

2014-2015
Leonor Hambly K-8
Parent/Student
Handbook



Lobos
Have honor
Obey rules
Work together
Live Healthy

Lobos Howl!!

Leonor Hambly K-8
Every Student Matters and Every Moment Counts

Superintendent: Mr. Jeff Gregorich
Principal: Mrs. Pamela Gonzalez
Secretary: Mrs. Mary Ann Velasco

PARENT-STUDENT LEONOR HAMBLY K-8 HANDBOOK

June 26, 2014

Dear Parents/Guardians,

I want to officially welcome all of you to the 2014-2015 School Year! Summer has come and gone and now it is time to continue with the ongoing effort of working towards being the best school in Gila County.

Students and parents will notice many new changes to our school. To begin, we are now officially the Leonor Hambly K-8. This name change reflects our school combining the district's sixth, seventh, and eighth grade students with our elementary school students. This K-8 school model is popular among many elementary schools throughout the nation and we feel it is the best fit for our student population. This change welcomes new students as well as new staff to our team.

Over the summer break the school has been repainted, classrooms have been reassigned, changes and enhancements in technology have been done, improvements have been made to the school grounds, and a new Cyber Café has been set up at our school. Our dedicated staff have been participating in professional development activities, examining data and working hard to ensure a successful start of school!

This will be my second year as principal. I am thrilled for the opportunity to continue to work in the community I love, work with the staff that I know are dedicated, and the students that inspire me to be the best I can be every day. I continue to be a lifelong learner who brings a firm commitment to students and families as well as a love of learning and problem solving. I look forward in continuing to work as your partner in education.

Sincerely,

Pamela M. Gonzalez
Leonor Hambly K-8 Principal
520-356-7876 ext. 2204
gonzalezp@hwusd.org

Leonor Hambly K-8 Staff

Principal:	Mrs. Pamela Gonzalez
Secretary:	Mrs. Mary Ann Velasco
Pre-school:	Mrs. Angelita Gregorich, Director Mrs. Kim VanGorden, Mrs. Regina Pacheco Ms. Liz Encinas
Kindergarten:	Ms. Juanita Martinez
1 st Grade:	Mrs. Mary Lou Sandoval
2 nd Grade:	Ms. Angela Skillings
3 rd Grade:	Ms. Jennifer Martinez
4 th Grade:	Ms. Kathy Cruz
5 th Grade:	Mrs. Brandi Navarro
6 th Grade:	Mrs. Nannette Moreno
7 th Grade:	Mrs. Laura Lopez
8 th Grade:	Mrs. Priscilla Torres-Westrope
Science:	Mr. William Deere
Social Studies:	Mr. Gene Westrope
K-5 Special Ed:	Mrs. Angelita Gregorich
6-8 Special Ed:	Mrs. Charlene DeLosReyes
K-2 Art:	Ms. Rose Rivera
3-6 Art:	Mr. Michael Smith
K-5 Physical Ed:	Mrs. Lydia Martinez
Title 1:	Ms. Sara Gonzales
Paraprofessionals:	Mrs. Maria Gonzales, Mrs. Rita Pina, Mrs. Liz Camerena, Mrs. Rose Rivera
School Psychologist:	Dr. Frank Ryan
Health Aide:	Mrs. Marisa Gallego
Title 1/Parent Liaison:	Ms. Helene Martinez
Speech Therapist:	Mr. Ken Shelton
Speech Assistant:	Mr. Bobby Apodaca
Food Service Director:	Mrs. Barbara Martinez
Food Service Staff:	Mrs. Yolanda Romero Ms. Lupe Arbizo Mrs. Mary Borquez

Mascot: Lobos

Leonor Hambly K-8
824 Thorne Avenue – P.O. Box 409
Winkelman, Arizona 85192
Phone: (520) 356-7876, Ext. 2202 Fax: (520) 356-7303
District Website: www.hwusd.org

HWUSD MISSION STATEMENT

HWUSD prepares students for success in the 21st century through the integration of science, technology, engineering and math in all disciplines.

HWUSD BELIEF STATEMENTS

1. We believe that every student can learn.
2. We value the individuality of every child.
3. We work toward a strong family – school – community partnership.
4. We work to provide a school environment that is welcoming to our students, families and community.
5. We strive to provide a safe and drug-free learning environment.
6. We work to cultivate lifelong learners who are prepared to adapt to future challenges.
7. We work to develop students’ critical thinking, problem-solving, and technology skills for real-world applications.
8. We strive to build strong character in each individual.
9. We believe active and responsible citizenship is a priority outcome for all students.

HWUSD HOWL STATEMENT

**Lobos:
Have honor
Obey rules
Work together
Live Healthy

Lobos Howl!!**

ACADEMIC GOALS FOR THE 2014-15 SCHOOL YEAR

GOALS:

1. Students will achieve a minimum of one-year academic growth in the subject areas of reading, writing, science and math each school year.
2. Every child will be reading at grade level by the 3rd grade.
3. Each year, 10% more students shall pass the AIMS than passed the previous year. Stanford 9 scores will improve 10% in each grade.
4. All teachers will participate in high-quality, on-going professional development training throughout the year.
5. The school district will provide many opportunities for parents to participate in their child's education.

LEONOR HAMBLY K-8 BELIEFS AND VALUES:

1. Every child is a gift and must be treated with respect and love throughout his/her schooling.
2. We strive to see that every child is at grade level in Reading, Writing, and Mathematics.
3. We value our students and parents and will work as partners throughout the education process to nurture the love of learning.
4. We value the diversity of our students, parents and community, while promoting unity within our school.
5. We believe everyone has a right to learn, and no one has the right to prevent others from learning.

The principal, teachers, and support staff strive to work as a team and support each other to provide our students with the most productive and secure learning environment possible.

ATTENDANCE

Regular attendance is vital to the success of students. It is important that you arrive to school on time and are only absent during situations that cannot be avoided. If you will be absent please contact your teacher to make arrangements for missed work. Please make your appointments on Fridays when available to prevent an absence from school.

It is the responsibility of the students and parents to provide the office secretary with excuse slips from doctors, court, etc. If you are tardy, a parent or guardian must sign you in at the front office and students should receive a tardy pass before entering their classroom.

ATTENDANCE POLICY: The responsibility for school attendance rests with parents and students as stated in state law and school board policy. (The use of italicized print in this section denotes a direct quote from state statute and/or board policy.) Parents and students should recognize the direct relationship that exists between academic success and regular school attendance. Students who are absent lose the valuable experience of class participation, an experience that can never be duplicated. Any time the student is not in class (except for school-related activities), the student is considered absent.

State law requires students to be in attendance or have authorized absences for 90% of the time that school is in session. A student may not receive credit (or may be retained) if unauthorized absences exceed seventeen days per school year (or 14 absences for schools that hold classes four days a week such as HWUSD). Furthermore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason of the absence. When it is impossible to call the school on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to class. All absences not verified by parental or administrative authorization will remain unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. Said note should be sent with the student upon the student's return and must be turned in to the office prior to the student's first class. For absences greater than one day in length, the school should be notified each day of the absence.

Parents should note that the 90% attendance requirement includes excused and unexcused absences. In other words, credit may be retained or retention considered whenever attendance has not reached the 90% of the days that school is in session (regardless of the absence being excused, unexcused or truancy). The value of documentation to excuse the absence will be made evident in the “application” section of this policy. When an absence has not been excused, the teacher is not required to allow the student to make up the work missed during the absence. All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments on Fridays or after school except in cases of emergency.
- The scheduling of family vacations on the extended weekends, school vacation and recess periods.

The school will require an appointment card or a letter from a hospital, clinic or official (i.e. court, funeral home, etc.) when the parent has not notified the school of an appointment of a medical or dental nature. School administrators are authorized to excuse student from school for necessary and justifiable reasons.

For purpose of attendance, school-absences such as field trips, athletic competitions and other school-sponsored events are NOT counted as absences. Students who are struggling academically or who are failing or in danger of failing may be excluded from such trips and activities as academic success takes priority.

At the elementary school level (K – 5) attendance shall be taken at the beginning of each school day. Elementary students shall be considered absent if they are not in attendance more than half of the school day.

The school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student in grades K-8 within two hours after the class in which the student is absent if an excuse or authorization of absence from the parent or person having custody of the student has not been provided to the school office. The District and its Board, employees, or agents are not liable for failure to notify.

The District also requires that at least one telephone number, if available, be given to the school office so that a 'reasonable effort to notify by telephone' may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student to the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.

Truancy- Students are considered truant when they are absent without their parents' knowledge and consent. Students that report to class or to their assigned activity more than fifteen (15) minutes late without proper written documentation from a school authority shall be considered truant. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Students may not make up work missed due to truancy. Parents cannot excuse an absence after the fact, that is, the parent cannot excuse an absence of which they had no knowledge until after the absence. *Unexcused absence for at least five school days within a school year constitutes habitual truancy.*

Suspension- When it becomes necessary for the school to suspend a student, said suspension counts as an excused absence and counts toward the total number of absences. It is the student's and parents' responsibility to get the work missed during any absence or suspension and make up the work in the allotted time.

Chronic Health Conditions- Students who are identified with chronic health conditions may be eligible for modified instructional service including modified attendance requirements. Such conditions may include illness, disease, pregnancy complications, accidents or severe health problems of an infant or child of a student. Documentation is required in order for such an identification to be made. See Board policy JEG-R for further information.

Application:

1. Students that have more than 14 non-school related absences in a school year will lose credit for the year and may be retained unless said student has met the requirements under Board policy JEG-R described in the previous paragraph under "chronic health conditions". This includes excused and unexcused absences. All absences after the ninth absence require documentation by a medical professional or by the school nurse in order to be excused.
2. If a student has more than 14 absences in a year, the parent will be notified by certified letter that credit has been withheld for excessive absenteeism.
3. Upon receiving said letter, the parent will have ten days to provide the principal with a written appeal of the decision to withhold credit. If the parent does not appeal within ten days, the decision is final.
4. Once the principal has received a written appeal from a parent, a hearing will be convened within ten days. An attendance committee made up of the parent(s), two teachers from said campus and the principal will review the matter. Other staff may be included at the principal's request. At the hearing parent(s) may present reasons for the absences and documentation to support the same. The value of the documentation will be taken into account at this point.
5. The attendance committee will then provide the parent with a plan for the student to regain credit. The plan may require after-school tutorials, work

during school recesses, and other conditions. In some cases, where third party documentation supports valid reasons for the absences beyond the student's and parents' control, credit may be awarded without additional time or work provided that the student had already earned a passing grade.

6. If the plan is met, credit will be awarded.
7. The parent(s) need not attend the hearing for the attendance committee to develop a plan but the parent must provide a written appeal in order for the hearing to take place. Otherwise, no plan will be developed and credit will be withheld if the parent fails to appeal in writing.

Incentives:

1. All students who have perfect attendance any of the first three quarters will be able to participate in an activity (field trip, movie, field day, etc.) at the end of said quarter. School activities do not count as absences. Any absence, excused or unexcused, disqualifies a student for the quarter in which the absence occurred.
2. Students with one or two absences (excused) in a quarter will receive recognition for exemplary attendance and may be included in the quarterly reward/activity.

BREAKFAST AND LUNCH

Breakfast and lunch are served at Leonor Hambly K-8. Applications for free or reduce-meal prices are provided during beginning of the year registration. These applications must be returned as soon as possible.

Students are allowed to bring their own lunches from home. It is very important that all students eat a healthy breakfast and lunch daily. Students are not allowed soft drinks at school. No glass bottles or containers are allowed. Food costs are as follows:

Breakfast (All Students).....FREE
Full Priced Lunch (Student).....(K-5) \$2.25 (6-8) \$2.50
Reduced Lunch.....\$.40
Adult Lunch.....\$4.00

BUSES

Bus rules are established for student safety and students are required to follow these rules. When a student does not conduct himself properly, the bus driver will inform the principal of the misconduct. The student's conduct may then be brought to the attention of the parents. Students who exhibit serious or repeated disciplinary problems related to school transportation may have their bus riding privileges suspended.

There are cameras on the buses. Bus drivers, supervisors or administrators may view the tape and submit write ups. If parents have questions about any incidents, they should contact the school office.

CARE OF SCHOOL PROPERTY

Students should show pride in their school. Teachers and students should prevent damage to or destruction of school property. Any “tagging”, marking or marring of school property should be reported to the principal at once. No person shall damage or deface any property belonging to the District. This includes walls, desks, books, chairs, etc. The disciplinary consequence that may be imposed for damage to school property by students depends upon the circumstances. Students may be suspended for willful damage or destruction of school property. Persons engaging in conduct that results in damage to District property may also face formal charges as part of the discipline. This action is taken for the purposes of having a court order the person, or if the person is a minor, the parent, to make full or partial restitution.

CELL PHONES AND ELECTRONIC DEVICES

Students may not use cell phones and electronic devices during the school day for any reason. Students must turn off cell phones and refrain from using them during school hours (7:50 A.M. – 3:55). Teachers and staff will confiscate the phone or device of students found in violation of this policy. Parents will have to pick up the confiscated electronic devices. The school is not responsible for damaged or lost phones and devices and will not be held responsible to investigate the loss.

CHILD ABUSE/NEGLECT

By law, school officials must report suspected child abuse or neglect. It is a felony for school officials to fail to report suspected child abuse to proper authorities. When reporting we are not accusing fault or guilt, but rather reporting as required by law so the correct entities can determine what intervention, if any, is necessary.

CLASSROOM AND SCHOOL RULES

Leonor Hambly K-8 believes that students have the right to learn without being interrupted by others. All Lobos pledge to the following:

I will.....

1. be Responsible for my learning, behavior, attitude and actions.
2. be Respectful to others and their personal property.
3. be an Active learner.
4. follow ALL school rules and care for school property.
5. always Try my best.

In order to help maintain a proper atmosphere of learning, students are expected to:

1. Obey school rules and directions by ALL school officials.
2. Make a sincere effort to learn and do their personal best.
3. Respect the rights and property of others.
4. Cooperate with fellow students.
5. Come to school regularly and on time.
6. Show respect for all students, teachers, instructional aides & staff.

Most students have a good attitude toward school and are very serious about wanting to learn. They participate fully in all aspects of school life and seldom have problems with school rules. We believe that all students can behave and follow the rules. We believe that all students have a right to be in school undisturbed by others. School rules and procedures help to ensure that every school day is safe and beneficial to all.

TO ENSURE ORDER AND SAFETY STUDENTS WILL:

1. Walk and behave in a safe manner on sidewalks or in the buildings.
2. Use all toys, balls and equipment in a proper and safe manner.
3. Treat all students, especially smaller students with kindness and respect.
4. Play in the proper area and in the proper way.
5. Remain on campus or in assigned areas on campus.

COMMUNICABLE DISEASES

Any student with, or recovering from a communicable disease will not be permitted in school until the period of contagion is past or until a physician recommends a return to school. A student suffering from a communicable disease shall be excluded from school to protect his own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District. The administrator or county health director shall make the decisions involving exclusion and readmission. This policy is in accordance with A.R.S. 36-629 and A.R.S. 36-629.01, appropriate regulations of the State Department of Health Services, and policies of the County Health Department

(Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus Infections)

Students with the HIV virus or acquired immune deficiency syndrome (AIDS) have a right to receive public education. The Board has a responsibility to assure that the school provides a safe environment for all of its students and employees. Decision(s) regarding the type of educational setting for the student who is infected with HIV virus shall be based upon the student's behavior, neurological development, and the physical and mental condition of the student. Recommendations will be made upon consultation with public health personnel, school officials, the student's physician and parents, and at the discretion of the District or a physician selected by the District.

CONDUCT OF ALL PERSONS ON OR USING SCHOOL DISTRICT PROPERTY

VISITORS TO THE SCHOOL: Parents are always welcome, provided they have checked in at the Principal's office.

At Leonor Hambly K-8, we appreciate parents, grandparents, and neighborhood volunteers. There are opportunities for volunteering in classrooms, on the playground, in the library, tutoring, on field trips, and with the PTO. Please let us know of your special talents so that we can best utilize them.

We also have opportunities for helping at home for those who are unable to come to school during regular school hours. We are committed to providing quality educational opportunities and your help is needed and appreciated.

Leonor Hambly K-8 believes that involving parents, and community members in day-to-day operations contributing to our success in what the term.

Please call our Parent Liaison or our principal 520-356-7876. We need you!

When you do volunteer, please be sure to check IN and OUT of the office. We ask that you sign the “Visitor’s Log” and the “Volunteer Book”. If you are unfamiliar with these procedures, please ask the school secretary for help. For security and emergency situations, it is important for administrators to know who is on campus and where. It is equally important to know who is on field trips for these same reasons. In addition, the district must have records showing days and hours volunteers worked for the purpose of liability. Lastly, a record of each volunteer’s hours will enable the school to evaluate its volunteer program and recognize volunteers for their contribution.

The Governing Board and the Superintendent will establish regulations governing the conduct of students in school or traveling to and from school and at school functions. Student and visitors are expected to obey any directive given by a member of the faculty or staff relating to school activities. **All persons** on or using school property for any purpose must abide by the following:

1. Any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions or disrupt any activity sponsored or approved by the school board is prohibited.
2. No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises without the approval of the principal or his authorized representative. No persons shall conduct or attempt to conduct any activity on school premises without prior approval of the principal or his authorized representative.
3. Any member of the general public considered by the Superintendent of the School District or his designee to be in violation of these rules shall be instructed to leave the property of the school district. Failure to follow said instructions may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 (Arizona Revised Statutes), and any other applicable proceedings civil or criminal or tribal ordinance.
4. Drinking of alcoholic beverages or gambling anywhere in or on school district premises or at school activities regardless of location is prohibited.
5. Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
6. Disorderly conduct of any kind shall be punishable by ejection from the facility. If a fee has been paid to enter the activity, said fee shall be forfeited.
7. The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.
8. Physical abuse or threat of harm to any person on property owned or controlled by the school district or at supervised functions sponsored by the same is prohibited.
9. Damage or threat of damage to property of the school district, regardless of the location or to the property of a member of the community or a visitor to the school, when such property is controlled by the school district is prohibited.
10. Forceful or unauthorized entry to or occupation of school district facilities, including both buildings and grounds is punishable by law.

11. The unlawful use, possession, distribution or sale of drugs, alcohol, or other illegal contraband on school district property or at school-sponsored functions is punishable by law.
12. Conduct or speech that violates commonly accepted standards of the school district and, under the circumstances, has no redeeming social value is prohibited.
13. Failure to comply with the lawful directions of school officials or of school district security officers or other law enforcement officers acting in performance of their duties and failure to identify oneself to such officials or officers when lawfully requested to do so is punishable by law.
14. Sufficient proof that the violation was done knowingly can be established if it is shown that a person knows or reasonably should know that behavior is a violation of school district rules and regulations.
15. Any conduct constituting a break of any federal, state or city law or duly adopted regulation of the board is prohibited. In addition to the general rules set forth above, students and visitors shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.
16. Laser pointers are prohibited on school grounds and school vehicles. Laser pointers will be confiscated. 1st offense – confiscation and verbal warning; 2nd offense – one day suspension, 3rd offense – 3 days suspension.

Any person or student who violates these policies and regulations may be subject to school action including but not limited to warning, reprimand, probation, suspension or expulsion. Civil and criminal prosecution may be sought in addition to the above. The authority of the Superintendent to establish regulations covering students may be delegated to principals for individual schools.

CONFIDENTIALITY OF SCHOOL RECORDS

Student educational records are collected and maintained to help evaluate the academic progress of the student. School records provide information to parents and staff. They are used to evaluate and improve school academic programs. The students' records maintained by the district may include, but are not necessary limited to: (1) dates of birth and enrollment/ withdrawal (2) report cards and transcripts of academic work; (3) standardized achievement test scores; (4) attendance data; and (5) professional observations.

CLUBS/ORGANIZATIONS

At Leonor Hambly K-8 we have Student Council, National Junior Honor Society, and Peer Mediation. Each club or organization has specific requirements for students to become members. We encourage students who are interested in starting a club can talk to their teacher or principal for guidelines.

DANGEROUS WEAPONS

No student shall knowingly, intentionally or recklessly go onto the school premises with a firearm, explosive weapon, knife or other dangerous or illegal instrument. No student shall interfere with normal activities, occupancy or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use a firearm, explosive weapon,

knife or other dangerous or illegal instrument. Any student violating this policy may be suspended or expelled. This includes toy guns, water guns, air-soft, pellet, BB, etc.

DISCIPLINE

Whenever considering matters of discipline the following factors are taken into consideration:

1. The age of the student.
2. The attitude of the student.
3. The frequency of misconduct by the student.
4. The severity of the misconduct by the student.
5. The impact of the misconduct on the learning environment.
6. The academic performance and attendance of the student.

8th Grade Trip: In May of each year the 8th grade students go on a class trip before promotion during a scheduled school day. Any student who receives a referral that results in suspension will not be allowed to participate in this trip. This trip is a privilege earned by students who demonstrate good behavior throughout the school year.

DRESS CODE

Student dress and grooming shall reflect and enhance an orderly and controlled learning environment. Clothing and grooming that is disruptive or distracting to the educational process is prohibited. The principal reserves the right to make the final decision whether or not the student's dress is fitting and proper. The following are examples of clothing that is not allowed:

1. See-through, form fitting or revealing clothing
2. Cut-offs, ripped, ragged or torn clothing
3. Shorts with less than a four-inch inseam
4. Undershirts (muscle shirts), halter tops, low cuts that expose the anatomy. (All tops must have one-inch straps.)
5. Tiny Tees and bare mid-riffs
6. Clothing with obscene language, rude messages, symbols or advertisements that depict alcoholic beverages, smoking materials, and those with profane, violent or sexual connotations
7. Excessively sagging pants/shorts (underwear must not be visible)
8. Pajama pants, bedroom slippers or other bedroom attire
9. Bandannas, head scarves, hair nets, and nylon stocking caps
10. Hats, caps and beanies may not be worn in buildings- an exception would be for specified extra-curricular activities or dress-up days (Unauthorized headgear will be confiscated and will only be returned after school)
11. Gang-related alteration of any clothes or accessories
12. Sunglasses may not be worn in buildings
13. State law requires that shoes must be worn

Teachers in shop and specialized areas, along with extra-curricular sports, may specify a variation in dress code for activity requirements and for reasons health and/or safety.

In case of a violation, parents will be called to bring an appropriate replacement garment. Repeated violations or refusal to correct the violation will result in additional disciplinary measures being taken.

EMERGENCY INFORMATION

Parents are responsible to provide health and emergency information at the beginning of the school year and updating them, as needed. This will help us keep our records up-to-date. It is extremely important that we have your current address and telephone number (s) in case we need to reach you regarding your child. Please call the school should this information change during the year.

The registration form asks for the names of two individuals who can be contacted in the parents' absence in case of an accident or illness of a child. They may also be asked to 1) authorize giving Tylenol or over-the-counter medication to your child, or 2) pick child up from school during the day if he/she becomes ill or has an accident.

ENROLLING YOUR CHILD IN SCHOOL

Students should be at least five years old before September 1st in order to attend Kindergarten. Children with birthdays that fall on September 1 or after will not be admitted into Kindergarten until the following school year. Parents may register their children by presenting required information at the elementary school office between the hours of 8:00 a.m. to 4:30 p.m. on Monday – Thursday. The following forms must be completed at time of registration:

1. School enrollment form with student information filled out completely.
2. School record request to transfer records from previous school if needed.
3. Withdrawal notices from previous school if applicable.
4. Arizona law requires that an immunization history be submitted for each child entering a public school in grades K-8.
5. Certified copy of the child's birth certificate in order to verify the child's age and guardianship.

FIGHTING ON SCHOOL GROUNDS

Students who fight on the school campus, on the way to or from school, or at school activities will be suspended or assigned to in-school suspension upon review of school Administration. Student fights that take place off campus may result in school action if the fight is linked to or is a continuation of a situation that began at school.

GRADES

In our efforts to help align our grading process to state standards more fully and to help you understand this process better, we include the following information:

Leonor Hambly K-8 will be using the traditional letter grade system. Grades of A,B,C,D,F can be earned by students. The percentage system will be as follows:

A=	100-90%
B=	89-80%
C=	79-70%
D=	69-60%
F=	59 and below

Formative assessments include daily work, quizzes and class tests prepared to help measure the progress of the student on a day to day or formative basis. Summative assessments include unit tests or tests that measure a specific standard at the end of instruction to see if the student has achieved the desired goal or standard. These also include benchmark and state tests.

We hope that this helps as you meet with teachers for progress reports. If you have further questions, feel free to ask your teacher.

HOMEWORK

Leonor Hambly K-8 requires teachers to provide students with school work to be done outside of the classroom. Research has proven that children who have regular homework do better in school. The homework given by the teacher is to reinforce classroom learning. We encourage parents to take an active role by making sure their children are doing their homework correctly and completing it on time. We also expect children to read daily at home. All Leonor Hambly K-8 students should read a minimum of fifteen minutes of every day.

IMMUNIZATIONS

The state of Arizona requires that students attending public schools be fully immunized against certain diseases. They may not be allowed to enroll/attend unless proper criteria/proof is met. Please contact the health aide for information or questions regarding immunizations 520-356-7876 ext 2301.

LEAVING SCHOOL GROUNDS

If your child has to leave campus before the end of the school day, he/she must be signed out in the office by a parent or legal guardian or an adult with written authorization from the parent or guardian. In cases that a parent picks up their child early before the end of the day, they must sign their child out at the front office. Students will not be called to the office for dismissal until their parent or guardian is on campus.

LIBRARY RULES

1. Enter the library in a quiet manner.
2. Students must be accompanied by an adult employee.
3. Do not sit on tables or lean back on chairs.
4. Be silent or communicate in a low voice so as not to disturb others.
5. Place all books back on shelves or carts. Place magazines on the proper rack.
6. Use the bathroom before going to the library.
7. Behave appropriately.
8. Cell phones and electrical devices are not allowed.
9. Students will remain with the teacher if he/she forgets his/her library book.

MEDICATIONS

Any medicine that is to be taken while at school must be kept by the nurse or the office secretary. The medication must be in the original container and be delivered to the school by a parent, accompanied by a note signed by the parent, guardian or doctor giving permission for the student to take the medication while at school. **Students should not bring prescription medication to the school themselves!** The nurse or the office secretary will administer the medicine. The term medication includes aspirin, vitamins and/or over-the-counter products. Parents are furnished with a copy of the permission from from the health aide office to allow their child to receive these medications while at school. This form should be returned to the school and kept on file.

PLAYGROUND SAFETY

This year we have added more playground equipment for students. Most injuries on the playground happen because children are not following playground safety rules. Students can have fun on the playground and follow the rules. Students are personally responsible for their actions and must help make the playground a safe place for everyone.

PRE-SCHOOL

The Lobito Pre-School strives to provide a program which fosters creativity, encourages curiosity and a love of learning. The Lobito Pre-School is certified by the State of Arizona and is nationally certified as well. Our program allows for growth in the following areas: social, emotional, language, physical, hygiene, fine motor skills, multicultural and cognitive development. These areas are addressed in a positive learning environment which promotes feelings of self-worth and success. We also offer art, music, and dramatic play activities.

QUALIFICATONS FOR LOBITO PRE-SCHOOL:

1. Age–Child must be 4 years by September 1 of the current year.
2. Child must be immunized prior to enrollment and must have received the following inoculations: 3 polio, 4 DTP, 2 MMR, 1 HIB.
3. A birth certificate or baptismal certificate must be provided.

*****Include Ready, Set, Go! Information**

PUBLIC DISPLAYS OF AFFECTION

Students are expected to abstain from physical contact and romantic relations on school property. At the elementary school level, any display of physical affection is considered unacceptable. Repeated or severe infractions may be subject to disciplinary actions. At the middle and high school levels, holding hands is the only acceptable display of physical expression between students.

REPORT CARDS

Leonor Hambly K-8 report cards are sent home every 9 weeks. Progress reports are sent home mid quarter. Parents may contact their child's teacher before school 7:30-7:45, after school 3:55-4:30, through e-mail, or by phone to ask about student progress.

RETEACH

Math Reteach and Enrich is a block of time reserved for ensuring mastery in mathematics standards. All of Leonor Hambly K-8 certified and classified staff members are utilized. Each day from 3:00 – 3:50 p.m., students are either retaught or enriched on a specific standard through scaffolded instruction, task analysis, and spiral review. Based on grade level curriculum calendars, assessments measuring standards mastery are administered. These assessments are administered after specific state standards have been thoroughly taught. Once the assessment is scored, students performing at or above 80% are considered to be at mastery. Mastery students are placed in enrichment classes to revisit the standards using higher level thinking skills, including logic and reasoning. A student receiving a score of 79% or below is targeted for Reteach. Reteach classes instruct students using scaffolding and high student engagement activities. After students experiences reteach lessons, they are reassessed for mastery on the specific standard. Some of the many advantages of Reteach and Enrich include: students work in small groups and are given individualized instruction; if a student does not achieve mastery after being reassessed, that student is targeted for more individualized instruction.

SCHOOL HOURS

The school hours for Kindergarten – 2nd Grade shall be 7:45 am – 2:50 pm Monday through Thursday. For 3rd – 5th grade students school hours will be 7:45 am – 3:50 pm Monday through Thursday. For 6th – 8th grade students school hours will be 7:45-3:55pm Monday through Thursday. Students are not to report to school before 7:30 a.m. as the teachers are not on duty before then. Students that arrive before 7:30 will be unsupervised. Students eat breakfast in class.

SCHOOL- SITE COUNCIL

Parents are encouraged to volunteer to serve on the school-site council. The council consists of parents, teachers and the principal. Our school-site council will help develop goals and priorities for the coming school year. The council will meet periodically to discuss issues that impact our school. Interested parents should contact the office for information.

SPECIAL EDUCATIONAL SERVICES

Leonor Hambly K-8 offers several special services to students who qualify for such including the following:

- Speech
- Assistance with learning disabilities and emotional handicaps
- Accelerated Learning
- English as a second language.

If you feel that your child qualifies for any of these programs, please contact the district office. These programs operate under the guidelines of the Federal Individuals with Disabilities in Education Act (IDEA) and other federal and state statutes. Students are screened by the classroom teacher at the beginning of each year within 45 days of their enrollment. If a recommendation for further assistance is warranted the teacher or parent may request a “student study” by a team including the principal, teacher, parent and other school personally as needed. Then if testing is implicated, parents are notified in order to obtain permission for the school psychologist to conduct appropriate tests required for entrance into any special education program. Test results are reviewed with the appropriate teachers and parents, at which time a decision is made whether the student needs an Individual Education Plan (IEP). If required, the plan is developed by an interdisciplinary team consisting at least of the parents, the special education teacher, the classroom teacher(s) & principal.

SPECIAL SCHOOL EVENTS

Leonor Hambly K-8 students have the opportunity to participate in many special events and field trips throughout the school year. These may include, but are not limited to the following: Daily Pledge of Allegiance, Student of the Week/Month Recognition Ceremony, Halloween Fun Night, Spook Walk, Annual Egg Drop, Winter Program, Father-Daughter Dance, Mother-Son Night Out, Spring Egg Hunt, Dr. Seuss Day, Cinco De Mayo Celebration, Classroom Science Exhibits, Track and Field Day, Sprinkler Parties, Pre-School Cystic Fibrosis Walk, Swap Meet, Class Field Trips, etc.

TECHNOLOGY

Technology plays a vital role in the future of students and in the HWUSD curriculum. All Leonor Hambly K-8 students will use the A+ Computer-Based program for Reading, Writing, Math, and Science. Other appropriate technology based programs will be used as well such as Accelerated Reader, AIMSWeb, etc.

TITLE 1

Leonor Hambly K-8 School provides Title 1 resources for every child who needs assistance in reading, language arts and math. Students not reaching Arizona Academic Standards will be provided special instructional time throughout the school year. Any child not meeting specific Academic Standards will receive additional instructional support. Students and parents will be notified the week prior to each Title 1 intervention if the student will be required to attend. The goal of our program is to ensure that students reach the Arizona Academic Standards for their grade level.

TOBACCO AND ALCOHOL REGULATIONS

Smoking, chewing or possession of tobacco or the consumption or possession of alcohol by students is forbidden anywhere on campus or at any school activity. State law prohibits all persons from using tobacco and alcohol products on school property. This includes e-cigarettes, spice, or any other synthetic form of tobacco or drugs. Violation of this rule may result in immediate suspension and/or legal action.

TOYS

Students should not bring personal toys to school. They often detract from learning and may be lost or stolen. The school does not assume responsibility for lost, damaged or stolen personal property including toys nor does the school assume responsibility for looking for said items if lost or stolen. The school does provide appropriate playground equipment, games and sport equipment for use on campus.

UNINTERRUPTED INSTRUCTION SCHEDULE

The following is a schedule for daily messages and uninterrupted instructional time.

7:50 - 8:05 am	Breakfast
8:05a.m.	Pledge of Allegiance and Announcements
8:10 – 8:30 am	DMS
**** Insert bell schedules for K-2/3-5/6-8	

USE OF TELEPHONE

Students are not allowed to use the school telephone or cell phones during school hours. In the case of illness or injury the teacher, the secretary, health aide or principal will make a phone call to the parents. Parents should not call students' cell phones to relay messages as they are not allowed to be used during the school day. Parents should call the school office at (520) 356-7876 ext. 2202 if they need to speak to student(s).

VISITORS

Visitors must sign in at the front office and be approved by the principal and teacher before visiting any part of the school. This is done for the security of students. We encourage parents to contact the teacher prior to visitation of the classroom whenever possible. In order to prevent disruptions, non-school – age children are not allowed to visit campus classrooms during school. The principal and superintendent may grant special permissions.

VOLUNTEERS

We encourage and invite parents to volunteer as field trip chaperones and to assist teachers in classroom. Some field trip have an allotted number of space. Parents should make themselves aware of notes home from the office and teachers to reserve a space when space is limited. Children do better in school when their parents are involved in their learning. Make an effort to volunteer in your child's classroom regularly. Every volunteer must sign in at the front office.

WITHDRAWALS

In the event of a change of residence from the Hayden-Winkelman School District, please notify the elementary office at least 24 hours in advance. We will be happy to forward records upon request. Withdrawals must be done by the parent/guardian in person. To withdraw a student, the parent must come to the elementary office to fill out a student withdrawal form as soon as a definite withdrawal date is known.

*****Insert school calendar on back cover