HUMBOLDT
UNIFIED SCHOOL DISTRICT

Student Support & Expectations Guide

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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.

Humboldt Unified School District

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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

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

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

Important Considerations

- 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 a 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.

Right to a Free Appropriate Public Education (FAPE)
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

Evaluation & Eligibility
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.

Individualized Services

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 within 45 calendar days of enrollment for:

- All newly enrolled students
- Students not previously screened in another district

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 Language 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

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

Use of Seclusion

"Seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a larger group for purposes of calming.

- Restraint and seclusion are not authorized to be used for disciplinary purposes.
- Restraint or seclusion techniques may be used on a student only if both of the following apply:
    - The student's behavior presents an imminent danger of bodily harm to the student or others;
    - and less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

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

Student Conduct

District Policy Reference: 5-305 (Student Conduct) & 5-306 (Student Discipline)

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.

Discipline Matrix

District Policy Reference: 5-304 (Staff Interviews of Students and Searches), 5-305 (Student Code of Conduct), 5-306 (Student Discipline)

Preschool - 5th Grade Matrix

At Humboldt Unified School District, we respond to behavior by teaching, supporting, and ensuring a safe learning environment. Our discipline system is designed to:

- Support student growth
- Maintain safe learning environments
- Ensure consistency across schools

Responses depend on:

- The **severity** of the behavior
- The **frequency** of the behavior
- The **impact** on safety and learning

Serious incidents may result in skipping levels. ***Examples are not exhaustive and may vary based on circumstances.***

Tier 1: Classroom Support (Teacher-Managed)

Handled by the teacher with parent communication as needed.

Examples:

- Quiet defiance or refusal
- Inappropriate or disrespectful language
- Lying or minor cheating
- Minor unsafe behavior
- Off-task or disruptive behavior

Possible Responses:

- Reteaching expectations
- Redirection or correction
- Reflection or problem-solving
- Loss of classroom privileges
- Parent communication

Tier 2: School Support (Office Referral)

Additional support from administration; parents are contacted.

Examples:

- Repeated Tier 1 behaviors
- Defiance or refusal
- Minor aggression (pushing, rough play)
- Bullying (non-severe)
- Misuse of technology
- Elopement (leaving assigned area)
- Minor vandalism or graffiti (first offense)
- Inappropriate technology use
- Behavior that disrupts learning for others
- Inappropriate or unsafe behavior that continues after intervention

Possible Responses:

- Parent conference
- Behavior support plan
- Loss of privileges (recess, activities)
- In-school suspension (ISS)
- Restorative practices

Tier 3: Administrative Response (Immediate Intervention)

Immediate administrative involvement; parents are contacted and may be required to come to the school.

Examples:

- Fighting or major aggression
- Serious threats or intimidation
- Elopement to unsafe areas
- Harassment (serious or repeated)
- Academic dishonesty
- Theft or vandalism

- Possession of prohibited items (weapons or dangerous items)
- Blatant or unsafe defiance
- Repeated or severe misuse of technology

Possible Responses:

- Out-of-school suspension (OSS)
- Behavior contract
- Discipline hearing
- Possible law enforcement involvement

Important Information for Families

- Responses may increase based on repeated behavior
- Schools may skip tiers for serious incidents
- Some behaviors may require mandatory reporting
- Students are provided due process

BULLYING, HARASSMENT & INTIMIDATION

District Policy Reference: 5-409 (Prohibition on Harassment, Intimidation, and Bullying)

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.

<u>What This Means</u>

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

Classroom Celebrations and Food Items

To support student health and comply with Arizona law, classroom celebrations involving food must follow the Arizona Healthy Schools Act (A.R.S. § 15-242.01) and District guidelines. Foods and beverages provided or served during the school day must meet applicable state and federal nutrition requirements. Families wishing to celebrate a special occasion are encouraged to contact their child's teacher for approved celebration options, which may include non-food activities or compliant food items. **Cupcakes or other treats that include dyes are not allowed.**

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. Parents, families, and community members are valued partners, and we encourage you to be actively involved in your child's education and school community.

Visitor Expectations

To help ensure student safety:

- All visitors must check in at the school office upon arrival.
- Visitors must receive and wear a visitor badge or sticker while on campus.
- Visitors should not go directly to classrooms or other areas of campus without first checking in through the office.

Classroom Visits & Conferences

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

Volunteers Welcome

We appreciate the many ways parents, families, and community members support our schools. Volunteer opportunities may include:

- Assisting in classrooms
- Supporting school events and activities
- Preparing classroom materials
- Serving as a guest speaker or presenter
- Chaperoning field trips
- Tutoring or mentoring students

Volunteer requirements vary depending on the nature of the activity.

- Parents or guardians of currently enrolled HUSD students may volunteer under the direct supervision of a certified staff member without fingerprint clearance.
- Fingerprint clearance is required for volunteers who work one-on-one with students, supervise students without direct staff supervision, participate in field trips, or are not the parent or guardian of a currently enrolled HUSD student.

Individuals interested in volunteering should contact their school's front office for current volunteer requirements, fingerprint information, and next steps.

Nothing in here about volunteering on field trips or grandparent right to come into the classroom. Should there be something?

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

<u>Changes to End-of-Day Plans</u>

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 (FERPA)
District Policy Reference: 5-303.B (Student Records)

Under the Family Educational Rights and Privacy Act (FERPA), Humboldt Unified School District may disclose certain student information designated as **directory information** without prior written consent unless a parent/guardian or eligible student (18 years of age or older) submits a written request to opt out.

Directory information may include:

- Student name
- Photograph
- Date and place of birth
- Grade level
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and athletics
- Weight and height of athletic team members
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number or other identifier used for communication or displayed on a student ID badge, provided it cannot be used to access education records without additional authentication
- Address, telephone number, and email address, subject to applicable state and federal law

Directory information may be used in school publications such as yearbooks, graduation programs, honor rolls, athletic rosters, and performance programs, and may be shared with organizations that provide services such as yearbook publishing or class ring manufacturing. Federal law may also require the District to provide certain directory information to military recruiters unless a parent/guardian or eligible student has opted out.

Parents/guardians or eligible students who do **not** want directory information released must notify the District **in writing within fifteen (15) business days** of the issuance of the annual FERPA notice.

Note: Except as otherwise permitted by state or federal law, the District may disclose a student's **address, telephone number, or email address** only with affirmative written consent or as otherwise permitted under District policy.

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

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 WILL learn at high levels because of what WE do**.