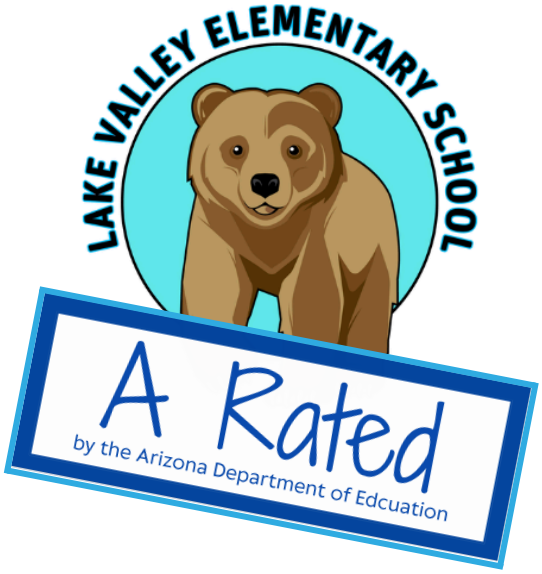
Lake Valley Elementary School
Student Handbook



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This handbook provides information specific to Lake Valley Elementary School. Districtwide policies, procedures, student rights, and expectations are outlined in the Humboldt Unified School District Student Support & Expectations Guide.
Families are encouraged to review both documents each school year.

LAKE VALLEY ELEMENTARY SCHOOL

Dear Lake Valley Families,

Welcome to Lake Valley Elementary, home of the Cubs! We are excited to partner with you for another year of learning, growth, and success.

At Lake Valley, we are committed to providing every child with the best educational opportunities possible. We believe that student success is built on high expectations, meaningful relationships, and a shared commitment to academic achievement, positive behavior, and personal growth. Our dedicated staff works each day to create a safe, supportive, and engaging learning environment where every student is encouraged to reach their full potential.

We also recognize that a child's education is a shared responsibility between home and school. Parents, guardians, and families are valued partners and an integral part of our school community. We encourage your questions, ideas, and volunteer involvement, and we look forward to working together to support your child's success.

Please take a few moments to review this Student & Family Handbook with your child. It contains important information about our school procedures, daily routines, expectations, and the many ways we work together to create a positive school experience. Lake Valley Elementary follows the policies and procedures of Humboldt Unified School District, with school-specific information included throughout this handbook.

Thank you for your partnership and trust. The faculty and staff at Lake Valley Elementary look forward to working with your family to make this school year the best one yet!

Go Cubs!

School-Wide Expectation

Students will be safe, respectful, responsible, and ready to learn

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ABOUT LAKE VALLEY ELEMENTARY

Mission Statement: Lake Valley is a compassionate community that nurtures students and staff while achieving academic growth and productive citizenship.

Vision Statement: Lake Valley Elementary School focuses on fostering a safe, inclusive, and academically rigorous learning environment where every student and staff member feels valued and respected. We believe in collaborative leadership where teachers feel comfortable innovating their instruction, and parents feel a valued part of our team.

Behavior Expectations: Student behavior plays an important role in creating a safe, positive, and productive learning environment. At Lake Valley Elementary, we hold students to high expectations for behavior, just as we do for academic achievement. Students are expected to be **safe, respectful, responsible, and ready to learn** each day. By demonstrating these expectations, students help ensure that everyone can learn, grow, and thrive in a supportive school community.

Bell Schedule

Our campus opens and staff supervision begins **at 8:15 a.m**. To help ensure student safety, please plan for students to arrive between 8:15 a.m. and 8:40 a.m.

Arrival

8:15 a.m. – Campus opens

8:40 a.m. – Warning bell

8:45 a.m. – Classes begin

If your student is planning to eat breakfast before school, they need to arrive before 8:35 a.m. **Students arriving after 8:40 a.m. must be signed in by a parent/guardian in the front office.** Students arriving after 8:45 a.m. will be marked tardy.

Dismissal

3:15 p.m. – Monday, Tuesday, Thursday, and Fridays

2:15 p.m. – Wednesdays

1:15 p.m. – Last Friday of each quarter, and Parent-Teacher Conferences

Two-Hour Delay Schedule

In the event of a two-hour weather delay, school begins at 10:45 a.m. and dismisses at the regular time. Buses operate two hours later than their normal morning schedule. Breakfast is not served during delayed starts; lunch will be served as scheduled.

Calendar

HUMBOLDT UNIFIED SCHOOL DISTRICT

School Year 2026/27

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Staff	Students
3	Independence Day Holiday	
30-31	New Teacher In-service	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	Staff	Students
	21	18
3-5	All Teacher In-Service	
6	**First Day of School**	

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Staff	Students
	21	20
4	PD Day - No Students	
7	Labor Day Holiday	
17-18	Parent-Teacher Conf; 2-hr early release (K-8 only)	

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Staff	Students
	17	17
9	End Qtr 1, 2 Hr Early Rls	
12-16	Fall Break, No School	

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	Staff	Students
	17	17
11	Veterans Day Holiday	
25-27	Thanksgiving Holiday	

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Staff	Students
	14	14
17	2 Hr Early Release (9-12 grades)	
18	End of 2nd Quarter, 2 Hr Early Release (K-12 grades)	
21-31	Winter Break, No School	

Semester 1 Attendance Days for Students 86

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Staff	Students
	19	18
1	Winter Break, No School	
4	Classes Resume	
15	PD Day - No Students	
18	Martin Luther King, Jr. Holiday	

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

	Staff	Students
	19	19
11-12	Parent-Teacher Conf, 2-hr early release (K-8 only)	
15	President's Day Holiday	

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Staff	Students
	17	17
12	End of 3rd Quarter, 2 Hr Early Release	
15-19	Spring Break, No School	
26	Spring Recess Holiday	

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	Staff	Students
	22	21
26	PD Day - No Students	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	Staff	Students
	15	19
26	2 Hr Early Release (9-12 grades)	
27	- Student's Last Day - 2 Hr Early Release (K-12 grades) - High School Graduation	
28	Teacher Check-out	
31	Memorial Day Holiday	

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Staff	Students
	0	0
18	Juneteenth Holiday	

Semester 2 Attendance Days for Students 94

Testing Dates: State Testing - TBD

Denotes First and Last Day of School
Denotes 2 Hour Early Release
Denotes 1 Hour Early Release
Denotes End of Quarter

Make Up Snow Days (If needed): April 26 (1st), May 21 (2nd)

Denotes Teacher In-service for New Teachers (No Students)
Denotes Teacher Professional Development Day (No Students)
Denotes Observed Holidays/Breaks

TOTAL DAYS STUDENT CONTACT 180

TOTAL DAYS TEACHERS 187

ACADEMICS

Our Academic Program

Lake Valley Elementary provides a comprehensive educational program aligned with the Arizona Academic Standards. Students receive instruction in English Language Arts, Mathematics, Science, Social Studies, Health, Art, Music, Physical Education, STEAM, and Outdoor Habitat.

To support the success of every learner, we offer a variety of academic support programs, including Title I services, special education, gifted education, and English Language Learner services. We also encourage students to participate in the many extracurricular and enrichment opportunities offered before and after school.

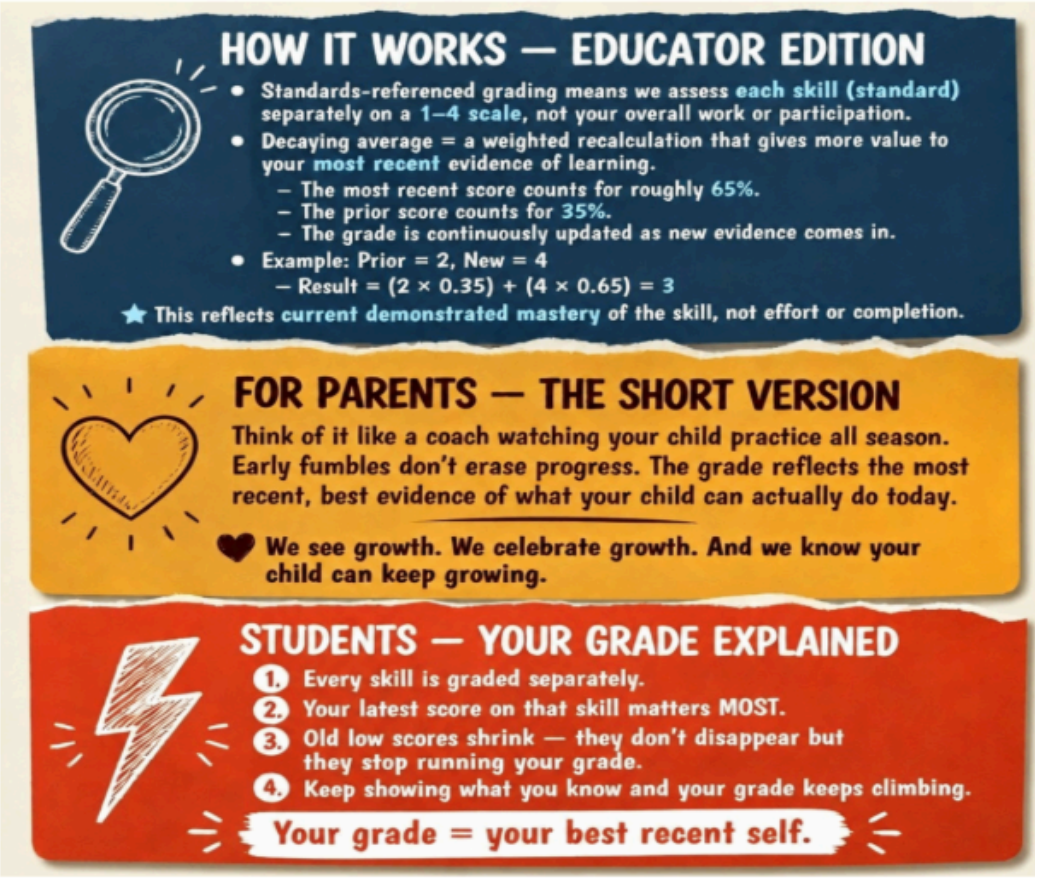
Standards Referenced Grading

Humboldt Unified School District uses Standards-Referenced Grading (SRG) to communicate student progress toward the Arizona Academic Standards.

Rather than averaging points from assignments, homework, and tests into a single grade, SRG measures a student's level of proficiency on specific Arizona State Academic standards. This provides families with clear information about what students know, what they are still learning, and where additional support may be needed.

What My Grades Mean: A Helpful Chart	
Level	**Standard Mastery**
4	**Above Mastery/Highly Proficient** The student demonstrates an in-depth understanding of the material by completing advanced applications of the material above the grade level expectations.
3	**At Mastery/Proficient** The student has independently mastered the complex, targeted knowledge and skills for the class.
2	**Approaching Mastery/Partially Proficient** The student understands the foundational material that supports the targeted learning, but is still working to master the complex material for the class.
1	**Below Mastery/Minimally Proficient** The student is able to demonstrate an understanding of the foundational material for the class with help from the teacher, but still struggles when working independently.

Please note: Some standards are taught throughout the school year. Students may not reach a level 3 (Proficient) until instruction on that standard has been completed.



Instructional Materials

Students are provided with textbooks, library books, technology, and other instructional materials needed for learning. Students are expected to care for these materials and return them in good condition. Families may be responsible for the cost of materials that are lost or damaged beyond normal wear. Teachers may occasionally request additional classroom supplies to support student learning.

Academic Supports

Lake Valley provides academic support to help students make progress and succeed. Students receive daily instruction in literacy and math, and assessment data is used to identify areas where additional support or enrichment may be needed.

Title I services also support students through additional instructional opportunities based on identified student needs in alignment with school and District goals.

Homework

To maximize the benefits of homework, our school team will be thoughtful and strategic about what is assigned for homework. The purpose of homework is to reinforce learning while developing behavior traits of successful students, including: responsibility, persistence, applying past knowledge to new situations, striving for accuracy, and other important habits for their

mind. The tasks that are assigned by our teachers will be relevant to their learning goals and able to be completed with limited support. Suggested time spent on homework is usually 10-50 minutes each weekday, depending upon their age, i.e. 3rd grade = 30 minutes. Teachers may assign additional time for those who need extra practice in reading, writing, or math.

Here are some tips for improving the quality of homework at home:

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

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

Gifted

Humboldt Unified School District supports advanced learners through enrichment opportunities and flexible learning groups designed to meet students' academic needs.

Students in Kindergarten and 1st grade may be identified for advanced learning opportunities through academic performance and teacher recommendation. All 2nd grade students participate in universal gifted screening. Students in grades 3–5 may also be identified through gifted screening and other academic measures.

Families with questions about gifted and advanced learning opportunities are encouraged to contact their child's teacher, the school office, or the district office.

Media Center / Library

Humboldt Unified School District partners with the Yavapai Library Network (YLN) to provide students with access to an expanded collection of books and library resources. Students may check out materials from their school library or request books from other participating YLN libraries. Requested items are typically delivered to the school within 1–3 business days, giving students access to a much broader collection than any single school library can offer. School library staff work with students to ensure requested materials are appropriate for their grade level and educational needs.

ARRIVAL, DISMISSAL & TRANSPORTATION

Arrival Procedures

Campus opens at 8:15 a.m. There is **no adult supervision before 8:15 a.m.** Students should remain with a parent or guardian until the entry bell rings unless they are participating in a supervised before-school activity (such as choir, orchestra, math club, or another school-sponsored program).

Morning drop-off takes place in front of the school. Please follow all traffic signs, staff directions, and the designated traffic flow.

To keep traffic moving safely and efficiently:

- The speed limit on campus is **5 mph**.
- Follow the path of arrival and dismissal
- Crossing guards are on duty from **8:15–8:40 a.m.**
- If your child needs additional time or assistance exiting the vehicle, please park in a designated parking space and walk them into the school.
- Please do not park or leave your vehicle unattended in the drop-off lane between **8:15 and 8:40 a.m.** The drop-off lane is reserved for active loading and unloading only.

Thank you for helping us provide a safe, smooth, and welcoming start to each school day.

Dismissal/ Pick-Up Procedures

Afternoon parent pick-up takes place in front of the school. Please follow the designated traffic flow and do not block driveways.

Please display your **Lake Valley Elementary Pick-Up Tag** so it is clearly visible. Be sure your child(s) name is clearly visible. If you do not have a Pick-Up Tag you will be asked to exit the line and present your identification in the school office before a child can be released.

Thank you for your patience and cooperation as we work together to provide a safe and efficient dismissal for all students.

Student Bike/Scooter Use

Students may ride a bicycle or scooter to school with parent/guardian permission. A bike rack is available on campus for students to securely store their bicycles and scooters during the school day. For everyone's safety, students are strongly encouraged to wear a properly fitted helmet while riding and must walk their bicycle or scooter at all times while on school property.

To help maintain a safe campus environment, e-bikes and e-scooters are not permitted on school grounds. If a student brings an e-bike or e-scooter to school, a parent or guardian will be contacted and required to remove it from campus.

Early Student Check-Out

Students may only be checked out by a parent, legal guardian, or an individual authorized in the student's records. The authorized adult must be physically present at the school before the student will be called from class or released. Students may not be checked out in advance of the parent, guardian, or authorized individual's arrival. Students may not be checked out after 2:45 or within the last 30 minutes of a school day.

When checking out a student early:

- Check in at the front office and sign your student out.
- **Be prepared to present a photo ID.**

Bus Transportation

Bus transportation is a privilege and is available to eligible students in accordance with District transportation guidelines.

- **Students must be assigned to a bus route before riding the bus.**
- Requests to ride a different bus or to ride home with another student require prior approval from the Transportation Department and are subject to available seating.
- Students are expected to follow all bus safety rules and driver directions.

For all transportation related questions or to confirm your student's bus stop, please call (928) 759-5191. For complete transportation policies, bus safety expectations, and student conduct requirements, please refer to the HUSD Student Support & Expectations Guide.

Transportation Changes

To help ensure a safe and efficient dismissal, transportation changes must be communicated before the start of the school day.

Send a written note with your student to notify the school of any change in transportation. If plans change after your child arrives at school, please call the school office no later than **2:30 p.m.** (**1:30 p.m. on Wednesdays**), so staff has adequate time to communicate the change. Transportation changes requested after **2:30 p.m.** (**1:30 p.m. on Wednesdays**) cannot be guaranteed. **Students will not be released for early checkout after 2:45 p.m.** due to student safety and dismissal procedures. If an early checkout is necessary, please arrive before 2:45 p.m. Students going home with another student must have written permission.

ATTENDANCE

Regular attendance is essential to student success. Families are encouraged to schedule appointments and vacations outside of school hours whenever possible.

If your child will be absent, please notify the school office by calling the 24-hour Attendance Line at (928) 759-4201 on the day of the absence. Please include:

- Student's name
- Teacher or grade level
- Reason for the absence
- Name and relationship of the person reporting
- Whether the absence is expected to extend beyond one day

Absences should be reported within 24 hours to be considered for excusal.

Attendance Support

When attendance concerns arise, Lake Valley partners with families to improve student attendance. Families may receive attendance notifications through ParentVUE or be contacted by school staff to discuss support strategies.

For complete information regarding attendance requirements, excused and unexcused absences, chronic absenteeism, truancy, and District attendance procedures, please refer to the HUSD Student Support & Expectations Guides.

STUDENT EXPECTATIONS

At Lake Valley Elementary, we believe students learn best in a safe, caring, and respectful environment. We teach and reinforce positive behaviors through our schoolwide expectations.

BEHAVIOR EXPECTATIONS: Student and staff members' learning, safety, and well-being are our priority. We will maintain high expectations for behavior just as we do for academics. Students will be held accountable for their choices and experience logical consequences. **Students will be safe, respectful, responsible and ready to learn**.

Cafeteria Expectations

- Once seated, students are to remain in that seat and raise their hand for assistance.
- Students must be kind, use appropriate table manners and an inside voice while eating.
- Students will clean the area around their tables and seats.
- Students may not take any food, drink or sundries out of the cafeteria.
- Soda, candy, and energy drinks are not to be brought to school.
- Students may not share food or drinks.

Restroom Expectations

- Use a quiet voice, flush the toilet, and wash your hands with soap and water.

- Keep the floors dry and do not play in the restroom.
- Clean up after yourself and return immediately to class.

Hallway Expectations
- Use walking feet, a quiet voice and keep hands and feet to yourself.

Bus Expectations
- Stay seated in your assigned seat while the bus is moving.
- Use respectful language.
- Listen to the bus driver.
- Keep hands, feet, and belongings to yourself.

Recess & Playground Expectations

Recess is an important part of the school day. Students are expected to:
- Follow adult directions.
- Use playground equipment safely and appropriately.
- Keep hands, feet, and objects to themselves.
- Include others and demonstrate good sportsmanship.
- Stay within designated playground areas.
- Help care for school equipment and facilities.

Students who misuse equipment or do not follow playground expectations may temporarily lose playground privileges.

General Safety Rules

Play fighting and play kicking are not allowed. Tackling, wrestling, pushing, 'karate', hitting, and shoving are not allowed. Students should not be hugging or hanging on each other during recess or any other time. Personal space is expected to be respected.

Harassment and/or bullying are not allowed. This includes following or chasing others when they don't want to be followed or chased, name-calling, and hurtful teasing.

Prohibited Items at School/ on Bus

Toys and gadgets have no place on the bus and school campus. DO NOT bring the following items to school: cell phones, squirt guns, water balloons, electronic games, trading cards, radios, MP3 players, skateboards, knives, gum, candy, nail polish, soda, energy drinks, or any other item determined to be disruptive to the learning process. Bringing these items to school will result in confiscation by the teacher. Items taken away can only be retrieved by a parent or guardian. **The school is not responsible for items lost, stolen, or damaged**.

Dress for Success

Students should wear clothing and footwear that is safe, comfortable, and appropriate for learning and outdoor activities.

In addition:
- No drug, alcohol, tobacco, weapon, sexual, cuss words, or gang-related words, designs or logos on shirts. Artwork on clothing must be in keeping with dress code rules (not suggestive).

- No tight-fitting clothing allowed. Shorts and skirts must be at least the length of finger tips when arms are extended at the side.
- No hats worn inside the building.
- No bandanas worn on heads or hanging out of pockets.
- Shoes with heels or platforms are not appropriate or safe for school.
- Students are encouraged to wear clothing that is appropriate for the day's weather and playground activity.
- Tennis shoes are highly recommended to be worn on a daily basis for playground and PE activities.

The school administration reserves the right to determine whether attire is appropriate for school. Students who do not meet the dress code expectations will be asked to contact a parent or guardian to arrange for appropriate clothing to be brought to school. Students may be required to remain in the office or another designated area until appropriate attire is available.

Personal Electronic Devices

To support student learning and minimize distractions, personal electronic devices—including cell phones, smart watches, earbuds, and gaming devices—**must remain turned off and stored in backpacks during the school day** unless authorized by a staff member for instructional purposes.

Students may use personal devices only after they have left campus at the end of the school day. Devices used during the school day without permission **may be confiscated** and returned in accordance with school procedures.

Emergency Safety Drills

The safety of our students and staff is our highest priority. Throughout the school year, Bradshaw Mountain Middle School conducts Avoid, Deny, Defend (ADD) drills as part of our comprehensive school safety program.

These drills are designed to help students think critically and make the safest possible decisions during an emergency. While students should always follow the directions of school staff, emergencies can be unpredictable. The ADD model teaches students age-appropriate decision-making skills so they are prepared to respond appropriately if they are ever separated from an adult during a crisis.

During all safety drills, students are expected to:

- Follow staff directions immediately.
- Remain quiet and attentive.
- Stay with their assigned class unless directed otherwise.
- Treat every drill seriously.

Social Media Expectations

While social media has become part of our everyday lives, comments made can dramatically impact a child and/or their family. Students that use any form of social media for Cyberbullying that impacts the school community or our students will be held accountable. It is imperative that parents are aware of all social media forms their child is participating in at all times.

Student Support & Discipline

At Lake Valley, we believe that learning and behavior go hand in hand. Our goal is to teach, reinforce, and support positive behaviors while helping students learn from mistakes and make responsible choices.

When behavior concerns arise, school staff work with students and families to provide appropriate support and interventions. Depending on the situation, responses may include restorative conversations, parent communication, loss of privileges, after-school detention, in-school suspension, or other disciplinary actions consistent with District policy.

Families will be notified when disciplinary action beyond the classroom is necessary. Parents and guardians are responsible for transportation following after-school detention.

For complete information regarding student conduct, discipline procedures, student rights, and consequences, please refer to the HUSD Student Support & Expectations Guide.

Personal Property & Lost and Found

Students should bring only items needed for learning. Toys, sports equipment, personal electronics, and other valuables should be left at home unless requested by a teacher for a school activity. Items that are unsafe or not appropriate for school, including pocket knives or other prohibited items, are not permitted on campus.

The school is not responsible for lost, stolen, or damaged personal belongings.

Lost and found items, including clothing, lunch containers, and backpacks, are located near the cafeteria. Smaller valuables are kept in the front office. Unclaimed items are donated periodically throughout the school year.

COMMUNICATION

We encourage families to stay connected throughout the school year using our primary communication tools. Teachers are encouraged to communicate with parents and to work as a team for the best educational experience for the child. Please read, respond, or acknowledge receipt of a message.

ParentVUE

ParentVUE is the primary tool for families to monitor their child's academic progress and school information. Parents and guardians can access grades, attendance, assignments, schedules, report cards, teacher communication, and other important student information anytime through the ParentVUE website or mobile app.

Families are encouraged to check ParentVUE regularly to stay informed and support their child's success. If you need assistance accessing your ParentVUE account, please contact the school office.

Classroom Communication

Families may also receive important updates through email, class dojo, phone calls, newsletters, and other District communication systems. Please keep your contact information current in ParentVUE to ensure you receive timely notifications.

Parent Conferences

Parent-teacher conferences are held each year in September and February to discuss student progress, celebrate successes, and identify goals for continued growth.

Families are encouraged to participate in these conferences and maintain regular communication with their child's teacher throughout the school year. Additional conferences may be scheduled at any time by contacting your child's teacher.

Website & Social Media

Visit the Lake Valley Elementary website for school news, calendars, staff information, forms, and important announcements. Follow Lake Valley Elementary on social media for school highlights, student celebrations, upcoming events, and reminders.

Student Photos & Media

Throughout the school year, students may be photographed or videotaped during classroom activities, school events, and special programs. These images may be used in school communications, including newsletters, the school website, social media, and other District publications.

Families who do not wish for their child's image to be used should notify the school in writing. For complete information regarding student privacy and directory information, please refer to the HUSD Student Support & Expectations Guide.

VISITORS & VOLUNTEERS

Campus Expectations

We welcome families and community members to Lake Valley Elementary School. To help maintain a safe and secure learning environment, all visitors are expected to:

- Enter through the main office.
- Present a valid photo ID and sign in upon arrival.
- Wear a visitor badge while on campus.
- Sign out and return the visitor badge before leaving.

To protect the privacy of all students and maintain an effective learning environment, classroom visits must be scheduled at least 24 hours in advance and may be limited in duration or scope.

For information regarding student records and privacy rights, please refer to the HUSD Student Support & Expectations Guide.

To minimize disruptions to learning, students may not bring relatives, friends, or other guests to school during the instructional day.

Volunteer Opportunities

We love our volunteers! Families and community members play an important role in supporting students, staff, and school events.

Volunteer opportunities may include:

- Classroom support
- School events and activities
- Preparing classroom materials
- Guest presentations
- Field trips
- Tutoring or mentoring

Volunteer requirements vary depending on the type of activity:

- Parents or guardians of currently enrolled Lake Valley 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, attend field trips, or are not the parent or guardian of a currently enrolled Lake Valley student.

Families and community members interested in volunteering should contact the Lake Valley front office for current volunteer requirements and next steps.

Refer to the HUSD Student Support & Expectations Guide for complete district policies and procedures.

HEALTH SERVICES

School Nurse
The health and well-being of our students is a priority at Lake Valley Elementary. Our school nurse works with families and staff to support student health, respond to illnesses and injuries during the school day, administer medications in accordance with District procedures, and assist with health-related concerns.

Please notify the school nurse of any significant health conditions, allergies, or changes to your child's medical information. Keeping emergency contact information current helps us provide timely care when needed.

Medication at School
Whenever possible, medications should be given at home. When medication must be administered during the school day, parents or guardians must deliver the medication to the Health Office in its original, properly labeled container and complete the required District authorization forms. Students may carry certain emergency medications, such as inhalers or epinephrine auto-injectors, when authorized by their healthcare provider and the school.

Administering Medication
If it is necessary for a student to take over the counter or prescription medicine during school hours, the nurse or designee of the principal may administer the medication when the following requirements are met:

Prescription Medications

- The law (A.R.S. 15-344) requires medication to be delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original container prepared by the pharmacist.
- A form will need to be completed by the parent giving permission for school personnel to administer the medicine to your child.

Non-Prescription/Over-the-Counter Drugs

- The law (A.R.S. 15-344) requires medication to be provided and delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original, unopened container as packaged by the manufacturer and labeled with the student's name.

A form will need to be completed by the doctor giving permission for school personnel to administer the medicine to your child. All medication/inhalers from home must be stored and locked in the nurse's office unless special arrangements are made with the nurse. They are not to be left in the classroom in a child's desk or backpack.

When Students Become Ill at School

If a student becomes ill or is injured during the school day, they will be evaluated by the school nurse or trained school staff. If it is determined that a student should go home, a parent, guardian, or emergency contact will be notified.

Please do not send your child to school if they have a fever, are vomiting, or have symptoms of a contagious illness. Students should remain home until they meet the District's return-to-school guidelines outlined in the HUSD Student Support & Expectations Guide.

Make-Up Work Due to Absences

Students absent from school will be given one day for every day **of** absence to make up work missed. Check with your child's classroom teacher. If a child is absent for two or more days, please arrange to pick up the child's assignments after school by calling the school office in the morning. When absences for extended periods of time can be foreseen, parents should notify the school office at least 24 hours in advance so that the teacher will be able to gather materials and assignments that will be needed. Please keep in mind that direct instruction cannot be replaced by a worksheet, so regular attendance is important except in times of illness. Students assigned to on- campus suspension will be required to make up for all work missed.

Immunization Records

Arizona law requires students to meet all immunization requirements for school attendance. For complete information regarding immunization requirements, exemptions, and enrollment, please refer to the HUSD Student Support & Expectations Guide.

If your child receives additional immunizations during the school year, please provide an updated copy of the immunization record to the school nurse as soon as possible.

Student Accident Insurance

The District does not provide medical insurance for student injuries. Parents and guardians are responsible for any medical expenses resulting from accidents or injuries.

MEALS

Lake Valley Elementary is committed to supporting the health and well-being of every student. As part of the Community Eligibility Provision (CEP), **all students receive breakfast and lunch at no cost each school day, regardless of household income.** We encourage healthy food choices that help students learn, grow, and thrive.

To help maintain a safe and healthy learning environment:

- Snacks and lunches brought from home should be individually portioned and not shared with other students.
- Families are encouraged to send nutritious snack and lunch options. Carbonated soft drinks, candy, and other foods of minimal nutritional value should remain at home.

- If families would like to provide birthday treats or other classroom celebration items, they should coordinate with their child's teacher in advance. Any food items brought for the class should be individually wrapped and meet school guidelines. Non-food items are also encouraged.

To minimize interruptions to instruction, any lunches, snacks, birthday treats, or other items delivered for students must be brought to the front office. Office staff will ensure items are delivered to classrooms at an appropriate time.

Breakfast: 8:35 a.m. to 8:50 a.m. daily in the classroom (free for all students), Students arriving late to school should eat breakfast as the breakfast program ends at 8:50 a.m.
Lunch: Please check with your child's teacher for their specific lunch time.

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.**

For questions regarding school meals or meal accounts, please contact the District Food & Nutrition Services Department at (928) 759-5013 or visit the HUSD website.

STUDENT ACTIVITIES

Specials

At Lake Valley Elementary, learning extends beyond the classroom! Each week, students participate in engaging classes that encourage creativity, exploration, and hands-on learning. Students enjoy **Physical Education, Music, Library and STEAM,** where they develop new skills, discover interests, and connect learning to the world around them.

Clubs

Lake Valley offers a variety of clubs, activities, and enrichment opportunities throughout the school year. Programs are designed to encourage leadership, creativity, teamwork, and exploration beyond the classroom.

Club offerings vary from year to year based on student interest and staff availability. Information about current opportunities, eligibility, and registration will be shared with families as they become available.

Student Leadership

Student Council
Provides students in 4th and 5th grade with opportunities to develop leadership skills, serve their school community, and represent their classmates. Throughout the year, Student Council members plan service projects, organize school activities, and lead fundraising efforts that support student programs and enhance the Lake Valley school community.

Intramural Sports

Lake Valley offers a variety of co-ed intramural sports for 4th & 5th grade students throughout the school year, including:

- 1st Quarter: Soccer
- 2nd Quarter: Basketball
- 3rd Quarter: Volleyball
- 4th Quarter: Track

Humboldt Unified School District has approved a participation fee for elementary athletics and activities. The participation fee is **$70.00 per sport/activity**. Students who qualify for the Free and Reduced Lunch Program may participate with a reduced fee of **$35.00 per sport/activity**. Participation fees qualify for the Arizona State Tax Credit for Education (ARS 43-1089). Families should refer to the Athletic Clearance Packet for additional information regarding payment options and requirements.

Participation in intramural sports is a privilege and an opportunity for students to represent their school, teammates, coaches, and families. Students are expected to demonstrate expectations by practicing safety, acting responsibly, working together, and showing respect during practices, competitions, and all athletic activities. Students that are receiving a failing grade in any subject or receiving discipline referrals will not be allowed to participate in the next extracurricular activity and/or may be disqualified to participate for the rest of the season.

All student-athletes and families must complete the required **Humboldt Unified School District Athletic Clearance Packet** prior to participation. The packet includes required permission forms, emergency information, insurance acknowledgment, academic athletic expectations, student/parent/coach commitment agreements, uniform responsibilities, and applicable participation fees.

Student-athletes are expected to:

- Maintain passing grades and demonstrate effort toward academic success.
- Demonstrate positive citizenship and follow HUSD Student Discipline expectations.
- Show respect, responsibility, teamwork, and sportsmanship toward teammates, coaches, officials, opponents, and spectators.
- Positively represent Lake Valley Elementary School at all athletic events.

Participation eligibility and expectations will follow the guidelines established by Humboldt Unified School District and outlined in the Athletic Clearance Packet. **Students and/or siblings**

are not permitted to stay after school for any activity (including practice times, games, events, etc.) unless they are participating.

Parents/guardians are responsible for providing transportation to and from practices, competitions, and athletic events held off campus. Families are encouraged to support students by promoting positive sportsmanship, teamwork, and a positive experience for all participants.

FAMILY ENGAGEMENT

At Lake Valley Elementary, we believe that strong partnerships between families and school staff help students thrive. We encourage families to stay actively engaged in their child's education by:

- Communicating regularly with teachers.
- Ensuring students attend school consistently and arrive on time.
- Supporting learning at home by providing a consistent time and place for reading or homework.
- Participating in school events and family engagement activities.
- Volunteering at school when opportunities are available.
- Joining the Parent Teacher Organization (PTO) or School Improvement Team for Elementary (S.I.T.E.) Council.

Throughout the school year, Lake Valley offers a variety of family events designed to celebrate student learning, build relationships, and strengthen our school community. Whether attending a performance, curriculum night, PTO event, family engagement activity, or school celebration, we encourage all families to participate whenever possible.

Information about upcoming events will be shared through ParentVUE, the school website, social media, and other school communications.

Parent-Teacher Organization (PTO)

The Lake Valley PTO is a dedicated group of parents, guardians, staff, and community members who support our students through volunteerism, fundraising, and school events. PTO-sponsored activities help strengthen our school community and provide additional opportunities and resources that enhance the student experience.

Families are encouraged to attend PTO meetings, volunteer at events, and become involved throughout the school year. For more information, please email LakeValleyPTO@gmail.com.

School Improvement Team for Elementary (S.I.T.E.) Council

The S.I.T.E. Council is a collaborative advisory group made up of parents, staff, and community members who work together to support continuous school improvement. Council members

review school goals, discuss student achievement, and provide input on initiatives that strengthen teaching, learning, and the overall school environment.

Families interested in serving on the S.I.T.E. Council are encouraged to contact the school office for additional information.

OUR COMMITMENT TO FAMILIES

At Lake Valley Elementary, we are committed to creating a safe, welcoming, and engaging learning environment where every student feels valued, supported, and inspired to succeed. We strive to foster a culture of respect, responsibility, curiosity, and kindness while providing meaningful learning experiences that help every student reach their full potential.

We know that student success is strongest when schools and families work together. Through positive partnerships, open communication, and a shared commitment to learning, we can help every child grow academically, socially, and emotionally.

Thank you for partnering with us. We are excited for a wonderful year of learning, growth, and celebrating what it means to be a Lake Valley Cub!

Lake Valley Elementary School
Student Behavior Contract

I read and understand the behavior expectations in the LVES student/parent handbook for the 2026-2027 school year.

I _____, will be safe, respectful,
Student Name

responsible, and ready to learn.

*I understand that if I receive a Discipline Referral a copy will be provided to my parent/guardian.

_____

Student Signature Date

**I understand that my child will be held accountable for their behavior throughout the school day. I will partner with the school to provide the best possible school experience. I understand that if my child does receive a Discipline Referral, a copy will be provided to me.

_____

Parent Signature Date