

Paradise Valley
Unified School District
Cultivating world-class thinkers

Parent / Student
Handbook

2011-12

Policies, Procedures
Rights and
Responsibilities

PVschools.net

Guarantee

Paradise Valley Unified School District

As members of the PVschools Learning Community, we support the vision, mission and values of the school. We believe that attaining academic excellence requires a shared responsibility between the home and school, accompanied by multiple opportunities for student success.

School Commitment — As members of this community, we will:

- treat every child with dignity and respect
- believe that every child can be successful
- acknowledge that parents are vital to the success of the school and each child
- provide learning experiences appropriate to the child's needs
- provide meaningful homework assignments to reinforce and extend learning
- provide effective two-way communication tools between school and home

Parent Commitment — As a member of this community, I will:

- send my child to school regularly and on time
- attend school functions and a minimum of one parent conference per year
- expect my child to be responsible for his/her behavior
- regularly monitor my child's school progress
- participate in two-way communication with the school
- respect the school, staff and families

Student Commitment — As a member of this community, I will:

- arrive at school and each class on time every day unless I am ill
- come to school ready to learn and work hard
- obey the school and bus rules
- be responsible for completing my daily assignments and homework
- participate in after-school tutoring, if requested

PVschools believes if a student in grades K – 12 meets the following:

- is enrolled within the first 10 days of the school year
- maintains a 95 percent daily attendance rate
- completes all assignments and homework to the best of his/her ability, and
- follows school and bus rules with no discipline consequences beyond a home/school conference,

the student will, at the minimum, meet the standards (or achieve one year's growth) in Math, Reading and Writing on the state AIMS test. If that is not achieved, PVschools will offer free, additional extended learning opportunities to reach AIMS proficiency that may include after-school tutoring, academic intervention and/or summer school.

Student

Parent / Guardian

Principal

Date

**Paradise Valley
Unified School District**

Cultivating world-class thinkers

Paradise Valley Unified School District

Cultivating world-class thinkers

District Administrative Center
15002 North 32nd Street
Phoenix, Arizona 85032

August 2011

Dear Parents:

Welcome to a new year in the Paradise Valley Unified School District, and thank you for choosing PV Schools.

We are proud of our reputation for setting high standards for student achievement, and cultivating world-class thinkers. Our emphasis is on individual student success and the development of 21st century skills: critical thinking, creativity, collaboration, communication, and mastery of media and technology.

This handbook contains important information about district academic and behavioral expectations. I encourage you to review it with your student.

We at PV Schools promise to provide quality instruction, a safe learning environment, a willingness to listen and resolve concerns, and a belief in your child's ability to achieve excellence. With your commitment to parent involvement and your student's commitment to learning, we are both guaranteed to succeed in preparing your child for a bright, productive future.

Thank you again for your confidence in us. I encourage you to engage with your child's teachers and become involved in your school community to make your student's school year one of joy, personal growth and academic achievement.

Sincerely,



James P. Lee, Ed.D.
Superintendent of Schools

TABLE OF CONTENTS

Attendance:

| | |
|---|-----|
| Requirements..... | 1 |
| Absence Policies..... | 1 |
| Parent responsibilities..... | 1 |
| Excessive absences..... | 1 |
| Chronic illnesses..... | 1 |
| Unexcused absences..... | 1 |
| Permit to leave school during school hours..... | 1 |
| Procedures..... | 1-2 |
| Parent notification..... | 1 |
| Attendance discipline for unexcused absences..... | 1 |
| Legal action for excessive truancy..... | 2 |
| Potential actions or consequences for unexcused absences and truancy..... | 2 |
| CUTS Program..... | 2 |
| Make-up work..... | 2 |
| Attendance procedures for students with disabilities..... | 2 |
| Physical education excuses..... | 2 |
| Take Your Child to Work Day..... | 2 |

General Policies:

| | |
|--|-----|
| ADA Section 504..... | 3 |
| Alternative Educational Programs..... | 3 |
| Athletic Participation..... | 3 |
| Closed Campus..... | 3 |
| Computer, Telecommunication and Network Resources..... | 3-4 |
| Crisis/Emergency Plan..... | 4 |
| Custody..... | 4 |
| Due Process..... | 4 |
| Electronic Devices..... | 4 |
| Extra-Curricular Eligibility..... | 4 |
| Food in Classrooms..... | 4 |
| Food Services..... | 5 |
| Harassment..... | 5 |
| Health Information..... | 5-6 |
| Dispensing medication..... | 5 |
| Immunizations..... | 6 |
| Communicable disease/illness: School attendance..... | 6 |
| Student emergency card..... | 6 |
| High School Graduation Requirements..... | 12 |
| Homework..... | 6 |
| Home Based Instruction..... | 6 |
| Insurance..... | 7 |
| Interpretation & Translation Services..... | 7 |
| Interviews - Child Protective Services Workers..... | 7 |
| Interviews - Law Enforcement Officers..... | 7 |
| Non-Discrimination..... | 7 |
| Open Enrollment..... | 7 |
| Parent Concern Procedure..... | 7-8 |
| General concerns..... | 7 |
| Professional conduct concerns..... | 8 |
| Parent Resource Program..... | 8 |
| Parents' Right to Know..... | 9 |

TABLE OF CONTENTS

| | |
|--|-------|
| Pest Control | 9 |
| Promotion/Retention | 9 |
| Reporting Child Abuse | 9 |
| Revocation of Transfer | 9 |
| School and Student Property | 9 |
| School Council | 9-10 |
| Search & Seizure | 10 |
| Special Education | 10-11 |
| Preschool childfind | 10 |
| Parents' right and responsibilities | 10 |
| Student education records | 10 |
| Distraction of education records | 10 |
| Notifying the district prior to unilateral placement in a private special education school | 10 |
| Behavior management and discipline of students with disabilities | 10-11 |
| Structured English Immersion | 11 |
| Student Automobile Use | 11 |
| Student Dress, Conduct and Appearance | 11 |
| Student Education Records – Annual Notification to Parents | 11 |
| Team Approach to Achieving Excellence in Education | 11-12 |
| Transportation | 12 |
| Bus information | 12 |
| School bus conduct | 12 |
| School bus discipline | 12 |

Discipline:

| | |
|---|-------|
| Governing Board Authority & Responsibility | 13 |
| Off-Campus Misconduct | 13 |
| Jurisdiction During After-School Hours | 13 |
| Definition of Offenses | 13-15 |
| Disciplinary Action Chart – Action Categories | 16 |
| Action Charts | 17-18 |
| Appeal of Short-Term Suspension | 19 |
| Student Discipline History | 19 |
| Suspension and Expulsion of Students with Disabilities | 19 |
| Arizona Laws Pertaining to Attendance, Assault, Expulsion, Threats & Bullying | 19-21 |
| Attendance | 19 |
| Assault | 19 |
| Expulsion and suspension | 20 |
| Threats | 20 |
| Anti-bullying provisions | 21 |
| Federal Law Pertaining to Homeless Students | 21 |
| Prevention Program & Resource Phone Numbers | 21 |

| | |
|---|-----------|
| Directory of District Administrative Departments | 22 |
|---|-----------|

| | |
|---|-------------------|
| 2011-12 School Year Calendar | Back Cover |
|---|-------------------|

Attendance

Attendance Requirements

Attendance

The Governing Board believes that the attainment of academic excellence requires attendance on a regular basis. Attendance is the responsibility of the students and parents; students may fail classes or promotion may be withheld if this requirement is not met.

Legal Requirements

Arizona law requires students to attend school through the completion of the 10th grade, or to the age of 16.

Absence Policies

Attendance is essential

Regular attendance is the key to much of the success a student may gain from his/her school program. Students should remain out of school only when absolutely necessary, as much of the classroom activity cannot be made up; the benefit of lectures, discussion and participation is lost forever to those who are absent. A doctor's verification may be requested for excessive illness-related absences.

Parent responsibilities

Any absence due to illness, death in the family, religious observance or other unusual circumstance will be excused. Missing class to attend school activities will be excused with prior teacher and administrative approval. Parents of absent students are expected to call on the day of the absence, preferably no later than one hour after the start of school. If no contact is made to the school within 24 hours of the start of the absence, the absence will be considered unexcused. Refer to your school's Web site, newsletter and/or student handbook for guidelines for reporting absences.

Excessive absences

It is important for a student to attend class regularly to receive a passing grade. The student and/or parent wanting counseling intervention due to excessive absence may request a conference by calling the school principal or designee.

Excessive absences - Doctor's verification

The principal may require documentation from a doctor to verify a medical condition when absences total more than 10 percent of the number of required attendance days.

Chronic illnesses

In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, parents should be in contact with the school regarding the chronic health program.

Unexcused absence – Full day

A full day unexcused absence is any absence from school without the prior knowledge and consent of the parent/guardian.

Unexcused absence – One or more periods

Once a student is at school, absences from one or more classes that day without an acceptable excuse approved by the school will be classified as unexcused.

Permit to leave school during school hours

- **K-8** – A parent or other authorized person is required to come into the office and sign prior to the student's release.
- **High School** – Students must check out through the attendance office **prior** to leaving school during school hours. Failure to do so will be a violation of the leaving school grounds without permission policy and the absence will be recorded as unexcused. The parent/guardian must give written and/or verbal approval. A person picking up a student must be listed on the emergency card and show valid picture I.D.

General Attendance Procedures

Parent notification

- **K-8** – A reasonable effort will be made to notify the parent by phone when a student is absent without notice.
- **High school** – Parents will be contacted for all absences not previously excused (by a phone dialer system in place at all high schools, with the exception of Polaris).

It is essential that parents contact the school immediately if there is a change of any contact telephone number, address or emergency contact.

Attendance discipline for unexcused absences – High School

Unexcused absences may result in loss of credit for class work for the hour(s) and/or day(s) of the truancy. The following disciplinary measures may be taken:

Absences **Action Taken**

| | |
|--------------|--|
| One | The attendance dean or teacher may assign after-school detention, before-school detention or lunch detention. |
| Two | The attendance dean or teacher may assign after-school detention, before-school detention or lunch detention as an option for all-day truancy. |
| Three | The school contacts the parent/guardian advising them of the excessive truanancies and warns of potential consequences. Conference with the attendance dean; after-school detention, before-school detention or lunch detention may be assigned. Parent conference may be required if this is third truancy in same class. |
| Four | The school contacts the parent/guardian advising them of the excessive truanancies. Conference with attendance dean; after-school detention, before-school detention or lunch detention may be assigned. Parent conference may be required if this is the fourth truancy in the same class. |

Potential actions or consequences for repeated unexcused absence:

1. The administrator may in-school suspend student pending parent conference.
2. Referral to the CUTS program for students under the age of 16.
3. Development of a Student Expectation Contract.
4. Referral to the district's Alternative Education Program.

Legal action for excessive truancy

A student or a parent of a student who is truant for five school days within a school year and is under age 16 may be issued a citation by the principal or attendance dean for truancy. A citation may also be issued for excessive absences if a doctor's verification is not provided by the parent. The principal or attendance dean shall notify the child's parent/guardian that the citation was issued and that the parent/guardian is required to appear in court with the child.

Attendance CUTS program

CUTS (Court Unified Truancy Suppression) is a Maricopa County diversion program, which brings consequences for students and parents whose children do not attend school. CUTS applies only to students who are under the age of 16.

Students who are truant for five days or more or have excessive excused absences may be cited by school administration. As part of this citation process, both the parent(s) and the student will be required to attend a hearing with a probation officer from the Juvenile Court Center. The hearing will be held on campus or at the district office. The student and the parent will be assessed one or more of the consequences listed below:

1. Assessment fee of \$25 – \$50
2. Mandatory education session for students
3. Mandatory education session for parents
4. Community service hours for students

Make-up work

It is the student's responsibility to ensure that all work is requested and made up upon return from any absence. It is the responsibility of the teacher to make the assignments available to the student.

- a. No credit will be given for work missed during a truancy.
- b. Credit may be given for tests and major assignments missed during suspensions at the discretion of the principal. Each case will be determined on an individual basis.

Students returning from an excused absence will have an amount of time equivalent to the number of days absent to complete the assignment.

Attendance procedures for students with disabilities

Whenever nonattendance interferes with the delivery of special education services or interferes with the attainment of goals and objectives identified in the Individual Education Program, a review of placement and review/revision of the IEP must be conducted.

Physical education excuses

For any student to be excused from physical education activities, the following process must be used:

- For a temporary excuse of three days or less, the parent must submit a note to the nurse before the student attends class. The note must specify the illness or injury. The nurse will complete the appropriate form for the student to give to the physical education teacher to verify the excuse.
- For long-term excuses of more than three days, the parent is required to obtain a written statement from the student's physician describing the health problem and the length of time to be excused from active physical education participation.
- Students who have been out with a doctor's excuse shall require a written release from the attending physician before returning to activities unless the original physician written request provides a return to activity date.
- When a medical excuse from physical education creates an absence from active participation exceeding a total of 20 days in a semester, the requirement for physical education will be waived if the parent/guardian so requests. The principal will arrange for an appropriate alternative program. No grade penalty will be applied. The waiver in high school applies to one or two semesters, depending on the extent of the medical restriction.

Take Your Child To Work Day

Nationally, the Ms. Foundation promotes Take Your Daughters and Sons to Work Day on a school day in April each year. In past years, more than 50 percent of our students went to work with their parents, and it was very difficult for teachers to provide meaningful activities with so many children out of school and not able to benefit from the instruction.

Many school districts and large employers in Arizona have been encouraging an alternate day in the summer, with very positive results. By choosing a non-school day for this activity, students are getting two messages – the value of the work place and the importance of education in order to succeed in the work place.

General Policies

ADA Section 504

Section 504 is civil rights legislation that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. This legislation defines a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

The school district has specific responsibilities under this legislation that include identifying, evaluating, and if the child is determined to be eligible under Section 504, affording access to a free and appropriate public education. For further information, please contact the 504 District Compliance Officer at (602) 449-2095.

Alternative Educational Programs

Students who refuse to comply with rules, refuse to pursue a required course of study or refuse to submit to authority of teachers, administrators or the Governing Board may be reassigned to an alternative educational setting by the principal or by the district. A student who has been placed in an alternative setting may not return to the regular school program without the approval of the administration.

Under certain circumstances, school administrators, in consultation with district officials, may assign a student to an alternative education program when the Range of Actions for behavior(s) identifies a minimum action of long-term suspension or expulsion.

Athletic Participation

In the Paradise Valley athletic program, the health and welfare of the athlete is the most important concern. We know that athletic participation enhances the learning environment of the campus. Every effort will be made to assure a healthy environment and safe training conditions for athletes.

Before athletes may participate in any aspect of school sports they must be academically eligible, must have proof of an annual physical exam on record and must have an Informed Consent form on file signed by their parent or guardian.

The athlete and a parent must participate in an informed-consent session prior to the athlete's first participation day in a sport. This session must be done only once during the four years of athletic participation, and can be done online through the school's website, or through the PVschools Athletics website, pvschools.net/athletics. The purpose of the informed-consent session is to provide information about the activity and risks involved with participation in high school athletics. Athletes will be selected on a random basis to submit to testing for drug use, including steroids, as a part of the High School/Student Athlete Drug Prevention Program.

Closed Campus

High school campuses are closed for all students throughout their scheduled day, including lunchtime. Seniors who need to request permission to leave campus prior to the end of their scheduled day must complete a parent permission form available in the school office.

Computer, Telecommunication and Network Resources

General

The following guidelines and policies apply to:

1. Students who use computers belonging to the Paradise Valley Unified School District.
2. Students who access network resources available through the Paradise Valley Unified School District.
3. Students who bring personal electronic devices to Paradise Valley Unified School District schools/ events.

Network access, including the Internet, is available to students. Official district student email accounts, complete with Internet services, are also provided to enable more effective and efficient teacher/administrator communication with students and parents. PVschools also maintains contact information (home phone, email, cell phone, address, etc.) for appropriate communication business. Our goal in providing this service and maintenance of contact information is to promote instruction and learning. The district has taken technical and organizational precautions to restrict access to controversial materials; however, on a shared network it is impossible to control all controversial materials. The district believes the valuable information and interaction available on our network and the Internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

Guidelines for acceptable use

1. Only devices (computers, phones, PDAs, drivers, etc.) approved by district administration may be connected to the district network.
2. Computers, telecommunications and network resources are to be used for educational purposes only.
3. Students shall not purposely submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
4. Students shall abide by all copyright and trademark laws and regulations.
5. Students shall not reveal personally identifiable data unless authorized to do so by designated school authorities.
6. Students shall not reveal their personal logins/ passwords, allow others to work using their login/ passwords, or attempt to discover the logins/ passwords of others.

General Policies

7. Students shall not use the network in any way that would disrupt the use of the network by others.
8. Students shall not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication or network resource.
9. Students shall regularly read and respond to communication received via district-provided email accounts according to the timeline expectations established by their school authorities.

Privileges and Responsibilities

The use of Paradise Valley Unified School District computer, telecommunication and network resources is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies.

Services

The Paradise Valley Unified School District reserves the right to monitor the use of district computer, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. Should it become necessary, files may be deleted.

The Paradise Valley Unified School District is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the district.

The Paradise Valley Unified School District may make rules, as needed, for the operation of the system.

Crisis/Emergency Plan

Each school in the Paradise Valley Unified School District has an emergency plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, each plan is updated annually by the school emergency response team and followed up with training for staff members. School emergency plans are available for review upon request to the school administration.

The following information is requested for all parents and students to enhance communication in the event of an emergency or crisis situation: home, work and parent/student cell phone numbers, as well as home and work (when permissible) email addresses.

Custody

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. Restraining orders, court orders and injunctions can only be modified or rescinded by a court.

Due Process

Students involved in any type of disciplinary problem must enter the discipline process at the preliminary investigative point where early guilt or innocence of charges is determined.

Dependent upon the seriousness of the offense, the student must be accorded the following basic rights.

1. Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true.
2. Notice of a right to a hearing at which time he or she may respond to the charges.
3. A fair hearing, including the right to present witnesses and evidence.
4. A fair and impartial decision.

Electronic Devices

Electronic devices or toys often interfere with the orderly operation of the school and may cause a disruption to the learning environment. School rules may prohibit such items as cell phones, iPods, audio devices, electronic games or any other electronic devices. Unless previously authorized by the school's administration or designee, students are not to use personal electronic devices for the purpose of taking pictures or video footage of others at school, on the bus or at school-related activities/events. The school is not responsible when these items are lost or stolen.

Extra-Curricular Eligibility

All students in grades 7-12 must pass all classes in which they are enrolled in order to participate in extra-curricular activities. Eligibility will be determined on a quarterly grading period. Students losing their eligibility at the quarter will be monitored every three weeks to determine if eligibility can be re-established. Semester grades are not used to determine eligibility. Activities that are part of a credit-bearing class are not included in the eligibility restrictions. Note: Some extra-curricular programs may require more stringent criteria for participation.

Students serving an out-of-school suspension are ineligible to participate in extra-curricular activities during the period of suspension. Eligibility reinstatement begins the day the student returns to school from the suspension. The principal determines eligibility or participation when a student is serving an in-school suspension.

Food in Classrooms

According to the Maricopa County Department of Environmental Services, food brought into the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food.

General Policies

Food Services

Elementary and middle schools

Elementary and middle schools are on the National School Lunch and Breakfast Programs. Applications for free or reduced-price meals are available and distributed to all students at the beginning of school. Meal accounts or cash may be used daily to purchase lunches. Meal accounts can also be set up through EZSchoolPay.com. There is a \$2 service fee for transactions. Account monitoring is free.

High schools

High school lunchrooms offer daily lunch specials, hot and cold sandwiches, salads and various a la carte items. Free and reduced-price lunches are available with applications obtained in the school office or cafeteria. Meal accounts can also be set up through EZSchoolPay.com. There is a \$2 service fee for transactions. Account monitoring is free.

Wellness policy

The district has a wellness policy in place and follows the Arizona nutrition standards. For more information regarding Nutrition and Wellness, including the Arizona nutrition standards, please visit our website.

Harassment

Harassment, Bullying, Hazing and Threats of Harm (excerpts from Governing Board Policy 5.3.8)

The Governing Board is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of harassment, bullying, hazing or threat of harm. Students have the right and responsibility to report harassment, bullying, hazing or threat experiences, and to have that report processed by a knowledgeable staff member. Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension or expulsion from school, depending on the severity of the incidences and/or frequency of offenses. Counseling, mediation, community service and other programs where the student takes responsibility for the action may be used as alternative consequences.

Harassment or bullying is conduct that interferes with or limits the ability of an individual to participate in or benefit from the district's programs or activities. The conduct includes, but is not limited to, oral, written, graphic, electronic or physical in nature. Bullying is any behavior that subjects a student to insults, taunts or challenges that are likely to intimidate or provoke a violent or disorderly response from a student being treated in this manner. Harassment categories include, but are not limited to, gender, race, religion, handicapping conditions or sexual orientation.

Harassment or discrimination against individuals who are immigrants, who speak another language or speak

with a foreign accent, is also a violation of this policy.

Hazing is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- 1) The act was committed in connection with an initiation into an affiliation with/or the maintenance of membership in any organization that is affiliated with the school;
- 2) The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Organizations who violate the hazing policy may forfeit their right to conduct operations on the campus.

Threats include any form of verbal or written statements or any other behavior that suggests that a person may do harm to another person or property.

Students who threaten persons or property may be referred for expulsion or long-term suspension unless the responsible administrator and parent agree that the student will participate in programs such as mediation, community service, restitution, alternative education or other programs in which the student takes responsibility for the consequences of the threat.

Threats against the life or health of another person are serious offenses and are subject to immediate removal from the school environment and investigation into the potential seriousness of the threat. Students who threaten the life of another student or adult are subject to expulsion from school. In cases of threats perceived to be serious by the Threat Management Team, the parent has the option of a psychological evaluation conducted by a trained school psychologist to evaluate and explore possible contributing factors in a student's aggressive behavior.

Any staff member who gets directly involved in, knowingly permits, authorizes or condones any form of harassment, bullying, hazing or threats of harm is subject to disciplinary action by the administration or Governing Board, and may be reported to law enforcement.

Health Information

Dispensing medication

For medications to be administered at school, the following procedure must be followed:

1. The "School Year Medication Record" form must be completed by parent/guardian
2. All prescription medications must be in the original pharmacy container, labeled with the child's name, prescription number, name of medication, dosage and number of times a day to be administered. Non-prescription medications, including dietary supplements, must also be in the original, labeled container with information from the parent/guardian as to the date(s), time(s) and amount(s) to be given, not to exceed label recommendations. All medications and

General Policies

dietary supplements must be supplied by the parent(s)/guardian(s) and will be kept in the school health office. Nursing personnel have the authority to administer medications, both prescription and non-prescription, to minor students only with written permission from the parent(s) or legal guardian(s). Other school-designated personnel may administer only daily medications and emergency medication (Epi-pens and asthma inhalers) in the absence of the nurse.

3. Permission may be granted for students to carry their inhalers, diabetic supplies/insulin or epinephrine injectors during the school day, per parent/guardian request, if the following process has been completed through the nurse's office:

- a) Physician's written statement regarding student's medical condition on file in the health office
- b) Assessment of cognitive ability and maturity of student
- c) Completion of an individualized health care plan with signatures of parent/guardian, school nurse and principal.

Immunizations

As provided in Arizona Revised Statutes 15-872, the Governing Board shall exclude from school attendance any pupil not in compliance with immunization requirements. Medically verifiable, documented proof of immunizations must be provided prior to enrollment and attendance. Proof of immunization is defined as written documentation that includes the type of vaccine administered, the month and year of each immunization (except MMR immunization, for which the month, day and year is required), and the name of the physician or health agency administering the vaccine, or laboratory evidence of immunity.

Communicable disease/illness: School attendance

For the well-being of all students, parents are expected to contact the school nurse when their student has contracted a communicable disease. Students who have been diagnosed by a physician to have a communicable disease or who have been assessed by the school nurse to have symptoms that may indicate a communicable condition must be excluded from school and school activities until:

1. The physician releases the student to return or the period of contagion has been passed and
2. the following criteria have been met:
 - a) If the student is sent home ill, student should be fever-free for 24 hours (temperature below 100°F without fever reducing medications);
 - b) Student must be free of diarrhea and vomiting for 24 hours before returning to school;
 - c) If antibiotics were prescribed by a physician, student must have completed initial 24-hour dosage of medication.

Student emergency card

Per district policy, parents/guardian as well as the student must, each year, complete and sign the student emergency card to complete registration and enrollment. All information must be completed and all questions answered, as emergency cards are not kept from the previous year.

It shall be the responsibility of the parent/guardian to immediately notify the school nurse of any changes to home, work, cell, or emergency contact telephone number or address changes to enable staff to update the child's emergency card and the district's student information system.

Homework

The Governing Board strongly believes that homework is a valuable learning activity. The purposes of homework are:

- **preparation** – provides background for future lessons and units of study
- **practice** – reinforces learning to help students master specific skills
- **extension** – asks students to apply skills they have already met in a new situation
- **integration** – requires students to apply many different skills to a large task, such as reports, projects and creative writing

Assignment of appropriate homework is encouraged. The Governing Board will support teachers holding students accountable for completing all homework assignments.

Communication between teachers and parents regarding homework is considered essential. Parents need to be advised of what is expected of their children and how they can reinforce the learning potential of the work assigned. Each school handbook should contain suggestions for parents regarding homework.

Homework should be seen as an opportunity to make mistakes and learn from those mistakes. As such, every assignment need not be used for evaluation purposes, but every assignment turned in to the teacher should be acknowledged with feedback, including, but not limited to, teacher comments, peer feedback and/or self-evaluation.

Home Based Instruction

The director of student services or director of elementary education may place students in Home Based Instruction for a defined period of time if there is a need for removal from the regular program of studies. This is done in consultation with the principal. Additional placements may stem from a recommendation made by a district level disciplinary hearing board. The director of special education, in consultation with a school team, may also place students in Home Based Instruction for a defined period of time.

General Policies

Insurance

The district does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance.

An optional school-day or 24-hour accident policy is available at school through a private agency. Like most insurance policies, there are some coverage limitations and exclusions.

Information on the policy is available from each school's office. The schools issue these forms as a service to students and parents; the district has no other connection with the insurance company. Parents may pick up additional forms and purchase insurance at any time throughout the school year.

In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parent.

Interpretation and Translation Services are Available

The Paradise Valley Unified School District will provide interpretation services so that all parents can participate meaningfully in meetings and conferences regarding their children's education. Please contact your child's school office to request these services.

Parents can also request translations of district documents by notifying the school office.

Interviews - Child Protective Services Workers

Interviews by Child Protective Services workers who are investigating abuse/neglect may be conducted at district schools. The parent of a student who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

Interviews - Law Enforcement Officers

In cases where students are interviewed for criminal investigations by law enforcement officers, the building administrator shall make reasonable efforts to notify the student's parent of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation.

If the law enforcement officer refuses to allow notification prior to the student interview, either the officer or a representative of the district will notify the student's parent within a reasonable time after the interview. A school official may be present during the interview, unless directed otherwise by the law enforcement officer. If a school representative was denied the right to be present during the interview, this fact shall be made known to the student's parent.

If a student is arrested or taken into temporary custody on district property during the school day,

the school no longer has jurisdiction over the student. The building administrator will notify the parents of the arrest or will make reasonable efforts to notify the parent when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

Non-Discrimination

No person connected with the Paradise Valley Schools, whether a student, employee or volunteer shall, on the basis of gender, creed, color, sexual orientation or disabling condition, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity.

Open Enrollment

The Paradise Valley Unified School District has an open enrollment policy consistent with Arizona state law. Annually, the superintendent or designee, in consultation with building principals, determines which schools, grade levels and programs have capacity to accept students from other districts or in-district attendance areas.

Parents may pick up open enrollment applications or download them from our website, pvschools.net beginning October 1 of each school year. In order to be considered, the application must be received by December 1. After everyone has been notified of acceptance/denial, additional applicants may be placed on a waiting list and considered by the receiving school administrator. If space becomes available, applicants are chosen by a lottery drawing.

Transfers may be revoked by the building principal if policies and regulations for discipline and attendance are violated. Approval remains in effect for as long as the student remains at that school/building. Students on open enrollment going from sixth grade to seventh grade or eighth grade to ninth grade must reapply to continue on open enrollment, if they do not live in the boundaries of their chosen school.

Parent Concern Procedure

The parent concern procedure is not intended for parents to seek discipline of employees or to evaluate employees, but rather to help parents reach resolution regarding concerns to improve their child's classroom experience.

The parent concern policy addresses two categories of concerns: general concerns and professional conduct concerns. The parent may seek guidance from the administrator relative to the category of the parent's concern. The following provides an overview of the steps to be taken within each category.

General concerns

Examples of concerns that fall into the general category include, but are not limited to: homework, class work, student schedule, student eligibility for sports or clubs, academic placement, assessment of student progress, communication, student/teacher

General Policies

relationships, athletics/extracurricular activities and student grades. The intent is to resolve the issue at the lowest level possible, allowing for dialogue between the involved parties and providing the employee with the opportunity to respond.

Step 1 The administrator will strongly encourage the parent to confer with the staff member involved regarding any concern, and either party may request that the administrator mediate this conference. These conferences should include avenues for resolution of the concern.

Step 2 If the parent is not satisfied with the outcome of Step 1, he/she may complete the Parental Concern Form and submit it to the employee's immediate supervisor/administrator.

Step 3 The immediate supervisor/administrator or designee will schedule a conference with the employee, the administrator or designee and the parent within five school days to facilitate a resolution.

Athletic Director – For concerns related to athletic matters, the conference will be conducted by the athletic director.

Step 4 The immediate supervisor/administrator or designee will facilitate a conference that assures that the parent concern will be heard and the staff member will be afforded the opportunity to respond. The focus of the conference will be to develop a reasonable resolution to the concern. The supervisor/administrator or designee will write a summary of proposed resolution on the Parent Concern Conference Summary Form. All parties will receive a written copy of the Parent Concern Conference Summary Form within five school days. **NOTE:** In concerns regarding athletics, the resolution of the athletic director will be filed directly with the building level principal prior to Step 5.

Step 5 If the parent is in agreement with the proposed resolution as provided in the Parent Concern Conference Summary, but it can be demonstrated that the reasonable resolution has not been effective with the appropriate timeline, either party involved in the development of the resolution may request a second meeting to revise or amend the resolution.

If the parent is not in agreement with the proposed resolution after receipt of the Parent Concern Conference Summary, he/she may complete and file a Parent Concern Conference Summary Appeal with the superintendent. The superintendent or designee will review the information and determine if a hearing should be held.

If a hearing is necessary, a hearing officer will be appointed and the hearing will be scheduled within seven (7) school days of receipt of the appeal. Both parties have a right to non-legal representation. A written decision will be rendered within five school days following the hearing. The decision of the hearing officer will be final and the matter will be considered closed.

If a hearing is not necessary, a written decision will be rendered within seven (7) school days of receipt of the appeal. The decision not to hold a hearing will be final and the matter will be considered closed.

Professional conduct concerns

Employees are expected to adhere to Governing Board Policy 3.3.7, Professionalism, which establishes employee conduct as follows: Employees will treat others with dignity and respect and conduct themselves in a courteous and professional manner in all interactions with members of the school community.

If a parent believes the employee has physically harmed or verbally threatened the emotional well-being of the student, or has violated the Governing Board Policy 3.3.7, the following steps should be taken:

Step 1 The parent should discuss the concern with a supervisor/administrator. Once the concern has been defined as a Professional Conduct issue, the parent may elect to file a Professional Conduct Concern Form; or take no further actions regarding the matter.

Step 2 The supervisor/administrator will review the information received and/or the Professional Conduct Concern Form. For any form submitted, the parent will receive confirmation it was received by the supervisor/administrator.

Step 3 The supervisor/administrator will then determine the next appropriate steps based on the report from the parent. Subsequent actions become personnel matters and no further communication with the parent will occur. Any necessary disciplinary actions fall under employment law and policies and, as such, must remain confidential. For certified employees, personnel policy is governed by Arizona Revised Statutes.

Note: Information shared with a supervisor/administrator regarding the conduct of any employee may be shared with that employee for the express purpose of providing an opportunity for employees to rectify any perceived problems. The District has a policy prohibiting retaliation toward anyone by our employees.

Parent Resource Program

The United Parent Council (UPC) of the Paradise Valley Unified School District recognizes that public schooling is a collaborative process involving students, teachers, administrators, parents and the community. UPC further recognizes that parents need to be informed about school policies and procedures and that on occasion parents encounter frustration when trying to deal with these formal policies and procedures. As a result, UPC established a Parent Resource Program to advise and assist parents or parent groups when necessary.

The Parent Resource Program is staffed with parent advisors. The advisory team offers individual parents advice and assistance concerning the policies and procedures of the school district. Additional information regarding the Parent Resource Program is also available at www.pvupc.org.

If you need the services of an advisor, contact your school parent group president/school UPC representative or principal.

General Policies

Parents' Right to Know

Under federal No Child Left Behind provisions, all school districts are required to notify parents of children who attend a Title I school that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Specifically, upon request, districts must provide the following information:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- Whether the teacher is teaching under emergency or other provisional status;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Pest Control

The support services division will notify any school 72 hours before using any pesticide (or herbicide). Notifications will include school office, front door postings, school newsletters and public address announcements.

Promotion/Retention

Students will normally progress from grade to grade. However, when data indicates that retention is in the best interest of a student's academic progress, there needs to be close cooperation and communication between the parents and appropriate school personnel. Each student considered for retention will be given individual considerations and decisions regarding retention will be made only after careful analysis of all data related to the student's growth and development.

In accordance with state law, teacher(s) make the decision for promotion or retention of students. Decisions for kindergarten through eighth-grade students should be based on the following criteria:

- 1) a student's academic achievement,
- 2) attendance/discipline records,
- 3) standardized and alternative assessment results and
- 4) any other information considered pertinent to the recommendation.

Measures of student achievement are defined as grades and/or standards proficiency levels. A student successfully completes a course/subject if she/he earns a "satisfactory" in grades K-2 and at least a grade of "D" or passing grade in grades 3-8.

The Governing Board shall require that, if a parent or legal guardian of a student chooses not to accept the decision of a teacher that the student be promoted or retained in a grade, the parent or legal guardian may file an official appeal. Only the Paradise Valley

Unified School District Governing Board may overturn the decision of the teacher.

Should the board overturn the decision, the teacher is automatically released of all liability for actions done in good faith relating to child's promotion or retention.

Reporting Child Abuse

By state law, school employees must report suspected cases of child abuse to Child Protective Services and local law enforcement agencies.

Individuals required to report suspected abuse are protected by state law from civil or criminal liability. Each school site has a school coordinator for processing suspected cases of child abuse.

Revocation of Transfer

Students attending schools on a transfer may have their transfer revoked for violating Governing Board policies on rules of conduct and/or attendance. Revocation of the transfer is at the discretion of the principal.

School and Student Property

Student lockers, desks, school textbooks and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, desks, books and other property and equipment. Inspections of lockers and desks may be conducted by school authorities at any time without a search warrant or student consent. This may include the use of canine searches of lockers.

Personal items that are not considered necessary for the student's educational experience should be left at home, as the school cannot assume responsibility for these items.

The use or possession of electronic devices that may interfere with the orderly operation of the school may be prohibited during the school day. Examples include but are not limited to cell phones, Ipods, audio music devices, electronic games, laser pointers or any other electronic devices.

The use of school property after hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited. See "TRESPASSING" in the disciplinary section.

School Council

School councils (formerly called site councils) were enacted in 1994 by the Arizona legislature to "ensure that individuals who are affected by the outcome of a decision at the school site share in the decision making process" (Arizona Revised Statutes Section 15-351(A)).

School council members work together to provide input regarding decisions that are implemented and

General Policies

effective for the site. These decisions focus on helping students and the organization as a whole.

In order to help school councils work effectively and ensure that all voices are heard, the district provides training in team building, reaching consensus and establishing meaningful and authentic issues. Reaching consensus means that all members of the council give general agreement or approval on an issue. If consensus cannot be reached, the principal is responsible for making the decision.

Search and Seizure

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search for and obtain the contraband from students or non-students if there is reasonable suspicion that the student possesses such contraband.

Automobiles may be searched with student consent or as a result of a school official observing items which provide a reasonable suspicion of illegal or unauthorized property inside the vehicle.

Special Education

Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities.

This free, appropriate public education refers to special education and related services, described in an Individualized Education Program and provided to the child in the least restrictive environment.

Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help you assure that your input is considered.

If you want a copy of the procedural safeguards, please call the district's Special Education Department. Phone 602-449-2150.

If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed.

If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the school administrator or school psychologist if you wish to make a referral personally.

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has a disability that affects his or her learning and, if so, to determine what special education and related services are required, if any.

The evaluation will be done only after a team has explained what they plan to do during the evaluation. The team will use tests and procedures selected specifically for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school.

This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you the complete results within 60 calendar days of your written consent.

If your child is found to be eligible for special education services, we request that you serve as part of a team to help us develop an Individualized Education Plan and identify the special education and related services your child needs. You may ask others to be present at the IEP meeting if you wish.

Preschool childfind

If you think your preschool-age child may have speech or other delays, please call 602-449-2650 to make an appointment for screening. Children as young as age two may participate in hearing, vision and developmental screening to determine if further evaluation is necessary.

Eligible children identified with significant delays will be offered enrollment in special education programs in the district at no cost to the parent/guardian.

Parents' rights and responsibilities

- **Student education records** – Parents have the right to inspect and review all educational records, and all other rights guaranteed by the Family Educational Rights and Privacy Act.
- **Destruction of education records** – The district destroys all psychological and special education records on students three years after those students have been removed from special education, have been withdrawn from the district or have graduated.
- **Notifying the district prior to unilateral placement in a private special education school** – If you disagree with the district and consider enrolling your child in a private special education school, you must provide the district with written notice 10 business days before you enroll your child.

The notice shall include a statement that you are rejecting the placement offered by the district, what your concerns are about the offered placement, and your intent to enroll your child in a private school at public expense.

Behavior management and discipline of students with disabilities

Positive behavior management plans and procedures will be followed for students with special needs who exhibit behaviors that interfere with learning or present safety concerns to themselves or others. Administration, staff, parents, and students will be engaged in the development of these plans which will include evidence-based practices. The focus will be to provide a range of interventions to meet individual students' needs, to ensure safety, to maintain a positive school climate and to promote prompt communication with parents.

- **More information** – If you do not understand special education services and what those services may offer your child, you should speak with the child's

General Policies

teacher, school psychologist or school administrator where your child receives educational services, or the director of special education.

Parent Information Network Specialists, a support group sponsored by the Arizona Department of Education, can also help you to better understand the procedure. Phone: 480-654-1559.

The Exceptional Student Services Division of the Arizona Department of Education is also available to assist you. Phone 602-364-4000.

Structured English Immersion

The Paradise Valley Unified School District provides Structured English Immersion (SEI) services for qualified students at all schools. A student's English proficiency level is measured using the Arizona English Language Learner Assessment (AZELLA). If the results of the assessment indicate that the student is not proficient in English, then he or she qualifies for placement in a Structured English Immersion classroom. For more information, please contact your school principal or the Language Acquisition Department at (602) 449-2116.

Student Automobile Use

All students who drive to school shall be required to park in the areas designated for their parking, insofar as these are available and adequate.

All district high schools will assess a parking permit fee of \$180. This fee is prorated by quarter and non-refundable. Student parking permits may be revoked for parking or driving violations. The revocation of a student parking permit due to parking or driving violations is determined by the school administration.

Student Dress, Conduct and Appearance

Student dress, personal appearance or conduct shall not disrupt nor distract from instructional procedures, school-sanctioned social functions or the disciplinary control of the teachers.

District dress standards prohibit student dress and/or grooming that:

1. Presents a risk to the health, safety or general welfare of students or staff;
2. Interferes with or disrupts the educational environment or process;
3. Is counterproductive to curriculum goals and/or educational objectives;
4. Displays obscene language or symbols;
5. Immodestly exposes the chest, abdomen, genital area or buttocks;
6. Creates an atmosphere of threat, intimidation or undue pressure, or displays or advocates the use of illegal substances.

Refer to your school's student handbook, newsletter and/or website for specific information and guidelines regarding dress code.

Student Education Records – Annual Notification to Parents

The Family Educational Rights and Privacy Act of 1974 provides for a parent's right to inspect, review and seek correction of a child's educational records. Copies of this policy are on file in each school office and at the District Administrative Center.

If you wish to review your child's record, you may request the school principal to set up a convenient time for such a review. If your child is enrolled in a special education program, you should contact the director of Special Education to arrange such a review. The district will comply with your request as soon as possible.

If, when reviewing the records, you feel that the information on your child is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request the deletion or modification of the records or enter into the records your own statements of clarification or explanation.

Upon reaching the age of 18, a student has all of the legal rights and responsibilities previously given to a parent or legal guardian. Parents who claim a student 18 years or older as a dependent may still have access to all records.

Student records may be released to authorized district personnel or another school that the student wishes to attend. Student records will be released to others only with the signed, written dated request of the person legally responsible for the student.

Directory information will be gathered for each student. This information includes, but is not limited to: student's name, address, telephone number, date and place of birth; yearbook information such as major field of study, dates of attendance, school organizations and awards received; sports information such as height and weight. If there is personal information that you do not wish to have included in releasable directory information, the person legally responsible for the student must notify the district's communications officer in writing before September 10 of each school year. Send any correspondence to: Communications Officer, District Administrative Center, 15002 N. 32nd Street, Phoenix, Arizona 85032.

Team Approach to Achieving Excellence in Education

The Paradise Valley Unified School District recognizes the importance of the professional staff, parents, students and other adults working together as a team to ensure that each student has the opportunity to learn in an educational environment that promotes excellence in learning.

In maintaining an appropriate environment, all persons connected with the school have a dual commitment: to promote the school mission and to recognize and protect the rights of others.

General Policies

The **professional staff**, in teaching the district curriculum, is expected to:

- Cooperate and collaborate with students and parents to maximize student learning.
- Ensure that student conduct is conducive to a quality educational program.
- Maintain an effective learning atmosphere.
- Help students achieve responsibility and self-discipline.
- Help students realize their full potential.

The **parents** are expected to:

- Cooperate and work collaboratively with the school, support its policies and notify the school of any special circumstances which may affect the child's learning.

The **students** are expected to:

- Cooperate and work collaboratively with staff and other students in the pursuit of learning.
- Abide by the policies of the school and district.
- Come prepared with all materials and home work necessary for participation in class.
- Behave in a way that enhances the learning process.

The team approach affords many opportunities for community involvement. The District encourages parent participation on:

- District committees involving policies and procedures.
- Curriculum revision and redevelopment.
- Personnel interview committees.
- District planning – long and short range.
- Parent advisory councils.
- School councils.

Each school has an invaluable community of students, staff, parents and other adults. Participation by the community is encouraged; for it takes a whole community to educate a child. When the community members are committed to a team approach, excellence in education is achieved.

High School Graduation Requirements

- 4.0 English
- 3.0 Social Studies
- 3.0 Science
- 3.0 Math (4 for class of 2013 and beyond)
- 1.0 P.E.
- 1.0 Fine Arts or Career and Technical Education
- 7.0 Electives (8 at PVHS) through the class of 2012
- 6.0 Electives (7 at PVHS) for class of 2013 and beyond

*TOTAL CREDITS 22 (23 at PVHS)

The Paradise Valley Unified School District has an alternative high school, Polaris. Students may graduate from Polaris with 20 credits if all graduation

requirements have been satisfactorily completed, including passing the AIMS test.

***Note:** Some district high schools may have additional requirements. Please check the high school catalog for information.

Transportation

Bus information

At the elementary school level, pupils in grades one through six living more than one mile from school are eligible to ride the school bus. Kindergarten students living more than one-half mile are eligible for bus transportation. At the middle- and high-school levels, students must live more than one and one-half miles from school to be eligible for transportation.

Information regarding eligibility for bus transportation may be found on "Bus Finder" on the district website.

Field trips

Parent-signed permission slips are required for student participation on field trips.

School bus conduct

The school bus is an extension of the school day and the same rules apply regarding discipline and general conduct. Additionally, students must remain properly seated, keep the aisle clear and ensure that all parts of their body (e.g., hands, heads) remain inside the bus. Rules regarding school bus conduct are posted on each bus and available from each school. Violations of rules or safety are grounds for denial of bus transportation privileges or other discipline.

School bus discipline

The safety of students is of primary concern. Students causing disruptions by violating the rules of the bus risk the welfare of other students and possibly the community at large. All students are expected to abide by the bus rules and to show respect for the driver of the bus. Students breaking the rules will be subject to disciplinary action and may suffer the loss of bus riding privileges. Video monitoring systems are placed on some transit buses.

High school and middle school students may be asked to display their student identification in order to ride the bus.

NOTE: Students on a transfer at a school are not eligible for district transportation to and from the school.

Discipline

Governing Board Authority and Responsibility

The Paradise Valley Unified School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning and would interfere with the orderly conduct of our public schools. Furthermore, the Governing Board charges the staff with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement and maintaining an appropriate learning and behavioral environment.

The following section is most appropriate to middle and high school students; however, the same expectations are held for elementary students. Parents of elementary students are encouraged to consult their school's handbook for information regarding individual school discipline policies.

According to Arizona law (ARS §15-341), the Governing Board also has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration authority to discipline students for disorderly conduct and other offenses at school-sponsored activities.

Off-Campus Misconduct

The Student Disciplinary Code and all penalties may apply to conduct off school grounds that may endanger the health or safety of students within the school setting or substantially interfere with the educative process.

Examples of off-campus misconduct which may be subject to discipline include, but are not limited to: illegal activity, threats of violence, alcohol possession/use, fighting, hazing, drug possession/use or sales, firearm possession, violent offenses, robbery, burglary, arson and sexual assaults.

Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to: suspensions, expulsions, detentions, reassignment of class schedule, as well as removal from participation in extracurricular activities, such as interscholastic sports teams, club sports, student government positions, class trips, class proms, senior farewell activities and graduation ceremonies.

Jurisdiction During After-School Hours

The Paradise Valley Unified School District may pursue disciplinary action against students for trespassing violations and acts of vandalism to district/school facilities and property when occurring during after school hours, weekends, holiday breaks and summer recess. Restitution will be sought for property damage and loss.

Definition of Offenses

This list is not all-inclusive.

A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the school administrator or assistant superintendent.

ALCOHOL VIOLATION (Possession/Use)

Using, under the influence of, in possession of or intent to be in possession of alcoholic beverages or any substance being represented as alcohol.

ALCOHOL VIOLATION (Providing/Selling)

Giving, selling, offering, providing or intending to provide alcoholic beverages or any substance being represented as alcohol.

ARSON (Structure/Property)

Intentional burning of property belonging to the school, school personnel or another person on campus.

AGGRAVATED ASSAULT

Causing serious physical injury to another; using a deadly weapon or dangerous instrument; person eighteen years of age or older committing the assault upon a child fifteen years or under; and/or knowing that the victim is a peace officer, teacher or other district employee.

ASSAULT

Intentionally, knowingly or recklessly causing any physical injury to another person; placing another person in reasonable apprehension of imminent physical injury; or touching another person with the intent to injure, insult or provoke such person.

BOMB THREAT

Threatening to cause harm using a bomb, dynamite, explosive or arson-causing device.

BULLYING

Repeated acts, over time, that involve a real or perceived imbalance of power. Bullying can be physical in form (e.g., pushing, hitting, kicking spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

BURGLARY OR BREAKING AND ENTERING

Entering or remaining unlawfully in or on a school/district facility or district motor vehicle with the intent to commit theft.

BUS MISCONDUCT

Not following district bus rules and regulations.

CHEATING OR PLAGIARISM

Taking someone else's work for one's own, practicing fraud or deception with relation to school work or responsibilities or using electronic devices to inappropriately retrieve or disseminate classroom information.

COMPUTER, TELECOMMUNICATION OR NETWORK INFRACTION

Inappropriate use of computers, telecommunications and network resources. Definition is contained in Governing Board Policy 4.2.4.

COMBUSTIBLES

Possessing a substance or object that is readily capable of causing bodily harm or property damage (i.e., matches, lighters, firecrackers, snap caps, poppers, stink/smoke bombs, and lighter fluid).

DANGEROUS ITEM (Possession)

(i.e., airsoft/bb gun, knife with blade less than 2.5 inches, laser pointer, razor blade/box cutter, etc.)

Bringing/possessing on school campus any dangerous item including on the person, in a backpack, locker, automobile or any other place.

DANGEROUS ITEM (Threat/Use)

(i.e., airsoft/bb gun, knife with blade less than 2.5 inches, laser pointer, razor blade/box cutter, etc.)

Using or threatening to use any dangerous item to inflict harm on another person.

DEFIANCE OF AUTHORITY

Refusing to comply with a reasonable request of school officials, including refusal to follow directions, talking back or showing disrespect.

DISORDERLY CONDUCT

Use of profanity, obscene behavior, unsafe behavior or any conduct which is in any way disruptive to the educational process of the school.

DRESS CODE VIOLATION

Wearing clothing/apparel that does not fit within the dress code guidelines stated by school or district policy.

DRUG VIOLATION (Possession/Use)

The unlawful use, possession or intent to possess, any controlled drug or narcotic substance, or substances represented as such, or equipment used for preparing or taking drugs or narcotics. Includes being under the influence of drugs or a substance that causes impairment. Includes the inappropriate possession/use of over-the-counter medications and any substance that causes impairment. This category does not include tobacco or alcohol.

DRUG VIOLATION (Providing/Selling)

Giving, selling, offering, providing, or intent to provide any controlled drug or narcotic substance, or substances represented as such, or equipment used for preparing or taking drugs or narcotics. Includes providing/selling of over-the-counter medications and substances that cause impairment. This category does not include tobacco or alcohol.

ENDANGERMENT

Recklessly endangering another person with a substantial risk of physical injury or imminent death.

EXTORTION

Knowingly obtaining or seeking to obtain property or services by means of a threat to inflict harm in return for protection.

FIGHTING

Mutual participation in an incident involving physical violence, where there is no major injury.

FIREARM (Possession/Threat/Use)

The possession, use, or threat to use, any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.

FIRE ALARM MISUSE

Intentionally ringing fire alarm when there is no fire.

FORGERY

Writing and/or using the signature or initials of another person. Impersonating another person on the telephone with regard to attendance also falls within this category.

GAMBLING

Participating in games of chance for the purpose of exchanging money or something of value.

GANG ASSOCIATION OR GANG ACTIVITY

See Governing Board Policy 5.4.6, Gang Association or Gang Activity, for a full explanation.

GANG CLOTHING, SYMBOLS, PARAPHERNALIA

The wearing of hats, bandanas, tattoos and/or other clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.

HARASSMENT / INTENDED HARASSMENT (Non-sexual)

Anonymously or knowingly communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. This includes, but is not limited to, physical appearance, racial, religious, ethnicity, or handicapping conditions. Continues to follow/stalk another person in or about school for no legitimate purpose after being asked to desist.

Discipline

HARASSMENT (Sexual)

Sexual harassment is unwelcome conduct of a sexual nature that can include unwelcome sexual advances, remarks and statements regarding sexual orientation, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

HARASSMENT (Sexual with Contact)

Sexual harassment that includes unwanted physical contact of non-sexual body parts.

HARMFUL SUBSTANCE

Knowingly adding a harmful or foreign substance to food, drink or medicine.

HAZING

Any intentional, knowing or reckless act committed by a student(s), against another student(s), which contributes to or causes a substantial risk of potential physical injury, mental harm or degradation in connection with an initiation, affiliation or maintenance of membership in any organization.

HORSEPLAY/ROUGHHOUSING

Non-serious but inappropriate physical contact (i.e., hitting, poking, pulling, pushing) including boisterous play or behavior.

INCITING

Use of language or gestures that may incite another person or other people to fight or engage in other acts of inappropriate behavior.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of school officials.

LITTERING

Leaving or depositing trash in places other than appropriate receptacles.

OTHER SCHOOL THREAT

The incident cannot be coded in one of the above categories but did involve a school threat.

PARKING VIOLATION

Not following posted and/or written parking regulations at the high schools.

PHYSICAL AGGRESSION

Tussles, minor confrontations, pushing, shoving or other physical provocation.

PUBLIC DISPLAY OF AFFECTION

Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.

TARDY

Arriving at school or class after the scheduled start time.

THEFT

Taking or attempting to take money or property belonging to another person or the school.

THREATS OR INTIMIDATION

Indicating, by word or conduct, the intent to cause physical injury or serious damage to a person or their property.

TOBACCO/NICOTINE DELIVERY DEVICES VIOLATION

Use, possession, or intent to possess, tobacco products of any kind. This includes electronic cigarettes and other similar devices.

TRESPASSING

Entering or remaining on a school campus or district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and those who have been directed by a school official to leave the premises.

UNEXCUSED ABSENCES (Full day)

Not in attendance for an entire day and does not have an acceptable excuse.

UNEXCUSED ABSENCES (One or more period)

Not in attendance for at least one class period and does not have an acceptable excuse.

VANDALISM

Willful destruction or defacement of personal or school property.

WEAPONS (Other) POSSESSION

(i.e. billy club, brass knuckles, knife w/blade length at least 2.5")

Bringing/possessing on school campus any weapon, including on the person, in a backpack, locker or automobile or anywhere else.

WEAPONS (Other) USE or THREAT

(i.e. billy club, brass knuckles, knife w/blade length at least 2.5")

Using or threatening to use any weapon to inflict harm on another person.

Disciplinary Action Chart Action Categories

- A** – Informal talk by a school official (teacher, counselor or administrator) who will attempt to reach an agreement with the student as to acceptable behavior.
- B** – Formal conference between the student and one or more school officials. A record is kept of the student's commitment to corrective behavior.
- C** – Parental involvement by telephone, letter or personal conference.
- D** – Temporary or permanent removal from class means the student is not to attend one or more classes for a specified period of time. During this period of removal the student may be assigned appropriate on-campus duties or alternative classes.
- E** – Out-of-school detention means the student is detained before school, during lunch period, after school or Saturday for a specific purpose.
- F** – Appropriate individualized assignment and/or loss of privilege means the school official devises an assignment to fit the offense and/or the school official removes from the student one or more privileges usually associated with the offense.
- G** – In-school suspension (1-5 days) means the student is removed (suspended) from class(es) but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period. Saturday or another day of detention may be employed as an alternative (grades 7-12).
- H** – Short term out-of-school suspension (1-5 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Another day of detention may be employed as an alternative (grades 7-12). Student must remain off campus for the duration of the suspension.
- I** – Short-term, out-of-school suspension (6-10 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Such action may precede recommendation for expulsion. Student must remain off campus for the duration of the suspension.
- J** – Summary suspension means the student may be immediately removed from campus due to a clear and present danger to any or all concerned. Student must remain off campus for the duration of the suspension.
- K** – Long-term, out-of-school (11-180 days) suspension. As with any suspension, due process must be followed. Student must remain off campus for the duration of the suspension.
- L** – Expulsion is the permanent removal from all Paradise Valley Schools. (See due process procedures.)

How to read the Disciplinary Action Chart

Action taken by the school authority will fall between the minimum and maximum category identified on the following disciplinary action charts. Employment of discipline alternatives is at the discretion of the school authority. In some situations, i.e., alcohol/drug violations, suspensions may be reduced when the student attends counseling.

A first offense for alcohol possession/use combined with a first offense for drug possession/use is considered a "Repeated Offense" under the district's range of "Actions To Be Taken" identified in the disciplinary action chart.

What the symbols mean

- * These offenses also mean violation of local or state law. School authorities may also notify appropriate police authorities. Law enforcement authorities may take action in addition to that taken by the school.
- + See Governing Board Policy 5.2.1 for details in dealing with truancy.
- ++ Only under unusual circumstances will a student found guilty of these offenses be considered for punishment less than expulsion.

After investigation, any student found to be involved as an accessory to any of the offenses shall be subject to the same range of consequences listed for that offense. Likewise, any student found to have been involved in a conspiracy to commit an offense shall also be subject to the same range of consequences for the identified offense.

Student Offenders Face Consequences

Disciplinary Action Chart

**Multiple offenses in a combination of categories
may result in long-term suspension or expulsion**

| Offense | Range | Action To Be Taken | |
|---|---------|--------------------|-------------------|
| | | First Offense | Repeated Offenses |
| Alcohol Violation (Possession/Use)* | Minimum | I | L |
| | Maximum | I | L |
| Bus Misconduct | Minimum | A | C |
| | Maximum | F | H |
| Cheating or Plagiarism | Minimum | A | C |
| | Maximum | H | I |
| Dangerous Item (Possession) | Minimum | A | H |
| | Maximum | H | L |
| Defiance of Authority | Minimum | B | C |
| | Maximum | H | L |
| Dress Code Violation | Minimum | A | C |
| | Maximum | H | I |
| Drug Violation (Possession/Use)* | Minimum | I | L |
| | Maximum | I | L |
| Fighting | Minimum | G | H |
| | Maximum | H | L |
| Forgery* | Minimum | C | C |
| | Maximum | G | H |
| Gambling* | Minimum | A | C |
| | Maximum | H | I |
| Gang Clothing, Symbols, Paraphernalia | Minimum | A | G |
| | Maximum | G | I |
| Horseplay/Roughhousing | Minimum | A | H |
| | Maximum | C | I |
| Inciting | Minimum | A | H |
| | Maximum | H | I |
| Leaving School Grounds Without Permission | Minimum | F | F |
| | Maximum | H | I |
| Littering | Minimum | A | C |
| | Maximum | E | G |
| Parking Violation | Minimum | A | C |
| | Maximum | C | F |
| Physical Aggression | Minimum | C | H |
| | Maximum | E | L |
| Public Display of Affection | Minimum | A | C |
| | Maximum | F | I |
| Tobacco Violation* | Minimum | E | H |
| | Maximum | H | I |
| Tardy | Minimum | A | C |
| | Maximum | C | E |
| Unexcused Absence (Full day)+ | Minimum | C | F |
| | Maximum | F | K |
| Unexcused Absence (One or more period)+ | Minimum | C | F |
| | Maximum | C | K |

Student Offenders Face Consequences

Disciplinary Action Chart

The following offenses are subject to expulsion on the first offense.

| Offense | Range | Action to be Taken |
|--|---------|--------------------|
| | | First Offense |
| Aggravated Assault* | Minimum | H |
| | Maximum | L |
| Alcohol Violation*++ (Providing/Selling) | Minimum | K |
| | Maximum | L |
| Arson (Structure/Property)*++ | Minimum | G |
| | Maximum | L |
| Assault*++ | Minimum | C |
| | Maximum | L |
| Bomb Threat*++ | Minimum | K |
| | Maximum | L |
| Bullying*++ | Minimum | A |
| | Maximum | L |
| Burglary or Breaking and Entering | Minimum | I |
| | Maximum | L |
| Combustibles* | Minimum | C |
| | Maximum | L |
| Computer, Telecommunication, Network Infraction | Minimum | A |
| | Maximum | L |
| Dangerous Item (Threat/Use) | Minimum | G |
| | Maximum | L |
| Disorderly Conduct | Minimum | A |
| | Maximum | L |
| Drug Violation*++ (Providing/Selling) | Minimum | K |
| | Maximum | L |
| Endangerment | Minimum | H |
| | Maximum | L |
| Extortion* | Minimum | H |
| | Maximum | L |
| Firearm (Possession/Threat/Use)* | Minimum | I |
| | Maximum | L |
| Fire Alarm Misuse | Minimum | C |
| | Maximum | L |
| Gang Association or Gang Activity | Minimum | A |
| | Maximum | L |
| Harassment / Intended Harassment (Verbal, Written, Graphic, Electronic, Sexual, Racial or Physical) | Minimum | A |
| | Maximum | L |
| Harmful Substance*++ | Minimum | C |
| | Maximum | L |
| Hazing | Minimum | A |
| | Maximum | L |
| Other School Threat | Minimum | A |
| | Maximum | L |
| Theft* | Minimum | C |
| | Maximum | L |
| Threats / Intimidation | Minimum | A |
| | Maximum | L |
| Trespassing | Minimum | C |
| | Maximum | L |
| Vandalism | Minimum | E |
| | Maximum | L |
| Weapons Possession* Weapons Use or Threat*++ | Minimum | C |
| | Maximum | L |

Discipline

Appeal of Short-Term Suspension (10 Days or Less)

The principal or designee has the authority to impose a short-term (10 days or less) suspension, following appropriate due process. Appeals of short-term suspensions must be made at the site level, in writing, to the principal.

Student Discipline History

The No Child Left Behind Act requires that all schools transfer the disciplinary records of students, with respect to a suspension or expulsion. Upon transfer of a student to another school within the District, the transmitting school shall provide the receiving school with the student's complete record of prior disciplinary reports, including those incidents in which no formal disciplinary action was taken. Students and parents are advised that the District will take into account prior referrals or disciplinary actions at any other school district, school or grade level when determining an appropriate

consequence for a violation of the District's code of conduct. In the event that a student is referred for disciplinary action for violation of school or district policies, the school shall take into consideration all prior disciplinary referrals and/or actions taken at the student's current and previous schools when determining an appropriate consequence for the current referral.

Suspension and Expulsion of Students with Disabilities

Students placed in special education programs will be expected to abide by the rules of conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of Individuals with Disabilities Education Act and state statutes.

Arizona Laws Pertaining to Attendance • Assault • Expulsion • Threats • Bullying

Attendance

§15-803 – School attendance; exemptions; definitions

- A. It is unlawful for any child between six and 16 years of age to fail to attend school during the hours school is in session, unless excused pursuant to section 15-803.
- B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child. Absences may be considered excessive when the number of absent days exceeds 10 percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- C. As used in this section:
 - 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
 - 2. "Truant" means an unexcused absence for at least one class period during the day.
 - 3. "Truant child" means a child who is between six and 16 years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Assault

§13-1203 – Assault; Classification

- A. A person commits assault by:
 - 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or
 - 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or
 - 3. Knowingly touching another person with the intent to injure, insult or provoke such person.

- B. Assault committed intentionally or knowingly pursuant to subsection A, paragraph 1 is a class 1 misdemeanor. Assault committed recklessly pursuant to subsection A, paragraph 1 or assault pursuant to subsection A, paragraph 2 is a class 2 misdemeanor. Assault committed pursuant to subsection A, paragraph 3 is a class 3 misdemeanor.

§13-1204 – Aggravated Assault, Classification

- A. A person commits aggravated assault if the person commits assault as defined in §13-1203 under any of the following circumstances: 8(d). If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of his/her professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.
- B. Aggravated assault pursuant to subsection A, paragraph 1 or 2 of this section is a class 3 felony except if the victim is under fifteen years of age in which case it is a class 2 felony punishable pursuant to §13-705. Aggravated assault pursuant to subsection A, paragraph 3 of this section is a class 4 felony. Aggravated assault pursuant to subsection A, paragraph 9 subdivision (b) or 10 of this section is a class 5 felony. Aggravated assault pursuant to subsection A, paragraph 4, 5, 6, 7 or 8 or paragraph 9 subdivision (c) of this section is a class 6 felony.

Expulsion and Suspension

§15-841 – Responsibilities of pupils: expulsion; alternative education programs; community service; placement review committee

- A.** Pupils shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the school district governing board. A teacher may remove a pupil from the classroom if either of the following conditions exist:
1. The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
 2. The teacher has determined that the pupil's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- B.** A pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section 13-105, use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section 15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.
- C.** A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.
- D.** A school district may annually or upon the request of any pupil or the parent or guardian review the reasons for expulsion and consider readmission.
- E.** As an alternative to suspension or expulsion, the school district may reassign any pupil to an alternative education program if good cause exists for expulsion or for a long-term suspension.
- F.** A school district may also reassign a pupil to an alternative educational program if the pupil refuses to comply with rules, refuses to pursue the required course of study or refuses to submit to the authority of teachers, administrators or the governing board.
- G.** A school district or charter school shall expel from school for a period of not less than one year a pupil who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. This subsection shall be construed consistently with

the requirements of the Individuals With Disabilities Education Act, 20 United States Code Sections 1400 through 1420. For the purposes of this subsection:

1. "Expel" may include removing a pupil from a regular school setting and providing educational services in an alternative setting.
2. "Firearm" means a firearm as defined in 18 United States Code Section 921.

Threats

§13-2911- Interference with or disruption of an educational institution; violation; classification; definitions

- A.** A person commits interference with or disruption of an educational institution by doing any of the following:
1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:
 - a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - b) Threatening to cause damage to any educational institution, the property of any educational institution, or the property of any employee or student of an educational institution.
 2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
 3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.
- B.** To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.
- C.** The chief administrative officer of an educational institution or an officer or employee designated by the chief administrative officer to maintain order may order a person to leave the property of the educational institution if the officer or employee has reasonable grounds to believe either that:
1. Any person or persons are committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
 2. Any person has entered on the property of an educational institution for the purpose of committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
- I.** Interference with or disruption of an educational institution pursuant to subsection A, paragraph 1 of this section is a Class 6 felony. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 2 or 3 of this section is a Class 1 misdemeanor.

Discipline

Anti-Bullying Provisions

§15-341 – Anti-bullying provisions require school districts to adopt and enforce procedures that prohibit the harassment, bullying and intimidation of pupils on school grounds, school property, school buses, school bus stops and at school sponsored events and activities.

The procedures must contain the following:

- A confidential process that allows pupils to report incidents of harassment, intimidation or bullying to school officials.
- A procedure for the parents or guardians of pupils to submit written reports concerning harassment, intimidation or bullying to school officials.
- A requirement that school district employees report suspected harassment, intimidation or bullying.
- A formal process for the documentation and investigation of reported incidents of harassment, intimidation or bullying.
- A formal process for an investigation of suspected incidents of harassment, intimidation or bullying.
- Disciplinary procedures for students admitting to, or who are found guilty of, committing harassment, intimidation or bullying.
- A procedure that provides consequences for submitting false reports of harassment, intimidation or bullying.

Federal Law Pertaining to Homeless Students

SEC. 1032. EDUCATION FOR HOMELESS CHILDREN AND YOUTHS SUBTITLE B OF TITLE VII OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT (42 U.S.C. 11431 ET SEQ.)

- 1) Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
- 2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
- 3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
- 4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.
The term "homeless youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. Homeless status is determined in cooperation with parents or, in the case of unaccompanied youth, the local educational agency liaison.
Additional information regarding the McKinney-Vento Homeless Assistance Act is available from the district's homeless liaison/intervention specialist.

Paradise Valley Drug and Alcohol Prevention Program

The Paradise Valley Unified School District prevention program takes a thorough and comprehensive approach to prevention. Through the support of its community and the guidance of the district Governing Board, policies, programs and curriculum have been put into place to fight the battle against substance abuse.

With an emphasis on student involvement, the middle and high schools have initiated programs such as peer leadership, peer mediation, student support groups, mentoring, peer tutoring and group counseling. At the elementary level a variety of research-based programs are used.

An educational and informational basis for positive decision making is provided for all students through the curriculum. The curriculum also teaches the effects and the harm of various substances.

The discipline policy regarding possession, use and sale of drugs and alcohol is strictly applied. Stu-

dents who provide drugs and/or alcohol in the schools are recommended for expulsion on the first offense. Students who are found in possession or under the influence of drugs and/or alcohol on a first offense may be suspended for nine days with an option for a reduction of suspension if the student and parent receive counseling. A second offense of use or possession of drugs and/or alcohol will result in a recommendation for expulsion of the student.

Important Resources for Intervention

| | |
|-------------------------------|----------------|
| Emergency | 911 |
| Information and Referral | (602) 234-0053 |
| Crisis Hotline | (602) 249-1749 |
| Phoenix Crime Stop | (602) 262-6151 |
| Scottsdale Crime Stop | (480) 312-5000 |
| DES-Child Protective Services | (602) 530-1800 |

2011 GOVERNING BOARD

| | |
|-----------------------------|-----------|
| Nancy Case | President |
| Julie Bacon | Member |
| Anne Greenberg | Member |
| Mark Lane | Member |
| Sue M. Skidmore, Ed.D | Member |

District Offices..... 602-449-2000

Helpful numbers for parents:

- Assessment 602-449-2016
- Career and Technical Education and Grant Writing..... 602-449-2326
- Community Education 602-449-2200
- Curriculum & Instruction..... 602-449-2100
- District Communications..... 602-449-2001
- Fine Arts 602-449-2110
- Gifted Education..... 602-449-2113
- Homeless Liaison/Intervention Specialist 602-449-2022
- Human Resources..... 602-449-2000
- Instructional Support - Elementary 602-449-2095
- Instructional Support - Secondary 602-449-2097
- Language Acquisition 602-449-2116
- Nutrition & Wellness..... 602-449-2274
- Purchasing..... 602-449-2070
- Special Education 602-449-2150
- Student Services 602-449-2240
- Title Programs..... 602-449-2020
- Transportation..... 602-449-2251

ADA Section 504 compliance officer 602-449-2095

Kim Guerin, Director of Elementary Education
kguerin@pvschools.net

Title IX compliance officer..... 602-449-2097

Patrick Sweeney, Ed.D., Assistant Superintendent for Instructional Support – Secondary
psweeney@pvschools.net

Office for Civil Rights compliance officer 602-449-2189

Karen Gasket, Ed.D., Assistant Superintendent for Human Resources
kgasket@pvschools.net

Paradise Valley Unified School District

Cultivating world-class thinkers

2011 - 2012 School Calendar

| JULY | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| AUGUST | | | | | | |
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| SEPTEMBER | | | | | | |
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| OCTOBER | | | | | | |
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| NOVEMBER | | | | | | |
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| DECEMBER | | | | | | |
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| JANUARY | | | | | | |
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| FEBRUARY | | | | | | |
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| MARCH | | | | | | |
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| APRIL | | | | | | |
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| MAY | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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| JUNE | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | | | | | | |

FIRST QUARTER

August 11.....Schools open, Classes begin
 August 23K-12 early release for teacher professional development
September 5..... **Labor Day recess**
 September 20.....K-12 early release for teacher professional development
September 29-30.....**K-12 recess**
 October 11K-12 early release for teacher professional development
 October 14.....1st quarter closes

SECOND QUARTER

October 24 - 27..... K-8 parent conferences
 October 26 - 27.....K-8 early release for conferences
 October 28..... K-8 recess
November 11 **Veterans Day fall recess**
November 23 - 25..... **Thanksgiving recess**
 December 16 - 19.....9-12 exams / early dismissal
 December 20.....9-12 recess / 2nd quarter closes

December 21 – January 3 **Winter Break**

THIRD QUARTER

January 4.....3rd quarter begins
 January 10.....K-12 early release for teacher professional development
January 16..... **MLK / Civil Rights Day recess**
 January 23 - 27.....K-8 parent conferences
 January 26 - 27.....K-8 early release for conferences
 February 7K-12 early release for teacher professional development
February 20 **Presidents Day recess**
 March 9.....3rd quarter closes

FOURTH QUARTER

March 19 - 23.....**Spring Break**
 April 3K-12 early release for teacher professional development
April 6 **Spring Recess**
 May 23 - 24..... 9-12 exams & early dismissal
 May 24..... Last day of school / K-12 early dismissal/
 high school commencement

- No school, all grades
- No school, some grades
- Early dismissal, all grades
- Early dismissal, some grades

Please contact individual schools for specific site calendar dates.

District Administrative Center
 15002 North 32nd Street, Phoenix, Arizona 85032
 (602) 449-2000 PVschools.net

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| Do you need an interpreter for a meeting or a written document in your language? Please let your child's school know what you need and they will arrange the interpreter or translation for you. | ¿Necesita un intérprete para una reunión en la escuela de su hijo o hija? ¿Desea una traducción a su idioma de un documento que recibió de la escuela? Hágame saber al personal del plantel y ellos gustosamente le ayudarán a conseguir este servicio. | Poruka iz biltena: Dali trebate prevodioca za sastanak ili pismeni dokument na vašem jeziku? Molimo vas da obavjestite školu vašeg djeteta što vam je potrebno i oni će vam aranžirati prevodioca ili prevod. |
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