

# STUDENT/PARENT HANDBOOK

KINDERGARTEN-8TH GRADE  
2019-2020



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## **WELCOME!**

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. Prescott Valley School 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, located on the last page of this document, is required, and must be signed by you and your child and returned within 5 days of enrollment. It is very important that we all understand, are in agreement with, and are committed to the policies, goals, and mission of Prescott Valley School.

### **OUR MISSION**

To provide a safe, positive environment for all students with a strong focus on academic success, student leadership, parental involvement, and community partnership.

### **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.

### **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.

Prescott Valley School 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.

It is district 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	\$2.50	Lunch	\$3.25
Reduced Breakfast	\$0.30	Reduced Lunch	\$0.40
Milk/Juice	\$0.50		

Your child may qualify for free meals or for reduced price meals, please see the front office for program eligibility.

### **OUTSIDE FOOD AND DRINK**

The health and well-being of our students is important to us. Therefore, this campus will sell milk and juice for purchase 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 clear, 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**

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 are not allowed back on campus unless they are signed back in by parent/guardian upon returning. Phone calls to the office providing alternate instructions for student pickup on the day of will not be accepted after 1pm. Changes to emergency contacts or those allowed to pick up a child should be provided in writing to the front office. To ensure the safety of your child, please keep all information current and up to date in the office.

## **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 being turned on to receive calls or messages, the ring tone being heard during class regardless of the phones location, ear phones/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, IPODS, MP3 players, radios, personal gaming devices, or other electronic devices is prohibited during regular school hours, or upon student's arrival to campus.

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.

## **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 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 in some cases a fee. Parents will be notified of field trip schedule changes but will not be required to sign a new permission slip. If you choose to not have your child 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.

### **INSTRUCTIONAL HOURS**

Kindergarten – 8th	8:15 am to 2:30 pm
Kindergarten – 8th	8:15 am to 12:15 am (Early Release Days)

**Students may NOT arrive on campus earlier than 7:30am. The school will NOT provide or be responsible for the supervision of students dropped off before 7:30am. Therefore, it is not recommended that students be dropped off before 7:30am.**

### **TRANSPORTATION**

The school offers transportation to various locations in Prescott Valley, Dewey, Mayer, Chino Valley, and Cordes Lakes. If you are interested in this service, please contact the transportation department. 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, 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 property may 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 may warn a student to correct his or her behavior before taking disciplinary action.

**FIRST INFRACTION** – The first infraction, the driver will contact a parent/guardian to discuss the infraction and what has been done to try and remedy the situation and together will come up with a plan of action.

**SECOND INFRACTION** – The second infraction, documented on a referral to administration, may result in the denial of bus-riding privileges from buses for up to five days.

**THIRD INFRACTION** – The third infraction, documented on a referral to administration, may result in the denial of bus-riding privileges from buses for one month or for the rest of the semester.

**SERIOUS INFRACTIONS** – If an infraction is deemed serious enough, the student may be denied bus-riding privileges from buses for an entire school year.

**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 required 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 up to and including long-term suspension for excessive absences (anything over 9 days absent per semester). 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 disenrollment from the school. 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. Further absences may lead to long-term suspension.

### **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 initial arrive 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 discipline.

### **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. Attendance information is available 24 hours a day in the Family Link program.

- After five (5) absences, excused or unexcused, a letter will be mailed home
- After seven (7) absences, excused or unexcused, a second letter will be mailed home and a conference will be scheduled
- Absences of more than ten (10), excused or unexcused, will result in a mandatory on campus meeting with the school administration. Students who are under 16 years of age may be referred to the Yavapai County Juvenile Probation Office. Exceptions to the attendance procedures are at the school's discretion.

### **TARDY POLICY**

A student is considered tardy to school after 8:15am when the bell has rung and the student is not in the classroom. The sequential consequences for tardiness are as follows:

Consequences for subsequent tardies could result in referral to the Yavapai County Juvenile Probation Office.

Tardies will ONLY be excused with documentation from a doctor, dentist/orthodontist or court appointment.

Handwritten notes will not be accepted. A variety of situations which may occur that will NOT be excused, include but are not limited to, car trouble, alarm not going off, power outage, ride was late, no ride, overslept, etc.

If a student demonstrates a chronic tardy history, this behavior may be considered habitual and administration will refer to the Arizona Revised Statutes for appropriate action.

### **MAKE- UP WORK**

For each absence, students will be allowed one day plus the number of days absent to make-up work. At any time, the parent can email teachers to obtain homework for an absence if the student will be out more than one day. Please allow for 24-hour notice for the teacher to turn materials in to the office.

### **HEALTH SERVICES**

Health records will be kept in the health office for each student. It is very 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 work for daily administration please see the front office 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. 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 immediately 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 signed 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. In order to be in compliance with Arizona State Law regarding the immunization requirements for school enrollment, it is imperative that you immunize your student on a regular schedule in order to protect him/her from serious communicable diseases.

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 our school office) are submitted.

### **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, after school or lunch 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
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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 the Principal and/or Dean 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>MINOR INCIDENT REPORT SENT HOME (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>MINOR INCIDENT REPORT SENT HOME (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>

Bullying/Non-Sexual Harassment/Discrimination	Detention, 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)	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
False Fire Alarm/911 Call	OSS, LTS, Expulsion
Negative Group Affiliation	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. The 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 may be considered incorrigible behavior and will be taken to a disciplinary hearing.
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 an offense that merits suspension.
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 may 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.

## **STUDENT BEHAVIOR**

We believe that all students are capable of good conduct. Therefore, we teach and expect the following:

- Students will take responsibility for their own behavior
- Students will show respect to people and property
- Students will learn and obey all school rules
- Students will report school rule violations
- Students will understand that there are positive and negative consequences of their behavior
- Parents will reinforce the importance of following school rules

## **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:

- 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
- Exchanging insults
- 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 good character traits, and general social and intrapersonal skills training. Specific elements include:

- Activities that promote student bonding
- Encouraging tolerance, acceptance, kindness, and caring
- 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 Report 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 for 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 in the offices, classrooms, hallways, other common areas, and grounds 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 school 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 for viewing upon request in the front office. Contact the office if you are interested in speaking to the school's 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 records 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.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of the school.

### **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.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

### **DIRECTORY INFORMATION**

A school may designate information in education records as “directory information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines “directory information” as follows:

The students name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

### **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 district. 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**

Students whose personal attire because of fit, design, inadequate coverage, or personal hygiene distracts from the attention of other students to learn or teachers to teach shall be required to change their clothing. The parent will be contacted to remedy the violation in a reasonable timeframe.



**CLASS CELEBRATION SNACK POLICY**

All food or drink items designated for classroom celebrations must be store bought and be in their original, sealed packaging. Please see your child's teacher for any known food allergy concerns.

## 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 not acceptable. Clothing that exposes undergarments will not be tolerated for males or females. Clothing that is see-through is not permitted. No visible cleavage.

### OUTERWEAR

Students may wear jackets to school in cooler months. School logo sweatshirts are available for sale in the front office (optional).

### 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 to: 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.) may not cover the visible majority of the student's head. 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 piercing -- One visible body piercing will be allowed - STUDS ONLY – NO HOOPS or SPIKES.
- Tattoos, clothing, backpacks, or accessories displaying defamatory writing, double meanings, obscene language or symbols, 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 hoodies allowed in buildings, outside only.

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**STUDENT & PARENT HANDBOOK/DISCIPLINE PROCEDURES**  
**ACKNOWLEDGEMENTS AND VERIFICATION**  
2018-2019

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