



Paradise Valley™
Unified School District



Parent/Student **HANDBOOK**

2021-2022

Policies, procedures, rights & responsibilities

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The term “Parent” in PVSchools is inclusive of all guardians that provide for the well being of a child and partner with the District for their student’s education.

Parents and students are encouraged to monitor [PVSchools Prepared](#) for information regarding PVSchools’ pandemic response.



Guarantee

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 communications 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 ten days of the school year
- Maintains a 95% daily attendance rate
- Completes all assignments and homework to the best of his/her ability
- Follows school and bus rules without discipline consequences

Then the student will, at the minimum, meet the standards or achieve one year's growth(in math, reading and writing) on the state-administered proficiency test. If that is not achieved, PVSCHOOLS will offer free, additional extended learning opportunities to reach proficiency that may include online tutoring, academic intervention and or summer school.



Superintendent's Office
District Administrative Center
15002 North 32nd Street
Phoenix AZ 85032
602.449.2298

Dear Parents:

Thank you for choosing PVSchools on this Journey of Excellence for the 2021-22 school year! We are excited to provide your child a safe, rigorous, and personalized learning experience. This handbook contains important information about the district academic and behavioral expectations. Please take a few moments and review it with your child.

PVSchools has a tradition of setting high standards for student achievement and providing authentic and innovative learning opportunities for every student. We are committed to excellence in our educational services for all students. Our emphasis is on individual student success and developing critical thinking skills, strong communication skills, teamwork, and collaboration.

We promise to provide quality instruction, ensure a safe learning environment, listen to and collaborate on resolving concerns at the lowest level possible. With your commitment to parent involvement and your student's commitment to learning, we will succeed together.

I encourage you to engage with your child's teachers, the school principal, and become involved in your school community to make your student's school year positive, engaging, and successful. Thank you again for choosing PVSchools!

Sincerely,

A handwritten signature in black ink, reading "Troy J. Bales". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Troy J. Bales, Ed.D.
Superintendent

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

Absence Policies

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; much of classroom activity cannot be made up and the benefit of lectures, discussion and participation is lost to those who are absent. A doctor's verification may be requested for excessive illness-related absences.

Absence: An absence is defined as a minimum of one missed class period per day.

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 website, newsletter and/or student handbook for guidelines for reporting absences.

Excessive absences. Arizona state law defines absences as excessive when the number of absent days exceeds 10 percent of the number of required attendance days (18 days) whether the absence is excused or unexcused.

It is important for a student to attend class regularly to receive a passing grade. A student or parent may request counseling intervention for excessive absences by calling the school principal or designee.

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 that indicates a diagnosis and prognosis that the student has an illness, disease, or has had an accident that interferes with regular school attendance, parents shall be in contact with their school nurse 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.

Truant absence: Any unexcused absence is considered a truant day as defined by law.

Permit to leave school during school hours. A person picking up a student must be listed on the emergency card and show valid picture I.D.

- 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 or verbal approval.

General Attendance Procedures

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

- 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.

Make-Up Work from Absence

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.

- Credit may not be given for work missed during a truant absence.
- 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.

Guidelines for Unexcused (Truant) and Excessive Absences

Unexcused and or excessive absences may result in loss of credit for class work for the hours and/or days of the truancy. See Governing Board Policy JHB. The following disciplinary measures may be taken:

- **One or Two absences.** The attendance dean or teacher may assign after-school detention, before-school detention or lunch detention.
- **Three absences.** 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 absences.** 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:

- The administrator may in-school suspend student pending parent conference.
- Referral to the CUTS/CUTS LITE program for students under the age of 16.
- Development of a Student Expectation Contract.
- 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/CUTS LITE 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. CUTS-LITE (Limited Intervention to Educate) is an intervention program designed for elementary age students.

When a student has **five** or more unexcused absences or **19** or more total absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held on the school campus with representatives from the school and the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing.

Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (may be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. **Failure to complete these consequences may result in suspension of your child's driver's license, or inability to get a driver's license until their 18th birthday and/or formal court proceedings.** It is the parent(s)/

guardian(s) responsibility to ensure their child's attendance in an approved academic setting. If the parent or guardian fails to take the necessary steps to provide the child with appropriate educational environment a citation can be issued. **If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.**

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 messages about the value of the workplace and the importance of education for success in the workplace.

Section II: 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 Director of Student Services - Elementary, Paradise Valley Unified School District ADA 504 District Compliance Officer, at (602) 449-224

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. An appeal for an alternative education placement assigned by the school is made to the principal. The appeal for an alternative education placement made by a district administrator or district-level hearing board is made to the appropriate area assistant superintendent. The decision made by the principal and assistant superintendent regarding appeals is final.

Alternative Home Placement (AHP)

When there is a need for removal from the regular program of studies for a period of time, Alternative Home Placement (AHP) may be an option considered by the school team. AHP may also be recommended by a district level disciplinary hearing board. Students placed in AHP are not eligible to participate in interscholastic or extra-curricular activities. In addition, the student is not permitted to be on school grounds or on any district site without prior approval from school administration.

Athletic Participation

The health and welfare of our student athletes are the most important concerns in Paradise Valley Unified School District. Athletic participation can positively enhance the learning that is occurring at our schools. Every effort will be made to assure a safe training environment for athletes. Before participation in athletics can occur, students and parents must completely read and fill out the athletic participation forms packet located online within RMA (Register My Athlete). The RMA link can be found on the school websites or the district athletic website at pvschools.net/athletics. This includes proof of an annual physical examination and other important information.

Athletes and their parents must view our hazing and informed-consent videos prior to participation in a sport. These videos can be accessed online through the school websites or the district athletic website at pvschools.net/athletics. The purpose of these videos 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. More information on this program and the procedures that accompany it are located in the Parent-Athlete Handbook located on the district athletic website [PVUSD Athletics](https://pvschools.net/athletics).

Bullying, Harassment, Intimidation, Hazing and Threats of Harm (Governing Board policies JICK and JICFA)

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 bullying, harassment, intimidation, hazing or threat of harm. Students have the right and responsibility to report bullying, harassment, intimidation, 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.

Bullying, harassment, or intimidation 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 forms of bullying, harassment, or intimidation.

Bullying is repeated acts, over time, that involve a real or perceived imbalance of power. Bullying is also 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 is anonymously or knowingly communicating in a manner that harasses. 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. Sexual harassment is unwelcomed conduct of a sexual nature. Intimidation is indicating by word or conduct, the intent to cause physical injury or serious damage to a person or their property.

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 may be 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.

If you are being bullied, harassed, intimidated, or threatened: Make your feelings clear; tell the person who is bullying, harassing, or intimidating you to stop. A bully may think you support the bullying, harassing, or intimidating if you do not speak up. If the bullying, harassing, or intimidating continues after telling them to stop, report the activity to the teacher, counselor, principal or other adult. You can do this verbally or by completing a Harassing, Intimidating or Bullying Victim Rights Report Form at the school or by filing a complaint electronically through [AnonymousTips.com](https://www.anonymoustips.com).

If you see someone being bullied, harassed, intimidated, or threatened: Never join in the bullying, harassing or intimidating behaviors. Resist any peer pressure to take part in abusive behavior. Help the person being bullied get out of the situation safely, ask if it has happened before, and encourage them to report the harassment to the teacher, counselor, principal, or other adult.

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:

- 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;
- 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 that violate the hazing policy may forfeit their right to conduct operations on the campus.

Any staff member who is 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.

Closed Campus

All school campuses are closed campuses including lunchtime. Students who need to request permission to leave campus prior to the end of their scheduled day must have parent permission through the school office.

Custody

In cases where custody or 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. It is recommended that custody agreements approved by a court outside of Arizona be registered with the local court system.

Digital Citizenship

The following guidelines and policies apply to:

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

Network access, including the Internet, is available to students. Official district student email accounts, complete with Internet services, are also provided upon enrollment to enable more effective and efficient teacher and administrator communication with students and parents. Official student accounts utilize the Google Suites applications, which

includes, but is not limited to, email, Google Documents, YouTube, Chat, Blogger, and Hangouts. Access to following applications is restricted at the elementary grades (K-6): No access to Chat, Blogger, and Hangout. Individual elementary schools may allow access to restricted applications provided parents are provided advanced notification of changes.

Paradise Valley Unified School District *also maintains contact information* (home phone, email, cell phone, address) for appropriate communication business and 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. District administration 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:

- Only devices (computers, phones, drivers, etc.) approved by district administration may be connected to the district network.
- Computers, telecommunications, and network resources are to be used for educational purposes only.
- Students shall not purposely submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
- Students shall abide by all copyright and trademark laws and regulations.
- Students shall not reveal personally identifiable data unless authorized to do so by designated school authorities.
- 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.
- Students shall not use the network in any way that would disrupt the use of the network by others.
- Students shall not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication or network resource.
- 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.

Parents may prohibit their student from the use of certain types of technology and the internet by notifying school administration in accordance with state statute 15-1046.

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.

Digital Etiquette and Digital Privacy

The use of digital devices and social media during the school day must be approved by your teacher or school administration. Unless specifically authorized by school administration, the following guidelines should be followed when photographing, creating video, and/or posting to social media any Paradise Valley Unified School District student or staff member. See **Electronic Devices** for more information.

Parents, protect the privacy rights of children when photographing/recording your own child's school experience. Although you may be comfortable posting, emailing and sharing photos or video of your child, other parents may not feel the same. Additionally, the posting of the photograph of a child under court protection may put that child's safety at risk.

Students, protect the privacy rights of your fellow students and staff by photographing/recording others with permission and consent.

Parents and students protect the privacy of others by:

- framing your photo/video in such a way as to exclude others.
- shoot classroom photos or videos from behind so that faces are not visible.
- crop photos to exclude others before posting them online or otherwise sharing them.

Drug and Alcohol Prevention Programs

The Paradise Valley Unified School District prevention program takes a comprehensive approach to prevention. With the community and the guidance of the Governing Board, policies, programs and curriculum are in place to battle substance abuse. 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. A basis for positive decision-making is provided for all students through the curriculum, which also teaches the harmful effects of various substances.

Paradise Valley Unified School District encourages parents to monitor their students by providing access to home drug test kits and laboratory drug testing. Please contact your school's administration for more information.

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. More information on this program and the procedures that accompany it are located in the Parent-Athlete Handbook located on the district athletic website at pvschools.net/athletics.

The discipline policy regarding possession, use, and sale of drugs and alcohol is strictly applied. Students 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 may result in a recommendation for expulsion of the student.

Resources for Intervention

Community info and referral	(877) 211-8661
Phoenix PD non-emergency	(602) 262-6151
Scottsdale PD non-emergency	(480) 312-5000

Electronic Devices

Electronic devices 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/video devices, electronic games or any other electronic devices. The school is not responsible when these items are lost or stolen.

Teachers, staff, and students have a reasonable expectation of privacy. Students are not to use personal electronic devices for the purpose of surreptitiously taking, sending, recording or transmitting photos, conversations, or videos of others at school, on the bus, or at school-related activities/events.

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. Use of electronic devices in violation of this policy may result in discipline as defined in Bullying, Harassment, Intimidation and Threats of Harm (Governing Board policies JICK and JICFA), and as described in this handbook.

Equity

Paradise Valley Unified School District prioritizes the creation of relationships that foster safe and supportive school environments characterized by acceptance, value, and respect for all students and staff regardless of race, color,

religion, sex, sexual orientation, gender identity, gender expression, age, national origin, ancestry **or** disability. Our schools and community operate with the understanding that positive relationships create success for all students. Depending on your school site, students may have access to support staff (psychologists, counselors, specialists, social workers) and school organizations and activities (parent/teacher groups, after school social events, fine arts presentations) that enhance the relationships within the Paradise Valley Unified School District community.

Additionally, Paradise Valley Unified School District supports the regular review of policies and practices in an effort to identify and address barriers to ensure that all students can participate and excel in high quality, rigorous coursework, programs, and extracurricular activities. If a student or parent has a question or concern about participation in any Paradise Valley Unified School District program, you are encouraged to contact your building principal or complete the Parent Concern Procedure explained later in this handbook.

Extracurricular Eligibility

All students in grades 7-12 must pass all classes in which they are enrolled in order to participate in extracurricular activities. Eligibility will be determined on quarterly (1st and 3rd) and Semester (1st and 2nd) grading periods. Students losing their eligibility at the quarter and/or semester will be monitored every three weeks to determine if eligibility can be reestablished. Activities that are part of a credit-bearing class are not included in the eligibility restrictions. Note: Some extracurricular 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.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Student Records

FERPA gives a parent the right to inspect, review and seek correction for their 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 ask the school principal to set up a convenient time for such a review. If your child is enrolled in a special education program, contact the director of Special Education to arrange the review. If, after reviewing the records, you feel the information on your child's records 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 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 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 and dated request of the person legally responsible for the student.

Notice of Directory Information to Parents

The *Family Educational Rights and Privacy Act* (FERPA) requires that the Paradise Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Paradise Valley Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with Paradise Valley Unified School District procedures. The primary purpose of directory information is to allow the school district to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The Governing Board permits the release of student directory information to persons or organizations who inform parents/students of opportunities. If the parent of a student or an eligible student does not wish their student directory information to be released, the parent or eligible student must submit a written request to the school principal within two weeks after enrolling in the Paradise Valley Unified School District asking that their student directory information not be released.

Additionally, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Unless requested not to do so, PVUSD will release student information to:

- Military Recruiters
- Colleges and Universities
- All other requests from organizations are submitted for review to the Communications Department at publicrecords@pvschools.net.

If you do not want Paradise Valley Unified School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must acknowledge so on the Release, Consent, and Acknowledgement form as a part of your student's initial enrollment and annually, by September 10th, with your annual update to the school. Should you request a subsequent change during the school year, submit an updated Release, Consent, and Acknowledgement form [English](#) [Spanish](#) to the school registrar. The Paradise Valley Unified School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Current PVUSD school and grade level

Parents are encouraged to contact their school with any questions or concerns about FERPA. Parents also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Paradise Valley Unified School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Food in Classrooms

The Maricopa County Department of Environmental Services requires that food brought into the classroom for snacks and parties come from a commercial source. 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.

Food Services

Elementary, middle, and high 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 the school year or can be accessed online at EZMealApp.com. Meal accounts or cash may be used daily to purchase breakfasts and lunches. Money can be loaded onto student meal accounts with cash or check at the school cafeteria. Credit and debit card payments can be taken online through www.EZSchoolPay.com; there is a \$2 service fee for online transactions. Account monitoring through www.EZSchoolPay.com is free. Negative balances on student meal accounts will be communicated to households by letter, email, and/or phone.

A La Carte Items. Middle and high school lunchrooms offer various a la carte items. All items sold comply with USDA Smart Snack Guidelines.

Wellness policy. The district has a wellness policy in place and follows USDA guidelines. For more information visit Nutrition and Wellness on the district website.

Graduation Requirements (High School)

- 4.0 English
- 3.0 Social Studies
- 3.0 Science
- 4.0 Math
- 1.0 P.E.
- 1.0 Fine Arts or Career and Technical Education
- 6.0 Electives (7 at PVHS)

22 TOTAL credits (23 at PVHS)

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

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. This policy is guided by the philosophy that the consequence for not doing homework is doing the homework. Site administrators and teachers will collaborate to develop programs and consistent practices to encourage and motivate students to complete all homework, and to provide opportunities for students to meet the requirement of completing missing homework for credit.

Communication between teachers and parents regarding homework is 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.

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.

Infinite Campus

Infinite Campus is a secure information system used by Paradise Valley Unified School District. Student data, including but not limited to demographics, census (family relationships), schedule, grades, and attendance, are stored online.

Students and their guardians have access to their student-specific data via a web portal and each user has a unique login.

Access Infinite Campus at: <https://ic.pvschools.net>

The Campus Mobile App is available for both iOS and Android devices.

To download:

- Visit your app store and search for Infinite Campus.
- After downloading and launching either the Campus Student or Campus Parent app, enter the full District name Paradise Valley Unified School District and then select the state from the drop down menu to access our district's data.
- Enter your username and password to log in to the system.

Insurance

The district does not carry insurance for student medical or dental costs if a student is 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. Information on the policy is available from each school office. Information on the policy is provided as a service; the district has no connection with the insurance company. Parents may purchase insurance at any time throughout the school year. www.studentinsurance-kk.com

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 Services

The district provides interpretation services so all parents can participate meaningfully in meetings and conferences regarding their child's education. For information regarding these services contact your child's school office.

Interviews by the Department of Child Safety (DCS)

Interviews by Department of Child Safety employees 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.

When police or agency investigators ask to interview a student, school administration should request additional student identification from the officer or agency representative to verify the student in question. Additional student identification could include age, birthdate, address, or legal name.

Interviews by Law Enforcement Officers (Governing Board Policy JIH)

Many Paradise Valley Unified School District schools have a law enforcement officer assigned to the school as a School Resource Officer (SRO). These officers contribute to an orderly, purposeful atmosphere, which promotes the feeling of safety conducive to teaching and learning. Additionally, officers provide thousands of hours of law-related education to students in our district.

School officials may question students regarding matters related to school without limitation. The parent will be

contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

If no issue of the safety of the student population is presented, the following procedures are applied. If a peace officer enters the campus requesting to interview a student attending the school regarding an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist, the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If an issue impacting the safety of the student population is presented, the following procedures are applied. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the student population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

The District is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification and complete and sign a form for the signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

Non-Discrimination

No person connected with Paradise Valley Unified School District, whether a student, employee or volunteer shall, on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, ancestry, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any educational program or activity.

Open Enrollment

In accordance with Arizona Revised Statute (A.R.S. §15-816.01) all school districts must have an Open Enrollment Policy in place to afford students the ability to transfer to a school outside of their attendance boundaries without paying tuition. The Governing Board of a school district determines the guidelines for such policy. Students attending schools on open enrollment may have their transfer revoked for violating Governing Board policies on rules of conduct and/or attendance. Revocation of open enrollment is at the discretion of the principal. Please see Governing Board Policy JFB.

Parent Resources

The United Parent Council (UPC) of the Paradise Valley Unified School District recognizes that a public school education is a collaborative process involving students, teachers, administrators, parents and the community. UPC

recognizes that parents need to be informed about school policies and procedures. UPC regularly provides training and resources to our parent groups and parent leaders. Twice each year, UPC works with PVSchools to provide Parent Leadership Workshops. Past subjects have included: General Overview - School Parent Leadership – Accounting Practices for 501©(3), PTA vs PTO, Booster Group Organization, Equity, Restorative Practices, Social Media and Web Page Management.

United Parent Council Executive Committee is filled with parent leaders who may offer assistance concerning the policies and procedures of the school district. Additional information is available online at pvupc.org, under “About UPC”, “Parent Resources”, or <http://www.pvupc.org/parent-resources.html>

Pest Control

The district notifies schools 72 hours before using any pesticide or herbicide. Notifications 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.

Public Concerns/Complaints About Personnel Procedure

The purpose of this process is to provide an avenue for a parent to voice concerns regarding an employee’s actions in the execution of professional duties and to offer a collaborative approach for resolving the concerns relative to his/her child’s educational experience. This process will promote a clear understanding of the concern, a collaborative and professional approach to resolution and a communication avenue that is respectful. The District maintains the expectation that all parties remain courteous and professional throughout the process, as outlined in both Governing Board Policy and Arizona Revised Statutes.

The Public Concerns/Complaints About Personnel policy addresses two (2) 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.

I. 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 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 General 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 (5) school days to facilitate a resolution. 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 General Concern Conference Summary Form. All parties will receive a written copy of the General Concern Conference Summary Form within five (5) school days. For 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 General 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 General Concern Conference Summary, he/she may complete and file a General 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 (5) 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.

II. Professional conduct concerns

The Professional Conduct 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.

Employees are expected to adhere to Governing Board Policy GBEA, Staff Conduct, 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 Governing Board Policy GBEA, 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.

PVOnline Education

All PVOnline students must adhere to the policies and procedures applicable to their enrollment status as an online student as written in the district handbook as well as the procedures outlined in the PVOnline Parent/Student Handbook. Review the PVOnline handbook online at pvschools.net/PVOnline.

Reporting Child Abuse

By state law, school employees must report suspected cases of child abuse to the Department of Child Safety 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.

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" (ARS 15-351(A)).

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

School Emergency Response Planning

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 including 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. The general content of school emergency plans are available for review upon request to the school administration. This review does not include specific protocols and procedures included in emergency plans.

The following information is requested of 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.

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 that 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. For a copy of the procedural safeguards call the district's Special Education Department at 602-449-2150.

If you think your child is having difficulty in school, you can partner with your child's teacher to determine appropriate skill-based instruction/interventions to supplement your child's experience in the general education classroom. With your help, your child is more likely to make progress toward his or her learning goals. The goal of intervention is to provide appropriate, targeted strategies and interventions to improve the student's rate of learning. This process usually involves general education staff as the primary source of the intervention and uses some system of progress monitoring. If interventions are not successful, you may request to participate in a meeting with your student's teacher, building administrator, and Student Teacher Assistance Team Coordinator if you are concerned with your student's progress.

Despite the best efforts of schools to remedy students' deficiencies by using pre-referral interventions, some students may not be able to attain the skills needed to make adequate progress in the general curriculum. If a disability is suspected as the underlying reason for this, a student may be referred for a full and individual evaluation.

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 Child Find:

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.

Parent 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 five years after those students have been removed from special education, have been withdrawn from the district or have graduated.

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 that 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.

If you do not understand special education services and what those services may offer your child, you should speak with the child's teacher, school psychologist or school administrator where your child receives educational services, or the director of special education.

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

Structured English Immersion

The Paradise Valley Unified School District provides Structured English Immersion 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 English language development instruction. 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 \$100. 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. The parking registration form for all high schools is available at [High School Parking Registration form](#)

Student Dress, Conduct and Appearance

PVUSD schools are places of learning where students can express themselves while also promoting each school's behavior motto. We value that student dress can highlight the cultural and religious diversity and the individuality of our students. Appropriate student dress contributes to a safe workplace and educational atmosphere and the success of the entire school community. Clothing students might wear in social settings or outside of school may not be appropriate to wear to school. We want all students to be dressed appropriately for a successful and safe learning environment.

Please wear the following:

- Clothing that is not see-through and covers a student's undergarments, chest and torso when standing or sitting. Clothing should have a back and straps and should fit closely under the arms.
- Clothing that is of adequate length to cover the student's bottom at all times.
- Clothing that has appropriate language. Clothing should be free from references to violent images, tobacco/vaping, drugs, alcohol, sexual references, profanity, or language that demeans others.
- Appropriate footwear for a safe learning environment. When selecting footwear, students should be responsive to the specific safety needs of each school and/or classroom, as determined by the teachers and administration.

Headwear may be worn on campus, but should be removed in the building or classroom if asked by a staff member. Students will not be asked to remove headwear that is worn for cultural and/or religious reasons.

If there is a concern regarding student dress, a staff member will ask the student to go to the front office to address the issue. The student and a front office staff member will discuss the concern, and if deemed necessary, the student will be provided appropriate clothing to change into or may wait in the office for appropriate clothing to be brought to them. Administration will have a discussion with the student regarding how to create an environment for success as well as potential consequences if there are further dress code concerns. Requests for exceptions to the dress code should be brought to the school administration.

Student IDs

To ensure school safety, we must be able to easily identify all individuals on our high school campuses. All district high school students are required to wear their school identification badge on a lanyard at all times while on campus during the school day. The identification badge must be displayed on the outermost garment between the neckline and waistline and readable at all times. Students must carry their identification cards in their possession while attending extracurricular activities or other onsite school events outside of the school day. Paradise Valley Unified School District middle schools may require the wearing of a student identification badge.

Student identification badges and a breakaway-style neck lanyard are provided to students at walk-thru. Disciplinary action will be issued to students who do not properly display their school identification badge. Badges are non-transferable, and using another student's ID badge or "sharing" a badge is a serious violation.

Lost, damaged or defaced identification badges must be replaced. A replacement fee will be assessed for a replacement badge.

Teacher Qualifications for Title I Schools

Under federal Every Student Succeeds Act (ESSA) 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 substitute 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.

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.

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 school policies.
- Notify the school of any special circumstances that 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 homework 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:

- 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.

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 from school 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 can be found on “Bus Finder” on the district website. **Note:** Students open-enrolled at a school are not eligible for district transportation to and from the school.

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.

Visitor Guidelines for School Operational Hours

- All visitors are to report to the administration office.
- Signage must be clearly visible on campus directing visitors to the administration office.
- All visitors, including parent/guardian, vendors, and employees, must sign in and out at the administration office.
- All schools are to verify the identity of the visitor before allowing visitor entry to the campus.
- Visitors that are new or unfamiliar with the campus are recommended to be escorted to their designated location.
- A visitor log must be maintained that contains the date, visitor full name, and the location or person to where the visitor is going.
- Visitor logs are to be retained for one year after the last entry and then destroyed.

- All visitors are to wear a distinguishing lanyard with an attached enumerated or identifiable visitor badge while on campus to be returned when signing out.
- Administration may refuse a visitor that may cause additional supervision or raise a safety concern.
- Visitors, unless for a scheduled meeting, are not to enter the campus before or after school and may be redirected to leave the interior of the campus.

Section III: HEALTH INFORMATION

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 their school nurse regarding the chronic health program. Chronic illness forms must be renewed annually at the beginning of each school year.

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 the physician releases the student to return or the period of contagion has been passed and the following criteria have been met:

- If the student is sent home ill, student should be fever-free for 24 hours (temperature below 100°F without fever reducing medications);
- Student must be free of diarrhea and vomiting for 24 hours before returning to school;
- If antibiotics were prescribed by a physician, student must have completed initial 24-hour dosage of medication.

Dispensing Medication

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

- All medications administered by school personnel must be approved by the U.S. Food and Drug Administration (FDA).
- The School Year Medication Record form must be completed by parent/guardian.
- All prescription medications must be in the original pharmacy container, labeled with the child's name, prescribing physician's (MD, DO), nurse practitioner's (NP), or physician's assistant's (PA) name (only MD, DO, NP, PA prescriptions accepted), prescription number, name of medication, dosage and number of times a day to be administered.
- FDA approved non-prescription medications, including FDA-approved food grade dietary supplements, must also be in the original, labeled container with information from the parent/guardian as to the dates, times and amounts to be given, not to exceed label recommendations. Labeling must include ingredients and warnings. All medications and dietary supplements must be supplied by the parent(s)/guardian(s) and will be kept in the school health office. Only in the absence of the school nurse, may other school-designated personnel administer daily scheduled or physician prescribed pm (as needed) emergency medications.
- Herbal remedies will not be administered by school personnel. Parent/guardian may come to school and administer such remedies to their student.
- Essential Oils- During the school day, the application/diffusing or use of essential oils is not permitted.
- Permission may be granted for students to carry their inhalers, diabetic supplies/insulin or epinephrine injectors during the school day.

Students must have a signed and completed parent/guardian request and authorization for student self-administration form on file in the health office.

Food Allergies

The district has developed a Protocol and Guidelines for Supporting Children with Life-Threatening Food Allergies. The protocol is not intended to provide an allergen-free school; instead it does maximize the safety of students who have a life-threatening food allergy. If your student has a specific food allergy, contact the school nurse for additional information.

Per 21 USC, Section 2205, parent(s) and the student's healthcare provider are required to complete the *Medical Statement: Children with Food Allergies* form annually prior to the start of school each year.

Immunizations

As provided in ARS 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. Parents who wish to complete an exemption form should contact their school's nurse for current forms and procedures. In the event a student in school is diagnosed with a vaccine-preventable disease, any student who is exempt from that disease shall be removed from school for a period of 30 days (or more) contingent on direction from the Maricopa County Department of Public Health. Make up work is to be provided as stipulated within attendance policies (pg. 6).

Student Emergency Card

Each year, a student's parent/guardian must complete and sign the student emergency card in order to complete registration and enrollment. Emergency cards are not retained 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. Additionally, school records clerks and/or registrars should be informed in order to update Infinite Campus.

Section IV. SCHOOL BEHAVIOR EXPECTATIONS

Paradise Valley Unified School District believes student and adult relationships are at the center of building a safe school climate and addressing student behavior. Our approach prioritizes making connections over isolation, collaboration and engagement in lieu of coercion, and learning opportunities with meaningful accountability. We believe in a relational approach to behavioral consequences that addresses inappropriate behavior, resolves problems, provides meaningful accountability, and builds relationships. These strategies are based on Restorative Practices.

Restorative Practices focus on a whole school approach to encourage positive behavior, while at the same time building and restoring relationships. This proactive-approach relies on hearing student voices and building a positive school climate to cultivate an inclusive, equitable, and non-judgmental community. Restorative Practices encourages individuals to accept responsibility for their actions, repair the harm, and learn new behaviors that support social emotional well-being.

Authority and Responsibility of the Governing Board

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.

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.

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

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)

Use of, 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. Governing Board Policy IJNDB

COMBUSTIBLES

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

DANGEROUS ITEM (Possession)

(e.g., airsoft 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)

(e.g., airsoft 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 of, possession of, 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 intending 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.

FIRE ALARM MISUSE

Intentionally ringing fire alarm when there is no fire.

FORGERY

Writing and/or using the signature or initials of another person, to include electronic transmittal. Impersonating another person on the telephone or electronically with regard to attendance or other school related matters 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 JICF

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.

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 (e.g., 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.

STUDENT ID VIOLATION

Failure to appropriately wear and display student identification badge

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/CHEMICAL INHALATION/VAPOR/ VIOLATION

The possession, use, or intent to possess tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products of any kind is prohibited.

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 periods)

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 POSSESSION

Bringing/possessing on school premises any weapon, including on the person, in a backpack, locker or automobile or anywhere else. A weapon is a firearm, knife, destructive device, or dangerous instrument. Firearms include 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. Firearms also include any explosives and bombs. Destructive devices include a bb/pellet gun, slingshot bow, or crossbow. Dangerous instruments are defined as anything other than a firearm, knife, or destructive device that is carried or possessed for use to cause death or inflict serious physical injury.

WEAPONS USE or THREAT

Using or threatening to use any weapon to inflict harm on another person. A weapon is a firearm, knife, destructive device, or dangerous instrument. Firearms include 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. Firearms also include any explosives and bombs. Destructive devices include a bb/pellet gun, slingshot bow, or crossbow. Dangerous instruments are defined as anything other than a firearm, knife, or destructive device that is carried or possessed for use to cause death or inflict serious physical injury.

Disciplinary Action Categories

It is the expectation of the Paradise Valley Unified School District that restorative practice will serve as a guide when utilizing the following strategies to elicit student behaviors necessary for a positive and successful learning environment. Examples of restorative practices are reflection logs, peer mediation, conferences, and individualized assignments designed for a deeper understanding of the impact of negative behaviors.

- A. Informal conference between an adult and the student where an informal plan will be created for positive behavior and how best to repair any harm done.
- B. Formal conference between an adult and student where a formal plan will be created for positive behavior and how best to repair any harm done.
- C. Mediation is a conflict resolution strategy where two or more students meet in a safe and private environment facilitated by an adult or trained student mediator.
- D. Parent/Guardian conference to be held either face-to-face or by telephone to discuss a plan for positive behavior.
- E. 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 time away from class, the student may be assigned a project to reinforce the plan to address behavior.
- F. Detention is when a student is required to serve a period of time before school, during lunch period, or after school where he/she may be assigned a project to reinforce the plan to address behavior.
- G. Loss of privilege is when a student is not permitted to participate in extended learning or reward opportunities for a period of time.
- H. In-school suspension (1-5 days) means the student is removed from class(es), but is kept on campus under the supervision of a staff member. The student may be assigned a project during this time to reinforce the plan to address behavior.
- I. Short-term, out-of-school suspension (1-5 days) means the student is removed from school and placed under the supervision of the parent/guardian. The student may resume participation and/or attendance at school and events at

the completion of the suspension. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.

- J. Short-term, out-of-school suspension (6-10 days) means the student is suspended from school and placed under the supervision of the parent/guardian. Such action may precede a recommendation for expulsion. The student may resume participation and/or attendance of school and events at the completion of the suspension. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.
- K. Summary suspension means the student may be immediately removed from campus if it is believed the student may present an immediate danger to other students. The student may resume participation and/or attendance of school and events at the completion of the suspension. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.
- L. At Home Placement means that a child is moved from his/her home school to an alternative educational setting with stipulations to be met by the student for his/her return to a comprehensive or general education school.
- M. Long-term, out-of-school (11-180 days) suspension means the student is suspended from school and placed under the supervision of the parent/guardian and is to include a District level hearing. The student may resume participation and/or attendance of school and events at the completion of the suspension. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.
- N. Expulsion is the removal from all Paradise Valley Unified School District schools for no less than one calendar year and is to include a District level hearing. The student may seek re-admittance to the district from the District Hearing Officers after that time. Students may resume participation and/or attendance of school and events upon re-admittance to the district. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.

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.

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.

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	J	N
	Maximum	J	N
Bus Misconduct	Minimum	A	D
	Maximum	G	I

Cheating or Plagiarism	Minimum	A	D
	Maximum	I	J
Dangerous Item (Possession)	Minimum	A	I
	Maximum	I	N
Defiance of Authority	Minimum	B	D
	Maximum	I	N
Dress Code Violation	Minimum	A	D
	Maximum	I	J
Drug Violation (Possession/Use)*	Minimum	J	N
	Maximum	J	N
Fighting	Minimum	H	I
	Maximum	I	N
Forgery*	Minimum	D	D
	Maximum	H	I
Gambling*	Minimum	A	D
	Maximum	I	J
Gang Clothing, Symbols, Paraphernalia	Minimum	A	H
	Maximum	H	J
Horseplay/Roughhousing	Minimum	A	I
	Maximum	D	J
Inciting	Minimum	A	I
	Maximum	I	J
Leaving School Grounds Without Permission	Minimum	G	G
	Maximum	I	J
Littering	Minimum	A	D
	Maximum	F	H
Parking Violation	Minimum	A	D
	Maximum	D	G
Physical Aggression	Minimum	D	I
	Maximum	F	N
Public Display of Affection	Minimum	A	D
	Maximum	G	J
Student ID Violation	Minimum	A	B
	Maximum	B	F

Tobacco/Chemical Inhalation/Vapor Violation *	Minimum	F	I
	Maximum	I	J
Tardy	Minimum	A	D
	Maximum	D	F
Unexcused Absence (Full day)+	Minimum	D	G
	Maximum	G	M
Unexcused Absence (One or more period)+	Minimum	D	G
	Maximum	D	M

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

Offense	Range	Action to be Taken
		First Offense
Aggravated Assault*	Minimum	I
	Maximum	N
Alcohol Violation* (Providing/Selling)	Minimum	M
	Maximum	N
Arson (Structure/Property)*	Minimum	H
	Maximum	N
Assault*	Minimum	D
	Maximum	N
Bomb Threat*	Minimum	M
	Maximum	N
Bullying*	Minimum	A
	Maximum	N
Burglary or Breaking and Entering	Minimum	J
	Maximum	N
Combustibles*	Minimum	D
	Maximum	N
Computer, Telecommunication, Network Infraction	Minimum	A
	Maximum	N
Dangerous Item (Threat/Use)	Minimum	H
	Maximum	N
Disorderly Conduct	Minimum	A
	Maximum	N
Drug Violation* (Providing/Selling)	Minimum	M
	Maximum	N
Endangerment	Minimum	I
	Maximum	N
Extortion*	Minimum	I
	Maximum	N
Firearm (Possession/Threat/Use)*	Minimum	J
	Maximum	N

Fire Alarm Misuse	Minimum	D
	Maximum	N
Gang Association or Gang Activity	Minimum	A
	Maximum	N
Harassment / Intended Harassment (Verbal, Written, Graphic, Electronic, Sexual, Racial or Physical)	Minimum	A
	Maximum	N
Harmful Substance*	Minimum	D
	Maximum	N
Hazing	Minimum	A
	Maximum	N
Other School Threat	Minimum	A
	Maximum	N
Theft*	Minimum	D
	Maximum	N
Threats / Intimidation	Minimum	A
	Maximum	N
Trespassing	Minimum	D
	Maximum	N
Vandalism	Minimum	F
	Maximum	N
Weapons Possession*	Minimum	D
	Maximum	N

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 Every Student Succeeds 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.

The Paradise Valley Unified School District honors expulsions, long and short-term suspensions, and alternative education placements assigned by other educational institutions for students applying for enrollment in PVSchools.

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.

Section V. SELECTED FEDERAL AND ARIZONA STATUTES

Abuse of Teacher or School Employee

§15-507 Abuse of teacher or school employee in school; classification

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

Assault

§13-1203 – Assault; Classification

- A. A person commits assault by:
- Intentionally, knowingly or recklessly causing any physical injury to another person; or
 - Intentionally placing another person in reasonable apprehension of imminent physical injury; or
 - 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.

Attendance

§15-803 – School attendance; exemptions; definitions

- A. It is unlawful for any child between six and sixteen 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:
- “Habitually truant” means a truant child who is truant for at least five school days within a school year.
 - “Truant” means an unexcused absence for at least one class period during the day.
 - “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.

Crime Reporting and Notification

§15-153. Crime reporting; policies and procedures; notification; discipline

- A. Each school district governing board and charter school governing body shall prescribe and enforce policies and procedures for school personnel to report any suspected crime against a person or property that is a serious offense as defined in section 13-706 or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to an employee, student or other person on the

school property. The policies shall dictate a process for employees to document and report the conduct, including specifying the employees responsible for making a report to the local law enforcement agency pursuant to section 15-341, subsection A, paragraph 30. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to policies adopted pursuant to section 15-341, subsection A, paragraph 36.

- B. Each school district governing board and charter school governing body shall prescribe and enforce policies and procedures that require the school district or charter school to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described in subsection A of this section, subject to the requirements of federal law.
- C. On or before January 1, 2020, each school district or charter school shall post the policies and procedures prescribed by this section on its website. If the school district or charter school maintains an online manual of policies and procedures, the school district or charter school may post a link to that manual with a reference to the appropriate policies and procedures.
- D. A person who violates subsection A of this section may be disciplined for violating the policies of the school district governing board or charter school governing body pursuant to section 15-341, subsection A, paragraphs 21 and 22, and, notwithstanding section 15-341, subsection A, paragraphs 21 and 22, may be subject to dismissal. Each school district governing board and charter school governing body shall prescribe and enforce policies and procedures that require the school district or charter school to maintain a record on any person who is disciplined pursuant to this subsection and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

Expulsion and Suspension

ARS §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.
- H. A school district or charter school shall expel from school for at least one year a pupil who is determined to have threatened an educational institution as defined in section 13-2911, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. This subsection shall be construed consistently with the requirements of the individuals with disabilities education act (20 United States Code sections 1400 through 1420). A school district may reassign a pupil who is subject to expulsion pursuant to this subsection to an alternative education program pursuant to subsection E of this section if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the threat. A school district or charter school may require the pupil's parent or guardian to participate in mediation, community service, restitution or other programs in which the parent or guardian takes responsibility with the pupil for the threat. For the purposes of this subsection, "threatened an educational institution" means to interfere with or disrupt an educational institution by doing any of the following:
1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
 2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
 3. Going on 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.
 4. Refusing to obey a lawful order to leave the property of an educational institution.

Harassment, Intimidation, Bullying

ARS §15-341 Harassment – Intimidation – Bullying Policy: Victim Rights

In compliance with Arizona Revised Statute 15-341 regarding victim rights, all Paradise Valley Unified School District students have the right to attend school without the fear of being harassed, intimidated or bullied. Harassment, intimidation or bullying is generally defined as making someone worry, feel tormented or troubled. Forms of bullying include verbal or physical harassment; sexual, ethnic, racial or religious harassment; and hazing of other students. Harassment, intimidation or bullying of any kind will not be tolerated in district schools. Students found guilty of harassment, intimidation or bullying are subject to disciplinary action, which may include warnings, parent communication, detention and in-school or out-of-school suspension. Students will not bother or annoy other students physically, verbally or visually; this includes language or gestures which insult, intimidate or negatively incite another person's feelings.

Retaliation in any form for the filing of a harassment, intimidation or bullying complaint is expressly prohibited.

Bullying: Definition

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

If you are being harassed, intimidated or bullied. Make your feelings clear; tell the person who is harassing, intimidating or bullying you to stop. A bully may think you support the harassing, intimidating or bullying if you do not speak up. If the harassing, intimidating or bullying continues after telling them to stop, report the activity to the teacher, counselor, principal or other adult. You can do this verbally or by completing a Harassing, Intimidating or Bullying Victim Rights Report Form at the school or by filing a complaint electronically through AnonymousTips.com.

If you see someone being harassed, intimidated or bullied. Never join in the harassing, intimidating or bullying behaviors. Resist any peer pressure to take part in abusive behavior. Help the person being bullied get out of the

situation safely, ask if it has happened before, and encourage them to report the harassment to the teacher, counselor, principal, or other adult.

McKinney-Vento Homeless Assistance Act

SEC.1032;, Education for homeless children and Youths. Subtitle B of Title VII, 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.

Sex Offender Notification

ARS §13-3825, 13-3826 Sex Offender Community Notification

Arizona statutes require law enforcement agencies notify school districts regarding certain registered sex offenders and juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses. School offices will maintain and provide access by request to all records received from the local law enforcement agency to staff members, parents, students, guardians, or custodians when the District has been notified that a registered offender has moved into the community. Contact your school office for more information.

Threats

ARS §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.
 3. 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.

Title IX

The Paradise Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school principal has been designated as the site Title IX coordinator. The Assistant Superintendent for Instructional Support, Secondary, of Paradise Valley Unified School District has been designated to handle inquiries regarding non-discrimination policies. For further information, call 602-449-2097, or by mail: Paradise Valley Unified School District, 15002 N. 32nd St, Phoenix, AZ 85032.

For further information on notice of nondiscrimination, visit <https://www2.ed.gov/about/offices/list/ocr/index.html> for the address and phone number of the Office of Civil Rights that serves your area, or call 1-800-421-3481.

Contact information

District Governing Board

Anne Greenberg	President
Julie Bacon	Member
Stephanie Brown	Member
Nancy Case	Member
Susan Matura	Member

Homeless Liaison	602-449-2431
Human Resources	602-449-2000

For information regarding the PVUSD Governing Board please refer to the [PVUSD Governing Board Website](#).

Telephone numbers

District general information	602-449-2000	Instructional Support, Elementary	602-449-2095
Assessment	602-449-2016	Instructional Support, Secondary	602-449-2097
Career and Technical Education	602-449-7036	Language Acquisition	602-449-2116
Community Education	602-449-2200	Nutrition and Wellness	602-449-2274
Curriculum & Instruction	602-449-2100	Special Education	602-449-2150
Fine Arts	602-449-2110	Student Services	602-449-2240
Gifted Education	602-449-2113	Title Programs	602-449-2020
		Transportation	602-449-2251

ADA Section 504 compliance officer

Director of Student Services - Elementary,
602-449-2240

Title IX compliance officer

Assistant Superintendent for Leadership - Secondary
602-449-2097

Office for Civil Rights compliance officer

Assistant Superintendent for Human Resources
602-449-2189