Bradshaw Mountain Middle School

12255 E Turquoise Circle
Dewey, AZ 86327
Phone: 928-759-4900 Fax: 928-759-4920

Office Hours
7:00 am to 3:00 pm
Breakfast served - 7:15 am to 7:30 am
Students attend - 7:40 am to 2:25 pm
Students attend Wednesday ONLY - 7:40 am to 1:25 pm

Office Staff

Principal: Mrs. Pashley	759-4900
Assistant Principal: Mrs. Chunglo	759-4900
Attendance Secretary: Kim Hoover	759-4900
Attendance Line	**759-4902**
Administrative Secretary: Darla Lindberg	759-4901
Discipline Secretary: Maaliyah Wheat	759-4907
School Nurse: Nurse Kathy	759-4910

District Information Humboldt Unified School District
6901 East Bear Path
Prescott Valley, AZ 86314
(928) 759-4000

Transportation (928) 759-5190

Welcome to a New School Year!

We are excited to begin another school year and look forward to a successful year filled with learning, growth, and the traditions that make Bradshaw Mountain Middle School such a special place.

This handbook is an important resource for students and families. Please take the time to read it carefully and thoroughly, as it outlines both Humboldt Unified School District policies and expectations, as well as the specific procedures and guidelines of Bradshaw Mountain Middle School. Understanding these expectations will help ensure a positive and productive experience for everyone.

Here's to a great year in Bruin Country! We look forward to partnering with our students and families to make this year a memorable and successful one. If you have any questions, please do not hesitate to contact us.

Sincerely, Mrs. Pashley, Principal

General Information

Closed Campus
Gates open at 7:00 am

Please do not drop students off early. No supervision is provided. The school is not liable for students that arrive on campus before 7:00 am.

Once you arrive at school in the morning you are expected to stay on campus for the entire day. You will only be permitted to leave when your parent or guardian comes to pick you up for special reasons. Parents are required to sign their child out in the office prior to leaving campus. Please do not plan on picking students up within 15 minutes of the final bell. Other arrangements must be cleared by the administration.

Early Release
Every Wednesday during the school year students will be released from school one hour early for teacher in-service. This one hour early release schedule will begin on August 12, 2026. Students will be released at 1:25 on every Wednesday.

Attendance
Regular school attendance is very important and can significantly impact a student's academic achievement. Chronic absenteeism is defined as missing 10% or more of the school year for which a student is enrolled (the equivalent of 18 days for a full 180-day school year) regardless of whether absences are excused or unexcused.

Truancy
● A student is considered truant if they have five or more unexcused absences
● A student is considered truant if they have 18 or more absences (excused or unexcused) within the school year
● A student is considered truant if they are absent more than 10% of the required number of school days per year
● Pursuant to ARS 15-802 & ARS 15-803, a truancy referral may be sent to Juvenile Probation regarding student absences that do not meet the listed exceptions (in state law), and are in excess of 10%. Excused absences

Excused absences
- Excused absences include illness, doctor appointments, bereavement, family emergencies, and out-of-school suspensions
- Students with a documented chronic health problem are exempt from the 10% threshold, chronic illness must have appropriate paperwork filled out by doctor and approved by the superintendent.

All absences must be excused within forty-eight (48) hours of the date of absence, or they will remain unexcused For students who are absent 5 days or more due to illness, a doctor's note may be

requested.

Tardy Policy

A top priority at our school is student achievement and maximizing instructional minutes. Tardies are a disruption to both the general learning environment and individual student learning. A student is considered to be tardy to a class when the bell has rung and the student is not in the classroom. First period tardies only, are excusable by a parent/guardian via phone call or email within 48 business hours. Accumulated tardies reset at the beginning of each quarter. The sequential consequences for tardies are:

Per Quarter:

1st-5th tardy- warning via phone call/email

6th- 1 lunch detention

7th- 2 lunch detentions/phone call home from discipline office

8th- After school detention

9th- 2 After school detentions

10th- 1 day ISS. Every 6 thereafter will result in ISS

Student Grades

The teacher shall determine the grade earned by each student. In the absence of a clerical or mechanical mistake, fraud, bad faith or incompetence, the grade shall be final. Questions regarding grades should be directed to the teacher. Parents wishing to discuss grades may email the teacher directly. Another option for discussing grades is Parent/Teacher conferences in either the Fall or Spring semesters.

In our district, we use standards-referenced grading (SRG) to provide accurate feedback on student learning. Here's how SRG differs from traditional grading:

- Traditional Grading combines multiple factors, such as homework completion, participation, and test scores, into a single grade.
- Standards-Referenced Grading focuses solely on students' proficiency in each specific standard. This approach prioritizes clear feedback on skill mastery and knowledge.

The following table shows the progression of student mastery of each standard:

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

Make-Up Work/Procedures
When a student is ill or misses class because of a school-sponsored activity, he/she is responsible for making arrangements to keep up with class assignments.

For each excused absence students are allowed one day plus the number of days absent to make up the work. It is the student's responsibility to make arrangements with his/her teachers for make-up tests and other missed assignments upon returning to class.

If the student is absent for two or more days, the school office may be called for paper assignments. Please reach out to teachers via email regarding all missed assignments. Homework requests require 24 hour notice.

Report Cards/Progress Reports
Each student's educational progress is evaluated regularly and reported to parents/guardians through ParentVue or StudentVue. Mid-Quarter and Quarter Report Cards are posted on ParentVue only within 3 days of the end of the grading period, physical Report Cards can be printed upon request.

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

Parent/Teacher Conferences
Formal Parent/Teacher Conferences will be held once per semester. For the 2026-2027 school year, they will occur on September 17th-18th, and February 11th-12th. Your child's teacher(s) will reach out to you to schedule an appointment or notify you about upcoming open conferences.

SCHOOL-WIDE
STUDENT EXPECTATIONS

The BRUIN Way

Be Safe
Be Respectful
Be Kind
Be Engaged
Be Responsible

BMMS Students are expected to follow THE BRUIN WAY at all BMMS/HUSD locations and school-sponsored events.

KAHFAAOOTY = Keep All Hands, Feet, and All Other Objects to Yourself! Part of being safe!

Student Conduct
((*HUSD Policy JIC) A.R.S. 13-105, 13-2911, 15-341, 15-507,15-521, 15-841, 15-842, 15-843)

Students shall not engage in improper behavior, including but not limited to the following:
1. 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.
2. Threatening an educational institution by interference with, or disruption of, the school per A.R.S. 12-2911 and 15-841.
3. Physical abuse of or a threat of harm to any persons on district owned or controlled property or at district sponsored or supervised functions.
4. 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.
5. Forceful or unauthorized entry to, or occupation of, district facilities, including buildings and grounds.
6. Unlawful use, possession, distribution or sale of tobacco, alcohol or drugs or other illegal contraband on district property or at school sponsored functions.
7. Conduct or speech that violates commonly accepted standards of the district and that under the circumstances has no redeeming social value.
8. 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 directed to do so.
9. 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 the violation was done knowingly.
10. Engaging in any conduct constituting a breach of any federal, state or city law, or duly adopted policy by the board.
11. Carrying or possessing a weapon on school grounds.

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.

Dress Code
(HUSD Policy JICA and JICA-R)

The responsibility of determining student appearance rightfully belongs with the parent or guardian. However, school authorities have an obligation to the patrons of the district to ensure that standards of decency, health, safety and a positive learning environment are maintained so as not to disrupt the educational process. Students will appear at school properly dressed. What students wear reflects upon themselves, their families and our school. Parents should support the concept that acceptable clothing for school may be different from clothing that may be worn in other environments.

School regulations prohibit student dress or grooming practices that:
● Present a hazard to the health or safety of the student or to others in the school.
● Materials that interfere with schoolwork, create disorder, or disrupt the educational process
● Cause excessive wear or damage to school property.
● Prevent students from achieving their educational objectives.
● Represent membership in a gang.

Clothing, jewelry or any personal items depicting or promoting drugs, alcohol, tobacco, gang affiliation, as well as hand signs or gestures proclaiming gang membership or that may be interpreted as such, or suggestive language will not be allowed. Violations of these dress standards will result in:

● Students with dress code violations will be given an appropriate substitute unless students have an appropriate change of clothes on campus.
● If dress code violations persist, parents will be contacted to collaborate with administration in developing a solution that best supports the student's success.

Minimum Requirements:

● Clothing must provide full coverage of the torso from armpit to armpit and shorts must extend down to at least four inches long on the inseam. Tops should have shoulder straps. Shorts or pants with rips or tears should be positioned below fingertip length on the upper thighs.
● Shoes must be worn at all times and should be safe for the school environment (Slippers shall not be worn, except for school activities approved by the principal).
● See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
● Hoods, beanies, and ball caps are permitted in common areas of the campus, however, are subject to the discretion and policies of each individual teacher in the classroom. All other forms of headgear are prohibited with the exception of religious or medical reasoning.

Additional Requirements:

● Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, or the use of alcohol, tobacco, marijuana or other controlled substances.
● Clothing may not depict or imply pornography, nudity, or sexual acts.
● Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

● Clothing may not display or imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
● Sunglasses may not be worn inside the building.
● Clothing and accessories that endanger student or staff safety may not be worn.
● Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
● Blankets may not be worn in lieu of jackets.
● Onesies are not permitted, with the exception of spirit week.
● Animal style clothing like tails, ears, etc. are not permitted with the exception of spirit week.

Personal Cell Phones

Students are permitted to have personal cell phones during school hours. Student cell phones **must be powered off and stored in the student's backpack between the first bell until they leave campus at the end of the day.** Other devices that connect to the internet, including but not limited to earbuds, smart watches, and tablets also need to be off and in backpacks. Any student cell phones going off in class or seen outside of the student's backpack will be taken to the school office, by a school staff member. On offense 1 - 3 the student will be allowed to retrieve their cell phone or device from the office after school. Parents will be contacted on offenses 2 & 3. Every subsequent offense will require the student's parent to pick up the phone from the office during regular office hours and additional disciplinary action may be taken.

Safety Drills

Avoid, Deny, Defend (ADD) drills are conducted periodically. These drills give students and staff scenarios in which they discuss what would be the safest option in the event of an emergency. Staff members will give directions for procedures according to the maps posted in each classroom. Students are to be silent and listen for instructions from their teachers. Talking or misbehaving during a drill is dangerous and will be considered a discipline issue. Attendance is taken during these drills, so students need to make sure they stay with their classes, in the event that they leave the room.

Cafeteria Rules

● All school rules apply.
● Students are to report to their designated area immediately upon dismissal for lunch.
● Students must be in an area that is monitored by staff at all times.
● Students are expected to be responsible for cleaning up after themselves.
● We encourage students to use the restroom during lunch to prevent needing to use a pass during class.

Student Activities

Student Government

BMMS Student Council is one of the finest learning experiences for our students. With a faculty sponsor, the Student Council serves our school by promoting service, leadership and responsibility. They provide a direct link to the rest of the student body by leading many student projects and activities. Membership requirements and procedures for officers and representatives are described in

the constitution. All fundraising activities must receive approval from the Student Council and the administration. All school rules, code of conduct and all academic eligibility rules apply.

Athletics
(HUSD policy JJIB and JJJ)

BMMS provides an opportunity for students to participate in interscholastic competition at sixth, seventh and eighth grade levels in cross country, volleyball, basketball, wrestling, soccer, track, and flag football.

Our emphasis will be on student participation, learning the skills and rules of the game, sportsmanship, teamwork, and above all, having fun.

A packet which includes the following items must be on file in the nurse's office to participate in all sports:

1. Physical examination and/or health questionnaire.
2. Proof of personal health/accident insurance or purchase of Student Accident Insurance Plan.
3. Permission form signed by parent or guardian.
4. Extracurricular/co-curricular code of conduct must be signed and returned.
5. Pay to play fee paid for each sport. Scholarships are available for students on free and reduced lunch.

Attendance and additional information:

1. A student absent on the day of a game, meet or practice (all or half day) may not participate.
2. To participate in a Saturday event/activity/game, students must be present at school the previous scheduled school day.
3. A student on home suspension will not be permitted to participate in that day's activities. If this occurs on Friday, then any Saturday contest will apply.
4. Any student left on campus ½ hour past designated pick-up time for practice or game may receive consequences resulting in loss of play.

Extracurricular and Co-curricular Eligibility

Whenever a student violates the rules and regulations and/or discipline policy of HUSD or any rules outlined in this policy, the student may be declared ineligible by the principal or his/her designee.

Academic Eligibility

Grade checks will be conducted by the Athletic Director weekly. It is the responsibility of the student to make sure their grades are at a passing level and they are turning in their work, as well as being on task in class. If the student has:

- A failing grade (below a 2)
- Behavior issues in class, such as consistently tardy, disruption of the learning environment, referrals
- Missing assignments and/or refusal to do or attempt work.

The student is ineligible to play/participate for the following week until the next grade check is cleared of any notes or grade issues.

Athletes will be allowed to practice, but will not participate or travel to away games, meets or contests. Athletes will sit on the bench during home games to support their team but will not be permitted to play.

Non-Athletic Ineligibility

Students involved in drama, music, student council, and clubs will not compete at festivals or contests; will not participate in field trips to perform; but will be required to perform in public events required as part of the curriculum. (Example: music concerts during the year.)

School Dances/Activity Nights

All events are for Bradshaw Mountain Middle School students only. Dances & Activity Nights are under the supervision of school staff. Parents are welcome to attend as chaperones, but must be cleared level 3 volunteers through HUSD. Students must arrive on time to the dance and remain there for the entire evening. Dance hours will be announced. Parents must pick up students promptly when the dance ends. Students may be asked to show a school ID or StudentVue (on a device) to gain admittance to all events. Students who have had any suspensions or repeat student conduct issues may not be permitted to attend school dance/activity nights. All final decisions will be made by the administration. Students who have any outstanding fees owed will not be allowed to attend.

Activity Bus

A shuttle bus may be available for most after school activities. The bus will have specific drop-off points throughout the district. No home or regular bus stops will be made. Please phone transportation at 759-5191 for availability and stop locations.

General Information

Schedules and Changes

Please call BMMS for information on registration. Scheduling for all students will be completed during the summer break. Students may submit a class change request in the first week of each semester in order to change an elective or become a TA or Office Aide. Class change requests are granted based on class size and availability and are not guaranteed. No other schedule changes will be made during the school year unless the change fits one or more of the following conditions:

- By doctor's request (written note required)
- An incomplete registration
- Necessary to balance class sizes
- Changes by mutual agreement of students, parents and teachers with administrative approval
- Teacher recommendation based on student ability, and with administrative approval
- While we will make every effort to accommodate all elective requests, we cannot guarantee first choice.

School Telephones

Students are permitted to use school phones only in cases of emergency and in regard to school matters. A student phone is located in the office. School personnel will supervise this usage. During

school hours students must have a signed pass from a teacher in order to use this phone. *All messages from home will be conveyed to the student through the office.* To avoid distracting classes when delivering messages, please make arrangements with your child before they come to school. Transportation changes must be made prior to 2pm or delivery to students cannot be assured.

Parents/Visitors on Campus

All parents/visitors **MUST** report to the front office when visiting BMMS. This includes but is not limited to observing in a classroom or dropping off something for them at lunch or in the morning. Please have a photo ID with you when checking in.

Parent Messages to Students

All messages from home will be given to the student by the end of the day. Please make arrangements for transportation, etc., prior to arriving at school. We cannot guarantee that students will receive any message after 1:45 pm.

Library

Bradshaw Mountain Middle School is part of the Yavapai Library Network (YLN). It is a huge benefit for our students to be able to access the large volume of resources of this network. The use of the library is a privilege for everyone. It may be used for research, reading and study related purposes. Students may check out all library books for two weeks. Overdue fines will be assessed when the book is returned two days or more after the due date. A fine of fifty (.50) cents per day will be assessed until the book is returned. Students with overdue materials or fines due may not check out additional materials until those items are returned and fines paid. Students will be billed for the replacement cost of the books if they are not returned. (Students with outstanding fines will also not be allowed to attend school dances or end of the year festivities.) YLN will email overdue notices (to students and/or parents) and assess fines for overdue materials. Fines will be paid to the BMMS office.

Personal Athletic Equipment

Students are welcome to bring their own personal basketballs, soccer balls, and footballs to use during AM and lunch recess. No baseballs, softballs, or bats are allowed. Personal athletic equipment can be checked into the office. Misused athletic equipment will be confiscated. Items confiscated a second time will be held in the office until the end of the semester. The school is not responsible for lost, damaged, or stolen sports equipment.

HUMBOLDT
UNIFIED SCHOOL DISTRICT

Student Support & Expectations Guide

6901 E Bear Path
Prescott Valley, Arizona 86314
(928) 759-4000

Mr. Brett Dahl, Superintendent

Our Promise to Our Community

All students will learn at high levels because of what WE do.

At Humboldt Unified, we:

- Take responsibility for creating safe, supportive learning environments
- Teach and model expected behaviors
- Respond to challenges with consistency, care, and accountability
- Partner with families to support every student

This guide explains how we support your child to be successful—and what happens when support is needed. These expectations have been established by the Humboldt Unified School District Governing Board and align to the District's official policy framework.

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Our Approach to Student Success

We believe behavior and learning are connected.

Students learn best when:

- Expectations are clear
- Relationships are strong
- Mistakes are treated as opportunities to grow

Because of this, our approach focuses on:

- Teaching expectations
- Supporting students when they struggle
- Responding consistently and fairly

Discipline in Humboldt Unified is part of how we support learning—not separate from it.

ENROLLMENT & OPEN ENROLLMENT

District Policy Reference: 5-100 (Student Enrollment and Attendance)

At Humboldt Unified School District, we welcome students and families and strive to make the enrollment process clear and accessible.

Enrollment (5-102)

Students may enroll in Humboldt Unified schools based on:

- Residence within District boundaries; or
- Approved open enrollment

Families must provide: (5-102.A)

- Required registration documents
- Emergency contact information
- Immunization records

Accurate and complete information is required for enrollment.

Open Enrollment (5-105)

Humboldt Unified School District offers open enrollment in accordance with Arizona law.

- Applications may be submitted at any time for the current school year
- Acceptance is based on available space and program capacity
- Families will be notified of acceptance or waitlist status

<u>Important Considerations</u>

- Transportation is the responsibility of the parent/guardian unless otherwise provided by law
- Providing false or incomplete information may result in denial or revocation of enrollment

- Enrollment may be reviewed if a student does not meet District expectations related to attendance, behavior, or academic engagement

Ongoing Enrollment Expectations

Enrollment in Humboldt Unified is a partnership. Students are expected to:

- Attend regularly
- Follow school expectations
- Engage in learning

Schools will make reasonable efforts to support students before any enrollment decision is impacted.

Families who need assistance with enrollment or open enrollment are encouraged to contact their school or the District office.

ATTENDANCE

District Policy Reference: 5-103 (Student Attendance)

Why Attendance Matters

At Humboldt Unified, regular attendance is essential for student success. Students who attend school consistently are more likely to:

- Stay on track academically
- Build positive relationships
- Fully engage in learning opportunities

Arizona law requires regular school attendance for students between the ages of 6 and 16 unless otherwise excused by law. However, all students enrolled in Humboldt Unified schools, regardless of age, are expected to attend regularly and comply with District attendance requirements.

Regular attendance is necessary for students to earn course credit and maintain academic progress toward graduation.

Attendance and Course Credit

Students are expected to attend all classes regularly in order to receive academic credit.

Excessive absences, whether excused or unexcused, may negatively impact a student's ability to successfully complete course requirements and earn credit.

Students who accumulate more than nine (9) absences in a semester course may be subject to attendance review and possible loss of credit in accordance with school procedures and administrative review. Extenuating circumstances, including documented medical conditions or other significant situations, may be considered.

Schools may implement intervention plans, attendance contracts, credit recovery options, or other supports prior to denial of credit whenever appropriate.

Excused Absences

Absences may be considered excused when verified by the parent/guardian and determined by the school to be for legitimate reasons, including but not limited to:

- Illness, injury, or medical appointments
- Family emergencies
- Bereavement
- Religious observances or instruction permitted by law
- School-approved activities
- Other reasons approved by the principal or designee

The District encourages families to schedule appointments and vacations outside of school hours whenever practicable.

The school may request documentation for medical or dental appointments when prior notification has not been provided.

School administrators may excuse additional absences when appropriate.

Unexcused Absences & Truancy

Absences that are not verified by the parent/guardian or approved by school administration may be considered unexcused.

Under Arizona law:

- A student is considered truant when they have an unexcused absence from one or more class periods.
- Habitual truancy is defined as five (5) or more unexcused absences within a school year.

Repeated unexcused absences may result in interventions and actions consistent with Arizona compulsory attendance laws and District procedures.

Parent/Guardian Responsibility

Parents/guardians are responsible for notifying the school of a student's absence.

To report an absence, please include:

- Student name
- Teacher or grade level
- Specific reason for absence
- Name and relationship of the person reporting

If notification is not received, the absence will be recorded as unexcused.

When a Student is Absent

- Parents should notify the school on or before the day of the absence
- For extended absences, schools should be notified each day or in advance when possible
- A note or documentation may be requested for certain absences
- Students may be required to check in with the office upon returning from certain illnesses

Attendance Monitoring & Support

Humboldt Unified is committed to partnering with families to support regular attendance and student success.

When attendance concerns arise, schools may:

- Contact families regarding attendance concerns
- Hold conferences or meetings
- Develop attendance improvement plans
- Provide interventions and support services
- Make referrals to outside agencies when required by law

When absences become excessive, schools may involve community agencies, juvenile probation services, or law enforcement in cases involving educational neglect, consistent with Arizona law and District procedures.

These steps are designed to support students and families, not punish.

Chronic Absence
Chronic absence includes both excused and unexcused absences.
If a student experiences ongoing absences due to medical or other significant reasons:

- Families should contact the school
- Documentation may be requested
- Support plans or interventions may be developed to assist the student

Notification to Families
Schools make reasonable efforts to notify parents/guardians when students are absent without excuse or without proper notice, consistent with Arizona law and District procedures.

Parents/guardians are required to provide at least one current telephone number, if available, and promptly notify the school of any changes in contact information.

Notification may occur by telephone, electronic communication, automated messaging systems, or other District-approved methods.

Important Information for Families

- Both excused and unexcused absences may affect student learning and academic progress
- Truancy applies only to unexcused absences
- Schools will consider individual student circumstances, including medical needs
- Families are encouraged to communicate early with the school regarding attendance concerns
- Families are encouraged to schedule vacations during school breaks whenever possible

STUDENT HEALTH SERVICES

District Policy Reference: 5-400 (Student Health, Safety and Welfare)

At Humboldt Unified School District, student safety and well-being are a top priority. We partner with families to ensure students are healthy, safe, and ready to learn.

Emergency First Aid

School nurses or trained staff may provide basic first aid during the school day.

If a student is seriously injured or requires medical attention:

- School staff will attempt to contact parents/guardians and/or emergency contacts
- If a parent/guardian cannot be reached, the school may act in the place of the parent to secure necessary emergency treatment
- If immediate care is needed, emergency medical services (EMS) will be called

Parents/guardians are responsible for any costs associated with ambulance transport or medical care.

Illness During the School Day

If a student becomes ill at school:

- The student will be sent to the Nurse's Office
- If the nurse is unavailable, trained staff will assist
- Parents/guardians will be contacted if the student needs to go home

Students will remain in a supervised area until they are picked up.

When to Keep Students Home

Families are encouraged to keep students home when they are ill or unable to fully participate.

Students should stay home if they have:

- Fever of 100° or higher; students must be fever-free for 24 hours without medication before returning
- Vomiting or diarrhea
- Unexplained rash
- Draining wounds
- Contagious illness, such as strep throat, pink eye, lice, or similar conditions

Keeping students home when they are ill helps protect the health of students and staff and ensures students are ready to learn when they return.

Health Screenings

Health screenings may include:

- Vision and hearing
- Height and weight
- Dental screening
- Blood pressure
- Scoliosis
- BMI and color vision

Parents/guardians will be notified of any concerns. Parents/guardians may opt out of health screenings by submitting written notice each year.

Immunizations

Immunizations are required by Arizona law.

<u>Parents/guardians must:</u>

- Provide updated records
- Address missing immunizations within 15 days of notification

Students may be excluded from school if requirements are not met.

Medication at School

Medication may be administered when:

- Delivered by a responsible adult
- Provided in original packaging
- Required documentation is completed

Students may carry approved medications, such as inhalers, EpiPens, or diabetic supplies, with authorization.

All unused medication must be picked up at the end of the school year.

Families should keep emergency contact information current and communicate significant health concerns to the school.

STUDENT SUPPORT SERVICES

Special Education Services & Parent Rights

District Policy Reference: 5-200 (Special Education Services)

At Humboldt Unified School District, students with disabilities are provided supports and services in accordance with federal and state law, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

<u>Right to a Free Appropriate Public Education (FAPE)</u>
Eligible students age 3 and older have the right to receive a Free Appropriate Public Education (FAPE) at no cost to families.

This includes:

- Access to the general education curriculum
- Specialized instruction and services based on individual needs

<u>Evaluation & Eligibility</u>
Special education eligibility is determined through a multidisciplinary evaluation process.

This process:

- Identifies whether a student has a qualifying disability
- Determines whether the disability impacts the student's ability to access learning

Parent/guardian consent is required prior to evaluation.

<u>Individualized Services</u>
Students who qualify may receive:

- Specialized instruction
- Related services to support learning
- Individualized educational plans (IEPs)

Services are designed to meet each student's unique educational needs.

Parent/Guardian Rights

Parents/guardians have the right to:

- Participate in all decisions regarding their child's education
- Review and approve educational plans
- Receive information about services and progress
- Request meetings or evaluations

Humboldt Unified values strong collaboration with families throughout this process.

Programs & Services

Services may be available for students with needs in areas such as:

- Cognitive disabilities
- Physical disabilities
- Multiple disabilities
- Learning disabilities
- Hearing impairments
- Visual impairments
- Speech and language disorders
- Preschool services
- Gifted and enrichment programs
- Occupational and physical therapy

Child Identification (Child Find)

District Policy Reference: 5-202 (Students with Disabilities)

At Humboldt Unified School District, we are committed to identifying, locating, and evaluating all children with disabilities who reside within the District.

This process is known as Child Find and ensures that students receive the support they need to access a free appropriate public education.

Early Childhood Identification (Birth–Age 5)

Children from birth to age 3 who may need evaluation or early intervention services are referred to community agencies such as:

- Arizona Early Intervention Program (AzEIP)
- Division of Developmental Disabilities (DDD)

Children ages 3 to 5 may be screened by District preschool programs.

School-Age Identification (K–12)

At Humboldt Unified, screening is conducted for:

- All newly enrolled students

- Students not previously screened in another district

Screening occurs within 45 calendar days of enrollment.

Screenings may include:
- Vision and hearing
- Cognitive development
- Communication skills
- Motor development
- Social and emotional development

If a Concern is Identified
If screening results indicate a possible disability:
- Parents/guardians will be notified
- The student will be referred to the appropriate educational team
- Further evaluation may be conducted with parent consent

Parent Rights & Access
Humboldt Unified School District ensures that:
- Information is provided in a language families can understand
- Families are informed of their rights regarding special education services
- Parents/guardians are included in decision-making processes

If a parent cannot be located or a student is a ward of the state, a surrogate parent will be assigned to support the student's educational rights.

Ongoing Commitment
The District conducts annual outreach and maintains procedures to ensure eligible students are identified and supported.

School-Based Screening Responsibilities
- **Grades K–6:** Classroom teachers complete initial screenings and notify administration of concerns
- **Grades 7–12:** Designated staff complete screenings for new students

All screening documentation is maintained in the student's educational record.

English Learner Services

District Policy Reference: 5-206.A (English Instruction Programs and Waivers)

At Humboldt Unified School District, the English Learner (EL) program supports students whose primary language is not English in developing the skills needed for success in school.
Instruction focuses on building proficiency in:
- Speaking
- Listening
- Reading
- Writing
- Grammar

These supports help students access academic content and participate in learning at high levels.

Identification of English Learners

Humboldt Unified follows procedures established by the Arizona Department of Education (ADE) to identify students who may need language support.

- Families complete a Home Language Survey at the time of enrollment
- If a language other than English is indicated, the student is assessed using the Arizona English Language Learner Assessment (AZELLA)

Placement & Instruction

The AZELLA placement test is used to determine:

- A student's level of English proficiency
- The type and level of instructional support needed

Based on results, students may be placed in an English Learner program designed to support language development alongside grade-level learning.

Ongoing Assessment & Progress

Students receiving English Learner services:

- Take the AZELLA reassessment annually
- Receive continued support until they demonstrate English proficiency

Monitoring After Proficiency

Once a student demonstrates proficiency:

- They exit the EL program
- They are monitored for two years

During this time, schools ensure the student continues to succeed without additional language support.

Family Communication & Support

At Humboldt Unified, families can expect:

- Notification of identification and placement
- Information about student progress
- Opportunities to ask questions and participate in decisions

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Restraint and Seclusion

District Policy Reference: 5-406 (Student Health, Safety and Welfare)

At Humboldt Unified School District, student safety is our top priority.

Restraint is not used as a form of discipline.

Use of Restraint

Restraint may only be used when:

- A student's behavior presents an imminent danger of physical harm to themselves or others; and
- Less restrictive interventions have been determined to be ineffective in preventing harm

When restraint is used:

- It is performed only by trained and certified staff
- It is used for the shortest time necessary to ensure safety

Seclusion

Humboldt Unified School District does not permit the use of seclusion.

Commitment to Safety

Whenever possible, schools will:

- Use preventative and de-escalation strategies
- Support students through proactive interventions
- Partner with families when safety concerns arise

DISCIPLINE

District Policy Reference: 5-306 (Student Rights and Responsibilities)

Responses depend on:

- Severity
- Frequency
- Impact on safety and learning

Serious incidents may result in immediate administrative action.

See Sub-Tabs PK - 5th Grade & 6th - 12th Grade

Student Conduct

District Policy Reference: 5-305 (Student Conduct)

At Humboldt Unified School District, students are expected to behave in ways that support a safe, respectful, and productive learning environment.

Students may not engage in behavior that:

- Disrupts or interferes with teaching and learning
- Threatens or causes harm to others
- Damages school or personal property
- Involves possession or use of drugs, alcohol, tobacco, or other prohibited items
- Violates school rules or any local, state, or federal law
- Involves possession of weapons or dangerous items

Students are expected to follow the directions of school staff and comply with school rules at all times.

Violations may result in disciplinary action, which may include suspension, expulsion, and/or referral to law enforcement when required.

BULLYING, HARASSMENT & INTIMIDATION

District Policy Reference: 5-503 (Student Safety & Conduct)

At Humboldt Unified School District, every student has the right to learn in a safe, respectful, and supportive environment.

Bullying, harassment, and intimidation are not tolerated.

What This Means

Bullying, harassment, or intimidation may include behavior that:

- Causes physical harm or damage to property
- Creates fear of harm
- Is severe, repeated, or ongoing
- Involves a real or perceived imbalance of power

These behaviors may occur:

- In person through verbal, physical, or social behavior
- In writing or images
- Online or through electronic communication, including cyberbullying

Examples of Prohibited Behavior

- Name-calling, threats, or intimidation
- Spreading rumors or exclusion
- Physical aggression, such as pushing or hitting
- Harassing messages, posts, or images
- Damage to personal property

Where This Applies

These expectations apply:

- On school grounds
- On school buses and at bus stops
- At school-sponsored events
- Through use of District technology

Behavior outside of school may also be addressed if it impacts a student's safety or well-being at school or disrupts the learning environment.

Reporting Concerns

Students and families are encouraged to report concerns to:

- A teacher
- A school administrator
- Any trusted school staff member

Reports may be made verbally or in writing.

School Response

When a report is made, the school will:

- Investigate promptly
- Provide support for students involved
- Take appropriate action when necessary

Parents/guardians of involved students will be notified, as appropriate.

Protection from Retaliation

Retaliation against anyone who reports or participates in an investigation is not allowed and may result in disciplinary action.

False Reporting

Knowingly making a false report may result in disciplinary consequences.

Commitment to Students

At Humboldt Unified, we:

- Teach positive relationships and conflict resolution
- Provide support for students
- Work with families to ensure student safety

Each school offers programs and supports to promote a positive school environment.

STUDENT RIGHTS & RESPONSIBILITIES

District Policy Reference: 5-300 (Student Rights & Responsibilities)

At Humboldt Unified, students are both supported and accountable.

Student Rights

Students have the right to:

- A safe and respectful learning environment
- Access to meaningful educational opportunities
- Be treated fairly and with dignity
- Ask for help from school staff
- Participate in school activities when eligibility requirements are met
- Express their views in a manner consistent with school expectations

Parents/guardians have the right to:

- Access their child's educational records
- Be informed about school policies and decisions affecting their child

Student Responsibilities

Students are responsible for:

- Respecting others and school staff
- Following school rules and expectations
- Attending school regularly and on time
- Completing assignments and participating in learning
- Taking care of school property and materials

- Contributing to a safe and positive school environment

STUDENT SAFETY

District Policy Reference: 5-304 (Student Rights and Responsibilities)

To maintain a safe school environment, school officials may take appropriate action when concerns arise.

Student Interviews

- School staff may speak with students about school-related concerns
- Parents/guardians will be notified if the situation may result in serious disciplinary action

Law enforcement officers may also request to interview students:

- The school will attempt to contact parents/guardians when appropriate
- In certain situations, such as safety concerns or active investigations, parent contact may be limited or delayed as required by law

Searches

School officials may search student property when there is reasonable concern for:

- Safety
- Rule violations
- Possession of prohibited items

This may include:

- Backpacks, desks, or other items brought to school
- School-issued property, such as lockers or devices, which remains under District control

Students should not expect privacy in school-issued property.

Law Enforcement & Arrests

If law enforcement is involved:

- School staff will cooperate with officers as required by law
- Parents/guardians will be notified when appropriate

The District's priority is to ensure the safety of all students and staff.

TECHNOLOGY USE & ACCEPTABLE USE

District Policy Reference: 5-305 & 5-305.A (Student Rights and Responsibilities)

At Humboldt Unified School District, technology is provided to support teaching, learning, and student success. Use of District technology is a privilege and carries responsibilities for safe, respectful, and appropriate use.

Use of Technology & Internet

Students may use District technology, networks, and internet resources to:

- Support learning and research

- Communicate appropriately for educational purposes

While the District uses filtering and monitoring systems to limit access to inappropriate content, it is not possible to control all information available online. Students are expected to make responsible choices when using technology.

Failure to follow expectations may result in loss of technology privileges and/or disciplinary action.

Digital Citizenship Expectations

Students are expected to:

- Respect the rights and privacy of others
- Use appropriate language and communication
- Access information for educational purposes
- Protect personal information, including their own and others'
- Follow all school and District rules when using technology

Students may not:

- Share passwords or access another user's account
- Use technology to harass, threaten, or harm others
- Damage or misuse equipment, networks, or systems
- Use District technology for personal financial gain or advertising
- Attempt to bypass security or content filters

Student Data Privacy (COPPA)

Humboldt Unified School District uses approved educational software and online services to support instruction.

To access these services:

- Limited student information, such as name, username, or email, may be shared with educational providers
- The District may provide consent on behalf of parents for students under age 13, as permitted by the Children's Online Privacy Protection Act (COPPA)

These services are used only for educational purposes and in accordance with privacy laws.

District-Issued Devices

Students may be assigned a District-issued electronic device for educational use.

Devices:

- Remain the property of Humboldt Unified School District
- May not be loaned to others
- Must be used for school-related purposes

Students are expected to:

- Handle devices carefully
- Keep devices clean and protected
- Use only approved software and applications

Students may not:

- Disassemble or attempt to repair devices

- Install unauthorized software
- Remove or alter District identification labels
- Change device identification settings
- Alter the physical appearance of the device, including stickers or skins
- Bypass or disable security settings or content filters

Students are responsible for all use of their assigned device, whether at school or off campus.

Storage, Security, Loss, Theft, or Damage
Students must:
- Keep devices secure at all times
- Avoid leaving devices unattended
- Report lost, stolen, or damaged devices immediately to a teacher or school administrator

If a device is damaged due to misuse, neglect, or abuse, the student/parent may be responsible for the cost of repair or replacement.

Use of Personal Information
Students should never share personal information online, including:
- Home address
- Phone number
- Other identifying details

At Humboldt Unified, we work with students and families to promote responsible technology use that supports learning, safety, and digital citizenship.

TRANSPORTATION

District Policy Reference: 3-302 (Support Services)

At Humboldt Unified School District, student safety during transportation is a top priority.
Riding the school bus is a privilege, and students are expected to follow all safety and behavior expectations.

General Expectations
Students are expected to:
- Follow the directions of the bus driver at all times
- Remain seated while the bus is in motion
- Keep hands, feet, and objects inside the bus
- Treat others with respect

Unsafe or disruptive behavior may result in loss of bus privileges.

At the Bus Stop
Students should:
- Arrive at the bus stop at least 5 minutes early
- Wait safely and follow school behavior expectations
- Respect surrounding property

On the Bus
To ensure a safe ride, students must:

- Stay seated and keep aisles clear
- Use appropriate language and behavior
- Refrain from fighting, harassment, or unsafe conduct
- Not throw objects inside or outside the bus
- Not bring prohibited items, including weapons, drugs, alcohol, or vaping devices
- Avoid food, drinks except water, or items that may create a safety concern

Use of personal devices is limited and must not interfere with safety or supervision.

Exiting the Bus
Students must:

- Remain seated until the bus comes to a complete stop
- Exit in an orderly manner
- Follow safety directions from the driver
- Use caution when walking near traffic

Changes to Transportation
If a student needs to ride a different bus or get off at a different stop, a written request from a parent/guardian must be submitted to the school for approval.

Younger Students
Kindergarten students must be met at the bus stop by a parent/guardian or designated individual. If no one is present, the student may be returned to the school.

Safety & Responsibility

- The bus driver is responsible for maintaining safety and order
- Students must provide accurate information when asked by school staff
- Damage to the bus or unsafe behavior may result in consequences

For transportation information, including bus routes and schedules, families may contact the District Transportation Department.

FAMILY INFORMATION & RESOURCES

Meals & Nutrition Services

District Policy Reference: 3-301 (Support Services)

At Humboldt Unified School District, we are committed to ensuring all students have access to nutritious meals that support learning and well-being.

Free & Reduced Meal Program
Families who may qualify for meal assistance are encouraged to apply.

- Applications are available at school sites or online at www.humboldtunified.com
- Applications must be completed each school year
- Processing typically occurs within 10 business days
- Eligibility is based on federal guidelines

For questions or assistance, families may contact the Child Nutrition Department.

Food Allergies & Special Dietary Needs
Students with life-threatening food allergies or medical dietary needs may receive meal accommodations.

To request accommodations:

- A Physician's Request for Special Dietary Accommodations must be completed by a licensed physician (M.D. or D.O.)
- Forms are available on the District website
- Completed forms should be submitted to the Food & Nutrition Office

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Visitors, Student Check-In/Out & Communication

District Policy Reference: 3-203 (Facilities) & 3-400 (Security Controls)

At Humboldt Unified School District, maintaining a safe and secure environment for all students is a top priority.

Visitors to Campus
Parents and visitors are welcome at our schools and are encouraged to be involved in their child's education.

To ensure student safety:

- All visitors must check in at the school office upon arrival
- Visitors must receive and wear a visitor badge or sticker
- Visitors should not go directly to classrooms without checking in

Classroom Visits & Conferences

- Classroom visits should be arranged in advance through the school office and teacher
- Parent/teacher conferences are encouraged and may be scheduled before or after school

Student Check-Out
If a student needs to leave school during the day:

- A parent/guardian must check in at the office
- The student must be signed out
- The reason for early dismissal must be provided

Parents/guardians are encouraged to avoid checking students out during the last 30 minutes of the school day, as this can interfere with dismissal procedures and student safety..

To protect student safety:

- Students will only be released to a parent/guardian or authorized individual
- Identification may be required

Changes to End-of-Day Plans
For student safety:

- Changes to how a student goes home must be communicated at least one hour before dismissal
- Changes should be limited to emergency situations

If the school does not receive notice by the deadline, students will follow their normal dismissal plan.

Assemblies & School Events
If a parent/guardian plans to take a student home after a school event, the student must be signed out through the office before leaving.

Promotion & Retention (Grades 1–8)

District Policy Reference: 5-102.A (Enrollment Requirements)

At Humboldt Unified School District, promotion from one grade to the next is based on a student's progress toward meeting academic standards.

Academic Expectations
Students in grades 1–8 are expected to demonstrate progress in core subject areas, including:

- Reading
- Writing
- Mathematics
- Science
- Social Studies

These expectations are aligned to standards adopted by the Arizona State Board of Education.
Communication with Families

<u>If a student is at risk of being retained:</u>

- Families will be notified early, beginning with the first parent/teacher conference
- Ongoing communication will occur throughout the school year
- Schools will work with families to provide support and intervention

A final decision regarding retention is typically made before the end of the school year.

<u>Parent Appeal Process</u>
If a parent/guardian disagrees with a retention decision:

- They may request an appeal through the District process
- Appeal timelines and procedures will be provided by the school

Third Grade Reading Requirement
Arizona law requires that students demonstrate sufficient reading proficiency by the end of Grade 3 in order to be promoted to Grade 4.

<u>A student may be promoted if they:</u>

- Meet required reading proficiency standards; or
- Qualify for a state-approved exemption

Exemptions from Retention
A student may qualify for promotion if they meet one or more of the following:

- The student is an English Learner and has received fewer than two years of English language instruction
- The student is currently being evaluated or considered for special education services
- The student has a documented reading impairment, including dyslexia, or has a qualifying disability
- The student demonstrates sufficient progress through approved reading assessments
- The student successfully participates in intervention services, including summer programs

Support for Students

At Humboldt Unified, retention is considered only after:

- Instructional supports have been provided
- Interventions have been implemented
- Progress has been monitored

Our goal is to ensure every student is prepared for success at the next grade level.

Parent Right to Know

At Humboldt Unified School District, families have the right to know about the qualifications of their child's teachers and instructional staff.

In accordance with federal law, parents/guardians may request information regarding:

- Whether the teacher meets state certification and licensing requirements for the grade level and subject taught
- Whether the teacher is working under emergency or provisional certification
- The teacher's college major and any graduate degrees or certifications held
- Whether the student receives support from paraprofessionals and, if so, their qualifications

Requesting Information

Families who would like to request this information may:

- Contact their child's school; or
- Contact the Humboldt Unified School District Office

District staff will provide this information in a timely manner.

At Humboldt Unified, we are committed to transparency and ensuring that all students are supported by qualified and effective educators.

STUDENT RIGHTS & PROTECTIONS

Student Records & Privacy (FERPA)

District Policy Reference: 5-303 (Student Rights and Responsibilities)

Annual Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records.

FERPA gives parents/guardians certain rights regarding their child's education records. These rights transfer to the student when the student:

- Turns 18 years old; or
- Attends a school beyond the high school level

At that time, the student becomes an "eligible student."

Right to Inspect and Review Records
Parents/guardians or eligible students have the right to inspect and review education records within 45 days of submitting a request. Requests should be made to the school administrator.

Schools are not required to provide copies unless it is not practical to review records in person.

A fee may be charged for copies.

Right to Request Correction of Records
Parents/guardians or eligible students may request that the school correct records they believe are inaccurate or misleading.

If the District decides not to amend the record, the parent or eligible student has the right to:

- Request a formal hearing
- Submit a written statement to be included in the record

Release of Student Information
In general, schools must have written permission from the parent/guardian or eligible student to release information from a student's education record.

However, FERPA allows schools to share information without consent in certain situations, including:

- School officials with a legitimate educational interest
- Other schools to which a student is transferring
- Officials for audit or evaluation purposes
- Financial aid providers
- Organizations conducting studies for the school
- Accrediting organizations
- To comply with a court order or subpoena
- In health and safety emergencies
- State and local authorities as permitted by law

Directory Information
The District may release certain directory information without prior consent unless a parent/guardian or eligible student opts out.

Directory information may include:

- Student name
- Address and telephone number
- Date and place of birth

- Honors and awards
- Participation in activities and athletics
- Dates of attendance

Families may notify the school in writing, if they do not want this information released.

Students with Disabilities (IDEA)
The Individuals with Disabilities Education Act (IDEA) provides additional protections for students with disabilities.

Education records for students receiving special education services may include:
- Evaluation and testing materials
- Medical and health information
- Individualized Education Programs (IEPs)
- Progress reports
- Discipline records related to services

Information is collected to ensure students receive a Free Appropriate Public Education (FAPE).
All records are maintained in compliance with federal confidentiality requirements.

Access to Additional Information
For more information or to file a complaint, contact:

U.S. Department of Education
Family Policy Compliance Office
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
(202) 260-3887

Arizona Department of Education – Exceptional Student Services
1535 W. Jefferson, BIN 24
Phoenix, AZ 85007
(602) 542-4013

This notice is available in multiple languages. Families may contact the school for assistance.

Equal Opportunity & Non-Discrimination

District Policy Reference: 1-201 (Equal Opportunity and Non-Discrimination)

Humboldt Unified School District does not discriminate based on protected characteristics. The District provides procedures for reporting concerns and ensures prompt investigation and resolution.

Title IX (Sex-Based Discrimination)

District Policy Reference: 1-201.A (Equal Opportunity and Non-Discrimination)

The District prohibits sex-based discrimination and harassment and provides:

- Supportive measures
- Investigation processes
- Due process protections

WEATHER & EMERGENCIES

District Policy Reference: 3-400 (Security Controls)

At Humboldt Unified School District, student and staff safety is the top priority. School schedules may be adjusted due to weather or other emergency conditions.

School Closure or Delay

When necessary, the District may implement one of the following:

School Closure

- Schools are closed for the day
- Students and staff do not report
- Decisions about activities will be communicated separately

Delayed Start

- School begins later than usual, typically by two hours
- Bus schedules are adjusted accordingly
- Dismissal times typically remain the same

Early Release

In rare situations, schools may release students early due to changing conditions.

- Families may be asked to pick up students
- Schools will follow procedures to ensure student supervision and safety

Communication with Families

Families will be notified through:

- Phone, email, or text communication
- The District website
- Other District communication platforms

Please ensure your contact information is current with your child's school.

Family Responsibilities

Families can support student safety by:

- Checking for updates during inclement weather
- Ensuring students are dressed appropriately
- Reviewing transportation plans with students

Helpful Information

Decisions about school closures or delays are made carefully, using the most current information and considering the safety of all students across the District.

Our Commitment to Families

At Humboldt Unified, we believe in partnership.

We are committed to:

- Supporting every student
- Maintaining safe and positive schools
- Working together with families

Together, we ensure that **all students learn at high levels because of what we do.**