



# Parent Student Handbook

2022-2023

17602 N. Central Ave. Phoenix, AZ 85022

Main Office	602-449-2500
Attendance	602-449-2501
Nurse	602-449-2503

*Handbook subject to change - Updated 7/14/2022*

**Principal**

Mrs. Megan Cameron

**Assistant Principal**

Mrs. Stephanie Taueki

**School hours**

8:45 a.m. – 3:15 p.m.  
Grades K-6

**Morning Drop Off**

8:35 a.m.

**Early Release Days**

8:45 a.m. – 12:30 p.m.

**Title I Preschool**

9:00 a.m. – 3:00 p.m.

**Office hours**

8:00 a.m. – 4 p.m.

**Mission**

We engage, inspire, and nurture students through high-quality instruction, meaningful educational opportunities, and dynamic learning experiences.

**Vision**

Every learner empowered for a lifetime of success.

**Colors**

Blue, white, and tan

**Mascot**

The jackrabbit

**Website**

<https://cactusview.pvschools.net/>

## **Attendance**

To have a child excused, call the records secretary before 9 a.m. on the day of the absence.

In order to have a child released from school early you must come to the office and sign the student out. Students will be released only to their parents or designated representative.

This designation must be in writing.

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included.

When possible, medical and dental appointments should be made outside of school hours.

A child will be released only to the parent/guardian with identification unless the school has been notified in writing by the parents/guardian that they have granted permission for someone else with identification and who is listed on the child's emergency card.

It is extremely important that all the contact numbers for parents and emergency contacts are kept current. This is the responsibility of the parent to inform the school records secretary of phone number changes.

Parents will be informed of their child's attendance record on each report card. Parents will be notified if their child is missing an excessive number of school days. The school will notify the proper state agencies, if the situation is not rectified.

Cactus View participates in the Maricopa County Court Unified Truancy Suppression program (CUTS) through the Juvenile Court Center. We track attendance very closely. If the parent fails to take necessary steps to provide their child with appropriate education, they may receive a citation. If convicted, it is a Class 3 misdemeanor, punishable by jail time and/or a fine.

Attendance is extremely important at CVES.

Attendance is required.

Arizona law A.R.S. § 15-802 requires attendance at school.

A child must reach age five prior to September 1 to be eligible for Kindergarten.

A child must reach age six prior to September 1 to be eligible for First Grade.

## **Safety**

### **Before & After School Safety**

Students should not be on campus before 8:35 a.m. and should leave promptly at dismissal time at 3:15 p.m. Parents of students who arrive too early or are late on a regular basis will be contacted to resolve the situation. Students arriving after 8:45 a.m. must check in at the school office and will be marked tardy. Excessive tardies will result in a parent meeting with the principal.

### **Bicycles**

For safety reasons, students in kindergarten through second grade may not ride bicycles to school. Only students in Grades 4-6 (and Grade 3 during the second semester) may ride their bicycles to school. Upon arrival, students are required to walk their bikes on and around the school campus, and on all sidewalks. Students in grades 3 through 6 riding bicycles must remember they do so at their own risk and they must obey all traffic rules and bike policies. The school assumes no liability for loss or damage to a bike.

Bicycles must be parked in bike racks, located on the north end of the school.

Bicycles must not be ridden on school grounds or parking lots before or after school.

Bike riders must wear a bike helmet when riding to and from school.

### **Breakfast & Lunch Programs**

Breakfast is served each morning in the classroom. Students have the option to take a breakfast meal or decline.

Lunch may be purchased for the prices below. Please call our nutrition and wellness department for more information and questions about lunch: (602) 449-2274.

Student Breakfast \$1.00  
Student Lunch \$2.50  
Extra Milk/Juice \$0.25  
Adult Breakfast \$1.50  
Adult Lunch \$3.25  
Adult Lunch w/ Beverage \$3.50

### **Accident Insurance**

The school sends home information concerning the purchase of accident insurance. The school is not acting as the agent, nor does it carry any accident insurance on students. Therefore, parents are encouraged to evaluate this coverage. The cost is low and there are several options available. Please inquire with our front office.

## **Bullying & Harassment**

Cactus View is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of harassment, bullying, hazing, or threat of harm. Students have the right and responsibility to report harassment, bullying, hazing, or threat experiences, and to have that report processed by a knowledgeable staff member.

Bullying is defined as 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).

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 incidents 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.

Students will not bother or annoy other students physically, verbally, or visually. This includes language or gestures that insult, intimidate, or negatively affect another person's feelings.

### **Harassment**

Harassment includes, but is not limited to:

Name calling of any kind

Racial, ethnic, religious, or sexual slurs

Profanity directed at another student

Insulting gestures

Suggestive or obscene letters, notes, invitations, pictures, or clothing

Real or implied threats of any kind

Spreading rumors

Preventing another student from moving freely

Jokes told at another student's expense

Unwelcome teasing

Unwelcome physical contact of any kind

Bullying and harassment should be reported to a staff member. Retaliation for filing a harassment complaint is forbidden.

## **Electronics**

### *Students*

Cell phones and smart watches are to be turned off and put away in the backpack between the hours of 8:45 am - 3:15 pm, as well as, during before/after school activities (i.e. recess, enrichment classes, Mascot Club, etc.). Students will not be permitted to keep cell phones in their pocket. If a student is found to be in possession of a cell phone during prohibited hours (i.e. playground, bathroom, hallway etc.) students must turn the phone off and put in their backback.

*Electronic devices may cause a disruption to the learning environment. School rules may prohibit such items as cell phones, iPods, audio devices, electronic games or any other electronic devices. Unless previously authorized by the school's administration or designee, students are not to use personal electronic devices for the purpose of taking pictures or video footage of others at school, on the bus or at school-related activities/events. The school is not responsible when these items are lost or stolen. The student use of an e-book reader (such as Kindle, Nook) in class is left to the discretion of the classroom teacher and the administration. School assumes no responsibility or liability to loss, damaged, or stolen items.*

Unless previously authorized by the school's administration or designee, students are not to use personal electronic devices for the purpose of recording conversations, taking pictures or video footage of others at school, on the bus or at school-related activities/events.

### *Parents*

The use of cell phones on campus is a distraction to the learning environment and they often interrupt instruction.

Please turn off or silence your phone while on campus. CVES thanks you!

## **Change of Residence & Telephone Number**

Please contact the front office if your phone number or your address changes to update your child's file. All parents should have a telephone number on file where they may be reached during the school day.

## **Bus Rules**

The District Transportation Dept. is responsible for bus schedules, bus stops, and items lost on the bus.

For any questions & concerns, please contact the District Transportation office at (602) 449-2251.

Don't lose your riding privilege! Violations of rules or safety are grounds for denial of bus transportation privileges or other discipline.

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

**Obey the bus driver's instructions and directions.**

**Bus aisles/emergency exits shall remain clear of all objects.**

**Stay properly seated with your back against the seat back, your legs facing forward, and all parts of your body out of the aisle.**

**Keep head, hands, feet and objects to yourself and inside the bus.**

**Talk quietly, use respectful language – no profanity.**

**No eating or drinking on the bus (water in plastic bottles is acceptable).**

**Animals, insects, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol or drugs are not permitted.**

**No student has the right to interfere with the safety, well-being or learning of others.**

**Students who fail to follow the rules will be issued a bus referral. For each referral, the child will conference with the principal and then take the referral home for parent signature (to be returned the following day).**

*Possible consequences are as follows:*

**First referral:** Administrator conference and possible loss of bus privileges for one day.

**Second referral:** Conference and loss of bus privileges for 1 to 3 days.

**Third referral:** As above for 3 to 5 days.

**Fourth referral:** As above up to 9 days with review for long term suspension or possible expulsion from the bus.

**Fifth referral:** Possible long term suspension or expulsion from the bus.

Any consequence may be bypassed, if the situation warrants a more serious consequence. The principal will take an individual student's situation into consideration and will work with the district Transportation Department.

### **Dress Code**

The dress code is one way we show we are respectful, safe, and responsible.

We value that student dress can highlight the cultural and religious diversity and the individuality of our students.

#### **Students are expected to be appropriately dressed for school and school activities.**

Shoes must be worn at all times for health and safety reasons. Tennis shoes must be worn during Physical Education class. No high heeled shoes will be allowed (ie, wedges, heeled boots, heeled dress shoes, flip-flops, pool shoes or shoes without a back etc.) Closed toed tennis shoes are strongly recommended for daily wear.

Attire which attracts undue attention to the wearer and causes disruption in the school is not acceptable. T-shirts which advertise alcohol or tobacco products or have objectionable language or suggestive pictures on them are not allowed in the school setting.

Hair colors and headbands that might draw undue attention is not acceptable.

Clothing must fit properly. Clothing must cover underwear and straps. Shorts and skirts must be at fingertip-length.

Clothing must adequately cover the body. Tops must have 3-finger width of material covering shoulders, or a t-shirt underneath.

Clothing, jewelry, or other personal items must make appropriate statements.

Students must wear clothing, jewelry, and hair in a manner that will not be hazardous to their health, safety, and learning environment.

Chains or spikes of any kind are not permitted.

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. Hats may be worn on the playground in order to protect the face from the sun.

Decisions as to the appropriateness of dress rest with the principal. A student who dresses inappropriately for school activities will call home for a change of clothes or be given a change of clothes by the school nurse.



## **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. PV Schools 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.

## **Discipline**

Students are expected to follow all of the rules, as outlined in the school and district handbooks, and to respect any additional rules or guidelines established by adults in authority.

Each grade level will manage discipline in the classroom through a specific management system to Cactus View, called HOPS.

The HOPS program is a (PBIS) Positive Behavior Intervention Supports system. Teachers will provide this information through Back to School information and Curriculum Night. Teachers regularly communicate student behavioral progress, as well as through report cards.

If a student is struggling with following a specific rule, the teacher will use interventions within the regular school day such as reteach expected behavior, loss of privileges, time in a buddy classroom, parent contact, etc.

## **Ticket**

A ticket is a PVUSD Elementary Student Communication Form with a 'minor' behavior. The teacher will contact the parent and the ticket must be signed and returned the following day. Examples of consequences for a ticket include but are not limited to: loss of privilege, loss of recess, student apology, Restorative Practices, and student/teacher/parent conferences. If a student receives three tickets for the same behavior (i.e. defiance) the fourth ticket will be an automatic referral.

## **Referral**

A referral is a PVUSD Elementary Student Communication Form with a 'major' behavior. A referral can be the result of four tickets for the same behavior or a specific behavior that constitutes an automatic referral. Major behaviors that constitute an automatic referral include but are not limited to: fighting, overt defiance, continued disrespect, continued bullying, repeated abusive language, abusive language towards another.

If a student receives a referral the administrator will contact the parent to discuss what had occurred. A conference may take place that will include the student, parent, teacher, and administrator. When a parent comes to school for a conference, the purpose is to help the student understand the behavior choices expected to occur at school and to work together as a team to ensure the student has the tools necessary to make good choices.

Examples of consequences for a referral include but are not limited to: the student/parent/teacher/administrator conference, Restorative Practices, In School Suspension, and Out of School Suspension. Consequences will follow the district progressive discipline model.

Continued referrals will follow the district progressive discipline policy, with an increase in Out of School Suspensions. Automatic Out of School Suspensions include major behaviors that include, but are not limited to, fighting, drugs, weapons etc.

## **Field Trips**

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.

To defray the cost of the trip, students are asked to pay a nominal fee. Our PTSA may provide scholarships to those who need financial assistance to offset the cost.

## **Grades & Progress Reports**

Progress reports are issued to parents of students in Grades 1-6 every 9-10 weeks.

Kindergarten, P.E., Art and Music written reports are issued at the close of each semester and conferences will be held with parents as scheduled or as needed.

Grades are available online via Infinite Campus and progress reports are sent home with students.

4th, 5th, and 6th graders have the opportunity to be on the School Honor Roll each quarter.

## **The Honor Roll**

All As and/or Bs (nothing lower), no Ns or Us, and no minuses in Special Areas.

## **Principal's List**

All As, no Ns or Us, and no minuses in Special Areas.

## **Infinite Campus Gradebook**

Infinite Campus is the school's online grade book that is accessible from home. Log in at <https://ic.pvschools.net/campus/portal/paradisevalley.jsp>

## Homework Policy

Students in grades K - 6 will be required to do 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 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 will be advised by their teacher 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

*For specific guidelines about minutes allowed per evening, contact your child's teacher.*

## **Birthdays**

Please follow your child's teacher's guidelines for birthday celebrations along with the following:

- *no balloons*
- *store bought, individually packaged treats only*
- *invitations passed out before or after school*

## **Personal Items**

The following items are prohibited at school:

iPods, CD players, radios, video games, skateboards, Heelies wheels, roller blades, firecrackers, pop caps, stink bombs, knives, toy weapons, candy, gum, hard balls, bats, toys, trading cards, etc.

Scooters (motorized and non-motorized), skateboards, razor, roller blades, Heelies and mopeds are prohibited on school grounds.

The school assumes no liability for loss or damage to such items. If necessary, the items will be kept safe by the administration or teacher and returned to the parent at the front office.

## **Lost and Found**

The school will make every effort to help locate lost articles when reported. At the end of each semester any unclaimed items are donated to a local charity.

## **Parent Teacher Conferences**

Individual parent-teacher conferences are scheduled for parents of all students, Kindergarten through 6th grade, at the close of the first and second quarter. At these conferences, the teachers will discuss the student's progress report with the parent.

Conferences will be held during the second and third quarters of school. Please see the school calendar for exact dates.

A conference with a teacher or staff members may be requested at any time by a parent. Appointments should be arranged between the teacher and parent.

Parents are encouraged to confer with their child's teacher. For conferences with the principal or psychologist, please contact the school secretary to arrange an appointment.

Keep the lines of communication open all year. Don't wait until parent conference time to discuss a problem or question.

## **PBIS**

Cactus View implements the Positive Behavioral Interventions and Supports (PBIS) program throughout our school. These school-wide systems of support that include, proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

Many systems are in place to recognize the positive behaviors our students are demonstrating each and every day while helping those having a rough day to change it into a positive day and how he/she could avoid those days in the future.

Our entire staff is on board to make every student's day the best it can be.

For more information on the PBIS program, please check out their website at <http://www.pbis.org/school>.

## **Restorative Practices**

Restorative Practices 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.

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.

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.

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.

Parent/Guardian conference to be held either face-to-face or by telephone to discuss a plan for positive behavior.

## **Gifted Program**

Our gifted program focuses on challenging students. Instead of giving our gifted students more work, students are presented with abstract, challenging projects and activities that support their individual progress.

For more information about our gifted program, please contact Carrie Spring at [cspring@pvschools.net](mailto:cspring@pvschools.net)

## **PTSA**

### **Parent Teacher Student Association**

Our school has an excellent PTSA. Parents are encouraged to join and participate. Your time and effort shows your student the passion you have about their education.

## **School Council**

The Governing Board of the Paradise Valley Unified School District believes many school decisions are best made by those most closely involved or affected. Every school in the district has a School Council composed of two parents, two teachers, one education support professional and the principal. School Council meetings are open to the public. Notices of meetings are posted on our school website and published in the school newsletter. Minutes of the meetings are also available on our school website.

## **Student Placement**

Students are placed in classrooms based upon a variety of factors: ability level, boy/girl ratios, number of students, social factors, and other reasons. New students are placed on a tentative basis until an appropriate placement can be determined.

Students are placed in the spring of each year for the following school year. Parents may elect to provide the school with information that would aid in the selection of a successful classroom environment for their students.



## **Nurse**

A registered nurse is assigned to each school on a full time basis. It is important that you notify the nurse if your child has epilepsy, asthma, heart disease, diabetes, vision or hearing problems, allergies, a physical or mental disability, or other health needs.

The nurse is not allowed, by law, to make a diagnosis, prescribe treatment, or administer medication without a doctor's order. First-aid and medical care provided by the school nurse are primarily for illnesses or injuries that occur during the school day.

Arizona State Law ARS §15-803 states that children must have immunization information on file at school. Your child may not attend school until required immunizations are documented and provided to the school.

## **Illness or Emergency**

Please do not send your child to school if he/she has diarrhea, vomiting, fever, rash, deep cough, or a communicable disease such as covid-19, chicken pox, strep throat, pink-eye, lice, etc. Children should be free of fever (below 100 degrees) for 24 hours before returning to school. If you are unsure please call the school nurse before sending your child to school. You will be notified if your child has an illness or injury at school; children are not permitted to walk home when ill or injured.

## **Health Screenings**

Health screenings (height, weight, vision, hearing, blood pressure, scoliosis) are conducted each year. You will be notified should the nurse detect a problem.

## **Emergency Cards**

Please give our front office a call at 602-449-2500 to update your child's emergency card information (i.e. updated phone numbers, change of address, etc.)

## **Medication**

If it is necessary for a child to take medication during school hours, the following requirements must be met:

Students may not keep medication with them. Diabetes with insulin pumps are an exception.

Prescription medication must be in the original container with a current prescription label.

Over-the-counter medication must be in the original container. Appropriate dosage as stated on the label will be dispensed.

There must be written permission from the parent/guardian to administer medication to the child. Dosage, time, dates to be given and name of medication must be stated. A separate medication form needs to be completed for each medication.

Medications are expected to be brought to school by the parent/guardian. Inhalers cannot be kept on the child's person unless the student is in the 5th or 6th grade and has given a written doctor's order to the nurse. (For severe asthma only).

It is recommended that liquid medicines that require refrigeration be left in the Health Center during the dates to be dispensed. Ask your pharmacist for a second container to be kept at school.

If medication needs to be given during a field trip, please provide the nurse with an extra labeled pharmacy bottle.

Medications brought to school and not meeting necessary requirements will not be dispensed by the nurse and will be locked in the office until a parent/guardian verifies the medication and follows the procedure or takes it home. Cough drops must be handed in to the Nurse or teacher to dispense due to choking hazard.

### **Physical Education (PE) Excuses**

A written parental excuse is required if your child cannot participate in P.E. class for three classes or fewer. If your child is unable to participate in P.E. for more than three classes a doctor's excuse is required.

A doctor's release is required for a child to participate in P.E. following surgery or serious injury.

### **Volunteers, Visitors, & Security**

State law requires visitors to first report to the school office, sign the register, and obtain a visitor badge.

Please use only the front entrance of the school at all times.

Office staff is unable to retrieve items after a teacher has secured the classroom for the day.

Forgotten books, homework, and personal items cannot be retrieved until the next school day.

Our school welcomes your time and talent. If you can help in any way, please notify the office or classroom teacher to receive a Volunteer Handbook.

### **Chaperones**

Any individual (parent, stepparent, legal guardian, grandparent, relative) who wishes to attend an overnight or daytime field trip out of the sight of certified staff must adhere to the procedures

outlined in the district Volunteer Handbook. Background check and fingerprinting are required.

Please plan 6-8 weeks ahead of time for processing these steps.

Please see the front office staff if you have questions about field trips this year.

### **Communication**

The office staff will only deliver emergency messages to students during the school day. Please relay information to students regarding pick-up, after school activities, or other personal messages prior to the school day.

### **Change of Residence & Telephone Number**

Please contact the front office if your phone number or your address changes to update your child's file. All parents should have a telephone number on file where they may be reached during the school day.

Students may not use the office or classroom phone for personal calls except in emergency situations and with staff permission.

### **Textbooks & Library Books**

All textbooks are loaned to students free of charge. However, students are responsible for lost and 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.

Library books must be returned before any students go on vacation or withdraw from school. Parents are financially responsible for books that are lost or damaged beyond repair.

### **Withdrawal & Transfers**

Please notify the school office in writing or by telephone at least two days prior to the student's last attendance day. The records secretary will then prepare a withdrawal form for the parents to sign and take to the new school. All school materials loaned to the student must be returned.

Items that are lost or damaged must be paid for by the parents before school records will be forwarded to the new school.

## **Staffing**

Please see our new website for up to date staff information! Click "Our School" at the top of the web page and then click "Staff Directory."