CODE OF CONDUCT

*****

I AM RESPONSIBLE.
I AM RESPECTFUL.
I AM PREPARED.
I AM SAFE.
I AM SUCCESSFUL.

Pinnacle Peak Elementary School is committed to achieving high academic standards and a lifelong love of learning. Through a partnership between school, family, and community, students will maximize their potential using the Core Knowledge© sequence, Common Core Standards, in conjunction with state and district standards. As a diverse community of learners, we will encourage a cooperative and collaborative effort to maintain a safe, healthy, and respectful environment.

“Be remarkable!!”

Paradise Valley Unified School District
2016-2017 Governing Board

Dr. Sue M. Skidmore. . . . . . . . . . . . President
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Table of Contents

Section 1: General Policies and Rules ................................................. 5
Absences, Tardies & Excuses .................................................. 5
Admission to School ............................................................ 5
Bicycles .............................................................................. 6
Bus Services ....................................................................... 6
Change of Address or Phone Number ........................................ 7
Field Trips ........................................................................ 7
Food Services ....................................................................... 7
Lost and Found ..................................................................... 7
Prohibited Items at School .................................................. 7
Homework ........................................................................ 8
Student Progress Reports .................................................. 8
Medication ........................................................................ 8
Physical Education Excuses .................................................. 9
Emergency Cards .................................................................. 9
Emergency First-Aid/Illness .................................................. 9
Promotion/Retention ........................................................... 9
Promotion/Retention Appeals ............................................. 10
Student, Staff & Parent Dress, Conduct, and Appearance ........ 11
Suspension and Expulsion .................................................. 12
Telephone ........................................................................ 12
Text Books ......................................................................... 12
Media Center ..................................................................... 12
Computers ......................................................................... 12
Visitors ............................................................................. 13
PTO .................................................................................... 13
Volunteer Program ............................................................. 13
School Council .................................................................... 13
Student Arrangements ....................................................... 14
Student Arrivals and Departures ......................................... 15
Section 2: General Policies and Rules
Positive Reinforcement Approach .......................................... 16
Rules and Regulations .......................................................... 16
Conduct ............................................................................. 16
Expectations ....................................................................... 16,17
Classroom and School Rules & Regulations .......................... 18
Discipline Referral ............................................................... 19
Discipline Tickets ................................................................. 19
Playground and Sidewalk Rules & Regulations .................... 20
Student-To-Student Harassment or Misconduct ................. 21
Rules & Behavioral Expectations for Common Areas ............. 22
Acknowledgement & Verification ......................................... 23
Appropriate-Use Policy Addendum ..................................... 24
Pinnacle Peak Elementary School  
7690 E. Williams Drive  
Scottsdale, AZ  85255

Dear Pinnacle Peak Parents and Students,

Welcome to the beginning of a new school year at Pinnacle Peak Elementary School. The Pinnacle Peak Staff and I are looking forward to meeting and working with you this year. We are committed to provide all of our students with a quality educational experience.

The purpose of this handbook is to provide you information to help our families become familiar with the policies and procedures at Pinnacle Peak Elementary School. To help keep the lines of communication open, please take the time as a family to discuss this handbook together.

Our school mission statement was developed with the input of parents and students. It is my hope that we will work together to achieve our mission, and that our children will understand the importance of a good education.

Our doors are open to you. Please do not hesitate to contact us with any questions or concerns. Thank you in advance for the opportunity to learn and grow with your child(ren). We look forward to an amazing and challenging year together.

Respectfully,

Lora Herbein– Principal  
Pinnacle Peak Elementary School  
lherbein@pvschools.net
Section 1: General Policies and Rules

ABSENCES, TARDIES & EXCUSES

School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school only when absolutely necessary, as much of the classroom activity cannot be made up: the benefit of lectures, discussions and participation is lost forever to those who are absent. It must be emphasized that regular, on-time attendance is the key to much of the success a student may gain from his/her school program.

Please be advised of the following procedures and absence/tardy information.

1. **ATTENDANCE:** When a child is absent from school, the parent/guardian is required to call the attendance line (602-449-6701) before 8:45a.m. **ON THE DAY OF THE ABSENCE.** Failure to report a child’s absence will constitute an unexcused absence or truancy. It is for your child’s protection that this policy is in place and we appreciate parental cooperation and support. It is a matter of Governing Board Policy that a student may be retained for excessive absences that affect his/her academic progress.

2. **HOMEWORK:** Homework requested for a student absent from school must be done by 10:00a.m. for same day 2:45p.m. pickup.

3. **TARDIES:** *The school bell rings at 8:10a.m.* – classes begin at 8:15a.m. Instruction commences after morning announcement. It is less disruptive to the class if **everyone** is present when the teachers begin direction for the day. *A student is tardy if they aren’t in their classroom at 8:15a.m.*

ACCIDENT INSURANCE

The school will send home information concerning the purchase of accident insurance. The school is not acting as the agent, nor does it carry and accident insurance on students. Therefore, parents are encouraged to evaluate this coverage. The cost is low and there are several options.

ADMISSION TO SCHOOL

A child must reach age five prior to September 1, to be eligible for kindergarten. Likewise, a child must reach age six prior to September 1, to be eligible for first grade. Children who have not received all of the required immunizations may be enrolled in school if the required immunizations are obtained within 15 days of enrollment.
**BICYCLES**

For safety reasons, and per Governing Board Policy, students in kindergarten through second grade **MUST NOT** ride bicycles to school. Students who are eligible to ride bicycles to school must obey the following rules:

- Students must obey all traffic rules, coming and going to/from school.
- Bicycles must be parked in provided racks.
- Bicycles must be locked when not in use.
- Bicycles are ridden to school at the owner’s risk.
- Bicycles must not be ridden on school grounds or parking lots BEFORE or AFTER school.
- A bicycle rider should have received bicycle safety instruction.
- Bicycle riders are encouraged to use helmets.
- All bikers must ride single.

**BUS SERVICE**

Bus service will be provided for students, kindergarten through sixth grade, who live beyond one mile from school, and/or north of Pinnacle Peak Road. Buses will pickup/drop-off students at their designated stops. You, as a parent, are encouraged to be waiting for you child at the stop. Kindergarten parents are required to be at the bus stop to meet their children. This is particularly important for younger students during the first couple of weeks after your child begins school. This will help both your child and the driver to become familiar with the correct stop. Tell your child that if they are disoriented, scared, confused, etc. to let the driver know and to stay on the bus. Teach your child how to safely walk to/from the bus stop and remind them to respect private property at the bus stop. For bus stop locations, go to [http://www.pvschools.net](http://www.pvschools.net) and then click “Busfinder” located under Quick Links.

**Don’t Lose Your Riding Privilege!!!**

All passengers are under the authority of the bus driver and shall observe the following rules:

1. Obey the bus driver’s instructions and directions – it is his/her “classroom” and drivers always decide procedures.
2. Bus aisles/emergency exits shall remain clear of all objects.
3. Stay properly seated with your back against the seatback, your legs facing forward and all parts of your body out of the aisle.
4. Keep head, hands, feet, and objects to yourself and inside the bus.
5. Talk quietly, use respectful language – no profanity.
6. No eating or drinking on the bus (water in plastic bottles is acceptable).
7. Animals, insects, skateboards, glass containers, weapons/dangerous instruments, balloons, tobacco, alcohol or other drugs are not permitted.
8. No student has the right to interfere with the safety, well-being, or learning of others.
So that our files will contain accurate information, parents are requested to submit to the office any change of address or telephone numbers. All parents should have at least one working telephone number on file where they may be reached during the school year.

Field trips are part of the regular school program. However, because they are off campus activities, a student who has demonstrated inappropriate behavior at school may be denied permission to participate. Before a student may attend a field trip, a written permission slip signed by a parent or legal guardian is required. Supervision by school personnel will be provided on all trips. The Pinnacle Peak PTO does provide scholarships to those who need financial assistance to offset the cost. Because field trips are curriculum-driven, attendance is mandatory except in cases of inappropriate behavior.

Each student will be able to establish a lunch account when they enroll at Pinnacle Peak Elementary School. Checks deposited into their account should be made payable to PVUSD. This account works like a debit account. When the student reaches a zero balance, the student is given a written notice and/or a call is placed to the parent, indicating the need to deposit additional money in their lunch account. If money is not deposited, the student is given a peanut butter & jelly or a cheese sandwich for lunch until money is deposited. Each student is required to memorize their student ID number, which is used to access their account. Each lunch costs $2.25 (which includes either a juice or milk), or a student may purchase juice or milk for 25¢ each. Breakfast is served from 7:45-8:15a.m. and the price is $1.00. Parents can create an account and pay for school lunches by going to www.ezschoolpay.com.

The school cannot assume the responsibility for your property losses: however, we will make every effort to help locate lost articles when reported. Further, there is a lost and found bin located in the Multi-Purpose Room. This bin holds lost articles that haven been turned into us. Valuable items that have been lost and found will be stored in the office until they are claimed.

The following items shall be left at home: knives (any sharp or pointed items), squirt guns, toys, radios, matches, skates and skateboards, roller blades, roller shoes, motorized scooters, hard baseballs, or any other item that would be a classroom disturbance. These items will be confiscated if they are brought to school and parents may be called to pick them up.
**HOMEWORK**

The Governing Board strongly believes that homework is a valuable learning activity. Among its many benefits are:

- Skill reinforcement
- The development of self-discipline, responsibility, and wise use of time
- The opportunity for parents to become involved in and aware of what their children are learning

Assignment of appropriate homework is encouraged, and the Governing Board will support teachers’ efforts to ensure that students do not ignore their assignments.

Communication between teachers and parents regarding homework is considered essential. Parents should consult with individual teachers as to the expectations and how parents may help in this effort.

Homework should be seen as an opportunity to improve skills. As such, every assignment need not be used for grading purposes, but every assignment turned in to the teacher should be acknowledged and considered important.

**STUDENT PROGRESS REPORTS**

Grade reports for students in grades kindergarten through sixth grade shall be issued shortly after mid-quarter, if needed. In Art, Computer, Library, Music, and P.E., written grades shall be issued at the close of each semester and conferences held with parents as scheduled or as needed. Grades are consistently available online.

**MEDICATION**

Dispensing medication to children by school nurses is rigidly controlled by State Law. Paradise Valley Unified School District, in order to comply with the law, provides forms that must be completed prior to dispensing any medication. A form for any medication must be signed by the parent before the medication can be dispensed. **All medication must be received in the original container.** Prescription medication must be in the pharmacy container, over the counter medications must be in the manufacturer’s packaging. Physician samples can be accepted **ONLY** with an accompanying prescription. Over the counter medications (Tylenol, aspirin, etc.) may be provided by the parent and dispensed with signed permission on the approved form.

The purpose of this procedure is to ensure that pupils who must have medication during the school day receive the prescribed medication, in the prescribed manner, for the protection of the pupil and school personnel.

**Students are NOT allowed to carry medication or administer it to themselves.** It is expected that parents will transport all medications, including throat lozenges and cough drops, to and from the health office. At the end of the year parents must pick up any unused medication.
Physical education is required of all students unless excused by a physician for valid health reason. Temporary excuses will be issued by the school nurse upon written request from the parent for a period of up to three days.

It is ESSENTIAL that all parents complete and return an Emergency Card for each student during the first week of school. Please fill in all lines, including work numbers and names of people who will assume responsibility for your child in the event of an emergency if you are not available.

If a home or work phone number, address or emergency contact changes, please notify the school immediately. Your child’s welfare may depend on keeping the Emergency Card accurate.

When a student becomes ill or is injured at school, he/she will be evaluated and/or treated by the school nurse. If it is necessary for the student to be sent home or to a doctor, the parents will be contacted and requested to pick the child up from school. No child will be sent home alone or released without an authorized adult to accompany them.

Students will normally progress from grade to grade. When facts indicate that retention is in the best interest of the student’s academic progress, there must be close cooperation between the parents and all school personnel involved. Each child will have individual consideration and decisions will be made only AFTER a careful study of facts relating to all phases of the child’s growth and development.

In accordance with state law, teacher(s) make the decisions for promotion or retention of students. The Governing Board shall require that, if a parent or legal guardian of a child chooses not to accept the decision of a teacher that the child be promoted or retained in grade, the parent or legal guarding is to execute a release of the teacher of all liability for actions done in good faith pertaining to the child’s promotion or retention. Only the Paradise Valley Unified School District Governing Board may overturn the teacher’s decision. Therefore, the parent may appeal any promotion or retention to the Governing Board.

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

1. Final Decision for retention or promotion must be made prior to or no later than the last day of school. Parents are to be notified of these decisions by the local school.
2. Parents disagreeing with the teacher’s decision must make arrangements to discuss their concern with the teacher(s) involved in the decision.
3. Parents wishing to appeal the decision after the conference must sign ADE Form 40-201 releasing the teacher of any liability for actions done in good faith pertaining to the child’s promotion or detention. Signing of this form DOES NOT CHANGE the teacher’s decision.
4. The parent will then submit ADE Form 40-201 and a letter of appeal to the principal as soon as possible, but no later than August 1, following the close of school. The principal will forward the letter and ADE Form 40-201 to the Assistant Superintendent for Elementary Education or Secondary Education for processing.
5. The letter of appeal must provide relevant background information, parent assessment of the student’s progress during the term in question, and a clear statement as to why the Governing Board should overturn the teacher’s decision. The appeal letter must also clarify how a reversal of the original decision will benefit the child.
6. The principal will prepare the following packet of information for the hearing:
   a. The student's report card and a record of parent contacts during the year.
   b. Relevant testing data.
   c. Description of procedures used in determining promotions and retentions at the school.
   d. The essential facts and concerns involved in making the decision in each case appealed.
7. At the directions of the Governing Board, the Superintendent or his designee will convene an Education Subcommittee to hear each appeal and to make a recommendation to the Board.
   a. Membership of the Subcommittee shall consist of:
      1) A parent.
      2) A K-8 principal (not involved in the appeal).
      3) A K-8 teacher (not involved in the appeal).
   b. The hearing shall be conducted by the Superintendent or his designee.
   c. The hearing shall be conducted as follows:
      1) Each subcommittee member shall receive a sealed copy of the parent’s letter of appeal, ADE Form 40-201, and the principal’s packet one week in advance while kept in the strictest confidence.
      2) At the established hearing date, the parent and principal appear to answer questions of the subcommittee. The principal is encouraged to have the teacher present during the appeal hearing. The teacher has the right to be present.
      3) The parent may make a short verb presentation to the committee, approximately five (5) minutes in length.
4) Following questions from the subcommittee, the parent and school personnel will be excused while the committee deliberates and makes a recommendation to the Board.

5) The hearing will be recorded. The recording will be available for the Governing Board Members. The committee’s written recommendation will be forwarded to the Board for formal decision at a subsequent meeting.

6) The decision of the Board will be final.

**STUDENT, STAFF & PARENT DRESS, CONDUCT AND APPEARANCE**

Student dress, personal appearance, or conduct shall not disrupt or distract from instructional procedures, school sanctioned social functions, or the disciplinary control of the teachers. Wearing of hats is prohibited inside all buildings for all students. It is recommended that students **NOT** wear flip-flops. Students should wear socks with sandals and other shoes for maximum protection from injury to feet. Athletic shoes and socks are to be worn for physical education. Any garment allowing undergarments to show is inappropriate. Also, any clothing that allows for viewing of or exposure to private body areas is not acceptable. We ask that parents use their own discretion.

Parent requests for exceptions (for religious, health-related or other reasons) to dress code policies shall be submitted in writing to the school administration. Parents may appeal a building level administrator's decision regarding dress code to the area assistant superintendent for instructional support or designee at district office, and such requests will be reviewed on a case-by-case basis.

In addition, for reasons of safety and modesty, please follow these guidelines:

- No baggy or oversized clothing (pants must be worn at the waist level.)
- No bare midriffs (low pants and short tops.)
- No spaghetti straps (straps should be a minimum of 3 fingers wide.)
- No strapless tops.
- No “short-shorts.” The school reserves the right to identify acceptable shorts as “too short” on a case by case basis relative to the level of modesty displayed. The rolling of waist bands is generally inappropriate, as are short-shorts that have revealing slits or torn sides.
- No clothing with inappropriate language.
- No hats in the school building.

Dress code violations will lead to the following (depending on the severity of the infraction):

- Conference with student.
- Call home.
- Visit nurse for appropriate clothes (which will need to be returned clean.)
The Governing Board directs the Superintendent and the administration to develop and maintain appropriate standards of student conduct and advise students and parents of those standards. Students shall comply with those standards, pursue the required course of study and submit to the authority of the staff of the district. While only the Governing Board may expel a student, the Superintendent, the school principal or his designee are given the authority to suspend students for good cause. Due process procedures shall be adhered to in all cases involving suspension and/or expulsion.

**TELEPHONE**

The school telephone is for business and is not to be used to make arrangements to go home with a friend, etc. **THESE ARRANGEMENT SHOULD BE MADE AT HOME THE DAY BEFORE.** Emergency messages will be taken care of by the office.

**TEXT BOOKS**

All textbooks are loaned to students free of charge. **HOWEVER, STUDENTS ARE RESPONSIBLE FOR LOST OR DAMAGED BOOKS AND WILL BE EXPECTED TO PAY FOR THEM.** Students are urged to take good care of books to avoid an assessment at the end of the year. This also includes sheet music.

**MEDIA CENTER**

ALL materials must be checked out before being taken from the Media Center. Students may check out three (3) books at a time. However, if many classes are dealing with similar subjects, students may be limited to one (1) book per subject. Also, no books may be checked out by students with overdue books. Students may not check out encyclopedias for overnight use. Students are responsible for any books checked out in their name. Lost books must be found, replaced, or paid for before a student’s check out privileges are restored. Every effort will be made, according to the district’s policy of collecting for lost books, to remind students of their obligations to make restitution for the lost book.

**COMPUTERS**

At Pinnacle Peak Elementary School, we believe that computers and their applications are important educational links to the future. District and school internet acceptable use policies are a guide for students, parents and staff to help insure positive educational experiences. **Parents must submit a letter if they would like their child’s internet privileges revoked.**
Parents are always welcome to visit the school. **BEFORE VISITING A CLASSROOM OR LUNCHROOM, VISITORS MUST CHECK IN AT THE FRONT OFFICE AND WEAR A VISITOR/VOLUNTEER BADGE.** This is for the protection of your children and is required by state law. This also helps us provide an uninterrupted learning experience. Visitors/Volunteers should follow our dress code.

Our school has an excellent parent group – the Parent Teacher Organization. Elected officers help the organization perform tasks that make Pinnacle Peak Elementary School a better part of your family’s life. Parents are encouraged to join and participate in our school through this group. Visit our PTO’s website at [www.ppespto.org](http://www.ppespto.org).

Pinnacle Peak Elementary School is proud of its volunteer program and the help our students receive from our volunteers. We need you! Your participation in the volunteer program means more individualized instruction can be given to each child. In addition, it provides an enriching and rewarding experience for you, the parent.

Our PTO organizes our parent volunteer program and would like to have you become a participant. Parent volunteer applications and additional information are available in the office. If you are interested in volunteering **you must accurately complete and submit a volunteer form to the office.** These forms are available in the office.

The Governing Board of the Paradise Valley Unified School District believes in many areas of school administration, decisions are best made by those most closely involved or affected by the decisions. As a result, every school in the district has a school council. The primary focus of Pinnacle Peak’s School Council is directed toward the benefit of the students in general and the school and community as a whole. At Pinnacle Peak, the school council is composed of two parents, two teachers, one classified employee, one community member and the school principal. School council meetings are open to the public. Notices of meetings are posted in the office and published online. Minutes of the meetings are also available.

So as not to interrupt the learning process in the classroom – please make after-school arrangements **BEFORE** your child leaves for school in the morning. Any changes should be in the form of a written note from parents. The office will email the teacher to notify the student to pick up items left in the office when brought by a parent.
Pinnacle Peak Elementary School has playground supervision by duty aides before and after school each day. However, the supervision **DOES NOT** begin until thirty minutes before school starts. Therefore, we ask that you have your child(ren) leave home so as to arrive **NO EARLIER than 7:45a.m. EACH DAY.** We do not have supervision before 7:45a.m. and request you make necessary arrangements for before-school care. It is important that we ensure the safety of each child at Pinnacle Peak Elementary School. As such, we require that when children leave school for any reason, **THEY MUST BE CHECKED OUT FROM THE OFFICE WITH APPROPRIATE IDENTIFICATION.** No student will be allowed to wait outside for someone to pick them up during school hours. Your cooperation will ensure the safety of each child. There is no supervision after school.

**STUDENT ARRIVALS AND DEPARTURES**

**STUDENT DROP-OFF PROCEDURES:**
- Students may be dropped off in either of the two front parking lots in the morning.
- After the student is dropped off, he/she must either enter through the cafeteria (if dropped off in the south parking lot) and walk through the building to the playground if not going to eat breakfast. Students dropped off in the north parking lot may walk on the sidewalk around the side of the school near the park to go to the playground.
- Students **SHOULD NOT** enter the building through the front office in the morning unless it is after 8:15a.m. **A PARENT MUST ACCOMPANY THE TARDY STUDENT INTO THE FRONT OFFICE AND SIGN THEM IN.**
- Kindergarteners are dropped off at the Kindergarten gate in the north parking lot. After the students line up, their teacher will bring them into the building. Parents may not enter the building at this location with their student. If a parent wants to visit or volunteer, they must sign in at the office and wear a visitor/volunteer badge.

**PLEASE DO NOT PARK YOUR CAR IN AN UNDESIGNATED AREA!**

**STUDENT PICKUP PROCEDURES:**
- Kindergarten students with siblings will wait in the ITT Lab for their brother or sister and then continue to the back of the school where they will be picked up. Kindergarten students without siblings will be picked up in “Kindergarten Pick-up” located in the parking lot to the northeast. Please pull forward to where the children are waiting with their teachers and then exit where you entered.
- Students in grades 1 through 6, along with kindergarteners with older siblings, are picked up in the back of the school.
- **Drivers must move forward as far as possible to the north end of the building.**
- Students must be loaded on the school (passenger) side in the yellow loading zone.
- Please follow the directions of the adults assigned to aid the students who are waiting and loading so all students will be safe.
- Please keep the line moving.
- Please do not encourage students to break the rules to speed up your student’s departure.
Section 2: General Policies and Rules

**POSITIVE REINFORCEMENT APPROACH**

At Pinnacle Peak Elementary School, we emphasize good citizenship and positive student behavior. Our “Thumbs Up!” Program allows staff to reward students for behavior that is polite, courteous, and thoughtful. Staff (including principal, teachers, secretaries, aides, nurse, cooks and custodian) are asked to recognize these behaviors and reward students, on the spot, by presenting them with a Thumbs Up!

These cards are to be completed and deposited in the media center, into appropriate grade level boxes. Each Monday, a drawing will be held and recognition given to the student whose card is chosen. Specific courtesy acts will include good manners on the playground, cafeteria or school walkways, etc.

**RULES AND REGULATIONS**

To compliment our positive reinforcement approach, it should also be understood that rules and regulations are required to be followed by all students. Classrooms, bus stops, bicycle riding, parking area, playground, travel to and from school, and the cafeteria are areas that all have behavior procedures which must be observed at all times.

**CONDUCT**

The conduct a student demonstrates at school is usually a result of his or her current or past experiences. It is important for teachers and administrators to understand each individual student so that discipline is fair, reasonable, and fits the circumstances. Action taken should lead to a good learning experience. Our goal is to help students become good decision-makers in the areas of self-control and social relationships.

Student dress, personal appearance and conduct shall not disrupt nor distract from instructional procedures, school sanctioned social functions or the disciplinary control of the teachers in any way. Please refer to the Student Dress section for more specific information.

**EXPECTATIONS**

The following rules cover behavior in the classroom, around campus and on the bus. We ask you to discuss these rules with your child, as we will at school and we ask for your support in enforcing them.
Students are expected to come to school each day ready to learn in an environment free from distraction. Teachers expect to be able to teach without distraction as well. Governing Board Policy defines Disorderly Conduct as use of profanity, obscene behavior, unsafe behavior or any conduct which is in any way disruptive to the education process of the school. Defiance of Authority is defined as refusing to comply with the reasonable request of school officials. Disorderly Conduct and Defiance of Authority will not be tolerated and may result in suspension or expulsion.

Behavior expectations are as follows:

1. Students will be courteous and respectful to other students and adults. They will use proper language.
2. Students will travel throughout the school in a safe and orderly manner. They will carry passes when outside their classrooms without a teacher.
3. Student behavior will demonstrate proper consideration for themselves and others.
   a. Fighting and/or provoking a fight is prohibited on campus or to and from school. Fighting may result in suspension or expulsion.
   b. Rock throwing is prohibited on campus and between school and home. If a student chooses to pick up a rock, it is assumed the intent is to throw the rock. Rock throwing can cause injury and may result in suspension.
   c. A student who is using, under the influence, or in possession of: or who, in any way provides, gives, sells, or offers any form of alcohol beverage, illegal or dangerous drug substance, drug paraphernalia, or look-alikes or any substances being represented as an illegal or dangerous drug, is subject to suspension or expulsion (as stated in Board Policy). Use, sale or possession of tobacco of any kind (including cigarettes) on school property or at school events is also prohibited. Incidents involving any of the noted Forbidden Substances will result in parents being contacted and referrals to appropriate agencies.
4. In a physical altercation scenario, a student (victim) who is being attacked or threatened to be attacked is by law expected to remove himself/herself from the situation immediately. Use of physical force by the victim is **ONLY** acceptable as a means to escape and report the situation. Legally, self-defense is only using **whatever force is necessary in order to get away.** Please help your child to understand the difference between “self-defense” and retaliation. Retaliation is an attempt to “get even” or deter the attacker from further attacks. Ultimately, it is our goal to protect children from injury, and retaliation can escalate an incident and jeopardize the victim’s safety even more.
5. Students will use all school materials and equipment in the manner for which they were designed. Vandalism and/or destruction of school property or buses may result in suspension or expulsion. Parents and appropriate agencies will also be contacted and students will be responsible for damage costs.
   a. Any items or objects not related to the school program or that could be used in a harmful manner should be left at home. This includes, but is not limited to, guns, knives, sling shots, stink bombs, fireworks, explosives, caps, etc. Items will be confiscated and disciplinary action will be taken, up to and including suspension and expulsion.
Teachers will explain to their students about classroom and school, rules and regulations, all of which will be consistently enforced. These rules will be posted in all classrooms throughout the school year. Classroom and school rules and regulations will be discussed at Parent Orientation in the fall.

I. **Verbal** – Students will use appropriate language. These rules work in conjunction with the student to student Harassment Section of the Pinnacle Peak and Paradise Valley District Handbook.

   **Examples (not inclusive):**
   - No yelling at others.
   - No abusive language.
   - No teasing.
   - No harassing.
   - No bullying.

II. **Physical** – Student’s physical behavior must demonstrate proper consideration for others.

   **Examples (not inclusive):**
   - No fighting, hitting, kicking, biting or spitting.
   - No bullying or harassing.
   - No throwing of objects other than playground balls.

III. **Equipment** – Students will use all equipment in the manner for which it was designed.

   **Examples (not inclusive):**
   - Students will share equipment with others.
   - Footballs, playground balls, soccer balls, etc. will only be used in designated areas.
   - No standing on slide, swings, soccer goals, etc.
   - No tearing up or defacing equipment.
   - No twisting of swings.

IV. **Movement** – Student will not run, push or skip when going from place to place on campus.

V. **Respect** – Students will show proper respect to all people on campus (staff and/or volunteers).

   **Examples (not inclusive):**
   - Students will follow all reasonable requests of adult leaders.
   - Students will not argue with adults.
DISCIPLINE REFERRAL

Discipline Referral Forms will be used to communicate to parent(s) when a situation occurs in the following areas:

Classroom
  • Repeated or serious classroom disruptions/incidents may lead to referral.

Bus Stop
  • The District bus discipline format will be followed.

Bicycle
  • Walk bicycles on sidewalks.
  • Walk bicycles through crosswalks.
  • Do not ride or walk bicycles through school parking lot or on fire lanes.
  • You must be in third grade or higher to ride your bicycle to school.

Cafeteria
  • Each classroom will assign two (2) cafeteria monitors.
  • Students will form single-file lines for distribution of lunches.
  • There is to be no seat saving or sitting at a different table. All students are to sit at their classroom table.
  • Students are to eat in an orderly and courteous manner. Students will sit while eating.
  • If students need extra time to eat they may stay to finish with permission.
  • No food is to be taken from the cafeteria.
  • Students will maintain a low-level voice.
  • No throwing of food or silverware will be allowed.
  • Any student that spills food or drink will be responsible for getting paper towels and cleaning up (a cafeteria aide may need to seek the help of a custodian.)
  • Students will not get up to throw trash away until their classroom table is dismissed.
  • Monitors’ duties include washing tables with provided cloths and remain in cafeteria until entire class has left.
  • Students will be dismissed by staff only when the students are quiet and each student’s space is clean.

DISCIPLINE TICKETS

Discipline tickets will be used in the cafeteria, on the playground and in the hallways. Staff members are encouraged to issue discipline tickets when violations of school and classroom rules and regulations are observes.

After a student has been instructed of appropriate behavior and has been made aware of all rules and regulations, if he/she misbehaves, a verbal warning will be issued. If the behavior persists, a discipline ticket will be completed.

Any student receiving multiple tickets may be referred to the principal for a conference and possible disciplinary action. Parents will be involved at the disciplinary action level.
PLAYGROUND AND SIDEWALK RULES & REGULATIONS

- Swings are to be used properly. No standing on or twisting of chains, no side-to-side swinging, only one student per swing and no jumping off.
- Slide is to be used in a feet-first forward sitting position only.
- No rock, sand or grass throwing.
- No sitting on top of, or jumping off bars, self-contained play areas or swings.
- No tackle football, piggyback, chicken fights, etc.
- No games that might cause bodily injury as decided by staff.
- Students must stay within assigned playground boundaries.
- Restrooms are to be used solely for the purpose they were intended.
- Students are to walk (not run, skip or jump) on sidewalk areas.

STUDENT-TO-STUDENT HARASSMENT OR MISCONDUCT

1. POLICY STATEMENT: The students of Pinnacle Peak Elementary School shall have the right to attend school without fear of harm, threat, intimidation, or harassment – and – THAT RIGHT SHALL BE PROTECTED.
2. DEFINITIONS:
   - **HARM:** Students of Pinnacle Peak Elementary School shall not hit, kick, strike or otherwise be physically abusive to any other person during school time or while on school property.
   - **THREAT:** Students of Pinnacle Peak Elementary School shall not threaten to harm any person for any reason during school time or while on school property. This includes direct or indirect suggestion of harm for any reason.
   - **EXTORTION:** Extortion will not be tolerated at school. Extortion is defined as demanding something of value in exchange for protection from harm.
   - **INTIMIDATION:** Students of Pinnacle Peak Elementary School shall not engage in any activity that frightens another student or makes that student unhappy or uncomfortable in the school setting.
   - **HARASSMENT:** Students of Pinnacle Peak Elementary School shall not annoy, antagonize or bother another person physically, verbally, or visually. This includes the use of offensive language, symbols, gestures, touching, unfounded rumors, etc. or any unwanted sexual advances.
   - **CONSEQUENCES:** The consequences of the aforementioned activities will be consistent with existing consequences present in the school Discipline Policy. In cases of sexual misconduct, a referral shall be forwarded to the school nurse to determine if counseling or related services are indicated. If so determined, appropriate services will be recommended for parent consideration.
3. **BULLYING:** Taking a proactive position encouraged by the State of Arizona and the Paradise Valley Unified School District, our School Council has implemented a Bully Prevention Program approved by the U.S. Department of Health & Human Services (The Olweus Bully Prevention Program) during the Fall of 2004. This school-based program is a multi-level, multi-component curriculum and is largely implemented by the school staff under the direction of an oversight committee comprised of staff and parents. It is designed to prevent or reduce bullying by restructuring the environment and reducing the opportunities and rewards for bullying. The goal of the program is to improve peer relations and make the school a safe and positive place for students.

![Pinnacle Peak Elementary School “Bully Free Zone” Rules](image)

1. I will not bully others.
2. I will help students who are bullied.
3. I will include students who are left out.
4. I will always tell an adult when I see someone being bullied.

4. **COMMUNICATIONS OF POLICY:** This policy will be communicated to staff, students and parents annually as part of the Discipline Plan by the following **MEANS OF COMMUNICATION:** Staff meetings, School Handbook, Parent/Student Handbook, Newsletter, PTO meetings, student assemblies.

**INSERVICE** shall be planned and conducted for staff by team consisting of principal, school nurse, school psychologist, counselor (if available) and any other designated staff members. General guidelines will be presented and questions answered.

**NON-DISCRIMINATION**

No person connected with the Paradise Valley Schools, whether a student, employee, or volunteer shall, on the basis of sex, creed, or color, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.
INTERNET WEB PAGE RELEASE
for
PARADISE VALLEY UNIFIED SCHOOL DISTRICT
Grades K-12

Dear Parent/Guardian,

In an effort to maintain the integrity of the mission and goals of the Paradise Valley Unified School District, the following release form must be completed before any district web page is created which contains a student’s name, picture, and/or intellectual property.

The Paradise Valley Unified School District does not authorize the use of:
• The last name of any K-12 student.
• The first names of K-12 students without a signed release form.
• Pictures of K-12 students without a signed release form.
• K-12 student intellectual property as such as art work, poetry, essays, performances, etc., without a signed release form.

Please complete and sign the following release form and return it to school with your child.

I (DO_____, Do NOT_____)(please check off one) authorize the release of my child’s picture and first name to be used on district web pages.

I (DO_____ , Do NOT_____)(please check off one) authorize the release of my child’s intellectual property such as art work, poetry, essays, performances, etc. to be used on district web pages.

Student Name: _____________________________________________________

Parent/Guardian Name (Printed):_______________________________________

Parent/Guardian: Signature:  __________________________________________

Date: ______________________________
<table>
<thead>
<tr>
<th>Common Areas</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallway and All Common Areas</td>
<td>• Keep hands, feet, and objects to self.</td>
<td>• Use kind words and actions.</td>
<td>• Keep personal items in your backpack.</td>
</tr>
<tr>
<td></td>
<td>• Report suspicious or dangerous behavior to an adult.</td>
<td>• Wait your turn.</td>
<td>• Use quiet voices.</td>
</tr>
<tr>
<td></td>
<td>• Use all equipment and materials appropriately.</td>
<td>• Clean up after yourself.</td>
<td>• Have a pass.</td>
</tr>
<tr>
<td></td>
<td>• Walk in the building.</td>
<td>• Follow adult directions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Respect classes in session.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Allow room for others to pass.</td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td>• Always walk.</td>
<td>• Be polite to cafeteria staff.</td>
<td>• Leave your area clean.</td>
</tr>
<tr>
<td></td>
<td>• Eat the food your parents expect you to eat.</td>
<td>• Wait your turn.</td>
<td>• Push trash in garbage cans.</td>
</tr>
<tr>
<td></td>
<td>• Sit in your seat with feet on the floor until dismissed.</td>
<td>• Use an inside voice.</td>
<td>• Keep food in the cafeteria.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Be considerate of others.</td>
<td>• Be prepared with your money/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>account numbers.</td>
</tr>
<tr>
<td>Library and Media Center</td>
<td>• Be considerate of others.</td>
<td>• Use low voices.</td>
<td>• Use internet responsibly; print only what is</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Only use equipment with permission.</td>
<td>approved.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Respect property.</td>
<td>• Return books in good condition</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and on time.</td>
</tr>
<tr>
<td>Assemblies and Special Events</td>
<td>• Stay with class at all times.</td>
<td>• Follow quiet signal immediately.</td>
<td>• Wait to be dismissed.</td>
</tr>
<tr>
<td></td>
<td>• Provide appropriate spacing and walkways.</td>
<td>• Sit appropriately.</td>
<td>• Actively listen to the speaker.</td>
</tr>
<tr>
<td></td>
<td>• Listen for directions.</td>
<td>• Stay silent while presenters are speaking.</td>
<td>• Get drinks and go to the</td>
</tr>
<tr>
<td></td>
<td>• Represent Pinnacle Peak appropriately.</td>
<td>• Respond positively and</td>
<td>bathroom before and after the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>appropriately to speakers and presenters.</td>
<td>presentation.</td>
</tr>
<tr>
<td>Drop-Off/Pick-Up</td>
<td>• Be in your designated area.</td>
<td>• Listen responsibly and use good</td>
<td>• Carefully choose with whom you sit.</td>
</tr>
<tr>
<td></td>
<td>• Only cross the street with crossing guards.</td>
<td>manners with everyone.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use kind words and actions.</td>
<td></td>
</tr>
<tr>
<td>Restrooms</td>
<td>• Keep water in sink.</td>
<td></td>
<td>• Observe school hours.</td>
</tr>
<tr>
<td></td>
<td>• Keep feet on floor.</td>
<td></td>
<td>• Wait patiently.</td>
</tr>
<tr>
<td></td>
<td>• Alert teaches of any problems.</td>
<td></td>
<td>• Be prompt.</td>
</tr>
<tr>
<td></td>
<td>• Wash hands with soap.</td>
<td></td>
<td>• Know your mode of transportation.</td>
</tr>
<tr>
<td>Technology</td>
<td>• Only use academically appropriate websites.</td>
<td>• Respect workspace.</td>
<td>• Flush toilet.</td>
</tr>
<tr>
<td></td>
<td>• Keep personal information to yourself.</td>
<td>• Be patient when needing help.</td>
<td>• Throw trash in wastebaskets.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Follow directions.</td>
<td>• Return to class promptly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Have a pass.</td>
</tr>
<tr>
<td>Playground and Recess</td>
<td>• Follow all safety rules as discussed by your teacher.</td>
<td>• Be polite with staff on duty.</td>
<td>• Report dangerous or inappropriate behavior.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Follow directions.</td>
<td>• Help to discourage poor sportsmanship and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Include a new friend.</td>
<td>fighting.</td>
</tr>
<tr>
<td>Office</td>
<td>• Keep hands and feet to self.</td>
<td>• Be polite to visiting parents and</td>
<td>• Check in and politely state your</td>
</tr>
<tr>
<td></td>
<td>• Sit on furniture appropriately.</td>
<td>office staff.</td>
<td>purpose.</td>
</tr>
<tr>
<td></td>
<td>• Quickly return to class.</td>
<td>• Conduct business outside of the</td>
<td>• Keep your voice low.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>office windows.</td>
<td></td>
</tr>
</tbody>
</table>
IMPORTANT

Parent ~ Student Handbook

Acknowledgement & Verification

By signing this page, you are acknowledging and verifying that you have read and reviewed with your child, the documents referenced below, found in this handbook entitled “Parent–Student Handbook.”

*The Pinnacle Peak Elementary School Parent and Student Handbook is to be used as guidance and direction for school procedures and policies. This handbook is a supplement to the Paradise Valley Unified School District’s Parent/Student Handbook.*

Parent Name (printed): _____________________________________

Student Name (printed): ____________________________________

Student’s Teacher: _________________________ Grade: _________

Parent Signature: __________________________ Date: __________

Student Signature: _________________________ Date:__________

One interesting fact we learned in the handbook is: _______________

________________________________________________________________

________________________________________________________________
Pinnacle Peak Elementary is opening its internet network to our students and parents. This will allow any web-enabled device to connect to the internet for the purpose of research, assessment, and/or learning opportunities, while at Pinnacle Peak. Because of this opportunity, the school is amending its policy regarding personal devices being used at school. This adjustment will open enormous possibilities for students to access resources under teacher-controlled conditions.

In order for this to be a successful opportunity, the following supplements are being added to the existing appropriate-use policy:

- Students ARE NOT required to bring devices.
- Acceptable devices are limited to the following:
  - Laptops, Chrome books, Notebooks, or similar devices
  - iPads, iPod touches, or similar digital tablets
  - Smart phones
  - Handheld gaming devices may not be used at school without special permission from the teacher.
- Students must connect to the internet via the district server, not personal accounts through a cell phone or personal data plans. PVUSD has a stringent firewall that filters content so that it is appropriate in a school environment. Students are required to set their network preferences to “PVUSD Wireless” or “PV Guest” as their priority network.
- Students may not share devices with other students.
- Students who bring their own personal devices to school are responsible for their safekeeping. PPES administration and teachers have limited abilities to investigate hardware loss. PPES is NOT responsible for lost or stolen hardware.
- Personal devices may be used only during instructor-designated times, and in a manner deemed appropriate by that teacher.
- Unauthorized text messaging, social network, etc., will result in a suspension of privileges and potential confiscation.
- Unauthorized usage of any kind may result in immediate loss of privileges for the remainder of the semester or school year.

By signing below, both student and parent affirm that he/she understand the above policy regarding the open-network and use of personal devices.

Student Name (Printed): _____________________________________

Student Signature: _________________________ Date: ____________

Parent Name (Printed): ______________________________________

Parent Signature: __________________________ Date: ____________

STUDENTS WHO DO NOT HAVE THIS COMPLETED FORM ON FILE WITH THEIR TEACHERS MAY NOT UTILIZE PERSONAL DEVICES.