

2026 –27
Leonor Hambly K-8
Parent/Student
Handbook



As Lobos We Howl:

Have honor
Obey rules
Work together
Live Healthy

Lobos Howl!

Every Student Matters and Every Moment Counts

824 N. Thorne Avenue
P.O. Box 409
Winkelman, Az 85192
Phone: (520) 356-7876
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Leonor Hambly Student Handbook 2026 – 2027

This handbook is provided to help students and parents become better acquainted with Leonor Hambly K-8 programs, goals, policies, and traditions.

Governing Boad

Mr. Bobby Smith	President
Mr. Adrian Bravo	Vice-President
Mr. Tommy Lagunas	Member
Mrs. Teresa Oropeza	Member
Mr. Victor Sosa	Member

Leonor Hambly K-8 Administration and Staff

Mr. Jeff Gregorich	K-8 Principal/Superintendent
Mrs. Pamela Gonzalez	High School Principal/Academic Counselor
Mrs. Anissa Ramirez	Speech Therapist
Mrs. Lydia Martinez	Athletic Director
Mrs. Marisa Gallego	Health Aide
Mrs. MaryAnn Velasco	K-8 Secretary
Mrs. Thelma Casillas	High School Secretary/Parent Liaison

Leonor Hambly K-8 Faculty

Mrs. Eva Rivera	Pre-School
MS. Angela Lopez.	Kindergarten
Ms. Bethany Chavez	1 st Grade
Ms. Karla Flores	2nd Grade
Mrs. Adrianna Espinoza	3rd Grade
Ms. Kathy Cruz	4th Grade
Ms. Jennifer Martinez	5th Grade
Ms. Julisa Westrope	6 th Grade
Ms. Angela Skillings	7th Grade/Reading Intervention
Mrs. Nannette Moreno	8th Grade
Mrs. Esmeralda Guzman	Technology
Mrs. Angelita Gregorich	K-5 Spec. Ed.
Mrs. Brandi Navarro	6-8 Spec. Ed
Mrs. Lydia Martinez	K-8 Physical Ed.
Mr. Michael Smith	K-8 Art
Mr. Hector Moreno	Science Specialist

Food Service Staff

Ms. Renee Soqui. Director
Ms. Lizette Aguero
Mrs. Sofia Rodriguez
Mrs. Norma Gonzales
Mrs. Maggie Manriquez

Custodians

Mrs. Lena Boltarez

Maintenance/Transportation

Alfonso Gonzales Maintenance Supervisor
Regina Arbizo Transportation Supervisor/Maintenance
Hector Moreno Bus Driver
Todd Cantrell Custodian Supervisor/Maintenance

Contact Information

K-8 Office (520) 356-7876, Ext. 2202
K-8 Principal (520) 356-7876, Ext. 1310
District Office (520) 356-7876, Ext. 1300
High School Office (520) 356-7876, Ext. 1300
Medical Office (520) 356-7876, Ext. 2301
Food Service (520) 356-7876, Ext. 2602
Academic Counselor (520) 356-7876, Ext. 2204

HAYDEN-WINKELMAN UNIFIED SCHOOL DISTRICT #41

Jeff Gregorich
Superintendent
Leonor Hambly K-8
Principal



Pamela Gonzalez
Associate Superintendent
Hayden High School
Principal

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Dear Parents and Students,

It is with great enthusiasm that I welcome you to the 2026-27 school year after a brief and refreshing summer break. School will officially begin on **Monday, August 3**. I know many of you have been looking forward to reconnecting with the friends, teachers, and support staff who make our school district such a special place to learn and grow.

The new school year brings exciting opportunities for learning, growth, and discovery. Our dedicated staff is committed to supporting every student as they pursue their goals, develop new skills, and reach their full potential. Together, let's make this a memorable and successful year.

We are proud to have the best students in the Copper Corridor and remain committed to meeting their individual educational needs. Throughout the summer, our teachers and staff have worked hard to prepare engaging lessons, strengthen instructional programs, and create learning experiences that align with Arizona Academic Standards while meeting the diverse needs of every student. We are fully prepared for the first day of school and look forward to providing a safe, supportive, and challenging learning environment.

Leonor Hambly K-8 School is committed to helping every child achieve academic success while preparing for future educational and career opportunities. We value the partnership between home and school and encourage parents to stay actively involved in their child's education. Please do not hesitate to contact me if you have questions or if there is anything we can do to support your family throughout the school year.

Thank you for your continued trust in our staff and for choosing Hayden-Winkelman Unified School District. We look forward to welcoming our students back and making this an outstanding school year together.

Sincerely,

Jeff Gregorich
Principal

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Hayden-Winkelman School District Strategic Improvement Plan

District Vision

Adaptability and partnership lead to Success for all.

Mission Statement

Hayden-Winkelman School District takes pride in creating success through adaptability and partnership.

Core Values

- Understanding that in the 21st century, adaptability is key.
- Our partnership with all stakeholders.
- Education as our foundation to success.

Key Goals

Goal 1 - Increase Student Involvement within the Community

Goal 2 - Foster Home to School Partner

Goal 3 - Implement K-12 Character Education Program

Goal 4 - Increase Student Achievement

Goal 5 - Develop 21st Century Technology

ACADEMIC GOALS FOR THE 2025 - 2026 SCHOOL YEAR

1. Students will achieve a minimum of one year of 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, students will show academic growth on the district assessment from the baseline to the end-of-year test.
4. All teachers will participate in high-quality, ongoing 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.

RESPONSIBILITIES

School Property Care: 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 students' damage to school property depends on 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 to obtain a court order requiring the person, or, if the person is a minor, the parent, to make full or partial restitution.

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 assigning fault or guilt but are reporting as required by law so the appropriate 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 interruption. 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.

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 positive attitude toward school and are very serious about learning. 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

ADMISSION, REGISTRATION, AND RECORDS

Parent Right to Know: Under ESEA, parents have the right to request information on the professional qualifications of HWUSD teachers. You may view the qualifications of teachers and paraprofessionals at each school's office, Monday through Thursday during school hours.

Equal Opportunity: Hayden High School does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employment practices. This statement is a reflection that refers to, but is not limited to, the provisions of the

following laws: Titles IV, VI, and VII of the Civil Rights Act of 1964 – race, color, national origin; The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972 (Title IX) – sex, Section 504 of the Rehabilitation Act of 1973 (Section 504) – disability; The Americans with Disabilities Act of 1990 (ADA) - disability NH Law against discrimination (RSA 354-A). The following individual has been designated to handle inquiries regarding the nondiscrimination policies and laws above: ADA/Title IX Coordinator and Section 504 Coordinator: Jeff Gregorich, Superintendent of Schools.

Bell Schedule: Morning warning bell rings at 8:05 a.m.

School Hours: The school hours for kindergarten – 8th Grade shall be 8:05 a.m. – 3:30 p.m., Monday through Thursday. **Students are not to report to school before 7:30 a.m. as staff are not on duty before then. Students who arrive before 7:30 will be unsupervised.**

Enrolling Your Child: Students must be at least 5 years old by September 1st to attend Kindergarten. Children with birthdays on or after September 1 will not be admitted to kindergarten until the following school year. Parents may register their children by presenting the required information at the elementary school office between 8:00 a.m. and 4:30 p.m. on Monday – Thursday. All students new to the district MUST meet with the principal to ensure acceptance based on behavior, grades, attendance, etc. The following forms must be completed at the time of registration:

To enroll in school, the following items must be provided:

1. Arizona law requires that an immunization history be submitted for each child entering a public school in grades K-8.
2. A legal copy of the pupil's birth certificate.
3. If the parent is not the guardian enrolling the student, the guardian must present a letter from the authorized representative of an agency having custody of the pupil indicating that the guardian has been granted custody by the agency as prescribed by law.
4. A withdrawal form, school transcript, and records from the previous school are required.

Pre-School: The Lobito Pre-School strives to provide a program that fosters creativity, encourages curiosity, and a love of learning. The Lobito Pre-School is certified by the State of Arizona and is nationally certified. 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 within a positive learning environment that fosters a sense of self-worth and success. We also offer art, music, and dramatic play activities.

Qualifications for 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

Address and Contact Information: It is the parent or guardian's responsibility to be sure that the school has the proper address and contact information on record for his or her child (s). Should your address or telephone number(s) be changed, you must report this information to the school office at once.

Attendance: Regular attendance is vital to students' success. It is important that you arrive to school on time and are only absent during situations that cannot be avoided. If you are absent, please contact your teacher to

make arrangements for the missed work. Please schedule your appointments on Fridays, when available, to avoid being absent 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: 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 is necessary for the parent to call the school on or before the day of the absence to advise the school of the reason for 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 before 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 notes should be sent with the student upon the student's return and must be turned into the office prior to the student's first class. For absences longer than one day, the school should be notified each day.

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 90% of the days that school is in session (regardless of whether the absence is excused, unexcused, or a truancy). A truancy report will be made with local law enforcement if a pattern of excessive absences is noted after 5 days. The value of documentation to excuse the absence will be made evident in the "application" section of this policy. All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly regarding 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 vacations, 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. **Verbal confirmations of appointments will not be accepted.** School administrators are authorized to excuse students from school for necessary and justifiable reasons.

For attendance purposes, school absences such as field trips, athletic competitions, and other school-sponsored events are NOT counted as absences. Students who are struggling academically, 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 – 8) 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 people who have 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, if available, at least one telephone number be provided to the school office so that a 'reasonable effort to notify you by telephone' can be made. If available, this telephone number should be provided at the time of the student's enrollment in the school. The parents or other persons with custody of a student shall promptly notify the school of any change to this telephone number.

Application & Consequences:

- Upon 3-4 absences: Administrator mails home an attendance letter.
- Upon 5-6 absences: Administrator mails another attendance letter home to parents/guardians. Parents will also be contacted by phone. A meeting with the principal may be set up to discuss the issue. The absence level may require alternative intervention and/or disciplinary action be given to the student. A truancy report may be filed with the local police department.
- 7th absence: The student may be in jeopardy of retention; truancy may be filed with the local police department.

Attendance Incentives:

1. All students who have perfect attendance in 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 excused absences in a quarter will receive recognition for exemplary attendance and may be included in the quarterly reward/activity.

Truancy/Tardies: Students are considered truant when they are absent without their parents' knowledge or consent or are chronically late to the start of school. Students who 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 scheduled for the student during the school day. Students may not make up work missed due to truancy. Parents cannot excuse an absence after the fact; that is, they cannot excuse an absence of which they had no knowledge until after it occurred.

Unexcused absence for at least five school days within a school year constitutes habitual truancy and will be reported to the local police department.

Truancy Law/Statement: Arizona State law (A.R.S. 15-803) states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. Any excused absence must be accompanied by medical documentation or associated with bereavement, court, or an absence approved by the school administration or school nurse. The child will be considered truant when there is no good reason for not attending school. If a parent fails to ensure that the child attends school, the law states that he/she is guilty of a class 3 misdemeanor. When the parent does not provide a valid excuse for the child's absence, the school's administrator may cite the student, parent, or custodian directly to court for violating the state truancy law. Absences will affect eligibility for participation in extracurricular activities. If a child is ill during the day, they would not be allowed to participate in an after-school activity that day.

Confidentiality of School Records: Student educational records are collected and maintained to evaluate the student's academic progress. School records provide information to parents and staff. They are used to evaluate and improve academic programs in schools. The students' records maintained by the district may include but are not necessarily 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.

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 made in person by the parent/guardian. 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.

Hayden-Winkelman Unified School District 2026 – 2027 CALENDAR

ACADEMICS

Academic Recognition: Any Middle School student who is a member of the National Junior Honor Society and has a 3.5 GPA or higher will wear an honor cord at graduation and be recognized in the graduation program for this accomplishment.

No Classroom Interruption Policy: Classroom interruptions will be limited to emergency calls only. The purpose of this policy is to reduce classroom interruptions during instructional time. To avoid unnecessary classroom disruptions, this policy will be closely followed and monitored by the administration. During designated times during the school day, teachers will receive and deliver non-emergency messages to students.

Homework: Leonor Hambly K-8 requires teachers to assign students schoolwork to be completed outside the classroom. Research has proven that children who have regular homework do better in school. The teacher's homework is intended to reinforce classroom learning. We encourage parents to take an active role by ensuring their children complete their homework correctly and on time. We also expect children to read daily at home. **All Leonor Hambly K-8 students should read a minimum of fifteen minutes at home every day.**

Make-Up Work Policy: When a student is absent, it is his/her responsibility to arrange for and to make up any work or tests missed during an excused absence. Make-up work must be completed and turned in within two school days of returning to school from one (1) absence. For instance, if a student misses classes on Monday, the student must turn in the work for that day no later than the end of the day the following Wednesday. An additional two (2) days are provided to make up missed class work for additional concurrent absences. Teacher approval is required for any exception to this rule.

Reteach: Math Reteach and Enrich is a block of time reserved to ensure mastery of Mathematics and ELA standards. All of Leonor Hambly K-8 certified and classified staff members are utilized. Each day during a one-hour block (varied by grade level), 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 that measure mastery of standards are administered. These assessments are administered after specific state standards have been thoroughly taught. Once the assessment is scored, students who score at or above 70% 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 69% or below is targeted for Reteach. Reteaching classes use scaffolding and high-engagement activities to instruct students. After students experience reteach lessons, they are reassessed for mastery on the specific standard. Some of the many advantages of Reteach and Enrich include students working in small groups and receiving individualized instruction; if a student does not achieve mastery after reassessment, that student is targeted for more individualized instruction.

Middle School specials classes will be offered during reteach time to all students who are earning a C average or better in all classes. Students must bring appropriate clothing to change to for PE activities. Students may choose to stay with their homeroom teacher if arrangements have been made to work on homework or study for an upcoming test.

Special Education 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
- 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 personnel as needed. Then, if testing is indicated, parents are notified and permission is obtained for the school psychologist to conduct the 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.

Title I: Leonor Hambly K-8 School provides Title I resources for every child who needs assistance in reading, language arts, and math. Students who are not meeting the Arizona Academic Standards will receive special instruction throughout the school year. We also place paraprofessionals in classrooms throughout campus to help support the learning of students who are struggling to meet grade-level standards. The goal of our program is to ensure that students reach the Arizona Academic Standards for their grade level.

Failing Is Not an Option: All parents will be notified every two weeks if their child is not passing any class. Parents will be notified in writing and are encouraged to contact the teacher immediately. Students should work with the teacher before and after school to help improve their grades. Failing a class will delay Graduation and increase the chances of dropping out of high school. The earlier a parent, teacher, and student can meet to discuss academic challenges, the more likely a positive outcome.

GRADES

Standards-Based Grading: Grades are intended to communicate a student’s understanding of the standards and mastery of the grade-level concepts and skills. Our grade reports closely align with what your child knows at a basic level of understanding and how they can apply that learning at a higher level. Our focus on standards acquisition provides students with the foundational skills they need to be successful each year in elementary school, high school, college, and their careers. Grades will be reported in four categories: Assessments, Benchmarks, Classwork, & Homework. Formative assessments include daily work, quizzes, and class tests designed to measure students' progress 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.

Details outlining percentages in these areas will be shared by your child’s classroom teacher during Open House and Meet the Teacher Night in August.

Standards-based grading may be a shift from the grading that you have experienced in the past. Our goal is to report to you information that truly reflects learning and student growth.

Leonor Hambly K-8 will continue 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

If you have further questions, feel free to ask your teacher.

Progress Reports: Parents may check their student's attendance and academic progress online. Students will receive progress reports midway through each quarter.

Honor Roll: Published at the end of each grading period. Having all "A's" or "B's" qualifies a student for the honor roll. A student receiving a "C", "D," or "F" will not be eligible for the honor roll.

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 (7:30-8:00), after school (3:15-4:30), through e-mail, or by phone to ask about student progress. **Please do ask the secretary to interrupt teachers during instructional time.** Instructional time is limited during the school day; please be respectful of this. We will be happy to take a message and have the teacher call you at his/her prep or before/after school.

STUDENT COUNCIL, ORGANIZATIONS AND FUNDRAISING

Clubs/Organizations: At Leonor Hambly K-8, students are encouraged to join several organizations. Each club or organization has specific requirements for students to become members. Participation in some class clubs and organizations is subject to grade eligibility.

Ask your teachers regarding the following clubs and organizations:

- National Junior Honor Society
- Student Council
- Blue Crew

Student Council: The Student Council is an organization of students elected by the student body. They serve as the official representatives of the schools. They are elected annually.

Four officers comprise the student council and are elected by the students. These are the President, Vice-President, Secretary, and Business Manager. The class president, one elected representative from the 6th-, 7th-, and 8th-grade classes, and a representative of each chartered club also serve on the Student Council. The council members select the representative from active school clubs to serve on the council.

School-Site Council: Parents are encouraged to volunteer for 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.

Bulletin Boards: Teachers are responsible for classroom bulletin boards. Other bulletin boards may be assigned to clubs, classes, or organizations or these may volunteer for or request to decorate unassigned boards. Students should respect the work and efforts of others and must never deface bulletin boards or hallway decorations.

CLASS ACTIVITIES

8th Grade Trip: In May each year, the 8th-grade students go on a class trip before promotion on a scheduled school day. Any student who receives a referral resulting in an **in-school or out-of-school 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.

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.

Field Trips: The school will notify parents of these activities, and permission forms will be sent home with each participating student, including pertinent details about the field trip. No student, regardless of age, will be permitted to go on a field trip unless they have a permission form signed by their parents or guardian and returned to the school by the indicated deadline.

HEALTH

Chronic Health Conditions: Students who are identified with chronic health conditions may be eligible for modified instructional services, 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 for such an identification. See Board policy JEG-R for further information.

Communicable Diseases: Any student with, or recovering from, a communicable disease will not be permitted at school until the period of contagion has passed or 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 to protect other students from illness. Early recognition of a communicable disease is of prime importance. Parents will be asked to provide a history of communicable diseases for each student, and the district will maintain these records. 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

Students with HIV or acquired immune deficiency syndrome (AIDS) have a right to receive public education. The Board is responsible for ensuring that the school provides a safe environment for all its students and employees. Decision(s) regarding the type of educational setting for the student who is infected with HIV 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.

Health Insurance: Students are encouraged to purchase the accident insurance offered through the school district. Information regarding the insurance coverage will be made available during the first week of school.

Parents should remember the following:

1. The school cannot be financially responsible for injuries incurred on school grounds.
2. Any student who wishes to participate in a school-sponsored trip or activity, including athletics, must either be covered by the insurance purchased through the school or by family insurance before the student will be permitted to participate.

Health Aide: The district health aide is available during the school day to assist students as needed. Students who need to see the health aide should notify their teacher. The teacher will then call the office. Once the health aide is available to see the student, the office will call the teacher to send the student to the office with a pass. The office will note the time the student goes to the health aide. The health aide will send the student back to class with a pass indicating the time that the student was returned. In emergency situations or when the illness is obvious, the teacher may send the student to the office immediately with a pass. If the student is seriously ill, the teacher should send a peer with the student or accompany the student to the office. Students who are ill should not be sent to the restroom. Students who are sick must not leave the campus without checking out through the office.

Medications: Any medication to be taken at school must be kept by the nurse or the office secretary. The medication must be in the original container and delivered to the school by a parent, accompanied by a note signed by the parent, guardian, or doctor authorizing the student to take the medication 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 form 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.

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 are met. Please contact the health aide at 520-356-7876 ext. 2301 for information or questions regarding immunizations.

Emergency Information: Parents are responsible for providing health and emergency information at the beginning of the school year and updating it, 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 if this information changes during the year.

The registration form asks for the names of two individuals who can be contacted in the parent's absence in the event of a child's accident or illness. They may also be asked to 1) authorize giving Tylenol or over-the-counter medication to your child, or 2) pick up the child from school during the day if he/she becomes ill or has an accident. The health aide will keep a log of students seen during the school day and will inform parents by phone or by leaving a notice in the backpack for all student health aide visits. A copy of this log will be filed in the office.

PARENT INFORMATION

Complaint Procedure: If parents have a complaint or disagreement concerning the school, the following guidelines have been established to facilitate the resolution of the problem:

1. Contact the office and arrange for a meeting directly with the teacher or staff member with whom the problem exists.
2. After the meeting, if the problem is not resolved, you may arrange a meeting with the principal. The principal will resolve or mediate the disagreement. A written complaint may be requested at this point.

Parent Volunteers: Parent volunteers are welcome to be actively involved in their children's education at our school. Please stop into the high school office and discuss your involvement with our principal. All volunteers must sign in at the front office before being admitted into the classrooms!

Visitors to School: Parents are always welcome, provided they have checked in at the principal's office and are wearing a visitor's badge.

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. **Any volunteer who will be volunteering on campus for more than 5 school days is required to submit a fingerprint clearance card to the district office. Please see the principal if you plan on being a regular volunteer.**

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 contributes to our success in the term. *Please* call our principal at 520-356-7876. We need you!

When you do volunteer, you must check IN and OUT of the office, no exceptions. If you are picking up your child or dropping off something for your child, you must first report to the office and not directly to the classroom. We at Leonor Hambly K8 want to ensure the highest level of safety for your students. We ask that you sign the "Volunteer Book." Please note that instructional time in the classroom is not an appropriate time for parents to visit their children. If you are unfamiliar with these procedures, please ask the school secretary or principal 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 the days and hours volunteers worked for liability purposes. Lastly, a record of each volunteer's hours will enable the school to evaluate its volunteer program and recognize volunteers for their contributions.

The Governing Board and the Superintendent will establish regulations governing the conduct of students in school, while traveling to and from school, and at school functions. Students and visitors are expected to obey any directive from a member of the faculty or staff regarding 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 person 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 alcoholic beverages or gambling anywhere in or on school district premises or at school activities, regardless of location, is prohibited. This rule also applies to parents chaperoning their children to school-related field trips.

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 the behavior is a violation of school district rules and regulations.
15. Any conduct constituting a breach 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 issued by a member of the faculty or staff attempting to maintain public order.
16. Laser pointers are prohibited on school grounds and school vehicles. Laser pointers will be confiscated. First offense – confiscation and verbal warning; second offense – one-day suspension; third 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, a warning, reprimand, probation, suspension, or expulsion. Civil and criminal prosecution may be sought in addition to the above. The Superintendent's authority to establish regulations governing students may be delegated to the principals of individual schools.

Tax Credits: You may donate to extracurricular student activities, classroom enrichment, and character education online, by mail, or by drop-off. State dollar tax credits of up to \$400 are available for taxpayers filing jointly, and up to \$200 for those filing individually. Donations must be received or postmarked by Dec. 31 to be eligible for tax credits this calendar year. Please contact the principal or district office if you are interested

LIBRARY

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.

The library/media center is equipped for student and teacher use. The center is available to students when compiled by the teacher or instructional support staff. All items checked out will be the user's responsibility. No materials may be checked out until all previous materials or fines are current.

Book and Material-Replacement Costs: All students and their parents/guardians will be held responsible for proper care of books and school property. Books must be cared for, kept clean and unmarked. Parents/guardians will be required to pay for any damage to school property. If a book has been lost or damaged beyond use, the cost of replacement shall be the cost of a new textbook. Student transcripts may be withheld until debts and fees are paid.

SAFETY DRILLS/STUDENT SAFETY

To Ensure Safety, Students must:

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.

Fire Drills/Safety Drills: Fire and safety drills at regular intervals and are an important safety precaution. Students must obey instructions promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

School Safety Codes: The security of our students and staff is of utmost importance to HWUSD. Periodically, safety drills will be conducted to ensure that students and staff know exactly what to do in the event of a bus accident, a fire, an intruder on campus, or other emergencies.

To ensure the safety of our students and staff, a code system is employed for certain circumstances. Students and staff should know the following codes and procedures by memory:

“Code Red” is the code for an intruder on campus. When this code is announced, teachers should immediately lock their classroom doors, turn off the lights, barricade the door, and move students to the most secure part of the classroom. Students should be kept as quiet as possible, and teachers should have their attendance books or class lists with them in case of evacuation.

“Code Blue” is the code for emergency evacuations, such as gas leaks, bomb threats, and electrical failures. When this code is given, the teacher should take his/her attendance lists and lead the students to the football field. Once there, the teacher should take roll and keep the class together and quiet. This is important in case of further directions or a bus evacuation of the campus.

Playground Safety: This year, we have added more playground equipment for students. Most injuries on the playground occur because children do not follow 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.

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, airsoft, pellet guns, BB guns, etc.

Closed Campus: All HWUSD schools are closed campuses. Students are not allowed to leave without a parent/guardian or designated adult signing out at the office. **Adults must sign in the student upon return to school. No call-ins or notes will be accepted due to safety and liability concerns.** Leaving campus without permission during the school day may result in suspension. *See School Board Policy and Appendix (A) Disciplinary for Consequences*

Drug-Free School Zone: All HWUSD properties are designated as a drug-free school zone. It is a criminal violation to possess and use tobacco, e-cigarettes, alcohol, and illegal drugs on HWUSD property. *See School Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*

Bully-Free School Zone: All HWUSD properties are designated as bully-free school zones. It is a criminal violation to participate in the bullying of another student on HWUSD property. *See School Board Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*

Sexual Harassment-Free School Zone: All HWUSD properties are designated as a sexual harassment-free zone. It is a criminal violation to sexually harass another individual on HWUSD property. *See School Board Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*

BUS POLICY AND PROCEDURES

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 and issue a blue slip. The student's conduct may then be brought to the parents' attention. Students who exhibit serious or repeated disciplinary problems, or who have received three blue slips in a calendar year related to school transportation, may have their bus-riding privileges suspended.

Bus Passes: During registration, parents should notify the secretary of their child's regular after-school bus stop for the year. **If there are any changes in the bus schedule, the parent must notify the office secretary at 520-356-7876 ext. 2202 by 2:00 p.m.** We are responsible for relaying transportation changes to bus drivers, and this cannot be done efficiently if parents notify the office at the last hour of the day. Make sure your child has after-school instructions before leaving home each morning. Delivering messages disrupts teaching and learning. In addition, we cannot guarantee messages will be relayed. Students picked up by parents after school should be picked up at the dismissal bell. Please be respectful and understand that the office is not an after-school childcare service. Contact MaryAnn or Mrs. Gonzalez if you have any questions.

Bus Rules: Students riding the bus must always obey the driver and sponsor. Students riding school vehicles to any activity must return on the same vehicle unless parents have made prior arrangements in person and obtained written permission from school officials.

Each student who rides the school bus is entitled to a safe and comfortable ride to and from school. Riding the school bus is a privilege, not a right, granted to students under conditions set forth by the Governing Board and the regulations of the State of Arizona Department of Transportation. Violation of any rule may result in suspension of riding privileges and restitution of damages if any are involved.

Follow the Rules:

1. Be on time at the bus stop.
2. Remain seated while the bus is in motion.
3. Promptly obey the instructions of the driver.
4. Wait until the bus comes to a complete stop and the door is opened before attempting to get off the bus.
5. No part of one's body is to extend out the window; nor may objects be thrown out of or extended out of the window.
6. Emergency doors, exit controls, and safety equipment are to be used in an emergency only.
7. There is to be no fighting, unnecessary noise, or boisterous conduct which may distract the driver.
8. Do not cross the road from behind the bus.
9. Before crossing the road, look at both ways.
10. Aisles are to be kept clear of legs, feet, and other objects.
11. Students shall not deny other students the right to sit in a seat.
12. No student will be allowed to depart a school bus except at the normal stop unless written permission has been granted by the parent/guardian and the school office.
13. To ride the bus to a different destination other than the regular route, students must have written permission from an administrator.

SCHOOL LUNCH PROGRAM

Breakfast and lunch are served at Leonor Hambly K-8. Applications for free or reduced-price meals are provided at the beginning of the year's 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 to have soft drinks at school. No glass bottles or containers are allowed. Food costs are as follows:

Breakfast (All Students) FREE
 Full Priced Lunch \$2.80
 Reduced Lunch \$.40
 Adult Lunch \$5.00

Cafeteria Rules:

1. Line up in an orderly fashion
2. Sit at assigned grade-level tables
3. Keep your hands to yourself
4. Clean up your area when finished
5. No yelling, running, or horseplay allowed!
6. Wait to be excused by staff on duty

ELECTRONICS AND COMPUTERS

Technology: It plays a vital role in students' future and in the HWUSD curriculum. All Leonor Hambly K-8 students will have appropriate technology programs such as NWEA, Accelerated Reader, AIMS Web, etc. to be utilized by the students. This year, iPads will be available for use by students in grades 4-8.

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 (8:05 A.M. – 3:30 P.M.). Teachers and staff will confiscate the phone or other device of any student 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 for investigating the loss. Repeated offense of this policy may result in disciplinary action ranging from detention to suspension.

iPad Rules: Each student will be issued a personal IPAD to use during the school day. Student will be responsible for the safety and condition of their IPADS. Abuse, mistreatment, or misuse of iPads will result in loss of this privilege. Students must ensure that the IPADS are secured during lunch and special classes such as PE.

IPADS will be checked out in the morning and returned at the end of the school day. IPADS should be locked in the lockers during special classes. Students are responsible for the replacement or repair of lost or abused IPADS.

Personal Electronic Devices (PEDs): iPods, CD players, cell phones, radios, pagers, cameras, speakers, and other personal electronic devices (PEDs) must be turned off and put away from 8:10 a.m. – 3:30 p.m. The school assumes no responsibility for the loss or theft of such articles.

In case of an emergency, the parent should call the school office. The student will then be called down to the office to make the call to the parent.

Personal electronic Devices in class will be confiscated by any staff member:

- For a first offense, the device will be confiscated for no less than one (1) school day or 24 hours.
- Second violation, the device will be kept for at least two (2) days and so forth. A subsequent discipline referral will be issued, with consequences that may lead to suspension or loss of electronic device privileges at school.

Failure to surrender a personal electronic device upon request by any staff member may result in severe disciplinary action.

The contents of any personal electronic device may be searched if there is reasonable suspicion that the device contains prohibited or illegal material. **Parents and students should be aware that they may be held legally responsible for the content of such devices.** In such cases, the device will be surrendered to an appropriate legal officer as evidence and will not be returned to the owner by the school.

Cyber Bully-Free Zone: All HWUSD properties are designated as Cyber Bully-Free Zones. It is a criminal violation to participate in cyberbullying of another student.

Computer Access Rules: Students do not access anyone else's computer files. All student computer users and their parents must sign an appropriate Computer Use Agreement before the student may use computers or the internet. Students are responsible for keeping their passwords to themselves and may be held accountable if someone else violates computer rules regarding passwords. The privilege of using the computer can be revoked at any time. No unauthorized downloading of programs or games on hard drives or networks is permitted. It is the teacher's responsibility to report any illegal access to files or installation of unauthorized programs or games. In addition, no students are allowed on Facebook or social media on school computers.

STUDENT CONDUCT, DISCIPLINE & RULES

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 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. Shorts with less than a four-inch inseam
3. Undershirts, halter tops, low cuts that expose the anatomy.
4. Tiny Tees and bare mid-ribs
5. Clothing with obscene language, rude messages, symbols, or advertisements that depict alcoholic beverages, smoking materials, and those with profane, violent, or sexual connotations
6. Excessively sagging pants/shorts (underwear must not be visible)
7. Pajama pants, bedroom slippers, or other bedroom attire
8. Bandannas, head scarves, hair nets, and nylon stocking caps
9. Hats, caps, and beanies may only be worn outside and not in classrooms, the cafeteria, or assemblies. An exception would be for specified extracurricular activities or dress-up days (Unauthorized headgear will be confiscated and will only be returned after school)
10. Gang-related alteration of any clothes or accessories
11. Sunglasses may not be worn in buildings
12. State law requires that shoes must be worn

Teachers in shops and specialized areas, along with extracurricular sports, may specify variations in the dress code to meet activity requirements and for health and/or safety reasons.

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

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 for a minimum of one day upon review by the school Administration

Public Display 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.

Use of Telephone: Students are not allowed to use the school telephone or cell phones during instructional time. They can use the student phone before the first bell or during their lunch recess. In the case of illness or injury, the teacher, the secretary, the health aide, or the principal will call the parents. Parents should not call students' cell phones to relay messages, as cell phones are not allowed during the school day. Parents should call the school office at (520) 356-7876, ext. 2202, if they need to speak with the student(s).

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.

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 students' and parents' responsibility to make up any work missed during any absence or suspension within the allotted time.

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 for use on campus.