

CEDAR HILLS SCHOOL

2026 - 2027



K-8 Student and Parent Handbook

Character Counts Pledge

I pledge to be a kid for Character.

I will be worthy of trust.

**I will be respectful and responsible,
doing what I must.**

I will always act with fairness.

I will show that I care.

**I will be a good citizen,
and always do my share.**

Hackberry Elementary School District #3



GOVERNING BOARD

Leanne Donason, Board President

Pamela Adams, Vice President

Tammy Herrera, Board Member

Valerie Grimes, Board Member

Charla Loomis, Board Member

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Hackberry Elementary School District #3
Cedar Hills School
Home of the Mustangs



June 22, 2026

Dear Parents and Guardians,

Welcome to Hackberry Elementary School District #3. Our governing board, administration, and staff are pleased to welcome you and your student to the **2026–2027** school year. As a one-school district, we are deeply committed to serving the children of our community and ensuring that every student at Cedar Hills Elementary School experiences meaningful, successful learning throughout the year.

We believe strongly in the power of partnership. When parents and schools work together as “partners in learning,” students thrive. Academic achievement grows, communication between home and school strengthens, and students demonstrate positive behavior and responsibility. Your involvement truly makes a difference, and we appreciate your continued support.

This handbook includes important information to help you and your student navigate the school year. Please take time to read it carefully and keep it available for reference. After reviewing the contents with your child, please sign the form located at the back of the handbook, have your child sign as well, and return it to the school.

We are excited to begin a new year of learning, growth, and opportunity. It is an honor to work alongside our families to support every student’s success. Thank you for your partnership and for helping make this a wonderful school year.

Warmest Regards,

Christina Ramirez

Christina Ramirez
Superintendent

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YEARLY CALENDAR (Attached to back of Parent Handbook)

MISSION STATEMENT

Hackberry Elementary School District #3 seeks to create a challenging learning environment in a unique, small, rural, school setting that encourages high expectations for success. We use developmentally appropriate instruction allowing for individual differences and learning styles while upholding high academic standards. Our school prides itself in promoting a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our students' learning.

OUR VISION

Hackberry Elementary School District #3 will encourage all students to become life-long learners. All students are encouraged to achieve their personal best. The school community will provide a safe learning environment with highly qualified and supportive staff. We will work to develop a relationship among all stakeholders, (parents, extended family, staff, students, etc.) who are all working together to provide the student with a solid educational foundation. Students are expected to leave Hackberry Elementary School District #3 with:

- A set of moral values-honesty, integrity, and good judgment.
- A complete set of skills in the areas of linguistics, mathematics, science, art, physical fitness, and social skills.
- An inquiring and discriminating mind, critical thinking skills, and a desire for knowledge.
- Strong sense of self-esteem and high personal expectations.
- The ability to respect and appreciate others.
- The skills necessary to become productive citizens who actively contribute to society.

We value the partnership which must exist between the school, parents, and community and the part it plays in making this vision a reality.

OUR EXPECTATIONS

Students will:

- Acquire a well-rounded curriculum including reading, writing, math, science, social studies, critical thinking, and technology skills that meet or exceed the expectations of students throughout our country.
- Acquire a base of knowledge common to well-educated Americans.
- Acquire emotional maturity, including empathy and the willingness to accept responsibility for personal accountability.
- Acquire a clear understanding of rights and responsibilities concerning their classmates, staff, family, community, country, and the world.
- Acquire responsibility for maintaining fit and active lives.

Staff will:

- Be professional at all times.
- Utilize instructional materials aligned to the Arizona College and Career Ready Academic Standards and the District's curriculum.
- Implement lessons using the Arizona Academic Standards.
- Be a positive, caring role-model.
- Create and maintain a safe and orderly learning climate.
- Regularly evaluate student learning and communicate results.
- Seek continuous professional growth and development.

Parent responsibilities:

- Establish regular communication with your child's teacher.
- Participate in school activities.
- Assume major responsibility for the student's behaviors in the home, at school and in the community.
- Always encourage acceptable behavior.
- Maintain ongoing communication, attend school conferences related to their child's achievement and effort, and discuss any reporting documents with their child.
- Discuss their child's day with them and to remain current with assignments and any homework that needs to be completed.
- Assist the student in obtaining the resources needed to complete assignments.
- Ensure that the student attends regularly and promptly; report and explain any absence or lateness.
- Inform the school of current home, business, and emergency contact telephone numbers.
- Bring to the attention of the school any problem or condition which affects the students or other members of the school community.

EDUCATIONAL PHILOSOPHY

Hackberry Elementary School District #3 provides opportunities for each student to succeed. The Superintendent/Principal, staff members, and Board Members recognize that students are unique individuals, and every effort will be made to meet their intellectual, behavioral, emotional, and physical needs. The ultimate goal of the district is for students to become responsible and life-long productive citizens of society.

Staff: The Board specifically charges teachers with the responsibility of maintaining and expanding their ability to educate, providing opportunities for students to reach their maximum potential and developing a sense of dignity and self-worth in each student.

Parents: The Board expects all parents to cooperate in the district's educational effort by ensuring maximum attendance of their children, by requiring their children to cooperate in the educational endeavors and by fostering an attitude in their children that recognizes the importance of education.

Students: The Board expects that each student will learn to recognize the value of education and therefore, work diligently to ensure that maximum potential is realized. The Board further expects that each child will recognize that fellow students have a right to an education and avoid any action that interferes with a student's ability to exercise this right.

Community: The Board's goals are that each member of the community, both individually and through governmental, civic and social organizations, supports the educational activities of the district.

The Governing Board of the Hackberry Elementary School District #3 pledges its best efforts to ensure that the School District is governed effectively and efficiently, so that the objectives of an appropriate and outstanding educational experience are achieved for all children of the district.

EDUCATIONAL GOALS AND OBJECTIVES

The Board has established the following educational goals for every student in the District, which serve as the foundation for the District's instructional program.

- **Build strong learning skills** so students can find information, solve problems, think critically, and communicate clearly.
- **Meet or exceed Arizona state learning standards** through high-quality instruction and support.
- **Grow into responsible, informed community members** who can participate thoughtfully in local, state, and national decisions.
- **Prepare for future success** by gaining job-ready skills and the knowledge needed for college or other training.
- **Develop healthy habits and positive relationships**, including physical and mental well-being, strong values, and responsible family roles.
- **Discover personal strengths and interests**, enjoy learning, appreciate the arts, and build the confidence needed for lifelong growth.

We know that learning doesn't only happen at school. A child's home and community play an important role in their growth, and the school cannot do this work alone. When families, the community, and the school work together, students benefit the most.

SCHOOL MOTTO

R—RECOGNIZES that learning is a privilege.

E—EXPECTS to succeed.

S—STRIVES to be on time and complete your assignments on time.

P—PRIDES yourself in your work, your appearance, and your school.

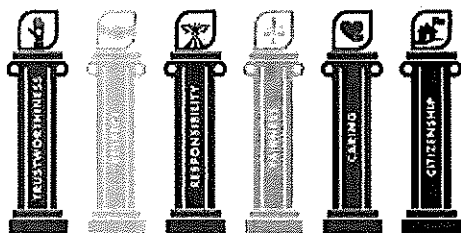
E—EXERCISES self-discipline and self-control.

C—CHOOSES to be honest.

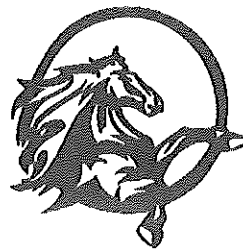
T—TREAT others as you wish to be treated.

CHARACTER COUNTS!

CHARACTER COUNTS!



CEDAR HILLS MUSTANGS



We emphasize Six “Pillars” of our character education program:

Trustworthiness: Be honest, always tell the truth, and keep promises

Respect: Treat others the way you want to be treated and appreciate individual differences

Responsibility: Do what you are supposed to do and be accountable for your actions

Fairness: Play by the rules, take turns, and consider all sides before deciding your actions

Caring: Be kind, helpful, and considerate to everyone

Citizenship: Be a team player and do your part to make the world a better place

ATTENDANCE "EVERYDAY MATTERS"

Regular, on-time attendance is essential for your child's success, as important learning happens every day and can't be fully made up when a student is absent. Hackberry Elementary School District #3 asks that students attend daily unless there is a valid reason, such as illness, medical needs, or religious observances. We value strong communication with families and are here to help address attendance concerns, but Arizona law (ARS 15-802 and 15-803) places the responsibility for regular attendance on parents and guardians.

We want to ensure all student absences are documented correctly and in compliance with Arizona state law. To support this process, parents/guardians will now receive an attendance verification form whenever a child is absent. This form must be completed and returned so the absence can be verified in writing, as required by the state.

Attendance Procedures for Families

1. **Reporting an Absence** A parent or guardian should contact the school office on the morning of the school day when their child is absent. This helps us ensure students' safety and accurately record the reason for the absence.
2. **Unreported Absences** If the school has not received any information about an absence, it will be marked as an "unverified" absence. As required by ARS 15-807, the school will attempt to contact parents/guardians within the first two hours of the school day to confirm the child's reason for the absence.
3. **Who Can Verify an Absence** Only a parent or guardian may verify an absence. Verification may be done by phone, in person, or in writing. Written verification, including the attendance form must be submitted to the school office within 24 hours of the student returning to school.
4. **Unexcused Absences** Any absence that has not been verified by a parent or guardian within 24 hours will be recorded as unexcused.
5. **State Attendance Requirements** Parents/guardians are responsible for ensuring their child attends school regularly. Under Arizona law:
 - o A child with excessive absences—more than 10% of the school year (14 days)—may be considered excessively absent under ARS §15-802.
 - o A "habitually truant" student is one who has been truant for five or more school days in a school year (ARS §15-803).
 - o A child who is habitually truant or has excessive absences may be adjudicated to an incorrigible child under section 8-201.

Our goal is to work together to support consistent attendance, which is essential for student learning and success. If you have questions or need assistance with attendance procedures, please contact the school office.

If your child is absent for ten (10) consecutive school days: State law mandates that your child be automatically withdrawn from enrollment in order to stop state funding. You may then be required to fill out new enrollment documentation upon returning from an absence of such length. Excessive absences will also affect a student's eligibility to participate in school field trips, etc. In addition, absences may be considered by a teacher in determining a student's grade or promoting a student.

Tardy Procedures:

To keep classrooms focused and minimize disruptions, it's important that students arrive on time each day.

1. **A student is considered tardy** if they are not in their assigned location when instruction begins.
2. **Parents/guardians must walk their child into the office and sign them in** if arriving after the school day starts. Phone calls or notes are not enough. Students arriving without an adult will be marked **unexcused tardy**, and consequences outlined in the Student Rights & Responsibilities Handbook may apply.
3. **Chronic tardiness** will be addressed following district discipline guidelines.

ARRIVAL AND DISMISSAL

Bus: The district provides a bus schedule, which is distributed each school year. Students arrive and go directly to the cafeteria and playground where supervision is provided. Students remain there until directed by the staff on duty. After school, bus leaves promptly and students are to be on the bus. Staff members are assigned to supervise the unloading and loading of the bus.

Cars: **If coming by car, students should not be on the school grounds before 7:00 a.m.** They should go directly to the cafeteria and/or playground where supervision is provided. Students remain there until directed by the staff on duty.

Dismissal procedures: We are committed to your child's safety. Children will be walked to the bus-loading zone by their teachers. All students are required to bring a note from home (which must be given to the teacher or to the office) when they:

- Leave campus with anyone other than the parent or guardian on file.
- Get off at another bus stop.
- Do not ride the bus but are picked up from school.

To help us keep all students safe throughout the school day, we want to remind families of the following procedures:

Students must remain on school property from the time they arrive in the morning until they are dismissed in the afternoon. If your child needs to leave early for a doctor's appointment or any other reason, please come to the front office to sign them out. Students may only be released to a parent, legal guardian, or another adult listed on the authorized pick-up form. Anyone signing out a student must be at least 18 years old. For safety, adults who are not familiar to our office staff will be asked to show identification.

If someone who is not on your authorized pick-up list will be picking up your child, please call the school office ahead of time so we can make the proper arrangements.

HOMEWORK POLICY

Homework is assigned to reinforce daily instruction and to support the development of time management, personal responsibility, study habits, and independent learning skills. All students are expected to complete homework assignments consistently and on time.

Homework is assigned Monday through Thursday, except when long-term projects or extended assignments require additional work time. Daily homework is due at the beginning of the next school day for students in Grades K–6 and at the beginning of each class period for students in Grades 7–8.

Daily Homework Guidelines

The following guidelines outline the average amount of homework students may be assigned each day:

- Kindergarten–2nd Grade: 15–30 minutes per day, plus 15 minutes of daily reading
- 3rd–5th Grade: 30–50 minutes per day, plus 15 minutes of daily reading
- 6th–8th Grade: 60–80 minutes per day, plus 15 minutes of daily reading

All K–8 students will receive daily homework in reading and mathematics. In addition, every student is expected to engage in a minimum of 15 minutes of daily reading. This reading may include being read to, reading independently, or reading aloud to a parent or another individual in the home.

ACADEMIC AND ACHIEVEMENT INFORMATION

Reports Cards: Report cards are issued at the end of each quarter to grades K-8, so parents know their child's progress. Each classroom has a grading system in place that will be consistently used throughout the school year.

Principal's Honor Roll: To be eligible for each Principal's quarterly honor roll a student must make an A (4.0) grade average in all subjects, including activity classes without any Ds or Fs.

Honor Roll: To be eligible for each quarter's honor roll a student must make a B (3.0) grade average or higher in all subjects, including activity classes without any Ds or Fs.

Perfect Attendance: Each quarter students who have perfect attendance (no absences (excused or unexcused), and no tardies) will receive perfect attendance award.

Academic Assistance:

It is our goal to support every student's academic success. To help us stay on track, teachers complete grade checks every three weeks. If a student is earning a **D or F in any class**, parents and guardians will be notified so we can work together to address concerns early.

We encourage you to reach out directly to your child's teacher if you have questions about their progress or would like information on available supports. Teachers can provide guidance on strategies, interventions, and resources to help your child maintain strong academic performance and remain eligible for extracurricular activities.

In addition to regular communication, **parent-teacher conferences are held twice a year** to discuss your child's progress or any areas where improvement is needed. These meetings are an important opportunity for us to partner with you and ensure your child is receiving the support they need.

Together, we can help every student grow, achieve, and feel confident in their learning.

Retention Criteria:

1. **Identification of Candidates for Possible Retention:** The classroom teacher will identify, by January 1st, those students whose progress over the previous school months indicate the student may not be able to pass at least 70% of the Board adopted objectives for each subject at grade level by the end of the school year.
2. **Notification of Parents:** During the month of January, the classroom teacher will notify the parents or guardian of students who are candidates for retention, that retention is being considered.
3. **Formation of Child Study Team:** A Child Study Team made up of the parent, classroom teacher, administrator and other members as needed, will meet as needed to plan an individual program for extra assistance in meeting the objectives for the student's grade level.
4. **Review of Student's Progress Toward Attaining Mastery of Objectives and Retention or Promotion Decision:** No later than May 1st, the Child Study Team will meet again, formally, to review the progress the student has made toward attaining the objectives.

A decision to promote or retain the student needs to be made at the time of the Child Study Team meeting(s). The retention decision is NOT to be based only on the attainment of at least 70% of the objectives.

The following factors must be considered by the Child Study Team:

1. Predicted academic, social, emotional effects of retention.
2. Parent's attitude toward retention.
3. Present level of academic achievement considering performance on classwork, assignments, test, etc.
4. Standards Achievement Test results.
5. Number and nature of interventions implemented to remediate problems.
6. The amount of academic progress made in the past year.
7. The student's known or inferred academic aptitude.

STUDENT DRESS CODE

Student Uniform Policy

To promote school pride, reduce distractions, and ensure a safe and consistent learning environment, all students are required to wear the school uniform each day unless otherwise announced by the Superintendent.

Daily Uniform Requirement

- Students must wear an official school T-shirt each day.
- Shirts must be clean, appropriately sized, and worn as intended.

Bottoms

- Students may wear solid-colored pants, shorts, skirts, or leggings in school-appropriate styles.
- Clothing must be neat, clean, and free of rips, holes, or inappropriate graphics.
- Shorts and skirts must meet the school's length requirements (fingertip length or longer).

Free Dress Days

- The school may designate special Free Dress Days throughout the year.
- Clothing worn on Free Dress Days must still follow all general dress expectations for safety, modesty, and appropriateness.
- Students may not wear clothing with offensive, violent, or inappropriate images or language.

Special Events and Exceptions

- Students participating in field trips, performances, or other school-sponsored activities may be required to follow additional dress expectations.
- Reasonable accommodations will be made for students with medical, religious, or cultural needs. Families should contact the school office to request an accommodation.

Non-Compliance

- If a student arrives at school out of uniform, the school may provide a loaner shirt or contact the parent/guardian to bring appropriate clothing.
- Repeated violations may result in a parent conference and further action as outlined in the school discipline procedures.

Students' attire should not present health or safety hazards and should not disrupt the educational process. We rely upon your good judgment and discretion as to what your child should wear to school. However, faculty and administration of Cedar Hills School reserve the right to make the final decision as in the suitability of any attire and to decide when attire violates the school code. If any parent has a situation that makes it impossible to adhere to any portion of the dress code, please set up an appointment with the Administration.

QUICK PARENT/STUDENT REFERENCE

VISITORS ON CAMPUS:

Any visitor to the school (on school grounds) must report to the office and sign in and obtain a visitor's pass. All visitors are expected to sign out, return the pass and leave promptly when their business is completed. In order to minimize classroom interruptions, students are not allowed to visit other students or classrooms during the school day without expressed teacher and administration approval.

CLOSED CAMPUS:

To protect each child and get students to class on time, Cedar Hills School operates a closed campus. Once students come to school, they do not leave the campus without specific administrative permission. If a student needs to leave the building during the school day, he/she are signed out using the following procedures:

- Parents come to the office and sign out their child as directed by the school secretary.
- Parents **MUST WAIT** in the lobby to pick-up their child.
- Parents pre-designate, in writing, that another adult may pick the student up and sign them out. That individual must come to the office and sign the student out. (Parents must sign the note and anticipate telephone confirmation.)

GENERAL SCHOOL RULES:

1. **Restroom Use** Students should use the restroom before school, between classes, or right after lunch/recess. The first 30 minutes of each class are protected learning time.
2. **Office or Nurse Visits** Students must have a pass from their teacher before going to the office or nurse.
3. **Hallway Safety** Students should not be in the hallways during class changes or dismissal unless they are with a teacher.
4. **Food and Drinks** From Home Morning snacks or drinks brought from home may be eaten only during the breakfast/Lunch periods. Only water is allowed in classrooms.
5. **No Energy Drinks or Sodas** Students may not bring energy drinks or sodas to school at any time.
6. **Respectful Language** Profanity or words that sound like profanity is not allowed anywhere on campus. Your child will be sent home if this is a regular behavior.
7. **Personal Items** From Home, toys, games, animals, and personal projects may not be brought to school unless they are part of an assigned, graded project. "Show and Tell" is allowed only with teacher permission.

PLAYGROUND RULES:

1. Stay on designated playground.
2. Get permission from the teacher on duty to use the restrooms.
3. No rough contact sports; tag is not allowed.
4. No hitting, pushing, or hurting others.
5. Stay inside the fence.
6. Stay on the field.
7. Stay outdoors until the whistle sounds.
8. Share equipment - put away what you took out.
9. Show younger ones how to play.

LOSS OF VALUABLES: Hackberry Elementary School District #3 is not responsible for any personal items/valuables that are brought on campus.

CARE OF SCHOOL PROPERTY: Each student is expected to take pride in the physical appearance of our school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once. Any student that is caught damaging or defacing school property will be subject to school discipline.

BOOK MOBILE:

The Mohave County Library provides the Book Mobile, which is a library on wheels. This resource will be available once a month. Students must follow these guidelines to participate:

- Students will be allowed to check out items for a period of 4 weeks.
- Patrons are responsible for all items checked out to their name.
- Students will be allowed to check out magazines, books and **ONLY** video games and movies with the following ratings:
 - Movies - G; General Audiences, all audiences admitted.
 - Video Games - Early Childhood, Everyone, Everyone 10+
- Any unreturned items will result in fines.

FIELD TRIPS:

Field trips are taken to further students' educational knowledge. When a field trip is planned, all requirements for participation will be sent home. A permission slip and medical treatment authorization waiver will need to be signed and returned to the school prior to the trip. If a student does not have either form in, he or she will not be able to go on the field trip. Students must attend school the day prior to participating. Discipline rules and procedures will apply on all trips and participation can be denied based on behavior.

CELL PHONES:

HESD #3 recognizes that parents desire the ability to communicate with their child, especially after school hours. We also recognize that parents would like to be able to be reached in case of an emergency. We have to realize that in the event of a school wide emergency, student use of cell phones may interfere with emergency and school personnel responding to the emergency.

Therefore, we are following these guidelines:

- Cell Phones and all personal communication devices are to be given to the teacher at the beginning of the day so they are locked up during the school day.
- Class interruptions by the use of cell phones or other devices may result in the confiscation of the device. If the device is taken for inappropriate use in class, parents will be called to pick cell phones up in the office.

DISCIPLINE PROCEDURES

The students of Cedar Hills School are very important to us. We trust and have confidence in our students. This Code of Behavior is aimed at encouraging students to increase their levels of responsibility. Students will be accountable for their actions and must accept the consequences of their behaviors. Please discuss this Code of Behavior with your children and keep it in a handy location for future reference. It is our hope that our parents will share the responsibility with the school of helping students to develop attitudes and skills that will remain with them throughout their adult lives, enabling them to be lifelong learners and productive citizens.

STUDENT CODE OF CONDUCT:

Success at school occurs when there is close cooperation among students, staff, administration and parents. The purpose of this portion of the handbook is to communicate the expectations of the Hackberry Elementary School District #3 for student behavior which promotes a safe, orderly, and positive learning environment. The HESD Governing Board philosophy promotes student success and encourages an individualized approach in assisting students and meeting their academic and social needs. To provide all students a quality education, HESD #3 has established guidelines designed to ensure a safe environment for all students and staff in our school. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. The goal of HESD #3 is to offer educational opportunities for all students. Should a student's behavior stray from the established expectations of the district, the guidelines provide options that protect the student's due process rights and assist in maintaining a safe environment.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

Consequences are defined as appropriate strategies to remediate behaviors that are not in line with our Code of Behavior. The range will depend on ability, age, grade and frequency of occurrence. Consequences are set up in each classroom under individual class discipline plans. These consequences shall be applied in a firm, fair, and consistent manner.

The following is a sequence of consequences that will be used with students:

1. Verbal warning
2. Continuous communication with parents
3. Discussion and warning involving
 - a. Teacher/Student
 - b. Principal/Student
 - c. Teacher/Parent/Student
 - d. Principal/Teacher/Parent/Student/Support Staff
4. Student contract stating conditions, expectations and specific consequences
5. Restitution for items lost, stolen, damaged or vandalized
6. Confiscation of cigarettes, illegal substances, weapons, and call in the appropriate authorities as required
7. Signing in for being late or truant and making up time before/after school
8. Exclusion from class and certain activities
9. In-school suspensions: exclusion from class with assignments to be done in an assigned withdrawal area. Work missed due to exclusion from class must be completed on student's time and signed by parent and teacher upon completion.
10. Involvement of outside agencies: i.e. police, family and children's services, etc.
11. Suspension, Long-term Suspension, or Expulsion from school according to the Hackberry Elementary School District #3 Board policy.

LOSS OF PRIVILEGES:

“Loss of privilege” means that students may not attend and/or participate in extracurricular school activities on or off campus before, during, or after school. Privileges include: fine arts and athletic activities, dances, pep rallies, and assemblies. Students may be subjected to “Loss of Privileges” for disciplinary consequence for misbehavior, and other reasons deemed appropriate by the Principal. For example, any time the student is suspended or disruptive in the classroom they are not allowed on campus at any time until the Principal lifts the suspension.

ADMINISTRATOR’S DISCIPLINE PLAN

SEVERE CLAUSE:

Students engaging in dangerous, disrespectful/abusive or illegal behavior will be referred directly to the Principal.

Behavior Categorized Under The Following Will Be Considered Severe:

- a) **Dangerous** - refers to behavior that is intended to cause physical injury to a student or staff member.
- b) **Disrespectful/Abusive** - refers to behavior in which students refuse to obey reasonable directives from any staff member and/or direct profane or disrespectful language to any staff member.
- c) **Illegal** - Behavior involving theft, vandalism, possession of dangerous objects, smoking, drugs, alcohol, truancy.

Infraction categorized under Hallways/Entrances/Exits/Bathrooms Rules will be dealt with by the supervisors on the spot and recorded in the office discipline log. Repetitive misbehavior in these areas will be referred to the administrator. Parents will be contacted to assist in changing this undesirable behavior.

When a student is referred to the Administrator as part of the Teacher’s Classroom Discipline Plan or the School-Wide Discipline Plan for inappropriate behavior, the student may receive any of the following consequences depending on the circumstance and severity:

- a. Verbal reprimand
- b. An explanation of consequences for subsequent referrals re: this behavior
- c. Parents may be contacted

INDIVIDUAL BEHAVIORAL CONTRACT:

Should the above consequences be ineffective indicated by the frequency of referral to the Administrator or the attitude of the student, and Individual Behavioral Contract will be put into effect. This will involve a conference with parents, student, teachers and Administrator. Individual Behavioral Contract may require the:

- attendance of the parents at school to ensure the required behavior
- involvement of the School Psychologist/Counselor
- specific plan stating the behaviors needing amendment and the consequences of continued unacceptable behaviors
- signatures of the student, parent, all teachers and Administrator

The Violence Prevention programs are available as a resource for teachers to use in their classrooms. The goals of the program are:

1. To increase student’s ability to identify others’ feelings, take others’ perspectives, and respond emphatically to others.
2. To decrease impulsive and aggressive behavior in children through learning and practicing a self-instructional, problem-solving strategy, combined with behavioral social skills.
3. To decrease feelings of anger and encourage social problem solving in children through the recognition of anger warning signs and triggers and the use of anger-reduction techniques.

EMERGENCY PROCEDURES

FIRE DRILLS:

Monthly fire drills will be conducted in accordance with State regulations. Fire drills are serious activities and it is everyone's responsibility to evacuate the building as quickly as possible. Evacuation routes will be posted and students will be informed of all procedures and expected behavior. Disorderly behavior will not be allowed.

LOCKDOWN EMERGENCY/BUILDING EVACUATION PROCEDURES:

For the safety and security of students and staff, we practice emergency procedures throughout the year. It is important everyone knows what to do during a potentially dangerous situation. Proper behavior is always expected during these drills. Parents may review the various procedures by visiting the school office.

SCHOOL CANCELLATION DISMISSAL PROCEDURES:

State law does not allow schools to stay open if we lose electricity (no cooling) or water (restrooms cannot be used). If this happens during the school day, we will follow these steps:

- **Parents will be notified right away** through ParentSquare.
- **Your child's teacher will call you** to confirm how your child will get home.

If you choose to pick up your child: – Students will wait in the cafeteria with a certified staff member. – When you arrive, your child will be sent to the office. – The office is the pick-up location for all students. – You will sign your child out in the office, and you will leave through the office doors.

If your child will ride the bus: – They will be escorted to the bus in front of the office, just like normal dismissal. – Siblings will meet in front of the office as they normally do.

If we cannot reach a parent or guardian: – Your child will stay at school and remain supervised until we are able to contact you. – No student will be sent home without communication with a parent or guardian.

CAFETERIA PROCEDURES AND RULES

Children are welcome to bring sack lunches to school. We ask that lunch boxes have names written inside and that no glass containers are used in student lunches. All food and drink are to be consumed in the cafeteria. Food or drink from the cafeteria or from other sources will **not** be allowed on the playground. Parents are welcome to eat lunch with their child and buy a school lunch. The cafeteria requests any visitor planning to eat school lunch to call the cafeteria by 9:00am (928-682-3331) to ensure a meal.

Applications for Free and Reduced Lunch are distributed to families at the beginning of each school year, upon new enrollment, or upon request. Copies of the application can also be downloaded and printed from our school website. All applications must be turned into the office for processing.

1. A breakfast and lunch program is available for all students. Free breakfast and lunch will be provided to students.
2. All students who bring lunch must eat lunch with their class.
3. Staff supervises all meal periods (cafeteria and recess), and students are required to follow the directions of the staff on duty.
4. The breakfast program is offered daily before school begins.
5. Students have a scheduled lunch period; **all food must be eaten in the cafeteria, not in the halls or the play areas.**

PROCEDURES AND ROUTINES:

1. Staff supervises all meal periods (cafeteria and recess), and students are required to follow the directions of the staff on duty.
2. Students have a scheduled lunch period; **all food must be eaten in the cafeteria, not in the halls or the play areas.**
3. Wash your hands before you enter the cafeteria.
4. Line up by serving door; staff will monitor the serving line.
5. Students will sit at their designated table and clean their eating area.
6. Students must ask permission to use the restroom during lunch.
7. Students will leave the lunchroom when dismissed.
8. Teacher on duty dismisses students to throw trash away, and lines up and takes students to playground/class.
9. All classes are expected to line up at their designated area when announced. Wait quietly to be escorted into the building.

CAFETERIA RULES:

1. Always walk and stay in line.
2. Cutting in line is not permitted.
3. Sharing food is not permitted.
4. When talking use a conversational voice.
5. Use good table manners.
6. Try to taste at least one bite of everything on your plate.
7. Raise your hand for permission to use the restroom, etc.

SCHOOL BUS PROCEDURES AND REGULATIONS

Riding a bus to and from school in HESD is a privilege not a right. All procedures and regulations stated are not to be taken lightly. All students attending HESD will at times ride a bus either to & from school, for a field trip, athletic trips, or other school functions. Students must understand and observe good behavior, cooperation, and respect for the authority of the bus driver. Please review the following procedures and regulations with your children. Ignorance of the rules is not an excuse for non-enforcement. Violation of these procedures and regulations will result in the disciplinary actions outlined.

Bus Stops:

- Be on time, at least 5 minutes before the scheduled time.
- Stay at least 10 feet away from the edge of the road (three giant steps).
- Respect the property of others.
- Remember not to endanger yourself or any other students with careless behavior at the bus stop.
- Proper and expected school behavior begins at the bus stop. Misbehavior of any type will be reported to the principal, which could result in the loss of bus riding privileges.
- If parents are not at the bus stop to pick up their child, the bus driver will wait **1 minute** and proceed to the next stop or return to school with the child. **A bus driver will only stop at designated bus stops.**

Bus Conduct:

- Follow the directions and instructions from the bus driver and bus aide.
- Avoid doing anything that may disturb or interfere with the driver.
- No eating or drinking on the bus (other than water), **ABSOLUTELY NO GUM.**
- Stay in your assigned seat and face forward, never stand up on a moving bus.
- Be courteous always.
- Keep your hands, arms, feet, legs and head away from others and inside the bus.
- Talk quietly. Do not yell, use profanity, obscene language or gestures.
- Do not throw anything inside the bus, from the bus, or at the bus.
- Keep the aisle clear.
- Always keep your belongings in control.
- Aerosol sprays, perfumes, etc. must be kept secure and unopened during the bus ride.
- Do not discard trash, abuse or deface the bus or bus equipment.

If your Child is NOT riding the bus, please call 928-692-0013.

GENERAL REMINDERS

CONTRABAND ITEMS: The following items **are not** to be at school without Principal's permission due to the potential disruption of the educational environment: soda, candy, gum, energy drinks, headsets, I-Pods, games, TVs, CD players/MP3s, stereos/boom boxes, laser pointers, knives/pocket knives, matches/lighters, toy/cap guns, weapons/simulated weapons, cigarettes/tobacco products, alcohol and drugs/drug paraphernalia. They will be confiscated and may **only be picked up by/returned to the parents/guardians.** Possession of contraband items may lead to further disciplinary action for failing to follow school rules. This may include suspension, expulsion, and police reports for disorderly conduct according to the disruption caused by the item

LOSS OF VALUABLES: Hackberry Elementary School District No. 3 is not responsible for any personal items/valuables that are brought on campus.

CARE OF SCHOOL PROPERTY: Each student is expected to take pride in the physical appearance of our school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once. Any student that is caught damaging or defacing school property will be subject to school discipline.

SCHOOL MATERIALS AND EQUIPMENT:

The administration has the right to search and seize all property brought to school or school events, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student(s) exists.

Items owned and provided by the district for storage (e.g. desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy in desks, storage areas, etc., and they may be inspected at any time with or without reason, or with or without notice and without permission of the student or his/her parent or guardian by school personnel.

Assigned Equipment: Students may be provided with other books, materials and equipment through the library, school staff, or classroom teachers. Each person is responsible for the care of all materials and equipment issued. The student to whom the equipment is issued must pay for loss or destruction of these items.

Fines/Damages: If a Cedar Hills School student fails to pay any assessed fines or damages for books and/or materials will jeopardize their participation in extra-curricular activities. Report cards, awards and promotion certificates will be held until all fines and damages are paid.

INTERNET AND EMAIL USER AGREEMENT

INTERNET USAGE POLICY (AUP): Cedar Hills School has access to the World Wide Web and the Internet. For students to access these services, they must have the Internet user agreement properly completed, signed by the parents, and returned to their teacher as well as the user permit completed by the appropriate school official. Students may not utilize these services without observing the above items. To do so could result in the loss of these resources. Please sign and return the form at the back of this handbook.

Acceptable Use:

Each user must:

- Use Electronic Information Systems (EIS) to support personal educational objectives consistent with the educational goals and objectives.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on HESD servers or district approved web hosting vendors.

Unacceptable Uses:

- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the district's EIS without prior approval.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS.
- Users shall not access the network for any non-educational purposes.
- Users will not gain or attempt to gain unauthorized access to the files of others or vandalize the data or files of another user.
- Users will not download or use games, files, documents, music, or software for non-educational purposes, i.e., Shockwave games/animations, audio or other visual files.
- Users will not display a name or photo to personally identify an individual without receiving written permission.
- Users will not reveal their full name, address, phone number, or personal email without permission from an adult.
- Users shall not plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, attack others or use obscene language in written communications.

- Users will not post anonymous messages.
- The district's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

Personal responsibility:

I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without district authorization.

Network etiquette:

I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

PARENT INVOLVEMENT

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- Avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.

Parent-Teacher Conferences: Parent-teacher conferences provide opportunities to discuss your child's progress and special needs with his/her teacher. Conferences are scheduled twice a year. It will help you and the teacher if you come to the conference with a list of specific questions that you would like to address. In addition to regularly scheduled conferences, teachers or parents may request a conference whenever needed.

Back to School Night: An open house is scheduled in the early fall. This event gives parents the opportunity to visit their child's classroom and see what their children are learning and learn about any new programs that are happening at the school.

STUDENT RECORDS POLICY

The use and availability of pupil records in the Hackberry Elementary School District #3 will comply with A.R.S. 15-141 which states in part:

Pupil records are considered professional and confidential and shall be available under the following circumstances:

1. To the parent(s) or guardian(s) of the pupil unless parental rights have been severed by the court.
2. To the professional staff of the school district in which the information was obtained.
3. To another school, institution or agency in accordance with the written instructions of the parent(s) or guardian(s) to transfer the records.
4. To any state or federal agency, as long as such records do not identify the student and upon the approval of the local district's school board.
5. To any other school or educational institution, which the student is attending or has applied for admission with respect to, grade transcripts.
6. To a pupil or person over the age of eighteen whose records are maintained by the school.

HEALTH CARE

IMMUNIZATIONS: Arizona State Law requires that a child must be immunized against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, rubella, and Hepatitis B before he/she enters school. By law, students who are not properly immunized shall be excluded from school until properly immunized. Families with special circumstances or exceptions should make arrangements with the Administration on an individual basis. Free immunizations are available from the Mohave County Health Department, **928-753-0714**.

VISION AND HEARING: Annual vision and hearing screenings are part of the Cedar Hills School health program. Parents will be notified if further screening is needed for their student.

ILLNESS: Children should not be in school unless they are ready for the school day routine - recess, etc. Children who stay in are asked to do class work.

COMMUNICABLE/INFECTIOUS DISEASES: Any student with, or recovering from, a communicable disease will not be able to return to school until the contagious period has ended or until the student's doctor recommends a return. Students with lice will not be able to return to school until they have been treated and are symptom free. Parents are asked to contact the school when their child has been diagnosed with a communicable disease or lice. Any student sent to school with a fever or throwing up will be sent home.

MEDICATION: At times during the school year, it may be necessary for a student to take prescription medication. This medication is to be furnished by the parent or guardian with the regular pharmacist label with the name, strength, and dose of the medicine. A request must be signed by parent or guardian to authorize giving the medication during school hours. This includes both prescription and over-the-counter medication.

EXEMPTION FROM PHYSICAL EDUCATION ACTIVITIES: If a student needs to be exempt from any physical education activities, a note is required. If the exemption is for a very short time, the note can be from the parent. If it will be for an extended period of time (more than 1 week) a doctor's note is required. The note needs to include the reason for the exemption and the length of time the student will need to be exempt.

CHILD CUSTODY

Custody and Parental Rights Policy

In most situations, when parents are divorced or separated, both parents retain equal rights regarding their child's education, records, and school-related communication. Cedar Hills School will honor these equal rights **unless** a current court order states otherwise.

Parents or legal guardians who have a court order that limits or defines custody, communication, or visitation rights **must provide a copy of the order to the school office**.

If no court order is on file with Cedar Hills School, the school is legally required to provide equal access and rights to both parents.

TITLE IX

Hackberry Elementary School District #3 states its intent to comply with the spirit of the law and the regulations of Title IX, which prohibits discrimination on the basis of sex in education programs or activities that receive federal funds, extending to employment in and admission to such programs and activities. Questions concerning compliance with Title IX regulations should be referred to the Superintendent.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Hackberry Elementary School District #3 has an adopted Board policy, JII-EB, which provides for students to file concerns, complaints and grievances. The policy specifies:

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person, or
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under the other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Administrator. ***Forms are available in the school office.***
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Retaliatory acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

FERPA: Your Rights as a Parent

FERPA is a federal law that protects your child's education records. As a parent, you have the right to:

- **See your child's records** within 45 days of asking.
- **Ask the school to correct information** you believe is wrong.

- **Control who sees your child's information**, unless the law allows the school to share it without permission (for example, with teachers who need the information, emergency officials, or another school your child is enrolling in).
- **Choose whether the school may share directory information**, such as your child's name, address, awards, or participation in activities.

If you do not want the school to share directory information, please notify the school office in writing.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) SPECIAL INSTRUCTIONAL PROGRAMS

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements. For additional information or to file a complaint, you may call the federal government at (202)260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Hackberry Elementary School District #3
Student & Parent Handbook/Discipline Procedures
Acknowledgements and Verification

By signing this page, you are acknowledging and verifying that you have received and take the responsibility to review with your child the documents referenced below which can be found in this handbook, including without limitation, the district's policy on directory information (FERPA), school bus privileges, due process, dress code and electronic devices.

This form must be returned to the school office within 10 days.

Parent Name (printed): _____ Student Name: _____

Teacher: _____ Student's Grade: _____

Parent Signature: _____ Date: _____

Discipline Procedures - Discipline Expectations and Consequences

As a parent in the Hackberry Elementary School District #3, you have the right to a quality education for your children. To make sure that every student enjoys that right, the district has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe and conducive for learning for all students and staff. The rules are reasonable and fair. We ask that you carefully read the infractions and consequences. The Hackberry School District has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion. Some infractions may result in a referral to a local law enforcement agency in addition to school consequences such as suspension or expulsion.

Signature of Parent _____ Date _____

Signature of Student _____ Date _____

Please Note: Federal privacy laws prohibit the district from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Technology Use Agreement

Your signature below acknowledges and verifies that you have received and take responsibility to review with your child the section entitled Electronic Information Services and agree to abide by it.

Signature of Parent _____ Date _____

Signature of Student _____ Date _____

Hackberry Elementary School District #3 School-Parent-Student Compact

This compact defines the shared responsibilities of parents, school staff, and students in working together to improve student academic achievement. It also establishes how the school and parents will collaborate to build a strong partnership aimed at helping children meet the State's high academic standards. This school-parent-student compact remains effective throughout the entire academic year.

SCHOOL RESPONSIBILITIES:

Cedar Hills School is committed to the belief that every student has the ability to learn and strives to provide each student with a top-tier education. This compact highlights the shared responsibilities of school, parents, students, and staff in fostering improved academic achievement. It also outlines the collaboration between the school and parents to build a strong partnership, ensuring that children reach the State's high academic standards. This school-parent-student compact will be in effect throughout the entire academic year.

- Provide high-quality curriculum and instruction in a supportive and effective learning environment. This includes employing highly qualified teachers, utilizing research-based methods in the classroom, and regularly assessing student progress to measure advancement toward meeting State academic standards.
- Hold parent-teacher conferences twice a year to discuss this compact as it relates to each child's academic achievement.
- Provide parents with frequent updates on their children's progress, including reports when assessments indicate the need for additional support or when a child is at risk of failing a course during a reporting period.
- Ensure parents have reasonable access to staff. Staff will be available for consultation after school by contacting the school's office.
- Offer parents opportunities to volunteer, participate in their child's class, and observe classroom activities.
- Involve parents in the planning, evaluation, and improvement of the School's Parental Involvement Policy in an organized, ongoing, and timely manner.
- Collaborate with parents in the development of the school's Integrated Action Plan through a structured and continuous process.

PARENT/GUARDIAN RESPONSIBILITIES:

We, as parents, will support our children's learning in the following ways:

- Be respectful to all staff, families, community members, and students while on campus and while in communication with my child's school.
- Review the school handbook with my child.
- Monitoring attendance.
- Monitoring amount television and electronic use by my children (that does not interfere with homework).
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.

- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the district received either by my child, by email, or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Improvement Team, the school Support Team or other school advisory or policy groups.

STUDENT RESPONSIBILITIES:

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- Be respectful to my teacher and other school staff.
- Do my homework every day and ask for help when I need to.
- Read at least 15-20 minutes every day outside of school time.
- Come to school organized and prepared for learning.
- Put my best effort into my schoolwork and homework.
- Ask for help when I need help with my schoolwork.
- Give to my parents/guardians all notices and information received by me from my school every day.

Signatures:

Student

Date

Parent/Guardian

Date

Teacher

Date