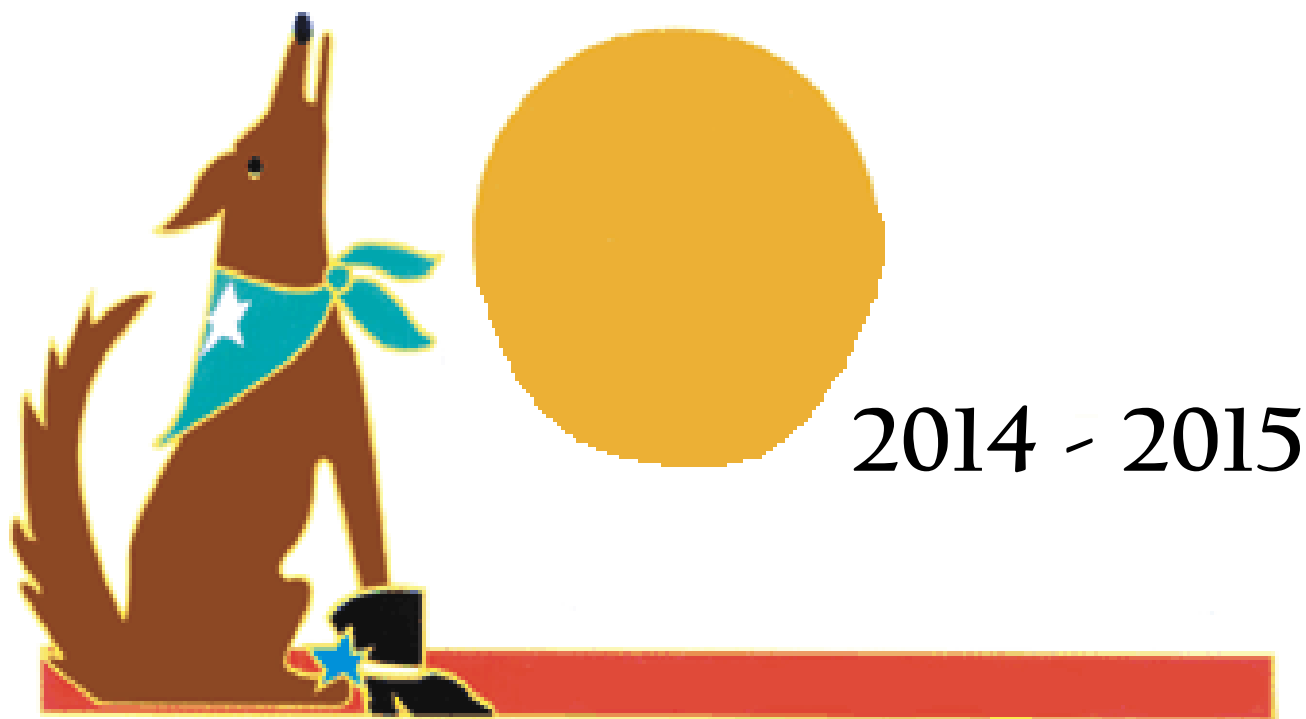


HASSAYAMPA
ELEMENTARY SCHOOL

PARENT – STUDENT
HANDBOOK



2014 - 2015

Hassayampa Elementary School

251 S. Tegner Street
Wickenburg, Arizona 85390

Hassayampa Elementary Office: (928) 684-6750

Please report all student absences, hours 7:30 a.m.-4:00 p.m.

Fax: (928) 684-6791

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

Principal: Carissa Hershkowitz
Secretary: Yucari Torres

District Superintendent: Dr. Howard Carlson

Board of Education:

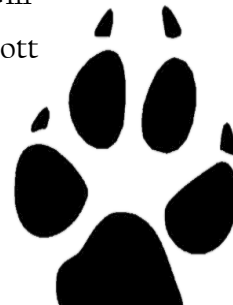
Joe Maglio, President

Curtis Arnett

Sandra Gill

Amy Brown

Daniel Scott



“The Wickenburg Unified School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Any inquiries regarding nondiscrimination policies may contact the Wickenburg Unified School District Office, 40 West Yavapai Street, Wickenburg, AZ, 85390. Phone number: 928.668.5350.”

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 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.hassayampa.wickenburgschools.org>. 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 Hershkowitz

Hassayampa Elementary Principal

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School Motto

Progress to Success!

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 Mascot

HASSAYAMPA COYOTES

School Colors

Royal Blue and **Gold**



School Calendar

August

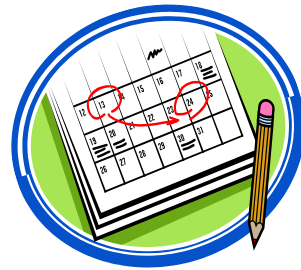
- 4- Open House/Registration Night
3:00 – 6:00 p.m.
- 5 - First Day of School
- 5 – Boohoo Breakfast-Kinder parents

September

- 1 - Labor Day - No School
- 4 - Picture Day
- 3- Principal's Coffee
- 3- Site Council

October

- 1- Principal's Coffee
- 1 - Site Council
- 3- Festival Friday
- 7-8- Health Safari
- 10 - End of 1st Quarter
- 13-17 - Fall Break-No School
- 20-24 - Hassayampa Book Fair
- 23-24 - Parent/Teacher Conferences
- 24 - 1st QTR Honors Assembly
- 27- 31- Red Ribbon Week
- 31 - Costume Walk



November

- 5- Principal's Coffee
- 5- Site Council
- 6- Picture Retakes
- 11 - Veterans' Day – No School
- 27-28 - Thanksgiving Holiday – No School

December

- 3- Principal's Coffee
- 3 - Site Council
- 12- Festival Friday
- 19 - End of 2nd QTR
- 22-31 - Christmas Break – No School

January

- 1-2 – No School
- 5- School resumes
- 15-16 - Parent/Teacher Conferences
- 16 – 2nd QTR Honors Assembly
- 19 - M.L.K Jr. Day – No School
- 26-30 - Hassayampa Book Fair
- 29 – Science and Art Night

February

- 4- Principal's Coffee
- 4 - Site Council
- 13- Gold Rush Day – No School
- 16-President's Day – No School
- 26 - Spring Picture Day

March

- 2 - Read Across America
- 4- Principal's Coffee
- 4 - Site Council
- 6- Festival Friday
- 6 - End of 3rd Quarter
- 9-13 - Spring Break – No School
- 18 - 3rd Quarter Report Cards mailed home
- 27 - 3rd QTR Honors Assembly

April

- 1 – Principal's Coffee
- 1 - Site Council
- 3 - Spring Holiday – No School
- TBD - STATE Testing Window

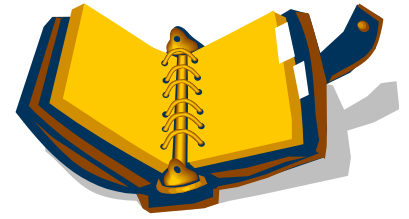
May

- 1 - Field Day
- 4-8 -Teacher Appreciation Week
- TBD - 5th Grade Astro Camp
- 15 - Festival Friday
- 19 - Math & Reading Awards
- 20 - Principal's Special Assembly
- 21 - Last Day of School for Students
- 26 - Final Report Cards mailed home

Please visit the school website for calendar updates:
<http://www.hassayampa.wickenburgschools.org>.



Schedules and Information



School Hours: Monday – Thursday 8:00 a.m. – 2:40 p.m.
Friday 8:00 a.m. – 12:00 p.m.

Arrival time: Students must NOT arrive before 7:45 a.m. Supervision is not available for your child prior to that time. We appreciate your cooperation in helping keep your child safe.

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 knock and we will quickly assist you. Parents walking students to their classrooms may do so after 7:45 a.m. We appreciate the cooperation in keeping Hassayampa safe.

Afterschool Changes: If a bus rider needs to ride a different bus than their assigned bus, a signed note must be sent to the teacher. The 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. 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 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 and 11:00 a.m. on Fridays.

Friday Schedule: The Governing Board of the Wickenburg Unified School District (WUSD) will continue the practice of early release on Fridays. **Students at Hassayampa Elementary School will be dismissed from class on Fridays at 12:00 p.m.** Friday bus schedules have been amended and students will be delivered home as per their regular routes. Arrangements should also be made for those students who either get picked up or walk home on these early release days. We encourage parents to make arrangements for childcare prior to the start of the school year, as students will be arriving home early on Fridays.

Parents are reminded that attendance on Fridays is very important! Teachers carefully plan and schedule for this shortened day at the same value as other school days. Any student who misses this day should do so only for legitimate illness or family reasons. Keep in mind that many teachers schedule tests for Friday; an absence requires potential make-up testing and additional work which will be the student's responsibility.

Half-day Fridays provide district teachers and staff the time and opportunity to plan, meet, and train to better serve your child's education. If you have any questions about this district-wide program, feel free to call the school, (928) 684-6750 or district office, (928) 668-5350.

Cafeteria

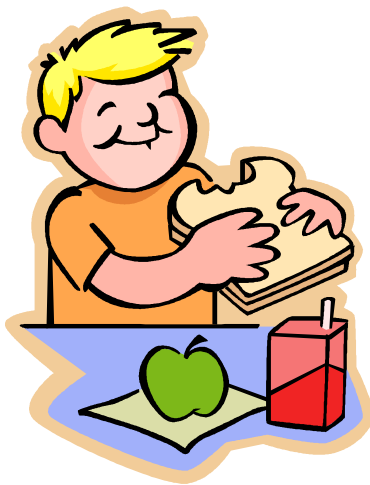
Cafeteria Manager: Joan Peterson
7:30 a.m. – 1:00 p.m. (M-F)

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 Friday, 7:45 - 8:15 am. Any amount of money may be applied to the student's account. 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 classroom, the front office and the school website.

Prices:	Breakfast	Lunch	
Students	\$1.25	\$2.25	
Reduced	\$0.30	\$0.40	(Extra milk is \$.25)
Adults	\$1.50	\$3.00	

Breakfast: 7:45 a.m. – 8:00 a.m.

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



Lunch:

10:45 a.m. - 11:20 a.m.

Kindergarten

11:05 a.m. - 11:40 a.m.

First Grade

11:25 a.m. - 12:00 p.m.

Second Grade

10:55 a.m. - 11:30 a.m.

Third Grade

11:15 a.m. - 11:50 a.m.

Fourth Grade

11:35 a.m. - 12:10 p.m.

Fifth Grade

**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.*

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. - 3:00 p.m. (Monday - Thursday)

Health Services: The Health Aide is on-call to handle emergency care. It is essential to inform her of any long-term 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. Students are not allowed to administer medications to 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. This information 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.

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 will be contacted. Under certain circumstances, paramedics may be called.

Parents are urged to keep children home when they suspect illness. When students become ill at school, they are sent to the health station. Students are not to walk home if they are ill.

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 home, work and emergency numbers current. If you should move, change your work status or change your child's emergency person, please contact the school immediately 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.

Attendance, Absence & Tardy

Attendance Clerk: Heather Rubash
8:00 a.m. - 3:00 p.m. (Monday - Friday)

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 tardies 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 in advance, 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 rolls and officially withdrawn from school. Upon returning to school they must be re-registered by the parent. This is regardless of notification by parents or due to illness.

Tardy: A student is considered tardy at **8:05 a.m.** Parents of students who are frequently tardy will receive a notification; if tardies continue, a meeting with the principal may be required. Please note that tardies do impact recognition for Perfect Attendance.

Taking Your Child Out of School Early: If you must pick up your child during school hours, please send a note or 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.

Your child will not be released to anyone except his/her parents 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.

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 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 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.

*It is the student's responsibility to ask for make-up work and to arrange for a time to make up tests when an absence occurs.

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 am if your child is going to be absent from school. This expedites our attendance procedures and it also saves a phone call to your 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 checking-out your child, 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.
- **Friday only:** Students are absent for the day if they come in after 10:15 a.m. or check out before 10:15 a.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.

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 or one of its tuition districts. All textbooks, library books and any outstanding charges must be cleared prior to releasing your child's records.

Dress Code

Student dress, personal appearance, and conduct must be in good taste and not a distraction from the learning environment. Any attire that detracts from the learning environment is not acceptable. In addition, dress styles that are a personal embarrassment to self or others are not acceptable. Any questionable dress will be reviewed by the principal.

1. Student dress and grooming shall meet reasonable safety, health and decency standards and shall not tend to diminish the disciplinary control of teachers or administrators.
2. Children at this age run and play at recess, therefore, it is highly recommended that students wear shoes that are reasonable and appropriate for the playground and PE. Bare feet are never acceptable. Close-toed shoes are highly encouraged.
3. Clothing or jewelry that promotes alcohol, tobacco, sex, or drugs in any way is not acceptable.
4. Unless otherwise noted, hats are not to be worn in the buildings.
5. Pictures and/or words on any garment must be in good taste with nothing that is obscene, vulgar, or promotes anything that is illegal.
6. Gang-related dress and grooming is not permitted.
7. Make-up is not appropriate for K-5 students.



Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of others. Please note the following:

- Shirts and tops may not expose bare midriffs, nor be deeply or narrowly cut in the front, back or under the arms.
- Halter tops, spaghetti straps and strapless tops are not acceptable. Straps must be at least one-inch wide
- Clothing that exposes undergarments will not be permitted by males or females.
- Clothing must cover the entire buttocks. Mini-skirts must be worn with leggings or shorts
- Tights should not be worn as an outer garment
- Heavy chains worn around the neck or attached to the pants are not permitted
- Shirts or tops must be long enough to be able to be tucked into shorts, skirts, or pants

Special note: Students choosing to come to school wearing inappropriate clothing will be asked to secure appropriate clothing. Refer to WUSD Student Rights and Responsibilities Handbook for the complete District Dress Code. A copy of SR&R Handbook is available on the WUSD website at www.wickenburgschools.org or in the Hassayampa School Office.



Inappropriate Items at School:

- Gum, candy, sunflower seeds, Kool-Aid, etc.
- Pop, etc. (unless in a home packed lunch)
- Cameras, laser pointers, etc.
- Electronic games, I-Pods, MP3 players, CD players, cell phones, etc.
- Pets or other animals
- Water balloons, water guns, etc.
- Firecrackers, snap caps, stink bombs, etc.
- Weapons or dangerous objects
- Tobacco, tobacco paraphernalia
- Drugs, alcohol and/or drug, alcohol paraphernalia



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

Code of Conduct

Discipline is essential to maintaining a safe and orderly learning environment which enables students to achieve academic success. Refer to WUSD Student Rights and Responsibilities Handbook for the complete description. A copy of SR&R Handbook is available on the WUSD website at www.wickenburgschools.org or in the Hassayampa School Office.

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 Rules

1. Keep hands, feet, and objects to yourself.
2. Use appropriate language and level of voice anywhere on the campus.
3. Gum, candy, or sunflower seeds are not allowed. If treats are given in a classroom, they must be eaten in that classroom.
4. I-Pods, MP3 players, cell phones, electronic devices or games, or toys are not to be brought to school.
5. Bike riding, skateboarding, and rollerblading are not allowed anywhere on the campus.
6. Students are not allowed in the office during the day without a pass.
7. Spitting is unsanitary and not allowed.
8. Name-calling, put-downs, or physical threats are unacceptable.
9. Walk on sidewalks - no running and stay out of landscaped areas.
10. Throwing rocks is never acceptable.
11. Contact games such as tackle football are not allowed.

12. Students should not engage in activities, which involve climbing, hitting, kicking, tripping, pushing, pinching, or play fighting.
13. Use playground equipment in a safe manner. Sliding or rolling down hills is prohibited.
14. Ask permission to leave the playground.

Electronic Devices

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.



Behavior Expectations

There are two basic student behavior expectations at Hassayampa Elementary School:

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

In the interest of safety to all our 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.

There are times when students choose inappropriate behavior. Some inappropriate behaviors are minor in nature while others are severe. The classroom teacher deals with minor infractions. Severe inappropriate behaviors receive a severe disciplinary referral. Students receiving a severe referral are sent to the principal. Consequences are assigned by the principal and may include but are not limited to:

- A PARENT CONFERENCE
- RESTRICTION OR LOSS OF PRIVILEGES
- IN-SCHOOL SUSPENSION FOR A DESIGNATED TIME
- OUT OF SCHOOL SUSPENSION FOR A DESIGNATED TIME



- RESTITUTION - MONETARY OR SERVICE
- SATURDAY RESTITUTION TIME
- THE PARENT HAVING TO SUPERVISE THE STUDENT AT SCHOOL

PLEASE NOTE: The following offenses may result in immediate out of school suspension for up to ten (10) days:

- 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.

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.

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.

Transportation

Director of Transportation: Mike Riggin
928-684-5342

We believe that 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. Riggin.

STUDENT CONDUCT ON SCHOOL BUSES

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

Expectations for Bus Behavior:

1. School rules regarding inappropriate behavior (fighting, threats, profanity, etc.) apply on the bus.
2. Students are to follow directions of the bus driver immediately and show respect for other people and property.
3. Students are to stay in their seats when the bus is in motion and to face forward when directed by the bus driver.
4. Students are to follow district and school policies and procedures.
5. Students are to keep hands, feet and objects to themselves, inside the bus and out of the aisle.
6. Students are to show respect for safety by not throwing objects out of the bus windows or within the bus.
7. Students are to use inside or classroom voices on the bus.
8. Animals, glass objects and pointy, sharp, dangerous or illegal items are not to be brought on the bus.
9. Food and drink are not to be brought on the bus.



*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. The note must be verified by the principal in order for the student to board a different bus.



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 the parent or guardian. 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 or scooter in a safe place.
7. Daily use of helmets and protective padding is required for school approval to be granted. *Wickenburg Police Department has helmets for riders who cannot afford one, please contact their office.*
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. Do not allow your children to get out of the car anywhere but in the designated unloading zone at the school. This area is located in the parking lot of the school.
2. Children must be accompanied by an adult when walking through the parking lot.
3. The car pick-up and bus loading zones are identified on the school map located at the back of this handbook. Do not drop off or pick up your children in bus loading and un-loading zone.



PARENTS: In order to assure the safe transportation to and from school, we have found it necessary it to designate the traffic pattern for morning drop off and afternoon pick up. Please follow these rules 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. If you have any questions concerning the insurance program, we will be happy to try to answer those questions.



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 to in the event of an emergency. Parents would be notified of a location from which to pick up their child. It is our hope that we never have to utilize our crisis management plan. However, it is important for the 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. Non-accidental injuries, sexual molestation, abuse and neglect must be reported to Child Protective 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 Child Protective 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.

Miscellaneous

Animals & Pets



Children should 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, no pies. 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.



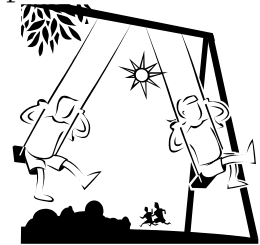
Boohoo Breakfast



The first day of school can be an emotional event especially for that first day 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 will host its second 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 will 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 the following playground and campus rules:

1. Use all equipment in a safe manner.
2. Play only in appropriate areas.
3. Walk on all sidewalk areas.
4. Restrooms are a facility, not a play area.



Behavior Expectations for Assemblies & Special Programs

1. Listen respectfully; don't talk.
2. Ask thoughtful questions and participate enthusiastically when asked.
3. Be a good sport and do not "boo" or make rude comments.
4. Display good school manners and spirit.
5. Remain seated and stay in designated areas during events and assemblies.
6. Applaud, cheer, and participate when appropriate.
7. Remember that you are a kid of character and represent Hassayampa!

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.

Visitors & Volunteers

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

Non-School Hours: Hassayampa Elementary School 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.

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



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, interview, 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.

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

- Classroom helpers
- Clerical aides
- Field trip supervisors
- Event Co-coordinators
- Health Safari assistant
- Tutors (help students with math facts or listen to them read)
- Resource speakers (classroom or Festival Friday topics)
- Library assistants (shelve books)
- Campus supervision (cafeteria or playground)



Parental Involvement Activities: Hassayampa Elementary School offers parents opportunities for involvement in the school program and activities. Parents are not only encouraged to visit the school and classrooms, but 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.

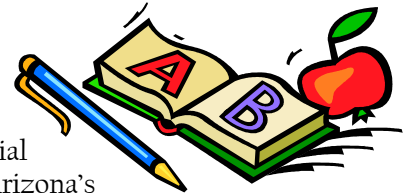
- Classroom volunteers - help the teachers in a variety of ways.
- Room parents - help organize special events and classroom parties.
- Special activities - assist in programs such as field day, health screenings, field trips, student clubs, etc.

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 251 S. Tegner Street, Wickenburg, AZ, 85390. A copy of the agenda will be available for review in the Administration Office prior to the scheduled Board meeting.

Course of Study & Additional Programs

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

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



The Harcourt Trophies core reading program currently used 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.

Throughout the year, students will participate in assessments that are related to the standards expected for each grade level.

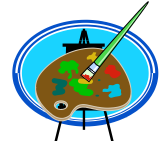


SPECIALS CLASSES

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

All students attend art class once per week. Students are given opportunities to learn about various mediums of art. Please join us in January for the Hassayampa Art and Science Night where we will display the many works of art created by students.



Music

All students attend music class once per week. Students are given opportunities to learn about various music genres, reading music, and musical instruments.

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 five days 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. Reference books may be checked out for overnight use only. Students are responsible for all books and materials checked out. Students are responsible for paying for any lost or damaged books and materials. All school rules are enforced in the library. Students are expected to study quietly, return materials to designated areas, and help keep the library in order.



Character Counts!

Hassayampa adopted CHARACTER COUNTS! a national framework that implements character education to our students. The framework is based on six pillars of character:

- I. Trustworthiness
- II. Respect
- III. Responsibility
- IV. Fairness
- V. Caring
- VI. Citizenship








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 should be 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 Festival Friday and other honor events.



School Supply lists:

The school provides textbooks and basic classroom supplies. Throughout the year, teachers will request special items for the classroom. The school will assist families unable to provide these items. A condensed grade level supply list has been provided for you convenience.

<p>Kindergarten through 2nd grade Please do not label supplies. Supplies will be shared among students.</p>	<p>3rd through 5th grades</p>
<p>2 dozen #2 pencils 2 pink erasers (not pencil top) 1 pencil box (not for K) 1 box of crayons (24 count) 4 black Expo dry-erase markers 1 white board eraser or an old sock 6 glue sticks (more desired for K) 1 pair of scissors 3 plain colored pocket folders 2 wide-ruled spiral notebooks (not for K) 1 box of quart Ziploc bags 2 pkg. of 100 3x5 white, ruled index cards 2 large boxes of Kleenex Addition and subtraction Flashcards</p> <p>Optional: Hand sanitizer Disinfectant wipes Markers Colored pencils</p>  	<p>2 dozen #2 pencils (Please no pens) 2 pink erasers 1 pencil box 1 box of crayons or colored pencils 3 Hi-lighters (yellow, green, pink) 4 black Expo dry-erase markers (wide-tip) 1 white board eraser or an old sock 2 glue sticks 4 plain colored pocket folders 4 wide-ruled spiral notebooks 500 sheets of wide-ruled notebook paper 2 pkg. of 100 3x5 white, ruled index cards 2 large boxes of Kleenex to share Multiplication /Division Flashcards</p> <p>Optional: Scissors Hand sanitizer Disinfectant wipes Markers</p>   

Textbooks/ School Equipment:

When textbooks are issued, the students are responsible for the care of these books. Students 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.*

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 students in grades 3-5 and 2nd graders during second semester. 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 their quarterly goals. Visit the school website to see an update of how many books students have read for the month.

Assessments

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

STATE TESTING -TBD

ADDITIONAL INFORMATION WILL BE AVAILABLE AS SOON AS THE STATE FINALIZES PLANS.

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

Given every 8 weeks in the content areas of reading and math to determine if first through fifth grade students are mastering the standards taught during the quarter as well as to determine if third through fifth are on track to passing state assessments. In addition to the quarterly checks, a pre- and post-test will be given at the beginning and ending of each school year as a measure of growth.

Math Fact Fluency

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

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 97th percentile on national norms in any one of three areas – verbal, non-verbal or quantitative reasoning – on any test from the state board approved list.” A teacher, parent, or students themselves may refer students to the gifted program. Parent permission for testing is required. Results are 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 are also offered throughout the year.

Title One: 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. Hassayampa is fortunate to have two highly qualified reading specialists on staff.

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. The Wickenburg Unified School District 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. Students are selected based upon the results of the AZELLA test. Parents are informed of their child’s participation in the program.

1. The state has mandated several basic components which must be present in all ELL instruction. Those components are the following:
2. All ELL students must receive a minimum of four (4) hours of English Language Development (ELD) every day.
3. The four hours must include instruction in Oral Language and Conversation (one hour), Grammar (one hour), Writing (one hour), and Reading (one hour).
4. During the ELL student's instruction, the students must be grouped by their English Language Proficiency Level (Pre-Emergent, Emergent, Basic or Intermediate).
5. The ELL students, during their four hours of ELD, must not be mixed with non-ELL students (under specific conditions this may be allowed), and
6. The ELL students must be taught by Highly Qualified teachers.

The reason for such a prescriptive approach is to ensure that as ELL students move about the state for their education, there is one consistent focus to their instruction. Also, it is critical that ELL students become English Language Proficient as quickly as possible.

Compensatory Education for English Language Learners: If state funding is available compensatory education is provided outside of the regular school day for students that have been identified as needing additional instruction in reading, writing, speaking and listening. The district's ELL compensatory education plan provides services during designated times of the school year. Attendance is based on the referral of the ELL and classroom teachers. Students must meet identified needs to be included in the program.

Bilingual Education: Bilingual education is not currently offered in Wickenburg Unified School District. Individual 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 5th grade average, whichever is lower
- The student is age ten (10) or older, and:
- It is the informed belief of the school principal and educational staff that an alternate course of 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.



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 field trips taken during the year.

Festival Fridays



Each Friday a modified schedule will be used for “special” classes. Fridays will primarily concentrate on Character Counts, a culture or a special event. In studying a culture, students will learn a musical number, create an art activity, learn a dance or game, and become acquainted with the region and people. During each quarter, there will be Festival Friday. At this time, an assembly will be held celebrating the region or country. Art, music, PE, and character recognitions earned by students will also take place. Parents are invited to Hassayampa’s Festival Friday programs, the majority of which will start at 8:30 a.m. unless otherwise announced. The following dates are scheduled for Festival Friday programs:

October 3
March 6

December 12
May 15



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.

- Kinder = 10 minutes
- 1st grade = 10 minutes
- 2nd grade = 20 minutes
- 3rd grade = 30 minutes
- 4th grade = 40 minutes
- 5th grade = 50 minutes

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.

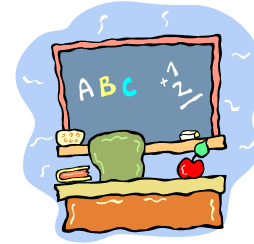
Highly Qualified Staff: WUSD strives to provide students with teachers and staff who are highly qualified for the positions they hold. Teachers must be appropriately certified in the area in which they are teaching to meet the criteria for the "No Child Left Behind Act". Hassayampa Elementary School 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 the Hassayampa School Office and review our School Information Binder.



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 “falls far below”** designation on the 3rd grade state reading assessment beginning in the 2013-14 school year. 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.

After-school Programs

Would your child enjoy participating in an after-school program? 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.

All fees associated with these programs are tax credit eligible.

Tutoring: Coordinator –school counselor –available to various grade levels - Mondays /Tuesdays, 2:45 - 4:00 – Fee \$1

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.

Archery Club: Coordinator Mr. Monesmith – 4th and 5th grade - Tuesdays, 2:45 -4:00 – Fee \$25

Archery Club is designed to teach international-style target archery which includes safety, archery history, technique, equipment, mental concentration, core-strengthening physical fitness, and self-improvement. The curriculum was written by the National Archery in Schools Program. Their

partnership with the Arizona Game and Fish Department has made it possible for Hassayampa to offer such a great program!

Art Club: Coordinator Mrs. Macias – 5th grade - Mondays once per month, 2:45 -3:30 – Fee \$8
This club is for 5th graders 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.

Chess Club: Coordinator Mr. Knight – 4th and 5th grade - Mondays once per month, 2:45 -3:30 – Fee \$20
The Chess Club is targeted towards beginners but also accommodates students who are more advanced. The primary goal of the club is to provide a safe environment where students can learn to play chess against their peers. This club is also used to teach math skills that relate to chess.

Coyote Chorus: Coordinator Mrs. Douthat – Every Thursday, 2:45 – 3:30 – Fee \$11
This club is designed for students who love to sing and move to the music! They will perform at Festival Friday assemblies and go “on” tour as a community outreach to senior centers in our town during December.

Friday After-school Program: Coordinator Yucari Torres – 1st-5th grade – Fee \$50 per year
This program was established to assist working families with childcare on Friday afternoons. A notice will be sent home early in the year to sign up. This program has limited capacity. Parents will be notified of acceptance into the program. This program offers arts and crafts, sports, games, field trips and a snack for your child. The program starts immediately after school on Fridays at 12:05 p.m. and dismisses at 2:25 p.m. Parents are responsible for picking up.

Reading Club: Coordinator Terry Macias– 3rd -5th grade – Fee \$TBD per year
This program is designed to encourage a love of reading in all students. Accelerated Reader will be utilized to track student progress. Participants will be building leaders to foster a building-wide love of reading.

Raising Expectations

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



GRADES 1 THROUGH 8 RECOGNITIONS

1. Students who “exceed” the standard on the reading and/or math sections of AIMS will receive recognition at the start of the school year.
2. Students who “exceed” on the reading and/or math sections of the Galileo benchmark test will receive recognition.

REQUIRED INTERVENTIONS

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

NOTES:

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

Remediation may include one or more of the following:

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



EXCESSIVE ABSENCES

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

CONSEQUENCES

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





Parent/Teacher Conferences

In addition to report cards, parent conferences are held in October and January. 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.

Please do not wait for the scheduled Parent/Teacher Conferences, 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. On occasion, your child's teacher may also call you regarding your child's progress. 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 with the school secretary, the teacher will try to return your call the same day. The school office phone number is (928) 684-6750.

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

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: ALLISON PACHECO

Telephone: (928) 684-6700

Address: 920 S. VULTURE MINE ROAD

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



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.

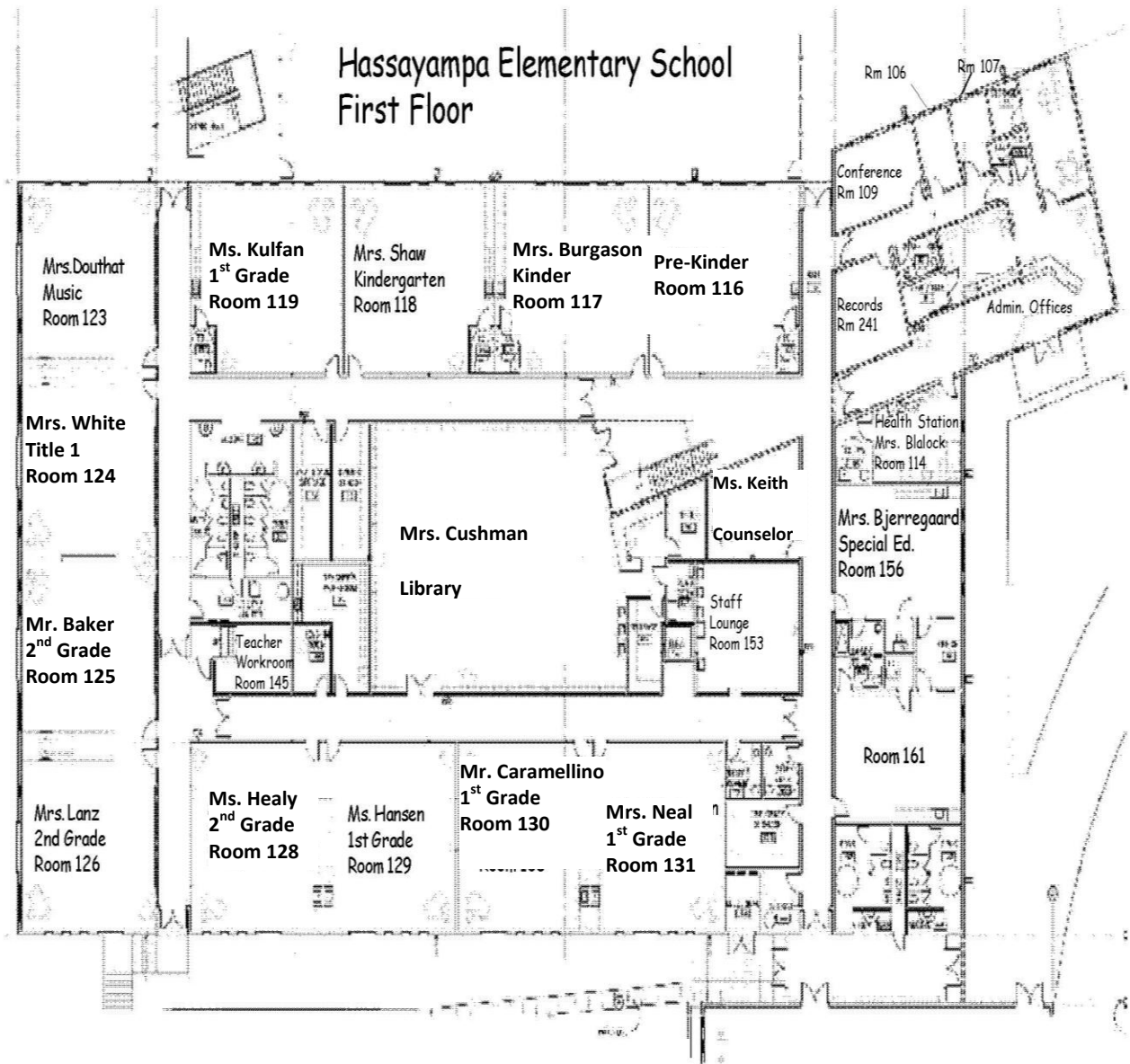
A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

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.

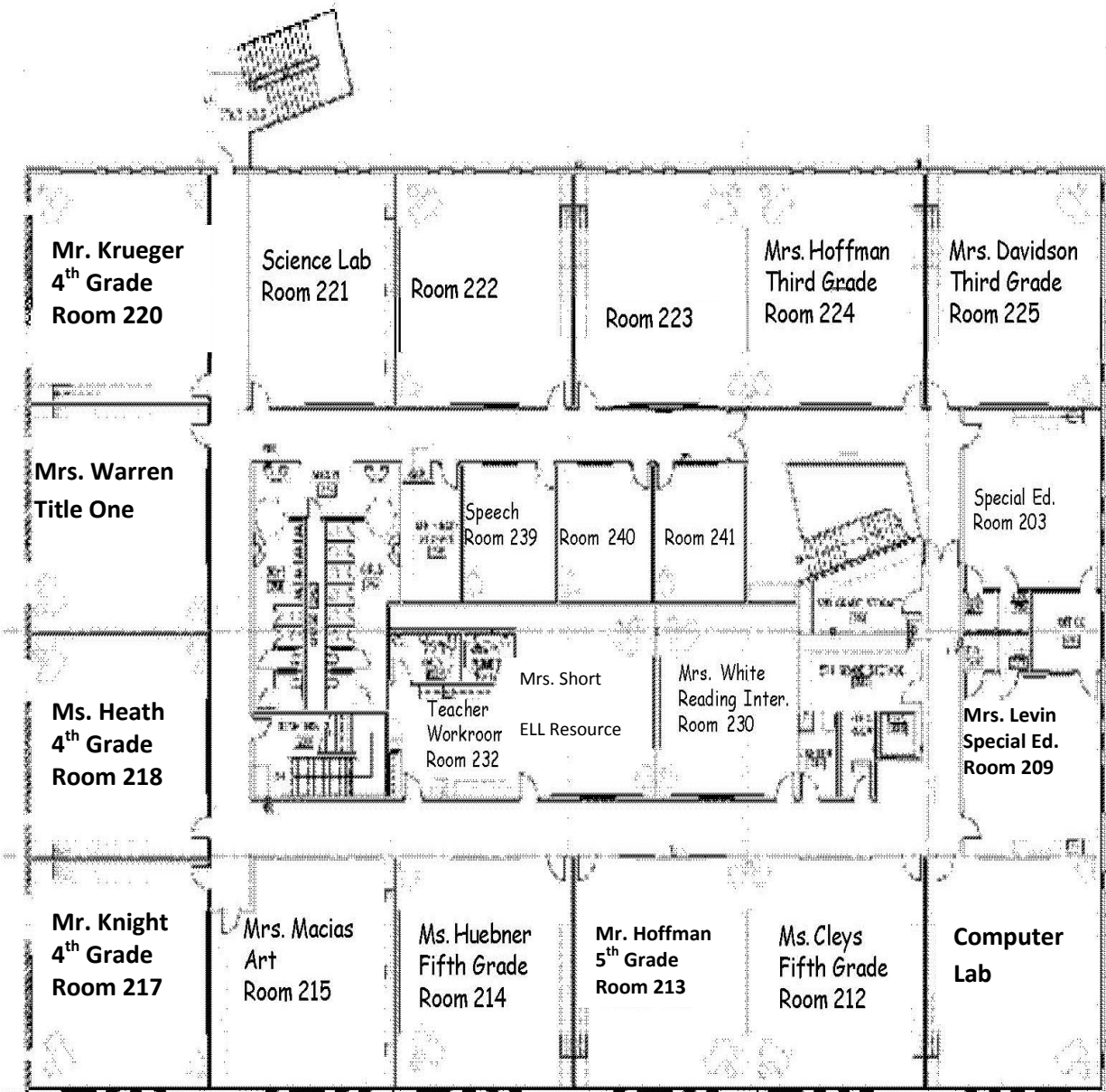
Knowingly submitting a false report under this policy shall subject the students to discipline up to and including suspension. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

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.

Classroom Map – First Floor



Classroom Map – Second Floor



HASSAYAMPA ELEMENTARY SCHOOL

Bus and Parent PICK-UP & DROP-OFF

