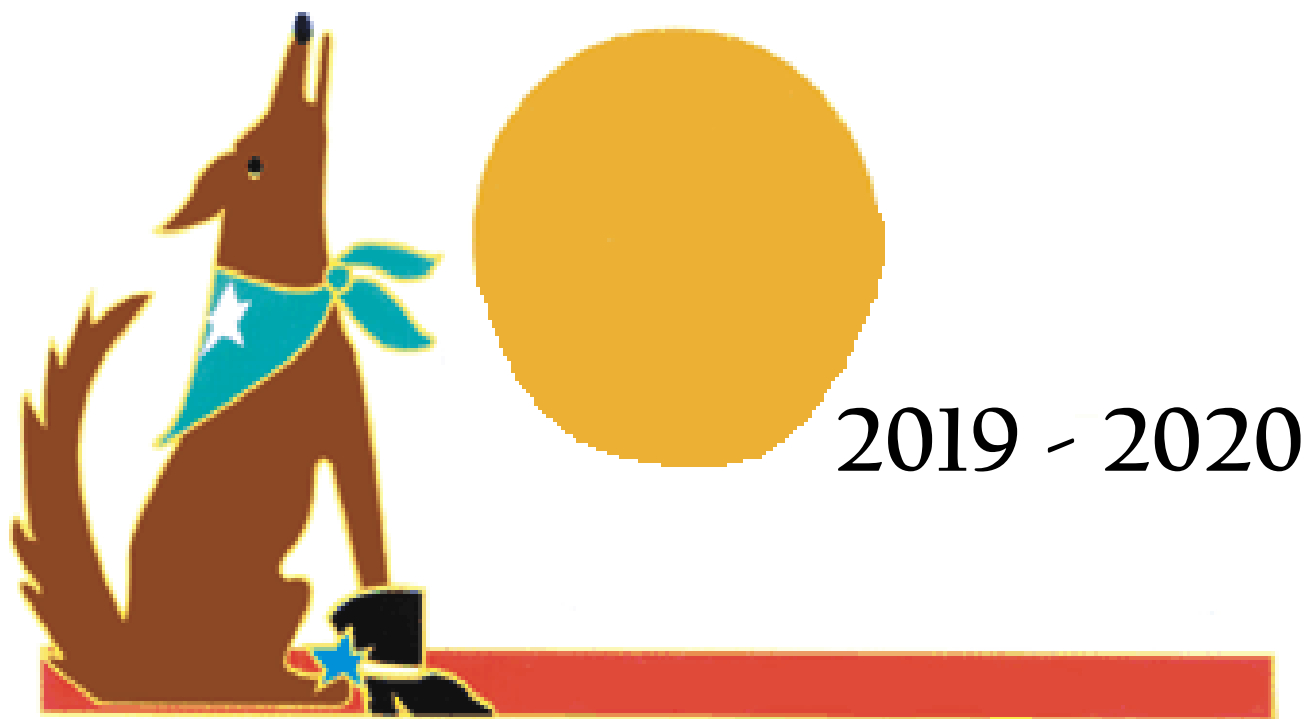


HASSAYAMPA  
ELEMENTARY SCHOOL

PARENT – STUDENT  
HANDBOOK



# Hassayampa Elementary School

195 East Coconino Street  
Wickenburg, Arizona 85390

*Hassayampa Elementary Office: (928)684-6750*

*Please report all student absences, hours 7:00 a.m.-4:00 p.m.*

Fax: (928) 684-6791

<http://www.wickenburgschools.org/HES>  
<https://www.facebook.com/pages/Hassayampa-Elementary-School/>

**Principal: Carissa Hershkowitz**  
Secretary: Yucari Torres

**District Superintendent: Dr. Howard Carlson**

## 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.

# Welcome!

Dear Parents and Guardians:

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 this year. We strive to continue to provide an exciting and rewarding educational program for each and every child at Hassayampa Elementary School.

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. The Hassayampa Elementary School Parent – Student Handbook is intended to be a valuable resource to you. 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 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 further information is needed, please feel welcome to call the office at 684-6750.

Best regards,

*Carissa Hershkovitz*  
Hassayampa Elementary Principal



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## WUSD 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.

### 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

Live 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

- 25 - Open House/Registration Night  
3:00 – 6:00 p.m.
- 29 - **First Day of School**

## August

- 5 - 15 – Beginning-of-Year Benchmark
- 21 - EL APTT
- 22 - Picture Day

## September

- 2 - Labor Day - No School
- 4 - Principal's Coffee / Site Council
- 9-12 - Book Fair
- 10 & 11 - APTT Event (K-2 & 3-5)
- 12 - Grandparents Luncheon

## October

- 1 & 2- Health Safari
- 2 - Principal's Coffee / Site Council
- 3 - Safety Day
- 3 - End of 1<sup>st</sup> Quarter
- 7-10 - Fall Break–No School
- 22 - Picture Retakes
- 21 - 24 – Character Counts Week  
And P-T Conferences
- 28-31- Red Ribbon Week
- 31- Costume Walk

## November

- 6- Principal's Coffee / Site Council
- 11 - Veterans' Day Observed– No School
- 4-14 – Mid-Year Galileo
- 28-29 - Thanksgiving – No School

## December

- 2-5 –Mid-Year Benchmarks
- 4 - Principal's Coffee / Site Council
- 5 - School Spelling Bee
- 12 - Holiday Festival
- 17-20 – Holiday Sale
- 19 - End of 2<sup>nd</sup> QTR
- 24-Jan 5 - Christmas Break – No School

Please visit the school website for calendar updates:

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



## January

- 6 - School resumes
- 8 – Principal's Coffee
- 15 – K-5 APTT Event @ 5:30 p.m.
- 16 - K-2 Classroom celebrations
  - 3-5 Semester Honors Assembly
- 20 - M.L.K Jr. Day – No School

## February

- 3-25 - Galileo Benchmark Week
- 3-6 - Book Fair
- 4 - Spring Picture Day
- 5 - Principal's Coffee / Site Council
- 5– Art & Science Night @ 5:30 p.m.
- 15- Gold Rush Parade
- 17-President's Day – No School

## March

- 4 - Principal's Coffee / Site Council
- 12 - End of 3<sup>rd</sup> Quarter
- 16-19 - Spring Break – No School
- 26 - 3<sup>rd</sup> Qtr Classroom Celebrations
- 30-4/2 - State Writing Test (3-5)
- 31 - 4th Grade AIMS Science Test

## April

- 1-16 - STATE Testing Window (3-5)
- 1-2 – 2<sup>nd</sup> Gr. Gifted Testing
- 1 - Principal's Coffee / Site Council
- 30 - Field Day

## May

- 4-6 Prescott Pines - 5th gr
- 4-7 –Teacher Appreciation Week  
End-of-Year Benchmarks
- 13 – 21st CCLC Celebrations @ 5:30 p.m.
- 14 - 5<sup>th</sup> Grade VP Visitation
- 19- Math & Reading Awards
- 20 - Principal's Special Assembly
- 21- Last Day of School for Students
- 26- Summer School & STEAM Camp begins



# Schedules and Information

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



Starting the 2019-2020 school year, Wickenburg Unified School District will be on a four-day school week.

**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. Power Hour is a great option for families who need to drop students off at 7:00am. Contact 21st CCLC Coordinator to enroll your child in this before school program. School officially begins at 8:00a.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 front doors are kept locked during school hours. Please ring the door bell, and we will assist you. Parents walking students to their classrooms may do so after **7:45 a.m.** 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 2:00 p.m. Monday-Thursday.

# Cafeteria

Cafeteria Manager: Chelsey Pohot  
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. Parents or students are encouraged to purchase meal tickets in the cafeteria Monday through Thursday, 7:45 - 8:00 am. Any amount of money may be applied to the student's account. Please make checks payable to Wickenburg Unified School District #9. Applications for **free or reduced meals** are available throughout the school year from the school or district office. All existing free or reduced recipients need to reapply within **30 days** of the first day of school. A copy of each month's menu is available via the front office and the school website.

## Prices: Breakfast Lunch

|          |        |               |                        |
|----------|--------|---------------|------------------------|
| Students | \$1.25 | <b>\$2.90</b> |                        |
| Reduced  | \$0.30 | \$0.40        | (Extra milk is \$ .25) |
| Adults   | \$2.00 | \$3.25        |                        |

**Breakfast:** 7:45 a.m. – 8:00 a.m.

\*Students are not to be on campus prior to 7:45 due to no supervision.

**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 do not send large 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.

## *M-TH Lunch Times*

|                     |              |
|---------------------|--------------|
| <i>Kindergarten</i> | <i>10:50</i> |
| <i>First</i>        | <i>11:10</i> |
| <i>Second</i>       | <i>11:30</i> |
| <i>Third</i>        | <i>11:15</i> |
| <i>Fourth</i>       | <i>11:35</i> |
| <i>Fifth</i>        | <i>11:55</i> |

Children enjoy having lunch with parents as a special treat. Please notify your child's teacher in the morning if you will be joining us for lunch, then sign in at the office as a visitor.

**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.





# Health Station



Health Aide: Barbara Blalock  
7:30 a.m. - 3:15 p.m. (Monday - Thursday)

**Health Services:** The Health Aide is on-call to handle emergency care. It is essential to inform her of any chronic health conditions such as diabetes, epilepsy, cardiac disease, asthma or allergies.

**Medication:** In order to comply with Arizona law, all medication must be authorized by a physician, in its original container, and clearly labeled. The parent and physician must complete a medication form for the school to dispense medication. Inhalers and self-administered “Epi-Pens” may be carried if the proper medication form has been completed and is placed on file in the health station. No other medications are permitted for students to administer or carry themselves. All medication is to be stored and administered in the health station. It is important that the Student Health History/Emergency Form be filled out on both sides and returned promptly. When signed, this document gives permission for the school to administer acetaminophen (non-aspirin pain reliever).

**Over-the-counter Medicines:** Over-the-counter medications will be handled in the same way as prescription medication in that the medicine:

1. Must be in the original package.
2. Must be accompanied by a note from parents/guardian and a medication form completed, REQUEST FOR GIVING MEDICINE AT SCHOOL, outlining what the medicine is, dosage and time to be given.
3. Must be kept in the health station and dispensed from there.

Included among, but not restricted to, these over-the-counter medicines are: cough drops, cough syrup, aspirin-type products, gums containing aspirin, etc. Again, students are not to carry these items at any time while on campus.

**First Aid or Illness:** The health aide or other staff member may administer first aid. If the student is seriously injured or needs further medical care, parents/guardians will be contacted. Under certain circumstances, paramedics may be called.

Parents are urged to keep children home when they suspect serious illness. When students become ill at school, they are sent to the health station. Students will not be permitted to ride the bus or to walk home if they are ill – fever, rash, or serious nausea.

**Emergency Health Cards:** A student emergency card is maintained in the health station. This information allows us to contact parents or designated adults if an emergency should arise. Please help us keep all contact numbers current. If you should move, change your work status or change your child’s emergency person, please contact the school promptly with the new information. This will allow the health aide and school to continue to give emergency services to your child.

If your child has been seriously injured and we cannot contact you or the emergency person of your choosing, paramedics will be called to the school to attend to your child.

**Immunizations for Enrollment:** Prior to the initial enrollment in any school in the State of Arizona, the parent or guardian must submit to the school immunization records of the child that is being enrolled in school. Records must contain one of the following statements:

1. The child has received the initial immunizations required by law.
2. Immunization has not been administered because it would seriously endanger the child's health.
3. Immunization has not been administered because the child is being reared in a religion opposed to such immunizations.

**REMEMBER** - Arizona State law mandates that **NO** child can be admitted to school without immunizations, unless proof is submitted to support one of the exemption statements listed above.

**Required Immunizations:** Measles Vaccine, Rubella Vaccine, Diphtheria Toxoid, Polio Vaccine, Varicelli (Chickenpox) \*\*Tetanus Toxoid and Whooping Cough Vaccine, Hepatitis B. *\*\*These vaccines are not required, but are recommended.*

If you have questions concerning this or other health requirements, please contact Mrs. Blalock, Hassayampa Health Aide.

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## 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 our 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. Notify us as soon as you know your child will be absent. Your call to us will save time, and help protect your child. If a student is absent ten consecutive days, the student will be taken off our rosters and officially withdrawn from school. Upon returning to school, the student must be re-registered by the parent.

**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.

**Taking Your Child Out of School Early:** If you must pick up your child during school hours, please call the office to inform the school of your intentions. 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 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 Elementary School 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 quarterly 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.



**Moving Out of District:** 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.

# Transportation

Director of Transportation: Mike Riggin  
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. Riggins.

## 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](http://www.wickenburgschools.org) or in the Hassayampa School Office.

### Expectations for Bus Behavior:

1. Students are to follow instructions and directions of the bus driver and show respect for other people and property.
2. Students are to stay properly seated with backs against the seat back, legs forward, and all parts of the body out of the aisle.
3. Students are to keep hands, feet and objects to themselves, inside the bus and out of the aisle.
4. Students are to use quiet voices and respectful language on the bus.
5. Food and drink are not to be brought on the bus. Water in clear, plastic containers is acceptable.
6. Animals, skateboards, glass objects and pointy, sharp, dangerous or illegal items are not permitted.
7. Students are to show respect for safety by not throwing objects out of the bus windows or within the bus.
8. School rules regarding inappropriate behavior (fighting, threats, profanity, etc.) apply on the bus.
9. Students are to follow district and school policies and procedures.

Please be aware that students who choose not to follow the standards of behavior may lose the privilege of riding the bus.

Students not riding their regular bus must bring a note signed by a parent to the office or the parent must call prior to 2:00 p.m.

**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 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 required 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 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.

# 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” 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. In the event of an actual emergency, parents will 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 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 major 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
- Tutors (help students with math facts or listen to them read)
- Classroom guest speaker
- Library assistants (shelve books)
- Campus supervision (cafeteria or playground)

**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 principal, 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, includes, 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 students are not permitted on the playground.
- Visitors may not use the playground equipment.

**Parental Involvement Activities:** Hassayampa Elementary School 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, student clubs, 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.

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# 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](http://www.wickenburgschools.org). Parents and guardians are always welcome to review texts and curricular materials used for student instruction.

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.

During the 16-17 school year, Wickenburg USD adopted the Eureka Math curriculum. Eureka Math connects math to the real world in ways that take the fear out of math and build student confidence. Eureka Math presents mathematics in a logical progression. This coherent approach allows teachers to know what incoming students already have learned and ensures that students are prepared for what comes next. Eureka Math will reduce gaps in student learning, instill persistence in problem solving, and prepare students to understand advanced math.

## Supplemental Resources:

iReady is a supplemental computer resource which supports the curriculum. This resource is available to all Hassayampa students during and after school hours. iReady 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.

## SPECIALS CLASSES

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



### Art

Students are given opportunities to learn about various mediums of art. 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 given opportunities to learn about various music genres, reading music, and musical instruments. During the school year, there are multiple 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. All library books and materials must be returned promptly. 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. Additionally after checking out books, students spend the remainder of library time working on computers. They may work on their basic keyboarding, wordprocessing, or coding skills.



## Accelerated Reader

This is an online reading assessment where students read independently then take a short quiz. Each quiz is worth points. This is available for all students. The AR program is not a reading program, but rather, as 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. Computer labs are accessible both upstairs and in the library. Teachers reserve the computer lab during the week to work on numerous educational programs and applications. Additionally, every classroom has a projector, document cameras, and several have Smart Boards. Each classroom has access to Chromebooks as well. Every classroom has at least one Chromebook. Third -fifth grade classrooms have small group sets of Chromebooks.



## Character Counts!

Years ago, Hassayampa adopted CHARACTER COUNTS! a national framework that implements character education to our students. 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.

## 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.*

## 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 program chosen. Please check the school website or the front office for additional information.

## 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. Please consider 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.



### Boohoo Breakfast



The first day of school can be an emotional event especially for that first day of Kindergarten. We have often debated as to whether it is more difficult on the child or the parent. In an effort to offer comfort and camaraderie, Hassayampa hosts an annual Boohoo Breakfast. After the students have made their way to the classrooms, kindergarten teachers will read a story to parents and students. After which, we come together in the cafeteria for breakfast and conversation.

## Playground

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

| Be Safe  | Be Responsible   | Be Respectful   | Build Relationships  |
|--|--|---|--|
| <ol style="list-style-type: none"> <li>1. Keep your hands feet &amp; objects to yourself, &amp; maintain self-control.</li> <li>2. Use equipment correctly.</li> <li>3. Dress for the weather &amp; wear appropriate shoes.</li> <li>4. Follow the rules of the games.</li> <li>5. Walk on sidewalks.</li> </ol> | <ol style="list-style-type: none"> <li>1. Get help when needed.</li> <li>2. Return equipment when done.</li> <li>3. Line up when the whistle blows.</li> </ol> | <ol style="list-style-type: none"> <li>1. Show respect to self and others</li> <li>2. Play by the rules and be a good sport.</li> <li>3. Listen and respond to play ground monitors.</li> </ol> | <ol style="list-style-type: none"> <li>1. Take turns and share equipment.</li> <li>2. Include all students.</li> <li>3. Welcome others.</li> <li>4. Play cooperatively, and respectfully.</li> </ol> |

## Behavior Expectations for Assemblies & Special Programs

Throughout the year we have wonderful opportunities to participate in school-wide assemblies.

| Be Safe  | Be Responsible  | Be Respectful  | Build Relationships  |
|--|---|--|--|
| <ol style="list-style-type: none"> <li>1. Keep your hands feet &amp; objects to yourself, &amp; maintain self-control.</li> <li>2. Stay properly seated, facing forward toward the presenter.</li> <li>3. Stay in your designated area during the event</li> </ol> | <ol style="list-style-type: none"> <li>1. Get help when needed.</li> <li>2. Use the restroom and get a drink BEFORE the event.</li> <li>3. Be on time</li> <li>4. Ask thoughtful questions, participate enthusiastically</li> </ol> | <ol style="list-style-type: none"> <li>1. Show respect to self and others</li> <li>2. Listen and participate appropriately.</li> <li>3. Use your best manners</li> <li>4. Show school pride</li> </ol> | <ol style="list-style-type: none"> <li>1. Be a good sport, don't make rude comments</li> <li>2. Welcome others.</li> </ol> |

## 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 schoolwide 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.

## 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.

## Principal's Coffee

Please join the principal for a monthly gathering over coffee. Coffee is brewed and set to go at 8:15 a.m. During this time, you will be able to informally discuss hot topics. All are welcome!



## 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.

## School Supply Lists:

| Kindergarten through 2 <sup>nd</sup> grade<br>Please do not label supplies.<br>Supplies will be shared among students.   | For 3 <sup>rd</sup> through 5 <sup>th</sup> grades,<br>Please do not label supplies.<br>Supplies will be shared among students.   |
|--|---|
| 4 dozen #2 pencils<br>2 pink erasers (not pencil top)<br>1 pencil box (not for K)<br>1 box of crayons (24 count)<br>12 black Expo dry-erase markers<br>1 white board eraser or an old sock<br>6 glue sticks (more desired for K)<br>2 – 1 ½ in. 3-ring binder (2 <sup>nd</sup> grade)<br>1 pair of scissors<br>3 plain colored pocket folders<br>2 wide-ruled spiral notebooks (not for K)<br>1 box of quart Ziploc bags<br>2 pkg. of 100 3x5 white, ruled index cards<br>2 large boxes of Kleenex<br>Addition and subtraction flashcards<br>Colored pencils<br><br><b>Optional:</b><br>Hand sanitizer<br>Disinfectant wipes<br>Markers<br>Colored pencils | 4 dozen #2 pencils (no pens)<br>2 pink erasers<br>1 box of colored pencils<br>3 Hi-lighters (yellow, green, pink)<br>8 black Expo dry-erase markers (thin-tip)<br>1 white board eraser or an old sock<br>3 glue sticks<br>1 – 1 ½ in. 3-ring binder<br>4 plain colored pocket folders<br>4 wide-ruled spiral notebooks<br>100 sheets of wide-ruled notebook paper<br>2 pkg. of 100 3x5 white, ruled index cards<br>1 large box of Kleenex to share<br>Scissors<br><br><b>Optional:</b><br>Scissors<br>Hand sanitizer<br>Disinfectant wipes<br>Markers |

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

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. At Hassayampa Elementary School, we think backpacks are OK, but rolling backpacks are COOL!



# 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.

## AzMERIT

Replaces AIMS 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 learning standards which detail what students should be able to do at each grade level. The AzMERIT is administered during the spring testing window, usually in April. Check the school calendar for specific dates. For more information, please visit [www.azed.gov/azmerit](http://www.azed.gov/azmerit).

## AIMS – Science

Although other state testing areas have been moved to AzMERIT, Science remains with AIMS. At Hassayampa, only 4<sup>th</sup> graders participate in this test during the spring testing window, usually the last week of March. For more information, visit [www.azed.gov/assessment/aimssupportmaterials/](http://www.azed.gov/assessment/aimssupportmaterials/)

## DIBELS Next

Dynamic Indicators of Basic Literacy Skills (DIBELS) 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 DIBELS website to learn more about the purpose of the 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. 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   |
|--|--|
| <b>Kindergarten:</b> count and identify #'s within 100                 |  |
| <b>First Grade:</b> addition / subtraction facts within 10             |  |
| <b>Second Grade:</b> subtraction facts within 20                       | <b>Second Grade:</b> addition facts within 20                    |
| <b>Third Grade:</b> multiplication within 12                           | <b>Third Grade:</b> addition/ subtraction facts within 20        |
| <b>Fourth Grade:</b> division within 12                                | <b>Fourth Grade:</b> add/subtract within 20 //multiply within 12 |
| <b>Fifth Grade:</b> conversion of fractions, decimals, and percentages | <b>Fifth Grade:</b> 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 up on the outcomes of these assessments.

## Special Programs

**Gifted:** The 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 97<sup>th</sup> 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 is fortunate to have highly-qualified 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 EL program is determined solely by AZELLA scores. Students whose AZELLA Overall Proficiency Scores are Pre-Emergent, Emergent, Basic, or Intermediate shall be grouped in SEI Classrooms. 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.

Grouping process for schools with 20 or fewer ELs in the grade span, may provide instruction through the development of Individual Language Learner Plans (ILLPs) created for each EL. At this time, most Hassayampa EL students are served via their ILLP.

As Hassayampa has a four-day school week, we are required to provide 150 minutes daily of English Language Development (ELD) instruction that is governed by the language domains and the English Language Proficiency Standards. Hassayampa will follow State Option 1: ELD instruction using the English Language Proficiency (ELP) Standards during two "blocks", totaling 150 minutes. Block 1: 60 minutes of integrated reading, listening and speaking, and vocabulary Block 2: 60 minutes of integrated writing and grammar. Additionally, a minimum of 30 minutes of intervention provided during Walk-to-Read.

The reason for such a prescriptive approach is to ensure that as EL students move about the state for their education, there is one consistent focus to their instruction. Also, it is critical that EL students become English language proficient 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 and 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 5<sup>th</sup> 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 educational student 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.

## Highly Qualified Staff:

WUSD strives to provide students with teachers and staff who are highly qualified 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 come to make a request.

## Homework

**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 students have a C, D or F on their report card 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.

## Academic Parent Teacher Teams (APTT)

Parent and teacher partnerships are typically the foundation to a student's success. To assist parents in better understanding the goals, curriculum, and standards of a grade level, Hassayampa will host several Academic Parent Teacher Team meetings throughout the year. During these meetings, teachers will share information about the grade level, share in general terms progress made by the class as a whole, and provide individualized information for each parent in attendance. Teachers and parents will work with students on creating attainable goals for the school year. These gatherings are a great opportunity to build relationships. For families requiring deeper conversations, traditional individualized parent conferences may be scheduled. Parents are urged to attend. Conferences are a good time for you to discuss your child's special needs and progress with his/her teacher. It is most beneficial if you come to your child's conference with questions you have prepared in advance. Mark your calendars NOW so that you don't miss out.

Please do not wait for a scheduled Parent/Teacher Conference, if you have any questions regarding your child's education. Parents are welcome to call their child's teacher anytime during the year to request

additional conferences. It is extremely important that you, your child and your child's teacher work closely together to ensure the greatest success for your child.

**Contact the Teacher:** If you would like to talk with your child's teacher, please call either before classes begin or after students are dismissed. If you call during class hours and leave a message, the teacher will try to return your call the same day. Emailing is also an efficient method for communicating with teachers. Teacher email addresses are listed on the school's website.

## 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 AzMERIT 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.

## 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC)



In 2015, Hassayampa was awarded a 21<sup>st</sup> CCLC grant. Over the next 5 year, Hassayampa will receive funding (\$630,000) to implement after-school programs. These programs will run for six weeks each quarter of the school year.

**POWER HOUR** – 7a.m.-7:45 a.m. – DAILY students will receive homework assistance, or will be able to log into their personalized learning environment on iReady and work toward math and reading goals. iReady is a highly rated and adaptive software – meaning that the program adjusts the level of instruction based upon the student's responses and provides targeted intervention lessons.

**AFTER SCHOOL** – 3:15p.m. – 5p.m. - The afterschool program consists of two sessions. One session includes intervention in reading and math using the iReady program to supplement teacher small group instruction and another session includes a variety of enrichment and youth development activities such as Young Rembrandts', Girl Power, recreation, hands-on science, and more which allow students to grow academically, socially, and physically. Through partnerships with the Town of Wickenburg, Wickenburg Fire and Police Departments, Desert Caballeros Western Museum, the AZ Game and Fish, the Univ. of AZ SNAP-Ed Network, and the Wickenburg High School (current 21CCLC recipient), Hassayampa is able to offer a rich variety of highly engaging programs.



In addition to student activities, this 21CCLC program will offer family engagement activities. Family engagement activities such as Academic Parent Teacher Teams (APTT) which build capacity in parents so they can better assist their children's learning and development. APTT gatherings will occur multiple times during the school year. During these meetings, teachers collaborate with parents to review grade level standards, assessments, expectations, and set goals.

Ms. Lanz and Ms. Henneman are the program coordinators. Please keep an eye out for program information in the Coyote Den and on the school website. Each quarter a new program begins, parents will be notified of acceptance into programs.

## After-school Programs

Would your child enjoy participating in an after-school program? Through our 21<sup>st</sup> CCLC, Hassayampa offers a variety of programs. Your child is sure to find something of interest. Participation in after-school programs is contingent upon students keeping up with their class work and being kids of character! All school rules and policies apply.

The following are a sampling of programs offered:

### Extended Learning:

As part of our Raising Expectations policy, after-school tutoring will be available for identified students. Tutoring may be mandatory for some students. Families will be contacted as necessary.

### Study Hour:

Time is available for students to complete homework and receive assistance as needed.

### Art Club:

This club is students who love art and who want to expand their interest in art. The intent of the club is to encourage creativity and a love for art through inquiry, discovery, and wonder.

### Coyote Chorus:

This club is designed for 4<sup>th</sup> and 5<sup>th</sup> grade students who love to sing and move to the music! Auditions with Mrs. Boyle occur during the first weeks of school. Coyote Chorus is a year-long commitment. They will perform at assemblies and go "on" tour as a community outreach to senior centers in our town during December.

### Technology Titans:

Students have had a great time practicing coding and learning about Google docs and Google sheets.

### Stackers:

This is an amazing speed stacking club. Students complete various patterns in a specific amount of time.

### Fitness Wonders:

Students are exercise and have fun. Students engage in fun activities after a long day of learning.

### LEAD Coyotes:

Ms. KP facilitates this great group of 5<sup>th</sup> graders. This program runs all four quarters with mostly the same students. This group of fabulous 5<sup>th</sup> graders help Hassayampa students become better kids of character by teaching Character Counts lessons during the school day.

### Spell It:

This club helps students prepare for the school-wide spelling bee. Students get to practice spelling patterns, and proper etiquette while participating in a spelling bee. Participation in this club is not mandatory for students to participate in the school wide spelling bee, but is highly encouraged.

## 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 AzMERIT 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 Galileo benchmark will receive recognition.

### REQUIRED INTERVENTIONS

1. The Galileo benchmark will be given to all students, Grades 1 – 5, for reading and math. Any student who scores “minimally proficient” on the Galileo benchmark will be required to complete 8 hours of remediation for each deficient area.
2. If, at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> 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 4<sup>th</sup> 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.

# 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, strapless tops, or off the shoulder tops. All shirts must have sleeves or straps that are one inch wide.
- Clothing that exposes undergarments will not be permitted by males or females.
- Shorts must be mid-thigh in length (the child's hand length from the top of the knee)
- Clothing must cover the entire buttocks.
- Mini-skirts must be worn with shorts or leggings. Tights will not be worn as an outer garment.
- Pants and shorts shall not be ripped or torn completely showing skin higher than four to six inches above the top of the knee in the front or back. Distressed holes higher than four to six inches above the top of the knee are acceptable, unless skin is exposed.
- No pajamas or slippers (unless approved for special occasion 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.
- 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
- Drugs, alcohol and/or drug, alcohol paraphernalia



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 play grounds, in school buses or other school vehicles, or at off campus school-sponsored events.

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## Code of Conduct

Discipline is essential to maintaining a safe and orderly learning environment which enables students to achieve academic success.

### Philosophy for student discipline:

- Students are responsible for controlling their own behavior.
- Schools control the conditions for student behavior
- Student discipline is a shared responsibility of school staff, students and parents

### Student Behavior Expectations

There are two basic premises to our student behavior expectations:

- Students may not violate the rights of others.
- Students may not put themselves or others in danger.

In the interest of safety to all students, it is important to establish general behavior expectations. No matter whether students are on the school grounds or involved in a school activity, they are expected to follow these expectations. Teaching students to become competent and accountable decision-makers is the focus.

### STUDENT RESPONSIBILITIES

All students have the responsibility to:

- Respect the rights of all persons and to exercise self-discipline in observing and adhering to school rules and regulations.
- Attend school to receive an education. Students must attend school daily unless ill or legally excused.
- Be on time for all classes.



- Come to class with necessary materials.
- Complete all in-class and homework assignments and meet all deadlines.
- Obey school rules and school personnel. Students are required to obey and be courteous to everyone who works in our schools.
- Cooperate with school staff. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the person and property of others and public property. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home.

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.

### STUDENT DUE PROCESS

Students have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied

#### *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.
- 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

## Discipline Guidelines: Grades K-12

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.

At Hassayampa, we follow The Coyote Way. Behavior expectations are explicitly taught, reviewed, and enforced. As a parent, it is important that you talk to your child about expectations as well as consequences. Here are some general overarching rules of the school.

1. Keep hands, feet, and objects to yourself.
2. Treat others in the way that you wish to be treated. Name-calling, put-downs, or physical threats are unacceptable.
3. Use appropriate language and voice level on the campus. Speak in a respectful manner.
4. During lunch, eat your own food. Don't share your food with others – you don't know their allergies or diet restrictions. If treats are given in a classroom, they must be eaten in that classroom. No food is permitted on school buses.
5. Cell phones, phone watches, electronic devices or games, or toys are not to be brought to school.
6. Bike riding, skateboarding, and rollerblading are not allowed anywhere on the campus.
7. Walk in the hallways, walk on sidewalks - stay out of landscaped areas.
8. Throwing rocks is never acceptable. Other than a ball, nothing should be thrown at another individual.
9. Contact games such as tackle football are not allowed.
10. Students should not engage in activities which involve hitting, kicking, tripping, pushing, pinching, or play fighting.

The following offenses are serious and as such will require severe consequences:

- Possession, use or sale of drugs, alcohol, tobacco, chewing tobacco, or use of inhalants.
- The use, possession or sale of firecrackers or other explosive devices.
- The possession or use of a knife, laser pointer, gun or other potentially dangerous weapon.
- Physical assault or fighting.
- Threats made to a staff member or another student.
- Possession or distribution of pornography.

### 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 arrest 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 is 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.

# Student Concerns, Complaints, and Grievances

Students may present a complaint or grievance regarding one (1) or more of the following:

1. Violation of the Students constitutional rights.
2. Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the students individual capabilities.
3. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
4. Harassment of the students by another person.
5. Intimidation by another student.
6. Bullying by another student.
7. Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent. Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any students who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specially prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the students to discipline up to and including suspension. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.



# 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 and Youth 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:** AMY MONESMITH

**Telephone:** (928) 684-6700

**Address:** 920 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, camp grounds, 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).

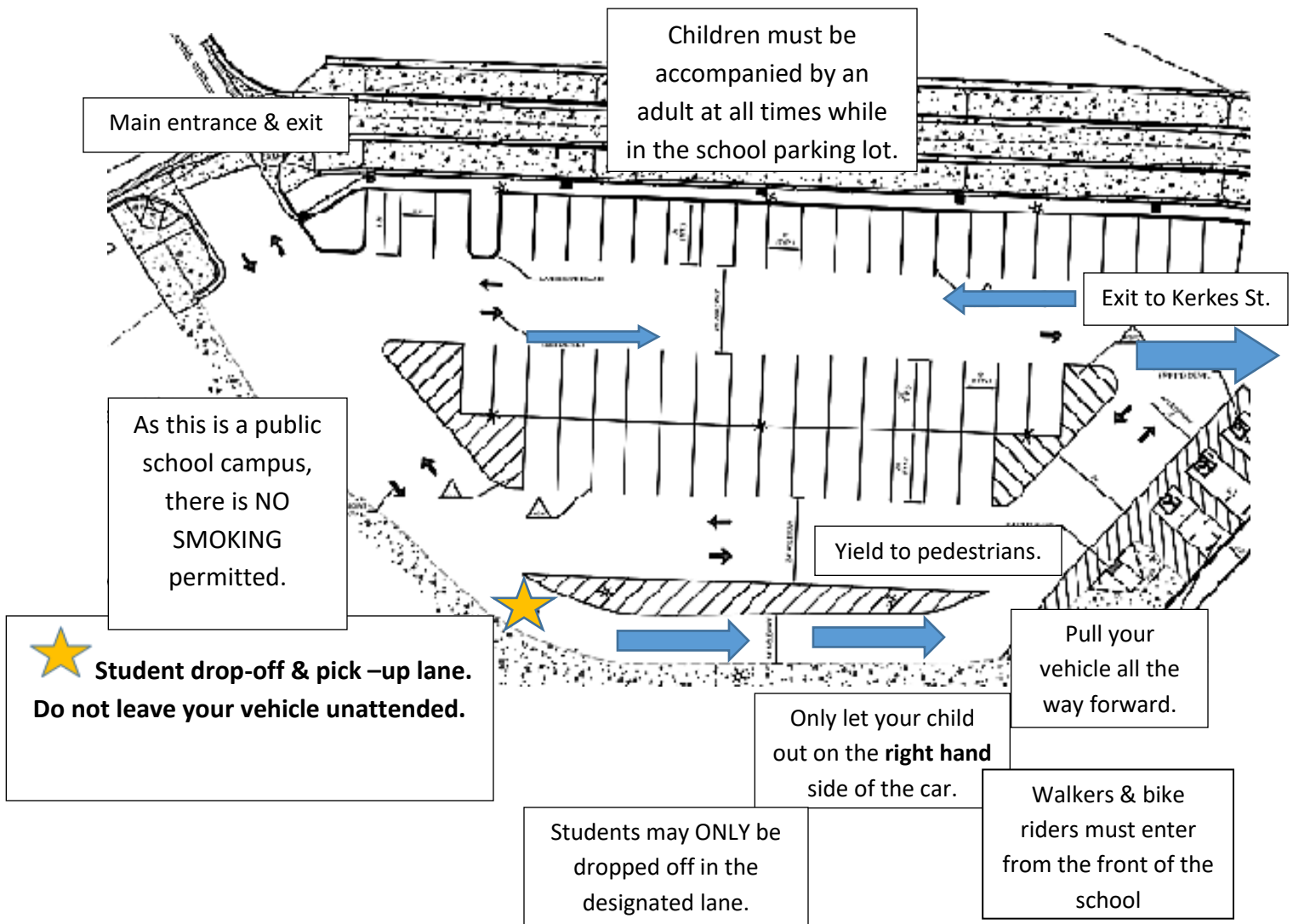
Todos los coordinadores de cumplimiento pueden ser contactados en el cuidado de:

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 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-Parent Handbook Acknowledgement and Agreement

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 Student/Parent Handbook. I have read, or will read at my earliest convenience, the contents of this handbook. I understand and will accord with 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 also available via the school's website.

I understand that if I have questions or concerns at any time about the handbook, I will consult the principal, Mrs. Carissa Hershkowitz, for clarification.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Classroom Teacher

\_\_\_\_\_  
Parent Print & Sign

\_\_\_\_\_  
Date

