

**HASSAYAMPA
ELEMENTARY SCHOOL**

**PARENT – STUDENT
HANDBOOK**



2023 – 2024

Wickenburg Unified School District

101 East Coconino Street
Wickenburg, Arizona 85390

Vision

Every Child has Hope
Every Student is a Graduate
Every Graduate has a Dream

Mission

The mission of the Wickenburg Unified School District is to be a proponent of a comprehensive, research-based education program which focuses on effective school factors to meet the needs of our students, staff, families and the Wickenburg Unified School District Community.

Focus Statement

We are creating A+ schools where there is a laser-like focus on the Essential Elements of Instruction (EEI) and moving each student to the next academic level.

Hassayampa Principal

Carissa Hershkowitz

WUSD Superintendent

Dr. Barbara Remondini

WUSD Board of Education

Joe Maglio, President

Sandee Gill

Randy Hodges

Susan Webster

Ron Alexander



The Wickenburg Unified School District (WUSD) does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups. WUSD Career and Technical Education department does not discriminate in enrollment or access to any of the programs available: Business, Photography, Culinary Arts, Construction, and Engineering. The lack of English skills shall not be a barrier to admission or participation in the district's activities and programs. WUSD also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). Any inquiries regarding nondiscrimination policies may contact the Wickenburg Unified School District Office, 101 E. Coconino Street, Wickenburg, AZ, 85390. Phone number: 928.668.5350.* Additional information may be found on page 40.

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Welcome to a new school year!

Dear Hassayampa Families:

Welcome to the Hassayampa Elementary School Family! I would like to extend a warm welcome to a new school year. The staff and I are looking forward to working with you and your child. We strive to provide an exciting and rewarding educational program for each and every child at Hassayampa Elementary School. Please see the District's website at www.wickenburgschools.org for additional information.

I'd like to take this opportunity to acquaint you with some routine schedules and procedures of Hassayampa Elementary School as well as policies adopted by the Wickenburg Unified School District #9 Governing Board. Please use this handbook as an easy reference when you have a question about school policies and procedures. Also, an electronic version of this handbook is available on our school website: <http://www.wickenburgschools.org/HES> . Here you will find, not just this handbook, but additional school related information and resources.

Through the focused dedication of students, families, and Hassayampa staff, I am certain that the vision of excellence at Hassayampa will continue. I encourage you to be actively involved in promoting the many great and positive learning opportunities provided to your child as we strive to progress to success. If you are interested in volunteering on campus, please pick up a volunteer packet.

If additional information is needed, please feel free to call the office at 928-684-6750. Our school office hours are 7:30 a.m. to 4:00 p.m., Monday through Thursday.

I am excited to be a part of this journey with you!

Best regards,

Carissa Hershkowitz
Hassayampa Elementary Principal



Hassayampa Elementary School

195 E. Coconino Street
Wickenburg, AZ 85390

Front Office & Attendance - 24 Hr. Message 928-684-6750

Hassayampa office is open from 7:30 a.m. – 4:00 p.m.

School Mission

Hassayampa Elementary School believes in a responsibility shared among students, staff, community and parents to develop opportunities for learners to achieve maximum academic and personal potential in our changing world.

School Vision

Achieve the Coyote Way! THINK, LEARN, AND SUCCEED!

Our Beliefs

At Hassayampa, we believe in a culture that fosters future thinkers and lifelong learners, problem solvers, and innovators where learning is required.

At Hassayampa, we care for the needs of every student and provide the tools necessary for success.

At Hassayampa, we will ensure that each student is healthy, safe, engaged, supported, and challenged, and is able to reach their full potential.



School Mascot

Hassayampa Coyotes

School Colors

Royal Blue and Gold

School Calendar



July

Online Registration for New Students
10 – School Office Opens
27– Open House
31 – First Day of School

August

7 – Beginning-of-Year Benchmark Begins
23 – Parent Night Event

September

4 – Labor Day - No School
6 – Principal's Coffee & Site Council
7 – Grandparents' Luncheon
11-14 – Book Fair

October

4 – Picture Day
4 – Principal's Coffee & Site Council
5 – End Quarter
9-12 – Fall Break–No School
16-26 – P/T Conferences
16-19 – Character Counts Week
23–26– Red Ribbon Week
23 – Galileo Benchmark Week
31 – Costume Walk

November

2 – Principal's Coffee & Site Council
8 – Fall Picture Retakes
9 – Veterans' Day Observed– No School
23 – Thanksgiving – No School

December

4 –Mid-of-Year Benchmarks Begin
18-21 – Holiday Store
21 – End of 2nd Quarter
25– 28 – Christmas Break – No School

January

1-4 – Winter Break – No School
8 – School Resumes
15 – M.L.K, Jr. Day – No School
18 – Honors Assemblies
29-2/4 – Scholastic Book Fair
29 – Galileo Benchmark Week

February

1 – Art & Science Night
5 – Western Spirit Week
7 – Principal's Coffee & Site Council
13 – Picture Day
19 – President's Day – No School
26 – Dr. Seuss Week

March

6 – Principal's Coffee & Site Council
7 – End of 3rd Quarter
11–14 – Spring Break – No School

April

1-23 – State Testing Window (3-5)
3 – Principal's Coffee & Site Council
23-24 – Kindergarten Round-up
25 – Field Day/Kiss the Pig

May

1-9 – End-of-Year Benchmarks
6-9 –Staff Appreciation Week
21 – Math & Reading Celebrations
22 – Movie Day
23– Last Day of School for Students

Please visit the school website for calendar updates:

<http://www.wickenburgschools.org/HES> .



Schedules and Information

School Hours: Monday – Thursday 8:00 a.m. – 3:15 p.m.



Arrival Time: Students must not arrive before **7:45 a.m.** Supervision is not available for your child prior to that time. We appreciate your cooperation in helping keep your child safe. School officially begins at 8:00 a.m., and students are considered tardy at 8:05 a.m.

Building Entrance: Due to security reasons, all students and visitors must enter the campus from the gates at the front of the school building. All visitors must check-in at the office. Our exterior doors are kept locked during school hours. Please ring the office door bell, and we will assist you. We appreciate the cooperation in keeping Hassayampa safe.

Dismissal: Classes dismiss at 3:15. Students are walked out to buses or to the pick-up area at the front of the school. Parents who pick up their children by car should use the designated drop-off and pick-up area and observe crossing guards and safety rules. If you choose to park and wait at the gates, please note that K-2 will come down the ramp while 3-5 will be on the stairs. Supervisory staff are on duty to ensure an orderly and safe process. Students will not be permitted to enter the parking lot without an adult. Please help us keep our parking lot safe.

Your child will not be released to anyone except his/her parents/guardians or a responsible adult (18 years or older) whom you have indicated on the emergency card. Sometimes it may be necessary for you or your designated adult to present a form of identification to the office before a child can be removed from the school. Do not be alarmed if this should happen. These measures are taken strictly for your child's protection and safety. It is much better to be cautious on the child's behalf, than to release a child without proper authorization.



Afterschool Changes: If a bus rider needs to ride a different bus than their assigned bus, a signed note must be sent to the school office. The *change-of-plan* note will be given to the child at the end of the day to give to the bus driver. Please plan ahead so your child arrives at the correct and safe destination. If there are changes to who will pick up your child, this must be communicated ideally in writing; however, phone calls will be accepted prior to **1:30 p.m.** Monday-Thursday.

Attendance, Absence & Tardy

Attendance Clerk: Tiffany Carne

7:30 a.m. - 3:30 p.m. (Monday - Thursday)



Regular attendance and being on time are standards that help your child have a good attitude toward school and fulfill the district requirements of attendance. Absences and tardiness are upsetting for students. Both disrupt the schedules, require readjustment to the class routine and slow down learning. Students should be in class each day unless they're sick. If a student is absent ten consecutive days, the student will be taken off our rosters and officially withdrawn from school. To return, the parent would have to complete the registration process once again.

Tardy: A student is considered tardy at **8:05 a.m.** Parents of students who are frequently tardy will receive a notification. Please note that tardiness does impact recognition for Perfect Attendance.

Leaving School Early: If a student must be taken out of school early, please contact the school office. When you arrive to pick up your child, you must come into the school office to sign him/her out. At this time, we will call your child to the office for you. To honor classroom instruction, your child will **not** be called down until you arrive.

Remember — a student will **not** be dismissed from school early with a telephone call or a note giving him/her permission to leave campus and walk home. An adult must physically come to the office to sign out and pick up the student.

Make-up Work: If a student should be absent from school, s/he is responsible to make up all missing assignments. Students will be allowed to make up assignments and tests missed due to absence. The parent/student is responsible for requesting missing assignments and for returning them to the teacher in the required amount of time. It will be at the discretion of the teacher whether to send work home or wait and work with the student when he/she returns to school.

Please help us and your child: If you know in advance that your child will be absent from school, please give us at least **one day's notice** to gather work for your child to do at home while he/she is not in attendance.

Attendance: Should a child be absent from school, it is the responsibility of the parent/guardian to notify the school as to the reason for the absence and the length of the absence if it is known. Please call the Hassayampa Elementary School office at **(928) 684-6750, before 9 a.m.** if your child is going to be absent from school. This

expedites our attendance procedures, and it also saves a phone call to your home or place of employment to notify you that your child is not in school.

School starts at 8:00 a.m.; a student is tardy after 8:05 a.m.

When signing your child out of school early, please be aware that Hassayampa records attendance under the following conditions:

- **Monday - Thursday:** Students are marked absent for 1/2 day if they come in after **10:30 a.m.** or check out before **1:00 p.m.**

These guidelines are used to determine your child's attendance and are based on the required hours of instruction mandated by the State of Arizona. These cut-off times are also used to determine semester perfect attendance recognition.

According to Arizona Revised Statute 15-803 truancy is defined as "any unexcused absence for at least one class period during the day." The occurrence of five (5) or more unexcused absences during the school year of any child age six (6) to sixteen (16) shall be considered "habitually truant" and is in violation of Arizona State Law.

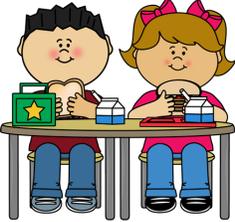
Please also keep in mind Wickenburg Unified School District's Board Policy states that if a child is absent for twenty (20) or more times during the school year (excused or unexcused, it may result in your child being retained in his/her current grade level.



Withdrawal: In order to help make your transfer to another school speedy and efficient, please provide advance notice of your intent to move out of the Wickenburg Unified School District. All textbooks, library books and any outstanding charges must be cleared prior to releasing your child's records.

Cafeteria

Cafeteria Manager: Jennifer Schultheis
7:30 a.m. – 1:00 p.m. (Monday-Thursday)



Purchasing Meals: Students are encouraged to eat lunch at school. Nutrition is an important energy source for learning and good behavior. Families must complete the online application for the Free and Reduced Lunch Program. Additionally, some funding and grant opportunities are based on our Free and Reduced Lunch Program participation percentage. Information about the applications for the Free and Reduced Lunch Program are available online via the district website. Once completed, applications may be turned into the school office or mailed to the District Office at 101 East Coconino Street, Wickenburg, AZ 85390.

Lunch Visitors- Due to the current health situation in our country and the fact that we need to space students accordingly while eating, we will not have visitors at lunch this year.

Breakfast: 7:45 a.m. – 8:00 a.m. *Students are not to be on campus prior to 7:45 due to no supervision. (Bus riders are served upon arrival)

Home Lunch: To encourage student health and wellness, we ask that families please consider a balanced plate when packing lunches. All servings should be for individuals. Please send only a single serving of snacks as students are not permitted to share their food. Sodas are not permitted unless it is part of a classroom/ school celebration.



Students have a **20 minute lunch and 20 minute recess break**. Students in Kindergarten through second grade attend lunch then go outside for recess. Students in third through fifth grade go to recess then lunch.

<i>M-TH Lunch Times</i>	
<i>Kindergarten</i>	<i>10:55</i>
<i>First</i>	<i>11:20</i>
<i>Second</i>	<i>11:45</i>
<i>Third</i>	<i>11:05</i>
<i>Fourth</i>	<i>11:30</i>
<i>Fifth</i>	<i>11:55</i>

A copy of each month’s menu is available via the school website.

Food Substitutions for Medical and Dietary Needs: It is allowable to substitute a food component in a planned meal for medical reasons. The substitution must be authorized in writing by a recognized medical authority.



A recognized medical authority is defined as: medical doctor, physician's assistant, registered nurse or nurse practitioner. A medical order for such substitutions should be kept on file at the school.

Clear water bottles are preferred, but not required. Hydration is vital to success. With that in mind, please send a clear/ transparent water bottle with your student. Each classroom has a faucet for filling water bottles. No other beverage is permitted in classrooms.



Health Station

Health Aide: Darcy Komen
7:30 a.m. - 3:00 p.m. (Monday - Thursday)

Health Office/Medications

- Health offices are staffed by health assistants and/or registered nurses. The health office deals with illness and accidents that occur at school. Parents are requested to notify the health office if a student has a health problem.
- For the protection of all students, please do not send your child to school when ill.
- Any student with a temperature of 100.4 degrees or more must not attend school. When a student is sent home from school with a fever, the student will not be allowed to return to school until the student is fever-free for a full 24 hours without the aid of fever-reducing medication. If your child is sent home with any other symptoms, he/she may return to school only if they are symptom free for a minimum of 24 hours.
- Parents are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, and skin rash unless it has been diagnosed by a physician as noninfectious, headache or other pain. If any of these symptoms occur while at school, the parent will be contacted and be required to take the student home. During this challenging time of COVID-19, it is imperative that parents respond quickly when called to pick up an ill child who has symptoms consistent with COVID-19. Please make sure there are emergency contacts listed should you not be able to pick up your child in a timely manner.
- If a student should feel ill or become injured during school hours, it is important that the student go immediately to the office with a pass to be seen by the Health Office staff.
- If your child, you or another household member is diagnosed with COVID-19, please contact your school's Health Office immediately. You will need to keep your child home as long as there are household members who are positive or awaiting test results.

- Students who have had surgery or recent hospitalization should have a doctor's note to return the student to school and participate in PE. Contact the health office for further information. Students who must use crutches, walker or a knee scooter on a short-term basis must have a written doctor's note for its use at school after the initial 72 hours

Screenings

Screenings for vision, hearing, and/or scoliosis are performed by the Health Services staff on scheduled grade levels during the school year. If you choose to not have your student screened, please provide a statement in writing to your campus Health Office staff.

Immunizations

No student will be allowed to enroll in school without submitting documentary proof of receipt of vaccinations as prescribed by A.R.S. 36-672 unless the student is exempted under A.R.S. 15-873. A student may be admitted if the student has received at least one dose of each of the required immunizations and has established a schedule for completion of required immunizations. See A.R.S. 15-872 for more information.

Medication

- Health office personnel may administer over-the-counter and prescription medication in the school setting in accordance with specific regulations from the Arizona State Board of Pharmacy and Governing Board Policy.
- All medication must be brought to the health office and picked up from the health office by a parent or guardian, not a student. **No student may carry any medication on campus.** The only exceptions would be in the case of inhalers and emergency epinephrine but ONLY with appropriate paperwork on file with the school nurse and a proper pharmacy label attached to medication pursuant to Policy JLCD. Special clearance must be given prior to the student carrying this medication on their person.
- Medication must be in the original prescription container labeled by the pharmacist or in the original factory container with all warnings and directions intact. Medications in envelopes, foil, or baggies will not be accepted or administered. Only medications needed to treat an existing ailment are stored in the health office. Please see District Policy JLCD for further information.
- The school must have written permission from the parent for the medication to be administered at school. In cases where the medication is prescribed by a physician, the physician will need to fill out an order form. Please contact your school's health office for the appropriate paperwork.

- If a student requires medication on a field trip, the procedures for taking medication on a field trip must be followed.
- Narcotics or opioids will not be administered at school, even with a doctor's order.

Emergency Contact Information

Parents must make arrangements for an adult to pick up a child who is ill. For your child's protection, please update your child's emergency contacts as soon as changes occur.

Transportation

Director of Transportation: Jeremy Nunn
928-684-5342



Riding on a school bus is a privilege, not a right of students. In order for students to be transported in a safe and orderly manner, bus drivers must adhere to responsibilities dictated by the State of Arizona and Wickenburg Unified School District. Students are expected to follow certain standards of behavior. These expectations apply to all students. Transportation may be revoked at any time for misconduct on the bus or at the bus stop. Students may also be held accountable for their behavior both on the way to and their way home from the bus stop. All transportation issues should be directed to the Director of Transportation, Mr. Nunn.

STUDENT CONDUCT ON SCHOOL BUSES

The School Board requires students to conduct themselves properly prior to boarding the bus, on the bus, and when leaving the bus in a manner consistent with established standards for classroom behavior. Refer to WUSD Student Rights and Responsibilities Handbook for Bus Discipline Procedures. A complete copy of SR&R Handbook is available on the Wickenburg Unified School District website at www.wickenburgschools.org or in the Hassayampa School Office.

Video cameras may be on the buses. (Cameras are used by the District primarily for aiding student discipline on the buses.)

Arriving at pickup point

- Be on time. Leave home in time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing the oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.

- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Boarding the bus

- Line up in single file, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or other items, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

School bus rules and conduct

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Do not use loud talking or yelling.
- Never stick your hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not leave litter in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver. Prohibited items on the bus
- Tobacco or tobacco products are not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.
- Balloons are not allowed on the bus because they can pose a safety issue to the driver and the students. Exiting from the bus
- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

- If you must cross the road, walk to a point about ten (10) feet in front of the bus, but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Important Note: Parents/guardians are expected to meet their **kindergarten** student at the designated bus stop. If no adult is present to meet the student, the bus driver will take him/her back to the school, and parents will be contacted to pick them up from the school. Responsible older siblings *may* be approved to accompany the student with prior notification.

BICYCLE AND SCOOTER USE:

Only students in grades 3-5 may ride bicycles and/or scooters to school with written parental permission and approved by the principal. Students in K-2 may ride if accompanied by an adult or with older siblings. Bicycles and scooters are to be parked in the bicycle racks *located at the front of the school*. It is recommended that all students lock their bicycles and scooters. Students are reminded of the following:

1. When crossing the street, get off the bicycle or scooter, look both directions and cross. Whenever possible, cross at intersections or in a crosswalk.
2. Bike or scooter riding is not allowed anywhere on the Hassayampa Elementary School campus.
3. Bike and scooter riders are responsible for locking their bicycles or scooters. The school does not accept responsibility for the security of bicycles or scooters during the school day.
4. Bicycles or scooters may not be taken out of the bicycle/scooter area during the school day.
5. The school district is not responsible for damage, loss or theft of bicycles, scooters or related equipment.
6. Keep the serial number of your bike in a safe place.
7. Daily **use of helmets** and protective padding is strongly recommended for school approval to be granted.
8. Skateboards, roller skates and roller blades are **not allowed** anywhere on campus at any time during the school day or during school events.

WALKING:

1. Arrive at school no earlier than **7:45 a.m.**
2. Walkers must use the front entrance to school.
3. Walk on the sidewalk. If there's no sidewalk, use the left side, facing oncoming traffic.
4. Never run between cars.



5. Look in all directions before crossing the street.
6. Never accept a ride or gift from a stranger.
7. Do not go to a friend's house afterschool without your parents' permission.
8. Go directly home after school.

CAR TRANSPORTATION:

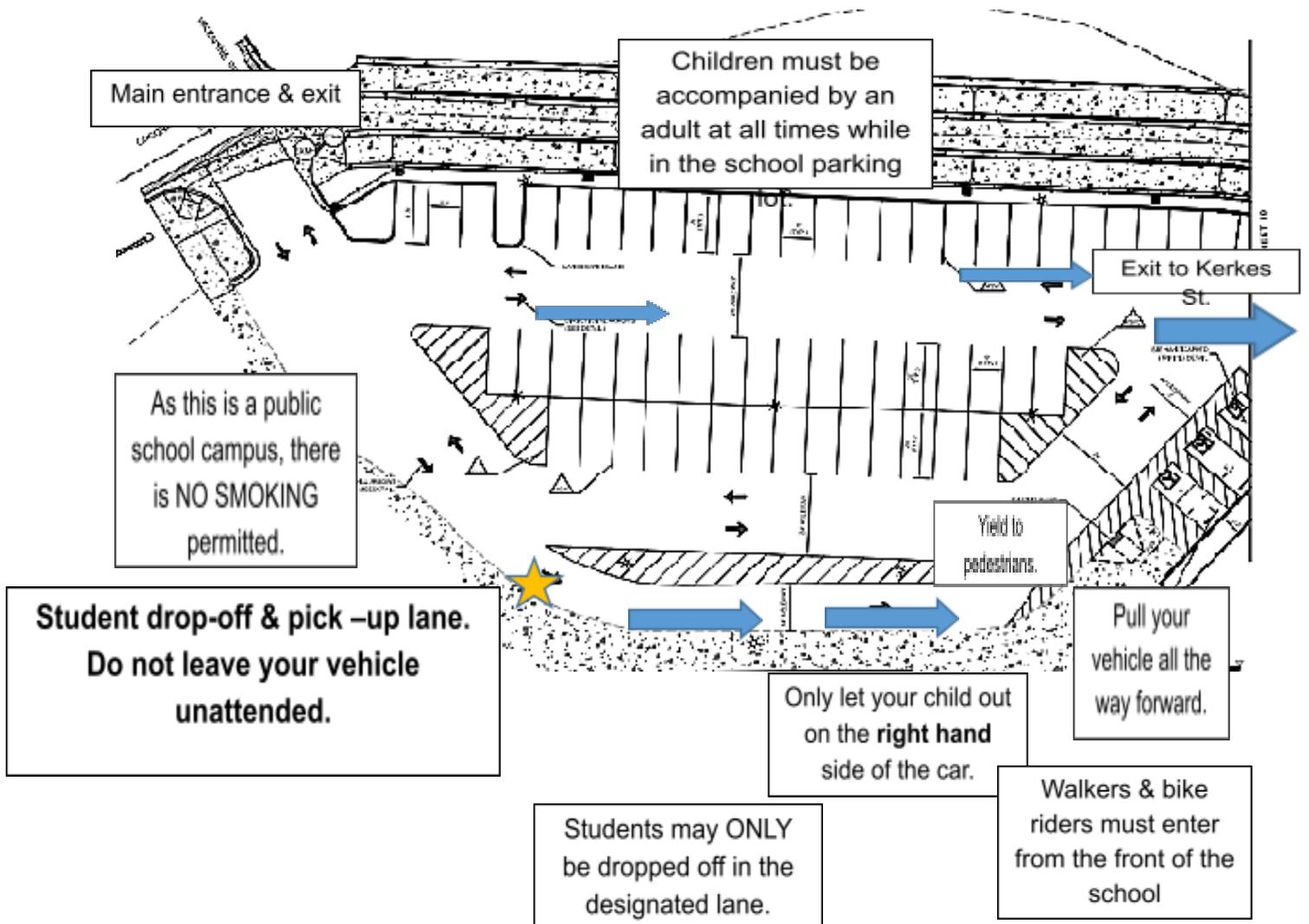
How to Drop Your Children Off and Pick Them Up Safely

1. Students should exit the car in the designated unloading zone at the front of the school between the ramp gate and the stairs.
2. Pull your car all the way forward to the supervising adult.
3. During arrival and dismissal times, do not leave your vehicle in the drop-off zone.
4. Children must be accompanied by an adult when walking through the parking lot.
5. The car pick-up and drop-off zone is identified on the school map located at the back of this handbook. Do not drop off or pick up your children in the bus lane.

In order to assure the safe transportation to and from school, we have designated the traffic pattern for morning drop-off and afternoon pick-up. Please follow these procedures to ensure student safety.

Hassayampa Parking Lot

We have a responsibility to ensure the safety of all students. Please help us and your children by being a courteous driver and following our parking lot procedures.



Student & School Safety

School Insurance: Wickenburg Unified School District makes available to parents a school insurance program. The purchase of such insurance is optional at the elementary level. Information concerning the insurance program will be in your registration packet. In the past, the insurance carriers have offered good service, but the school district does not in any way guarantee the insurance program offered. When you receive the information, please read the terms and coverage carefully.



Fire Evacuation Drills: Fire drills are held on a monthly basis. It is important for students to move quietly, quickly and in a calm, orderly manner to the assigned areas when the alarm sounds. Each classroom has a map indicating the emergency exit routes. Students are to follow instructions and remain in assigned areas until further instructions are given.

Crisis Management: Each school within WUSD has an established Crisis Management Plan. The plans are created to meet the needs of each individual campus. The school has an established plan for “lock downs” and “lock outs” as well as campus evacuations. Lockdown drills are practiced at least once each semester. Each classroom has a crisis management packet with specific information aimed at assisting the teacher. In the event of an actual emergency, teachers and staff have been instructed on strategies and activities they must adhere to. Parents would be notified of a location from which to pick up their child. It is our hope that we never have to utilize our crisis management plan. However, it is important for parents and guardians of our students to know we are prepared.

Reporting Child Abuse: According to state law, school employees cannot ignore suspected child abuse. School employees are mandatory reporters. Non-accidental injuries, sexual molestation, abuse and neglect must be reported to the Department of Child Services. People who are required to report suspected abuse are protected by state legislation from civil or criminal liability. If you or someone you know needs help or if you need to report a child abuse problem, please call Department of Child Services at 1-888-767-2445.

Custody: In most cases, divorced parents continue to have equal rights, such as access to information, where their child is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents.



Non-School Hours: Hassayampa Elementary is a closed campus. Access to the

campus is not available during non-school hours unless school functions are occurring. Anyone on campus without the expressed verbal or written consent of the school principal or superintendent is considered to be trespassing and will be referred to the local police department for prosecution. Acts of vandalism or damage to school property will result in prosecution to the fullest extent. Access is considered denied in all instances in which school is not in session and / or the gates are locked.

Visitors & Volunteers

Adult visitors to campus are always welcome. For security and safety reasons, **all visitors must enter from the Hassayampa Office** and sign in. The office will furnish a visitor's pass to wear while visiting Hassayampa. Before leaving, visitors must return the visitor's pass to the office and sign out.

When picking up your child during the school day, please make your request in the school office. Students will **not** be released from the classroom.

Wickenburg Unified School District Volunteer Program: In keeping with the mission statement of the district, the primary goal of the volunteer program is to assist schools in providing the best possible education for each student. The services of volunteers are utilized in school to accomplish the following objectives:

- Assist teachers and support personnel with non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and students' learning opportunities
- Promote a school-home community partnership for quality education



At Hassayampa, there are many ways volunteers can help. Volunteers can be:

- Classroom helpers
 - Clerical aides
 - Field trip chaperones
 - Event coordinators
 - Health Safari assistant
 - Classroom guest speaker
 - Library assistants (shelve books)
 - Campus supervision (cafeteria or playground)
- Tutors (help students with math facts or listen to them read)

Who can volunteer: Everyone who cares about children and education is a potential volunteer. Prior teaching experience is not necessary. Anyone who has satisfactorily completed the necessary application, screening, and training can volunteer. Possible volunteers may be: parents, grandparents, extended family members, students, community members, corporate partners/employees

How do I volunteer?

- Contact school secretary for a volunteer application packet
- Complete the volunteer packet

- Return it to the school secretary for principal's approval
- Once approved by the principal, the school district volunteer coordinator will contact you for an appointment to complete the volunteer process.

Off-campus Volunteer Requirements:

Fingerprinting is required for all volunteers who assist with supervising students under the following conditions:

- Off-campus field trip including overnight event chaperones
- Coaches
- Any time a volunteer is supervising without WUSD staff

Contact the District Volunteer Coordinator for the necessary fingerprint processing. Allow 6-8 weeks for processing. Once approved, volunteers may continue to volunteer each year as long as they remain an active volunteer.

VISITORS

Schools are public institutions and should be open to visits from parents/guardians and other interested parties to the extent that visits do not compromise student or staff safety and do not disrupt the education process or school's operation. School buildings will continue to be open to the public as long as visitors do not disrupt school instruction, operation, or activities; or compromise the safety and security of students and staff.

This applies to the school building and all exterior grounds of the school, including, but is not limited to, the playground, any other buildings and areas on WUSD property. The school principal has primary responsibility for ensuring visitor access in the school building. Visitor conduct is monitored and supervised while on school property. The principal has the authority to deny access to any individual seeking to enter the school if the principal determines that the visitor's presence poses a danger to or disruption of school activities, school instruction, or students and staff. Visitors who pose a threat or disruption to the school environment may be denied access.

Security procedures for all school visitors. All visitors and school staff must comply with the following procedures regarding school visits:

1. The main entrance of the school building shall be used for all exits and entries to the school. Any person found violating this rule will be immediately reported to the principal. The only exception to this rule will be during large assemblies and during emergency or fire situations.
2. All visitors must immediately report to the front office to identify themselves and receive a visitor's badge. Proper identification must be presented in order to receive a badge, unless the individual is



already known to school staff. Proper identification includes a driver's license or other government-issued personal identification card, passport, or a current employee identification card from a local or federal/ state government agency or private entity.

3. All visitors must sign the school visitor's log. The log shall have appropriate columns so visitors can provide their name, agency/office, purpose of visit or person they are visiting, times of entry and departure, and badge number if applicable.
4. Visitors must follow the instructions provided to them at the front office. The principal may limit the areas and times during which the visitor may access the building, but not in a manner that will unreasonably infringe upon the rights of a parent or a parent's designee to observe or support a child in the classroom. The scope and duration of the visit will correspond with the purpose of the visit.
5. Visitors must wear or display their visitor's badge at all times while on school premises.
6. All visitors must sign out on the visitor's log prior to exiting the building.
7. All staff members shall relay concerns regarding the presence or conduct of visitors to the school principal immediately so that further appropriate action may be taken.
8. Visitors to school buildings will have a specific purpose and will conduct their business in an efficient manner, the goal of which, to enter and leave the school building promptly without loitering so that the educational mission of the facility can effectively be achieved.

NOTE:

- Students are not permitted to bring friends or relatives to visit.
- Nonparents or non-custodial guardians of students must complete the volunteer process in order to volunteer in the school when students are present.

Relatives or significant others of current employees may visit before or after school hours or during non-instructional times only with a clearly stated purpose, knowledge of the principal, and not with students unless identified as a fingerprinted volunteer.

No one may pick up a student directly from the classroom. A child must be checked-out in the office prior to dismissal from class.

Related WUSD Board Policy: KFA and KI.

Visitors on the Playground

While visiting Hassayampa, you may join your child during recess as long as your child continues to adhere to playground expectations. We have rules in place to ensure the safety of all students. Staff on duty have a responsibility of ensuring the safety of all students.

- Do not interfere with duties of any staff member. You may not reprimand any child. Please report concerns to the playground staff on duty.
- Non-enrolled children are not permitted on the playground.
- Visitors may not use the playground equipment.

Parental Involvement Activities: Hassayampa offers parents opportunities for involvement in the school program and activities. Parents are encouraged to participate in the learning process.

Examples of opportunities for parent involvement are:

- Participation in the Parent-Teacher Association - PTA meetings are held monthly. Information concerning membership and activities will be sent home and are available on the website.
- Classroom volunteers - help the teachers in a variety of ways.
- Room parents - help organize special events and classroom parties.
- Special activities - assist in programs such as field day, health screenings, field trips, etc.

School Board Meetings: Parents are always welcome at WUSD school board meetings. Check with the District Office or website for a monthly schedule of Board meetings. The meetings are held in the District Board Room which is located at 101 E. Coconino Street, Wickenburg, AZ, 85390. A copy of the agenda will be available for review in the Administration Office prior to the scheduled Board meeting.

Course of Study & Additional Programs

CURRICULUM: Curriculum is what we teach or what your child is expected to learn.

Instruction is how we teach.

The course of study for Hassayampa is designed to provide learning experiences for each student to develop the readiness skills necessary for future learning. Students receive instruction in mathematics, science, social studies, language arts, and reading. Hassayampa's curriculum is aligned to Arizona's K-12 Standards. In addition to the basic course of study, students in grades K-5 have art, music, and physical education. Additional information about our curriculum can be obtained from your child's teacher and/or the District's website: www.wickenburgschools.org. Parents and guardians are always welcome to review texts and curricular materials used for student instruction.

ELA - During the 17-18 school year, *Wonders* became the adopted core reading program for Wickenburg USD. This curriculum is scientifically-based in reading research as defined by the National Reading Panel (2002) and the National Research Council (2002). This K-5 reading series allows for continuous progress throughout the elementary grades. Spelling, phonics and vocabulary development are embedded within the core reading program to enhance meaning and to avoid teaching these skills in isolation.

MATH - For the 23-24 school year, Wickenburg USD adopted the McGraw Hill Math curriculum. Teachers will be receiving professional development prior to the start of the new school year. Additional information will be shared with families as we become more familiar with the curriculum. To do some exploring on your own, you may visit their website: <https://www.mheducation.com/prek-12/subject/math.k-5.html>.

Supplemental Resources:

IXL is a supplemental computer resource which supports the curriculum. This resource is available to all Hassayampa students during and after school hours. IXL is a highly rated, adaptive software – meaning that the program adjusts the level of instruction based upon the student's responses and provides targeted intervention lessons. Website and login information may be obtained from your child's teacher.

Special Programs

Gifted: Wickenburg Unified School District provides programs for gifted students. Services mandated by the state include expanded academic course offerings and differentiated instruction. Students eligible for the gifted program must meet the State of Arizona's criteria as stated: "Students shall be served who score at or above the 97th percentile on national norms in any one of three areas – verbal, non-verbal or quantitative reasoning – on any test from the state board approved list." A teacher, parent, or students themselves may refer students to the gifted program. Parent permission for testing is

required. Results are typically shared within 30 days of the test date. Upon request, parents may have the test results explained in depth. At Hassayampa, gifted students are clustered in like classes at each grade level. Afterschool enrichment classes may also be offered throughout the year.

Title One: At Hassayampa, Title One programs are designed to assist students who are deficient in the academic area of reading. Students are placed in the program based upon test scores in reading and teacher recommendation. Identified students receive specific reading support during our Walk-to-Read time on a daily basis. Hassayampa has reading specialists on staff to assist students in meeting the reading goals.

Special Education: The Arizona State Legislature has mandated that all school districts in Arizona shall provide special education services and programs for those students needing special education. WUSD supports this mandate and provides services for all special education categories either within the school setting or, if necessary, on a tuition basis to state approved agencies.

Wickenburg's philosophy emphasizes providing individual instruction, a diversity of materials, and special teaching techniques to educate each pupil at a rate and level adjusted to his/her individual differences. The special education programs are a supplement to the regular school program and are not a means of segregating or isolating pupils characterized as being low achievers. For this reason, the general philosophy is to keep students in the regular classroom environment as much as possible, usually through a resource type program.

The general goals of Wickenburg's special education program are:

- To help students achieve at their ability level in the areas of communication skills (reading, writing, etc.), computation skills (mathematics, etc.), and other subjects.
- To help students achieve a sense of personal success and self-worth.
- To help students develop physically and mentally.
- To help students establish meaningful relationships with their environment and others.
- To help students acquire concepts, skills, and attitudes that will enable them to make successful beginnings in the home and one or more areas of business, industry, or further education.
- To help students recognize and develop creative abilities.

Special education programs are offered at all WUSD school campuses, kindergarten through high school. In order for a student to be placed in a program, s/he must be referred and evaluated individually by the school psychologist or other certified professional. Students may be referred for testing as a result of the yearly district-wide screening, teacher referrals, parent referrals, or student self-referrals.

English Language Learner Services: English Language Learner (ELL) services are provided for non-English and limited English proficient students. The program's goal is to help students to develop their academic English language proficiency.

Entry and exit into an ELL program is determined solely by AZELLA scores. Students who's AZELLA Overall Proficiency Scores are Pre-Emergent, Emergent, Basic, or Intermediate shall be identified for pull-out language services. New ELs, in the first year of education in an Arizona school, shall take the AZELLA Placement upon initial entry to school. If the student took the placement test after January of that school year, the student is not required to take the annual AZELLA Spring Reassessment. Continuing ELs shall be reassessed with the AZELLA at the end of each school year. See the AZELLA website for more information regarding Placement, Mid-Year, and Annual Reassessment. Parents are informed of their child's progress on the AZELLA and what education plan will be in place for their child.

Since the 2020-2021 school year, Hassayampa has been serving students identified as ELL through a pull-out model as described by the Arizona Department of Education. Students are served in small groups based upon their grade level and language needs. At Hassayampa, we will provide a minimum of 75 minutes daily of English Language Development (ELD) instruction that is governed by the language domains and the English Language Proficiency Standards.

It is critical to the academic success of English language learners that these students become proficient in English as quickly as possible.

Bilingual Education: Bilingual education is not currently offered in Wickenburg USD. Schools in which twenty (20) or more students in the same grade level receive parental exception waivers in accord with A.R.S. 15-753 shall be offered classes teaching English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. WUSD # 9 students wishing to receive Bilingual education shall be permitted to transfer to a public school in which such classes are offered.

Parental Waivers: With prior written informed consent, provided on an annual basis, a student's parent or legal guardian may request a waiver from the application of A.R.S. 15-752 – *being placed in an English language classroom*. In order to apply for a waiver the parent or guardian must visit the school to apply for the waiver, and while at the school, be provided a full description of the educational materials to be used in the different educational program choices, and be provided all the educational opportunities available to the child.

Parental Exception Waivers: A parental exception waiver may be requested if the above prerequisites have been met and at least one (1) of the following applies.

- The student already possesses good English language skills as measured by a standardized test of English vocabulary, comprehension, reading, and writing in which the student scores
- Approximately at or about the state average for the students grade level, or
- At or about the 5th grade average, whichever is lower
- The student is age ten (10) or older, and:
- It is the informed belief of the school principal and educational staff that an alternate course of education would be better suited to the students overall educational progress and rapid acquisition of basic English language skills. The student has special individual needs (physical or psychological needs above and beyond the lack of English proficiency).

Any decision to issue a waiver based on special individual need is to be made subject to the examination, approval and authorizing signature of the Superintendent within, but not limited to, the guidelines outlined in WUSD Policy IHBE dated 2001 and/or any revisions of this policy.

Appropriately Certified Staff:

WUSD strives to provide students with teachers and staff who are appropriately certified for the positions they hold. Teachers must be appropriately certified in the area in which they are teaching. Hassayampa Elementary School will notify parents when a teacher is certified in an area outside of their assignment or when a substitute teacher is hired to fill in for a long-term leave or unplanned vacancy. As part of a **Parents Right to Know**, parents wishing to review the resume of their child’s teacher are welcome to make a request.

ENRICHMENT

To develop well-rounded students, we offer classes in the areas of music, art, and Physical Education, each class is scheduled weekly time in the library.



Art

Art will look differently during the 23-24 School Year. Visual arts will be integrated into the general curriculum. Additionally, we are seeking volunteers from the community to provide mini-lessons in their area of art expertise.

Please join us in February for the Hassayampa Art and Science Night where we will display the many works of art created by students.

Music

Students are provided opportunities to learn about various music genres, reading music, and musical instruments. During the school year, there are opportunities for students to perform at school events.



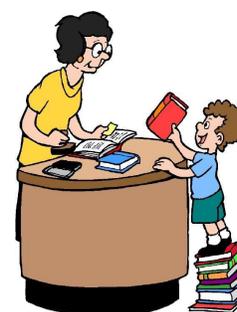
Physical Education

All students enrolled in physical education classes are expected to dress in appropriate attire: loose fitting, comfortable clothing preferably pants or shorts and a T-shirt, good socks and athletic shoes. Long hair should be tied back and jewelry should not be worn. If student attire or shoes prohibit participation or present a safety hazard, the physical education grade may be affected.

Students are expected to participate in all phases of the physical education program. Short-term exclusion because of health reasons must be accompanied by a written excuse from the parent. The reason for the excuse and the dates to be excluded must be stated. Students needing to be excused for more than three weeks will need to bring a note from a physician stating the reason for the excuse and the dates to be excluded.

Library / Media Center

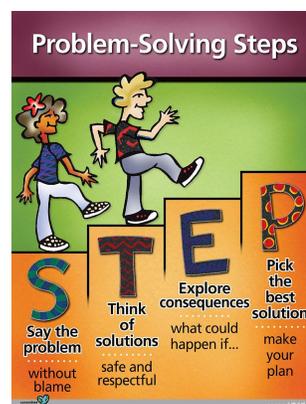
Reading is an integral part of all learning. As an education institution, it is important for us to instill a love for reading! All students are encouraged to use the library. Students may check out up to two books for a period of two weeks. Students are responsible for all books and materials checked out. Students' families are responsible for paying for any lost or damaged books and materials. Students are expected to study quietly, return materials to designated areas, and help keep the library in order.



Character Education

Hassayampa utilizes CHARACTER COUNTS! a national framework for implementation of character education. The framework is based on six pillars of character. Character education teaches universally-accepted values, such as trustworthiness, respect, responsibility, fairness, caring and citizenship, and motivates youth to incorporate these values into their lives. Character education is non-partisan and non-religious.

Throughout the year, Hassayampa will celebrate one pillar per month through morning messages, guidance lessons and student recognition to be presented at honor events. To further support students in areas such as problem solving and conflict resolution, we utilize our adopted curriculum, Second Step. This program is age-appropriate for elementary students. During this instructional time, students learn to identify strong emotions and how to manage them appropriately. Students learn to understand differences in others as well as other people's point of view. This program encourages respectful and responsible behavior. To practice empathy and kindness, this program gives real world scenarios that students can relate to.



Accelerated Reader

This is an online reading assessment where students read independently then take a short quiz. Each quiz is worth points and the system tracks the number of words read. The program is available for all readers. The AR program is not a reading program, but rather, is an incentive to encourage students to read. Grade levels have celebrations for students who make quarterly goals. Students who read a million words during the school year will have their names added to the Million Words wall. Our Million Word Club students will be recognized at the end of the year. Visit the school website to see an update of how many books students have read for the month.

Technology

Technology is available to all students. Teachers provide instruction during the week to work on numerous educational programs and applications supported through technology. Each K-5 classroom has 1:1 access to Chromebooks for daily use within the classroom.

Therapy Dog Program

During the 2022-23 school year, Hassayampa requested Board approval of a therapy dog program. The therapy dogs, Stella and Lulu, have been visiting classrooms, sitting with readers, and helping to calm students who are experiencing anxiety.

Families are given an opt-out option if desired. We are excited to be able to offer this service to our students! Please contact the school if you would like to learn more about this program.



Textbooks/ School Equipment:

When textbooks are issued, the students are responsible for the care of these books. Students' families are financially responsible for replacing lost or damaged textbooks and other school equipment. *Report cards and school records will be held until assigned textbooks or school equipment are returned or replaced.*



School Supply Lists

The school provides basic classroom supplies; however, more is generally needed. Assistance is available to families unable to provide these items. Please notify the school counselor if support is desired. Throughout the year, teachers may request additional items for the classroom.

Kindergarten through 2 nd grade	3 rd through 5 th grades
<p>2 dozen #2 pencils (sharpened -if affordable) 2 pink erasers 1 pencil box (not K) Hi-lighters (yellow, green, pink) (2nd only) 1 box of crayons (24 count) 1 lg box black Expo dry-erase markers 1 white board eraser 2 glue sticks 1 box of 24 colored pencils (2nd grade) Markers (not 2nd) 1 pair of scissors 3 plain colored pocket folders 2 wide-ruled spiral notebooks (K-1 only) 1 Composition, wide-ruled book (2nd only) Disinfectant wipes Water bottle (prefer clear) Headphones (labeled in baggie) 1 box of quart-size Ziplock bags</p> <p>Optional: 1 box of Kleenex Addition & subtraction flashcards (not K)</p>	<p>2 dozen #2 pencils -Ticonderoga preferred (no mechanical pencils or pens) Pencil top erasers 1 pencil box 8 black Expo dry-erase markers, wide tip and 2 fine tip 1 white board eraser, small size 2 x 2 2 glue sticks Hi-lighters (yellow, green, pink, blue) 2 plain colored pocket folders 5 wide-ruled spiral notebooks (70 page) Disinfectant wipes Water bottle (prefer clear) Headphones or earbuds (labeled in baggie)</p> <p>Optional: 1 box of Kleenex Math Flashcards - addition, subtraction, multiplication and division</p>

Please keep in mind that backpacks do get heavy and can be hard on the back and shoulders. Think about the size of your child when purchasing a backpack. Make sure they clean them out regularly.

Assessments

In this age of accountability, assessments have become an integral part of an educational system. Assessments are used for varying purposes; however, their primary purpose is to drive instructional decisions. It is important that parents have a basic understanding of the assessments used.

State Assessments

State assessment for reading, writing, and math for third, fourth, and fifth grade students. It is a computer-based test which provides engaging questions and measures critical thinking skills for college and career readiness. The assessment is aligned to the state standards which detail what students should be able to do at each grade level. The State assessment is administered during the spring testing window, usually in April. Check the school calendar for specific dates.

State Assessment for Science

State science assessment is given to the current 5th graders. This assessment usually occurs during the last week of March.

Reading Skills Assessment

Currently, our basic reading assessment is through Acadience. This is an assessment used in grades K-5 to determine if students are on track for success in reading. The assessment is given to all students at the beginning, middle and end of the year. Students who are not identified as meeting the core standards for reading will be progress monitored on a weekly or bi-weekly basis. At the end of the year, all students who meet benchmark will receive a gold medal in reading. Please visit the Acadience website to learn more about the purpose of the assessment.

District Benchmark Assessment - Galileo

This is taken in the content areas of reading and math to determine if first through fifth grade students are moving toward mastery of the grade level standards as well as to determine if third through fifth graders are on track for passing state assessments in the spring. First grade participates in the math portion only. Galileo is given as a pre- and post-test at the beginning and ending of each school year as a measure of growth as well as mid second and third quarter to monitor progress.

Math Fact Fluency

Although math is much more than basic skills, those basic skills are necessary at an automatic level. Students are expected to master basic math skills benchmarks identified for the grade level.

Grade Level Instructional Goal	Grade Level Mastery Goal
Kindergarten: count and identify #'s within 100	
First Grade: addition / subtraction facts within 10	
Second Grade: subtraction facts within 20	Second Grade: addition facts within 20
Third Grade: multiplication within 12	Third Grade: addition/ subtraction facts within 20
Fourth Grade: division within 12	Fourth Grade: add/subtract within 20 //multiply within 12
Fifth Grade: conversion of fractions, decimals, and percentages	Fifth Grade: add/subtract & multiply / divide

District Formative Assessments (DFA)

Weekly or bi-weekly, mini-formatives are used to determine if students have mastered the essential standard taught during that time period. Instructional groupings as well as recommendations for extra tutoring will be based on the outcomes of these assessments.

Homework Philosophy

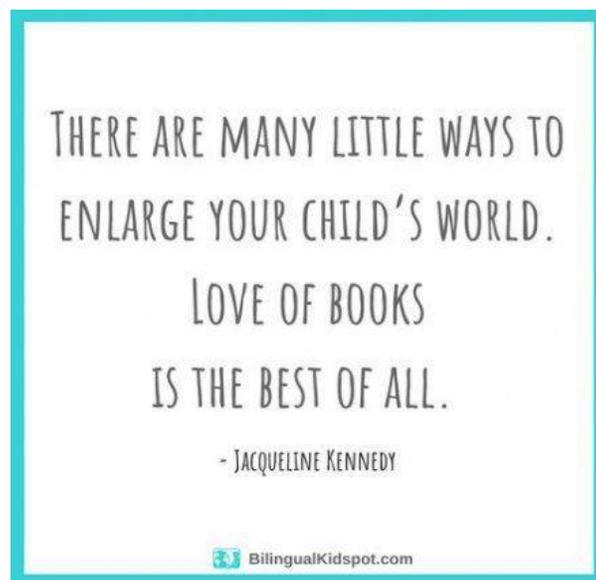
Homework plays an integral part of the educational process. In addition to reinforcing specific subjects in the classroom curriculum, homework can and should be used to:

- develop responsibility and good study habits
- encourage growth of the individual student to his/her full potential
- enhance communication skills
- apply knowledge to real-life situations in a meaningful way
- logically connect or challenge facts and ideas
- provide each student an opportunity to develop independent judgment, think critically and problem solve

The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly-acquired skills or apply recent learning to real-life situations. Homework may also consist of assignments that help students prepare for class participation. Extended homework assignments provide students the opportunity to apply time management and organization skills to monitor and complete the assignment within the allotted time frame.

Equally important and often overlooked is the important fact that homework is an exercise in developing responsibility and good study habits. These are skills that are essential to students being successful in school, as well as later in life. Accepting the responsibilities related to homework means the student needs to independently take direction, manage time, and complete the work to the best of his or her ability. Homework is about learning to make choices about when to do homework, how to do homework, where to do homework, and when to turn it in.

Homework is an extension of the learning experiences students have during the school day. It is designed to support what they have learned in their classes and help students achieve mastery in their learning. Parents can aid their students by providing a quiet place to study, reviewing their homework, and helping them study for tests. At Hassayampa Elementary, we recommend the “10 Minute Rule.” **In addition to their nightly reading**, students should be spending approximately 10 minutes on homework per grade level per night.



Report Cards / Grading Scale

Report cards are issued at the end of each grading period. The report card is a means of communication between the school and the home. Progress reports are mailed home in the middle of each grading period.

Grades 1-5 at Hassayampa School use the following *scale*:

4 = A	90 % - 100 %
3 = B	80 % - 89 %
2 = C	70 % - 79 %
1 = D	60 % - 69 %
0 = F	below 60 %



In some cases, students will receive an INCOMPLETE (I) instead of a grade. This means that they have not completed the required work. Students have up to two weeks after the grading period to make up an INCOMPLETE. If they do not complete the work, the incomplete turns into a failing grade.



HONOR ROLL: At the end of each grading period, students in grades 3-5 with good grades will hold positions on the Honor Roll. Keep in mind that a student must be enrolled a minimum of 20 days to be eligible for Honor Roll recognition. The **Principal's Honor Roll** will be awarded to students with a 4.0 grade point average. The Hassayampa Honor Roll will be awarded to students who have achieved all A's and B's on their report card for the

quarter. If the student has a C, D or F in any subject area for that quarter, they will not be eligible for the Honor Roll.

SYNERGY - ParentVUE

Are you signed up for ParentVUE? Parents, you can get current information on your child's progress. With a user ID and password, you can have the ability to see your child's grade for each subject, missing assignments, and grade for a particular assignment plus many other things. This system can help you know how your child is doing in school and this can be done from your computer at home or work via the internet. If you don't have your user ID, please stop by the front office for assistance in getting more information on this useful tool.



Move On When Reading

In May 2010, the Arizona legislature passed ARS 15-701 which requires schools to **retain 3rd grade students who attain a “minimally proficient”** designation on the 3rd grade State reading assessment. These students shall receive intensive reading instruction to ensure their advancement in achieving the goal of reading on grade level. Effective remediation models address these essential language skills:

- Phonological awareness
- Blending, segmenting, manipulating individual sounds
- Phonics
- Spelling, decoding and word analysis
- Fluency
- Accuracy, automaticity and access meaning
- Vocabulary
- Common, academic and content specific
- Comprehension
- Listening and reading (including text structures)
- Written response
- Spelling, dictation and literary response

At-risk students will receive additional instruction from a skilled teacher who has knowledge and experience and who effectively uses data to inform instruction and monitor student progress. Students identified as at-risk will be required to attend afterschool, intersession, and/ or summer school to address any reading deficiencies. Together, parents and teachers will ensure student success in reading. Please review the Raising Expectations policy for additional information on potential intervention for at-risk students.



WICKENBURG UNIFIED SCHOOL DISTRICT NO. 9

Raising Expectations

The following policies were enacted to focus attention on the value of academic achievement and to increase accountability.



GRADES 1 THROUGH 5 RECOGNITIONS

1. Students who score “highly proficient” on the reading and/or math sections of state assessments will receive recognition at the start of the school year.
2. Students who score “highly proficient” on the reading and/or math sections of the district benchmark will receive recognition.

REQUIRED INTERVENTIONS

1. The district benchmark will be given to all students, Grades 1 – 5, for reading and math. Any student who scores “minimally proficient” on the district benchmark will be required to complete 8 hours of remediation for each deficient area.
2. If, at the end of the 1st, 2nd, or 3rd grading period, a student has an F in reading or math, the student will be required to successfully complete a minimum of 8 hours of remediation for each failing grade.
3. If, at the end of the 4th grading period, a student has an F in reading or math, the student will be required to attend summer school.

NOTES:

- Funding will determine the interventions available.
- Each school team will determine, based upon need, which students are selected for intervention. No student will exceed 8 total hours for any given intersession period (this provision does not apply to summer school).
- Individual schools may choose to implement complementary positive and negative consequences for all testing programs.
- Special Education students requiring interventions will be referred to the IEP Team.
- Principals have the authority to make exceptions for students on an individual basis.

Remediation may include one or more of the following:

1. Tutoring
2. Intersession courses
3. Summer School
4. Saturday School
5. Private or Commercial Tutoring approved by the Principal.



EXCESSIVE ABSENCES

Regular school attendance promotes learning and achievement; therefore, students who have ten or more days of excused or unexcused absences in a semester will be required to complete 8 hours of remediation.

CONSEQUENCES

Students who fail to successfully complete the required remediation will be recommended for retention.

Miscellaneous

Animals & Pets

Children must not bring animals or pets to school. If a child has an animal or pet s/he would like to show to the class, his/her parent must contact the Principal to obtain **written** permission one day in advance to make the necessary arrangements. Because animals cannot be left at school the full day, all animals must go home with the parent.



****Animals must be in a secure container and cannot be transported on the school bus.**

Birthdays

If you wish to celebrate your child’s birthday, please contact your child’s teacher in advance. As part of our student wellness policy, we will have **monthly** classroom birthday celebrations and recommend healthier treats. For safety, all food items must be pre-packaged items – not from a home kitchen. Please consider the ease of serving treats – individual portions are best, no cakes. Remember small serving plates and spoons for certain items. Flowers and balloons will not be delivered to classrooms as they disrupt the learning environment. Please save those special gifts for home.



Happy Birthday

Playground

Playground safety is extremely important. In order to ensure a safe and fun environment for your child, we require all students to adhere to playground expectations: Flip flops are not permitted on equipment. All expectations are taught and reviewed as needed.

 The Coyote Way 			
<h1>HOWL on the Playground!</h1>			
Honor	Ownership	Work	Leadership
<ul style="list-style-type: none"> ★ Keep hands, feet, and objects to yourself ★ Follow directions when given ★ Be a good sport when playing with others ★ Line up immediately when whistle blows 	<ul style="list-style-type: none"> ★ Use equipment safely ★ Leave rocks, sticks, and sand on the ground ★ Wear appropriate shoes 	<ul style="list-style-type: none"> ★ Strive to make friends ★ Follow game rules ★ Put equipment away 	<ul style="list-style-type: none"> ★ Take turns and include others ★ Use positive talk and be a role model ★ Report unsafe behavior to a staff member

Electronic Devices (SR&R Handbook)

Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibilities of ensuring that those items are not a disruption and do not interfere with the learning of others. They are not to be used during any class time, unless under the direct guidance of the teacher. If they are on and make a noise or vibrate or otherwise call attention away from instruction, the device is creating a disruption. These items must be in the off position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device.

Students are solely responsible for the proper use and security of any personally owned electronic device that they bring to school or school sponsored activities. Students should not share or loan electronic devices. If they do, they may be held responsible for any misuse of that device by another just as though it had remained in their possession.

Students should understand that they bring an electronic device on campus at their own risk. **WUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The school administration is under no obligation to conduct investigations for prohibited items if stolen.** The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

Field Trips

As part of the educational process, planned field trips are available to Hassayampa students. This activity is viewed as an integral part of learning through first-hand experiences. The parent permission signed at the beginning of the school year covers all school-wide field trips taken during the year. Grade level field trips will require parent signatures. Volunteers and chaperone's are welcome to sign up to attend field trips; however, non-enrolled students may not attend school sponsored field trips.

Hassayampa Preschool

Hassayampa offers a preschool program for students who are 3 years of age and potty-trained at the time of enrollment. In our program, your child will participate in an environment that meets social, academic, and developmental needs. Our program will help set the foundation for learning and prepare children for kindergarten. Programs are tuition based, and fees vary depending on the program chosen. Please check the school website or the front office for additional information.

Lost & Found

The *LOST AND FOUND* is located near the main staircase at Hassayampa Elementary. Money, jewelry and other valuable items should be brought to the school office. Unclaimed items will be donated to a local charity at the end of the school year. It is

strongly suggested that parents mark jackets and other easily misplaced items with the students' names.

Site Council

The mission of the Site Council is to ensure that individuals who are affected by the outcome of a decision at the school site share in the decision making process through a diversified council that represents the school attendance area. For information on how to become a member of this council, please contact the school principal or visit the school website to obtain an application to become a member.

Student Dress Code

Hassayampa Elementary School and the Wickenburg Unified School District encourage students to take pride in their attire as it relates to the school setting. Students need to keep in mind that the way they dress should demonstrate respect for their peers, parents, teachers, and the safety and integrity of the school learning environment. If a student fails to adhere to the dress code, then the student will be provided with an appropriate change of clothes for the remainder of the school day or a parent will be called to bring in a change of clothes. Upon subsequent offenses, the student's parent/guardian will be notified and appropriate consequences will be given by the administration. Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following the dress code, takes into consideration the educational environment, safety, health and welfare of self and others.



Dress Code

- Shirts and tops shall not expose bare midriffs (midriff includes any portion of the front, sides, or back), bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. No halter tops, spaghetti straps, or strapless tops. All shirts must have sleeves or straps that are one inch wide.
- Clothing that exposes undergarments will not be permitted.
- Shorts must be mid-thigh in length (the child's hand length from the top of the knee)
- Clothing must cover the entire buttocks. Pants must be worn at the waist.
- Mini-skirts must be worn with shorts or leggings. Tights will not be worn as an outer garment.
- Pants and shorts that have rips, distressed holes, or torn completely showing skin must not have skin exposed in areas that would be against dress code.
- No pajamas or slippers (unless approved for special occasions such as Pajama Day).

- Bare feet are never acceptable. In the interest of safety, shoes will be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, sports, or attending a field trip. Flip flops are not permitted on the playground equipment.
- Apparel or accessories that could be used as a weapon or simulated weapon, such as spiked jewelry, hats, wallets, arm, or neck bands with spikes or chains, or with inert munitions are not permitted. Jewelry or ornamentation are not to be worn if it presents a safety hazard to self and/or others.
- Head coverings (i.e. hats, beanies, hoods, etc.) will not be worn inside any campus buildings at any time, except for properly approved occupational safety headgear required for special classes, or unless specifically authorized by the administration.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, alcohol, the occult, hate, intolerance, violence, graffiti, gangs, nudity or obscene gestures on clothing or jewelry are expressly prohibited.
- Gang-related items or personalization is not permitted.
- Make up is not permitted.



Inappropriate Items at School:

Snacks that aren't part of a classroom celebration - Gum, candy, sunflower seeds, soda, etc. Snacks that are part of a student's school lunch should be individual serving sized.

Cameras, cell phones, other electronic devices.

Pets or other animals

Water balloons, water guns, etc.

Firecrackers, snap caps, stink bombs, etc.

Weapons or dangerous objects

Tobacco, lighters, tobacco paraphernalia including vapes

Drugs and wax pens, alcohol and/or drug, alcohol paraphernalia

Cigarettes (including electronic cigarettes or vape devices), matches, lighters, rolling papers, tobacco in any form.

This is **not** a comprehensive list. Please talk to your child about items in your home that would not be appropriate in a school setting.

SMOKE-FREE CAMPUS: ARS 36-798.03 states that tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playgrounds, in school buses or other school vehicles, or at off campus school-sponsored events.

DRUG-FREE CAMPUS: All Wickenburg Schools have been designated as drug-free zones. We will seek strong penalties against anyone who possesses, uses or sells drugs or drug paraphernalia on or near our campus. Signs informing the public of this are posted around the campus.

Student Rights and Responsibilities

A copy of the Wickenburg Unified School District's Student Rights and Responsibilities Handbook can be found on the district website. Within this document you can learn more about the district's philosophy of student conduct, due process, victim assistance, discipline guidelines and much more.

In order to achieve and maintain a safe and orderly educational environment, consistent and fair disciplinary procedures must be followed. There are times when students choose inappropriate behavior. Some inappropriate behaviors are minor in nature while others are severe. The classroom teacher or supervising teacher deals with minor infractions. Severe behaviors will receive an office referral.

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined Student Rights and Responsibilities Handbook. For a complete listing of infractions and consequences, please refer to the Student Rights and Responsibilities Handbook, which is located on the district and school's website. An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

Positive Behavioral Interventions and Supports

At Hassayampa, we live the Coyote Way and we HOWL! Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. Tier 1 practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. Schools provide these universal supports to all students, school-wide. Tier 2 practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at the school. At Tier 3, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's needs. For additional information on PBIS, please visit pbis.org.

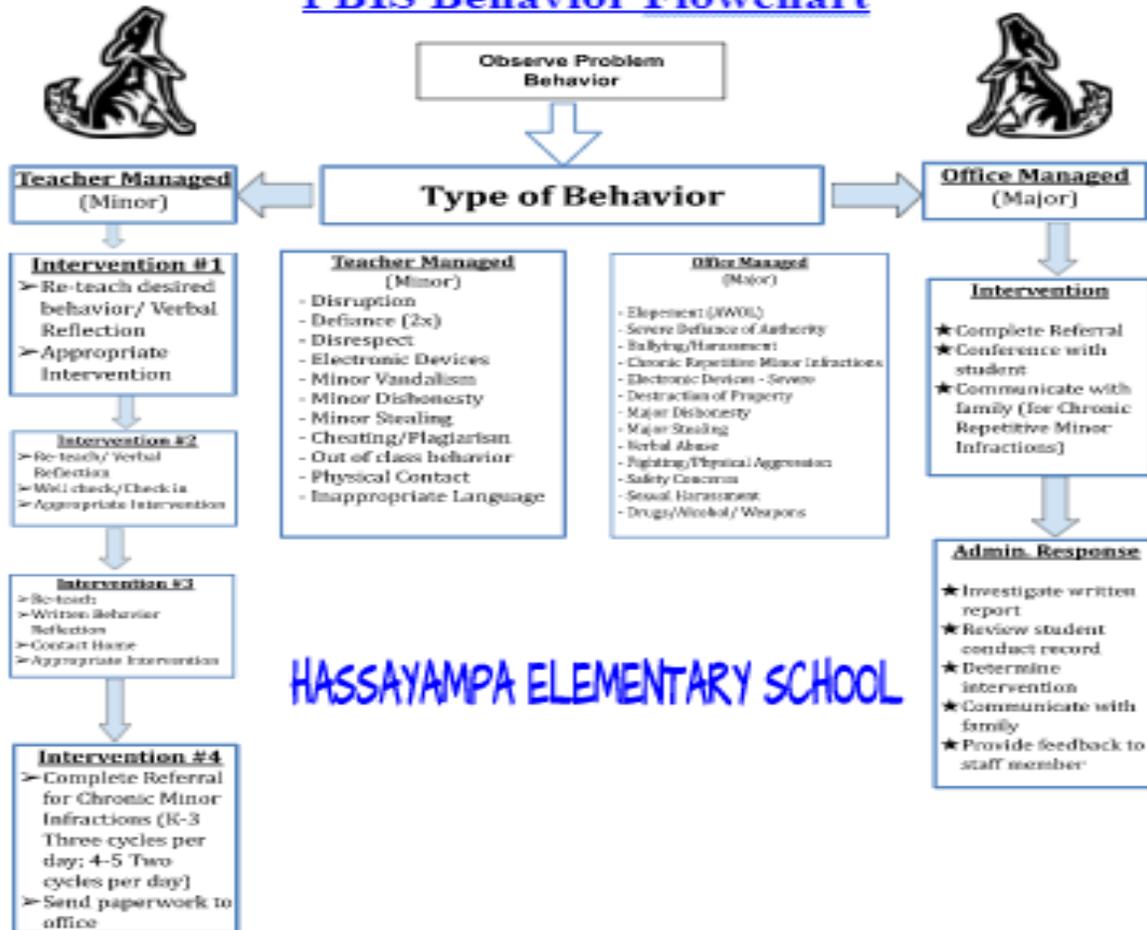
Our behavioral expectations start with a vision of **increasing instructional time**. We will achieve this goal by providing clear expectations for all students to use in all areas of their school environment. The expectations are **taught, practiced, enforced, retaught, and celebrated**. The Coyote Way includes the acronym **HOWL** which stands for **Honor, Ownership, Work, and Leadership**. Under each of these headings are specific behavior expectations. All Hassayampa staff teach these expectations the first week of school and throughout the school year. Students who are caught meeting expectations will earn tickets which can be redeemed for special rewards. Special shout outs are given to students during morning announcements and during our quarterly assemblies.

The PBIS matrix is posted throughout the school.

 The Coyote Way 				
	Honor	Ownership	Work	Leadership
Classroom	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself. - Listen while others are speaking. - Move safely in the classroom. - Be in school everyday. - Use appropriate language. 	<ul style="list-style-type: none"> - Speak at appropriate voice level in the classroom. - Follow directions when given. - Transition quietly and quickly. - Organize, use, and care for materials appropriately. - Be a full-body listener. 	<ul style="list-style-type: none"> - Have materials ready to learn. - Stay in assigned area. - Stay focused and finish the assignment with quality and care. - Participate by asking questions and communicating ideas respectfully. 	<ul style="list-style-type: none"> - Challenge ideas politely. - Take initiative to help others. - Include and encourage others. - Report unsafe behavior to a staff member.
Hallways	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Follow directions when given 	<ul style="list-style-type: none"> - Use zero voice level - Walk along the wall to the right - Walk and take one stair at a time using handrail 	<ul style="list-style-type: none"> - Have a hall pass - Walk directly to your destination 	<ul style="list-style-type: none"> - Pick up litter - Report damage and/or unsafe behavior to a staff member
Bathroom	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Respect privacy of others - Move safely in the area 	<ul style="list-style-type: none"> - Use zero voice level - Do your business, flush, wash your hands with soap - Limit towel use and throw it away in the trash can 	<ul style="list-style-type: none"> - Return to class quickly and quietly - Keep facility clean - Have a hall pass at all times 	<ul style="list-style-type: none"> - Model positive behavior - Respect the facilities - Report all problems and vandalism to a staff member
Cafeteria	<ul style="list-style-type: none"> - Keep hands feet and objects to yourself - Wait your turn in line quietly - Follow directions when given - Move safely in the area 	<ul style="list-style-type: none"> - Use appropriate voice level - Leave your area better than you found it 	<ul style="list-style-type: none"> - Stay properly seated until dismissed 	<ul style="list-style-type: none"> - Only eat your own food - Say "please" and "thank you" - Use good table manners
Playground	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Be a good sport when playing with others - Line up immediately when whistle blows 	<ul style="list-style-type: none"> - Use equipment safely - Wear appropriate shoes 	<ul style="list-style-type: none"> - Strive to make friends - Follow game rules - Put equipment away 	<ul style="list-style-type: none"> - Take turns and include others - Follow directions from playground staff - Report unsafe behavior to a staff member
Arrival/Dismissal	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Wait your turn in line quietly 	<ul style="list-style-type: none"> - Stay to the right on the sidewalk - Report to office if tardy 	<ul style="list-style-type: none"> - Walk directly to your destination 	<ul style="list-style-type: none"> - Greet teachers and peers kindly - Be calm and ready to learn

A PBIS Behavior Flowchart is used by all staff to determine if a student’s behavior is managed within the classroom or if an office referral is needed. If it is managed within the classroom, a student may have to complete a Reflection Sheet. The goal with the Reflection Sheet is to identify what the undesired behavior is and how to remedy the situation. Families will be contacted each time a student is required to complete a reflection sheet. If behavior problems persist, consequences will be given.

PBIS Behavior Flowchart



Disciplinary procedures for repeated or severe infractions:

- Discipline referral will be written and sent to office.
- The Wickenburg USD #9 Discipline Guidelines: Grades K-12 Matrix will be used and followed.

Possible consequences for infractions include the following:

- Verbal or written warnings
- PBIS Reflection Sheet
- Phone call or written communication home
- Restricted activities – lunch or recess detention

Time out
Loss of privileges

- A written plan for improvement and conference with the teacher
- Continual or repeated minor infractions will be treated as a severe infraction and discipline referral will be written and parent/guardians will be notified
- Restitution – monetary or service
- In-School or Out-of-school Suspension
- Expulsion

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the Student Rights and Responsibilities Handbook. For a complete listing of infractions and consequences, please refer to the Student Rights and Responsibilities Handbook, which is located on the district and school's website.

RESTITUTION:

Under Arizona law, parents/guardians are liable for damage done by their children to school property. The student and/or his/her parent/guardian will be required to pay replacement costs.

VANDALISM:

In the event that students deface or destroy school property, students and their parents will be held financially responsible for the repair or replacement of damaged school property.

SEARCH AND SEIZURE:

General searches of school property, including personal items found on school property, may be conducted at any time when there is a reasonable cause. This search of school property may be made without the student's permission or the student being present. A student's person and personal belongings may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

School employees may seize illegal items such as firearms, weapons, drugs, alcohol, tobacco or other items or possessions. Also, other possessions reasonably determined to be a threat to the safety or security of others, or which might interfere with school purposes may be seized by school employees.

The school maintains ownership of student *desks*. School employees may search student desks on a periodic basis to protect the health, safety and rights of all students.

Police Involvement:

The police can and will be called to become involved in violations that break the law. They may also assist or personally conduct the search of a student. Depending on the severity of the situation, the student may be arrested, have an incident report taken or be questioned by a police officer. Parents/guardians will be notified whenever there is a police involvement regarding your child.



Student Bullying Policy (JICK-EB)

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as a citizen in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying consists of negative acts carried out repeatedly over time. There is an actual or perceived imbalance of power in a bullying situation that allows the bully to attack the less powerful. There are **three basic types of bullying**:

- Physical: hitting, kicking, pushing, choking, and punching
- Verbal: threatening, taunting, teasing, starting rumors, hate speech
- Psychological: social exclusion, intimidation, spreading rumors,

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers.

Students who believe they are being bullied or have knowledge of another student being bullied should report their concerns to any staff member. Students found to be bullying others will be disciplined. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed.

Use of Technology Resources in Education

ELECTRONIC INFORMATION SERVICES STUDENT USER AGREEMENT

A signed agreement is required annually so that the user may be permitted use of *electronic information services* (EIS) resources.

Terms and Conditions

Acceptable Use: Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the Wickenburg Unified School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Follow the District's code of conduct.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion.
- Be responsible for the appropriate storage and backup of their data.

Unacceptable Uses:

- Users may not connect or install any computer hardware, hardware components, or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users will not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Users will not use the EIS in any way that disrupts the use of the EIS by others.
- Users will not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Users will not attempt to harm, modify, add, or destroy software or hardware.
- Users will not interfere with system or network security.
- Users shall not access the network for any non-educational purposes.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e., Shockwave games/animations, audio and other visual files).
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.
- Users will not display name *or* photo to personally identify an individual without receiving written permission.



- Users will not reveal full name, address, phone number, or personal email without permission from an adult.
- Users shall not plagiarize work that is found on the internet or any other electronic resource.
- Users will not harass, insult, attack others, or use obscene language in written communications.
- Users will not post anonymous messages.
- Users may not use *free* web based email, messaging, video conferencing, or chat services without written permission from the District Information Technology Department.

Resource Limitations:

- Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their educational or career development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures.
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

Use of Personal Devices:

- The Wickenburg Unified School District does not assume responsibility for personal devices, i.e. cell phones, iPads, tablets, and other devices that serve the purpose of gathering and tracking information and use of internet services. The district assumes no liability for the loss and/or misuse of the device.
- Students may use personal devices on field trips and other educationally sponsored trips provided they abide by the rules listed in this document. Use should be limited to communication approved by the sponsor and for purposes of photography in an appropriate fashion to document memories.
- Personal technologies may not be used during instructional time unless approved by the teacher to enhance the instructional experience.

Personal responsibility: I will report any misuse of the EIS to the administration, as is appropriate. I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette: I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.

- *Respect privacy.* I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- *Avoid disruptions.* I will not use the EIS in any way that would disrupt the use of the systems by others.
- *Observe the following considerations:*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Services:

The Wickenburg Unified School District specifically denies any responsibility for the accuracy of information. While Wickenburg Unified School District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.

Education Rights of Children in Transition

- Public Notice

In accordance with the McKinney-Vento Homeless Assistance Act of 2001, Wickenburg Unified School District is actively seeking to identify children and youth who are students in transition. If you are homeless or know of a child or youth that is homeless and attending school, please contact your school site counselor or the person listed below who will provide information and assistance during the enrollment process:

Local Liaison Name: NEW

Telephone: (928) 684-6619

Address: 1040 S. VULTURE MINE RD., WICKENBURG, AZ 85390

Who is considered “homeless”? Any child or youth attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and *includes those* who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, campgrounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are not sure if your particular living situation applies, please call.

What are the education rights of homeless children and youth? Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

- a) Immediate enrollment in school and, when desired or feasible at the “school of origin.”
- b) Prompt provision of necessary services such as transportation and meal programs.
- c) Appropriate support services and programs for which they are eligible such as programs for gifted children with disabilities, vocational education, and preschool.
- d) Academic assistance through the district’s federally funded Title I program.
- e) Parent or guardian involvement school activities

Family Educational Rights and Privacy Act (FERPA)

Annual Notification to Parents Regarding Confidentiality of Student Education Records
[34 C.F.R. 300.561 AND 300.572]

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - ❖ School officials with legitimate educational interest;
 - ❖ Other schools to which a student is transferring;
 - ❖ Specified officials for audit or evaluation purposes;
 - ❖ Appropriate parties in connection with financial aid to a student;
 - ❖ Organizations conducting certain studies for or on behalf of the school;
 - ❖ Accrediting organizations;
 - ❖ To comply with a judicial order or lawfully issued subpoena;
 - ❖ Appropriate officials in cases of health and safety emergencies; and
 - ❖ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights

under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920



Wickenburg Unified School District #9

Non-discrimination Statement

The Wickenburg Unified School District (WUSD) does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups. WUSD Career and Technical Education department does not discriminate in enrollment or access to any of the programs available: Business, Photography, Culinary Arts, Construction, and Engineering. The lack of English skills shall not be a barrier to admission or participation in the district's activities and programs. WUSD also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

All compliance coordinator(s) can be reached in care of:

Wickenburg Unified School District
101 East Coconino Street
Wickenburg, AZ 85390

- Title VI: Human Resources Specialist – 928-668-5301
- Title IX: Wickenburg High School Athletic Director – 928-684-6609
- ADA Compliance Officer and Section 504: Director of Special Services – 928-684-6713
- Title II: Executive Director of Educational Services – 928-668-5355

El Distrito Unificado de Wickenburg (WUSD) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad en la admisión a sus programas, servicios o actividades, y proporciona un acceso equitativo a los Boy Scouts y otros designados grupos de jóvenes. WUSD Carrera y el departamento de educación técnica no discrimina en la matrícula o el acceso a cualquiera de los programas disponibles: Negocio, fotografía, artes culinarias, la construcción y de ingeniería. La falta de conocimientos de inglés no será una barrera para la admisión o participación en actividades y programas del distrito. WUSD también no discrimina en el proceso de contratación de empleados.

Se proporciona este aviso requerido por el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975, y los Americanos con Discapacidades de 1990.

Preguntas, quejas o solicitudes de información adicional con respecto a estas leyes pueden ser remitidas al coordinador de cumplimiento designado(s).

Todos los coordinadores de cumplimiento pueden ser contactados en el cuidado de:

Wickenburg Unified School District
101 East Coconino Street
Wickenburg, AZ 85390

- Título VI: Especialista de Recursos Humanos – 928-668-5301
- Título IX: Director de Deportes de Wickenburg High School – 928-684-6609
- Oficial de Cumplimiento de ADA y Sección 504: Director de los Servicios de Educación Especial – 928-684-6713
- Título II: Director Ejecutivo de Servicios Educativos – 928-668-5355

HASSAYAMPA ELEMENTARY SCHOOL

195 E. Coconino Street
Wickenburg, AZ 85390
928-684-6750

www.wickenburgschools.org

Parent-Student Handbook Acknowledgement and Agreement

Please sign and return by August 3, 2023

The Hassayampa Elementary School Student-Parent Handbook provides important information related to student learning, expectations for behavior, and other information related to student and parent rights and responsibilities.

I, the parent of _____, acknowledge that I have received a copy of the Hassayampa Elementary School Parent-Student Handbook. I have read, or will read at my earliest convenience, the contents of this handbook and will follow these policies and procedures as a condition of my child's enrollment at Hassayampa Elementary School. I will routinely review the handbook with my child to ensure continuing understanding of the expectations of our school.

I understand that an electronic copy is available via the school's website. I understand that the Wickenburg Unified School District #9 Student Rights and Responsibilities Handbook is located online as well. I acknowledge that I have access to that document and have read and understood the information within it.

I understand that if I have questions about the handbook, I will consult the principal, Mrs. Carissa Hershkowitz, for clarification.

Student Name

Classroom Teacher

Parent Signature

Date

