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

*Dear PVSchools Students, Parents, and Guardians,*

*I want to thank you for choosing PVSchools as we work together to ensure that all students have a safe, engaging, and rigorous learning environment to experience every day. We believe that it is important to every child's success to have clear and consistent academic and behavioral expectations. I would ask that each of you take some time to become familiar with this handbook and use it as a resource to guide your students' success.*

*We value innovation, collaboration, integrity, growth, respect, while focusing on each student. We are committed to working with our students, parents, and guardians as we create an individualized pathway to success. I encourage you to engage with the outstanding teachers, support staff, and administrators at your school and find ways to support each other to make this the best school year ever.*

*I'm thrilled to be the new superintendent of Paradise Valley Unified supporting our teachers, support staff, principals and parents and guardians to ensure every student succeeds. Our vision and mission in PVSchools drive our policies, procedures, and practices. They are more than just words: we use them every day to ensure all students thrive.*

*Our Vision: Every learner empowered for a lifetime of success.*

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

*Thank you,*

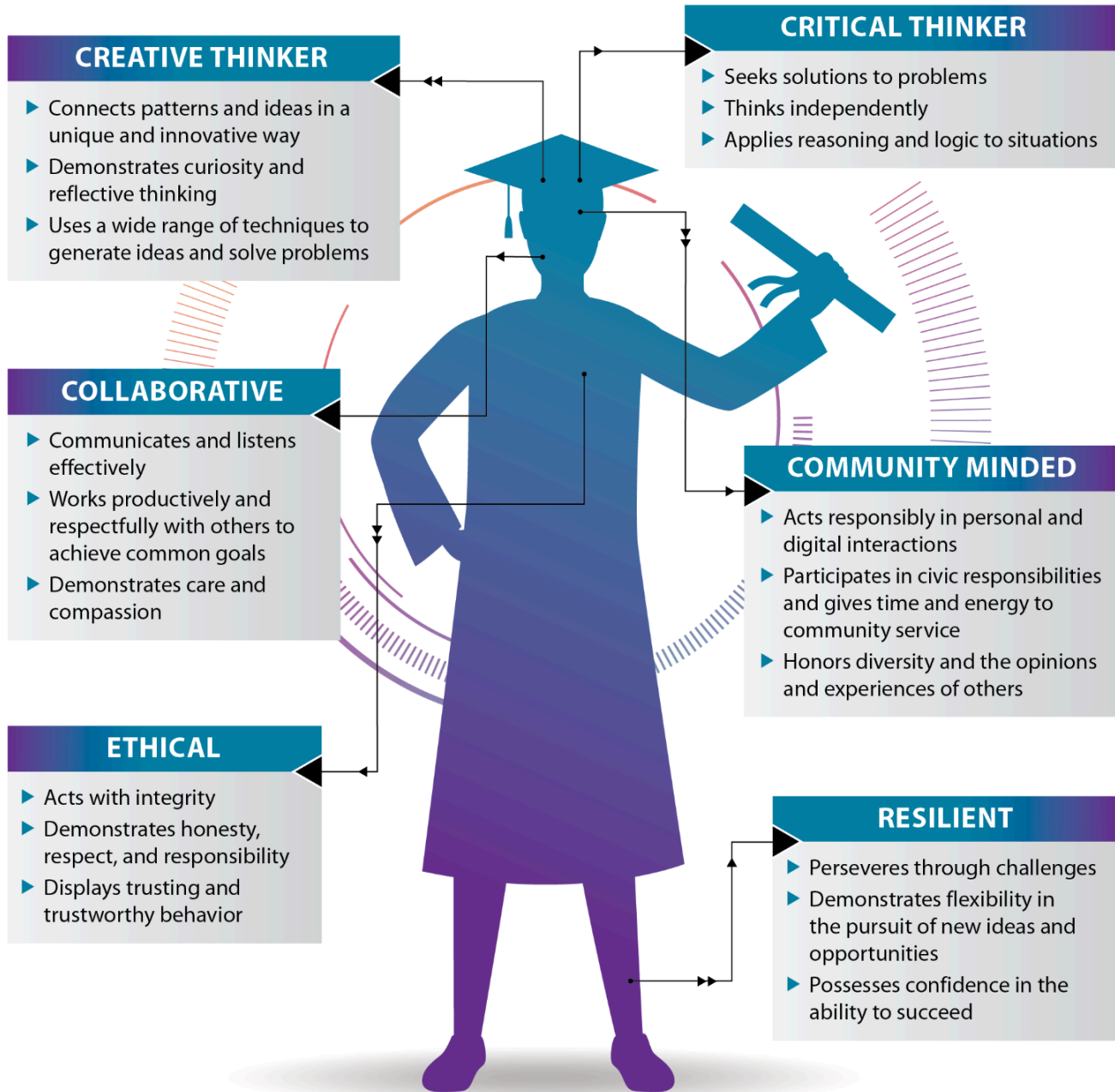
*C. Todd Cummings, Ph.D.*

*Superintendent*



# Portrait of a PVSchools™ GRADUATE

A PVSchools graduate is prepared for career, college, and community involvement and embodies the following characteristics:



## SECTION I: ATTENDANCE REQUIREMENTS

### Attendance

Arizona law requires students to attend school through the completion of the 10th grade or to the age of 16. The Governing Board believes that the attainment of academic excellence requires attendance on a regular basis. Attendance is the responsibility of the students and parents/guardians, students may fail classes or promotion may be withheld if the attendance requirement is not met.

### Definitions

**Regular Attendance.** Students must attend at least 90% of the time to benefit fully from their school program. Absences should be limited to necessary situations, as missed classroom activities, discussions, and participation cannot be recovered. Excessive illness-related absences may require a doctor's verification.

**Absence Elementary School.** An absence is defined, per statute, by the number of minutes the student was in attendance and can vary depending on the school's start and end times. Arriving less than 20 minutes late to the start of the school day is documented as being tardy. Arriving 20 or more minutes late to school is documented as a half-day absence. Because a whole day's absence is determined by a variety of factors, parents/guardians are encouraged to talk with their school's administration.

**Absence Middle and High School.** An absence is defined as a minimum of one missed class period per day. At the middle and high school level, students who arrive 20 minutes or more after the start of first period, or 10 minutes or more after the start of any remaining periods are considered absent for that class period. Arriving less than 20 minutes late to the start of first period or less than 10 minutes late to the start of any remaining periods, is documented as being tardy.

**Excused Absence.** Any parent/guardian-verified absence due to illness, death in the family, religious observance or other circumstance will be excused. Missing class to attend school activities will be excused with prior teacher and administrative approval.

**Unexcused Absence: Full Day.** A full day unexcused absence is any absence from school without consent of the parent/guardian. If the parent/guardian does not make contact with the school within 24 hours of the absence, it will be considered unexcused.

**Unexcused Absence: One or More Periods (Middle and High School).** Once a student is at school, absences from one or more classes that day without an excuse approved by the school will be classified as unexcused.

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

The principal may require documentation from a doctor to verify a medical condition when absences total more than 10 percent of the number of required attendance days. PVUSD plans for 180 school days; a student who misses 18 or more days per academic year is considered excessively absent.

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

### Attendance Procedures

**Parent/Guardian Responsibilities.** Parents/Guardians of absent students are expected to call on or before the day of the absence, preferably no later than one hour after the start of school. If no contact is made to the school within 24 hours of the start of the absence, the absence will be considered unexcused. Refer to your school's website, newsletter and/or student handbook for guidelines for reporting absences.

**School Responsibilities.** Per [ARS 15-807](#) schools must make a reasonable effort to notify parents or guardians of students in kindergarten through 8th grade within two hours of the start of the school day, or within two hours of the first missed class, if the student's absence has not been verified by their parent or guardian. While not addressed in the statute, parents/guardians of high school students will be notified at the end of the school day if one or more class periods were missed.

**Permit to Leave School During School Hours.** A person picking up a student must be listed on the emergency card and show a valid picture I.D.

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

### **Make-Up Work from Absence**

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

- Credit may not be given for work missed during a truant absence.
- Credit may be given for tests and major assignments missed during suspensions at the discretion of the principal. Each case will be determined on an individual basis.

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

Students who are absent-excused on the day of an assessment may be expected to take the assessment upon return. Similarly, course work, including long-term assignments, that was due on the day of an excused absence may be due on the day of the student's return.

### **Guidelines for Unexcused (Truant) and Excessive Absences**

It is important for a student to attend class regularly to receive a passing grade. A student or parents/guardians may request counseling intervention for excessive absences by calling the school principal or designee. Unexcused and or excessive absences may result in loss of credit for class work for the hours and/or days of the truancy. See Governing Board Policy [JHB](#). The following disciplinary measures may be taken:

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

### **Potential Actions or Consequences for Repeated Unexcused Absence**

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

### **Legal Action for Excessive Truancy**

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



## Attendance CUTS/CUTS LITE Program

CUTS (Court Unified Truancy Suppression) is a Maricopa County diversion program, which brings consequences for students and parents/guardians whose children do not attend school. CUTS applies only to students who are under the age of 16. CUTS-LITE (Limited Intervention to Educate) is an intervention program designed for elementary age students.

When a student has **5** or more unexcused absences or **19** or more total absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held on the school campus with representatives from the school and the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing.

Consequences at the hearing may include the following: required attendance of the parent/guardian and the child at an education class (may be held on Saturdays), work hours assigned to the child, counseling, etc. The parent/guardian will be assessed a Diversion fee. **Failure to complete these consequences may result in suspension of your child's driver's license, or inability to get a driver's license until their 18th birthday and/or formal court proceedings.** It is the parent(s)/guardian(s) responsibility to ensure their child's attendance in an approved academic setting. If the parent or guardian fails to take the necessary steps to provide the child with an appropriate educational environment, a citation can be issued. **If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.**

For absences related to a **CHRONIC ILLNESS**, see SECTION III: HEALTH INFORMATION on page 29.

## SECTION II: GENERAL POLICIES

### ADA Section 504

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

The school district has specific responsibilities under this legislation that include identifying, evaluating, and if the child is determined to be eligible under Section 504, affording access to a free and appropriate public education. For further information, please contact the Director of Student Services - Elementary, Paradise Valley Unified School District ADA 504 District Compliance Officer, at (602) 449-2240.

### Adult Students

As a matter of practice, when a student turns eighteen (18) and continues to live with his/her parents/guardians, the administration may continue to provide the parents/guardians with access to educational records, notice of disciplinary actions, and the ability to approve absences and field trips. For additional information, students that are eighteen may review their rights under the Family Educational Rights and Privacy Act (FERPA). Emancipated students, who provide legal documentation of their emancipation, will retain all educational rights.

### Alternative Educational Programs

A recommendation for an alternative education placement is made by school administration.

Students who seek, or are identified as in need of high school credit recovery to graduate with their cohort, may be recommended to an alternative educational setting.

Additionally, students who refuse to comply with rules, or refuse to submit to authority of teachers, administrators or Governing Board policy, may be reassigned to an alternative educational setting by the principal or by the district.

A student who has been placed in an alternative setting may return to the regular school program with the approval of the administration. Parents/Guardians may appeal the decision for an alternative education placement to a district administrator or district-level hearing board.

## Annual AHERA Notification

PVSchools is committed to maintaining a safe environment for all members of our school community. In accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, all schools are required to regularly conduct an assessment for asbestos-containing materials, and develop an asbestos management plan. Parents/Guardians may review their school's plan by making an appointment with their school's administration. If parents/guardians have any questions or concerns regarding the inspection or the management plan, or would like additional information, they are encouraged to contact the Facilities and Construction office at 602-449-2260.

## Athletic Participation

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

Middle and high school athletes and their parents/guardians must view our hazing and informed-consent videos prior to participation in a sport. These videos can be accessed online through the school websites or the district athletic website at [pvschools.net/athletics](https://pvschools.net/athletics). The purpose of these videos is to provide information about the activity and risks involved with participation in middle and high school athletics.

High school athletes will be selected on a random basis to submit to testing for drug use, including steroids, as a part of the High School Student Athlete Drug Prevention Program. More information on this program and the procedures that accompany it are located in the Family-Athlete Handbook located on the district athletic website [PVUSD Athletics](https://pvschools.net/athletics). Any student may participate in any intramural and interscholastic athletic team or sport designated as being for "males", "men", or "boys" or designated as "coed" or "mixed." Athletic teams or sports designated for "females", "women", or "girls" may not be open to students of the male sex. ([A.R.S. 15-120.02](#), Governing Board policy [JJIA](#))

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

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

Bullying, harassment, or intimidation is conduct that interferes with or limits the ability of an individual to participate in or benefit from the district's programs or activities. The conduct includes, but is not limited to, oral, written, graphic, electronic, or physical forms of bullying, harassment, or intimidation.

Bullying is repeated acts, over time, that involve a real or perceived imbalance of power. Bullying is also any behavior that subjects a student to insults, taunts, or challenges that are likely to intimidate or provoke a violent or disorderly response from a student being treated in this manner. Bullying also includes "cyberbullying", which refers to the repeated use of digital technologies, such as the internet, social media, or other communication platforms, to harass, intimidate, or harm individuals. Harassment is anonymously or knowingly communicating in a manner that harasses. Harassment categories include, but are not limited to, gender, race, religion, handicapping conditions, or sexual orientation. Harassment or discrimination against individuals who are immigrants, who speak another language or speak with a foreign accent, is also a violation of this policy. Sexual harassment is unwelcomed conduct of a sexual nature. Intimidation is indicating, by word or conduct, the intent to cause physical injury or serious damage to a person or their property.

Threats include any form of verbal or written statements or any other behavior that suggests that a person may do harm to another person or property. Students who threaten persons or property may be referred for expulsion or

long-term suspension unless the responsible administrator and parent/guardian agree that the student will participate in programs such as mediation, community service, restitution, alternative education, or other programs in which the student takes responsibility for the consequences of the threat.

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

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

If you see or are aware of someone being bullied, harassed, intimidated, or threatened; never join in the bullying, harassing or intimidating behaviors. Resist any peer pressure to take part in abusive behavior. Help the person being bullied get out of the situation safely, ask if it has happened before, and encourage them to report the harassment to the teacher, counselor, principal, or other adult. Services are available at school sites to support students involved in instances of unkind behavior.

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

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

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

Additional information on Bullying, Harassment, Intimidation, Threats, and Hazing can be found in Section 4: Definitions of Offences.

Students and others may report hazing to any professional staff member. Staff members will report the incident to the school administrator or next higher level administrator in writing, with such details as may have been provided. The report shall be made to the administrator or next higher level administrator not later than the next school day following the day the staff member receives the report/complaint. The staff member shall preserve the confidentiality of those reporting, disclosing the incident only or as otherwise required by law. At minimum the report will specify names, places, and times to permit an investigation to be carried out. The report/complaint will be investigated following these procedures:

- A. An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the deadline may only be by necessity as determined by the Superintendent.
- B. The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- C. The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

## **Closed Campus**

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

## **Custody**

In cases where custody or visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent/guardian, or parents/guardians having joint custody, to provide the school with the most recent court order. Restraining orders, parental rights, court orders, and injunctions can only be modified or rescinded by a court. It is recommended that custody agreements approved by a court outside of Arizona be registered with the local court system.

## **Digital Citizenship and Student Technology Use**

The use of the services shall be in support of education, research, and the educational goals of the District.

The following guidelines and policies apply to:

- Students who use computers belonging to Paradise Valley Unified School District.
- Students who bring personal electronic devices (cell phones, smart watches, earbuds, tablets, computers, and other personal devices) to Paradise Valley Unified School District schools and events.
- Students who access network resources available through the Paradise Valley Unified School District.

Network access, including the Internet, is available to students. Official district student accounts, complete with internet services, are provided upon enrollment. Official student accounts utilize district vetted/approved extensions, web apps, portals, and the Google Suites applications, which includes, but is not limited to, email, Google Documents, YouTube, and Google Chat.

PVSchools takes a layered approach to providing student permissions within the Google Suite, ensuring appropriate access as students progress through grade levels. All students (K-12) have access to Google Drive for storing and managing their work. Beginning in 3rd grade, students gain access to internal email and YouTube with "strict restricted" filtering in place. In high school (9th-12th grade), students are granted additional privileges, including both internal and external email, as well as Google Chat for communication. To maintain a safe and structured online environment, only teachers and staff can create Google Meet or virtual meeting rooms. Parents and guardians who have questions about their child's specific access and tools are encouraged to contact their school's administration for further details.

Artificial Intelligence (AI) and digital citizenship intersect in shaping responsible and ethical online behavior. As AI becomes more integrated into daily life, students must critically evaluate information, safeguard privacy, and use technology ethically. Use of AI programs must be approved by the district or school administration. All AI use will be monitored by teachers and/or administrators and should align with all District guidelines and policies. Submitting work that is wholly or partially produced by AI may be interpreted as plagiarism or cheating.

The district has taken technical and organizational precautions to restrict access to controversial materials; however, on a shared network it is impossible to control all controversial materials. District administration believes the valuable information and interaction available on our network and the Internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

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

Parents/Guardians may prohibit their student(s) from the use of certain types of technology and the internet by notifying school administration in accordance with state statute [15-1046](#). Students placed in a restricted user group will have access to adopted curriculum sites only, and requests for additional apps and services based on individual student needs or requests are unable to be honored.

## **Guidelines for Acceptable Use:**

- Only devices (computers, phones, drivers, etc.) approved by district administration may be connected to the district network.
- District purchased computers, telecommunications, and network resources are to be used for educational purposes only.
- Students shall not purposely submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
- Students shall abide by all copyright and trademark laws and regulations.
- Students shall not reveal personally identifiable data unless authorized to do so by designated school authorities.
- Students shall not reveal their personal logins/passwords, allow others to work using their login/passwords, or attempt to discover the logins/passwords of others.
- Students shall not use the network in any way that would disrupt the use of the network by others.
- Students shall not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication or network resource.
- Students shall regularly read and respond to communication received via district-provided email accounts according to the timeline expectations established by their school authorities.

Per ARS 15-120.05, PVUSD limits student access and use of personal wireless communication devices during the school day, including meals, passing periods and recess. Students are allowed access to their cell phone if any of the following applies:

- For educational purposes, as directed by the student's teacher;
- During an emergency; or
- The student needs access to their wireless device because of a medical condition.

PVSchools defines wireless communication devices to include, but not be limited to, cell phones, smart watches, earbuds, and other devices that are connected to a cell phone.

Additionally, the law restricts student access to social media platforms during the school day including meals, passing periods and recess. Teachers or school administration may give students access to social media platforms to the extent necessary for educational purposes.

While the district limits the use of personal cell phones as a standard practice during the school day, individual school sites will develop and implement specific practices and procedures. These campus-level processes will take into consideration the unique needs and developmental stages of their student populations and may vary by grade level or program. We believe in this approach for district-wide compliance with state law and the flexibility necessary to create the most effective learning environment at each of our schools.

When cell phone access has been approved by a student's teacher or school administration for educational purposes, parents/guardians and students should be aware that content that may otherwise have been blocked by PVSchools' filtering systems may be accessed through cell phones that are connected to the internet through a cellular data plan and that students and parents/guardians assume the risks of such use.

School rules may prohibit additional items such as smart watches, audio music devices, earbuds, electronic games, laser pointers or any other electronic devices. The school is not responsible when these items are lost or stolen.

## Digital Etiquette and Digital Privacy

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

When the use of digital devices and social media during the school day is approved by a teacher or school administration for educational purposes, visitors and students must always protect the privacy rights of others.

The following guidelines should be followed when photographing, recording video, and/or posting content to social media involving any PVSchools student or staff member:

- Obtain permission and consent before photographing or recording others;
- Frame and/or crop your photo/video to exclude unintended individuals; take photos or videos from behind so that faces are not visible or blur/block out faces when needed; both in-person and in virtual settings;
- Never share full names, personal details, specific locations, or other identifiable information. Do not tag students or staff without their prior consent.

Parents/Guardians, protect the privacy rights of children when photographing/recording your own child's school experience. Although you may be comfortable posting, emailing and sharing photos or video(s) of your child, other parents/guardians may not feel the same.

The posting of the photograph or video of a child under court protection may put that child's safety at risk.

The Governing Board is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Use of electronic devices in violation of this policy may result in discipline as defined in Bullying, Harassment, Intimidation and Threats of Harm (Governing Board policies [JICK](#) and [JIFCA](#)) and as described in this handbook.

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

PVSchools is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the district. PVSchools may make rules, as needed, for the operation of the system.

## Drug, Alcohol, and Nicotine Prevention Programs

The Paradise Valley Unified School District prevention program takes a comprehensive approach to prevention. With the community and the guidance of the Governing Board, policies, programs and curriculum are in place to battle substance abuse. Schools may partner with outside organizations to support community efforts or individual needs.

PVSchools encourages parents/guardians to monitor their students. Schools have a limited supply of home drug test kits that can be provided to concerned parents. Please contact your school's administration for more information.

Athletes will be selected on a random basis to submit to testing for drug use, including steroids, as a part of the High School Student Athlete Drug Prevention Program. More information on this program and the procedures that accompany it are located in the Family-Athlete Handbook located on the district athletic website at <https://www.pvschools.net/programs/athletics/high-school-athletics>.

The discipline policy regarding possession, use, and sale of drugs and alcohol is strictly applied. Students who provide drugs and/or alcohol in the schools are recommended for expulsion on the first offense. Students who are found in possession or under the influence of drugs and/or alcohol on a first offense may be suspended for nine days with an option for a reduction of suspension if the student receives counseling. A second offense of use or possession of drugs and/or alcohol within a calendar year may result in a recommendation for expulsion of the student.

## **Resources for Intervention**

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

## **Extracurricular Eligibility**

All students in grades 7-12 must pass all classes in which they are enrolled in order to participate in extracurricular activities. Eligibility will be determined on quarterly (1st and 3rd) and semester (1st and 2nd) grading periods. High school students losing their eligibility at the quarter and/or semester will be monitored every three weeks to determine if eligibility can be reestablished. Students may be allowed to practice, at the coach's and/or site administration's discretion, during the period of ineligibility. However, students may not compete when ineligible to participate. Activities that are part of a credit-bearing class are not included in the eligibility restrictions.

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

## **Family Educational Rights and Privacy Act**

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

### **Student Records**

FERPA gives a parent/guardian the right to inspect, review and seek correction for their child's educational records. Copies of this policy are on file in each school office and at the District Administrative Center. If you wish to review your child's record, you may ask the school principal to set up a convenient time for such a review. If your child is enrolled in a special education program, contact the director of Special Education to arrange the review. If, after reviewing the records, you feel the information on your child's records is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request the deletion or modification of the records or enter into the records your own statements of clarification or explanation.

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

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

### **Notice of Directory Information to Parent/Guardian**

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

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



Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. The Governing Board permits the release of student directory information to persons or organizations who inform parents and guardians/students of opportunities. If the parent/guardian of a student or an eligible student does not wish their student directory information to be released, the parent/guardian or eligible student are highly encouraged to submit a written request to the school principal within the two weeks after enrolling in PVSchools, however, parents may ask that their student directory information not be released at anytime.

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

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

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

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

- Student's name
- Address
- Telephone listing
- Email address
- Current PVSchools school and grade level

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

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

## **Family Resources**

Most schools have Social Workers, Tiered Support Specialists, School Psychologists, or Counselors available on site. Additionally, PVUSD provides a list of suggested family resources on our website: [Family Resources](#). You may contact your child's school for additional information and resources.

## **Field Trips and On-Site Events**

Participation in field trips and certain on-campus events necessitates the consent of parents/guardians. To ensure the safety and well-being of students, a signed permission slip must be submitted by the designated deadline. Students who fail to provide the required permission may regrettably be excluded from the event, highlighting the importance of timely communication between schools and parents/guardians for a seamless and enjoyable educational experience.



## Food in Classrooms

The Maricopa County Department of Environmental Services requires that food brought into the classroom for snacks and parties come from a commercial source. Items should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food: <https://foodplanner.healthiergeneration.org/calculator/>.

Parents/Guardians should notify the classroom teacher, school nurse, and/or school administration before bringing any food items into the classroom to ensure the health and safety of any student with a health condition or food allergy. Additional information can be found in the Health Section of this Handbook.

## Food Services

Elementary, middle, and high schools are on the National School Lunch and Breakfast Programs. Applications for free or reduced-price meals are available and distributed to all students at the beginning of the school year or can be accessed online at [www.ezmealapp.com](http://www.ezmealapp.com). Meal accounts or cash may be used daily to purchase breakfasts and lunches. Money can be loaded onto student meal accounts with cash or a check at the school cafeteria. Credit and debit card payments can be taken online through [www.EZSchoolPay.com](http://www.EZSchoolPay.com); there is a \$2 service fee for online transactions. Account monitoring through [www.EZSchoolPay.com](http://www.EZSchoolPay.com) is free. Negative balances on student meal accounts will be communicated to households by letter, email, and/or phone.

**A la Carte Items.** Middle and high school lunchrooms offer various *a la carte* items. All items sold comply with USDA Smart Snack Guidelines: <https://foodplanner.healthiergeneration.org/calculator/>.

**Wellness Policy.** The district has a wellness policy in place and follows USDA guidelines. For more information visit [Nutrition and Wellness](#) on the district website.

**Food Delivery** is not allowed without prior approval by the school's administration.

## Gender Diverse Identities

When working with students of gender diverse identities and expressions, PVSchools follows Title IX language which speaks to individual student rights. Please contact your school administrator for specific information.

## Governing Board Policy

PVSchools encourages all parents/guardians to familiarize themselves with our Governing Board Policies which can be accessed at: <https://policy.azsba.org/asba/browse/paradisevalley/paradisevalley>.

Adherence to Board Policies is mandatory for all community members. Failure to comply may result in exclusion from school events or being trespassed from PVSchools property and/or campuses.

## Graduation Credit Requirements (High School)

|     |   |
|-----|---|
| 4.0 | English                                     |
| 3.0 | Social Studies                              |
| 3.0 | Science                                     |
| 4.0 | Math  |
| 1.0 | P.E.  |
| 1.0 | Fine Arts or Career and Technical Education |
| 6.0 | Electives (7 at PVHS)                       |
| 22  | TOTAL credits (23 at PVHS)                  |

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

## **Record Keeping Guidelines**

### **Online Courses Taken Out-of-District**

PVSchools accepts and assigns high school credits earned through accredited online providers other than PVOnline. Permission to take an online course is needed if taken concurrently. No more than four (4) credits may be earned toward graduation and only one credit in each of the following subjects may be earned in accordance with [Arizona Administrative Code R7-2-302.04](#): English, social studies, math, and science. Exceptions to this require prior approval by the school's administration prior to enrolling.

### **Dropped High School Course**

High school courses that are dropped after 20 days (10 days at PVHS) will show as a failing grade (F) on the transcript. Once the course is retaken, the original F will remain on the transcript, but the value and weight towards the GPA will be zero and the new grade will be counted towards the GPA. Students are encouraged to speak with the counselor prior to dropping a course.

### **Homework**

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

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

Assignment of appropriate homework is encouraged. Parents/Guardians should be advised that homework is any work expected to be completed outside of the classroom setting. This may include course work that has been started in the classroom, and is expected to be completed at home. The Governing Board will support teachers holding students accountable for completing all homework assignments. Site administrators and teachers will collaborate to develop programs and consistent practices to encourage and motivate students to complete all homework, and to provide opportunities for students to meet the requirement of completing missing homework for credit.

Communication between teachers and parents/guardians regarding homework is essential. Parents/Guardians need to be advised of what is expected of their children and how they can reinforce the learning potential of the work assigned.

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

### **Infinite Campus**

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

Students and their guardians have access to their student-specific data via a web portal and each user has a unique login. Access Infinite Campus at: <https://paradisevalleyaz.infinitecampus.org/campus/portal/paradisevalley.jsp>.

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

To download:

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

Parents/Guardians should access [PVAssist](#) for additional help and support using Infinite Campus.

## **Insurance**

### **Declaration of Insurance Coverage Status**

The Paradise Valley Unified School District is neither required nor obligated under any law or customary practice to carry health, dental, life, or personal injury protection (PIP) insurance for its students and therefore does not provide these coverages to its student population, individually or collectively. It is up to the parents/guardians to obtain these coverages for their own child if in the event the child should become injured or ill while at school or elsewhere. The parents/guardians assume responsibility for their child's own medical care and related costs.

An optional school day or 24-hour accident policy is available at school through a private agency. Information on the policy is available from each school office. Information on the policy is provided as a service; the district has no connection with the insurance company. Parents/Guardians may purchase insurance at any time throughout the school year: [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

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

### **Declaration of Potential Risks**

Attending school carries with it some degree of risk whereby the potential for unforeseen accidents to occur always exists, despite all best efforts to prevent them from happening. While attending school, students may be subject to unforeseen conditions and/or circumstances having the potential to cause injury, illness, and even death. By allowing their child to attend school, the parent/guardian, understands and acknowledge the potential risks involved and willfully agree to allow their child to attend school despite the risks while also accepting full responsibility for any injuries and/or illnesses their child should happen to encounter while at school, including all medical care and related costs. In addition, the parent/guardian agrees to accept full responsibility for their child's own personal items that may become lost, stolen, or damaged while at school.

### **Indemnification and Hold Harmless Agreement**

The parent/guardian understands and acknowledges that as a condition their child attending school, the parent/guardian agrees to indemnify, defend, and hold harmless to the fullest extent permitted by Arizona law, the Paradise Valley Unified School District and its schools, officers, employees, agents, representatives, and volunteers from and against any and all liability claims including injuries, illnesses, and property damages, as well as other claims, losses, and legal costs, of any kind or nature, resulting from or in connection with the Paradise Valley Unified School District.

### **Interpretation Services**

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

### **Interviews by the Department of Child Safety (DCS)**

Interviews by Department of Child Safety employees investigating abuse/neglect may be conducted at district schools.

The parent/guardian of a student who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

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

## **Interviews by Law Enforcement Officers ([Governing Board Policy JIH](#))**

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

School officials may question students regarding matters related to school without limitation. The parent/guardian will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

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

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

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

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

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

## **Move On When Reading**

Arizona's Move On When Reading (MOWR) policy encompasses three state laws, [A.R.S §15-701](#), [A.R.S §15-704](#), and [A.R.S §15-211](#) (as amended by [HB2026](#)). The MOWR policies oversee early literacy instruction in Grades K-3 and provide accountability for student reading achievement through requirements for promotion from 3rd grade. The law states that if a student scores below the cut score on the reading portion of the 3rd grade statewide exam, the student will not be promoted to the 4th grade. Each student is unique and there are exemptions provided for the following reasons: English learners with less than 3 years of English language instruction, students in the evaluation process or who already receive reading services for Special Education, or a student who has been diagnosed with a significant reading impairment. Students in K-3rd grade are assessed three times a year and MOWR notifications will be sent to

parents/guardians for students who are at risk for reading far below grade level. More information can be found at [www.azed.gov/mowr](http://www.azed.gov/mowr).

## **Non-Discrimination**

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

## **Open Enrollment**

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

## **Parent/Guardian Right To Be Actively Involved In Their Child's Education**

Per ARS § [15-102](#), and Board Policy [KB](#), parents and guardians have the right to be actively involved in their child's education, including access to important information and materials used in the school setting. This includes, but is not limited to:

- The right to review the school's library collection of available books and resources, to examine and object to any instructional materials they believe may be harmful to their child.

Parents can view a full list of the books and materials available in their child's school library through the Follett Destiny system. Access is available on each school's website by clicking the "Media Center" link. If a parent has concerns about a specific book, book series, author, or type of content, they may request that a digital note be placed in their child's library account (Follett Destiny). This note will alert the media clerk at checkout and prevent the student from checking out the designated material. This preference will remain in place throughout the student's years in PVSchools unless the parent requests its removal.

Parents are encouraged to reference Board Policy [IJL](#).

- The right to review content used in Human Growth and Development instruction.

Parents may review HGD curriculum by completing a request form available on the school's website. State law provides a two-week window for review. After reviewing the materials, parents return a signed permission letter indicating whether they approve or decline their child's participation in the instruction.

- To understand the nature and purpose of clubs and organizations offered at their child's school.

Parents are encouraged to contact the school principal to request this information and to discuss any questions or concerns they may have.

For additional Rights of Parents please access the following [Governing Board Policy KB](#).

## **Pest Control**

The district notifies schools 72 hours before using any pesticide or herbicide. Notifications include school office and front door postings.

## Promotion/Retention

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

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

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

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

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

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

## Public Concerns/Complaints About Personnel Procedure (Governing Board Regulation [KEB-R](#))

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

The Public Concerns/Complaints About Personnel policy addresses two (2) categories of concerns: general concerns and professional conduct concerns. The complainant may seek guidance from the administrator relative to the category of the complainant or concern. The following provides an overview of the steps to be taken within each category.

### I. General Concerns

Examples of concerns that fall into the general category include, but are not limited to: homework, class work, student schedule, student eligibility for sports or clubs, academic placement, assessment of student progress, communication, student/teacher relationships, athletics/extracurricular activities and student grades. The intent is to resolve the issue at the lowest level possible, allowing for dialogue between the involved parties and providing the employee with the opportunity to respond.

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

**Step 2.** If the complainant is not satisfied with the outcome of Step 1, complainants may complete the [General Concern Form](#) and submit it to the employee's immediate supervisor/administrator.

**Step 3.** The immediate supervisor/administrator or designee will schedule a conference with the employee, the administrator or designee, and the complainant within five (5) school days to facilitate a resolution. For concerns related to athletic matters, the conference will be conducted by the Athletic Director.

**Step 4.** The immediate supervisor/administrator or designee will facilitate a conference that assures that the



parent/guardian concern will be heard and the staff member will be afforded the opportunity to respond. The focus of the conference will be to develop a reasonable resolution to the concern. The supervisor/administrator or designee will write a summary of the proposed resolution on the General Concern Conference Summary Form. All parties will receive a written copy of the General Concern Conference Summary Form within five (5) school days. For concerns regarding athletics, the resolution of the athletic director will be filed directly with the building level principal prior to Step 5.

**Step 5.** If the complainant is in agreement with the proposed resolution as provided in the General Concern Conference Summary, but it can be demonstrated that the reasonable resolution has not been effective with the appropriate timeline, either party involved in the development of the resolution may request a second meeting to revise or amend the resolution. If the complainant is not in agreement with the proposed resolution after receipt of the General Concern Conference Summary, complainants may complete and file a [General Concern Conference Summary Appeal](#) with the superintendent. The superintendent or designee will review the information and determine if a hearing should be held. If a hearing is necessary, a hearing officer will be appointed and the hearing will be scheduled within seven (7) school days of receipt of the appeal. Both parties have a right to non-legal representation. A written decision will be rendered within five (5) school days following the hearing. The decision of the hearing officer will be final and the matter will be considered closed. If a hearing is not necessary, a written decision will be rendered within seven (7) school days of receipt of the appeal. The decision not to hold a hearing will be final and the matter will be considered closed.

## **II. Professional Conduct Concerns**

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

Employees are expected to adhere to Governing Board Policy [GBEA](#), Staff Conduct, which establishes employee conduct as follows: Employees will treat others with dignity and respect and conduct themselves in a courteous and professional manner in all interactions with members of the school community.

If a complainant believes the employee has physically harmed or verbally threatened the emotional well-being of the student, or has violated Governing Board Policy [GBEA](#), the following steps should be taken:

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

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

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

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

## **PVOnline Education**

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

## **PVSchools United Parent Council**

Paradise Valley United Parent Council is a district-wide parent group that has been active in PVSchools for more than 40 years and is a 501(c)(3) organization. The United Parent Council (UPC) recognizes that a public school education is a collaborative process involving students, teachers, administrators, parents/guardians and the community. UPC

recognizes that parents/guardians need to be informed about school policies and procedures. UPC regularly provides training and resources to our parent/guardian groups and parent/guardian leaders. UPC works with PVSchools to provide Parent Leadership Workshops. Past subjects have included: General Overview - School Parent Leadership – Accounting Practices for 501©(3), PTA vs PTO, Booster Group Organization, Equity, Restorative Practices, Social Media and Web Page Management. UPC also offers monthly programming to support the families in our district. Topics have included IEP Meetings 101, Anxiety in Gifted Learners, Benefits of Second Language Immersion Education, Hot Topics in School Funding and mental health resources. Programs are recorded and available on UPC's YouTube Channel <https://www.youtube.com/c/PVUPC>.

United Parent Council Executive Committee is filled with parent/guardian leaders who may offer assistance concerning the policies and procedures of the school district. Additional information is available online at [pvupc.org](http://pvupc.org).

## **Release of Students**

Unless there is a restricted court order, signed by a judge, the following individuals have access to their child/student; mother, father, and those adults listed as emergency contacts in the student management system (Infinite Campus).

All others must have a prior written permission, signed by a legal guardian with the name of the adult with whom permission to release has been given. The school may release the child to the designated adult only after their identification has been verified.

School-aged siblings are permitted to sign out a sibling only if the parent/guardian has given prior written permission to do so.

## **Reporting Child Abuse**

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

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

## **School and Student Property**

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

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

The use or possession of electronic devices that may interfere with the orderly operation of the school may be prohibited during the school day. Examples include but are not limited to cell phones, smart watches, audio music devices, earbuds, electronic games, laser pointers or any other electronic devices. Questions and concerns should be directed to the school's administration.

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

## **School Council**

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

School council members work together to provide input regarding decisions that are implemented and effective for the site. These decisions focus on helping students and the organization as a whole.

In order to help school councils work effectively and ensure that all voices are heard, the district provides training in



team building, reaching consensus and establishing meaningful and authentic issues. Reaching consensus means that all members of the council give general agreement or approval on an issue. If consensus cannot be reached, the principal is responsible for making the final decision.

Parents/Guardians are encouraged to contact their school for more information on their site's school council dates, agendas, members, and minutes.

## **School Emergency Response Planning**

Each school in the Paradise Valley Unified School District has an emergency plan to respond to unforeseen events. The plans include responses to a variety of scenarios including lockdown and evacuation procedures. In addition, each plan is updated annually by the school emergency response team and followed up with training for staff members. The general content of school emergency plans are available for review upon request to the school administration. This review does not include specific protocols and procedures included in emergency plans.

The following information is requested of all parents/guardians and students to enhance communication in the event of an emergency or crisis situation: home, work, and parent/guardian/student cell phone numbers, as well as home and work (when permissible) email addresses. Parents/Guardians are required to update their contact information in Infinite Campus annually (Annual Update), or when changes occur by using the following link:

<https://www.pvschools.net/families/infinite-campus>.

In accordance with Arizona Revised Statutes (ARS), 15-341 (A) (31), PVSchools' emergency response plans have been developed by school and district teams to ensure that all schools meet emergency response preparedness guidelines established by the Arizona Department of Education, and the Arizona Division of Emergency Management.

For more information, please visit our website: <https://www.pvschools.net/our-district/school-safety>

## **Scooters, Skateboards, and e-Bikes**

In order to protect the safety and wellbeing of students, faculty and others, students are not permitted to use scooters, skateboards, roller blades/shoes, hoverboards, or similar devices on school campuses.

Electric bikes are regulated by Phoenix city codes 36-502, 36-503, 36-514, 36-510, and 36-512. Electric Scooters are regulated by Phoenix city codes 36-304, 36-305, 36-307, and 36-308. These codes specify that no one under the age of 16 may operate an e-bike or electric scooter. As it is against city code for individuals under 16 to operate e-bikes and electric scooters, students under the age of 16 are not permitted to ride them to school. Beyond the legal implications, our primary concern is the health, safety, and well-being of all our students.

## **Search and Seizure**

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

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

## **Special Education**

Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities. This free, appropriate public education refers to special education and related services described in an Individualized Education Program and provided to the child in the least restrictive environment. PVUSD provides a continuum of special education services for each student in the least restrictive environment. Each level of service is available for consideration by the Individual Education Plan (IEP) team for all eligible students.

Children with disabilities, and their parents/guardians, are guaranteed certain educational rights, known as procedural

safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help you assure that your input is considered.

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

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

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has a disability that affects his or her learning and, if so, to determine what special education and related services are required, if any. The evaluation will be done only after a team has explained what they plan to do during the evaluation, you have received a prior written notice, and you have provided written consent. The team will use tests and procedures selected specifically for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school.

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

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

### **Preschool Child Find**

If you think your preschool-age child may have speech or other delays, please call 602-449-2650 to make an appointment for screening. Children as young as age 2 years, 9 months may participate in hearing, vision and developmental screening to determine if further evaluation is necessary.

Eligible children identified with significant delays will be offered specially designed instruction in the district at no cost to the parent/guardian.

### **Parent/Guardian Rights Regarding Records**

**Student Education Records.** Parents/Guardians have the right to inspect and review all educational records, and all other rights guaranteed by the Family Educational Rights and Privacy Act.

**Destruction of Education Records.** The district destroys all psychological and special education records on students five years after those students have been removed from special education, have been withdrawn from the district or have graduated.

### **Behavior Management and Discipline of Students with Disabilities**

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

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

For more information regarding special education, including information about procedural safeguards, please visit the PVSchools website: <https://www.pvschools.net/academics/special-education>.

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

### **Structured English Immersion**

PVSchools provides Structured English Immersion services for qualified students at all schools. A student's English proficiency level is measured using the Arizona English Language Learner Assessment (AZELLA). If the results of the assessment indicate that the student is not proficient in English, then he or she qualifies for English language development instruction.

Students who later test proficient and are exited from the program will continue to be monitored for two (2) years to determine whether they are performing satisfactorily in achieving the Arizona academic standards in reading, writing, and mathematics skills and mastery of academic content areas, including science and social studies.

For more information, please contact your school principal or the Language Acquisition Department at (602) 449-2116.

### **Student Automobile Use**

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

All district high schools will assess a parking permit fee of \$100. This fee is prorated by quarter and non-refundable. Families experiencing financial hardship are encouraged to talk with their school's administration. Student parking permits may be revoked for parking or driving violations. The revocation of a student-parking permit due to parking or driving violations is determined by the school administration. The parking registration form for all high schools is available at [High School Parking Registration Form](#).

### **Student Dress, Conduct, and Appearance**

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

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

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

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

Note: Some district elementary schools may have uniform requirements.

## Student ID

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

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

Lost, damaged or defaced identification badges must be replaced. A replacement fee of \$5.00 will be assessed for a replacement badge. Badges may be replaced and the fee added to the student account.

## Supportive Culture

PVSchools prioritizes the creation of relationships that foster safe and supportive school environments characterized by acceptance, value, and respect for all students and staff regardless of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, ancestry **or** disability. Per Board Policy [AC](#). Our schools and community operate with the understanding that positive relationships create success for all students.

Depending on your school site, students may have access to support staff (school psychologists, counselors, specialists, social workers) and school organizations and activities (parent/teacher groups, after school social events, fine arts presentations) that enhance the relationships within the PVSchools community.

Additionally, PVSchools supports the regular review of policies and practices in an effort to identify and address barriers to ensure that all students can participate and excel in high quality, rigorous coursework, programs, and extracurricular activities. If a student or parent/guardian has a question or concern about participation in any PVSchools program, or if parents/guardians have concerns they are encouraged to contact their building principal or the office of Student Services at (602) 449-2240. Please reference **HARASSMENT/INTENDED HARASSMENT (Non-Sexual)** on page 34.

## Teacher Qualifications for Title I Schools

Under federal Elementary and Secondary Education Act (ESEA) provisions, all school districts are required to notify parents/guardians of children who attend a Title I school that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Specifically, upon request, districts must provide the following information:

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

## Team Approach to Achieving Excellence in Education

PVSchools recognizes the importance of the professional staff, parents/guardians, students and other adults working together as a team to ensure that each student has the opportunity to learn in an educational environment that promotes excellence in learning.

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

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

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

**The parents/guardians are expected to:**

- Cooperate and work collaboratively with the school.
- Support school policies.
- Notify the school of any special circumstances that may affect the student's learning.

**The students are expected to:**

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

The team approach affords many opportunities for community involvement.

**The district encourages parent/guardian participation on:**

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

Each school has an invaluable community of students, staff, parents/guardians and other adults. Participation by the community is encouraged.

Parents/Guardians are encouraged to inquire about participating on committees by contacting their site administration. Volunteer opportunities can also be found on the district's website: <https://www.pvschools.net/community/volunteer>.

## **Transportation**

**Bus Information.** At the elementary school level, pupils in grades one through six living more than one mile from school are eligible to ride the school bus. Kindergarten students living more than one-half mile from school are eligible for bus transportation. At the middle and high school levels, students must live more than one and one-half miles from school to be eligible for transportation. Parents/Guardians may call individual schools for information regarding eligibility for bus transportation. **Note:** Students open-enrolled at a school are not eligible for district transportation to and from the school.

**Field Trips.** Parent/Guardian-signed permission slips are required for student participation on field trips.

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

**School Bus Discipline.** The safety of students is of primary concern. Students causing disruptions by violating the rules of the bus risk the welfare of other students and possibly the community at large. All students are expected to abide by the bus rules and to show respect for the driver of the bus. Students breaking the rules will be subject to

disciplinary action and may suffer the loss of bus riding privileges. Video monitoring systems are placed on some transit buses.

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

For more information, parents/guardians can visit the district website. <https://www.pvschools.net/families/bus-routes>.

### **Visitor Guidelines for School Operational Hours**

- All visitors are to report to the administration office.

Parents/Guardians and prospective parents/guardians may visit, tour, and observe the school or classroom by making an appointment with the school's administration. All visitors must follow the school's procedures for scheduling visits, tours, or observations.

The district does not require masks or face coverings anywhere on the District's premise except where long-standing workplace safety and infection control measures that are unrelated to COVID-19 may be required. (Governing Board policy [KI](#)).

Visitors are not to use personal electronic devices for the purpose of surreptitiously taking, sending, recording or transmitting photos, conversations, or videos of others at school.

The District may discontinue a visit, tour, or observation if such events threaten the health and safety of the pupils or staff, or interfere with instruction in any manner. The teacher's first responsibility is to the class as a whole and to provide instructions to their students. Teachers may not be able to converse at any length with the visitor, and if a conference is desired, arrangements will be made with the visitor either before or after school.

- Signage must be clearly visible on campus directing visitors to the administration office.
- All visitors, including parent/guardian, vendors, and employees, must sign in and out at the administration office.
- All schools are to verify the identity of the visitor before allowing visitor entry to the campus.
- Visitors that are new or unfamiliar with the campus are recommended to be escorted to their designated location.
- A visitor log must be maintained that contains the date, visitor full name, and the location or person to where the visitor is going.
- Visitor logs are to be retained for one year after the last entry and then destroyed.
- All visitors are to wear a distinguishing lanyard with an attached enumerated or identifiable visitor badge while on campus.
- Visitors MUST sign-out at the conclusion of their visit and return badge/sticker.
- Administration may refuse a visitor that may cause additional supervision or raise a safety concern.
- Visitors, unless for a scheduled meeting, are not to enter the campus before or after school and may be redirected to leave the interior of the campus.

## **SECTION III: HEALTH INFORMATION**

**Chronic illnesses.** In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition affecting school attendance, parents/guardians should be in contact with their school nurse regarding the chronic health program. Chronic illness forms must be renewed annually at the beginning of each school year.

### **Communicable Disease/Illness: School Attendance**

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



- Students should be fever-free for 24 hours (temperature below 100.4°F without fever reducing medications).
- Student must be free of diarrhea and vomiting for 24 hours before returning to school;
- If antibiotics were prescribed by a physician, students must have completed the initial 24-hour dosage of medication.

## Dispensing Medication

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

- All medications administered by school personnel must be approved by the U.S. Food and Drug Administration (FDA).
- The School Year Medication Record form must be completed by parent/guardian. Parents/Guardians can obtain a copy of the form from their school's nurse.
- All prescription medications must be in the original pharmacy container, labeled with the student's name, prescribing physician's (MD, DO), nurse practitioner's (NP), or physician's assistant's (PA) name (only MD, DO, NP, PA prescriptions accepted), prescription number, name of medication, dosage and number of times a day to be administered.
- FDA approved non-prescription medications, including items such as cough drops, supplied by the parents/guardians, must be in the original container. The parent/guardian must complete the School Year Medication Record indicating the dates, times, and dosage for administration not to exceed labeled recommendations. Parents/Guardians can obtain a copy of the form from their school's nurse.
- Herbal remedies, essential oils, homeopathic, CBD, and narcotics will not be administered by school personnel. Parents/guardians may come to school and administer such remedies to their students.
- **If parents/guardians prefer that student self- carry their inhalers, diabetic supplies/insulin or epinephrine injectors during the school day, the following conditions must be met:**
  - Emergency action plan on file in the health office
  - Physician-signed self-carry documentation
  - Authorization for Student Self-Administration of Medications at School
  - All forms must be renewed yearly and/or as changes occur.

## Food Allergies

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

Per 21 USC, Section 2205, parent(s) and the student's healthcare provider are required to complete the *Medical Statement: Children with Food Allergies Form* and the *Allergy Emergency Action Form* annually prior to the start of school each year. Both forms are available from the school's nurse.

## Immunizations

**As provided in [ARS 15-872](#), and [ARS 15-873](#) the Governing Board shall exclude from school attendance any pupil not in compliance with immunization requirements.**

- Medically verifiable, documented proof of immunizations must be provided prior to enrollment and attendance. Proof of immunization is defined as written documentation that includes the type of vaccine administered, the month and year of each immunization (except MMR immunization, for which the month, day and year is required), and the name of the physician or health agency administering the vaccine, or laboratory evidence of immunity.
- Parents/Guardians who wish to complete an exemption form should contact their school's nurse for current forms and procedures.

- In the event of a school exposure to a vaccine preventable disease, any student who has been exempted from or not up to date with that particular disease, will be excluded from school for the duration of the incubation period per case.

## **Physical Education Excuses**

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

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

## **Student Emergency Card**

Each year, a student's parent/guardian must complete the online emergency card update through Infinite Campus, including any changes to home, work, cell, address changes or emergency contact information. For support on updating your information, please see [PVAssist](#).

It shall be the responsibility of the parent/guardian to immediately notify the registrar/records secretary of any changes to home, work, cell, address changes, or emergency contact telephone number. Parents/Guardians may contact the school records clerks and/or registrars for support in updating information in Infinite Campus.

## **SECTION IV: SCHOOL BEHAVIOR EXPECTATIONS**

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

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

## **Authority and Responsibility of the Governing Board**

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



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

## **Due Process**

Students involved in any type of disciplinary incident must enter the discipline process at the preliminary investigative point where early guilt or innocence of accusations are determined.

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

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

## **Off-Campus Misconduct**

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

Examples of off-campus misconduct which may be subject to discipline include, but are not limited to: illegal activity, threats of violence, cyberbullying, alcohol possession/use, fighting, hazing, drug possession/use or sales, unlawful firearm possession, violent offenses, robbery, burglary, arson and sexual assaults. Any off campus behavior that has a nexus to the school may be subject to disciplinary actions at the school.

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

## **Jurisdiction During After-School Hours**

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

## **Definition of Offenses**

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

### **ALCOHOL VIOLATION (Possession/Use)**

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

### **ALCOHOL VIOLATION (Providing/Selling)**

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

### **ARSON (Structure/Property)**

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

## **AGGRAVATED ASSAULT**

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

## **ASSAULT**

Intentionally, knowingly or recklessly causing any physical injury to another person; placing another person in reasonable apprehension of imminent physical injury; or touching another person with the intent to injure, insult or provoke such person. Spitting on another person may qualify as assault as it poses a health risk and can be considered a form of physical contact.

## **BOMB THREAT**

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

## **BULLYING**

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

Cyberbullying: Cyberbullying refers to the use of digital technologies, such as the internet, social media, or other communication platforms, to harass, intimidate, or harm individuals. It involves the deliberate and repeated use of technology to target someone with the intent to cause emotional distress, humiliation, or harm.

Cyberbullying can take various forms, on or off campus, and includes sending hurtful messages, spreading rumors online, sharing embarrassing photos or videos without consent, and other forms of online harassment.

## **BURGLARY OR BREAKING AND ENTERING**

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

## **BUS MISCONDUCT**

Not following district bus rules and regulations. <https://www.pvschools.net/families/bus-routes>

## **CHEATING OR PLAGIARISM**

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

AI or generative intelligence can fit the definition of cheating and plagiarism when a person presents AI-generated content as their own original work without proper attribution, effectively taking someone else's (the AI's or its training sources') work and passing it off as their own. Students should always check with their teachers about the allowable use of AI to ensure they are following the teacher's expectations and using AI ethically in their work.

## **COMPUTER, TELECOMMUNICATION or NETWORK INFRACTION**

Inappropriate use of computers, telecommunications and network resources. Governing Board Policy [LNDB](#)

## **COMBUSTIBLES**

Possessing a substance or object that is readily capable of causing bodily harm or property damage (including, but not limited to., matches, lighters, firecrackers, snap caps, poppers, stink/smoke bombs, and lighter fluid).

### **DANGEROUS ITEM (Possession)**

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

(including, but not limited to, airsoft gun, knife with blade less than 2.5 inches, laser pointer, razor blade/box cutter, etc.)

### **DANGEROUS ITEM (Threat/Use)**

Using or threatening to use any dangerous item to inflict harm on another person. (including, but not limited to, airsoft gun, knife with blade less than 2.5 inches, laser pointer, razor blade/box cutter, etc.)

**DEFIANCE OF AUTHORITY**

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

**DISORDERLY CONDUCT**

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

**DRESS CODE VIOLATION**

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

**DRUG VIOLATION (Possession/Use)**

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

**DRUG VIOLATION (Providing/Selling)**

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

**ENDANGERMENT**

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

**EXTORTION**

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

**FIGHTING**

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

**FIRE ALARM MISUSE**

Intentionally ringing the fire alarm when there is no fire.

**FORGERY**

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

**GAMBLING**

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

**GANG ASSOCIATION OR GANG ACTIVITY**

See Governing Board Policy [JICE](#)

**GANG CLOTHING, SYMBOLS, PARAPHERNALIA**

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

**HARASSMENT/INTENDED HARASSMENT (Non-Sexual)**

Anonymously or knowingly communicating or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. This includes, but is not limited to,

physical appearance, racial, religious, ethnicity, or handicapping conditions. Continues to follow/stalk another person in or about school for no legitimate purpose after being asked to desist.

#### **HARASSMENT (Sexual)**

Sexual harassment is unwelcome conduct of a sexual nature that can include, but is not limited to, unwelcome sexual advances, remarks and statements regarding sexual orientation, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. A Title IX investigation and process must have been completed for a sexual harassment determination.

#### **HARASSMENT (Sexual with Contact)**

Sexual harassment that includes unwanted physical contact of non-sexual body parts. A Title IX investigation and process must have been completed for a sexual harassment determination.

#### **HARMFUL SUBSTANCE**

Knowingly adding a harmful or foreign substance to food, drink, medicine, may include aerosols released into the learning environment.

#### **HAZING**

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

#### **HORSEPLAY/ROUGHHOUSING**

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

#### **INCITING**

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

#### **INDECENT EXPOSURE, PUBLIC SEXUAL INDECENCY**

Reckless exposure of one's genitals, anus, female areola or nipple, while another person is present and is reasonably offended or alarmed by the act. Intentionally or knowingly engaging in a sexual act, while another person is present and is reasonably offended or alarmed. See [A.R.S. § 13-1401](#) and [A.R.S. §13-1402](#).

#### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

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

#### **LITTERING**

Leaving or depositing trash in places other than appropriate receptacles.

#### **PARKING VIOLATION**

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

#### **PHYSICAL AGGRESSION**

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

#### **PUBLIC DISPLAY OF AFFECTION**

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

#### **STUDENT ID VIOLATION**

Failure to appropriately wear and display a student identification badge.

#### **TARDY**

Arriving at school or class after the scheduled start time.

## **THEFT**

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

## **THREATS OR INTIMIDATION**

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

## **TOBACCO/NICOTINE/CHEMICAL INHALATION/VAPOR VIOLATION**

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

## **TRESPASSING**

Entering or remaining on a school campus or district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and those who have been directed by a school official to leave the premises. Students who are on Administrative Home Placement may not be on any school campus or event without prior approval.

Trespassing also includes being in an area of the school closed to that individual.

## **UNEXCUSED ABSENCES (full day)**

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

## **UNEXCUSED ABSENCES (one or more periods)**

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

## **VANDALISM**

Willful destruction or defacement of personal or school property.

## **WEAPONS POSSESSION**

Bringing/possessing on school premises any weapon, including on the person, in a backpack, locker or automobile or anywhere else. A weapon is a firearm, knife, destructive device, or dangerous instrument such as brass knuckles. Firearms include any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearms also include any explosives and bombs. Destructive devices include a bb/pellet gun, slingshot bow, or crossbow. Dangerous instruments are defined as anything other than a firearm, knife, or destructive device that is carried or possessed for use to cause death or inflict serious physical injury.

## **WEAPONS USE or THREAT**

Using or threatening to use any weapon to inflict harm on another person. A weapon is a firearm, knife, destructive device, or dangerous instrument. Firearms include any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearms also include any explosives and bombs. Destructive devices include a bb/pellet gun, slingshot bow, or crossbow. Dangerous instruments are defined as anything other than a firearm, knife, or destructive device that is carried or possessed for use to cause death or inflict serious physical injury.

## **Disciplinary Action Categories**

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

- A. Informal conference between an adult and the student where an informal plan will be created for positive behavior and how best to repair any harm done.
- B. Formal conference between an adult and student where a formal plan will be created for positive behavior and how best to repair any harm done.

- C. Mediation is a conflict resolution strategy where two or more students meet in a safe and private environment facilitated by an adult or trained student mediator.
- D. Parent/Guardian conference to be held either face-to-face or by telephone to discuss a plan for positive behavior.
- E. Temporary or permanent removal from class means the student is not to attend one or more classes for a specified period of time. During this time away from class, the student may be assigned a project to reinforce the plan to address behavior.
- F. Detention is when a student is required to serve a period of time before school, during lunch period, or after school where he/she may be assigned a project to reinforce the plan to address behavior.
- G. Loss of privilege is when a student is not permitted to participate in extended learning or reward opportunities for a period of time.
- H. In-school suspension (1-5 days) means the student is removed from class(es), but is kept on campus under the supervision of a staff member. The student may be assigned a project during this time to reinforce the plan to address behavior.
- I. Short-term, out-of-school suspension (1-5 days) means the student is removed from school and placed under the supervision of the parent/guardian. The student may resume participation and/or attendance at school and events at the completion of the suspension. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.
- J. Short-term, out-of-school suspension (6-10 days) means the student is suspended from school and placed under the supervision of the parent/guardian. Such action may precede a recommendation for expulsion. The student may resume participation and/or attendance of school and events at the completion of the suspension. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.
- K. Summary suspension means the student may be immediately removed from campus if it is believed the student may present an immediate danger to other students. The student may resume participation and/or attendance of school and events at the completion of the suspension. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.
- L. Alternative School Placement means assignment to Sweetwater Community School or Alternative Home Placement (AHP)/PVOnline (PVO).
- M. Long-term, out-of-school (11-180 days) suspension means the student is suspended from school and placed under the supervision of the parent/guardian and is to include a District level hearing. The student may resume participation and/or attendance of school and events at the completion of the suspension. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.
- N. Expulsion is the removal from all Paradise Valley Unified School District schools for no less than one calendar year and is to include a District level hearing. The student may seek re-admittance to the district from the District Hearing Officers after that time. Students may resume participation and/or attendance of school and events upon re-admittance to the district. The student and guardian will be expected to participate in a restorative conference to formulate a student success plan upon return to school.

### **How to Read the Disciplinary Action Chart**

Action taken by the school authority will fall between the minimum and maximum category identified on the following disciplinary action charts.

Employment of discipline alternatives is at the discretion of the school authority. In some situations, i.e., alcohol/drug violations, suspensions may be reduced when the student attends counseling. Developmentally appropriate consequences may be considered by the school authority.

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

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

## Disciplinary Action Chart

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

| Offense                                   | Range   | Action to be Taken |                   |
|---|---------|--------------------|-------------------|
|   |         | First Offense      | Repeated Offenses |
| Alcohol Violation (Possession/Use)*       | Minimum | J                  | N                 |
|   | Maximum | J                  | N                 |
| Bus Misconduct                            | Minimum | A                  | D                 |
|   | Maximum | G                  | I                 |
| Cheating or Plagiarism                    | Minimum | A                  | D                 |
|   | Maximum | I                  | J                 |
| Dangerous Item (Possession)               | Minimum | A                  | I                 |
|   | Maximum | I                  | N                 |
| Defiance of Authority                     | Minimum | B                  | D                 |
|   | Maximum | I                  | N                 |
| Dress Code Violation                      | Minimum | A                  | D                 |
|   | Maximum | I                  | J                 |
| Drug Violation (Possession/Use)*          | Minimum | J                  | N                 |
|   | Maximum | J                  | N                 |
| Fighting                                  | Minimum | H                  | I                 |
|   | Maximum | I                  | N                 |
| Forgery*                                  | Minimum | D                  | D                 |
|   | Maximum | H                  | I                 |
| Gambling*                                 | Minimum | A                  | D                 |
|   | Maximum | I                  | J                 |
| Gang Clothing, Symbols, Paraphernalia     | Minimum | A                  | H                 |
|   | Maximum | H                  | J                 |
| Horseplay/Roughhousing                    | Minimum | A                  | E                 |
|   | Maximum | D                  | J                 |
| Inciting                                  | Minimum | A                  | I                 |
|   | Maximum | I                  | J                 |
| Leaving School Grounds Without Permission | Minimum | G                  | G                 |
|   | Maximum | I                  | J                 |
| Littering                                 | Minimum | A                  | D                 |
|   | Maximum | F                  | H                 |
| Parking Violation                         | Minimum | A                  | D                 |
|   | Maximum | D                  | G                 |
| Physical Aggression                       | Minimum | D                  | I                 |
|   | Maximum | F                  | N                 |
| Public Display of Affection               | Minimum | A                  | D                 |
|   | Maximum | G                  | J                 |
| Student ID Violation                      | Minimum | A                  | B                 |
|   | Maximum | B                  | F                 |



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

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

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

|  |         |   |
|--|---------|---|
| Fire Alarm Misuse  | Minimum | D |
|  | Maximum | N |
| Gang Association or Gang Activity  | Minimum | A |
|  | Maximum | N |
| Harassment/Intended Harassment<br>(Verbal, Written, Graphic, Electronic, Sexual, Racial or Physical) | Minimum | A |
|  | Maximum | N |
| Harmful Substance*   | Minimum | D |
|  | Maximum | N |
| Hazing   | Minimum | A |
|  | Maximum | N |
| Indecent Exposure, Public Sexual Indecency   | Minimum | I |
|  | Maximum | N |
| Other School Threat  | Minimum | A |
|  | Maximum | N |
| Theft*   | Minimum | D |
|  | Maximum | N |
| Threats/Intimidation   | Minimum | A |
|  | Maximum | N |
| Trespassing  | Minimum | D |
|  | Maximum | N |
| Vandalism  | Minimum | F |
|  | Maximum | N |
| Weapons Possession*<br>Weapons Use or Threat*  | Minimum | D |
|  | Maximum | N |

\*These offenses also mean violation of local or state law. School authorities may also notify appropriate police authorities. Law enforcement authorities may take action in addition to that taken by the school.

### **Appeal of Short-Term Suspension (10 days or less)**

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

### **Student Discipline History**

The Every Student Succeeds Act requires that all schools transfer the disciplinary records of students, with respect to a suspension or expulsion. Upon transfer of a student to another school within the District, the transmitting school shall provide the receiving school with the student's complete record of prior disciplinary reports, including those incidents in which no formal disciplinary action was taken. Students and parents/guardians are advised that the District will take into account prior referrals or disciplinary actions at any other school district, school or grade level when determining an appropriate consequence for a violation of the District's code of conduct. In the event that a student is referred for disciplinary action for violation of school or district policies, the school shall take into consideration all prior disciplinary referrals and/or actions taken at the student's current and previous schools when determining an appropriate consequence for the current referral.

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

## **Suspension and Expulsion of Students with Disabilities**

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

## **Suspension of Students in Primary Grades**

The suspension of students grades Kindergarten through four will adhere to [ARS 15-843](#), which states that students in Kindergarten through 4th grade can only be suspended for up to 2 days at a time, and no more than 10 total days in a school year. However, a student may be suspended for a longer time if they bring a dangerous weapon, have or use illegal drugs/alcohol, or do something that immediately puts others' health or safety at risk.

## **Threat Assessments**

All threats are taken seriously. When a student makes a threat toward an individual or the school, a school-based threat assessment management team will conduct a comprehensive threat assessment, using the evidence-based Comprehensive School Threat Assessment Guidelines. The purpose of the assessment is to determine the severity and likelihood that the threat will be carried out, and to determine the root causes of the individual's grievance against the individual or school. The student will be isolated from the learning environment during this process, so supportive measures can be put in place.

## **SECTION V: SELECTED FEDERAL AND ARIZONA STATUTES**

### **Abuse of Teacher or School Employee**

#### **[§15-507](#) Abuse of teacher or school employee in school; classification**

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

### **Assault**

#### **[§13-1203](#) – Assault; Classification**

- A. A person commits assault by:
  - Intentionally, knowingly or recklessly causing any physical injury to another person; or
  - Intentionally placing another person in reasonable apprehension of imminent physical injury; or
  - Knowingly touching another person with the intent to injure, insult or provoke such a person.
- B. Assault committed intentionally or knowingly pursuant to subsection A, paragraph 1 is a class 1 misdemeanor. Assault committed recklessly pursuant to subsection A, paragraph 1 or assault pursuant to subsection A, paragraph 2 is a class 2 misdemeanor. Assault committed pursuant to subsection A, paragraph 3 is a class 3 misdemeanor.

#### **[§13-1204](#) – Aggravated Assault; Classification**

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

## Attendance

### **§15-803 – School attendance; exemptions; definitions**

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

## Crime Reporting and Notification

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

- A. Each school district governing board and charter school governing body shall prescribe and enforce policies and procedures for school personnel to report any suspected crime against a person or property that is a serious offense as defined in section [13-706](#) or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to an employee, student or other person on the school property. The policies shall dictate a process for employees to document and report the conduct, including specifying the employees responsible for making a report to the local law enforcement agency pursuant to section [15-341](#), subsection A, paragraph 30. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to policies adopted pursuant to section [15-341](#), subsection A, paragraph 36.
- B. Each school district governing board and charter school governing body shall prescribe and enforce policies and procedures that require the school district or charter school to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described in subsection A of this section, subject to the requirements of federal law.
- C. On or before January 1, 2020, each school district or charter school shall post the policies and procedures prescribed by this section on its website. If the school district or charter school maintains an online manual of policies and procedures, the school district or charter school may post a link to that manual with a reference to the appropriate policies and procedures.
- D. A person who violates subsection A of this section may be disciplined for violating the policies of the school district governing board or charter school governing body pursuant to section [15-341](#), subsection A, paragraphs 21 and 22, and, notwithstanding section [15-341](#), subsection A, paragraphs 21 and 22, may be subject to dismissal. Each school district governing board and charter school governing body shall prescribe and enforce policies and procedures that require the school district or charter school to maintain a record on any person who is disciplined pursuant to this subsection and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

## Expulsion and Suspension

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

- A. Pupils shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the school district governing board. A teacher may remove a pupil from the classroom if either of the following conditions exist:
1. The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
  2. The teacher has determined that the pupil's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- B. A pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section [ARS 13-105](#), use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section [15-802](#). A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.
- C. A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.
- D. A school district may annually or upon the request of any pupil or the parent or guardian review the reasons for expulsion and consider readmission.
- E. As an alternative to suspension or expulsion, the school district may reassign any pupil to an alternative education program if good cause exists for expulsion or for a long-term suspension.
- F. A school district may also reassign a pupil to an alternative educational program if the pupil refuses to comply with rules, refuses to pursue the required course of study or refuses to submit to the authority of teachers, administrators or the governing board.
- G. A school district or charter school shall expel from school for a period of not less than one year a pupil who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. This subsection shall be construed consistently with the requirements of the Individuals With Disabilities Education Act, 20 United States Code Sections 1400 through 1420. For the purposes of this subsection:
- “Expel” may include removing a pupil from a regular school setting and providing educational services in an alternative setting.
- “Firearm” means a firearm as defined in 18 United States Code Section 921.
- H. A school district or charter school shall expel from school for at least one year a pupil who is determined to have threatened an educational institution as defined in section [ARS §13-2911](#), except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis if the pupil participates in

mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. This subsection shall be construed consistently with the requirements of the individuals with disabilities education act (20 United States Code sections 1400 through 1420). A school district may reassign a pupil who is subject to expulsion pursuant to this subsection to an alternative education program pursuant to subsection E of this section if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the threat. A school district or charter school may require the pupil's parent or guardian to participate in mediation, community service, restitution or other programs in which the parent or guardian takes responsibility with the pupil for the threat. For the purposes of this subsection, "threatened an educational institution" means to interfere with or disrupt an educational institution by doing any of the following:

1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
4. Refusing to obey a lawful order to leave the property of an educational institution.

## **Harassment, Intimidation, Bullying**

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

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

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

### **Bullying: Definition**

Repeated acts, over time, that involve a real or perceived imbalance of power. Bullying can be physical in form (pushing, hitting, kicking, spitting, stealing); verbal (making threats, taunting, teasing, name-calling); psychological (social exclusion, spreading rumors, manipulating social relationships); or "cyberbullying" (repeated use of digital technologies, such as the internet, social media, or other communication platforms, to harass, intimidate, or harm individuals).

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

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

## **McKinney-Vento Homeless Assistance Act**

### **SEC.1032,, Education for homeless children and Youths. Subtitle B of Title VII, McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).**

1. Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
2. In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
3. Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
4. Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

The term "homeless youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. Homeless status is determined in cooperation with parents/guardians or, in the case of unaccompanied youth, the local educational agency liaison. Additional information regarding the McKinney-Vento Homeless Assistance Act is available from the district's homeless liaison, who can be reached at (602) 449 - 2431.

## **Sex Offender Notification**

### **[ARS §13-3825, 13-3826](#) Sex Offender Community Notification**

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

## **Threats**

### **[ARS §13-2911](#) Interference with or disruption of an educational institution; violation; classification; definitions**

- A. A person commits interference with or disruption of an educational institution by doing any of the following:
  1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:
    - a. Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
    - b. Threatening to cause damage to any educational institution, the property of any educational institution, or the property of any employee or student of an educational institution.
  2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
  3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.
- B. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.



- C. The chief administrative officer of an educational institution or an officer or employee designated by the chief administrative officer to maintain order may order a person to leave the property of the educational institution if the officer or employee has reasonable grounds to believe either that:
1. Any person or persons are committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
  2. Any person has entered on the property of an educational institution for the purpose of committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
  3. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 1 of this section is a Class 6 felony. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 2 or 3 of this section is a Class 1 misdemeanor.

## **Title IX**

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

## **Contact Information**

### **District Governing Board**

|                    |           |
|--------------------|-----------|
| Anne Greenberg     | President |
| Sandra Christensen | Member    |
| Dr. Amanda Lim     | Member    |
| Tony Pantera       | Member    |
| Jessica Wani       | Member    |

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

### **Telephone Numbers**

|                                   |              |
|-----------------------------------|--------------|
| District general information      | 602-449-2000 |
| Assessment                        | 602-449-2016 |
| Career and Technical Education    | 602-449-7036 |
| Community Education               | 602-449-2200 |
| Curriculum & Instruction          | 602-449-2100 |
| Fine Arts                         | 602-449-2110 |
| Gifted Education                  | 602-449-2113 |
| Homeless Liaison                  | 602-449-2431 |
| Human Resources                   | 602-449-2000 |
| Instructional Support, Elementary | 602-449-2095 |
| Instructional Support, Secondary  | 602-449-2097 |
| Language Acquisition              | 602-449-2116 |
| Nutrition and Wellness            | 602-449-2274 |
| Special Education                 | 602-449-2150 |
| Student Services                  | 602-449-2240 |
| Title Programs                    | 602-449-2020 |
| Transportation                    | 602-449-2251 |

**ADA Section 504 Compliance Officer**

Director of Student Services - Elementary  
602-449-2240

**Title IX Compliance Officer**

Assistant Superintendent for Leadership - Secondary  
602-449-2097

**Office for Civil Rights Compliance Officer**

Assistant Superintendent for Human Resources  
602-449-2189