

# STUDENT/PARENT HANDBOOK

KINDERGARTEN-10TH  
GRADE



Rigor • Relevance • Excellence

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## W E L C O M E !

Welcome to Prescott Valley School! We are pleased and excited that you have partnered with our school to ensure the quality and excellence of your student's education. PVS is proud to have served students in our community since 2002.

The following is Prescott Valley School's Student/Parent Handbook. This handbook should be kept as a reference for you and your child to understand the rules, policies, and procedures that your child is expected to follow. Please take the time to review this handbook with your child.

The Student/Parent Handbook Acknowledgment Form is required and must be signed and returned within 5 days of enrollment. The acknowledgment form is available electronically at the link below or you may print the last page of this handbook and return it to your child's teacher.

[www.pvschool.com/student-parent-handbook/](http://www.pvschool.com/student-parent-handbook/)

## OUR MISSION

PVS is dedicated to cultivating ethical, responsible, and compassionate members of society that continuously strive to grow in knowledge and virtue, through deep levels of inquiry; leading to truth and beauty, embodied in our American values.

## VISION STATEMENT

To assist all youth in reaching their greatest potential as future citizens of our community through the use of state-of-the-art technology, innovative curriculum aligned to State Standards, dynamic teachers, career exploration and personal development; made possible through efficient utilization of all funding sources.

## PVS VIRTUES

- **Discernment:** using sound reasoning to make positive choices that have a lasting favorable outcome.
- **Modesty:** presenting oneself in a manner that demonstrates purity of heart and action.
- **Courage:** demonstrating strength in the presence of difficulty and fear, while still maintaining awareness and integrity
- **Integrity:** being authentic and trustworthy by doing the right thing even when no one is watching.
- **Respect:** treating yourself, others, and their property as sacred; exhibiting inherent goodness and kindness.
- **Diligence:** being persistent in the face of adversity to reach your goals.
- **Citizenship:** pursuing a love of justice and liberty as a well-rounded contributing member of society.
- **Wonder:** questioning and learning about the world through experiences that foster appreciation and gratitude.

## **PVS HONOR CODE**

A Prescott Valley School student is honest in word and deed, diligent in study and service, and respectful and kind to others. The student aspires to excellence in discernment, courage, modesty, integrity, citizenship, and wonder.

## **ADMISSION PROCEDURES/NONDISCRIMINATORY POLICY**

Prescott Valley School shall enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. Prescott Valley School shall give enrollment preference to pupils returning to the school in their second or any subsequent year who return the pre-registration form in a timely manner and to siblings of pupils already enrolled in the school. If capacity is insufficient to enroll all pupils who submit a timely application, the school shall select pupils via a lottery as capacity permits. Preference shall be given to siblings of all currently enrolled pupils when utilizing the lottery system.

PVS does not limit admission based on ethnicity, national origin, gender, income level, disability, and proficiency in the English language and/or athletic ability. The school does however limit admission to pupils within a given age group or grade level, as per classroom/building capacity.

PVS reserves the right to not admit any pupil who has been expelled or long-term suspended from another educational institution or who is in the process of being expelled or long-term suspended.

## **ENROLLMENT REQUIREMENTS**

A student wishing to enroll must provide the following documents:

- A complete/signed enrollment application
- Birth certificate
- Current immunization records
- Complete/signed home language survey
- Complete/signed ESSA form
- Withdrawal slip from the prior school of enrollment
- Official transcript or a copy of last report card (depending on grade level)
- Copies of all standardized test scores
- Completed/signed Arizona Residency Documentation Form with proof of residency

**The following items may also be required, if applicable:**

- A copy of Structured English Immersion Records (SEI, formerly English Language Learners or ELL)
- A copy of attendance and guidance records
- Copies of other necessary documents pertaining to the student's education
- Special Education records and complete IEP, MET, Evaluation
- Custody/Visitation or other court documents

Completed applications are reviewed weekly by admissions for acceptance based on class/building/program capacity. Upon acceptance, all of the above documents will be necessary

for enrollment. To avoid enrollment delays associated with records requests from other schools it is best to submit all documents along with the application for enrollment.

### **PARENT VOLUNTEERS**

If you are interested in volunteering, please visit the school office for more information.

### **NATIONAL SCHOOL LUNCH/BREAKFAST PROGRAM**

The school offers breakfast and lunch for all interested students every school day.

Prices are as follows:

Breakfast	\$2.85	Lunch	\$3.85
Reduced Breakfast	\$0.30	Reduced	\$0.40
Lunch Milk/Juice	\$0.50		

If you would like to see if your family is eligible for free meals, please contact the office.

### **OUTSIDE FOOD AND DRINK**

The health and well-being of our students is important to us. Therefore, this campus offers milk and juice during lunchtime. Students will **ONLY** be allowed to bring outside food or beverages for consumption on campus during breakfast or lunch. Students may only bring a non-spill container for water to be used in the classroom. The school does not provide a refrigerator or microwave for student use for meal storage or cooking/heating. Students may not order food to be delivered to the school. Caffeinated and energy drinks, candy, and gum will **NOT** be allowed for any student and may not be consumed on school grounds. Students with these items in their possession will be asked to throw them away. At no time is a student allowed to sell food, candy, or beverages to other students while on campus.

### **STUDENT PICKUP/DISMISSAL**

Only parents/guardians and approved adults will be permitted to pick up students from school. All individuals must check-in at the office, show proper ID and sign their child out. Students who are signed out during the school day by a parent/guardian for appointments are not allowed back on campus unless the parent/guardian signs them back in.

Changes to emergency contacts or those allowed to pick up a child are to be provided in writing to the front office or submit an updated emergency card on our website. To ensure the safety of your child, please keep all information current and up to date in the office.

**Phone calls to the office providing alternate instructions for student pickup on the day OF will NOT be accepted after 10:00am, to allow time to communicate such changes with teachers, drivers, etc. Calls for dismissal changes after 10:00am may NOT be possible, please plan accordingly to provide ample notice for changes.**

### **EMERGENCY RESPONSE PLAN**

The school has an emergency response team on site should there be an emergency or disaster during school hours. Staff members have been trained to fulfill this role. The school has an emergency response plan that has been approved by both the Prescott Valley Police Department and the Arizona Department of Education. Should an emergency or disaster situation arise in our

area while school is in session, we want you to be aware that our school has made preparations to respond effectively.

To ensure an effective response, your child will be required to participate in lockdown drills, evacuation drills, and fire drills so he/she will be familiar with the school's emergency procedures. Please support our efforts to keep your child safe by understanding and supporting the need for their full cooperation during these drills. Please do not try to call or text your child or encourage them to use their phones at all during any emergency procedure.

The school has a detailed disaster plan, which has been formulated to respond to a major catastrophe. The decision to keep students at school will be based upon road access and street closures. An automated phone message will be generated to keep parents updated. Please make sure your contact information remains updated to allow for emergency announcements.

Please share this information with your immediate family. Planning ahead will help alleviate concern during emergencies.

### **SNOW DAY/DELAYED START**

In the event of inclement weather, a decision to cancel or delay the start of school will be posted on the school's website by 6am and an automated message will be sent to all homes via the school's automated calling system. Please ensure that your contact information is updated and current with the office so that you receive these important announcements. The school's website will be updated with the most current information as it becomes available.

In the rare instance that severe weather develops during the school day, administration may decide to dismiss students early based on the developing situation. In this instance parents will be contacted via the school's automated calling system. Parents can also visit the school's website for updated information.

### **PHONE USAGE**

Use is defined as the phone or device (i.e., smart watch) being turned on to receive calls or messages, the ring tone being heard during class regardless of the phone's location, earphones/buds being connected to or visible, the phone is visible and not stored in the student's backpack or purse.

The use or possession of cellular phones, smart phones, smart watches, IPODS, MP3 players, radios, personal gaming devices, or other electronic devices is prohibited during regular school hours, or upon student's arrival to campus, this includes while riding in any school vehicle.

Students are prohibited from receiving or making personal phone calls from school, except in the case of an emergency. Each classroom is equipped with a phone for emergencies. Students may not carry cell phones on their person while on campus. Should you want your child to have a cell phone for use before and after school, they must turn it off during school hours, and it must be kept in their backpack. The school is NOT responsible for stolen, lost, or damaged personal property. Cell phones will be confiscated, kept in the office, and only released to a parent. This policy is non-negotiable and three violations of this policy may result in expulsion for disruption of an educational environment.



## **PERSONAL PROPERTY**

Only items necessary for learning should be brought to school. The school is NOT responsible for lost or stolen valuables brought to school. Personal items not related to the learning environment will be confiscated, sent to the office, and released only to the parent. Staff members reserve the right to deem an item disruptive.

## **SEARCH AND SEIZURE**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right is however, balanced by the school's responsibility to protect the health, safety, and welfare of all students.

School officials have the right to search and seize property when there is reason to believe some material or matter detrimental to health, safety, and welfare of the student(s) exists.

School officials may question students regarding incidents in school without limitation. The parent will be contacted IF a student interviewed is then subject to discipline for a serious offense. Any school employee making a search or seizure will follow these guidelines:

- a. General searches of school property (including personal items found on school property) may be conducted at any time by school administration when there is reasonable cause without the student being present.
- b. A student's person may be searched by administration when there is reasonable suspicion to believe that the student has on his/her person illegal items or other items that may interfere with the school's purpose.
- c. Illegal items (firearms, explosive devices, drugs) and other possession reasonably determined to be a threat to the safety or security of others, or that might possibly interfere with school purposes, shall be seized by school administration, and reported to the proper authorities.
- d. Items that are used to disrupt or interfere with the educational process may be removed from a student's person.

## **PHYSICAL RESTRAINING**

Any person employed by Prescott Valley School trained in retaining a student may use and apply such amounts of force as are reasonable and necessary for the following purposes:

- To restrain a student from an act of wrongdoing
- To quell a disturbance threatening physical injury to others
- To obtain possession of weapons or other dangerous objects on a student's person or within the control of a student
- For the purpose of self-defense
- For the protection of persons or property
- For the preservation of order



## **FIELD TRIPS**

Parents will be notified of class field trips in advance via teacher correspondence. Field trips will require a signed permission slip and a fee (\$50 annual fee should be paid at time of enrollment; includes a school shirt). Parents will be notified of field trip schedule changes but will not be required to sign a new permission slip. If you choose to have your child not participate in a field trip, alternate educational activities will be provided. Students, siblings, and other family members from other classes are not permitted to attend field trips. Verbal field trip approval will not be accepted.

**Field Trip Chaperones** – Parents who wish to chaperone a school field trip are required to present a valid State of Arizona Department of Public Safety Level One IVP Fingerprint Clearance Card. Chaperones will not be allowed to ride on school vehicles and must provide their own transportation to and from field trip venues.

## **CONTENT OUTSIDE OF APPROVED CURRICULUM**

Movies/content outside of the adopted/approved curriculum will be based on administration and parent approval. Teachers who wish to add supplemental content outside of our adopted school curriculum must have administration approval first, then permission slips for movies/other content must be sent home providing parents the opportunity to opt out, if needed. It is our intent to be open, honest, and transparent about content your students will be learning about at PVS.

## **INSTRUCTIONAL HOURS**

Kindergarten – 3rd Grade    8:30 am to 2:45 pm (Early Release 1:15 pm dismissal)  
Grades 4-10                      8:20 am to 2:35 pm (Early Release 1:05 pm dismissal)

**Students may NOT arrive on campus earlier than 8:00am. The school will NOT provide or be responsible for the supervision of students dropped off before 8:00am. Therefore, it is not recommended that students be dropped off before 8:00am. Parents that need to drop off before 8am should consider using the before school program.**

## **TRANSPORTATION**

The school offers transportation to various locations in Prescott Valley. If you are interested in this service, please contact the transportation department by calling the front office. For route information please see the office or our website at [www.pvschool.com](http://www.pvschool.com)

## **TRANSPORTATION RULES AND CONDUCT POLICY**

Students riding in a school vehicle are entitled to a safe and comfortable trip to and from school. Bus service is a privilege granted to students under conditions set forth by the Prescott Valley School governing board.

## **TRANSPORTATION DISCIPLINARY ACTION**

Bus riders are under the authority of school administration and the bus driver/bus aide and shall observe established and appropriate standards of classroom behavior and dress. Bus-riding privileges may be denied to a student who violates the rules of conduct.

Students who damage district vehicles/property will be suspended or expelled from school. Under Arizona law, parents or guardians may be charged for the cost of damage done to district property by their children.

## **DENIAL OF SCHOOL BUS SERVICE**

Riding the bus is a privilege – not a right. Inappropriate conduct at bus stops, on buses or in the process of boarding or disembarking from a bus may result in the denial of bus riding privileges. When school bus rules are violated, the following will occur:

**REASONABLE REQUESTS** – Students who refuse to give their names, to accept a temporary or permanent seating assignment, or to respond appropriately to other reasonable requests may be denied bus-riding privileges.

**WARNING** – The bus driver/aide may warn a student to correct his or her behavior before taking disciplinary action.

**FIRST INFRACTION** – The first infraction, the driver/aide will document the incident on a referral form for the Transportation Director who will meet with the student and try to remedy the situation and together will come up with an action plan. Possible parent contact depending on the remedy.

**SECOND INFRACTION** – The second infraction, documented on a referral to the Transportation Director, will result in parent contact. Parent, Transportation Director, and the student will discuss a plan of action.

**THIRD INFRACTION** – The third infraction, documented on a referral to the Transportation Director, in consultation with the Principal/Designee, will result in denial of bus-riding privileges for the rest of the semester or remainder of school year.

**SERIOUS INFRACTIONS** – If an infraction is deemed serious enough, the student may be denied bus-riding privileges from buses for a range of 5 days, 1 month, for the rest of the semester or for the remainder of the school year. Depending on the severity of the infraction, the student may also be recommended for a formal disciplinary hearing.

**COMBUSTIBLES** – Any student in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid will be subject to the following consequences:

- Student shall be isolated from other students
- Parents will be informed of incident and disciplinary procedures.
- Student may be suspended from school premises for a period of time for the Disciplinary Committee to meet and determine appropriate steps.
- Student may be encouraged to make use of counseling/intervention services.
- Student may be recommended for a formal disciplinary hearing.
- Administration may involve police. Legal action may be taken.

## **ATTENDANCE POLICY**

Arizona Revised Statutes establish that the parent/guardian is responsible for the child's daily attendance and to inform the school of absences in a timely manner. It is impossible to gain the full benefit of any class experience through make-up work. Students may be subject to discipline for excessive absences. Please contact the school to assist you with any attendance concerns.

Arizona State Law requires children, between the ages of six (6) and sixteen (16), to attend school. School administration will determine if an absence is considered excused. A parent phone call stating that a child is excused without reasonable documentation after 3 days of consecutive absence, such as a doctor's note, etc., will not be considered an excused absence. Vacation time should be planned during school holidays and will not be considered an excused absence. Chronic illness issues should be brought to the attention of the administration and documented in writing by a doctor.

According to district policy, a child will be withdrawn from enrollment with the school after 10 consecutive days of unexcused absence. If a situation arises that may result in an extended period of absence, please contact the school. Ten or more unexcused absences per semester may result in a citation for truancy with Yavapai County Juvenile Probation Office. In order for the school to effectively educate your child he or she must be present at school. Your child may be placed on an attendance contract if excessive absence becomes an issue. If a citation for truancy is issued it may result in a fine to the court of up to \$500, court mandated counseling for attendance issues, or other court appointed actions.

## **ATTENDANCE PROCEDURES**

The office maintains a sign-in/sign-out log for late arrival and early departure. Our closed campus requires students to remain on campus from arrival until the end of the regularly scheduled school day. Parents must provide written permission for a student to leave campus prior to dismissal or sign them out in the office. Students are not allowed to sign out for lunch. If a student leaves during the school day without signing out, he/she will be subject to disciplinary consequences.

## **ABSENCES**

Attendance calls are made daily for any absence. If you are marked absent in error, please contact the office by the next school day and have the absence corrected.

- Five (5) or more absences, excused or unexcused, in one trimester will result in a mandatory on-campus meeting with the Principal/Designee/Designee to discuss options and possible supports to help get the student back in school consistently as well as discussion of possible disciplinary action for continued excessive absences.
- If absences continue, the student will be placed on an absence recovery plan developed by school administration and the parent.
- If absences reach fifteen (15) or more, this will result in grade level retention in grades K-8 and a loss of credit in grades 9-12. Students who are under 16 years of age may be referred to the Yavapai County Juvenile Probation Office for truancy. Exceptions to the attendance procedures are at the school's discretion.

### **TARDY/EARLY DEPARTURE POLICY**

Tardiness refers to any occasion in which a student is late to school or late to class. Each tardy or early departure prevents students from engaging in their classes appropriately. In order to get the most from class, students must begin and end on time. For example, if a student is not in his/her classroom by the 8:30 or 8:20 a.m. bell, this is a tardy (K-12). If a student is not in his/her classroom by the start of the next class (grades 9-12), this is considered a tardy.

Early departure refers to any occasion in which a student leaves before the established school finishing time. **Three (3) tardies or early departures equal one absence.** These may be excused, but the total number does count against the attendance record necessary for receiving credit in a class or advancement to the next grade level.

Students who are habitually tardy will be referred to the Principal/Designee for potential disciplinary action. When tardy, a student stops by the office to check in and receive a tardy slip before heading to class. In this way, PVS can properly change the absence to a tardy for attendance and account for the student being at school. PVS teachers require a tardy slip after the established school start time and send the student to the office if he/she does not have one.

- 1-2 tardy/early departure: PVS office staff gives a student reminder and re-teaching
- 3-4 tardy/early departure: PVS office staff has the tardy student phone parent to inform the parent that he/she is tardy for the (third or fourth) time
- 5+ tardy/early departure: PVS office staff notifies the Principal/Designee and a meeting is called with the parent/student to determine why the tardies are happening, and create a plan to fix it.
- Consequences after this point may include; detention, suspension, or possible referral to Juvenile Probation if tardies/early departures continue to be habitual.

### **MAKE- UP WORK**

For planned absences, the parent should call the office at least 3 school days in advance to request student work. The office will inform the teacher(s), who will gather the work before the absence and have the parent pick up the make-up work from the main office. The student is required to complete the make-up work and turn it in upon return to campus.

For unplanned absences, the parent should call the office to report the absence for attendance purposes. When the teacher takes attendance, he/she will know that the student is absent that day and will have the student's makeup work available for the student when he/she returns to school. Students are required to complete makeup work. For each absence, students will be allowed one day plus the number of days absent to make-up work.

Make-up work not completed within the respective window of time will result in a zero in the gradebook.

### **HOMEWORK**

Homework is an important part of an education. The purpose of homework is to give the brain another chance to learn some of the key content, as well as to train the student to complete an assignment and turn it in on time. While homework can help

students master content, more homework is not always better. PVS believes we must balance homework with family time and time of rest and renewal.

In general, PVS students will be required to complete homework as follows:

K-2: 10 minutes of reading + 5 minutes of math review = 15 minutes total M-TH

3-5: 15 minutes of reading/writing + 15 minutes of math review = 30 minutes total M-TH

6-8: 20 minutes of reading/writing + 25 minutes of math review = 45 minutes total M-TH

9-12: 30 minutes of reading/writing + 30 minutes of math review = 60 minutes total M-TH

The reading (K-2) may be a parent reading aloud to the student, or the student reading a practice reader at his/her reading level independently.

The reading (3-12) may be the student reading appropriate text independently to improve fluency, vocabulary, and comprehension. Reading homework may also be reading about science or history, or practicing a recitation at times.

In grades 3-12, homework may also include writing. For math, homework assigned will only be content that has been taught previously in class and should be review. If the student struggles, he/she should refer to notes taken in class during the introductory lesson. Students should attempt the problem(s) even if it is a struggle. If the student needs help he/she may request help from the teacher the next day during lunch or specials upon request. We encourage parents to provide a calm, consistent, and quiet place for their children to complete their work. Television, music, movies, and video games seldom contribute to real learning, and we suggest that these be restricted while students are studying. We encourage students to find a quiet place to complete homework right away before dinner, and then store it inside his/her backpack so the student can bring it to school and turn it in on time the next school day.

The designated times serve as a guideline and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, the varying abilities of the student, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor.

For poor or incomplete work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Students are expected to complete all their homework.

Homework may be assigned during long weekends, or projects may be assigned (i.e. science experiments annually for grades 5 and up) but homework will NOT be assigned during vacation periods (vacations include Fall, Thanksgiving, Christmas, Spring Break and/or Summer).

### **LATE WORK**

One of the purposes of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind in their schoolwork, it is essential that students complete all work on time. Students who have an unplanned absence will be allowed one day plus the number of days absent to make-up work.

Homework submitted one day late will receive 75% credit. Homework submitted two days late will receive 50% credit. Homework submitted two or more school days late will result in a zero.

### **GRADING**

The purpose of a grade is to demonstrate how each student is mastering learning content. Students should always try their personal best to actively listen to the teacher's lesson, and work hard to practice and apply this skill on all classwork and homework. Students should study before a test and seek to "show what they know" on the test.

Grading is not the be-all and end-all of education. If anything, some students put more emphasis on grades than their teachers do. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. PVS will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged.

### **GRADING SCALE**

In Kindergarten and 1st grade, the following marks are used:

- E = Excellent performance
- S = Satisfactory performance
- N = Performance needs improvement
- U = Unsatisfactory performance

Beginning in 2nd Grade, the following grading scale is used:

Grade	Grading scale
A+	97-100%
A	93-96.9%
A-	90-92.9%
B+	87-89.9%
B	83-86.9%
B-	80-82.9%

C+	77-79.9%
C	73-76.9%
C-	70-72.9%
D+	67-69.9%
D	64-66.9%
D-	60-63.9%
F	0-59.9%

Students in grades K-8 will receive reports cards once every trimester (typically every 11-12 weeks).

Students in grades 9-12 will receive reports cards 2 times per year (one per semester), about every 8 weeks. Only the final semester grade will count toward a student's grade point average in grades 9-12. A semester grade for a class is the average (rounded to a tenth) of the numeric grades (percentages) from the two quarters in that semester.

In order to calculate a GPA, numeric grades are converted into points based on the grading scales above. Points are awarded for each class at the end of a semester. The semester GPA is calculated by totaling those points and averaging them by the number of classes taken that semester. A final GPA is determined by adding all the points from each semester and averaging them. GPAs are rounded to a hundredth.

For report cards, retention and promotion decisions, club and athletic eligibility, honor roll designations, eligibility for in-school honors, and for all other purposes, a C or better policy applies.

Students completing high school level courses in grade levels 6th-8th are awarded high school credit once he/she begins 9<sup>th</sup> grade. Students taking high school level courses in grades 6-8 that do not begin 9<sup>th</sup> grade with PVS will not receive credit.

Final semester grades and credits in grades 9-12 are reported on the student's transcript, however, any high school level courses completed in grade levels 6th-8th grade will not be factored into a student's cumulative GPA. Courses, credits, and final grades earned outside of PVS are listed on the transcript.

## **REPORTING STUDENT PROGRESS**

For students to be successful, both the student and his/her parent(s) should remain informed of how well the student is mastering content. The school will inform parents of student academic progress in the following ways:

- Parent VUE via Synergy: Teachers will teach content and allow students to practice and apply it before giving a graded assignment. The teacher will assign graded classwork, homework, or a test for students to demonstrate mastery of the content. The teacher will then score the graded assignment within five (5) school days of the due date and enter the score into Synergy. Parents should check Synergy at least every two weeks to view student grades and be informed.
- Progress reports will be available at the midpoint of the quarter or trimester and will be sent home with students. If a student has earned a D in two or more classes, or earned an F in one



or more classes the progress report will need to be returned by the student with a parent signature. In such cases, a student will be ineligible for extracurricular activities.

- Report cards will be available each semester (9-12) or each trimester (K-8) and sent home with students. A parent should never be surprised by an end-of-period grade, as teachers input grades into Synergy weekly for each subject (8 grades minimum per subject per quarter or 12 grades per trimester). This process allows parents to see running grade averages throughout each grading period. Parents are encouraged to notify the teacher and the Principal/Designee if there is no assignment or grade information for a particular academic subject or course.

### **TEACHER CONFERENCES**

Parent teacher conferences happen three times per year, once in September, January and an optional conference is held in March. Teachers provide comments on students' report cards for each report card. During the school year, a parent/teacher conference may be scheduled at any time a parent or the teacher thinks one is necessary. To schedule a conference with a teacher, please contact him or her via email.

### **STUDENT PLACEMENT**

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. PVS will require a placement test for grade level placement for students transferring mid year from another school that cannot provide sufficient evidence of continued enrollment and academic progress at the grade level they are seeking enrollment for. If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be asked to enroll in the grade level deemed appropriate by the teacher and Principal/Designee.

High school transfer students will be placed based upon their cohort year which is determined at the time the student enrolls in 9th grade; however, transfer students may require additional time in order to meet PVS graduation requirements. PVS requires all high school students participate in college level, and career and technical education coursework to graduate. Most students will graduate PVS with an AA degree AND a certification in a trade through the state CTED program.

### **PROMOTION & RETENTION**

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities. It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or development would not allow satisfactory progress in the next higher grade.

In certain cases, school administration may recommend or require that a student be retained. For any retention decision, the Principal/Designee will analyze data provided by the teacher, take input from the teacher(s) and parent(s), and then make a final decision.

Kindergarten - 5th Grade

Retention is rare and would most likely occur before the student leaves the primary grades K-2.

If a student struggles in reading, writing, or math—there is time built into the school day to practice those skills. PVS will use in school supports to help your child to make progress with notice to the parent. In addition, teachers or parents can refer a student to our after school homework club to complete homework (cost will apply).

#### 6<sup>th</sup>-8th Grade

If a student earns an F in any core academic subject the student may be subject to retention.

#### 9th-12th Grade

Students must earn an average grade of 70% or higher to earn full credit for a high school course. In cases where a student fails a state-required end-of-course assessment, the student may be required to retake the course. Students can either retake courses the following year if the schedule allows or earn credit through another suitable program approved in advance by the Principal/Designee.

### **HEALTH SERVICES**

Health records will be kept in the health office for each student. It is especially important for your student to have current information on file in the health office. This is for your student's protection in the event of an illness or accident that may occur during the school day. **Please update the health office if there are changes to medication or diagnosis** so we can be proactive in assisting your child with their health needs while at school. If your child needs to bring medication to school for daily administration, please see the school nurse for a medication form.

### **ACCIDENTS & ILLNESS**

Students involved in minor accidents involving small cuts or scratches will be administered first aid in the health office.

**If it is necessary for a student to be sent home because of a serious accident or illness, if the parent cannot be reached then the person designated as the first or second emergency contact will be notified.** If neither the parent nor the emergency contact person(s) can be reached, administration will decide what steps to take, up to and including notifying emergency services based on extent of the injury/illness. In some cases, school administration will bypass contacting the parent or guardian first to seek immediate care for an injury or illness.

In all cases, **EVERY EFFORT** will be made to reach and notify the parent of the student in an emergency. The school must be made aware of any residence or emergency phone number changes in the event of an emergency. Please make sure your contact information is up to date.

#### **Please do not send your student to school if any of the following are present:**

- Fever with temperature of 100 degrees or more, **within the last 24 hours**
- 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 student to return to school until he/she has been fever free for 24 hours without fever reducing medication. Reasonable requests for the student to stay in from recess or to not participate in physical education activities will be honored. Parents are urged to keep students'

home when they show symptoms of illness. **If symptoms occur while in school, parents will be contacted and required to arrange for the student to be picked up promptly.**

If you are notified by your child's physician of a highly contagious illness, such as Chicken Pox, Measles, Strep Throat, Conjunctivitis (Pink Eye), etc., please contact the school nurse so that precautions may be taken to avoid outbreaks.

### **MEDICATIONS/MEDICINE ON CAMPUS**

Any medications sent to school without proper identification will not be administered. All medications (this also pertains to inhalers) must be kept in the health office. Only properly identified medication, in a prescription bottle, not expired, and prescribed for the student will be accepted by the health office. A student may only carry an inhaler on their person if a doctor's note has been provided. Prescott Valley School adheres to a Zero Tolerance policy for any misuse of any prescription drug, non-prescription drug, or drug paraphernalia. All medication must be checked in with the health office by a parent, and all applicable school forms completed.

### **IMMUNIZATIONS**

An immunization history is required of EVERY student at the time of enrollment. Parents wishing to exempt their student from this requirement may request an exemption form from the school nurse,

### **CONDUCT AND DISCIPLINE**

The role of discipline at PVS is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property, so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at PVS ought to always uphold the essential virtues established in the school's Mission Statement and professed in its curriculum. PVS recognizes that the good conduct of students in school promotes their education on campus. This requirement will also promote good behavior off campus and prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

### **ARIZONA LAW PERTAINING TO EXPULSION**

A student who engages in conduct prohibited by school policy will be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: warning, parent/guardian conference, confiscation of personal property, restitution, temporary exclusion from the classroom, loss of privilege, detention, withdrawal from class, out of school suspension, or expulsion.

Continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior which includes use or display of a dangerous instrument, or a deadly weapon as defined in A.R.S. 13-105, use or possession of a gun, or excessive absenteeism, constitutes good cause for expulsion. (A.R.S. 15-841- Responsibilities of Pupils.)

When a student is expelled, they will not be permitted to be on school grounds, nor may they attend any school sponsored events on or off campus.

## DISCIPLINE MATRIX

1. Detentions may include: After-School Detention (ASD), Lunch Detention, and Classroom Detention.
2. Any continuing offense may be considered incorrigible behavior and treated as a Level 5 offense.
3. OSS – Out of School Suspension, LTS – Long-Term Suspension
4. The non-medical use, possession, or sale of drugs on school property or at school events is prohibited. A student suspended for a drug-related offense will be referred to Law Enforcement for further action (ARS 15-843).
5. A contraband item is one that disrupts the educational process of the school or is a safety concern.
6. Level 3, 4, and 5 offenses may result in possible Long-Term Suspension or Expulsion.
7. Parent will be contacted by telephone or in person when a student is found to be in violation of a Level Three, Level Four, or Five offense; and will result in an automatic referral to administration.
8. The administration reserves the right under certain or special circumstances to circumvent the Discipline Matrix when deemed necessary.

<b>LEVEL ONE</b>	<b>CLASSROOM MANAGED (1<sup>ST</sup>-3<sup>RD</sup> OFFENSE)</b>	<b>REPEATED OFFENSES</b>
Cheating	Classroom Intervention, Zero on Assignment	Office Referral
Possession of prohibited items	Confiscated and Parent Picks Up Item	Detention, OSS
Defiance/Disrespectful/Non-Compliance	Classroom Intervention	Office Referral
Minor Disruption	Classroom Intervention	Office Referral
Language, Inappropriate	Classroom Intervention	Office Referral
Outside Food or Drink in Classroom	Classroom Intervention	Office Referral
Invading Personal Space	Classroom Intervention	Office Referral
Recklessness (Unsafe Play)	Classroom Intervention	Office Referral
<b>LEVEL TWO</b>	<b>CLASSROOM MANAGED (1<sup>ST</sup>-3<sup>RD</sup> OFFENSE)</b>	<b>REPEATED OFFENSES (Range of Consequences)</b>
Leaving Classroom without Permission	Warning, Detention	Office Referral, Detention, OSS
Misuse of Property, throwing or damaging items	Warning, Detention	Office Referral, Detention, OSS
Lying	Warning, Detention	Office Referral, Detention, OSS
Minor Aggressive Act (Intentional)	Warning, Detention	Office Referral, Detention, OSS

Refusal to Work	Warning, Detention	Office Referral, Detention, OSS
Public Display of Affection	Warning, Detention	Office Referral, Detention, OSS
Plagiarism	Warning, Zero on Assignment, Detention	Office Referral, Detention, OSS
<b>LEVEL THREE</b>		<b>Disciplinary Referral to Administration</b>
Absenteeism (Absence/Tardies, Chronic/Habitual)	Warning, Parent Meeting, Absence Recovery Plan, Detention, OSS (1- 10 days), LTS, Expulsion, Police Referral	
Bullying/Non-Sexual Harassment/Discrimination	Detention, Intervention Plan/Counseling Referral, OSS (1- 10 days), LTS, Expulsion, Police Referral	
Defiance/Disrespectful/Non-Compliance (More severe)	Detention, OSS (1- 10 days), LTS, Expulsion, Police Referral	
Dress Code Violation (Repeated/Intentional)	Detention, OSS (1 – 10 days), LTS, Expulsion	
Fighting (Mutual)	Detention, OSS (1- 10 days), LTS, Expulsion, Police Referral	
Forgery	Detention, OSS (1-10 days), LTS, Expulsion	
Petty Theft	Detention, OSS (1-10 days), Restitution, Police Referral, LTS, Expulsion	
Ditching, Leaving School Property	Detention, OSS (1-10 days), LTS, Expulsion	
Technology, Improper Use or Possession	Confiscate, Parent Pick-up, Detention, Loss of Privilege, OSS, Police Referral, LTS, Expulsion	
Transportation Misconduct	Warning with Parent Contact, Loss of Privilege, OSS, Permanent Loss of Privilege	
Threat or Intimidation	Detention, OSS (1-10 days), Police Referral, LTS, Expulsion	
Vandalism	Detention, Clean-up, OSS (1-10 days), Restitution, Police Referral, LTS, Expulsion	
Pattern of Aggressive/Profane Language	Detention, OSS (1-10 days), LTS, Expulsion	
<b>LEVEL FOUR</b>		<b>Range of Consequences</b>
Assault	OSS, Police Referral, LTS, Expulsion	
Disorderly Conduct	OSS, Police Referral, LTS, Expulsion	
Disruption to an Educational Environment	OSS, Police Referral, LTS, Expulsion	
False Fire Alarm/911 Call	OSS, Police Referral, LTS, Expulsion	
Negative Group Affiliation/Assembly/Inciting/Protesting	OSS, Police Referral, LTS, Expulsion	
Hazing	OSS, Police Referral, LTS, Expulsion	

Inappropriate, Lewd, or Obscene Act or Material	OSS, Police Referral, LTS, Expulsion
Possession of Prohibited/Dangerous Instrument	OSS, Police Referral, LTS, Expulsion
Possession/Use of Tobacco, Alcohol, or Drugs	OSS, Police Referral, LTS, Expulsion
Sexual Harassment	OSS, Police Referral, LTS, Expulsion
Theft/Possession of Stolen Property	OSS, Police Referral, LTS, Expulsion
Possession/improper use of Medication	OSS, Police Referral, LTS, Expulsion
<b>LEVEL FIVE (Police Referral)</b>	<b>Range of Consequences</b>
Arson	OSS, LTS, Expulsion
Aggravated Assault, Sexual Assault (Rape), Sexual Abuse/Conduct, Molestation	OSS, LTS, Expulsion
Any Violation of Local, State or Federal Law	OSS, LTS, Expulsion
Incorrigible Behavior, Continuing Offenses	OSS, LTS, Expulsion
Possession/Use of a Weapon, Simulated Weapon, Pocket Knife, Firearm, Destructive Device, Dangerous Items, or Other Weapon	OSS, LTS, Expulsion
Possession/Use/Sale/Distribution of Explosive Device	OSS, LTS, Expulsion
Sale, Intent to Sell, or Distribution of Drugs/Imitation Drugs, Tobacco, or Alcohol	OSS, LTS, Expulsion
Threats to Educational Institution	OSS, LTS, Expulsion

Be aware of the following:

1. This Matrix is meant as a guide to understanding consequences for different levels of violations, school administration reserves the right to circumvent the discipline matrix when deemed necessary.
2. Frequency and/or severity of any act will lead to immediate reclassification of the consequence.
3. Any continuing offense after appropriate interventions have been enacted will be considered level 5 incorrigible behavior and will be taken to a disciplinary hearing for possible expulsion.
4. Referrals will be placed in student discipline file; parent will be contacted by phone or in person when a student is found to be in violation of a level 3 or higher infraction.
5. Disciplinary hearings could result in Long-Term Suspension or Expulsion.
6. Students reasonably suspected of being under the influence of alcohol and/or drugs are subject to passive alcohol sensors and/or screening. Law enforcement will be notified.
7. Any violation of local, state, or federal law could result in a disciplinary hearing with a recommendation for Long-Term Suspension or Expulsion.
8. A person who violates any section of this matrix that is charged with a petty offense may be responsible for paying a fine of up to \$300.
9. Once long-term suspended or expelled a student MAY NOT be on school grounds at any time, nor may they attend any school sponsored event on or off campus.

10. Organized assembly, and/or inciting group walk outs/protests will not be tolerated and will be classified as a Level 4 offense. Police will be contacted, if necessary.

### **HARASSMENT, SEXUAL MISCONDUCT, INTIMIDATION, AND BULLYING POLICY**

The school is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, sexual misconduct, and intimidation or bullying. "Harassment, sexual misconduct, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Behaviors that are not in alignment with PVS school virtues
- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school

Harassment, sexual misconduct, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act knowing the ultimate impact of their action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, sexual misconduct, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, sexual misconduct, intimidation or bullying also constitutes violations of this policy.

### **BULLYING PREVENTION POLICY**

The school maintains a zero-tolerance policy toward bullying. To ensure a positive, safe learning environment the school implements the following in defining bullying, bullying prevention, and interventions for bullying:

#### **I. Define Bullying**

Bullying is a severe or pervasive conduct that can:

- Place another student in reasonable fear of harm to self or property
- Cause substantial detriment to another student's physical/mental health
- Interfere with a student's academic performance
- Interfere with a student's ability to benefit from school activities



Bullying creates a coercive imbalance of power. Through severe, pervasive, purposeful, repeated behaviors, a student becomes reasonably fearful for self or property, and can find it difficult to participate and do well at school.

Bullying is NOT:

- Simple teasing
- Expressing ideas/beliefs

An inability to effectively address disagreements, conflicts, emotional situations, and a general lack of social skills can make for awkward interactions. Conduct rises to the level of bullying when the behavior is severe or pervasive, usually purposeful, and potentially affects the other student's ability to function.

## **II. Bullying Prevention: Creating a Positive Environment**

A positive campus environment can decrease the incidence of bullying. The school's approach to achieving a positive environment includes curriculum promoting virtuous and moral behaviors and reinforcing social and intrapersonal skills. Specific elements include:

- Daily immersion in PVS Virtues
- Activities that promote student bonding
- Encouraging kindness, and caring attitudes
- Pro-social skills development, including cooperation and sharing, conflict resolution, assertive (vs. passive or aggressive) communication training
- Intrapersonal development, including self-awareness and self-esteem, and modulating thoughts, emotions, and behaviors

## **III. Interventions for Bullying**

- Education on what is or is NOT bullying (kind, unkind, and neutral scenarios)
- Stop-Walk-Talk strategy for appropriate scenarios
- Bullying incident reports and administrative intervention for valid cases in accordance with the school's bullying policy
- Intervention Plan indicating no contact with victim

If parents or students have any allegations or concerns, they may file a Bullying Incident Form or contact the school administration at 928-772-8744 to elevate concerns. Forms are available on the school website at [www.pvschool.com](http://www.pvschool.com) or in the front office.

## **GUIDELINES FOR ACCEPTABLE COMPUTER USE**

The purpose of installing Local Area Networks (LAN) and Wide Area Networks (WANs) is to advance and promote instruction and facilitate communication. While computers and the corresponding network structure are powerful tools for education, their use must be carefully supervised. Users need to be informed and educated about the tremendous responsibilities and computer etiquette that accompany the privilege of access they are granted. The use of

technology involves serious ethical considerations just as other areas of society do. School staff members shall report to Administration any incidents of unauthorized or unacceptable access or use, including the names of those responsible, if known.

1. All files and programs on the computers and networks are the property of the school. **Users shall not erase, rename, or make unusable in any fashion any other individual's files or programs.**
2. The issuance of logins, passwords, files, and network rights are **privileges**. Users shall bear the responsibility of keeping their accounts secure and **shall not authorize anyone other than a faculty or staff member to use their name, login, password, or files.**
3. Users shall not exchange passwords or attempt to discover another user's password, whether within a LAN or at a remote location via telecommunications.
4. Users shall not illegally copy software that is provided by the school, an instructor, or any other source. It is generally illegal to copy any copyrighted software unless an exception is noted in the software documentation itself. **The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.**
5. Users shall not use school computers or networks for any reason other than legitimate learning purposes. Users must not use a computer for unlawful purposes, including illegal copying or installation of software. *"All software shall be installed by the school staff only."*
6. Users shall not alter, change, or transfer software or files provided by the school, teachers or other users in any way unless involved in a supervised learning activity designated by school employees.
7. Users shall not copy any software onto a school workstation or network. All software installations are the responsibility of school staff; other installation of software, personal or otherwise, onto hard drives or networks is unauthorized and in violation of school policy.
8. Users shall not intentionally write, produce, generate, copy, propagate or attempt to introduce any computer code (virus) designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
9. Users shall not use the computer to annoy or harass others with unacceptable language, images, or threats. Users also shall not access any unacceptable, obscene, or objectionable information, language, or images.
10. Users shall not intentionally damage the system, information not belonging to them, or intentionally misuse system resources, or allow others to misuse system resources.
11. Users shall not tamper with, remove components from, or otherwise deliberately interfere with the operation of computers, networks, printers, or other associated peripherals. Such actions will be considered acts of vandalism and/or theft.
12. User-created programs and files are a form of personal property; users shall respect the personal property rights of others. Unauthorized tampering, copying, or manipulation of information by one user involving another user's property will not be tolerated.
13. The contents of a user's files on a network will be considered private, and users will be expected to respect the same rights of privacy associated with other hard copy forms of personal documents. However, the school reserves the right to inspect user directories for inappropriate materials or executable files and programs that are unauthorized and may affect the operation of the network. **Such files are subject to removal when found.**
14. Use of remote computer resources through telecommunications shall be governed by the same policies and rules designated for local area use. Users will be held accountable if their conduct when logged on to remote systems accessible through telecommunications channels.

### Student Internet/Computer Policy

Personal laptops, tablets, or computers will NOT be allowed on school premises.

It is the policy of the Board to mandate and expect that students will use the Internet in a responsible manner. Accordingly, the Board has established a policy and procedures for the use of the Internet along with rules governing the behavior of students who access the Internet. Students who do not comply with the standards of behavior outlined in the student conduct and discipline plan or with the Internet rules below may lose their privilege to use the computer / Internet and/or be subject to other disciplinary action.

### Student Internet/Computer Policy

1. The School will allow every student access to the network and the internet in compliance with the Child Internet Protection Act (CIPA) provided that the parent and student have both signed the Technology Use Agreement located on the Student & Parent Handbook Acknowledgment form. No student will be allowed access without this form on file.
2. The School will allow every student access provided that parents or legal guardians of students do not object in writing to a student having such access.
3. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:
  - A. Internet safety and security, including:
    - The importance of understanding what materials are inappropriate on school campus
  - B. Responsible use of the Internet, including:
    - Abiding by copyright laws
    - Understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner's permission, "hacking," or unauthorized disclosure, use, or dissemination of anyone's personal information
  - C. Measures the School has taken to restrict access to materials harmful to minors, including:
    - Implementing strict Internet filtering
    - Requiring adult supervision during student use of the Internet

### Internet Use Rules

- 1. Students shall:**
  - Adhere to the same standards of conduct expected and required in a classroom
  - Follow rules for applying passwords
  - Follow rules for using resources, time limits and printing instructions
  - Log off the system as soon as work is completed to provide others with the opportunity to access the system
  - Report violations of these rules
  
- 2. Students shall NOT:**

- Lend or tell other students their logins or passwords
- Create a computer virus and place it on the network
- Send a message that is inconsistent with the school's code of conduct, written or implied
- Send messages that are inappropriate, obscene, sexist, racial, ethnic, or gender-based slurs, containing inflammatory or abusive language
- Gamble via the Internet
- Send any message with someone else's name on it
- Read mail or files without the owner's permission
- Interfere with the ability of other users to make effective use of school computing and network resources

### Computer/Network Vandalism

Vandalism will result in automatic loss of privileges. Vandalism is defined as any malicious attempt to harm or destroy computer hardware/software, data of another user, the Internet, or the School Network. This includes, but is not limited to, the uploading or creation of computer viruses. Restitution will vary based on offense with a minimum fee of \$40.00 and up.

### Enforcement

The Technology Director or appropriate administrator will review alleged violations on a case-by-case basis. Clear violations of procedures, which are not promptly remedied by the user, may result in referral for disciplinary action, minimum fee of \$40.00, loss of Internet/network privileges, suspension, and/or expulsion of the user from school.

## **SECURITY CAMERAS**

This school has security cameras installed on campus for the safety and security of the students and staff. The security cameras will be reviewed periodically by the administration of the school. The school will follow all appropriate laws in the event there is a need for third parties, including law enforcement, requesting access to the security footage. By accepting this handbook, parents and students acknowledge their awareness of cameras on campus and express their understanding and consent for administration to use video footage to maintain the health and safety of the students and staff.

## **CHILD FIND PROCEDURES**

If you suspect that your school-aged child may have a disability, please contact the Instructional Services Director. Services are available as follows:

- \*Birth to 2.9 years old AZIEP (Arizona Early Intervention Program)
- \*Children 2.9 to Pre-school the Public School District of your residence will help you
- \*Kindergarten to 22 years old, Prescott Valley School will help you.

Additional information is available on our website at [www.pvschool.com](http://www.pvschool.com)

## **HOMELESS CHILDREN**

Districts must ensure that homeless children and youth (HCY) in transition have access to the same educational opportunities as housed students, including opportunities to meet the same challenging state academic standards.

Schools must disseminate a notice of homeless children's education rights in schools, to families, domestic abuse and runaway shelters, soup kitchens, and wherever services to homeless children and families are offered.

Schools are required to notify parents of HCY of the following rights:

- The availability of a local district staff person as a liaison for HCY.
- Immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- The availability of educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth.
- Enrollment and transportation rights, including transportation to the school of origin. "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.
- Written explanation of why HCY are placed in a school other than the school of origin or school requested by the parent when appealed using the school's local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children.

The school's detailed HCY policies and procedures are available in the HCY Liaison's Office. Please contact the school office if you need to speak to the HCY Liaison.

## **TITLE ONE**

Prescott Valley School is a Title I school.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

- Parents and eligible students have the right to request that a school correct record believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parent or eligible student before releasing ANY information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need to know
  - Other schools to which a student is transferring
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health and safety emergencies, and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

### **THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

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.azed.gov/specialeducation/parents](http://www.azed.gov/specialeducation/parents)

For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

### **PARENTS RIGHT TO KNOW**

Parents of students in Title I schools are guaranteed annual notification of their "right to know" about teacher qualifications by their school. That means parents may request and receive information regarding the professional qualifications of the student's classroom teachers, including: (a) whether the teacher is state-certified; (b) whether a teacher is teaching under emergency or other provisional status; (c) resume information for instructional staff; and (d) the baccalaureate degree major of the teacher and any other graduate degree major or certification.

As per statute, the school provides appropriate services based on each student's Title I status. Prescott Valley School is a Title I School. If you would like more information regarding our Title I program, please contact the Director.

### **DRESS CODE**

A dress code was adopted so as to contribute to a positive instructional environment. See quick reference guide on last page of this manual.

### **DRESS CODE VIOLATIONS**

Any attire/accessories that cause a disruption to the educational environment will be considered a dress code violation. Students' whose personal attire because of fit, design, inadequate coverage, personal hygiene, or otherwise distracts from the attention of other students to learn or teachers to teach shall be required to change their clothing or address hygiene issues. Clothing and accessories that display political views, sexual orientation, or is inappropriate or offensive, is prohibited and must be removed. Parent will be contacted to remedy the violation for the student to remain on campus.

### **CLASS CELEBRATION SNACK POLICY**

Classroom celebrations (Birthdays, Holidays, etc.) are limited to the last 30 minutes of the school day. All food or drink items designated for classroom celebrations must be store bought and be in their original, individually wrapped, sealed packaging. Homemade goods will not be allowed for classroom celebrations. Please see your child's teacher for any known food allergy concerns.

### **MOMENT OF SILENCE**

Arizona Revised Statute section 15-506(A)(6) requires all schools to set aside one to two minutes at the beginning of each school day for a moment of silence. We encourage you to



discuss with your child how to best use this moment of silence. All students will be required to be silent and respectful during this daily event, even if they choose not to participate.

### **RECESS**

On April 4, 2018, Senate Bill 1083 was signed into law. The law requires all schools that have grades K-5 provide two recess periods per school day. Per the law, recess is defined as “a period of time during the regular school day, including time before or after a scheduled lunch period, during which a pupil is able to engage in physical activity or social interaction with other pupils.” All K-5 students at PVS will have, at a minimum, 2 recess periods per school day, for some older grades due to space and due to weather, one recess may be held indoors as necessary.

## SCHOOL UNIFORM AND DRESS CODE QUICK REFERENCE GUIDE

### OVERALL APPEARANCE

Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriiffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms.

Halter-tops, spaghetti straps, and strapless tops are prohibited. Clothing that exposes undergarments, which is see-through, or shows visible cleavage is prohibited.

Students whose personal attire because of fit, design, inadequate coverage, personal hygiene, or otherwise distracts from the attention of other students to learn or teachers to teach shall be required to change their clothing. Clothing and accessories that display political views, sexual orientation, or is inappropriate or offensive, is prohibited and must be removed. Clothing is required to match the gender on the student's birth certificate (For example, a boy wearing a dress/skirt will not be allowed). The parent will be contacted to remedy the violation for the student to remain on campus.

### OUTERWEAR

Students may wear jackets/sweatshirts/hoodies to school in cooler months, however, hoods are not allowed to be worn while indoors.

### FOOTWEAR

Proper shoes must be worn. All shoes must be secured to the foot and be tight enough so that shoes cannot be kicked off. Flip flops are not permitted. No *Heelys* or shoes with wheels.

Slippers are NOT permitted.

### ACCESSORIES & MISCELLANEOUS

- Students will not be permitted to wear articles of clothing, which cause damage, disruption to the educational environment, maintenance problems, or are a safety concern. This includes, but is not limited too: spiked jewelry, wallet chains, bandanas, chain belts, costumes, and extremely long belts.
- Hair should be well groomed and clean (extreme styles of hair design and color will not be allowed). Extreme hair color (blue, green, purple, etc.) will not be allowed and the student will be sent home until the situation has been remedied. Natural color highlights will be allowed, if moderate.
- Earrings -- Students are permitted to wear one set of studs or gauges. Studs are defined as round, square, or triangular shaped. Hoop earrings are not permitted during physical activities and sports as they can cause serious damage. Spikes protruding from the back of the ear are NOT permitted.
- Body or facial piercings are not allowed to be visible while on campus. (clear plugs are acceptable)
- Tattoos, clothing, backpacks, or accessories displaying defamatory writing, double meanings, obscene language or symbols, political affiliation, sexual orientation, or symbols of gangs, skulls, drugs, sex, tobacco, or alcohol must be covered or removed.
- NO sunglasses may be worn indoors.
- NO Contact Lenses of unnatural colors may be worn.
- No hats or hoods from jackets/hoodies allowed in buildings, outside only.

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**STUDENT & PARENT HANDBOOK/DISCIPLINE PROCEDURES**  
**ACKNOWLEDGEMENTS AND VERIFICATION**  
2024-2025

By signing this page, you acknowledge and accept the responsibility to review with your student the policies referenced in the student handbook located at [www.pvschool.com](http://www.pvschool.com)

Parent Name (printed): \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Discipline Policy – Discipline Expectations and Consequences**

As a parent of a student in Prescott Valley School, you have the right to a quality education for your child. To ensure that every student enjoys that right, the school has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. We ask that you carefully read all infractions and consequences. Prescott Valley School has severe consequences for drugs, weapons, or threatening behavior/bullying. Any such act may result in a recommendation for long-term suspension or expulsion. Some infractions may result in a referral to a law enforcement agency in addition to school consequences, such as suspension or expulsion.

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

\_\_\_\_\_  
Signature of Parent Date

\_\_\_\_\_  
Signature of Student Date

**Technology Use Policy**

I understand that it is my responsibility to review the technology use policy with my student under the section entitled Guidelines for Acceptable Computer Use. Once this form is signed and returned, your student will be granted computer access.

\_\_\_\_\_  
Signature of Parent Date

\_\_\_\_\_  
Signature of Student Date