

WELCOME BACK!

The faculty and staff look forward to working with you and your children to ensure that this 2010/2011 school year will be their best. The education of your children is a shared responsibility between the school and home. We want parents and students alike to feel that they are an integral part of our school. Therefore, we encourage your questions, suggestions, and volunteer efforts at Granville Elementary School. The faculty and staff look forward to working with you and your children to ensure that this 2010/2011 school year will be their best ever.



SCHOOL INFORMATION

EARLY ARRIVALS

School doors open at 8:15 a.m.

Students are not permitted to be on campus prior to 8:15 a.m. unless they attend the Homework/Activity Club.

ATTENDANCE/ABSENCES

State law requires parents to notify the school, in advance, or at the time of absence of their child. Don't forget that you may advise the attendance office of an absence by going to the Humboldt School District website (humboldtunified.com), click on the "Visit our Schools" link on the left, locate the link for Granville (you can then bookmark this page for ease in location in the future); click on the link that says "Staff" and third from the top will be the link to e-mail the Attendance Secretary. You may also call Mrs. King, the Attendance Clerk to report the absence and provide the following:

- Your child's name
- Teacher's name
- Specific reason, for illness or non-illness, for the absence which is needed because all absences are coded for computer input.
- End your message with your full name, and your relationship to the child

If this notification is not received, the school is required by law to contact the parents by phone the morning of the absence. A number must be provided at which the parents can be

contacted. This may be a home, work or message number.

Absences without notification from the parent are unexcused. Students who are absent because of communicable disease must report to the nurse's office before being readmitted to class.

Arizona State Law requires attendance for school age children between the ages of six and sixteen. Students are expected to be in school except in cases of emergency, illness or religious observance.

According to Arizona State Law, a child must be removed from student rolls after 10 consecutive days of unexcused absence. If a situation arises that may result in an extended absence, please inform the school office. Parents will be notified of continued and excessive absenteeism of their student. The Principal may require a parent conference to discuss and remedy the problem.

ILLNESS

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

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

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

Students must be fever free for 24 hours before returning to school. You will be required to pick your child up if they have not been fever free for 24 hours. The Nurse or principals designee will have discretion as to re-admittance for: diarrhea, vomiting, rash etc. If there should be any major or significant change in your child's health, please notify the school nurse at 759-4810.



TARDIES

Children arriving late for school must have a note or a call from their parent excusing the late arrival time. Any student arriving at 8:45 or after are late for school and must check in through the office and obtain a tardy slip before going to class. **Please make every effort to get your child to school on time.**

EARLY RELEASE DAYS

Early release days are held throughout the school year for various reasons (i.e. Parent Conference, Teacher Workshops, etc.). On these days the students are released at 1:15 p.m. unless otherwise informed. The buses will run their normal route, two hours early.

STUDENT/VISITOR SIGN-IN/OUT

Parents and adult visitors are always welcome at school; however, state laws require that everyone must check in at the school office before being allowed into the school. Please do not stop by your child's room prior to checking in. Pick up a volunteer/visitor button in the office.

Parents and visitors please follow the guidelines:

- Parents are encouraged to visit our school and take an active role in the education of their child. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time.
- Parent conferences are an important communication tool and are greatly encouraged. Please contact your child's teacher if you would like a conference. The teacher will be available to meet with you at a set appointment time before or after school.
- Parents are welcome to have lunch with your child. Please sign in at the office and meet your child in the cafeteria at their scheduled lunch time. You may also bring a special lunch to share with your child. Please sit in your child's assigned area with them.
- Parents/Guardians who must pick up their child early from school **must check in at the office first** and sign their child out stating the reason for leaving. We discourage picking up your child from school early as this is disruptive and not in the best interest of students. Parents attending an assembly at school who wish to take their child home after the assembly **must sign the child out prior to leaving**. To protect and guarantee the safety of students, no child will be allowed to leave the school grounds during school hours with anyone except the person who has legal custody of the child or a person authorized in writing by the parent or

legal guardian. If a child is being picked up by an adult other than a parent or guardian, a note must accompany that adult giving them permission by the parent. Identification may be asked for from the office staff. For your child's safety, the deadline for changing the method in which your child arrives home is 2:30. This should only be in case of an emergency. If we do not receive a phone call or note before the deadline you will need to pick them up at the normal spot and at the dismissal time of 3:15.

SNOW DAY/INCLEMENT WEATHER POLICY



In the event of extreme weather conditions or emergency situations, the Superintendent may choose to:

- Close the school. When there is a **school closure**, classes will not be held and buses will not transport students.
- Start the school on a delayed opening schedule. All buses would run two (2) hours later than normal. Breakfast is not served on a delayed opening schedule. Dismissal time would be at the regular time, 3:15 PM.
- Announcements of either schedule can be heard on radio stations KPPV(106.7 FM), KQNA(1130 AM), KYCA(1490 AM), KGCB (90.9), KNAU(88.7 FM), KKLK(98.3 FM), KAHM(102.1 FM), KOLT(107.5)KVRD(105.7 FM) and KNOT(99.1 FM/1450 AM) beginning at 6:30 a.m.

ENROLLMENT / WITHDRAWAL FROM SCHOOL

- Classroom assignments will be made by the principal based on student numbers, specific class needs, and individual student's needs.
- If withdrawing your student, parents should notify the school office at least two days prior to the student's last attendance day.
- All school materials assigned to the student must be returned. Items that are lost or damaged must be paid for by the parents before school records will be forwarded to the new school.



LUNCH/BREAKFAST INFORMATION

The school cafeteria serves hot lunch and breakfast daily. Lunches for grades K -6 will be \$1.75 daily or 40¢ for those who qualify for the reduced price. Breakfast is \$1.25 daily or 30¢ for those who qualify for the reduced price. Free lunch and breakfast are available for those who qualify. Milk half pints are available for 50¢. No charging is allowed in the cafeteria. Children who do not have sufficient funds will be given a cheese sandwich and white milk at lunch time. If you have any questions, please contact our Cafeteria Manager.

A lunch/breakfast account will be opened for each student in attendance at Granville School. Any amount of money can be put in the account, however, we recommend a minimum of \$17.50 (ten lunches); although \$20.00, \$25.00 or even a full month's worth can be deposited. Students eating breakfast daily should pay \$30.00 for ten days, which would include breakfast and lunch for that 10 day period. Each regular account will be charged \$1.75 per lunch used (\$1.25 per breakfast). Reduced accounts are automatically charged 40¢ for lunch and 30¢ for breakfast. Only one lunch/ breakfast per day may be charged to an account. Our computer automatically calculates the account balances and when your child's account balance is reduced to an equivalent of three meals, he/she will get a reminder note that it's time for another deposit.

Lunch / breakfast deposits need to be taken to the cafeteria immediately upon students' arrival at school, **prior to the beginning of school each day**. All students purchasing daily individual lunch / breakfast or milk should also pay the lunch clerk in the cafeteria before school starts.

Checks and cash are accepted; however, a check written without sufficient funds will default to a cash only status for your child's account.

STUDENT BREAKFAST SCHEDULE

Breakfast will be served from 8:15 to 8:30 a.m. daily. If your student is arriving late to school, please serve them breakfast before they arrive, as the program ends at 8:25 a.m.

FREE & REDUCED LUNCH APPLICATIONS

Families meeting criteria for assistance should obtain necessary forms in the office.

Applicants must reapply each year. All forms will be processed as quickly as possible.

MEDICATION ADMINISTERING MEDICINES TO STUDENTS – H.U.S.D. POLICY JHCD

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

Prescription Medications:

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

Non Prescription/Over the Counter Drugs:

- The law (A.R.S. 15-344) requires medication to be provided and delivered to the nurse by a responsible adult and not the student.
- Medication must be in the original, unopened container as packaged by the manufacturer and labeled with the student's name.

A form will need to be completed by the parent giving permission for school personnel to administer the medicine to your child.

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

All unused medication must be picked up, by the parent/guardian, by the last day of school or it will be discarded.

HEALTH SCREENING

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



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

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EMERGENCY FIRST AID / ILLNESS

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

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

EMERGENCY INFORMATION

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

HEALTH SERVICES

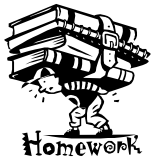
Immunizations are required by Arizona State Law (A.R.S. 15-872) Required Immunizations are: Diphtheria, Tetanus, Pertussis, Polio, Varicella, Chickenpox, Measles/Mumps/Rubella (MMR) Hepatitis B and Meningitis. For 11 year olds and 6th Grade need Tetnis, Diphtheria, Acellular Pertussis (TDAP), and Meningococcal Vaccine (MV). Please visit the HUSD website (humboldtunified.com) for specific requirements. Any new immunizations your child receives throughout the year should be reported to the school nurse.

CURRICULUM

Curriculum at Granville Elementary School has been determined by the Arizona Department of Education (Arizona Standards) and Humboldt Unified School District adopted content curriculum programs. For more information please refer to the ADE website: <http://www.ade.state.az.us/>.

SUBJECTS TAUGHT

Regular instruction is given to all students of grades K through 6 in Reading, Language Arts, Mathematics, Social Studies, Science, Health, Art, Music, Physical Education and Computer. We have comprehensive Title I reading services, ELL programs and Special Education.



HOMWORK GUIDELINES

The purpose of homework is to reinforce learning. Here are some tips for improving the quality of homework at home:

- Check and sign your child's Agenda each day (grades 3-6)
- Look at the papers your child brings home. Do not accept excuses for why homework cannot be done.
- Check with the teacher if your child is confused or unable to do the assignments.
- Plan a regular time each day for completion of homework assignments.
- Praise your child for doing a good job!

MAKE-UP WORK

Students absent from school will be given one day for every day of absence to make up work missed. Check with your child's classroom teacher. If a child is absent for two or more days, please arrange to pick up the child's assignments after school by calling the school office in the morning. When absences for extended periods of time can be foreseen, parents should notify the school office at least 24 hours in advance so that the teacher will be able to gather materials and assignments that will be needed. Students assigned to in-school suspension will be required to make up all work missed.



REPORT CARDS / PARENT CONFERENCES

The school year consists of four nine week reporting periods. Students will receive a report card at the end of each reporting period. Mid term progress reports are sent home every nine week period. Parents are urged to contact the teacher at any time regarding their student's progress. Parent conference dates are listed in the school calendar. (If you schedule a conference and are unable to keep your scheduled appointment, please call the school to cancel.)



LIBRARY POLICY

- Classes are scheduled to visit the library/media center on a weekly basis.
- Students may return anytime during "open" library hours if they have their teacher's permission and a pass.

- Books are circulated for a period of one week.
- Each student may check out a maximum of two items and is entitled to two renewals.

LIBRARY OVERDUE ITEMS

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

- 1st week - the student is given a verbal reminder.
- 2nd week - a written/printed notice is given to the student.
- 3rd week - an overdue notice will be mailed.
- 4th week - the parent/guardian will receive a phone call at their home or place of employment.
- We do not charge a fine for overdue books
- There is a \$5.00 charge for tampering with a bar code.

TEXTBOOKS & SUPPLIES

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

INTRAMURAL SPORTS

Intramural sports will be a part of the school activities. These include:

- Basketball (6th Grade)
- Flag Football (5th & 6th Grades)
- Volleyball (5th & 6th Grades)
- Track (4th, 5th & 6th Grades).

Parents will be responsible for transportation to and from any facility other than our Granville campus. Students who are receiving a failing grade in any subject will not be allowed to participate in any extracurricular activity. Students are not permitted to stay after school without parental supervision for any sports activity, unless they are participating in the sport. This will include practice times, as well as actual games and/or meets.

LOST & FOUND

Students assume all risks regarding the loss of valuables brought to school. All misplaced articles which are found are placed in the 'Lost & Found' located in the Nurse's Office. All of your personal belongings should be marked for easy identification with your child's name. Unclaimed articles are periodically donated to a charity.

LOST OR DAMAGED MATERIALS

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

PTO / PARENT INVOLVEMENT

The Granville PTO is an enthusiastic group of men, women, parents, grandparents, guardians, teachers and staff who support our school programs. The PTO's goals include sponsoring social events like the Book Fair, Ice Cream Social, fund raisers and many more. The PTO provides our school with equipment and programs not included in the District budget. PTO membership applications and volunteer forms are sent home in August or may be obtained at the school office. PTO needs your help!

SPECIAL EDUCATION SERVICES

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

- Eligible children ages 3 and up must receive a free appropriate public education at no expense to the parents.
- The right to educational services is based on an evaluation of the child's special needs and whether the disability affects the child's educational performance in school.
- The right to receive specialized instruction or services specifically designed to meet the child's individual educational needs.

- The right of parent or guardians to be included in making decisions about their child's educational needs and to approve the educational plans for their child.

Programs available for children with special needs are:

- Cognitive Disabilities
- Physical Disabilities
- Multiple Disabilities
- Learning Disabilities
- Hearing Impaired
- Visually Impaired
- Speech and Language Disorders
- Preschool
- Gifted/Enrichment
- Title One Services
- Occupational/Physical Therapy

Az SAFE

The state of Arizona has developed a new way of collecting, tracking and reporting school safety and discipline incident data – Az SAFE. The purpose of Az SAFE is to provide the information educators need to improve the safety of their schools. Humboldt Unified School District has a uniform Discipline Matrix used at all elementary schools.

BULLYING

ARIZONA STATE STATUTE (ARS) 15-341(40)

15-341. General powers and duties; immunity; delegation

A. The governing board shall:

40. Prescribe and enforce policies and procedures to prohibit pupils from harassing, intimidating and bullying other pupils on school grounds, on school property, on school buses, at school bus stops and at school sponsored events and activities that include the following components.

CELL PHONES

Cell phones are only allowed at school if you have completed the permission form for your child to have the phone on campus.

PHONE USE

Students are not permitted to receive and/or make personal phone calls from school, except in the case of an emergency. If there is an emergency, we will get a message to your child and have them call you on their next break. We request that any personal plans be made prior to the start of school to avoid last minute calls.

OPEN ENROLLMENT POLICY

The following conditions apply to the open enrollment program:

- The District's open enrollment period for the following year is April 1 to May 14.
- Applications are accepted at any time for transfer requests concerning the current school year.
- Enrollment is subject to the capacity limit established for the school and its grade levels.
- On or before June 18, the parent/legal guardian will be notified in writing whether the application for the coming school year has been accepted, rejected, or placed on a waiting list.
- Transportation is the responsibility of the parent/legal guardian (exceptions by A.R.S. 15-816-06).
- Providing false information may result in the variance being denied or admission being revoked.

The parent/legal guardian affirms that if enrolled, such enrollment in H.U.S.D. is conditional, based upon the student's compliance with the rules, standards, and policies of the District.

VOLUNTEERS

School volunteers provide a tremendous service to our community and the District encourages volunteer participation in our schools. Areas where volunteers can help include:

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

Volunteers must go through a District screening process. All volunteers must be fingerprinted. Please contact the school office for details.

Student Dress Code

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

- No drug, alcohol, tobacco or gang-related words, designs or logos on

shirts or on clothing must be in keeping with dress code rules.

- Waistbands of pants must stay above the hips, belted or not. Belt ends must be tucked into loops, not hanging.
- No bare midriffs, spaghetti straps or short shorts.
- Shorts must be as long as or longer than fingertips when arms are at your sides.
- No hats worn inside the building.
- No chains from wallets.
- Shoes with heels or platforms are not appropriate or safe for school. No thong type flip flops are allowed.
- Students may not spray their hair with red, blue, green or other colors. This is disruptive in school.
- Weather-appropriate attire is encouraged.
- Violators will be considered disruptive to the educational process and the course of action taken shall be left to the discretion of the Principal.

VALUABLES BROUGHT TO SCHOOL

The school will not be responsible for lost or stolen valuables brought by the student. Students may not bring toys, Pokemon or similar cards, stereo equipment, laser pointers, balls etc., to school.

TRANSPORTATION

We do not have early pick ups from the office between 3:00 and 3:15.

Please make home transportation arrangements prior to coming to school.

Due to the fact that checkouts at the end of the day have become a safety issue, we have instituted a requirement that a parent must send a note in advance or call the school office **before** 2:30 to change the mode of transportation for your child. The child will not be allowed to change their mode of transportation without the call or note. Your child will be instructed to board the bus or go to the area where they are normally picked up. Please make home transportation arrangements prior to coming to school.