

Lake Valley Elementary School



2011-2012

Go, Lake Valley Curbs!!!

Lake Valley Elementary School Mission Statement

Our mission is to create and maintain a safe and supportive environment where mutual respect, excellence in education and social development are promoted among parents, students, staff and administration. We will encourage individuals of diverse needs and abilities to reach their highest potential through personal motivation and a professionally developed staff.

LVES Core Beliefs:

We believe, at Lake Valley, that

1. strong parental involvement is critical to student success within the educational community.
2. students will demonstrate awareness and respect for individual differences, values and cultural diversity.
3. we will encourage individual development and critical thinking.
4. students will develop good communication skills.
5. students will make good choices and be held accountable.
6. opportunities exist for student / staff leadership.
7. students and staff will become technologically proficient.
8. students will become real life problem solvers.
9. our school will provide a safe learning environment.
10. students will understand the value of education while developing a love for learning.



Lake Valley Elementary School

QUICK REFERENCE INFORMATION

Address & Phone

3900 Starlight Dr.
Prescott Valley, AZ 86314

(928) 759-4200
FAX (928) 759-4220

District Information

Humboldt Unified School District
6411 N. Robert Rd.
Prescott Valley, AZ 86314
(928) 759-4000

Transportation Department

Bus Barn: (928) 759-5191

School Office Personnel

Tusanne Cordes, Principal
Becky Cooley, Administrative Secretary
Rosie Rodriguez, Attendance Secretary
LeOra Budin, Receiving Clerk
Kris Skorick, School Nurse

School Office Hours

7:30 a.m. – 4:00 p.m.

Student Hours

8:45 a.m. – 3:15 p.m. for Full-Day Kindergarten & Grades 1-6
Morning Kindergarten 8:45 – 11:15 AM
Afternoon Kindergarten 12:45 – 3:15 PM

Doors open for students at 8:20 a.m.

PLEASE DO NOT DROP OFF STUDENTS EARLY!

HUMBOLDT UNIFIED SCHOOL DISTRICT

2011-2012 SCHOOL YEAR CALENDAR

August 8, 2011
First day of school

August 10•17•24•31, 2011
Wednesday Early Release
(2:15 p.m.)

September 5, 2011
Labor Day Holiday-NO
SCHOOL

September 7•14•21•28, 2011
Wednesday Early Release
2:15 p.m.)

September 20, 2011
School pictures

October 5•19, 2011
Wednesday Early Release
(2:15 p.m.)

October 7, 2011
End of first quarter
Early Release (1:15 p.m.)
No PM Kindergarten

October 10 - 14, 2011
Fall Break

October 26, 2011
Early Release (1:15 p.m.) for
Parent-Teacher Conferences
No AM Kindergarten;
PM Kindergarten attends
8:45 – 11:15 AM

October 27, 2011
Early Release (1:15 p.m.) for
Parent-Teacher Conferences
No PM Kindergarten;

October 28, 2011
Early Release (1:15 p.m.) for
Parent-Teacher Conferences
No AM Kindergarten;
PM Kindergarten attends
8:45 – 11:15 AM

November 1, 2011
School picture retakes &
Child Protection Card Photos

November 2•9•16•30, 2011
Wednesday Early Release
(2:15 p.m.)

November 11, 2011
Veteran's Day – NO SCHOOL

November 23 – 25, 2011
Thanksgiving Break

December 7•14, 2011
Wednesday Early Release
(2:15 p.m.)

December 16, 2011
End of second quarter
Early Release (1:15 p.m.)
No PM Kindergarten

December 19-30, 2011
Winter Break – NO SCHOOL

January 4•11•18•25, 2012
Wednesday Early Release
(2:15 p.m.)

January 16, 2012
Martin Luther King, Jr. Holiday
– NO SCHOOL

February 1•8•15•22•29, 2012
Wednesday Early Release
(2:15 p.m.)

February 7, 2012
Spring pictures

February 20, 2012
President's Day Holiday
– NO SCHOOL

March 7-21-28, 2012
Wednesday Early Release
(2:15 p.m.)

March 9, 2012
End of 3rd quarter
Early Release (1:15 p.m.)
No AM Kindergarten;
PM Kindergarten attends
8:45 – 11:15 AM

March 12 – 16, 2012
Spring Break

April 3, 2012
Kindergarten 'cap & gown'
pictures

April 4•11, 2012
Wednesday Early Release
(2:15 p.m.)

April 6, 2012
Spring Recess – NO SCHOOL

April 18•25, 2012
*Please note that school will be
dismissed at the regular time-
3:15 PM- on these two dates,
even though they are
Wednesdays.

April 20, 2012
Teacher Inservice
– NO SCHOOL

May 2•9, 2012
Wednesday Early Release
(2:15 p.m.)

May 24, 2012
Student's Last Day
Early Release (1:15 p.m.)
No PM Kindergarten



WELCOME BACK!



We are pleased to provide this Lake Valley Elementary Handbook to our students and parents. We believe that it will answer most of the basic questions about our school. If it does not, please feel free to call the office at 759-4200 so that we may assist you.

We are committed to providing your children with the best educational opportunities possible, founded on high expectations for their behavior and performance.

The education of your children is a shared responsibility between the school and home. We want parents and students alike to feel that they are an integral part of our school. Therefore, we encourage your questions, suggestions, and volunteer efforts at Lake Valley Elementary School.

The faculty and staff look forward to working with you and your children to ensure that this 2011-2012 school year will be their best ever.

SCHOOL INFORMATION

Early arrivals

The doors to the school will open at 8:20 a.m. At that time, there are aides on the playground for supervision. Prior to the 8:20 a.m. time, students are not permitted on the school grounds.

ATTENDANCE/ABSENCES

State law requires parents to notify the school in advance or within 2 hours of the start of school on the date of absence. If this notification is not received, the school is required by law to contact the parents by phone the morning of the absence. A number must be provided at which the parents can be contacted. This may be a home, work or message number. If this number changes during the year, please notify our office immediately. Please contact the attendance secretary, **Mrs. Rodriguez, at 759-4201** to report absences.

Parents must state the **reason** for absence. Reasons must be specific; for example, stomach ache, respiratory infections, flu, etc. H.U.S.D. Board policy JH states that 'absences shall be excused only for necessary and important reasons.' Absences for the following reasons are excused:

- Illness or injury

- Appointments – medical, dental, optometric, counseling or chiropractic
- Funeral of family member
- Quarantine imposed by city or county health official
- Student service on a jury
- To obtain required immunizations
- Appearance at court
- Observance of a religious holiday
- Employment interview or conference
- Other unusual, personal circumstances may be excused when arranged in advance with the principal if the student is in good standing regarding attendance and academic performance.

Vacations, birthdays, hunting and lack of transportation are not excused absences under Arizona State Law (A.R.S. 15-803). **Any absence without notification from the parent is unexcused. Students who are absent because of communicable disease must report to the nurse's office before being readmitted to class.**

You may also email Mrs. Rodriguez by going to the Humboldt Unified School District website (humboldtunified.com), and clicking on the Lake Valley link, which is located under 'Visit Our Schools' on the left side. You can then bookmark this page for ease in locating in the future. Click on the link that says 'Staff', and third from the top will be the link to e-mail the Attendance Secretary. *If you e-mail the notification of absence, be sure to state your child's first & last name, their teacher and the specific reason for their absence in the e-mail. You must also end your message with your full name & relationship to the child.*

The education of each student is the joint responsibility of the home and school. Only through cooperation can the students be assured of receiving all educational advantages available. Student participation in class activities, listening to presentations, clarifications, explanations and attendance at school assembly programs are considered integral parts of the educational process. It is impossible to gain the full significance of any class experience through makeup work. **Studies have proven that regular attendance definitely correlates with success at school.**

According to Arizona State Law, a child must be removed from student rolls after 10 consecutive days of absence. If a situation arises that may result in an extended absence, please inform the school office. Developing a habit of regular and punctual attendance will

help a student throughout his or her educational experience. **Parents will be notified of continued and excessive absenteeism of their student.** The principal may require a parent conference to discuss and remedy the problem.

TRUANCY

Arizona State Law & HUSD Board policy JEA require children between the ages of six (6) and sixteen (16) to attend school. A child failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901. **Truant** means an **unexcused absence** for at least one (1) class period during the day. This includes absence from any class or activity during the school day for which the student is scheduled. Lake Valley uses the S.T.O.P. program (Stop Truancy from Occurring Program). A STOP letter will be issued following the 3rd unexcused absence, which is also forwarded to law enforcement and may result in a fine.

TARDIES



Children arriving late for school must have a note or a call from their parent excusing the late arrival time. Any student arriving late for school must check in through the office and obtain a tardy slip before going to class. We realize that there may be legitimate reasons for a student to be late for school (i.e. flat tire, doctor's appt., etc.), so it is important to notify the school if your child will be late and these will be considered excused tardies.

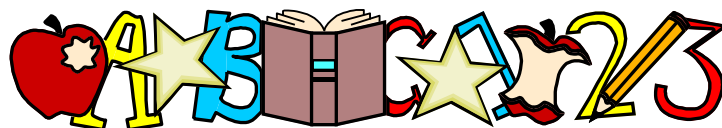
If we have not heard from a parent/guardian regarding a student's lateness (or if the excuse is questionable), these tardies will be considered unexcused. When a student reaches 5 unexcused tardies in a semester, the parent/guardian will be notified and the student will be assigned after-school detention for one day. A STOP (Stop Truancy from Occurring Program) letter will also be mailed, which will be forwarded to the town attorney. Each unexcused tardy after 5 will result in more severe consequences. Parents will be responsible for providing transportation if a child is assigned after-school detention.

Please be sure to review and sign the Tardy Procedures notice that you received with this handbook, and return it to the school.

STUDENT/VISITOR SIGN-IN/OUT

The staff at Lake Valley School is trying hard to make your child's education as effective and safe as possible. Parents and visitors can help by following these guidelines:

1. Parents and visitors are welcome at school, and we encourage volunteerism. There are specific times that we do not allow visitors in the class, so parents should always try to schedule the time with the teacher ahead of time.
2. State laws require that everyone must check in at the school office before being allowed into the school. **Please do not stop by your child's room prior to checking in. Pick up a visitor's sticker in the office first.**
3. Parent conferences are an important communication tool and are greatly encouraged. They are most helpful when they are scheduled and teachers have the time to devote to the conference. Impromptu conferences, especially before school begins in the morning, should be avoided. Contact your child's teacher if you would like a conference.
4. Parents/Guardians wishing to pick up their child early from school **must check in at the office first and sign their child out stating the reason for leaving.** Parents attending an assembly at school who wish to take their child home after the assembly should send the child back to class with the teacher and come in the office to sign the child out (for exceptions, see 'Assembly Sign-Out Procedures on page 8). Once your child is signed out they will be sent to the office. To protect and guarantee the safety of students, no child will be allowed to leave the school grounds during school hours with anyone except the person who has legal custody of the child or a person authorized in writing by the parent or legal guardian. If a child is being picked up by an adult other than a parent or guardian, a note must accompany that adult giving them permission by the parent. Identification may be asked of that person by the office staff. **No child will be allowed to walk home prior to 3:15 p.m. unless accompanied by a parent/guardian.**





HEALTH CENTER SERVICES

Lake Valley Elementary School is served by a registered nurse. It is the purpose of this department to provide health services and education to assist students while at school.

IMMUNIZATIONS

H.U.S.D. POLICY JHCB

Immunizations are required by Arizona State Law (A.R.S. 15-872). Required immunizations are: Diphtheria, Tetanus, Pertussis, Measles/ Mumps/ Rubella (MMR), Polio, Varicella (chicken pox), Hepatitis B and meningitis. All children enrolling need to provide documentation of their immunizations. Please visit the HUSD website (humboldtunified.com) for specific requirements. Any new immunizations your child receives throughout the year should be reported to the school nurse. Exemptions will be recognized for medical and personal reasons, however in the event of an outbreak your child will be disqualified from school.



MEDICATION:

ADMINISTERING MEDICINES TO STUDENTS

H.U.S.D. POLICY JHCD

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



Prescription Medications:

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

Non Prescription / Over the Counter Drugs:

- The law (A.R.S. 15-344) requires medication to be provided and delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original container as packaged by the manufacturer and labeled with the student's name.
- A form will need to be completed by the parent giving permission for school

personnel to administer the medicine to your child.

All medications/inhalers from home must be stored and locked in the nurse's office, unless special arrangements are made with the nurse. They are not to be left in the classroom in a child's desk or backpack.

ILLNESS

Please call the school if your child has a communicable disease such as chicken pox, measles, mumps, strep throat, conjunctivitis (pink eye) or any infestations of lice.

Although we encourage perfect attendance for students, we advise that students not be sent to school if they are ill. Signs and symptoms which would indicate the need to keep them home include, but are not limited to:

- A fever of 100° or more
- Vomiting or diarrhea
- An unexplained rash

Students must be fever free for 24 hours before returning to school. You may be required to pick your child up if they have not been fever free for 24 hours. The Nurse or principal's designee will have discretion as to re-admittance for: diarrhea, vomiting, rash, etc. If there should be any major or significant change in your child's health, please notify the school nurse at 759-4210.

EMERGENCY FIRST AID / ILLNESS

Emergency first aid can be given by the nurse, a teacher, or a member of the school staff. If a student is seriously injured and needs medical attention, the parent is contacted and so advised. When the parent cannot be located, the school will exercise its legal option to act in the place of the parent and secure emergency treatment. If the parent cannot be reached and the student needs immediate attention the paramedics will be called. Should your child require transport or treatment by ambulance, parents/guardians are responsible for all costs.

When students become ill at school, they are sent to the Nurse's Office. If it is necessary for students to leave school, the parent will be contacted by the nurse or the office staff. The student is kept in the Nurse's Office or school office until the parent or guardian arrives. No student may walk home ill. **Parents are urged to keep a child home when they suspect illness.** By instituting treatment at once, long illnesses may be prevented.



HEALTH SCREENING

Screenings are also a routine part of the School Health Program.

Screenings may include height, weight, vision, hearing, dental, blood pressure, Acanthosis Nicgricans (AN), scoliosis, body mass index (BMI) and color deficiency. If you do not want your child included in any part of our screening program, you must notify the nurse in writing each year of the programs in which your student may not participate.

If any abnormalities are discovered as a result of the screening, parents/guardians will be notified and recommendations made for further evaluation.

EMERGENCY FORMS

Except in true emergencies, students are required to get a pass from their teacher or aide before visiting the Nurse's Office. The school nurse establishes and maintains a health record for each student. The health record contains immunization status, screening results, health history, and other information at the discretion of the school nurse. It is imperative that we have complete information. Emergency Medical Information forms (EMI) are updated annually and should be completed for each child in the family attending school. The update will ensure the school nurse's ability to facilitate medical interventions should your child ever need care. You are asked to provide school personnel with current information so that you can be reached in the event of an illness or injury. Please be sure to note all medical conditions and allergies for the nurse's information. This is vital.

CHANGES IN DEPARTURE PROCEDURES

A change in the procedure for a student's departure can only be made by a phone call or note from a parent or guardian. If you would like your child to ride a different bus, or plan to pick them up after school instead of taking a bus, you should call the school during the day **prior to 2:45**, or send a note with your child. Phone calls regarding changes can only be honored prior to 2:45 PM. After that time student busses and/or departure routine may not be changed. Notes brought by students will need to be given to the office prior to the 2:45 deadline to be honored. With over 500 students it is nearly impossible to manage last-minute requests. Therefore, this deadline has been implemented to ensure student safety and avoid confusion for staff & students alike.



EARLY RELEASE DAYS

Early release days are held throughout the school year for various reasons (i.e. Parent Conference, Teacher Workshops, etc.). Beginning with the 2011-12 school year, the HUSD School Board has approved a one-hour early release every Wednesday. (There are a few exceptions—please be sure to check the calendar at the front of this handbook for exact dates of early releases.) On the Wednesday early releases, school is dismissed at 2:15. Kindergarten attendance times will be as follows for the Wednesday early release dates:
AM Kindergarten: 8:45 – 10:45 AM
PM Kindergarten: 12:15 – 2:15 PM

We will continue to have the 2-hour early dismissal at the end of each quarter and for Parent-Teacher Conferences. On those dates, school is dismissed at 1:15, and AM / PM Kindergarten will alternate attendance.

SNOW DAY/INCLEMENT WEATHER POLICY

In the event of extreme weather conditions of snow or ice, the Superintendent may choose to **close the school**. Classes will not be held and buses will not transport students. ANY TIME THERE IS SNOW OR ICE IN THE AREA, PARENTS AND STUDENTS SHOULD LISTEN TO ONE OF THE LOCAL RADIO STATIONS LISTED BELOW FOR AN UPDATE ON SCHOOL CLOSINGS OR DELAYED OPENINGS.

During adverse weather conditions, the Superintendent may instead choose to start the school on a **delayed opening schedule**; all classes would start and all busses would run two (2) hours later than normal. **On a delayed opening day, breakfast will not be served.** On delayed start days, **dismissal time would be at the regular time.**

In the event school is cancelled or a delayed start is declared, the District will utilize the phone messaging system in an effort to contact parents.

In the unlikely event of extreme conditions starting after school is in session, an **early dismissal** may be required. Listen to a local radio station or call the school for details. In that event, parents are encouraged to pick up their student(s) from school. Elementary bus riders and walkers will not be released before the regular dismissal time to ensure their supervision and safety.



Inclement weather announcements can be heard beginning at 6:30 a.m. on the following radio stations: KNOT (99.1 FM/1450 AM), KPPV (106.7 FM), KYCA (1490 AM), KQNA (1130 AM), KAHM (102.1 FM), KKLD (98.3 FM), KVRD (105.7 FM), KOLT (107.5 FM), KNAU (88.7 FM), and KGCB (90.9 FM). Parents may also call the District Office at 759-4000 to learn about any school closings or delayed openings.

Look for a special letter sent home to parents in the fall with additional details regarding emergency school closings and delays.

PHONE USE

Students are not permitted to receive and/or make personal phone calls from school, except in the case of an emergency. If there should be an emergency, we will get a message to your child and have them call you on their next break. **Only in an extreme emergency will we ask the student to come to the office to take a call** during the middle of the class.



Personal plans should be made at home, prior to the start of school, to avoid last minute calls.

ENROLLMENT / WITHDRAWAL FROM SCHOOL

1. Enrollment forms must be completed before a student is admitted to class. Once enrollment has been completed the student will start class on the next school day.
2. Classroom assignments will be made by the principal based on student numbers, specific class needs, and individual students' needs.
3. Parents should notify the school office at least two days prior to the student's last attendance day.
4. All school materials loaned to the student must be returned. Items that are lost or damaged must be paid for by the parents before school records will be forwarded to the new school.

LUNCH/BREAKFAST INFORMATION

The school cafeteria serves hot lunch and breakfast daily. Lunches for grades K – 6 will be \$1.80 daily or \$18.00 for 10 days. Milk is included in the lunch price, and half pints are also available for 50¢ for students with sack lunch. School lunch is 40¢ for those who qualify for reduced lunches. Breakfast is \$1.25 daily, or 30¢ for those on the reduced lunch program. Free breakfast and lunch is available for those who qualify. No charging is



allowed in the cafeteria. Children who do not have sufficient funds will be given a peanut butter sandwich and white milk at lunch time for one day only. If you have any questions, please call Olga Moran, Cafeteria Manager, at 759-4217.

A lunch/breakfast account will be opened for each student in attendance at Lake Valley School. Any amount of money can be put in the account, however, we recommend a minimum of \$18.00 (ten lunches), although \$20.00, \$25.00 or even a full month's worth may be deposited. Students eating breakfast & lunch daily should pay \$30.50 for ten days, which would include breakfast *and* lunch for that 10 day period. Each regular account will be charged \$1.80 per lunch used (\$1.25 per breakfast). Reduced accounts are automatically charged 40¢ for lunch and 30¢ for breakfast. Only one lunch/ breakfast per day may be charged to an account. Our computer automatically calculates the account balances and when your child's account balance is reduced to an equivalent of three meals, he/she will get a reminder note that it's time for another deposit.

Lunch / breakfast deposits need to be taken to the cafeteria immediately upon the student's arrival at school, **prior to the beginning of school each day.** All students purchasing daily individual lunch / breakfast or milk should also pay the lunch clerk in the cafeteria before school starts. Monies should be brought in a white envelope with the student's name, grade and teacher's name on the front of the envelope. While both checks and cash are accepted, should a check be written without sufficient funds, a cash only status will be applied to your child's account thereafter.

STUDENT BREAKFAST SCHEDULE

Breakfast will be served from 8:20 to 8:40 a.m. daily. If your student is arriving late to school, please serve them breakfast before they arrive, as the program ends at 8:40 a.m. Students arriving to school at 8:35 or later should have already eaten breakfast at home, as they would not be able to complete breakfast before school begins.





FREE & REDUCED LUNCH APPLICATIONS

Families meeting criteria for assistance should obtain necessary forms in the office or online. **Applicants must reapply each year.** All forms will be processed as quickly as possible.

STUDENT LUNCH SCHEDULES

Kindergarten	11:30 a.m. – 12:05 p.m.
First Grade	11:35 a.m. – 12:10 a.m.
Second Grade	12:10 p.m. – 12:45 p.m.
Third Grade	12:30 a.m. – 1:05 p.m.
Fourth Grade	12:00 p.m. – 12:35 p.m.
Fifth Grade	12:35 p.m. – 1:10 p.m.
Sixth Grade	11:50 a.m. – 12:25 p.m.

CAFETERIA PROCEDURES

1. Students will report their intent to be served lunch during the morning lunch count in their classrooms.
2. Students will be escorted to the cafeteria by playground aides following lunch recess. 
3. Students are to enter quietly and courteously and follow the direction of the person on duty.
4. Lunch cards should be ready to give to the clerk so as not to delay the line.
5. Once seated, students are to remain in that seat and not move around from seat to seat.
6. Students will be expected to use appropriate table manners and quiet voices while eating. *Appropriate manners includes not sharing food items or 'playing' with food or utensils.*
7. Students will clean the area around their table and seats before being allowed to leave.
8. Once finished eating, students line up to return to class. *(Recess time takes place prior to eating in the cafeteria.)* 
9. **Students may not take any food or drink out of the cafeteria.**
10. Only single serving sizes of chips, Cheetos, etc. may be brought to school- no large bags of chips/Cheetos may be taken to the cafeteria.
11. We strongly discourage the consumption of soda pop and high sugar beverages during regular school lunches.
12. Students will be issued lunch cards. **The third card lost or destroyed will result in a \$5.00 replacement charge.**

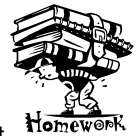
SCHOOL PICTURES

School pictures will be taken shortly after school begins. Retakes are scheduled for those students who wish to return the original picture package, as well as students who were absent on the original picture day. Lake Valley also has a spring picture day, although class pictures will not be available during spring pictures. Please note that although it is

acceptable to enclose cash with your picture order, it is our recommendation that you use a check or money order to purchase pictures. Enclosing a check or money order gives you a record of your payment in case problems should arise.

LOST & FOUND

Students assume all risks regarding the loss of valuables brought to school. All misplaced articles which are found are placed in the 'Lost & Found' located on the stage in the gym. Negligence is the usual cause for lost articles. All of your personal belongings should be marked for easy identification (especially coats, backpacks, sweatshirts & sweaters). Unclaimed articles of clothing are periodically donated to a charity.



HOMEWORK GUIDELINES

The purpose of homework is to reinforce learning. You are your child's first and most important teacher. Your interest in their daily school lessons and activities is vital. The student's school success and education is a shared responsibility between home and school. Here are some tips for improving the quality of homework at home. We welcome your cooperation.

1. Please check and sign your child's Student Agenda each day (*upper grades only*).
2. Look at the papers your child brings home. Do not accept excuses for why homework cannot be done.
3. Do see that your child assumes responsibility and learns to be accountable.
4. Check with the teacher if your child is confused or unable to do the assignments.
5. Plan a regular time each day for completion of homework assignments. Don't make homework time too long.
6. Provide a study area away from household distractions.
7. Give your child undivided attention if he/she seeks help. Be patient when making explanations.
8. Praise your child for doing a good job!

MAKE-UP WORK

Students absent from school will be given one day for every day of absence to make up work missed.

Check with your child's classroom teacher. If a child is absent for two or more days, please arrange to pick up the child's assignments after school by calling the school office in the morning. When absences for extended periods of time can be foreseen, parents should notify the school office at least 24



hours in advance so that the teacher will be able to gather materials and assignments that will be needed. Please keep in mind that direct instruction cannot be replaced by a worksheet, so regular attendance is important except in times of illness. Students assigned to on-campus suspension will be required to make up all work missed.

INTENTION TO TEST

As required by Arizona law, all students in Kindergarten through 3rd grade will be given individual reading assessments at least three times during the school year. These assessments provide information regarding a student's progress in critical pre-reading and reading skills, and allow teachers to identify students who are in need of extra help from our Reading Specialists. Students in 4th – 6th grade may also be assessed based on student need and staffing capacity.

TITLE I TARGETED ASSISTANCE

PROGRAMS: PARENTS RIGHT TO KNOW

At Lake Valley Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- 🍏 Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- 🍏 Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- 🍏 What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

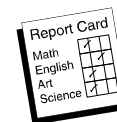
Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessionals, please contact me at 759-4200.

Tusanne Cordes, Principal

REPORT CARDS / PARENT CONFERENCES

The school year consists of four 9 week reporting periods. Students will receive a report card at the end of each reporting period with the exception of kindergarten. Kindergarten students receive their first report card at the end of the 2nd quarter. Mid term progress reports are sent home in grades 4, 5 & 6 halfway through the 9 week period. Parents are urged to contact the teacher at any time regarding their student's progress. Parent conference dates are listed in the school calendar. **(If you schedule a conference and are unable to keep your scheduled appointment, please call the school to cancel).**



TEXTBOOKS & SUPPLIES

Students are provided basic textbook materials without a fee being charged. *Students are held responsible for abuse of instructional materials provided to them and will be charged a replacement or damage fee for materials which are lost, destroyed or unduly damaged.* An initial supply of paper, pencils, crayons, glue, etc. is provided to students. Parents are to supply additional items as needed and are encouraged to assist with special requests from the classroom teacher.



LIBRARY POLICY

LIBRARY SCHEDULING

Classes are scheduled to visit the library / media center on a weekly basis. Students may also return anytime during "open" library hours if they have their teacher's permission and a pass. Books are circulated for a period of one week. Each student may check out a maximum of two items and is entitled to two renewals.

OVERDUE ITEMS

Students with overdue materials may **not** check out again until those items are returned. We follow a formal notification procedure.

- ❖ 1st week - the student is given a verbal reminder.



- ❖ 2nd week - a written/printed notice is given to the student.
- ❖ 3rd week - an overdue notice will be mailed.
- ❖ 4th week - the parent/guardian will receive a phone call at their home or place of employment.

Although we do not charge fines for overdue materials, there is a \$5.00 fine for tampering with a bar code.

LOST OR DAMAGED MATERIALS

District Policy (JN) states that students are responsible for media resources which have been lost or damaged. If these items are not paid for, students will lose the privilege of checking out additional materials from the library/media center.

PTO / PARENT INVOLVEMENT

Out PTO dissolved due to time constraints. Anyone interested in reinstating it, please notify the Lake Valley office at 759-4200.

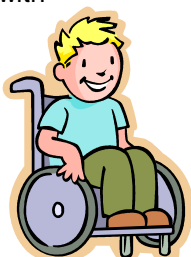
SPECIAL EDUCATION SERVICES

Parents of a child who may need or is receiving special education services are entitled to certain rights by Federal and State laws. Humboldt Unified School District has specific responsibilities under the Individuals with Disabilities Education Act and under Section 504 of the Rehabilitation Act of 1973 to identify, evaluate and provide a free, appropriate public education for qualified children with disabilities. Some of these rights include:

1. Eligible children ages 3 and up must receive a free appropriate public education at no expense to the parents.
2. The right to educational services is based on an evaluation of the child's special needs and whether the disability affects the child's educational performance in school.
3. The right to receive specialized instruction or services specifically designed to meet the child's individual educational needs.
4. The right of parent or guardians to be included in making decisions about their child's educational needs and to approve the educational plans for their child.

Programs available for children with special needs are:

- Mentally Impaired
- Physically Disabled
- Multiple Disabilities
- Learning Disabilities
- Hearing Impaired
- Visually Impaired



- Speech and Language Impaired
- Preschool
- Gifted/Enrichment
- Title One Services
- Occupational/Physical Therapy

DRUG/WEAPON-FREE ZONE

Board policies JICH & JICI strictly prohibit the unlawful use, possession, distribution, or sale of drugs, alcohol, other illegal contraband, and weapons (*this includes, but is not limited to, any type of gun or knife*) on school district property, or at school-sponsored events. All such instances will be referred to legal authorities in addition to school disciplinary action being taken.

VOLUNTEERS

School volunteers provide a tremendous service to our community and the District encourages volunteer participation in our schools. The varied talents and expertise of parent and community members greatly enhance the education process. Areas where volunteers can help include:

- ◆ Tutoring students
- ◆ Clerical assistance
- ◆ Special Presentations / Art Docents
- ◆ Field Trips
- ◆ Playground Supervision
- ◆ Special Material Preparation
- ◆ Library
- ◆ Home Room Helpers
- ◆ Health Office
- ◆ Extracurricular Activities
- ◆ Bilingual Aides

Please be aware that all volunteers must go through a District screening process which includes fingerprinting. Contact the Lake Valley office for details and applications.

PROHIBITED ITEMS IN SCHOOL / ON BUS

Toys and gadgets have no place on school campus. **DO NOT** bring the following items to school: cell phones, squirt guns, water balloons, electronic games, music boxes, trading cards, radios, tape, CD or MP3 players, skateboards, knives, seeds of any kind, gum, candy, nail polish or any other item determined to be disruptive to the learning process. Bringing these items to school will result in confiscation by the teacher. Items taken away can only be retrieved by a parent or guardian.

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



INTRAMURAL SPORTS



Intramural sports are a part of our school activities. Lake Valley offers intramural football, basketball and volleyball to 5th & 6th graders, and track for grades 4-6. Parents will be responsible for transportation to and from any facility other than our Lake Valley campus. Students that are receiving a failing grade in any subject will not be allowed to participate in any extracurricular activity. **Students are not permitted to stay after school without parental supervision for any sports activity, unless they are participating in the sport. This will include practice times, as well as actual games and/or meets.**



ASSEMBLY SIGN-OUT PROCEDURES

We are continuing to refine the sign-out procedure used during our afternoon Spirit & Pride assemblies. In the past students have returned to class after Spirit & Pride while parents signed them out in the office. This resulted in long lines in the office.

If you would like to take your student with you following the afternoon Spirit & Pride assembly, you may now stop in the office when you first arrive at Spirit & Pride. You will be given a short form to complete. You will take the white copy of this form into the assembly. Give the white copy to your child's teacher before the assembly begins. The student will then be allowed to return to class at the close of the assembly to pick up their back-pack, etc., and then meet the parent at the office. Parents will not have to wait to sign out their student if they have completed this procedure *prior to the beginning of the assembly*. This will cause less interruption in the classes following the assembly and less waiting time for parents.

If you arrive after the assembly has started you will not be able to use the short sign-out method as it will be too disruptive during the assembly.

AFTER SCHOOL DETENTION

Parents will be notified in advance if their child has been assigned an after school detention for misconduct. The notice will indicate time, date and reason the child will serve detention. Parents are required to sign the detention slip and send it back to school immediately. **Parents are responsible for**



picking up their children at 4:00 p.m. following after-school detention and providing their transportation home. If you wish your child to walk home, please indicate on the slip.

DRESS CODE / DISTRICT POLICY JFCA

Student dress shall be appropriate at all times. Any student's dress or personal appearance that distracts from or interferes with the normal learning process will be considered inappropriate. In addition:

1. No drug, alcohol, tobacco, weapon, sexual or gang-related words, designs or logos on shirts.
2. Art work on clothing must be in keeping with dress code rules (not suggestive).
3. The waistbands of pants must stay above the hips, belted or not. Belt ends must be tucked into loops, not hanging. Overalls must be completely fastened.
4. No bare midriffs, tank tops, spaghetti straps or shirts/blouses with over-sized arm-holes. Shorts and skirts must be at least the length of fingertips when arms are extended at the side.
5. No hats worn inside the building.
6. No make-up & artificial nails.
7. No chains from wallets.
8. Shoes with heels or platforms are not appropriate or safe for school. Sandals without socks are discouraged. No flip-flop sandals.
9. Students may not spray or dye their hair with red, blue, green or other colors. Hair should not be worn in an extreme fashion, as this is disruptive in school.
10. Earrings are discouraged. If worn, only post earrings are allowed. For safety reasons, hanging earrings should not be worn.

Students are encouraged to wear clothing that is appropriate for the day's weather and playground activity. Dress code violators will be asked to call their parents and arrange to have another change of clothes brought in.

SEARCH & SEIZURES

School administration reserves the right to search and seize when there is reason to believe that material or matter detrimental to the safety, health, and welfare of one or more students exists. Desks are provided as a convenience to students but remain the property of the school and are subject to its control and supervision. A safe and orderly campus is of vital importance to all. Your support in this matter is necessary and

appreciated. School administration also reserves the right to include law enforcement presence to assist in search and seizure if deemed appropriate.

FOOD & DRINK ON CAMPUS

Students are not to have food or drink in the building at any time except during meal times. All food and drink should be consumed in the cafeteria unless authorized by the Principal. Healthy snacks may be given to students as an incentive and be sold by organizations in designated locations. Gum is not allowed in the school building.

STUDENT CONFLICT

Physical abuse of, or threat of harm to, any person while at school or school-sponsored activities, will not be tolerated. Students are required to solve conflicts in a reasonable manner. If students cannot resolve problems, they need to walk away and tell an adult. The principal will mediate any conflicts when a student or teacher notifies him of the situation.

PLAYGROUND RULES

Walk to the playground. Do not run until you are on the playground.

SWINGS:

1. Sit facing forward.
2. No standing on swings.
3. No hanging upside down.
4. Walk off: DO NOT JUMP OFF.
5. No twisting.
6. No 'shortening' chains.
7. Counting is not allowed unless there are no available swings.

*Counting procedure is: One watermelon, two watermelon, three watermelon...

Slowly and clearly to 100.

SLIDE:

1. Sit down facing forward.
2. Slide down on bottom—feet in front.
3. Do not climb up the slide—use steps.
4. Do not jump off the slide.
5. Wait until it is clear to slide down.
6. Only 1 person on slide at a time.

HALLWAYS & BUILDING:

Students are not allowed to be in the building during recess without a pass or note.

RESTROOMS:

Students need a pass to use restrooms during recess. Do not play in the restrooms.

BALLS:

Hold all balls while walking to and from recess. If a ball goes over the fence, you must tell a playground aide and ask permission to get it. It is important that sports balls are taken care of. Mistreatment or misuse could result in ball being taken away.

LAWN & DIRT AREAS:

Play on the grass, but do not pull it out or damage it. Do not play on grass when it is wet.

Mud is not to be played in. Mud, sand, snow and ice are not to be thrown, or any other objects that could hurt someone else.

Rocks are not to be picked up, tossed or thrown.

GENERAL SAFETY RULES:

Play fighting and play kicking are not allowed. Tackling, wrestling, pushing, 'karate', hitting and shoving are not allowed.

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

Take turns at tether balls and other play areas.

REMEMBER SAFETY FIRST! Always be safe, respectful & responsible, and everyone will have a great time at recess!

WELLNESS GUIDELINES

During the 2005-06 school year, a District Wellness Committee met and prepared an action plan for promoting the development and maintenance of healthy lifestyles for all children in the District. In the spring of 2006, the committee presented their recommendation to the Governing Board. At that time, the Board also approved Policy JL: Student Wellness and Regulation JL-RA: Student Wellness. These documents provide recommendations and direction for improving the nutrition and fitness of the student population and assuring that the District complies with the newly adopted Arizona Nutrition Standards (ARS 15-242).

There is specific focus on food and drink items served at classroom parties and other school events, and given as "classroom rewards." The following guidelines will provide a common approach to improving student nutrition and health at all schools across the District.

FUND-RAISERS

- Fund-raisers during the School Day
All food and drink items sold at fund-raisers during the school day must comply with the Arizona State Nutrition Standards in compliance with House Bill 2544. No food or drink items may be sold during breakfast or lunch time.
- Fund-raisers after School Hours
Whenever possible, groups are encouraged to avoid the sale of candy, pop, and store-bought items that have sugar listed as the first ingredient.

SCHOOL EVENTS OUTSIDE OF THE SCHOOL DAY

At this time there are no prohibited food items for outside-of-school fund-raising activities. Whenever possible, groups are encouraged to avoid the sale of candy, pop, and store-bought items that have sugar listed as the first ingredient.

STUDENT BIRTHDAY CELEBRATIONS

We recognize that parents often enjoy bringing in a classroom treat for their child's birthday. Please note that you should **contact the teacher ahead of time to obtain approval and arrange an appropriate time.** Once approval is obtained, **parents will need to observe the 'no sugar as the first ingredient' rule for food items brought to the classroom.** Cupcakes / birthday cake are usually not approved items to bring for birthdays or otherwise, *due to sugar content.* (Some cakes / cupcakes do not have sugar as the first ingredient—please check labels.) Please refer to the following list for other ideas on birthday treats. We appreciate your cooperation with these Arizona State & H.U.S.D. Board policies.

CLASSROOM PARTIES/SCHOOL EVENTS DURING THE SCHOOL DAY

- Classroom Party Prohibited Items
Foods prohibited at classroom parties and other school events during the school day include candy, carbonated beverages, and store-bought items that have sugar listed as the first ingredient.
- Classroom Party Food Suggestions
Foods that may be considered for classroom parties may include, but are not limited to...
Pizza
Chex Mix, traditional
Veggie Plate
Baked Tortilla Chips or Baked Snacks/Chips
Fat-free Popcorn
Fresh Fruit or Fruit Leathers
Animal Crackers
Cheez-It Reduced Fat Crackers
Ice Cream
Go-Gurt
Smoothies made w/fruit juice
Quaker Fruit and Oatmeal Bars
Water
Oatmeal Raisin Cookies
100% fruit juice
Dried Fruit, such as raisins, apricots or bananas
100% Fruit juice Popsicles
Wheat Thin Crackers



Humboldt Unified School District Parent Elementary School Discipline Matrix

1. Detentions may include: After-School Detention (ASD), Lunch Detention, and Classroom Detention.
2. Any continuing offense may be considered incorrigible behavior and treated as a Level 5 offense.
3. OSS – Out of School Suspension, LTS – Long-Term Suspension, ISS – In-school Suspension.
4. The non-medical use, possession or sale of drugs on school property or at school events is prohibited. A student suspended for a drug-related offense may be referred to the Superintendent and/or School Board for further action (ARS 15-843).
5. A contraband item is one that disrupts the educational process of the school or is a safety issue.
6. If proof of a counseling alternative is arranged with administration, suspension may be modified.
7. Level 3, 4, and 5 offenses may be referred to the School Board for possible Long-Term Suspension or Expulsion.
8. All referrals are sent home with the student and placed in student discipline file. Parent will be contacted by telephone or in person when a student is found to be in violation of a Level Three, Level Four, or Five offense.
9. The administration reserves the right under certain or special circumstances to circumvent the Discipline Matrix when deemed necessary.

LEVEL ONE	FIRST OFFENSE	REPEATED OFFENSES
Cheating	Classroom Intervention	Office Referral
Contraband (Possession of Prohibited Items)	Confiscate	Parent Pick-up, Detention, ISS, OSS
Defiance/Disrespectful/Non-Compliance	Classroom Intervention	Office Referral
Disruption	Classroom Intervention	Office Referral
Language, Inappropriate	Classroom Intervention	Office Referral
Littering	Classroom Intervention	Office Referral
Recklessness (Unsafe Play)	Classroom Intervention	Office Referral
LEVEL TWO	FIRST OFFENSE (Range of Consequences)	REPEATED OFFENSES (Range of Consequences)
Dress Code Violation	Warning, Change Clothing	Detention, ISS, OSS
Leaving School or Classroom without Permission	Warning, Detention	ISS, OSS
Lying	Warning, Detention	ISS, OSS
Minor Aggressive Act (Intentional)	Warning, Detention	ISS, OSS
Missed Detention	Detention, ISS, OSS	ISS, OSS
Public Display of Affection	Warning	Detention, ISS, OSS
Plagiarism	Warning, Detention	ISS, OSS

LEVEL THREE	Range of Consequences
Bullying/Non-Sexual Harassment	Detention, ISS, OSS 1- 10 days, LTS, Expulsion
Defiance/Disrespectful/Non-Compliance (More severe)	Detention, ISS, OSS (1-10 days), Police Referral, LTS, Expulsion
Fighting (Mutual)	Detention, ISS, OSS (1-10 days), Police Referral, LTS, Expulsion
Forgery	Detention, ISS, OSS (1-10 days), zero on assignment, Police Referral, LTS, Expulsion
Petty Theft <\$100.00	Detention, ISS, OSS (1-10 days), Restitution, Police Referral, LTS, Expulsion
Technology, Improper Use	Loss of Privilege, ISS, OSS, Police Referral, LTS, Expulsion
Threat or Intimidation	Detention, ISS, OSS 1-10 days, Police Referral, LTS, Expulsion
Vandalism <\$100.00	Detention, Clean-up, ISS, OSS (1-10 days), Restitution, Police Referral, LTS, Expulsion
Verbal Provocation	Detention, ISS, OSS 1-10 days, Police Referral, LTS, Expulsion, Mediation
LEVEL FOUR	Range of Consequences
Assault	ISS, OSS, Police Referral, LTS, Expulsion
Disorderly Conduct	ISS, OSS, Police Referral, LTS, Expulsion
False Fire Alarm/911 Call	ISS, OSS, LTS, Expulsion
Negative Group Affiliation	ISS, OSS, Police Referral, LTS, Expulsion
Hazing	ISS, OSS, Police Referral, LTS, Expulsion
Inappropriate, Lewd, or Obscene Act or Material	ISS, OSS, Police Referral, LTS, Expulsion
Possession of Prohibited/Dangerous Instrument	OSS, Police Referral, LTS, Expulsion
Possession/Use of Tobacco or Drugs	OSS, Police Referral, LTS, Expulsion
Sexual Harassment	ISS, OSS, Police Referral, LTS, Expulsion Suspension
Theft/Possession of Stolen Property >\$100.00	ISS, OSS, Police Referral, LTS, Expulsion
Possession/improper use of Medication	OSS, Police Referral, LTS, Expulsion
Vandalism (>\$100.00)	OSS, Restitution, Police Referral, LTS, Expulsion,
LEVEL FIVE (Police Referral)	Range of Consequences
Aggravated Assault	OSS, LTS, Expulsion
Any Violation of Local, State or Federal Law	OSS, LTS, Expulsion
Incorrigible Behavior	OSS, LTS, Expulsion
Possession/Use of a Weapon – as defined in board policy JICI	OSS, LTS, Expulsion
Possession/Use/Sale/Distribution of Explosive Device	OSS, LTS, Expulsion
Sale, Intent to Sell, or Distribution of Drugs/Imitation Drugs	OSS, LTS, Expulsion
Threats to Educational Institution	OSS, LTS, Expulsion

May 8, 2009



Bus Rules

Each student who rides the school bus is entitled to a safe and comfortable trip to and from school. Riding the school bus is a privilege granted to students under conditions set forth by the School Board and regulations set by the State of Arizona Department of Transportation.

The following safety / conduct rules for school bus passengers shall be followed:

1. Be at the bus stop 5 minutes before stop time.
2. Remain seated when school bus is in motion.
3. Obey the directions and instructions of the bus driver.
4. Wait for the bus to come to a complete stop, and door is opened before attempting to get off the bus. **REMAIN SEATED** when bus is in motion.
5. No body parts or objects are to be extended or thrown through the bus windows, or inside the bus.
6. Emergency doors, exit controls and safety equipment are to be used only in the case of emergencies.
7. Avoid fighting, hitting, loud unnecessary noise / boisterous conduct.
8. Profanity and / or obscene gestures are not permitted.
9. Smoking or chewing tobacco is prohibited.
10. Animals, reptiles, glass or other dangerous objects (this includes, but is not limited to, weapons of any kind) are not allowed on bus.
11. Refrain from damaging property, either on the bus or while waiting at the bus stop.
12. If you must cross the road:
 - ~ Wait for driver to signal you that it is safe to cross.
 - ~ Cross 10 feet in front of the bus.
 - ~ **DO NOT CROSS BEHIND THE BUS.**
 - ~ **DO NOT RUN.**
 - ~ As you cross, continuously look both ways for any traffic.
13. Students shall give their correct name when asked by the bus driver.
14. If a Bus Ticket is issued, it must be signed by a parent / guardian and returned to the bus driver.
15. Aisles are to be kept clear of legs, feet and other items.
16. No students shall deny any other student the right to sit in any seat.
17. No student shall be allowed to depart the bus except at their normal bus stop. A written permission slip signed and dated by a parent / guardian and the school office must be presented to the bus driver to allow a student to depart at a stop other than their normal stop.
18. All students must have a written permission slip, signed and dated by a parent / guardian and the school office **in order to ride a bus other than the one to which they are assigned.**
19. No food, drink gum, seeds, etc. shall be consumed on the school bus.
20. Students not in compliance with bus rules may be issued a bus ticket, which could result in loss of bus privileges.

◆PLEASE READ THESE RULES WITH YOUR CHILDREN◆





HUMBOLDT UNIFIED SCHOOL DISTRICT #22

Dr. Paul Stanton, Superintendent

6411 N. Robert Rd., Prescott Valley, AZ 86314

ph. (928) 759-4000 • fax (928) 759-4020

The Family Educational Rights and Privacy Act (FERPA) law requires that Humboldt Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District of the contrary in accordance with District procedures. While no Humboldt Unified School District schools create a directory, the primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members; and
- Newspaper articles and related photos.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you DO NOT want HUSD to disclose directory information from your child's education records, you must notify the School, in writing, within five days of your enrollment.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed by providing the required form. (1.)

- (1.) These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

CHILD IDENTIFICATION

The goal of Humboldt Unified School District is to ensure that all children with disabilities who live within the District be identified, located and evaluated. Children from birth to three (3) years of age who require screening, evaluation, or early intervention services will be referred to local community agencies (see attached AzEIP handout for 0 – 3 years old). Children between the ages of 3 and 5 years are screened by district staff at the special-needs preschool.

The Humboldt Unified School District procedures for child identification include the following provisions:

1. For creating public awareness of special education and for informing parents of the rights of children with disabilities:
 - a) Information regarding screenings and the rights of children with disabilities will be made available in a language that is understandable to parents, regardless of ethnic, linguistic, or cultural background.
 - b) Annual efforts to create public awareness and to inform parents of their rights regarding children with disabilities are documented.
 - c) Surrogate parents are requested when no parent can be found or the child is a ward of the state, so that all children with disabilities may receive a free and appropriate public education.
2. Areas of screening for children age birth to 3 include vision and hearing, as well as cognitive, communication, and social/emotional development.
3. Screening of school age children is done within 45 calendar days of enrollment for new students and for students entering the district who have not been screened by previous school districts. [AAC-R7-401(C.) (2) (3)]
4. If screening results indicate a possible disability, a referral shall be made for comprehensive developmental or psycho educational assessment.

Procedures for Identification in the Humboldt Unified School District #22

Grade	Person Responsible	Action	Timeline
K - 5	Classroom Teacher	Complete <u>screening instrument</u> on all students who have not been screened previously. If significant problems are identified, contact the principal and file instrument in cumulative file.	Within 45 calendar days of enrollment.
6 – 12	English Teacher	Complete <u>screening instrument</u> on all freshmen and all new students not previously screened. Give instrument to counselor. If problems are identified, contact principal or designee. Place instrument in cumulative file.	Within 45 calendar days of enrollment.