



**Prescott Unified  
School District**

*The Smart Choice*

**ADDENDUM TO  
STUDENT HANDBOOK**

**DISTRICT INFORMATION**

**2011-2012**

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# **SCHOOL YEAR**

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**PRESCOTT UNIFIED SCHOOL DISTRICT  
ADMINISTRATION**

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Dave Smucker	Superintendent	(928) 445-5400
Joe Howard	Assistant Superintendent	(928) 445-5400
Rosemary Agneessens	Principal Abia Judd Elementary School	(928) 717-3263
Teresa Bruso	Principal Lincoln Elementary School	(928) 717-3249
Jeff Lane	Principal Miller Valley Elementary School	(928) 717-3268
Brian Moore	Principal Taylor Hicks Elementary School	(928) 717-3276
Harold Tenney	Principal Washington Traditional School	(928) 717-3281
Stephanie Hillig	Principal Granite Mountain Middle School	(928) 717-3253
Kristen Lyn	Assistant Principal Granite Mountain Middle School	(928) 717-3253
Jim Wells	Principal Prescott Mile High Middle School	(928) 717-3241
Jacob Magallanez	Assistant Principal Prescott Mile High Middle School	(928) 717-3241
Totsy McCraley	Principal Prescott High School	(928) 445-2322
Deborah Salcedo	Assistant Principal Prescott High School	(928) 445-2322
Ryan Tyree	Dean of Students Prescott High School	(928) 445-2322

# **PRESCOTT UNIFIED SCHOOL DISTRICT NO. 1**

## **Mission, Vision and Belief Statements**

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### **MISSION STATEMENT**

Our mission is to strengthen our community by providing a dynamic and safe educational experience that challenges and encourages every student to succeed through a comprehensive program of academics, arts and athletics.

### **VISION STATEMENT**

Our vision is to be the most innovative, effective and respected educational organization in the Prescott area, fulfilling the public's trust.

### **BELIEF STATEMENTS**

Because schools must provide experiences which will help students to lead lives that are personally satisfying, healthy and supportive of the society in which they live:

- We believe there is a critical need for students to learn how to think, to understand concepts and ideas, to apply what they learn, to be able to pose questions and to solve problems.
- We believe effective learning hinges on self-disciplined students actively engaged in constructing their own knowledge and understanding.
- We believe that the school program should provide both training and education and that learning should be valued as a lifelong endeavor.
- We believe that school should be a safe, clean, nurturing environment and should provide for the diverse needs of students, allowing them to attain their individual potential.
- We believe that schools should provide a relevant, integrated curriculum with articulation across the disciplines.
- We believe that assessment of student progress should be authentic and useful in guiding instruction to assure learning.
- We believe the school environment should foster the values and principles of our democratic society, encouraging personal involvement, responsible citizenship, self respect and respect for others.
- We believe that our human resources are our most valuable asset. We encourage the development, enhancement, and recognition of the wisdom of people, and maximum utilization of time, material resources, and current appropriate technologies.
- We believe that active partnerships between the school, family and community are essential to the attainment of relevant educational goals.
- We believe that each school environment and curriculum should foster an appreciation of global issues and cultural diversity.

# CURRICULUM OVERVIEW

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As prescribed by the Arizona Department of Education, all students in grades K-5 are taught the core subjects of mathematics, reading, writing, language arts, science and social studies by regular classroom teachers. Additionally, each class receives weekly instruction by specialists in art, music, physical education, and computer literacy.

Each curriculum is based on the *Arizona Academic Standards*, as well as research-based methodologies. Each year a committee reviews an area of the curriculum and, in most cases, recommends new materials and/or textbooks. A 7-year cycle assures that all curricular areas are updated. The materials that are chosen enable teachers to match instruction with standards based curriculum. Supplemental materials and programs are also reviewed and updated to provide more individualized instruction when needed.

The assessment of student achievement is continuous as teachers monitor students' progress in skill development, knowledge of content, presentation of final products and exams. Currently, the Arizona State Board of Education mandates the administration of a norm-referenced, standardized achievement test in reading, math, and language at grades 2 and 9. In accordance with federal legislation, No Child Left Behind, the state also requires a test based on academic standards at 3<sup>rd</sup> through 8<sup>th</sup> grade levels and high school beginning at 10<sup>th</sup> grade in reading, writing, and mathematics. AIMS, Arizona's Instrument to Measure Standards, meets this requirement. Furthermore, the State Board requires high school students to pass the AIMS exams in order to graduate from high school.

The Stanford 10 serves as the norm-referenced achievement test for grades 2 and 9. In grades 3-8, a combination of Stanford and AIMS is administered. This test is called the AIMS Dual Purpose Assessment. In 10<sup>th</sup> grade, only the AIMS exam in reading, writing, and math will be administered. High school students have the opportunity to retest four times in order to pass the exam in all three areas by the end of 12<sup>th</sup> grade.

The Arizona Department of Education began assessing science with an AIMS test at 4<sup>th</sup>, 8<sup>th</sup> and High School levels in the fall of 2008.

Following are highlights of the grades K-5 curriculum for each subject area.

## **LANGUAGE ARTS**

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Skills are developed in language arts by teaching developmentally appropriate strategies for reading, writing, speaking and listening. The teaching of reading involves print concepts, phonemic awareness, phonics, vocabulary, fluency and comprehension. Writing instruction includes the teaching of the writing process, the Six Traits of Effective Writing and the following modes: expressive, expository, functional, persuasive, literary response and research writing. Developing speaking and listening skills are also part of the daily curriculum in an elementary classroom. PUSD employs reading specialists and English as a Second Language (ESL) teachers to assist students who require more individual instruction. The Arizona Academic Standards in Language Arts are imbedded in our language arts curriculum.

## **MATHEMATICS**

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Basic mathematics procedures as well as problem solving skills are taught at all grade levels. Various teaching strategies are used to facilitate a move from concrete to abstract levels of mathematical thinking. Five applications of mathematics, as outlined by the *Arizona Academic Standards*, form the foundation of mathematics instruction in PUSD: Number Sense and Operations; Data Analysis, Probability and Discrete Math; Patterns, Algebra and Functions; Geometry and Measurement; and Structure and Logic.

## **SCIENCE**

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The primary purpose of science education is to provide students with the opportunity to become actively engaged in inquiries that will help them to establish a knowledge base for understanding science and to develop science literacy. The major areas of science studied at all grade levels are: Inquiry Process, History and Nature of Science, Science in Social Perspectives, Life Science, Physical Science, and Earth and Space Science. Classroom instruction includes both textbook information and “hands-on” experiments.

## **SOCIAL STUDIES**

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The social studies curriculum in PUSD incorporates the disciplines of geography, history, economics, civics and government. Critical thinking skills, problem solving, personal and intergroup skills and basic study skills are taught to provide a solid foundation on which students can learn and grow into contributing members of their community and society.

## **ARTS AND MUSIC**

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Education in music and visual arts seeks to increase knowledge and skill in creating art and music, understanding how art and music relate to historical and social conditions and developing an understanding of the universal concepts found in artistic and musical expression. PUSD employs specialized teachers for art and music education and the curriculum is aligned to The Art Standards as adopted by the Arizona State Board of Education and quality components set forth by the National Art Education Association.

## **TECHNOLOGY**

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Teachers and administrators in PUSD are working toward increasing technology instruction and integration. The use of technology can provide tools and strategies for solving problems, using information, increasing productivity and enhancing personal growth. PUSD’s computer literacy curriculum is based on state technology education standards. All elementary schools have computer labs and employ a computer technician at each lab. Computers are also available for student use in each classroom.

## **PHYSICAL EDUCATION**

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PUSD offers physical education to students in grades kindergarten through high school, taught by certified physical education teachers. Inter-scholastic athletic programs are offered at middle and high schools. The physical education curriculum is based on Arizona’s Comprehensive Health Standards. At the elementary level, instruction is based on the Robert Pangrazi model.

## **SPECIAL SERVICES**

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Special services in education means the adjustment of the environmental factors, modification of the school instructional program and adaptation of teaching methods, materials and techniques to provide educationally for those children who are gifted or have disabilities to such an extent that their needs are not met in the regular school program or need special education services in order to benefit.

The school district provides a wide range of services to meet these special needs of students. Such programs usually include services for students with physical disabilities, learning or emotional disabilities, reading and language difficulties or special talents and gifts.

The process by which an exceptional student is identified and placed into special education and/or related services is important. A variety of laws and regulations have been established at the local, state and federal levels. This is done to ensure appropriate placement and confidentiality, as well as sensitivity to the impact on the student's educational life.

Teachers or other school personnel will contact parents/guardians if there appears to be a need for a special program for a child. Parents or students may also request information regarding these services by contacting their school or the Child Study Services office at 717-3236.

## **"CHILD FIND" INFORMATION**

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Child Find is a component of Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

In compliance with federal legislation, the Prescott Unified School District has established the following policies and procedures for Child Find purposes.

Prescott Unified School District Policy assures that:

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| <ol style="list-style-type: none"><li>1. Prescott Unified School District will maintain documentation of the public awareness efforts to inform the public and parents within the district's boundaries, including private and religious schools and the County School Superintendent's Office regarding homeless and home-schooled children.</li><li>2. Screen activities will be implemented for all newly enrolled students and those transferring in without sufficient records.</li><li>3. The screening will be completed within 45 calendar days of school entry.</li><li>4. The screening will include consideration of academic or cognitive skills, vision, hearing, communication, emotional, motor and adaptive development.</li><li>5. Review referral and follow-up will be done on screenings and documented in the child's cumulative file, with back up data on the district's Child Find Screening Log.</li><li>6. Prescott Unified School District will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated.</li><li>7. For children and youth enrolled in private or religious schools, Prescott</li></ol> | <p>Unified School District will consult annually with those schools to determine the number of students identified as eligible for special education and related services regardless whether they are receiving services or not.</p> <ol style="list-style-type: none"><li>8. Children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition, including:<ul style="list-style-type: none"><li>- Transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months;</li><li>- By a child's 3rd birthday, an IEP or IFSP will be developed and implemented to ensure a Free and Appropriate Public Education;</li><li>- And, for children who turn 3 years of age during the summer, the IEP team will determine the date for initiation of services including eligibility for extended school year services.</li></ul></li><li>9. Prescott Unified School District will refer children aged birth through 2 years suspected of having a developmental delay to the Arizona Early Intervention Program to determine eligibility for early services, using the Child Find Tracking Form to ensure follow up within 30 calendar days of initial referral.</li></ol> |
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# HEALTH INFORMATION

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Each school has either a full time registered nurse certified in school nursing or a health aide on campus to assist students when they become injured or ill and to perform comprehensive health screenings. Each nurse or health aide works with the administration, teacher, parent, physician and special education services toward the prime function of the school, the education of the whole child.

The health program in the school is concerned with helping your child become physically, mentally, emotionally and socially integrated. A child in ill health cannot learn to the maximum of his ability.

If health problems are suspected or uncovered during the health screenings, the parents will be notified and the child will be referred for diagnosis and/or treatment.

We would like to call your attention to a few areas of importance with regard to your child's health:

## IMMUNIZATIONS

An immunization history is required of EVERY child at the time of enrollment. In order to be in compliance with Arizona State Law regarding the immunization requirements for school enrollment, it is imperative that you immunize your child on a regular schedule in order to protect him/her from serious communicable diseases.

If your child has already received the necessary immunizations, bring his/her immunization records to the school. Records must show the child's name, date of birth, the month, day and year that all doses were received and the name of the health agency or physician who administered the vaccine.

If your child has not received the necessary immunizations, take your child's immunization record to your physician or health agency to get the required immunizations. Then bring the updated information back to the school's office. By state law, your child will not be allowed to attend school until either a record of the immunizations or acceptable exemption statements (available from your school's office) are submitted.

## ILLNESSES

It is often very difficult to decide if your child is ill enough to be kept home from school. Sometimes there is reason to doubt, but in any case, please do not send your child to school if any of the following are present:

- Fever with temperature of 100 degrees or more;
- Severe cough, even without a fever;
- Sore throat, if white spots can be seen in the back of the throat;
- Vomiting or diarrhea during the evening or the night.

Do not allow your child to return to school until he/she has been free of fever for 24 hours.

Communicable Diseases: The control of communicable (catching) disease during the school year is a difficult problem. If you know or suspect your child has a communicable disease, please contact the school nurse or health aide before sending

your child to school. Some of the most frequent communicable diseases among school age children are chicken pox, pink eye, head lice and streptococcal sore throat.

#### School Attendance and Communicable Diseases:

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| <p>(1) Chicken Pox: Exclude for one week after the first crop of vesicles appear and/or until all of the chicken pox lesions have scabbed themselves over.</p> <p>(2) Conjunctivitis (Pink Eye): Exclude until symptoms subside or effective antibiotic therapy is initiated and maintained for at least 24 hours.</p> | <p>(3) Pediculosis (Head Lice): Exclude until treatment with a pharmaceutical lice shampoo treatment has been accomplished.</p> <p>(4) Strep Infections: Exclude for at least seven days from onset. Exclusion may be terminated 24 hours after adequate treatment has begun if therapy is continued for 10 days.</p> |
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### **MEDICATIONS**

Health Aides will not perform Registered Nurse functions, and will not be supervised by an RN. The aides will be trained in CPR, vision and hearing testing, and immunization audit.

Principals will be responsible for administering prescription medication, and may delegate this responsibility to health aides. District procedure regarding parent permission for prescription medications will be followed.

Over-the-counter drugs such as aspirin cannot be administered by anyone but an RN. In a situation where this is the need, an health aide can call a parent. The parent can decide if the child should go home, or if the parent would like to come to the school to administer the over-the-counter drug.

If a student needs to take medicine at school, it must be brought to the Health Office. Students should never bring medication to school without the health aide's knowledge. All medications must be brought in the original containers with instructions for use. Written parent permission must accompany the medicine.

We encourage parents to notify the school health aide of any major or significant change in health and/or medical information that occurs with the child. It is critical for your child to have current information on his/her medical files in the school health office. This is for your child's protection in the event of an illness or accident that may occur during the school day. Therefore, the school must be furnished with two phone numbers for use, should there be a reason to contact you regarding your child's health.

### **INSURANCE**

Prescott Unified School District does not provide accident/injury insurance on your child. However, each year you will have the option of obtaining a low cost accident/injury insurance through an independent insurance company, offered through the school district. Information about this insurance will be sent home at the beginning of each year by school personnel. This form must be completed and returned to the school office if you wish to provide this for your child. Please remember that if you choose to participate in the insurance program, the claim transaction is between you and the insurance company. If your child is injured, a claim form may be obtained from the school health office. We encourage you to maintain an insurance policy of your choice for your child(ren).

# **ATTENDANCE**

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## **POLICY**

Regular school attendance is required pursuant to Arizona's compulsory attendance laws. Each student is expected to be in attendance every day that school is in session, except for illness or other unusual circumstances.

The education of each student is the joint responsibility of the home and the school. Only through cooperation can the student be assured of receiving all educational advantages available. Student participation in class activities, listening to presentations, clarification and explanations and attendance at school assembly programs are considered integral parts of the educational program. It is impossible to gain the full significance of any class experience thorough make-up work.

## **PROCEDURE**

Attendance procedures are in accordance with ARS 15 and Prescott Unified School District for Board Policy J.2.6.

1. Each school will plan and implement an incentive program to encourage regular attendance.
2. Parent(s) or guardians(s) shall contact the school on the day of an absence, stating the reason for the absence. If the school does not receive prior notice of a student's absence, efforts will be made to contact the parent(s) or guardian(s) of the absent student on the initial day of absence.
3. On the first day of the student's return to school, a note of explanation from the parent(s) or guardian(s) will be provided.
4. According to district policy, after each ten days of absence, if it is determined those absences are affecting student progress, a conference will be scheduled to discuss concerns.

# DISCIPLINE

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Providing an atmosphere conducive to learning is a primary goal of each school. We encourage and expect the students to display a respect, responsibility and cooperation throughout their educational experience.

- Respect** for fellow students, adults, learning, policies, instructional materials, equipment, buildings and themselves.
- Responsibility** for learning and individual actions.
- Cooperation** with each other and adults.

It is our belief that adherence to these basic guidelines will provide the foundation for a successful academic career. Each school will provide its own special rules and consequences. Each school has devised discipline procedures that can be found in that school's handbook. These policies and procedures are in accordance with Prescott Unified School District Governing Board Policy J.4 and Arizona Revised Statutes §15-840, §15-841, §15842, §15-843, §15-844.

## PROHIBITED STUDENT CONDUCT

The following types of conduct are prohibited and may result in severe disciplinary action. They are further outlined in Governing Board Policy J.4.

- Conduct that disrupts any school function, process or activity;
- Any behavior that violates federal, state or local laws;
- Violations of school policies or rules;
- Defiance of authority;
- Possession, handling, concealment, sale offering, use or under influence of alcohol, drugs or possession of paraphernalia;
- Engaging in verbal or physical threats, abuse, assault or fighting;
- Committing an act of vandalism, littering or destruction of property;
- Possession of weapons and/or dangerous items;
- Use of obscenities or defamation of an individual or group;
- Wearing of dress that would present health or safety problems;
- Wearing of attire that displays obscene words, slogans or graphics, or is immodest or indecent;
- Engaging in forgery or cheating;
- Conducting initiations or hazing that involve actual or threatened verbal, physical or sexual abuse;
- Activating fire alarms or emergency control devices;
- Unauthorized entry;
- Taking, borrowing or using any property by misrepresentation, deception or theft;
- Possession or use of tobacco products or cigarettes;
- Excessive tardies, absenteeism or truancy;
- Endangering the health and safety of others;
- Lack of observation of traffic and school bus safety rules.

Violations of these rules may result in short or long-term suspension or possibly expulsion, based upon the severity and/or the degree to which the behavior is considered chronic. Appeal and due process procedures are provided in Governing Board Policy J.4. This policy is available at your child's school or at the Prescott Unified School District Office.

# **BUS TRANSPORTATION**

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## **RESPONSIBILITY OF THE SCHOOL BUS DRIVER**

Article VI-8, Arizona Revised Statutes, reads: "The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported. Continued disorderly conduct or refusing to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation. All adult passengers, such as coaches, teachers, etc., are also under the authority of the school bus driver."

## **GENERAL INFORMATION**

According to School Board Policy, Prescott Unified School District will transport ELEMENTARY SCHOOL STUDENTS who live more than a one-mile radius from their school, and MIDDLE AND HIGH SCHOOL STUDENTS who live more than a two-mile radius from their school, if roads permit and a sufficient number of students ride. The district publishes a list of bus stops and route times before the school year begins. Bus routes are published in the local newspaper and are also posted at all school offices, as well as on our website at [www.prescottschools.com](http://www.prescottschools.com). For further information on bus routes, please call the PUSD Transportation Department at 717-3229. If there is a major change in bus schedules during the school year, revised schedules will be sent home with the students prior to the changes going into effect, whenever possible.

It is the responsibility of the parents/guardians to assure that students are at their bus loading zones five (5) minutes prior to loading time (as listed on bus schedules) for morning pick-up.

Students waiting at bus loading zones are the responsibility of the parents/ guardians unless the loading zone is on school property.

It is the responsibility of the parents/guardians to assure that their children are aware of the location of their bus stop. ELEMENTARY SCHOOL STUDENTS shall not exit the bus at a stop not designated to be their regular stop unless a handwritten note from the parents/guardians is presented to the bus driver prior to boarding. A student who intentionally exits at the wrong stop for any reason without permission will receive written notice. It is not the policy or responsibility of PUSD to monitor where MIDDLE and SENIOR HIGH STUDENTS board the bus or exit the bus en route home after school. Students may only exit the bus in the morning en route to school if they exit at a designated PUSD bus stop (a permission note from parents/guardians is required) or they exit at a designated stop for purposes of transferring to their school, i.e., voluntary or involuntary transfers. Transportation to doctor's appointments, work, and/or any reason other than going home will be provided only if there is room on the bus and students exit at a designated stop.

The following list of rules is posted in all school buses and must be followed at all times. Bus drivers will ensure that all students are familiar with and understand these rules:

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| <ol style="list-style-type: none"><li>1. Obey the bus driver at all times.</li><li>2. No profane language or gestures.</li><li>3. No eating, drinking or spitting on bus.</li><li>4. No glass containers. No littering.</li><li>5. No smoking.</li><li>6. No animals, insects or reptiles.</li><li>7. No skateboards.</li></ol> | <ol style="list-style-type: none"><li>8. No destruction of property (bus or that of other riders).</li><li>9. Stay seated.</li><li>10. Keep all parts of the body inside the bus at all times.</li><li>11. Bus driver may assign seats.</li><li>12. Conduct yourself as though you were in the classroom.</li></ol> |
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## **PROCEDURES ON WRITTEN NOTICES**

Procedures for written notices are in accordance with Governing Board of Education policies L.6.1, elementary schools, grades K-5; and L.6.2, middle and senior high students, grades 6-12.

Step #1 Verbal warning.

Step #2 Have offender sit in front seat or assigned seat.

Step #3 After two verbal warnings and conduct has not improved, written notice will be given to offenders within 24 hours. The notice must be signed by parents/guardians and returned to the bus driver before the student can ride again. The purpose of the first notice is to inform parents/guardians that a problem is developing. Forgery of parents/guardians' signature will be turned over to the principal.

Step #4 **ELEMENTARY ONLY**

If the student receives a second notice, the student can be denied bus riding privileges for up to five (5) days. A parent/guardian/principal conference may be required for the student to resume bus riding privileges. Parents/guardians must request a conference. The principal will inform the transportation department of any action taken.

### **SECONDARY ONLY**

If the student receives a second notice, the student can be denied bus riding privileges for up to five (5) days by the bus driver and transportation director. A conference with the director of transportation and principal may be required for the student to resume bus riding privileges. The principal and/or director of transportation will inform parents/guardians of any action taken.

Step #5 **ELEMENTARY ONLY**

If the student receives a third notice, the student can be denied bus riding privileges for up to one (1) month.

### **SECONDARY ONLY**

If the student receives a third notice, the student can be denied bus riding privileges for an indefinite period of time, depending on the seriousness of the infractions.

Step #6 **ELEMENTARY ONLY**

If the student receives a fourth notice, the student can be denied bus riding privileges for up to two (2) months or the remainder of the semester (18 weeks).

Please keep in mind that offenses of a particularly serious nature, or which seriously endanger the safety of others, may result in immediate bus suspension. The principal, in consultation with the bus driver and the director of transportation, will determine the length of the suspension.

## **RIGHTS OF HOMELESS STUDENTS**

The Prescott Unified School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, trailer parks, camp grounds, abandoned in hospitals, or are awaiting foster care placement, or a similar situation due to a lack of alternatives
- At a bus station, park, car, or abandoned building, public spaces, substandard housing, or similar settings
- A primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Migratory students who qualify as homeless because the children are living in circumstances described above

According to the McKinney-Vento Homeless Act, eligible students have rights to:

**Immediate enrollment:** Documentation and immunization records cannot serve as a barrier to the enrollment in school.

**School Selection:** McKinney-Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

**Remain enrolled** in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently house.

**Participate in programs** for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

**Transportation Services:** A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

**Dispute Resolution:** If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to: <http://www.ade.az.gov/asd/homeless/>  
or contact:

Shari Sterling

Prescott Unified School District – 146 South Granite Street, Prescott, AZ 86303  
(928) 445-5400 – [shari.sterling@prescottschools.com](mailto:shari.sterling@prescottschools.com)

Frank Migali

State Coordinator for Homeless & Refugee Education – Arizona Department of Education  
1535 West Jefferson Street, Phoenix, AZ 85007  
(602) 542-4963 – [frank.migali@ade.az.gov](mailto:frank.migali@ade.az.gov)

## **FOOD AND NUTRITION SERVICE**

### **INTRODUCTION**

Your PUSD Food and Nutrition Services considers it a privilege and a very important responsibility to plan, prepare and serve nutritious meals to all students. While our goal is to always provide a quality product, great service and a clean dining environment, we also know that we need to serve meals that the students enjoy and also to meet the dietary guidelines for Americans.

For our food service program to be a complete success, it is imperative that both students and parents have a general understanding of how the food service program operates. The following information is provided to give you that knowledge. Please take a few moments to acquaint yourself with this information, and feel free to contact us at 717-3232 if you have any questions regarding our school lunch and breakfast programs.

We sincerely appreciate your support and participation in our school lunch/ breakfast program and look forward to serving you.

Our menus are online at  
[prescottschools.com](http://prescottschools.com)

**Students are allowed to charge up to three meals. After that they will receive a homemade Peanut Butter and Jelly Sandwich with a milk until the negative balance is paid in full.**

## **A MESSAGE TO STUDENTS AND PARENTS**

### **SCHOOL LUNCH AND BREAKFAST**

Prescott Unified School District participates in the National School Lunch/Breakfast Program. In doing so, we are committed to serving nutritious meals every day. All meals are planned and prepared to meet the Dietary Guidelines for Americans, as well as the other nutritional goals listed below.

- Recommended Daily Allowances (RDA)

1/3 the RDA for lunch and 1/4 the RDA for breakfast for  
**Protein, Vitamin A, Vitamin C, Calcium, Iron, and Calories**

These guidelines apply over the course of one week of lunch/ breakfast menus.

- Age-appropriate calorie goals  
Dietary Guidelines for Americans  
30% or less of calories from fat  
10% or less of calories from saturated fat

On a daily basis, no seconds are offered. We encourage all students to eat fruits and vegetables, If they are still hungry after they eat the entrée and their fruit and vegetables they may have more fruits and vegetables. We offer a fruit and vegetable bar with all lunches. These items are available in addition to the choices listed on the menu.

We encourage parents to take an active role in developing their child's nutritional habits. Talk to your child about the importance of eating plenty of fruits and vegetables and limiting the fats and sugars in their diet.

Please support our efforts in providing all children with the best possible nutritional basics he or she needs for education today and a healthy lifestyle tomorrow.

## **FREE AND REDUCED PRICE MEALS**

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The National School Lunch/Breakfast Program is a federally subsidized program that is designed to help eligible children receive free or reduced-price meals. A meal application can be obtained at any school office or may be obtained by contacting the School Food Service Manager. All information on the application is strictly confidential.

We want to encourage all parents to complete and submit an application. If you have any questions about this program, please call the Food and Nutrition Services office at 717-3232.

## **FIELD TRIPS AND FOOD**

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Parents no longer have to pack a sack lunch for field trips. The Food and Nutrition Department makes them for you! All mom or dad needs to do is sign up when your child brings the field trip note home.

Lunches consist of a Peanut Butter and Jelly Uncrustable or in case of allergies and Cheese sandwich, a bag of vegetable sticks, fresh fruits, one of our special chocolate chip cookies and a milk

### **All lunches are packed in coolers.**

There is no extra charge for this service. When your child signs up for the field trip sack lunch, his or her account is adjusted just as if they were eating a hot lunch that day. If your child does not have a lunch account, the cost for the sack lunch is the same as the hot lunch, \$1.75

## **LET'S DO LUNCH!**

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Our lunches are healthier than ever before, and we do all the worrying about nutrition, food costs and menu planning for you. And when you consider how much it costs to make lunch, our full meals really are a great value! Why not give school meals a try?

Our complete meal prices:

**Elementary Lunch \$1.75**

**Secondary Schools \$2.00**

**Reduced Price Lunch \$.40**

**BREAKFAST - elementary \$1.25**

**middle & high \$1.50**

**Reduced Price Breakfast \$.30**

## **IMPORTANT NOTICE TO ALL PARENTS:**

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Forms are available from your school containing important information regarding the National School Lunch/Breakfast Program. Through this program, a family may qualify for free or reduced breakfast or lunch within the Prescott Unified School District.

**Additionally, through this program, the Prescott School District is given an opportunity to qualify for programs which will assist at-risk students in the areas of reading and math.**

Please carefully read the information and evaluate the income chart. Whether or not you desire to participate in the free or reduced meals program, we strongly encourage you to complete and return the application as soon as possible to assist in qualifying our schools for the reading and math enhancement programs. All applications are strictly confidential. Thank you for taking the time to complete this form.

Sherri Wilson, Food Service Director  
E-mail: [sherri.wilson@prescottschools.com](mailto:sherri.wilson@prescottschools.com)  
717-3232

# **SNOW DAY / SHORTENED DAY PROCEDURES**

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Dear Parents:

This letter is to provide information to you regarding emergency school closings or delays. Depending on weather conditions or other emergency situations, a decision must be made regarding school closure or delay. Prescott Unified School District will decide on one of the following plans:

**Plan 1: CLOSE SCHOOL FOR THE DAY**

Students and district employees will stay home and not attend school. Extra-curricular activities for the district will be determined later in the day, in accordance with weather conditions. Please check the local radio stations for this information. Kids and Co. childcare will also be closed.

**Plan 2: DECLARE A 2-HOUR SHORTENED DAY SPECIAL SCHEDULE**

General Information:

- All schedules will begin two (2) hours later.
- Regular classes will begin two hours later than usual.
- Buses will arrive at the bus stops two (2) hours later than usual.
- Dismissal of school in the afternoon will be at the regular time.

Preschool, Kindergarten and Elementary Information:

- Morning kindergarten and morning Discovery Garden Preschool will NOT be held
- Afternoon kindergarten and afternoon Discovery Garden Preschool will be in session.
- Extended day kindergartens will be in session according to the shortened schedule.
- Before-school breakfast will not be served.

Kids and Company Childcare Information:

- Kids and Co. childcare will open at 8:00 a.m. at the four elementary school sites (Washington, Miller Valley).

Middle School and High School Information:

- Early Bird classes at Prescott Mile High Middle School and Prescott High School will not be held.
- Before-school breakfast will not be served.

<p><b>NOTE:</b> In the unlikely event of a district-wide early release due to inclement weather, parents are encouraged to pick up their student(s) from school. Students will not be released before the regular dismissal time unless absolutely necessary due to severe weather conditions.</p>
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**DO:** Listen to the local TV and radio stations for school closing or a Two-Hour Shortened Day schedule announcement. Notices will be given to the stations a few minutes before 6:00 a.m. A list of radio station numbers is included. School closure or shortened day schedules will also be available on the district website at:  
**www.prescottschools.com**

Dress your children appropriately for the weather.

Instruct your children to be especially careful when walking or driving because of the increased danger of slippery roads.

**DO NOT:** Bring your children to school early on the Two-Hour Shortened Day Schedule.

Allow your children to drive vehicles that are improperly equipped when the roads are slippery.

The Prescott Schools are concerned about the safety of all and unnecessary loss of school time. Decisions to close or not to close school are made very early in the morning, before daylight. Be assured that any decision to close or delay school is carefully considered and made only after evaluating all available up-to-date information and reports. Your cooperation with these plans will be greatly appreciated.

Please be aware that the district boundaries include varying terrain and elevations that will affect the decision to delay or cancel school.

In advance, thank you for your cooperation in this matter. If you have any questions regarding this information, please call your School Principal or the District Office.

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For emergency information, please listen to one of the radio stations listed below, which are contacted by Prescott Unified School District or log on to the district's website.

KNOT- 1450 AM	KYCA - 1490 AM	KVRD - 105.7 FM
KAHM - 101.7 FM	KPPV - 106.7 FM	KKLD - 98.3 FM
KQNA - 1130 AM	KYBC - 1600 AM	KOLT - 107.5 FM
KQST - 102.9 FM	KGCB - 90.9 FM	KFLX - 105.1 FM
KAFF - 92.9 FM	KMGN - 93.9 FM	KWMX - 96.7 FM
Magic - 99.1 FM	KZGL - 95.9 FM	104.3 FM & 101.FM
KNAU - 89.3 FM, 88.7 FM OR 91.7 FM		

**District Website: [www.prescottschools.com](http://www.prescottschools.com)**  
**Click on Snow Day page**  
**Delays/closures are posted before 6 a.m.**