student Compact (p. 4)

I also affirm that any questions I had regarding the material herein has been answered to my satisfaction by school staff.

Student Signature _____

Parent/Guardian Signature _____ Date _____