

A person wearing a green beanie and a backpack is seen from behind, looking out over a vast mountain range. The mountains are covered in dense green and yellow vegetation, and the sky is a clear, bright blue. The scene is captured in a cinematic style with soft lighting.

Student Handbook



Vision Statement

Sierra Verde students will think critically, respond digitally, and communicate effectively.

Mission Statement

In partnership with the community, Sierra Verde students will engage as leaders in a rigorous academic program emphasizing science, technology, engineering, art, math, and global responsibility.



Dear Parents and Students,

Welcome back to a new school year. Sierra Verde seeks to provide a positive, safe, and productive learning environment for all students. To achieve these goals, we need to build collaborative and supportive relationships. This handbook is one of the tools used to help establish a foundation of understanding and cooperation. This handbook is filled with information that will help you understand procedures, policies, processes, and programs that Sierra Verde and the Deer Valley Unified School District have in place to serve our students and our school community. It is very important that you take the time to review this information at the beginning of each year. It is equally important that you discuss the material included in this handbook with your child. This information will help all members of our school community understand expectations, programs, rules, and policies that guide the school's operations. In addition, copies of the DVUSD policy manual are available in the school office for review. If you have any questions about the items in this handbook, please contact your child's teacher or the school office.

We are proud Vipers who share school happenings in many ways. All teachers have websites and provide class news. Our school has an official Twitter account @SVViperPride managed by Mrs. Janine Bonham to stay up-to-date with the events happening at school. We have an informative school website managed and updated frequently by our webmaster, Ms. Traci Mayfield. You can also follow our Sierra Verde STEAM Academy Facebook page, which is maintained by Mrs. April Smith.

While all events that take place on our campus are important, it truly is the community, collaboration, and communication that makes Sierra Verde a thriving learning environment. We encourage all our families to join our PTSO, get in contact with your homeroom teachers, and find ways to join us this year as we continue to strive to provide #extraordinary STEAM-centered educational opportunities for all of our learners.

Sincerely,

Brittany Hughes
Principal

Affirmation for Administration
It is our job to provide all teachers and students with the skills necessary to learn for a lifetime. We model responsibility and productive citizenship for everyone on our campus.

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Sierra Verde School, STEAM Academy

7241 West Rose Garden Lane, Glendale, Arizona 85308

Mrs. Brittany Hughes, Principal

Mr. Dustin Butler, Assistant Principal

623-376-4800 (Office)

623-376-4890 (Attendance)

*School Colors: **Purple and Green** School Mascot: **Viper***

School Hours

8:45 a.m. - 3:30 p.m.

Early Release Friday Schedule

8:45 a.m. – 2:00 p.m.

Arrival/Dismissal

Bicycles/Scooters: Students are permitted to ride bicycles to school. It is suggested that all students who ride bicycles wear a helmet for their protection. Students should lock their bike in one of the two bike rack areas. Bicycles/scooters should be secured to the racks, not the fencing. Those who ride bicycles/scooters will assume all responsibilities and risks involved.

Before/After School: Loitering on school grounds, including the parking lot areas, is not permitted. Students not transported by bus should not arrive before 8:30 a.m. unless they are officially enrolled in a school program or participating in a staff-supervised activity (such as tutoring). A warning bell will sound at 8:40 a.m. and a second final bell will sound at 8:45 a.m. Any student who is not in their classroom when the second bell rings will be considered tardy. The student will report to the office for a late pass. Any student who is on campus before school or remains on the campus after dismissal needs to be under the supervision of a teacher or coach. Students should arrive no earlier than 8:30 a.m. unless they are purchasing breakfast or attending a scheduled activity. Breakfast starts at 8:10 in the multi-purpose room. Students coming to breakfast, please enter through the front office. Staff supervision campus-wide begins at 8:30 a.m.

For security reasons, the only school entrance to be utilized between 8:45 a.m. and 3:30 p.m. will be through the administration office.

Crosswalks: School crosswalks and crossing guards are provided by the City of Glendale and the Deer Valley Unified School District for your child's protection. Crossing Guards will be stationed at the corners of 71st Avenue and Rose Garden Lane, 74th Avenue and the West bike rack, and 74th Avenue and Rose Garden Lane. Please encourage your child to use these crosswalks and not to cross a school driveway or busy street at any other point. We care about the safety of your children and know you will encourage them to take advantage of the precautions established for their well-being. **Crossing Rose Garden or 74th Ave at any other point is NOT PERMITTED,** please use the front loop to drop off all 1-8th Grade students.

ATTENDANCE AND REGISTRATION

Admission Procedures and Immunization Requirements

Please contact the school registrar to enroll your child in Sierra Verde School. When you register your child, you will need to upload the following, to the registration, since now it is online:

- A birth certificate or a certified copy
- An immunization record
- Proof of residency (utility bill, rent receipt, lease agreement, escrow doc., etc.)
- Legal guardian or custody papers, if applicable
- Official withdrawal form from the previously attended school (1st through 8th grade)

Under state law, schools must have written proof of immunizations before admitting a child to school.

Generally, most types of records supplied by the health care provider are acceptable, as are records supplied by a previous school.

Immunizations required are described in the “**Health Center**” section of this handbook. After the immunization record has been reviewed, the school nurse will notify you if your child’s immunizations are incomplete. If you receive such a notice, please have the missing vaccination(s) taken care of as soon as possible so your child can continue school without interruption. If your child should not be immunized because of a medical condition, personal belief, or natural immunity (i.e., has already had the vaccine-preventable disease), you must file a Request for Exemption with the school.

Confidentiality of Records and Directory Information Release

All staff members are required to safeguard the privacy of each student. Information dispersal is regulated by FERPA (see DVUSD Student Rights & Responsibilities Handbook).

Child Protection/Custody Information

If a parent has a court decree which establishes that parent as the legal guardian of a student or which establishes certain guidelines for access to a student by a natural parent, the school needs to have a copy of such a document for attachment to the child's permanent record. That document will be utilized as a legal base for working with the custodial parent. Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. In the absence of such a document, the school has no right to withhold information or refuse access to a student by either parent. For example, we cannot keep either parent from picking up his/her child from school.

In the event that you leave your child in the temporary custody of a relative or friend due to out of town business or vacation, the school needs to have a signed note by the custodial parent. In addition, please be sure the assigned person is also listed as a responsible party on the child’s Emergency Medical Referral Card.

Leaving Campus

For their own safety, students may not leave the campus during the school day without permission. If it is necessary for a child to leave the campus, the parent needs to notify the office in writing or in person, and the child will be signed out at the school office by a parent/guardian or an adult designated on the emergency

card. Please have picture identification available for the office staff to verify. After 3:15 pm, students will not be able to check out early, they will have to remain in class until dismissal.

Reporting Absences

If your child is going to be absent, use the **attendance number (623-376-4890)** to notify the school. Please do so in advance or by 8:45 a.m. on the day of the absence. If that is not possible, you need to send a note with your child when he/she returns to class, which states the dates and reasons for the absence. Arizona law requires us to verify all absences in this way.

An absence may be excused if you have notified the school and if the absence is for illness, death in the family, religious observance, or other unusual circumstances. Absences for reasons such as trips, family vacations, and medical appointments are discouraged, and depending upon the frequency and effect on the child's performance, may be considered unexcused even with prior notification. For your child's benefit, please try to schedule trips and appointments during non-school hours whenever possible.

Students are required to make up any work missed as a result of absences. Absent students should refer to Canvas to find absent/missing work whenever health permits in an effort to keep up with daily learning. It is the child's responsibility to contact the teacher when he/she returns to obtain missing work or clarify what work they missed while out. Students will be given a reasonable amount of time to complete the make-up work and/or to complete missed assessments. In most cases, students absent for a few days or less are given 1-2 days per day absent to complete the work. For absences longer than 3 days, parents should contact the teacher by phone or email to arrange to pick up work and/or drop off completed work/projects. Please check with your child's teacher for more specific information regarding the make-up work policy at that grade level.

Please do not request for homework in the attendance line.

Student Attendance

Attendance is very important to a student's academic success. Even the most capable student cannot learn if he/she does not attend school. For this reason, attendance is part of the district's promotional requirements. In grades K-8 the recommended attendance standard for promotion is 90%. The school will alert parents of impending problems in this area via telephone, email, or mail.

Attendance is the responsibility of both parents and students. If your child is going to be absent from school, be sure to call the attendance line. ***A call needs to be made within 48 hours. If not called within a timely manner, the absence will remain unexcused, unless the parent provides a doctor's note.*** If a child is absent without the knowledge and permission of his/her parents, or if the absence violates state law and district procedure, it will be considered truancy (see: CUTS in DVUSD Student Rights & Responsibilities handbook).

Tardiness

If a student is going to be tardy, please call or send a note. When students arrive after 8:45 a.m. They need to report to the school office for a pass before going into the classroom. It is considered an **excused tardy**, if a student comes in with a doctor's note or a parent enters the office with the student. Parent calling ahead of time does not count as an excuse, unless the above mentioned occur.

Physical Education Excuses

A written parental excuse is required if your child cannot participate in P.E. class for one week or less. A written doctor's excuse is required if your child cannot participate in P.E. class for over one week. Students must wear appropriate shoes to participate in P.E. class. Students are not permitted to excuse themselves from PE activities/requirements.

HEALTH CENTER

A Message from the Nurse

Our goal is for students to remain in the Health Center for a minimal length of time. The average healthy student may need to visit the Health Center only for routine annual screenings (vision, hearing, scoliosis, etc.). Please be assured that any acute illness or injury is addressed immediately. By law, the nurse is not allowed to make a medical diagnosis, prescribe treatment, or administer medications without a written 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 or treatments as directed by your family physician that can be administered in the school setting.

Illness/When to Stay Home

School is a HEALTHY environment. The nurse's major responsibility is to maintain that environment and give each child the best possible opportunity to learn and reach his/her potential by addressing health problems followed by appropriate referrals and follow-up care. The Health Center is NOT a primary care facility like a doctor's office. If your child is ill, please keep him/her home. Please keep your child at home if he/she shows any signs of illness (i.e. diarrhea, vomiting, a fever, rash or a communicable disease). **If your child has a fever of 100.1F (37.83C) or over, he/she needs to stay home twenty-four (24) hours after the temperature has returned to normal (without the aid of medication), the same rule applies for vomiting.** Please do not medicate your child for a fever and then send them to school. They are still contagious, and they may spread their illness to the other students and staff. Please visit the [DVUSD Safe & Healthy Schools website](#) for the most up-to-date policy including and changes that may go into effect after publication of this handbook.

Immunizations

The State of Arizona has in place immunization requirements for students entering school. In addition to Diphtheria, Pertussis, Tetanus (DPT) and Polio (OPV) immunizations, youngsters need to complete a second dose of the Measles, Mumps, Rubella (MMR) vaccine and receive at least the first dose in a series of three for Hepatitis B prior to starting school. Children entering Preschool will need Hepatitis A immunizations (there are two needed). Children entering Childcare, Preschool, Kindergarten, 1st and 7th grade will need to have had Varicella disease (Chicken Pox) or an immunization. The Arizona Department of Health Services has recently made changes to rules requiring two more immunizations for students 11 years of age: Tdap (Tetanus, Diphtheria, attenuated Pertussis) and MV (Meningococcal Vaccine). Students entering 6th grade next year must have documentation of these immunizations prior to beginning the school year.

Parents and guardians should contact their physician, the Arizona Immunization Program Office (602-230-5852), or their school nurse if they have questions or would like clarification. Copies of the immunization form are available at all district schools. The form includes a place for certification of religious, medical, or personal exemptions, if appropriate.

Students who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the Arizona Department of Health Services or local health department. The department of health services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the pupils.

Emergencies & Emergency Documentation

It is essential that the school have the most current emergency information on file for each student. The information on the emergency referral document needs to be completed by the parent/guardian in July. One of the parent emails will receive a PowerSchool parent account, where this information will be gathered, there is a computer available in the front office, if needed. It is the responsibility of the parent/guardian to update this information as needed. Current phone numbers are critical in case of an emergency. Students will be released early, due to illness or other personal reasons, only to those persons indicated as responsible parties on the student emergency document. It is very important to keep your child's emergency document up to date so we can reach you if there is a problem. If a child is involved in an emergency situation, every effort will be made to contact the parent/guardian immediately. If the parent cannot be reached, the alternate person listed on the student's emergency document will be notified. If emergency medical care is needed, the student will be taken to the nearest hospital. When children hurt themselves at school, parents are responsible for any related medical bills.

Medications at School

State laws and school district policy strictly regulate how any medications are given at school. When it is necessary for a student to take medication during school hours, the following requirements MUST be met:

Original Container/Over the Counter Medications

All medications MUST be brought to the nurse in the original container and MUST be transported to and from the Health Center by the parent or an adult designated by the parent. Children are not allowed to carry medications to school. Medication policies also include any "over the counter" medications, such as Tylenol, cough syrups, cough drops, Calamine lotion, Bacitracin ointment, etc.

Prescriptions & Physician's Orders

A physician MUST prescribe medication and a written physician's order MUST accompany the medication. It needs to include the name of the medication, dosage, time to be given, and how long to be given. It needs to include the child's name and a current date. When obtaining a new prescription, many pharmacies will issue a second labeled container for school use if you request it.

Signed Parent Consent

There needs to be written permission from the parent to administer ANY medication to the child at school. Consent forms are available in the Health Center.

Medications on Field Trips

Parents need to provide the medication to the teacher/trip leader and make arrangements for the medication to be given on field trips. Consent forms are included on trip permission slips and will need to be filled out, signed by the parent, and returned to the teacher. Teachers or trip leaders need to be provided the dosage of the medication needed for the trip in properly labeled original containers (same as for school).

CURRICULUM AND PROGRAMS

Grading Procedures for Kindergarten through 2nd Grade

Teachers will communicate to parents all grading practices and procedures at the beginning of the school year. Students in Kindergarten will not receive an overall course grade for each subject area. They will instead receive scores for each standard that was measured during the marking period.

Students in Kindergarten, 1st, and 2nd grades will receive marks for their proficiency toward the grade level standards using the following scale:

- 4=Applies grade level skills with greater depth or complexity
- 3=Demonstrates grade level proficiency
- 2=Approaches grade level proficiency
- 1=Displays a significant lack of grade level proficiency

Students in 1st and 2nd grades will receive marks for their overall performance in each course of study using the following letter grade scale.

- E=Excellent (87%-100%)
- S=Satisfactory (58%-86%)
- N=Needs Improvement (42%-57%)
- U=Under Performing (0%-41%)

Grading Procedures for 3rd through 8th Grades

Teachers will communicate to parents all grading practices and procedures at the beginning of the school year. You may check your child's progress 24/7 by accessing PowerSchools online. If you do not have your child's specific login information, please contact the registrar in the front office. It is recommended that the assignment of academic grades for each subject area be based on a composite or average of a student's performance on daily assignments, homework, tests, projects and other classroom activities as determined by the classroom teacher.

3rd through 8th Grades

Students in 3rd through 8th grades will receive marks for their proficiency toward the grade level standards using the following scale.

- 4=Highly Proficient
- 3=Proficient
- 2=Partially Proficient
- 1=Minimally Proficient

Students in 3rd through 8th grades will receive marks for their overall performance in each course of study using the following letter grade scale.

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%

F = 0-59%

Grades of “D” and above are passing marks. A course grade of “F” indicates that the student has failed the course.

Citizenship - 1st through 6th Grades

Teachers will provide a Citizenship grade (E, S, N, U) for each content area. The citizenship grade is to be based on a combination of effort and behavior. Citizenship grades can reflect behaviors such as (but are not limited to) work completion, time-on-task, focus, classroom disruptions, etc. Citizenship grades have no bearing on Honor Roll and/or Principal’s List status.

Academic Recognition - 3rd through 6th Grades

Principal’s List	Honor Roll
All ‘A’s	‘A’s or ‘B’s
No ‘N’s or ‘U’s in Special Areas	No ‘C’s, ‘D’s or ‘F’s
No Incompletes	No Incompletes
	No ‘N’s or ‘U’s in Special Areas

Special Areas – 2nd through 6th Grades

Two separate grades will be used for grading in the special areas (Art, Music, Band, STEM and Physical Education): an individual achievement grade and a citizenship grade. Each special area teacher should prepare guidelines for grading that identify the criteria to be used in student evaluation. These guidelines should be made available to the principal, classroom teachers, parents and students.

The achievement grade should take into consideration individual student improvement, mastery of presented material and skill development. A variety of evaluative techniques should be used for determining a child’s achievement grade. Such techniques may include class discussion, knowledge testing, skill testing, authentic assessments, and teacher observations. The citizenship grade is to be based on a combination of effort and behavior. Citizenship effort has been previously defined.

For 1st through 6th grades, each special area teacher will provide the classroom teacher with grades for each student at the end of each grading period. Average yearly individual achievement and citizenship grades will be provided with the fourth quarter grades.

The following scale will be used for Special Area grades (plus and minus signs may be used):

90-100	E	Exceeds the Standards
70-89	S	Standards Met
60-69	N	Needs Improvement
59 & below	U	Unsatisfactory

Grading Categories & Weights

All 1st-8th grade teacher gradebooks will utilize the following categories in the gradebook.

ASSESSMENT: This category includes all items used to measure a student’s proficiency toward the learning standards once the student has had sufficient practice and at a specified point in

time. This category can include summative tests, performance assessments, reports, unit or module assessments, quizzes, long-term projects, short-term projects, presentations, capstone projects, research papers, and lab reports. **Weight: 80%**

COURSEWORK: This category includes formative work that provides students with the opportunity to learn content and skills and to receive feedback on their learning. Coursework is assigned to provide meaningful, independent practice, reinforce learning targets, and extend learning. This category can include in-class assignments, quizzes, exit tickets, checks-for-understanding, and daily activities. **Weight: 20%**

PRACTICE: This category includes formative student work that a student completes while in the process of learning specific skills. Students' work that is done inside and outside of the classroom, such as classwork, and homework, falls into this category. **Weight: 0%**

Extra Credit & Late/Missing Work

Just as imposing grade penalties for poor behavior distorts academic grades, so does awarding higher grades or extra credit for good behavior. Extra credit renders an academic grade less accurate since it is not based upon performance of the standards, but rather on compliant behaviors. **No extra credit will be awarded.**

Terms Defined:

- **Missing Work:** An assignment is considered as missing work when it is not submitted by the due date.
- **Late Work:** An assignment is considered late work when the assignment is not submitted by the due date that was established, but is submitted within the late work timeframe listed below.
- **Classwork:** An assignment expected to be submitted within the class period. Teachers may adjust assignments from being considered classwork to the designation as homework for all students or specific students.
- **Homework:** An assignment expected to be completed fully or partially at home independently. Homework can also be a learning activity assigned as practice to be completed outside of class.
- **Long Term Project Assignment:** A project/assignment due more than 1 week after the date assigned is considered a long-term project assignment. Long-term project assignments cannot be submitted late, unless an arrangement has been approved by the teacher.

Learning is a journey that is often not linear. Some students learn content and skills quickly, while others may require more time or feedback to learn. In order to accurately reflect a student's academic performance level, teachers will accept late work for full credit if the specified parameters are met.

Missing work will be treated as such:

- The assignment will be marked with the "Missing" special code in the gradebook
- A zero ("0") will be entered as the score for the assignment in the gradebook (grades 3-8)
- No Evidence (NE) will be entered for the standards attached to the assignment
- If the work is submitted as Late Work (see below), the zero ("0") assignment score will be changed to reflect the student's actual score with no deductions or penalties

- If the work is not submitted as Late Work or does not meet conditions for Late Work, the score for the assignment can be changed from a zero (“0”) to a 49% by the end of the term

In order for **Late Work** to be accepted, students must meet the following requirements:

- Assignment is not due within the class period
- Assignment is not a timed activity (such as a Quick-Write Essay)
- Assignment is not a Long-Term assignment (over multiple weeks)
- Assignment is turned in within the following time frame

K-2 Grades: By the end of the marking period

3-8 Grades: Within 5 school days after the end of the unit

If a student meets the above criteria, he/she will be issued full credit for the work submitted (no added penalties or caps icon the grade that can be earned). The teacher will mark the student’s assignment with the “Late” special code in the gradebook. If the assignment is an assessment, the proficiency level of the standards attached will be entered.

Student Evaluation

Student assessment helps to drive instruction and curriculum revision by providing data on student achievement. The following measures of student progress will be utilized:

- AASA: Arizona mandated tests of the state's standards given at the elementary level to 3rd through 8th graders in the areas of Writing, Reading, and Mathematics.
- AZ SCI: Arizona mandated test of the state's standards given at the elementary level to 5th and 8th graders in the area of Science.
- District-developed assessments: district level assessments that measure achievement of skills in various subject areas are administered to Kindergarten through 8th graders.
- Teacher evaluation of student achievement including measures of achievement for instructional placement (i.e., DIBELS, DRA, curriculum pre- and post-tests).

Student Progress

Grades can be seen in the parent PowerSchool account, shortly after the end of each grading period. Your child’s educational progress is evaluated continually, so we encourage you to contact the teacher any time you have questions or concerns. PowerSchools enables you to access your child’s grades from your home computer. **You will need to personally pick up the password from the school office in order to access your child’s grades.** Conferences are held twice a year (mid-October and mid-February). Your child’s teacher will notify you of available times and the method for scheduling.

Promotion/Retention Standards (see the DVUSD PRAG Handbook)

Promotion is defined by the standards and criteria prescribed by the DVUSD Governing Board and the State Board of Education as a student passing all classes as determined by the teacher. Students must demonstrate accomplishment of the standards in reading, written communication, mathematics, science, and social studies as adopted by the State Board of Education. In addition to these standards, test scores, grades, teacher recommendations, and other pertinent data will be used to determine promotion. Promotion criteria include:

1. Students must cumulatively pass all core academic subjects in which they are enrolled in order to participate in promotion activities.

2. The minimum standard for promotion to the next grade for grades K-8 in DVUSD is a grade of D for the final grade in all classes, inclusive of class assignments, projects, and tests.
3. Students must receive a satisfactory score in conduct and behavior to participate in promotion activities.
4. Attendance is required for a minimum of 90% of the days of the school year per A.R.S. 15-802 and A.R.S. 15-803. Extenuating circumstances will be considered on an individual basis. Regular attendance is required by state law.

The minimum requirement for promotion to the next grade level is a D or higher for the final grade in ALL four core academic subjects. Students who fail a core academic subject MUST pass that subject in summer school in order to be reassigned. Summer school is at the parent/legal guardian's expense.

1. All students must pass language arts, mathematics, science, and social studies to be reassigned.
2. Seventh grade students who will be 15 years old during the upcoming school year and/or will have attended grades seven and eight for three years will be reassigned to 8th grade.
3. Students who will be 16 years old during the upcoming school year and/or will have attended grades seven and eight for three years will be reassigned to the high school.

If a student does not meet promotion criteria, or reassignment criteria, that student will be retained. Retention is defined as placement in the same grade level for failing any of the four academic core classes and unsuccessful completion of the summer school requirement. Reassignment is defined as placement in the next grade level. If a parent or legal guardian disagrees with a promotion or retention decision of the teacher as provided in A.R.S. 15-521.10 the parent or legal guardian may request in writing that the Governing Board review the teacher's decision. (See the section on retention procedures).

Promotion Ceremony

If an 8th grade student receives a final grade of F in any subject, they will not be permitted to participate in the promotion ceremonies. If a student's conduct is deemed unacceptable, during the entire school year, the privilege of participating in the promotion activities may be revoked. 8th graders who receive an off-campus suspension during the year will not be permitted to attend promotion activities.

Retention Procedures

All conferences with parents regarding possible retention or promotion shall be reported to the principal. According to A.R.S. 15-521.10, each teacher shall make the decision for promotion or retention of students. All recommendations for promotion or retention must be documented by the teacher. Recommendations that do not comply with the stated criteria must be substantiated by the teacher.

HOMWORK

Philosophy

Homework is an effective tool in developing responsibility, study habits, and to practice, review and reinforce skills. It extends the learning time and involves the home in the child's curriculum. It should be purposeful, related to classroom experiences, and be both age appropriate and grade appropriate. The purpose and directions for the assignment need to be clearly communicated. Homework should be preceded by instruction

that prepares a child to do the task independently and successfully. Homework builds confidence and reinforces positive attitudes toward learning in school.

School

- Communicate homework policy and guidelines to parents and students.

Teacher

- Inform students of the district's policy as well as his/her own guidelines for homework.
- Provide effective instruction prior to assigning homework that prepares the child to do the task independently and successfully.
- Provide meaningful tasks for practice and reinforcement.
- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Follow the Homework Guide for the amount of time designated for homework, including special projects.
- Post all assignments and provide time for students to record them in their planner/Canvas.
- Model homework strategies and provide models as appropriate throughout the school year.
- Evaluate and provide feedback on assigned homework.
- Ensure that resources and materials required for homework projects are easily obtained by students.
- Provide ways for parents to communicate with teachers about homework.
- Notify parents regarding homework problems and missing assignments.

Parent

- Provide structure, a location, and tools needed to help the child organize and complete homework.
- Verify and check/sign student planner/agenda to monitor homework.
- Promote a positive attitude toward homework.
- Provide a consistent schedule to complete homework.
- Use the PowerSchools program to access your child's grades.
- Check the teacher website/Canvas for updated information about assignments and activities.
- Initiate communication with the teacher when concerns arise. Occasional struggles are a normal part of the learning process, but remember... homework is intended to be completed independently. If your child is consistently not able to do the homework by him/herself, please contact your child's teacher.

Student

- Complete assigned work on time and return it to the teacher.
- Copy all assignments into planner/agenda, carefully recording due dates and important information.
- Be responsible for completing all assigned work when absent from school.
- Maintain the highest quality on homework assignments.

Homework Guidelines

Work assigned to be completed at home to reinforce, strengthen, or extend the learning of skills or material taught in class. Unfinished class work is not considered as part of the regular homework assignments; however, just like regular homework, it is expected to be completed in order to prepare the child for the learning activities that will take place the following day.

Classwork

Independent work assigned in class to provide practice and reinforcement opportunities. This work may become part of the work a student completes at home if not completed by a student during the allotted time in class.

Long-term Projects

Any assignment that will take more than one week to complete is deemed a long-term project. Work on such projects may include a combination of classwork and homework assignments. A timeline and an explanation of the purpose and the process to be used for the project will be provided on the day the project is introduced to the students. When a child has a long-term project, parents and students should expect: a detailed description of the project and expectations, timeline or due dates, and an assessment guideline.

- Note: (For grades 5-8) Long-term assignments/projects are due on the date assigned by the teacher. Please make arrangements for assignments/projects to be brought to school if the student is going to be absent.

Time Expectations for Homework

Time Frames - Students and parents may expect these to be the average amount of time it takes to complete homework at home when students are focused and on-task. Homework should be expected Monday through Thursday, and on occasion, teachers may make assignments on Fridays.

Kindergarten - 10 minutes

1st Grade - 10-15 minutes

2nd Grade - 15-20 minutes

3rd Grade - 20-30 minutes

4th Grade - 30-40 minutes

5th Grade - 40-60 minutes

6th Grade - 50-60 minutes

7th Grade - 60-80 minutes

8th Grade - 80-100 minutes

Agendas/Planners

Homework in Kindergarten through 2nd grades will be given in a variety of ways and may differ slightly from teacher to teacher. The assignments may be on a daily basis or a weekly basis. Unfinished class work is not considered as part of the homework assignments and thus not considered in the time frames given above. Agendas/planners will be made available to 3rd through 8th graders at no cost. Parents will be expected to review them to ensure that they are keeping up with the daily assignments.

1:1 Devices

All DVUSD schools operate in a Tech Rich environment with all K-12 students offered a 1:1 device. The availability of one-to-one student devices allows teachers to design learning experiences using e-textbooks with embedded links, video, 3D graphics, simulations, collaborative publishing, and instant access to reference information.

During on-campus learning students in grades K-3 use their assigned student device at school, and devices are stored in the classroom overnight. Students in grades 4-12 bring their assigned student device to and from school daily to provide access to digital resources beyond the school day.

All students and families are responsible for their chromebooks per the [DVUSD Device User Agreement](#).

OPTIONAL DEVICE PROTECTION PLAN

The Deer Valley Unified School District is providing a device protection plan for students and parents utilizing take-home devices. *Enrollment in the plan is optional* with the understanding that if students/parents do not enroll in the protection plan they may carry full liability for the student device (iPad or Chromebook) in the same way they do for other damaged or lost school property, such as textbooks. Purchase the protection plan online: <https://url.dvusd.org/PaymentPortal>

SPECIAL PROGRAMS

Athletic Programs

Competitive girls' and boys' programs for 7th and 8th grade students will be available in the following sports:

- Volleyball
- Basketball
- Cross Country (6-8th grade)
- Spirit Line
- Softball
- Baseball

Sierra Verde will participate in Deer Valley's conference for K-8 schools. In accordance with the state of Arizona's regulations and Deer Valley's Governing Board Policy, only those 7th and 8th grade students deemed eligible may participate in extra co-curricular activities in which competition is an integral part of the organization. Students are ONLY eligible to participate in a sport for two years. Students need to be passing all subjects in order to be eligible. Grade checks will be conducted every week. Any student earning a failing grade at the grade check time has one week to improve the grade to a passing grade. If the grade is not brought up, then the student is ineligible for play until the next grade check at which time all grades are passing. Students and parents must sign and agree to a grade and behavior contract prior to the first game.

Extra-Curricular Eligibility

A student shall be eligible for participation in extracurricular activities only when all mandated paperwork and requirements are met, such as parental consent forms, insurance requirements, and/or physical examination.

Academic Eligibility - In order to maintain academic eligibility, a student must maintain all passing grades. Organizations such as the National Junior Honor Society have higher standards for eligibility.

Behavioral Eligibility - If a detention, on campus reassignment, or suspension has occurred, the student may not participate in extracurricular activities scheduled on the day(s) the discipline activity was served by the student. Students who are participating in extracurricular activities on or off campus fall under guidelines for behavior and conduct and are subject to disciplinary action.

Attendance Eligibility - Students need to be in attendance at least one-half of the school day to be eligible to participate in extracurricular activities (clubs/athletics/dances/etc...)

Student Council

Student Council is an important aspect of our school. The purpose of this organization is to support district and school policies, promote good citizenship, develop leadership, improve scholarship, propose and institute student activities, maintain proper records, regulate requests and dispersal of student activity funds, and promote the general welfare of the school. The Student Council has the unique opportunity and responsibility to sponsor activities that encourage school spirit and build a school community that reflect positive character attributes. Student Council may host events such as food drives, spirit week, and fundraisers for charity, to name a few.

National Junior Honor Society

The National Junior Honor Society Chapter at Sierra Verde School was established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Chapter membership not only recognizes student's academic accomplishments, but also challenges them to cultivate active involvement in school activities and community service. The Sierra Verde School Chapter of the NJHS conducts the selection process and inductions for students entering 7th and 8th grade each spring. Membership is limited to 7th and 8th grade students maintaining a 3.5 GPA or higher and who also meet other criteria determined by the school's Faculty Council.

Community Schools

Sierra Verde School offers a variety of extracurricular programs over the course of the school year. We are dedicated to providing as many different before or after school opportunities as possible. We offer a before and after school day care program (Viper Den) that has been developed to serve our students who need adult supervision from 7:00 a.m. to 6:00 p.m.

Field Trips

As a part of their learning experience, students are provided the opportunity to visit places of interest in the community. Field trips are relevant to curriculum content being studied in the classroom. They are especially worthwhile endeavors for students and your support is essential. When your child's class is planning a field trip, a permission slip form will be sent home, giving full details as to the place(s) the class will be visiting, the cost (if any), the times of departure and return, and the method of transportation. **The permission slip form must be returned with a parent/guardian signature by the deadline in order for your child to participate. After the deadline has passed it is not possible to turn in late permission slips, the child will remain on campus in another classroom.**

All field trips must be approved by the administrator before any further actions have been taken.

Dances

Students must agree to follow all dance procedures and rules if participating. A permission slip, which includes the dance rules, needs to be reviewed and signed by the student and a parent/guardian. That signed form is required to obtain a ticket. The dances, which are chaperoned by teachers, are fun social activities for the students.

Procedures/rules include:

1. Dances are for Sierra Verde students only. **Absolutely no visitors are allowed.**
2. Dances are considered special affairs, and the dress code is enforced.
3. Once students arrive at the dance, they may not leave the multipurpose room until the dance is over unless the parent arrives at the door to release the student early. Students are not allowed to carry their phone inside the dance and it will be collected at the door and returned to them at the end of the dance.
4. Students who are suspended, truant, or who have served a behavior consequence (such as detention) on the day of the dance may not attend the dance.
5. Students absent from school on the day of a dance may not attend the dance.
6. Students will be dismissed to the parent or adult indicated on their permission slip. Students need to be picked up as soon as the dance is over.

Positive Behavior Interventions & Supports (PBIS)

Sierra Verde, along with all DVUSD schools, will continue to implement a Positive Behavior Interventions and Supports (PBIS) school safety system to support student behavior and classroom management. Our students and staff follow the following behavior expectations: Be Safe, Be Respectful, Be Responsible, and Be Kind.

- Sierra Verde has implemented [PBIS Rewards](#) for the 2023-2024 school year. PBIS is an evidence-based framework used by schools to improve school culture and student behavior, promoting a safe environment for learning. A key aspect of PBIS is focusing on more positive behaviors and less on negative behaviors. PBIS Rewards is a Software-as-a-Service solution that provides an automated schoolwide PBIS management system. PBIS Rewards simplifies the tracking of the PBIS framework within SV. Our staff and administration can clearly see how teachers are utilizing PBIS and how PBIS is improving the culture daily. Our PBIS Rewards store incentives students to earn points and spend them on prizes. 23-24 will be our third year utilizing PBIS Rewards.

Social and Emotional Learning

Sierra Verde uses a research based social and emotional learning program called [Second Step](#) in grades K-8. All students receive approximately one lesson per week throughout the school year. Second Step teaches techniques for students to gain confidence, set goals, make better decisions, collaborate with others in work and play, and how to navigate their world more effectively.

In addition to the Second Step curriculum, students will engage in one “Impact Week” per quarter. During these Impact Weeks provide students with practical applications of the Second Step focuses - Goal Setting/Growth Mindset, Empathy & Kindness, Managing Our Emotions, and Problem-Solving.

Peer Mediation: A First Step

Peer mediation is a process where trained, eighth-grade Sierra Verde students act as neutral mediators. This team will work with students to uncover the root causes of their disputes and decide on fair ways of resolving a conflict. The process is a form of restorative discipline, and helps students build their empathy while they also fine-tune their problem-solving skills. Our goal for this process at SV is to help create a safe and welcoming school environment, improve interpersonal and inter-group relationships, and assist in reducing school conflicts. It takes cooperation and understanding to resolve conflicts. For mediation to be a viable option, there must be voluntary participation, a safe and respectful environment, and the willingness of both parties to take responsibility for resolving the dispute.

A typical peer mediation session will generally break down into five distinctive steps:

- Parties agree to participate in mediation
- Parties tell their stories
- Mediators work on creating win-win situations
- Parties evaluate options
- Parties create an agreement

*Parents will be contacted before a peer mediation occurs.

Multi-Tiered Systems of Support (MTSS)

When students are experiencing difficulties academically and/or socially in the classroom that are not addressed through strategies the teacher and parent have utilized, a MTSS meeting may be called. This team will be composed of a team of teachers who will use their expertise and experience to brainstorm strategies that will support student success in the classroom.

Special Education

If you suspect your child has a physical, mental, or emotional disability, please confer with your child's teacher to discuss your concerns. Sierra Verde has a special services team to address student needs, develop interventions, and engage in pre-referral, evaluation, and case management procedures.

GENERAL SCHOOL RULES

Animals

In order to protect the health and safety of all students, we ask that animals not be brought onto campus property. The exception will be if arrangements have been made through both the classroom teacher and the principal when an animal is part of a special presentation or project. Written permission needs to be obtained before the animal is brought to school. Animals are to be properly restrained preferably in a proper container or secure cage. Parents assume all liabilities for injuries or damage if an animal is brought to school.

Balloons

Sierra Verde is a balloon-free zone. Please refrain from bringing balloons on campus for any event as they will be removed. Additionally, balloons will not be delivered to classrooms for special occasions.

Bicycles, Skates, Skateboards, and Scooters

The safety of students and pedestrians is extremely important to the Sierra Verde School community. Deer Valley Unified School District does not allow students to bring Heelys with wheels inserted, skates, skateboards, or other motorized devices on school grounds, including at the bike rack. No skateboards or motorized riding devices may be locked in the bike rack. If a student rides his/her bike or scooter to school, the bike or scooter must be locked in the bike rack area. The school assumes NO responsibility for stolen or

damaged bicycles or other riding devices. We recommend students wear helmets when riding to and from school.

Bikes, Heelys (with wheels inserted), skates, skateboards, and other transportation devices are NEVER allowed inside the campus courtyard, building, or playground areas.

Backpacks and Book Bags

Students shall be allowed to carry a sensibly-sized and appropriate bag for purposes of bringing books and instructional supplies to and from school. Prohibited or unauthorized items may not be brought to school in backpacks or book bags. (Backpacks are not permitted on the last day of school)

Cafeteria Food Program

The DVUSD Food & Nutrition Department strives to provide a balanced nutritional program for all students, meet USDA requirements, and provide support and options for the parents. Breakfast and lunch programs are available at Sierra Verde. A monthly menu is available online and will also be sent home with your student(s) throughout the year. A meal account can be activated once funds are available in the account. Parents simply send a check or cash in an envelope marked with the student's name to be delivered to the cafeteria for deposit into the account to be used for breakfast, lunch or snacks. To purchase snacks on lunch accounts a parent needs to send a permission slip to set up an amount. We also offer an online account service that allows parents to add payments directly to the student's school meal account using Visa or MasterCard for a nominal fee. This service also allows you to check your child(ren)'s balance, account activities and you are notified if your account is running low. For further information go to <http://www.EZschoolPay.com>.

Applications for free or reduced meals are available from the cafeteria.

Breakfast: \$1.50

Lunch: \$2.95

Cafeteria Information

Students in 7th and 8th grades will have a 30-minute lunch, and 1st through 6th grades will have 35 minutes (which includes a recess break). All students are required to report to the cafeteria during their assigned lunch period and will be dismissed to recess after they have had time to eat. Students are expected to maintain appropriate behavior as outlined in the DVUSD Student Rights & Responsibilities Handbook (see below).

Cafeteria P.E.A.K. Expectations

P is for Problem-Solver	E is for Engaged	A is for Accountable	K is for Kind
<ul style="list-style-type: none">● Raise your hand for help● Use polite table manners● Throw trash away	<ul style="list-style-type: none">● Stay in a single file line● Keep hands and feet to yourself● Stay seated● Follow directions	<ul style="list-style-type: none">● Use inside voices● Clean table and floor● Use walking feet at all times	<ul style="list-style-type: none">● Choose to sit with new friends● Choose to say thank you to the cafeteria staff● Choose to wait in line patiently

Safe and Healthy Eating

Please encourage your student or child(ren) to be seated upright when eating and not to be distracted. Encourage them to eat slowly, take small bites, and fully chew and swallow their food before talking or laughing. If you pack a lunch and send it with your child, please avoid food items that could be difficult to chew or which could possibly cause choking. Encourage them not to eat while walking, running, or engaging in other activities. Encourage them to avoid children's games that involve catching a food item in the mouth or putting large amounts of food into the mouth. Eating in the cafeteria should be fun and social, but eating in the cafeteria is a privilege. For those who misbehave or fail to follow these directions, cafeteria privileges may be revoked.

Classroom Interruptions

Protecting instructional time and minimizing classroom disruptions are of paramount importance to our staff and students. In an effort to protect teachers from office disruptions and allow them to focus on instruction and student learning, we are implementing the following policies.

Our Forgotten Items Policy is to help avoid classroom disruption. During the school day, we will only call the classroom for eyeglasses or medically required items (through the health office)
(Students with large instruments or school sports equipment can be dropped off and will be held in the office. Parents can help students deliver *large* projects between 8:30 AM and 8:45 AM)

The following items will not be accepted or held for students: snacks, water bottles, homework, books, clothing, shoes, phones/tablets/technology, or permission slips.

Late Lunches:

Late Lunches will be placed in the front office and brought to the late lunch table at 10:45. Students can check to see if those have arrived. If a student does not have lunch at that time, the cafeteria will provide lunch, and the student's lunch account will be charged accordingly. Parents/Guardians are welcome to bring lunch to students during his/her assigned lunch time and/or stay to have lunch with them whether you are bringing lunch or they are purchasing from the cafeteria. Parents/guardians are not permitted to go to the playground.

Change in Dismissal Messages:

If students' dismissal status or instructions change during the day, please notify the front office and not the teacher. Teaching staff will not be responsible to convey any changes in dismissal to students. Office Staff will take the message, and it will be delivered to your child after 2:30 PM. All notifications must be received in the office by 2:30 PM; otherwise, we cannot guarantee the delivery of the message. All students not picked up by 3:45 will be brought to the office. If you are running late, please park in a parking space and come into the office to pick up your student.

When signing students out for a partial or full day, please be sure to have your photo ID ready to present to office staff. If you are requesting that a family member or friend sign out your child, please verify ahead of time that the individual is listed on your child's emergency contact list. Emergency contacts can be added or removed by parents coming into the front office to make a change; proper photo ID will also be required to do so. **Students may not be signed out after 3:15 PM.**

We appreciate your support in streamlining our procedures. Thank you for helping us protect instructional time and assisting in promoting organizational responsibility for all students.

Communication

Parents and guardians can communicate with teachers using e-mail, the telephone, or written correspondence. Meetings can be scheduled by contacting the teacher or staff member and arranging a date and time. Teachers and/or staff will respond to a parent's request to be contacted within 48 hours (excluding weekends & school holidays.)

Sierra Verde Email Curfew

Protecting instructional time and minimizing classroom disruptions are of paramount importance to our staff and students. At Sierra Verde we set demanding expectations for staff and students. Part of this expectation is that our teachers will be focused on classroom instruction, lesson planning, and collaborating with other members of staff to ensure we are continually delivering extraordinary educational experiences to all students.

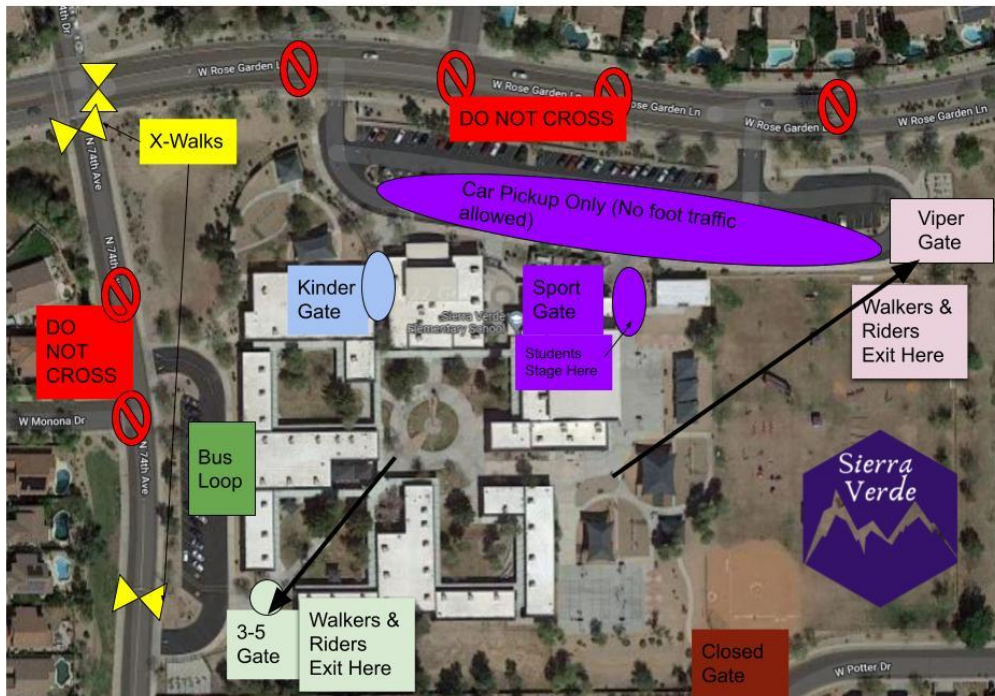
Sierra Verde has implemented email office hours and a curfew to ensure our staff maintains a healthy work life balance and are fresh coming into work each day. SV staff will check emails Monday - Friday from 7:00 am to 8:30 am and 3:30 - 5:00 pm and may on their prep periods. This curfew is applied to encourage a better work-life balance and to ensure that student contact time is maximized during school hours. Staff will not respond to email on weekends and evenings. The weekend curfew is in effect between 5.00 pm Friday and 7:00 am Monday. SV staff will respond to emails within 48 hours (excluding weekends & holidays).

Dismissal Procedures

Our dismissal procedures are structured to ensure a well-supervised and organized dismissal for all students. We will need your cooperation to make this work! Students who walk or ride their bike will be dismissed through one of the four designated gates.

Parents are asked not to block the driveway in front of the school or *park* in the fire lanes. Dismissal time for 1-8 students is 3:30 p.m. Following the drop off and dismissal plan will help maintain a safe environment in the parking lot for our students and families as well as expediting the process. **We ask that everyone dropping off or picking up in the front loop move as far down the line as possible. Please do not park and leave your vehicle unattended in the front loop.** This creates a safety hazard for those crossing the loop to the parking lot as well as for other cars trying to exit. It is imperative that an area remains for emergency vehicles to have access to our school.

For Kindergarten and 1st grade students, if a parent has any change in how a child is to be dismissed (i.e., walking instead of being picked up by a parent or being picked up instead of riding a bus), please provide that information by calling our office directly by 2:00 pm.



Sierra Verde Dismissal Map (Updated 22-23)

STUDENT DROP OFF INSTRUCTIONS - WHERE DO STUDENTS GO?

Kindergarten: Teachers meet students at the kindergarten playground gate and escort them to classrooms each day.

Grades 1-4: Report to the playground from 8:30-8:40

Grades 5-8: Students gather and wait in the POD area

IMPORTANT NOTE: Since supervision is only provided from 8:30-8:45 a.m., parents may not send children to school or drop children off earlier.

Fundraising

There will be no fundraising programs unless authorized by the administrator.

Media Center

The Media Center provides books, reference materials, and computers for student use and operates according to district policy on an open, flexible schedule. Students may obtain a pass from their teacher and take advantage of the library anytime during the school day. All books may be checked out for up to two weeks. Students and parents are financially responsible for any books that are checked out in the student's name. If a student has an overdue book at any time, their privileges to check out books will be suspended until the book(s) are returned in good condition or payment is received for damaged or lost books. Replacement book(s) are not accepted. At the end of the year, if a student still has a book(s) on their library account, the students' report card/promotion certificate may be held until the account is cleared.

Personal Property (including electronics and athletic equipment)

Personal Property - Students are not permitted to use personal items such as cell phones, tablets, baseballs, basketballs, bats, footballs, video games, roller blades, skateboards, etc., at school, unless the teacher permits an exemption. We also discourage students from bringing large amounts of money to school. Sierra Verde School does not assume responsibility for the loss or damage to personal property brought to school.

Physical Education Dress

The dress guidelines for students participating in physical education are set for your child's safety. Students should wear:

1. Appropriate footwear (athletic shoes).
2. No platform sneakers, boots of any kind, sandals, or open-toed shoes. Students may bring an extra pair of tennis shoes to use on PE days.
3. Appropriate clothing including shorts or pants as the weather dictates. If dresses are worn, it is suggested that shorts be worn underneath.
4. Jeans that are too baggy or too tight, restricting movement, are not permitted.

Student Telephone Use

Teachers and staff members reserve the right to screen student requests to use the telephone. Students are to use the phones in the classrooms. Students can go to the office and use their telephone for emergencies only or the telephone provided in the office or nurse office. Students using their cell phones without permission will have them confiscated and sent to the office. On the 1st and 2nd offense they can pick them up after school, any subsequent offense will require a parent/guardian to pick them up in our office after school.

Textbooks and Instructional Materials

All textbooks and instructional materials assigned to students remain the property of the school district. If a student requires a second copy of a textbook or workbook for any reason (loss, damage, etc.), the parent/guardian is required to pay for the replacement. All materials need to be returned at the end of each school year. The cost of damaged or lost materials is the responsibility of the student and his/her parent/guardian. Payment arrangements should be made through the school office.

Tobacco-Free Policy

For the protection of public health, and to set a good example for children, the use of tobacco on school grounds and other district property is prohibited. Parents and other visitors must refrain from smoking, using e-cigarettes, and chewing tobacco while on school property or at school-sponsored events such as field trips. The law prohibits the use or possession of tobacco products on school grounds.

Note: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. ([A.R.S. 36-798](#))

Electronic Smoking Devices (Vaping)

Possession or use of any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. Electronic Smoking Device includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. This category includes possession of any component, part, or accessory of an

electronic smoking device. NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. ([A.R.S. 36-798](#)). Minimum student consequence is a 3 day suspension.

STUDENT BEHAVIOR AND DISCIPLINE STUDENT RIGHTS & RESPONSIBILITIES

DVUSD Discipline Procedures

The DVUSD Student Rights & Responsibilities handbook is available online at www.dvUSD.org/page/57261. In addition, there are copies available for review in the school office.

Sierra Verde Conduct Expectations

At all times, students are expected and encouraged to display respect and courtesy towards all members of the school community and visitors to the campus. Students have the responsibility to practice good citizenship by demonstrating through their actions an understanding of the characteristics of a responsible and respectful member of the school community. This includes following all district and school rules and regulations. The school's discipline policy is at all times intended to cultivate a positive atmosphere in which quality education and productive learning can take place. Good behavior makes school a pleasant place for everyone and a place where learning can take place. Whether in class, on the playground, or in the cafeteria, students are expected to:

1. Complete school work on time and to the best of their ability.
2. Attend class regularly, be on time, and follow school and classroom rules.
3. Conduct themselves in a reasonable and cooperative manner and obey reasonable requests from all school staff.
4. Dress in a manner that does not disrupt or distract the educational process (administrative discretion will be used).
5. Help maintain a clean, safe, and productive environment. Students will refrain from chewing gum, littering, and bringing unnecessary and/or unauthorized items of any type to school.
6. Avoid inappropriate physical contact, language, and dangerous behavior. This includes (but is not limited to) running, pushing, play fighting, and rock throwing.
7. Be courteous and respectful to others. Students are expected to maintain a learning environment free from harassment or any other form of verbal or physical threats or intimidation (including other people's personal space).

Any behavior that endangers the health or safety of others is prohibited. A positive character awareness program will be utilized to encourage and support student understanding of responsible behavior, good choices, and the identification of characteristics that support positive behaviors. Students are expected to distinguish between good choices and poor choices and reflect and accept the consequences of their actions.

Bullying/Harassment/Intimidation/Violence:

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment,
- occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly, through another person or group, or through cyberbullying;
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or

when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified when district officials have a reasonable belief that an incident of bullying is a violation of the law.

Forms are available to report all incidents of bullying at dvusd.org (click on Safe Schools under the Parents & Students tab) and on your child's school's website.

WHAT IS NOT BULLYING?

Adults must realize that not every unkind thing a child does constitutes bullying. For example:

- **Being left out is not always bullying.** It's natural for kids to have a select group of friends. Although they should be kind towards everyone, it's unrealistic to expect them to be close friends with every child they know, and be invited to every function or event.
- **Experiencing conflict is not bullying.** Learning to deal with conflict is a normal part of growing up. The key is for children to learn how to solve their problems peacefully and respectfully.
- **Not playing fair is not bullying.** Wanting a game to be played a certain way is not bullying. Children understand the concept of sharing, and should take turns being in charge of the game.

When observing the unkind behaviors your child experiences, be sure to label them correctly. This will help you know how to handle the situation appropriately so that your child can learn and grow from it.

Playground/Outdoor Pod Standards

1. Remain in a supervised area.
2. Engage in appropriate games and activities, always following playground/recess rules.
3. Return equipment to appropriate locations.
4. Comply with signals to line up or go inside.
5. Respond politely to directions of campus staff members.

6. Refrain from throwing sand, wood chips, rocks, or other potentially-harmful items.
7. Tackling, pushing, play fighting, name-calling, threatening, or other harmful activities are not allowed.
8. Share equipment, and wait your turn.
9. If equipment needs to be repaired or goes over the fence, let the staff member on duty know immediately.
10. If someone is hurt, let the staff member on duty know immediately.

Assembly Expectations

1. Walk to the assembly and be seated promptly.
2. Become quiet when someone approaches the microphone.
3. Be courteous to all speakers and performers.
4. Participate in an appropriate manner, depending on the activity at the time.
5. Leave the assembly only when dismissed.

Dress and Appearance Expectations

Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Any attire that detracts from the learning environment is not acceptable.

- Clothing must cover the entire buttocks. **Pants and shorts should conform to the build and stature of the students. Undergarments and the buttocks MUST remain entirely covered even while seated.** Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. **Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.**
- In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard.
- **No hats may be worn inside any campus building at any time,** except for properly approved occupational safety head gear required for special classes and on special spirit or fund raising days (such as "Hat Day").
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.
- Students shall not cover their skin in writing/sharpened pen or in any other manner that distracts from the learning environment for all.
- Volunteers are expected to follow the dress code.

Other types of clothing, dress, or grooming may be questionable if they violate health or safety standards, and/or overall modesty as determined for a K-8 campus. Articles of clothing that distract from the educational process are inappropriate to the educational setting. The final decision as to the appropriateness of dress shall be determined by the administration according to the standards of dress as defined by District School Board Policy JICA-R.

Bus Conduct

Riding the bus is considered a privilege for all Deer Valley Unified School students. Bus rules are printed in the Student Rights and Responsibilities Handbook. At dismissal, students are required to wait in line until the bus driver grants permission to board the bus. The driver is responsible for the orderly conduct and safety of all passengers being transported. (ADOT R17-9-104). See Bus Discipline Procedures section of the Student Rights and Responsibilities Handbook.

Transportation is not a legal requirement except for transportation of special needs students who have an IEP requiring transportation. The School Board requires students to conduct themselves in a manner consistent with established standards for respectful and safe behavior on the bus, prior to boarding, and leaving the bus. Bus behavior standards are outlined in the Students' Rights and Responsibilities handbook. Bus violations may result in a bus suspension or school suspension. Students who lose their bus privileges are still required by law to attend school.

Discipline Actions (See DVUSD Student Rights & Responsibilities Handbook for more detailed information)

- **Warning:** A warning is given for a first minor offense.
- **Denial of Privileges:** Privileges need to be earned. They will be withdrawn for improper behavior. The length of such denial is dependent on the nature of the infraction and the frequency of the violation(s) by the student.
- **Community Service:** Students may be assigned community service in lieu of detention/suspension at the administrator's discretion.
- **Lunch Recess Detention:** Recess detention will be held daily. Students assigned to a lunch recess detention will report to the assigned buddy classroom at the beginning of their recess time and serve the detention for the total recess time.
- **On Campus Reassignment:** Students will spend their day in an alternative setting on campus, usually in another grade level classroom. Parents will be notified if such a reassignment is warranted. The student will complete assignments provided by the regular classroom teachers for credit. The student may not participate in any extra-curricular activity.
- **Off Campus Suspension:** Students will not be permitted to attend classes and must serve their consequence at home (or at a location deemed appropriate by the parent/guardian). The student will complete assignments provided by the regular classroom teachers for credit. The student may not participate in any extra-curricular activity.

Discipline Guidelines: Grades PreK-12

- **Administration will exercise discretion when determining infraction(s) and consequence(s) and may assign a more or less severe consequence than outlined in the guidelines below, including campus community service.**
- An asterisk (*) indicates that the violation must be reported to law enforcement.
- Administration may, after considering the circumstances, report any violation to law enforcement.
- Administration may determine that a violation warrants completion of a Threat Assessment.
- Any infraction directed at a staff member may warrant a more severe consequence.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of or in addition to the consequences outlined in the matrix for that infraction.

- For information on the discipline process and to appeal a consequence, please see page 12.
- Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.
- Due process and parental notification are expected for all discipline referrals.
- Students in violation of alcohol and drug (including marijuana) policies may be referred to a drug diversion program.

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
*Aggravated Assault	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. 13-1204)	Long term suspension	Expulsion
Aggression, Other	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Conference	Long term suspension
Alcohol Violation (sale or distribution)	The sale or distribution of alcohol as defined below.	10 day suspension	Expulsion
Alcohol Violation (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	5 day suspension	Expulsion
*Armed Robbery	A person commits armed robbery if, in the course of committing robbery as defined above, is armed with a deadly weapon or a simulated deadly weapon or uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. (A.R.S. 13-1904)	Expulsion	

*Arson of an Occupied Structure	Damaging an occupied structure or property by knowingly causing a fire or explosion. (A.R.S. 13-1704) An occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. (A.R.S. 13-1701)	Long term suspension/ Restitution	Expulsion/ Restitution
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		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
*Arson of a Structure or Property	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. 13-1703)	Long term suspension/ Restitution	Expulsion/ Restitution
Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person at risk of imminent physical injury; or (3) knowingly touching another person with the intent to injure. (A.R.S. 13-1203)	PreK-6: 3 day suspension 7-12: 5 day suspension	PreK-6: Expulsion 7-12: Expulsion
Attendance Violation, Other	Being absent from class or school ten percent of the school year, or having five unexcused absences.	Parent/student/ administrative conference	Loss of credit/CUTS
*Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	10 day suspension	Expulsion
*Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology. (A.R.S. 13-2921)	Conference	Expulsion
*Burglary (First Degree)	A person commits burglary in the first degree if such person knowingly	10 day suspension/ Restitution	Expulsion/ Restitution

	possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. 13-1508)		
*Burglary or Breaking and Entering (Second or Third Degree)	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. 13-1506 and A.R.S. 13-1507)	Restitution	Expulsion/ Restitution

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
Bus-Wrong Bus/Stop	Riding an undesignated bus or exiting at an undesignated bus stop.	Warning	Long term suspension from bus
Bus-Gum/Eating/Drinking	Chewing gum, eating and drinking anything other than water on the bus.	Warning	Long term suspension from bus
Bus-Seat/Movement	Moving seats, sitting in unassigned seat, sitting improperly (i.e., backwards, sideways, in aisles, on floor, etc.).	Warning	Long term suspension from bus
Bus-Throwing Objects	Throwing/tossing any object, including paper, either on the bus or out of the bus window.	3 day suspension from bus	Long term suspension from bus
Cheating/Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Loss of credit	5 day suspension/ Loss of credit
*Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	10 day suspension	Expulsion
Combustible	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluids.	Conference	Long term suspension
Computer/ Network Infraction/ Telecommunication Device	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes	Conference/ Restitution	10 day suspension/ Restitution

	disruption at a campus or any District facility. This includes tampering or unauthorized access of any computer, computer system, or network.		
Contraband	Any item whose use, possession, sale or distribution is prohibited because it may disrupt the learning environment.	Conference	Long term suspension
		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
Dangerous Items	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. These may include but are not limited to airsoft guns, bb guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, pepper spray, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas, and other dangerous items. NOTE: A dangerous item used to cause bodily injury or to threaten or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement.	3 day suspension	Expulsion
Defiance or Disrespect Towards Authority	Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel.	Conference	Long term suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. 13-2904)	3 day suspension	10 day suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events.	Conference	Long term suspension

	Continual or repeated disruptions may warrant more severe consequences. (A.R.S. 13-2911)		
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		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school or district policy.	Change of clothes	3 day suspension
Drug Paraphernalia	Any equipment, products or materials of any kind which are used, intended for use or designed for use in growing, processing, packaging, concealing, containing or ingesting a drug as defined below. (A.R.S. 13-3415)	3 day suspension	Expulsion
Drug Violation (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. Medication for cessation of smoking must be checked through the health center; otherwise, it will be considered a drug. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs" includes anything that looks like drugs.	3 day suspension	Expulsion
*Drug Violation (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. (A.R.S. 13-3451)	5 day suspension	Expulsion
*Drug Violation (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	Long term suspension	Expulsion

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
Electronic Smoking Device (Vaping)	Possession or use of any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. Electronic Smoking Device includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. This category includes possession of any component, part, or accessory of an electronic smoking device. NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. 36-798)	3 day suspension	10 day suspension
Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm.	1 day suspension	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S. 13-1804)	3 day suspension	Long term suspension

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	PreK-6: 1 day suspension 7-12: 3 day suspension	PreK-6: Expulsion 7-12: Expulsion
*Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	3 day suspension	10 day suspension
*Firearms	Any loaded or unloaded handgun, pistol, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. This includes explosive, combustible or poisonous gas. (A.R.S. 13-3101 and A.R.S. 13-3111)	Expulsion	
Forgery	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent. This includes identity theft.	Conference	10 day suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Conference	5 day suspension
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted or sprayed on walls or other surfaces in public places.	1 day suspension/ Restitution	Expulsion/ Restitution

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
Harassment, Nonsexual	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. (A.R.S. 13-2921)	Mediation	Expulsion
Harassment, Sexual	The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	3 day suspension	Expulsion
*Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	5 day suspension	Expulsion
Hazing	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: (a) 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 an education institution, and (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (A.R.S. 13-2301)	Mediation	Expulsion
*Homicide	Intentionally or recklessly causing the death of another person (A.R.S. 13-1101)	Expulsion	

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
*Indecent Exposure or Public Sexual Indecency	For definition of Indecent Exposure, refer to A.R.S. 13-1402 . For definition of Public Sexual Indecency, refer to A.R.S. 13-1403 .	3 day suspension	Expulsion
Language, Inappropriate	The use of profanity or any derogatory language stated publicly.	Conference	10 day suspension
*Kidnapping	Knowingly restraining another person with the intent to (1) hold the victim for ransom, as a shield or hostage, or (2) hold the victim for involuntary servitude; or (3) inflict death, physical injury or a sexual offense on the victim or to otherwise aid in the commission of a felony; or (4) place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person; or (5) interfere with the performance of a governmental or political function; or (6) seize or exercise control over an airplane, train, bus, ship or other vehicle. (A.R.S. 13-1304)	Expulsion	
Leaving School Grounds without Permission	Leaving school grounds without permission or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee.	Parent/student/administrative conference	3 day suspension
Lying	To make an untrue statement with intent to deceive.	Conference	5 day suspension
Marijuana Violation (sale or distribution)	The sale or distribution of marijuana as defined below.	10 day suspension	Expulsion

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
Marijuana Violation (use, possession, under the influence)	The possession or use of marijuana or substances represented as marijuana. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation. The term marijuana includes marijuana in any form, such as plant, edible, oil, or wax.	5 day suspension	Expulsion
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Conference	10 day suspension
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group which manifests malice towards others based on their race, gender, or ethnicity. This includes hate speech and gang activity.	Conference	Long term suspension
Parking Lot Violation	Improper driving or parking of a vehicle on school district property without permission and/or parking in prohibited areas.	Conference	Loss of parking privileges
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Conference	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Warning	3 day suspension
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Conference	Long term suspension

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
*Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property. (A.R.S. 13-1902)	5 day suspension/ Restitution	Expulsion/ Restitution
School Policy, Other Violation of	An incident that cannot be coded in one of the other categories but did involve a school, school-sponsored event or school-sponsored transportation.	Conference	Long term suspension
School Threat, Other	An incident that cannot be coded in one of the other categories but did involve a school threat. This includes death threats.	Mediation	Expulsion
*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	For definition of Sexual Abuse, refer to A.R.S. 13-1404 . For definition of Sexual Conduct with a Minor, refer to A.R.S. 13-1405 . For definition of Child Molestation, refer to A.R.S. 13-1410 .	5 day suspension	Expulsion
*Sexual Assault (Rape)	For definition, refer to A.R.S. 13-1406 .	Expulsion	
Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	1 day suspension	Long term suspension
Tardy	Failure to be at a designated location at a specified time.	Parent/student/ administrative conference	CUTS

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
Technology, Other	The misuse of a cell phone, pager, media player or other electronic item, whether operational or non-operational.	Conference	5 day suspension
Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, electronics, etc., are not covered by district insurance. (A.R.S. 13-1802)	1 day suspension/ Restitution	10 day suspension/ Restitution
Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (A.R.S. 13-1202)	Mediation	Expulsion
Tobacco Violation	Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. 36-798)	3 day suspension	10 day suspension
Truancy	An unexcused absence of at least one class period during the day. This includes ditching. NOTE: This definition pertains to students ages 6 to 16. (A.R.S. 15-803)	Parent/student/ administrative conference	Loss of credit/CUTS

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
Trespassing	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students serving a suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. (A.R.S. 15-1503)	1 day suspension	10 day suspension
Unexcused Absence	An unexcused absence of at least one class period during the day. NOTE: This definition pertains to students over the age of 16.	Parent/student/administrative conference	Loss of credit/CUTS
Vandalism of Personal Property	Willful destruction or defacement of personal property.	3 day suspension/Restitution	Expulsion/Restitution
Vandalism of School Property	Willful destruction or defacement of school property.	3 day suspension/Restitution	Expulsion/Restitution
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	Conference	Long term suspension
Weapons (no threat)	May include but are not limited to the possession of billy clubs, brass knuckles, knife with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101 .	10 day suspension	Expulsion
*Weapons (w/Threat)	May include but are not limited to billy clubs, brass knuckles, knife with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101 accompanied by a verbal or physical threat of violence against a person or damage to District property.	Long term suspension	Expulsion

Glossary of Consequences

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. Nevertheless, the District's approach to student discipline is progressive in nature, and this glossary is generally organized to present consequences of misconduct in order of increasing severity.

Conference

A teacher or administrator will talk with the student about expected behavior and the consequences of misconduct.

Parent Involvement

A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.

Loss of Privileges

Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. Loss of privileges may include the student's right to be enrolled in a class, or participation in extracurricular activity.

Detention/Campus community service

Detention is mandatory time spent in an assigned location. Campus community service is the performance of supervised work for the school. Detention or campus community service may be assigned before school, during the lunch period or after school. Parent/guardian will be notified prior to assignment of either school detention or campus community service.

Behavioral Contract

A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school official are required. In some stances, parent or guardian will also be expected to sign, indicating agreement to terms of the contract.

On Campus Suspension (Short Term)

With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's assignments will be provided. The student's access to school services, facilities and personnel will be limited to the on-campus suspension area. The student is not permitted to participate in or attend any school sponsored events during the period of suspension.

Off Campus Suspension (Short Term)

With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's assignments will be provided. The student is not permitted to participate in or attend any school sponsored events during the period of suspension.

Long Term Suspension Hearing

A Long term suspension is a withdrawal of the privilege to attend school that exceeds ten school days in duration and extends for a specified period of time.

Off Campus Suspension (Long Term)

Acting upon the recommendation of the administration, a hearing officer may deny all school privileges to a student for a period of eleven days or more.

Expulsion

Acting upon the recommendation of a hearing officer, the Governing Board may permanently deny all school privileges to a student.

Manifestation Hearing

Before the 11th day of suspension is imposed, the IEP Team, including the parents and the Director of Special Education, or designee, must meet to review the relationship between the child's disability and the behavior subject to the disciplinary action to determine whether or not the behavior in question was a manifestation of the student's disability.

Restitution

When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences.

Revocation of Open Enrollment

A student who is on an open enrollment variance may lose that privilege if the student demonstrates poor attendance, fails to maintain adequate academic performance and/or fails to follow school rules.

MISCELLANEOUS INFORMATION

Child Abuse/Reporting of Child Abuse

According to state law, child abuse is not something school employees can ignore. Non-accidental injury, sexual molestation, abuse and neglect must be reported to AZ Department of Child Services (DCS) and the police department. School staff are mandated reporters of allegations or suspected abuse. People who are required to report suspected abuse are protected by state legislation from any civil or criminal liability. The district's reporting procedures, developed by teachers and school officials, and endorsed by the Arizona Department of Education, involve a team. If you or someone else you know needs help, or if you need to report a child abuse problem that you are aware of, call DCS at 1-888-767-2445.

Safety Alert Drills

Sierra Verde has established fire and safety drill evacuation procedures to prepare our students and staff in the event of an emergency. The fire and safety drill procedures follow guidelines set by both the fire department and the school district. Fire and safety drills are practiced regularly during the school year. These drills include

monthly fire drills and quarterly lockdown drills. It is important to practice these emergency procedures so that if an emergency were to occur, our students and staff would know how to proceed to safety in a safe and orderly manner.

Technology Protocol

All students have the opportunity to use the school's technology resources for their education. These resources will broaden their horizons, provide diverse opportunities, and prepare them for the world of today. They will be able to access the Internet with school resources which has great promise for sharing ideas and knowledge. However, it also has the potential for misuse. Deer Valley Unified School District does filter the Internet in an effort to block material that is not appropriate for students. Acceptable Use Procedures (AUP) have been put into place to outline some of these cautions, provide direction for the use of the resources, and allow for affirmation of student commitment to comply. Violations of the AUP may result in a loss of access as well as other disciplinary action per the Deer Valley Unified School District Students Rights and Responsibilities Handbook or Board Policy.

1. Students agree to act responsibly and with good behavior on any computer, tablet, electronic device, or communications system using DVUSD network or wireless network services. The user agrees to follow all school and district rules for behavior and communications. Access is a privilege, not a right.
2. The primary purpose of the DVUSD network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct school business. Use of District printers will be limited to school-related activities. Do not waste school resources by printing excessively.
3. Students agree not to tamper with or attempt to illegally access or "hack" any Sierra Verde or district computer resource. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.
4. Students must be responsible in protecting one's own privacy; keep passwords to yourself. Sharing a password, or logging in for someone else, is strictly forbidden. If you know of a security problem with your account or someone else's, inform a teacher or administration immediately.
5. Students agree to abide by the generally accepted rules of "netiquette" and conduct themselves in a responsible, ethical, and polite manner while using any DVUSD technology resource. Suggested netiquette guidelines are available on the district web site.

Internet & E-Mail User Agreement

The Network is provided for students/users to conduct research and communication for academic purposes only as determined by the District curricula. Independent access to network services is provided to students/users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. All network administrators/teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search history of websites visited to ensure that such use meets the District intent as a tool for academic purposes. Files stored on District servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from all around the world. The District has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control.

The District is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with information sources such as television, telephone, movies, radio and other potentially offensive media. Parents may revoke their students' Internet/E-Mail privileges at any time by notifying the school in writing.

The following are not permitted:

1. Send, access, download or display offensive messages or pictures
2. Use obscene language
3. Harass, insult, or attack others
4. Damage computers, systems, or networks
5. Violate copyright laws and regulations
6. Use passwords of others
7. Share passwords with others
8. Trespass in others' folders, work, or files
9. Employ the network for commercial purposes
10. Provide personal information (i.e., names, addresses, phone numbers, etc.)
11. Tamper as defined in A.R.S. 13-2316 and the DVUSD Student Rights and Responsibilities handbook
12. Students may not install, copy, or download games, music, movies, and any unauthorized software or violate any copyright laws.

Sanctions:

1. Violations of the above may result in a loss of access
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal
3. When applicable, law enforcement agencies will be involved

By not signing the Internet and E-Mail User Agreement, you must be aware your child may:

1. Observe other students using the Internet
2. Witness classroom teachers using the Internet as an instructional tool
3. Witness other campus staff using the Internet for instructional purposes

Video Taping and Photographing of Students

During the course of the school year, your children may be involved in school activities that are captured on video or photographed. If you do not want your children to be photographed, a written notification needs to be sent to the school. Complete information on this is sent home in your child's first day packet.

Visitors/Volunteers

We welcome the partnership between parents and community members to nurture the growth of our students. Visitors and volunteers are required to sign-in and get a visitor's badge at the office before entering campus. Please be sure to return the badge and sign out in the office on the way out. If you are interested in spending some time in a classroom, be sure to contact the teacher to make arrangements. To maintain the integrity of instruction for all students, we ask that visitors and volunteers do not attempt to conference with

the teachers during instructional periods. We also ask that all visitors and volunteers keep their cell phones on vibrate when visiting classrooms. Students should not be interrupted as they work in the classroom. Parents are welcome to join their children for lunch **however parents are not allowed to accompany students to the playground**. Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations.

All volunteers must go through training, fill out an application, and provide health/emergency information before they are allowed to work on campus. Volunteers must not bring their other children to campus when working as a volunteer (Governing Board Policy GCL). Fingerprinting is required for chaperones for overnight trips, volunteer coaches, and those assisting in areas where students might be more vulnerable (locker rooms, dressing rooms, etc.).

DVUSD COPPA Compliance Parental Consent

Deer Valley Unified School District (DVUSD) is committed to providing students with the most effective web-based tools and applications for learning. In order to do so, we abide by federal regulations that require parental consent as outlined below.

As required by the *Child Internet Protection Act* (CIPA), DVUSD has technology measures and policies in place which protect students from harmful materials. Email and websites are filtered so that content from inappropriate sites is blocked. For more information on CIPA, please visit: <http://www.fcc.gov/guides/childrens-internet-protection-act>.

Our district utilizes several computer software applications and web-based services operated by third parties. In order for our students to use these programs and services, certain basic information (generally student name, username, and email address) must be provided to the website operator. Under the federal *Children's Online Privacy Protection Act* (COPPA) law, these websites must notify parents and obtain parental consent before collecting information from children under 13 years of age. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>.

The law permits schools, such as those in DVUSD, to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider. When email addresses are utilized, it is important to note that students in grades K-6 can only email DVUSD staff members from their school accounts and cannot receive email from any outside email address. Outside individuals and companies will not be able to communicate with children in these grades.

Under the *Children's Online Privacy Protection Act* (COPPA), verifiable parental consent is required for students under the age of thirteen (13) if accounts containing this information are created for them on third party websites or online services. Limited information for your child consisting of first name, last name, birth date, username and email address may be provided to the online resource for the purpose of securing confidential credentials and access for the student. This information will remain confidential and will not be shared except for providing online programs solely for the benefit of students and the school system. Under no circumstances will student information be used by third party websites for commercial purposes.

Student Name _____

Student ID _____

Please check the appropriate box below:

- I give permission for Deer Valley Unified School District to use accounts for my student in the above mentioned services.
- I DO NOT give permission for Deer Valley Unified School District to use accounts for my student in the above mentioned services.

Parent/Guardian Name _____

Date _____

Parent/Guardian Signature _____