

**Sun Valley  
Academy**



# **POLICY AND PROCEDURE MANUAL**

**2021 - 2022**

*Revised July 7, 2021*

## Unity

I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young child's mind  
And they fashioned it with care.

One was a teacher; the tools he used  
Were books and music and art,  
One was a parent with a guiding hand  
And a gentle loving heart.

Day after day the teacher toiled,  
With a touch that was deft and sure,  
While the parent labored by his side  
And polished and smoothed it o'er.

And when at last their task was done  
They were proud of what they had wrought,  
For the things they had molded into the child  
Could neither be sold nor bought.

And each agreed he would have failed  
If he had worked alone.  
For behind the parent stood the school,  
And behind the teacher the home.

Anonymous

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## I. INTRODUCTION

### **Mission**

Sun Valley Academy has made a commitment to providing each scholar with a quality education through high standards and high achievement. We foster a school culture in which teachers, scholars, and parents are active participants. Our pursuit of academic excellence is enhanced by family partnerships and the development of leadership skills. This dynamic combination motivates scholars to embrace life-long learning, and to become productive members of our community. Sun Valley Academy empowers every scholar, every day, through high standards and high achievement.

### **Vision**

Sun Valley Academy is dedicated to being a school of distinction in education while investing in meaningful partnerships through teaching individuals to be lifelong learners with strong leadership skills.

### **Philosophy**

At Sun Valley Academy we understand that your child's elementary years are the foundation for their future success. We believe in preparing scholars for this success through our unique blend of quality instruction, higher expectations and scholars being actively engaged in their learning, leadership development, nurturing and support.

Sun Valley Academy places a special emphasis on the school and family partnership. We believe that families and schools working together ensures that children reach their fullest potential.

Sun Valley Academy believes in building future leaders. Scholars will participate in leadership skill building activities, presentations, and projects designed to foster strength of character, responsibility, and the desire to become positive contributors in our community.

## II. GOVERNANCE AND ORGANIZATION

### **Governance**

Sun Valley Academy (SVA) parents and staff work together as partners in the decision making process of the school. The Site Council may be organized with representation of parents and staff to establish and uphold the educational foundation of the school. All rules and regulations set forth in this manual shall be consistent with the policies of the SVA Governing Board and shall be actively enforced by school administration.

### **Expansion and Growth**

SVA is committed to expansion and growth in areas where families are in need of educational options for their children. SVA currently has two campuses. SVA South Mountain is located at 2675 W. Baseline Road, Phoenix, AZ 85041. SVA Avondale is located at 1515 N. 117<sup>th</sup> Avenue, Avondale, AZ 85392. SVA plans to expand the district in the future.

### **Policy and Procedure Manual**

Parents can access the Policy and Procedure Manual through our school website. Copies are also available in the front office. Parents and scholars are expected to read the policy manual in its entirety.

### **Student Records**

Only identified school personnel have access to student records. SVA maintains confidentiality when managing student information.

## **Traditional Curriculum**

The SVA program develops a solid foundation of fundamental and higher level thinking skills through a structured curriculum that is consistent within each grade level and sequential throughout the grades. The Kindergarten through 8<sup>th</sup> grade curriculum is taught using direct teaching techniques, whole class instruction and approved teaching methods, and is not interrupted for non-curricular programs or activities. The phonics-based Spalding program is the basis of the SVA language arts curriculum. Technology is incorporated throughout the curriculum as appropriate in accordance with Arizona College and Career Ready Standards.

## **III. EQUAL ACCESS TO EDUCATION**

### **Notice of Nondiscriminatory Policy**

SVA does not discriminate against any individuals and offers programs and services without regard to race, color, national origin, sex, sexual orientation, or disability. Admission to and participation in any program is not denied for lack of English skills. All scholars, regardless of race, color, disability, or other factors, will have equal access to attend SVA.

## **IV. ADMISSIONS AND ENROLLMENT POLICY**

### **A. SCHOLAR ADMISSIONS**

#### **Admission Eligibility**

SVA accepts scholars from all school districts as well as private schools. Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English Language, or athletic ability. SVA is a tuition-free public school. Additionally, provided the scholar has transportation, there are no geographical limitations. There may be charges for some extracurricular activities and electives in which scholars choose to participate. Fees are not required in the normal educational program offered by SVA.

If by the application deadline, the number of applications is less than or equal to the designated capacity, the applicants will be offered enrollment. If by the application deadline, the number of applications exceeds the capacity of a program, class, grade level or building, applicants will be selected for the available slots through an equitable selection process referred to as a lottery. After the application deadline, pupils for any remaining slots or on a waiting list will be accepted on a first come, first served basis. SVA will give enrollment preference to pupils who are children, grandchildren, or wards of employees, pupils returning to the school, and siblings of pupils already enrolled, provided all re-enrollment paperwork is completed by the announced deadline.

#### **Admission Requirements**

Parents shall complete a registration packet, provide immunization records, proof of residency, an official birth certificate or alternative documentation. Additional registration forms may be required. Registration **is not** considered final until all enrollment requirements have been met and a confirmation of enrollment has been issued.

### **B. ADMISSION OF HOMELESS CHILDREN AND YOUTH**

It is the policy of the SVA Governing Board to ensure homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of Arizona and SVA academic standards, are not segregated on the basis of their status as homeless, and to establish safeguards that protect homeless scholars from discrimination on the basis of their homelessness. Homeless children and youth are protected under several Federal and State laws:

## **Federal Level State Level**

**McKinney-Vento Homeless Assistance Act A.R.S. §15-823**

**Title I A.R.S. §15-824**

**IDEA A.R.S. §15-828**

**A.R.S. §15-872**

### **I. Compliance with the Mc-Kinney-Vento Homeless Assistance Act**

This policy complies with the McKinney-Vento Homeless Assistance Act of 1987, or P.L. 100-77, which ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless scholars living with foster parents or relatives other than their legal guardians.

### **II. Compliance with Arizona Revised Statutes**

This policy also complies with Arizona Revised Statutes, A.R.S. §15-824(C), which states: "The current residence of a homeless pupil, who does not reside with the person having legal custody of the pupil, is considered to be the residence of the homeless pupil if the person having legal custody of the pupil is a resident of the United States. For the purposes of this subsection, "homeless pupil" means a pupil who has a primary residence that is:

1. A supervised publicly or privately operated shelter designed to provide temporary living accommodations.
2. An institution that provides a temporary residence for individuals intended to be institutionalized.
3. A public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings."

### **III. Immediate Enrollment of Homeless Children and Youth**

Under this policy, SVA shall immediately admit scholars who meet the definition of "homeless" by not requiring a birth certificate; and not requiring proof of immunization until the fifth calendar day of enrollment as defined in A.R.S. §15-872(H). Furthermore, records will immediately be requested from the previous school by SVA.

## **ADMINISTRATIVE REGULATIONS**

### **I. Homeless Children and Youth – Who are they?**

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youths who:

- Are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations.
- Are living in emergency shelters.
- Are abandoned in hospitals; or are awaiting foster care placement.
- Have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Runaway children or children who are abandoned.

Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition. Homeless status is determined in cooperation with parents, or in the case of unaccompanied youth, the SVA Homeless Liaison. Homeless status may be documented through a variety of SVA forms such as the *Scholar Residency Questionnaire* and/or through direct contact with SVA staff.

## **II. The Role of Sun Valley Academy**

The primary and most urgent need of homeless children is to be in a secure home. However, while children are experiencing homelessness, it is also vital that they remain in school. School is one of the few stable, secure places in the lives of homeless children and youth – a place where they can acquire the skills they need to help them escape poverty. SVA will not stigmatize or segregate scholars on the basis of their homelessness status and will provide homeless scholars with a stable and safe environment conducive to learning. Furthermore, SVA assures the following barriers to enrollment are removed for scholars who are homeless:

- A. Enrollment documentation will not be required immediately. Enrollment barriers may include:
  - Immunization requirements
  - Transportation
  - Birth certificates
  - Availability of school records
  - Guardianship requirements
  - Residency requirements
  - Physical examination records
  - Other
- B. SVA will continue the child in the school of origin for the remainder of the academic year; or in any case in which a family becomes homeless between academic years, for the following academic year; or transfer the scholar to a SVA location closer to the child's place of residence.
- C. SVA also assures that homeless scholars will be provided transportation to and from the school of origin, school of attendance, or SVA School site requested, for the duration of the school year at the request of the parent, or in the case of an unaccompanied youth, the SVA Homeless Liaison or designee. Services will also be offered to homeless children and youth comparable to those offered to other scholars including:
  - Integrated access to all existing programs and mechanisms available to non-homeless peers.
  - Participation in educational services for which the scholar is eligible, such as Title I, special education, gifted programs, and school nutrition programs.
  - If funding is received from the McKinney-Vento Homeless Assistance Act, the availability of tutoring or supplementary instruction linked to the achievement of the Arizona State Standards.
  - Completion of expedited evaluations of the strengths and needs of homeless scholars and their eligibility for programs and services.
- D. SVA's Homeless Liaison or designee shall ensure the following:
  - Homeless children and youth are voluntarily identified by school personnel and through coordination with other entities and agencies.
  - Homeless children and youth enroll in, and have a full and equal opportunity to succeed in SVA.

- Homeless families, children, and youth receive educational services for which they are eligible and referrals to other appropriate services.
- The parents or guardians of a homeless child and any unaccompanied youth are informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- Compliance with all policies and procedures and mediate enrollment disputes.
- The parents or guardians of a homeless child or youth, and unaccompanied youth, are informed of all transportation services, including transportation to and from the school of origin or to SVA.
- Coordination of services between SVA and other homeless family service providers. Assistance is provided to children and youth who do not have immunizations, or immunization medical records, to obtain necessary immunizations or medical records. Scholars are not segregated on the basis of their status as homeless.
- Programs for homeless scholars are coordinated with other federal and local programs.

E. The SVA Homeless Liaison may be contacted to provide training to parents, charter staff, and agencies or services provided by the charter school.

### **DISPUTE RESOLUTION PROCESS**

If a dispute arises over school selection or enrollment for a scholar eligible under the McKinney-Vento Homeless Assistance Act:

- A. The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. SVA will provide its share of the transportation to the school selected for the duration of the dispute resolution process.
- B. The child, youth, parent, or guardian shall be referred to SVA School's Homeless Liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Homeless Liaison shall ensure that the youth are immediately enrolled in school pending the resolution of the dispute.
  - The Homeless Liaison shall work through the expedited dispute resolution process for SVA. The process involves:
    - The Homeless Liaison and the designated SVA staff shall work through the expedited dispute resolution process by meeting with the homeless youth, parents, or guardians by: examining all paperwork available and by making a decision about the dispute within 5 business days.
    - After a decision has been made, SVA shall provide the parent, guardian, or homeless youth with a written explanation of the school's decision regarding school selection or enrollment.
    - SVA shall also provide written forms so that, if dissatisfied with the school's decision, the parent, guardian, or homeless youth may appeal the decision to the Arizona Department of Education: Silvia Chavez, State Coordinator, Office of Homeless Education, 1535 W. Jefferson Street, Bin #31, Phoenix, Arizona 85007, (602) 542-4963.

For more information or questions about the admission of homeless children and youth, please contact the SVA Homeless Liaison at (602) 692-4914 (South Mountain) and (623) 600-7660 (Avondale).

## C. ENROLLMENT / REGISTRATION

### Enrollment Process

Families wishing to enroll their scholars in SVA must complete the online enrollment process through our PowerSchool Enrollment Portal. The required enrollment information includes:

- Enrollment Form
- Arizona Residency Form
- Home Language Survey (PHLOTE Form)
- Military Student Identifier

### Registration Process

Once scholars are enrolled, SVA will schedule a registration appointment with the parent/guardian and an incoming assessment appointment for the scholar(s). These appointments typically happen on the same day. Enrollment is not contingent on the results of the assessment. As a part of the registration process, parents/guardians are asked to submit all state required paperwork to the SVA front office. Copies of the original documents will be made onsite and the originals will be returned to parents/guardians. The requested documents include:

- Proof of residency
- Scholar(s) original immunization/health records
- Scholar(s) original birth certificate or other reliable proof of the child's identity and age, including the child's baptismal certificate, an application for a social security number, original school registration records, or an affidavit explaining the inability to provide a copy of the birth certificate

SVA will send an email to families confirming finalization of registration once all documents have been received and assessments are complete. **Please note** students are not fully registered until a confirmation email is sent.

**Wait Lists** - In the event open spaces are not available in a particular grade, parents/guardians will be notified by email that space is not currently available and the child will be placed on a wait list.

### Kindergarten Enrollment

Arizona law stipulates incoming scholars must be five years of age by September 1 of the academic year. The law also allows schools to establish their own guidelines for Kindergarten enrollment. SVA will consider enrollment of Kindergarten scholars who will be five years old by December 31 of the academic year. Any scholar enrolled that will not be five years old by September 1 will be placed on a Kindergarten Contract. The Kindergarten Contract stipulates on or about the 40<sup>th</sup> day of instruction, a parent meeting may be called to review the scholar's progress academically and developmentally. In order to ensure that SVA's curricular program is developmentally appropriate, the review team may devise an Intervention Plan or recommend the scholar withdraw from SVA.

## V. STUDENT EXPECTATIONS AND DISCIPLINE

### A. ATTENDANCE POLICY

At SVA, regular attendance and punctuality are critical to the success of our scholars. Our teachers implement a high level of direct teaching and interactive learning and both students and teachers are held accountable to complete a set of standards and benchmarks. These teaching techniques do not allow students to simply make up concepts missed. Additionally, SVA's mission is to provide each student with a quality education through high standards and high achievement. As such, attendance and punctuality are imperative to the learning process.

SVA fosters a school culture in which teachers, students, and parents are active participants in the success of our scholars; therefore, every effort and commitment should be made by scholars and parents to ensure attendance and punctuality are not a barrier to success. SVA provides a school calendar to allow families to schedule appointments around instructional classroom time. Scholars are expected to attend classes regularly.

### **School Hours:**

Monday, Tuesday, Thursday, Friday 7:55 a.m. – 3 p.m.

Wednesday 7:55 a.m. – 1 p.m.

Scholars are allowed to be dropped off beginning at 7:30 a.m. Any scholar on campus prior to 7:30 a.m. must be supervised by a parent/guardian. Pick up is at 3 p.m. Monday, Tuesday, Thursday, and Friday and 1 p.m. on Wednesday. Scholars who are not picked up by 3:15 p.m. and 1:15 p.m. respectively will be sent to the office and parents and emergency contacts will be contacted.

### **Attendance Policy**

**Absences** - If a scholar will be absent from school, please notify the front office at (602) 692-4914 – South Mountain campus and (623) 600-7660 – Avondale campus.

As defined in the Arizona State law, absences are considered excessive when the number of absent days exceeds 10% of the number of days required. Thus, any scholar absent a combined total of 18 days, consecutive or nonconsecutive, excused or unexcused, is seen as truant and excessive. **SVA will report scholars with excessive absences to a truancy officer.**

**Tardiness** - A tardy is defined as a scholar arriving after the start of school and/or leaving before the end of the school day. The first bell is at 7:55 a.m. Classroom teachers will pick up all scholars at this time. A five-minute transition shall be given. Scholars arriving at school after 8 a.m. will be counted as tardy for the day. **All tardy scholars must be signed in by their parents/guardian. If a scholar has excessive tardiness, a parent conference may be held and consequences may follow (please refer to Raising Expectations Policy).** Remember that late arrivals and early departures disrupt class and cause loss of instruction time.

### **Illness Policy**

Scholars must be healthy and in attendance in order to learn effectively. Therefore, it is important to limit the spread of communicable diseases and illnesses within the school community. Scholars with symptoms of certain communicable diseases, such as chicken pox (varicella), whooping cough (pertussis), “stomach flu” (norovirus and others), COVID-19, and the “flu” (influenza), need to remain home until they are no longer contagious or cleared by a licensed healthcare provider. **However, in general, scholars may not remain at school with a fever greater than 100.4 degrees F, vomiting, or diarrhea. Scholars exhibiting these symptoms may not return to school until fever free without the use of fever reducing medications for 24 hours, free of vomiting for 24 hours, and free of diarrhea for 24 hours.** Scholars who have three or more consecutive absences due to illness must provide documentation from a medical provider to return to school.

Any scholar with an open wound that is draining, discolored, or that has foul smelling discharge will be sent home with a recommendation for further evaluation. Open wounds must be covered during school hours.

Lice (Pediculosis) is an infestation of tiny insects that live on the human body, typically on the scalp. They lay eggs, called nits, which are attached to the hair shaft, close to the scalp. Lice are spread by close contact (head to head, shared combs, shared hats, and shared linens, for example). Lice do not jump from person to person. Lice can be a difficult infestation to eradicate and may result in significant time lost from instruction if they cannot be controlled, thus it is important to limit the spread of this pest in the school community. **Scholars with an infestation of active lice may not remain in school. Scholars may return when they have completed a full treatment and are free from active lice.** Please see the health assistant for further information on treatment and home infestation control.

Scholars who become ill during school hours may visit the school Health Aide. Based on the severity of the scholar's condition, a determination will be made whether or not the scholar can remain at school, should be sent home, or advised to see a medical professional.

## **B. RAISING EXPECTATIONS**

The following policies were enacted to focus attention on the value of academic achievement and to increase accountability.

### **Required Interventions**

Quarterly Benchmark assessments in reading and math will be administered at the end of each quarter. Scholars in grades 3 - 8 who do not meet the Quarterly Benchmark proficiency will be required to complete a combination of the following interventions:

1. Saturday School
2. attend an intercession module
3. tutoring
4. AzM2 Boot Camp; and/or
5. summer school

At the end of a grading period, scholars in grades 3 - 8 who have received a D or an F in a core subject (math and/or language arts), will be required to successfully complete one of the above intervention options. Scholars in the 8<sup>th</sup> grade who receive a D or an F at the end of Quarter 4 will not be permitted to participate in promotion ceremonies, and could be recommended for summer school.

### **Remediation (Grades 3 - 8)**

Scholars who fail to successfully complete required interventions may be retained or forfeit placement for the upcoming school year (this includes Saturday School, tutoring, intersession, AzM2 Boot Camp, and summer school).

### **Excessive Absences and Tardiness**

Regular school attendance promotes learning and achievement; therefore, scholars who have four (4) or more days of excused or unexcused absences in a quarter may be required to complete 12 hours of remediation activities.

## **C. DRESS CODE**

While attire is often a way individuals express their personalities, ideals, and fashion sense, SVA is a learning environment serving the needs of our scholars. As such, a dress code has been implemented to ensure the focus during the school day remains on academics. Any clothing, accessories, personal belongings (stickers, patches, backpacks, buttons, cell phone cases, etc...) that may distract from the learning environment, cause divisiveness and tensions amongst other scholars and employees, or create safety concerns is not allowed on SVA campuses.

### **Scholar Dress Code**

SVA enforces a prescribed dress code that is designed to promote a professional academic environment. Sun Valley Academy requires scholars to dress in a uniform every day, except on specified "spirit days". Scholars are to arrive to school dressed in a clean uniform and their general presentation and accessories must be modest in appearance. Offensive or vulgar words/designs/graphics are prohibited from being worn or displayed. Scholars are required to maintain proper hygiene and cleanliness.



Listed below are SVA's guidelines for school uniforms. The list is not exhaustive and the school reserves the right to deem what is appropriate and can be worn on campus. It is both the parents' and the scholar's responsibility to ensure dress code compliance.

Scholars must be dressed in the appropriate uniform Monday - Thursday. Teachers and staff members can address issues of improper dress or dress code violations. Parents will be notified of dress code violations. Repeat offenders shall be counseled by administration.

### **Friday Dress:**

On Fridays, scholars may wear patriotic themed tops. The background color must be red, white, or navy blue. Scholars are encouraged to wear their SVA spirit shirts or they may wear shirts that have a patriotic theme. No collars are required but they must have sleeves. Uniform bottoms are still required. **All shirts must be tucked in.**

### **Exceptions:**

Occasional exceptions, consistent with the intent of the dress code for special events may be approved by the principal. Parents will be notified in advance when special exceptions are allowed. Administration will interpret and resolve all issues regarding the dress code.

### **Girl Bottoms:**

**Pants, shorts, skirts/skorts, and capri pants:** Girls may wear plain, dark navy blue or khaki bottoms. Denim or jeans are NOT allowed. Skirts/skorts and shorts must be of modest length, approximately knee length.

**Dress or Jumper:** Plain navy blue, khaki, or plaid with navy blue dresses or jumpers may be worn. Pin stripes, designs, or colors are NOT acceptable. Jumpers must have a dress code appropriate shirt underneath. Tight fitting or big/baggy bottoms are NOT permitted.

**Tights/Leggings/Knee-high Socks:** Scholars may wear navy blue, red, black or white tights, leggings and knee-high socks.

**Shirts:** SOLID navy blue, red, or white polo-style or button-up shirts are acceptable. All shirts must be solid in color with no pin stripes or logos of any kind. The exception is the Sun Valley Academy logo. Sleeves are required on all shirts. When long-sleeved shirts are worn under a short-sleeved collared shirt, the shirt must be a uniform color. **Shirts must be tucked in at all times.**

**Jewelry:** All jewelry must remain on the owner. Jewelry will be worn in the manner in which it was designed. Body piercings, other than earrings, are not allowed.

**Hairstyles and make-up:** All students will exemplify grooming standards that project a positive image for the student, school, and district. Hair should be clean and worn in a style that does not obstruct the view of the face. No hats or caps shall be worn at school except hats approved by the teacher or principal for sun protection on the playground. **Hair in question will be addressed at the discretion of campus administration.** Make-up may be worn modestly and appropriate for the scholar's age.

### **Boy Bottoms:**

**Pants or shorts:** Boys may wear plain, dark navy blue or khaki colored bottoms. Denim or jeans are NOT allowed. Shorts must be of modest length, approximately knee length. Tight fitting or big/baggy bottoms are NOT permitted. All bottoms must be fitted around the waist and worn with a belt.

**Boy Tops:** SOLID navy blue, red, or white polo-style or button-up shirts may be worn. All shirts must be solid in color with no pin stripes or logos of any kind. The exception is the Sun Valley Academy logo. A color and

sleeves are required on all shirts. When long-sleeved shirts are worn under a short-sleeved collared shirt, the shirt must be a uniform color. **Shirts must be tucked in at all times.**

**Hairstyles:** All students will exemplify grooming standards that project a positive image for the student, school, and district. Hair should be clean and worn in a style that does not obstruct the view of the face. No hats or caps shall be worn at school except hats approved by the teacher or principal for sun protection on the playground. **Hair in question will be addressed at the discretion of campus administration.**

**Shoes:** Shoes must adhere securely at the heel and be tied properly if they were designed to do so. (Flip-flops and heels are not acceptable). Open-toed shoes are acceptable as long as they adhere to the heel. **On scheduled P.E. days, scholars are expected to wear tennis shoes to ensure safety.**

**Jackets:** Non-uniform jackets may be worn to school, but **are not permitted inside the school building.** Within the school building, sweaters and jackets must be solid red, white, navy or gray with no logos. Jackets purchased from the school's spirit store may be worn in the building. Scholars will be asked to remove non-uniform jackets while inside the school building.

### **Parent Attire**

Parents are urged to discuss the dress code with their children to foster thorough understanding. Any questions or concerns about uniform requirements should be brought to school administration. In support of the dress code, parents are asked to wear modest attire when on campus.

### **Staff Attire**

The teachers, staff, and administration are expected to set good examples of appropriate dress as outlined in the SVA employee dress code. Employees may dress in attire appropriate for their specific duties as outlined in the SVA Employee Handbook.

## **D. BEHAVIOR EXPECTATIONS AND DISCIPLINE**

SVA promotes a calm, structured, and respectful environment. Behaviors on campus should be modeled by teachers, staff and parents at all times. Scholars are expected to follow the school rules at all times.

SVA will utilize positive discipline systems at all grade levels. Appropriate behavior will be recognized and reinforced. Any scholar behavior that interrupts the learning environment, is disrespectful, or not in accordance with the school's mission and vision will be immediately addressed by school administration. Repetitive behavior infractions such as: physical and/or verbal abuse, theft, damage to school or personal property, weapons, drugs, and gang-related behavior will result in severe consequences up to and including expulsion.

### **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 scholars if there is a reasonable suspicion that the scholar possesses such contraband. These searches can include desks and the scholars' backpacks. Scholar desks, school books, and library books are the property of the school and remain, at all times, under the control of SVA.

Scholar lockers are school property and remain under the domain of the school at all times. However, scholars are expected to assume full responsibility for the security of their lockers and are responsible for the content in their assigned locker at all times. School administration may conduct periodic general inspections or searches of lockers at any time without notice, and without scholar/parent consent.

## Discipline

The Arizona Legislature passed a law in the 1997 session that gives teachers the right to remove an offending pupil from class (the exact language is “send a pupil to the principal’s office”). The first section requires the teacher to establish that the offending pupil has (1) repeatedly interfered with the teacher’s ability to communicate with other pupils. There should be **written documentation** and a **pattern** of misbehavior to implement this section of the law.

Another section of the law allows the teacher to remove the offending pupil if the behavior is so **unruly, disruptive, or abusive** that it seriously interferes with (1) the teacher’s ability to communicate with other pupils, or (2) the ability of other pupils to learn. **No pattern** need be established to implement this section of the new law. Thus, a single serious incident may be grounds for removal.

The teacher may refuse to readmit the offending scholar pending a review by a “placement review committee.” The new law requires each school to establish such a committee composed of two teachers and the principal. Any of the following consequences may be used with scholars who are sent to the office with a referral. Consequences will be determined by the severity of the behavior and the number of times the scholar has been sent by administration. Consequences may include any of the following:

- Conference with scholars
- Conference with parents
- Time out of assigned class
- Lunch detention
- Revocation of privileges
- In school suspension (ISS)
- Out of school suspension (OSS)
- Police referral
- Expulsion

## Disciplinary Process (SVA Expectations)

Violations of classroom or school rules requiring intervention beyond that of the classroom teacher shall be handled according to the following disciplinary process. Disciplinary action may begin at any level, and levels may be combined depending on the severity of the offense.

**Level 1:** A verbal warning given by the teacher or staff member. Scholars may be sent to a Buddy Room for a limited amount of time.

**Level 2:** A note describing the infraction(s) will be sent home requiring a parent signature, and must be returned to the school. A phone call may also be made by the teacher or staff member.

**Level 3:** A discipline referral is issued and the scholar is sent to the office for behavior management by the principal, assistant principal or dean of students and parents will be notified.

**Level 4:** The scholar will be temporarily removed from the classroom for a determined amount of time/days by the principal/school administration. The scholar will still be required to come to school and report to a different classroom.

**Level 5:** A mandatory meeting with the parents and school administration will occur. Specific behavior modification/corrections will be discussed with action steps to be implemented, timelines, and consequences. The scholar will be placed on a probationary status with a timeline for correction of their behavior.

**Level 6:** Temporary out of school suspension will be issued. Prior to the scholar returning to school, there will be a mandatory parent meeting.

**Level 7:** The scholar will be withdrawn/expelled from SVA. Reasons for the removal could be, but not limited to:

- a. Possession of a weapon on school property
- b. Assault upon a member of the school staff or another scholar
- c. Possession of controlled substances
- d. Repeated disregard for school rules
- e. Severe attendance infractions

\*Levels 1-3 typically occur inside the classroom as part of the teacher's classroom management system.

### **Suspension and Expulsion**

SVA's school administration shall have authority to suspend or expel a student based on a violation of school rules.

### **Corporal Punishment Policy**

SVA opposes the use of corporal punishment.

***\*\*Arizona Revised Statutes regarding discipline, infractions, and consequences supersede all school policies.***

## **E. PROHIBITED BEHAVIOR AND CRIMINAL ACTIVITY**

### **Student Harassment and Bullying**

SVA prohibits harassment and bullying (through social media/cyber, electronic (email/text), and in person) of any student on school grounds or while the scholar is traveling to or from school. SVA Administration will investigate any and all reports of harassment/bullying and will take disciplinary or other appropriate action against any student or SVA employee who is found to have violated this policy.

**"Harassment"** means any abusive conduct that is directed at one or more students because of the scholar's actual or perceived race, color, national origin, religion, sex (including gender identity, sexual orientation, or pregnancy), or disability and that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

"Harassment" includes sexual harassment, which means any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a school employee to a scholar or by a scholar to another scholar when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a scholar's education, academic status or progress; or
- Submission to or rejection of such conduct by a scholar is used as a component of the basis for decisions affecting that scholar; or
- Submission to or rejection of such conduct by a scholar is used as the basis for evaluating the scholar's performance within a course of study or other school-related activity; or
- The conduct substantially interferes with or will substantially interfere with a scholar's educational benefits, opportunities, or performance; or

- The conduct substantially interferes with or will substantially interfere with a scholar's physical or psychological well-being, or creates an intimidating or hostile educational environment.

"Harassment" includes retaliation, which means any adverse action taken against a scholar for reporting a complaint of harassment when the reporter honestly believes harassment has occurred or is occurring, or for participating in or cooperating with an investigation. Adverse action includes any form of intimidation, reprisal, or harassment such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action in the case of scholars.

**"Bullying"** means any aggressive, intentional behavior carried out by a person or group repeatedly and over time against a victim who cannot easily defend himself or herself.

- "Bullying" requires an observed or perceived imbalance of power — such as physical strength, access to embarrassing information, or popularity — between the bully and victim.
- "Bullying" may be verbal, physical, or relational.
  - Verbal bullying includes teasing, name-calling, taunting, and threatening.
  - Physical bullying includes hitting or kicking, tripping or pushing, spitting, and taking the victim's property.
  - Relational bullying includes attempts to damage the victim's relationships or reputation by excluding, spreading rumors, or defamation.
- "Bullying" includes cyberbullying, which means any act of bullying committed by use of electronic technology or electronic communication devices, including social networking and other Internet communications that occur on school property or at a school-sponsored event; substantially interferes with a student's education; threatens the overall educational environment; or substantially disrupts the operation of a school or its programs.

It is not "bullying" when:

- Two scholars of similar age, strength, and size fight or quarrel with each other.
- A scholar provokes another into a verbal or physical confrontation.
- A scholar acts aggressively toward another student in the absence of an imbalance of power.
- A teacher or administrator responds to a scholar's misconduct with appropriate disciplinary action.
- A teacher or administrator responds to a scholar's poor performance with appropriate criticism.

Scholar misconduct that does not rise to the level of "bullying" or "harassment" may nevertheless violate SVA's guidelines for student behavior. Likewise, employee misconduct that does not rise to the level of "bullying" or "harassment" may nevertheless violate policies regarding employee professional conduct. In such cases, disciplinary action is appropriate.

This policy will be interpreted and applied in compliance with state and federal legal requirements.

### **Sexual Harassment**

It is the policy of SVA to maintain a learning environment that is free from sexual harassment. It is a violation of this policy for any SVA employee to harass a scholar or for any scholar to harass another scholar through conduct or communication of a sexual nature. For the purposes of this policy, sexual harassment is defined as any unwanted or unwelcomed verbal, written, or physical conduct of a sexual nature that interferes with a scholar's right to learn, study, work, achieve, or participate in a comfortable and supportive educational atmosphere. It is the expressed purpose of this policy to assure that no scholar is subjected to language or harassment that makes him/her feel uncomfortable or unsafe. Scholars who believe they are being harassed should report the situation

to a staff member immediately. Disciplinary action for violation of this policy may involve up to and include suspension and/or expulsion. SVA officials will follow appropriate state and federal laws when addressing reports of sexual harassment.

### **Profanity/Offensive Language**

Scholars will refrain from swearing or using foul language at all times. Scholars will speak kindly and respectfully to staff and fellow scholars. Any scholar who speaks inappropriately or disrespectfully will receive an appropriate consequence based on the Seven Levels of Discipline.

### **Vandalism**

Scholars who deliberately and wrongfully damage or deface school property will be required to pay for the damage and are subject to disciplinary action. Parents or guardians of these scholars will bear the ultimate responsibility for these payments.

### **Tobacco, Alcohol, Drugs and Vaping**

The possession or use of tobacco, alcohol, drugs, drug paraphernalia and vape pens are not permitted on campus at any time. Smoking on campus by any adult or scholar is strictly forbidden.

### **Fighting**

SVA firmly believes in the safety of all scholars while on campus. Further, we know the learning environment is compromised when acts of physical violence occur. Fighting is prohibited on SVA campuses. A fight is described as pushing, shoving, kicking, pulling or physically connecting in an aggressive manner with another scholar. Parents will be notified of any fight. Scholars who engage in fighting will receive an appropriate consequence based on the Seven Levels of Discipline.

### **Weapons**

Absolutely no weapons of any sort or anything that resembles a weapon are allowed on SVA property or at school sponsored activities at any time under any circumstances. No scholar shall use or threaten to use an object designed for other purposes to inflict bodily harm and/or intimidate other scholars or staff. Any scholar who brings a weapon to school property and/or school sponsored activities is in violation of this SVA policy and shall be expelled

**Application to Instructional Equipment/Tools:** While SVA wishes to address each case individually, it takes a firm position on the possession, threaten to use, use or distribution of weapons by scholars. Such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Equipment and tools, when properly possessed, used and stored, shall not be considered in violation. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the possession and use of those items will be treated as the possession and use of a weapon.

## **VI. GENERAL SCHOOL RULES**

### **A. CODE OF CONDUCT**

When on campus scholars must abide by all school policies, procedures, and systems of practice including, but not limited to:

1. No possession of weapons, tobacco, vape pens, alcohol, drug paraphernalia or drugs.
2. Arrive on time to class and school activities.
3. Demonstrate respect to adults and fellow scholars.

4. Respect school and/or personal property.
5. Help maintain school property and grounds.
6. No chewing gum on campus.
7. Settle disagreements without fighting or threatening to fight.
8. Use wholesome and courteous language.
9. Walk in the hallways in a quiet and orderly manner when moving about the campus.
10. Use sidewalks when walking outside, unless playing in the fields.
11. Follow expectations during safety drills.
12. Use scholar designated areas, unless given permission to access staff/teacher areas.

### **Cafeteria Rules**

It is strongly suggested that parents put money in their scholars' lunch accounts in advance. This can be done at the front office or online. When in the cafeteria, scholars must abide by all school policies, procedures, and systems of practice including, but not limited to:

1. Enter the Multipurpose Room/Cafeteria in a quiet and orderly line.
2. Eat food in the designated areas and use good manners.
3. Ask permission from staff in charge to move elsewhere or be dismissed.
4. Keep the floor area and table clean.
5. Remove and dispose of food and trash from the table.
6. Do not share food with other scholars. This is to ensure safety of scholars with food allergies.

### **Playground Rules**

When on the playground, scholars must abide by all school policies, procedures, and systems of practice including, but not limited to:

1. Play in the designated areas and stay away from irrigation, muddy areas or areas that are roped/blocked off.

*Only throw or kick items specifically designed to be thrown or kicked.*

2. Demonstrate good sportsmanship at all times.
3. Play safe, non-violent games (no tackling, grabbing clothing, tripping or pushing).
4. Use playground equipment in the purpose for which it was intended. This includes playing tag on equipment.
5. Obtain permission from the teacher or staff on duty before leaving the playground.
6. Do not handle broken glass or harmful objects. Report broken glass or harmful objects to the staff on duty.
7. Remove backpacks or items that may cause a safety hazard before playing/climbing on playground equipment.

### **Restroom Rules**

When using the restroom, scholars must abide by all school policies, procedures, and systems of practice including, but not limited to:

1. Obtain permission from a teacher or staff on duty prior to going to the restroom.
2. Help keep restrooms neat and clean at all times.

3. Flush the toilet after use.
4. Wash hands thoroughly and leave the restroom when finished.
5. Do not play in restrooms.

### **Fire Drills and Lockdown Drills**

Fire and lockdown drills are required by the state and held unannounced and frequently. A fire evacuation plan is posted in each room. During fire and lockdown drills, scholars are expected to follow the school wide procedures and comply with the directions of teachers and staff. When a lockdown is in place, scholars must remain in classrooms, classrooms doors must remain locked, and no visitors may enter campus for any reason.

### **Scholar Lockers**

Middle school scholars will be assigned a school locker to store their backpacks. Backpacks are not permitted in the classroom. Scholars will receive a combination lock for their lockers. It is the responsibility of each scholar to keep their lockers secured and locked at all times. The school is not responsible for items stored in lockers. SVA administration reserves the right to inspect a scholar's locker at any time without prior consent. Lockers are not to be written in or on, or defaced in any way. No decorations of any type are to be placed on the inside or outside of lockers. Lost or misplaced combination locks will be replaced at a cost to the scholar of \$10.00 dollars each.

### **Deliveries by Outside Vendors**

Scholars are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors, such as food, flowers, balloons, and similar items. Parents are asked to have such orders delivered to the scholar's homes; otherwise, items delivered to the school will be kept at the front office until the end of the school day.

## **B. COVID-19 PROTOCOLS**

SVA is committed to the health and safety of our scholars, staff, families and communities. As such, SVA will follow all applicable laws and guidelines outlined by the CDC, state and federal officials, and the Arizona Department of Education. In cases where it is believed that the most prudent action is to implement additional guidelines to protect the health and welfare of SVA scholars and employees, the CEO reserves the right to make such decisions.

All SVA COVID-19 related policies and procedures will be made available on the SVA website as appropriate.

### **Cloth Face Coverings**

During a health crisis (e.g. pandemic), SVA will follow safety protocols outlined by public health agencies and appropriate government officials. When necessary for the health and safety of the school community, SVA may require scholars to wear cloth face coverings except when eating/drinking or unless a health condition prevents them from doing so. If a health condition prevents wearing a cloth face covering, SVA will require documentation from a physician (MD, DO, PA) or Registered Nurse Practitioner. SVA will work with the parent and scholar to find an appropriate alternative. Cloth face coverings are not surgical masks or other medical personal protective equipment.

Should the need arise to require face coverings on campus, additional guidance will be provided to scholars and their families.



## **VII. PERSONAL ITEMS ON SCHOOL PROPERTY**

### **Backpacks**

In the interest of safety for all, backpacks are subject to search by an administrator at any time.

### **Jewelry**

Scholars may wear appropriate jewelry (e.g. watches, earrings, bracelets, necklaces, rings) to school as outlined in Section V. – C. Dress Code Policy of this document. SVA shall not assume responsibility or liability for the theft, loss or damage to jewelry worn to school by scholars.

### **Electronics, Headphones and other Personal Devices**

Electronic devices such as smart watches, iPods, mp3 players, tablets, or headphones and distracting toys are not permitted on campus during school hours. Headphones are permitted inside the classroom only when scholars are using their Chromebooks and/or when testing. Scholars who violate this policy shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action. Any electronic devices and accessories confiscated will be given to an administrator and will only be returned to a parent/guardian. Consequences will be given for repeat offenders. SVA will not assume responsibility or liability for the theft, loss or damage to headphones, and electronic devices, nor does it assume responsibility for the unauthorized use of any device.

### **Cellular Phones**

If a parent chooses to send their child to school with a cellular phone it must be out of sight and turned off during the official school day including lunch break. Middle school scholars are required to keep their cellular phones in their lockers. Scholars who violate this policy shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action. Scholars shall be personally and solely responsible for the security of their cellular telephones. Any cellular phone confiscated will be given to an administrator and will only be returned to a parent/guardian. Consequences will be given for repeat offenders. SVA shall not assume responsibility or liability for the theft, loss or damage to a cellular telephone, nor does it assume responsibility for the unauthorized use of any such device. Cell phones are not permitted on field trips.

## **VIII. PARENT ENGAGEMENT AND COMMUNICATION**

### **A. PARENT ENGAGEMENT**

#### **Parent Volunteers and Visitors**

**Families who enroll their child at Sun Valley Academy are asked to volunteer a minimum of 5 hours during the school year.** Please contact the front office staff of your child's campus for volunteer opportunities.

In order to maintain an orderly, respectful and secure educational environment for scholars and staff of SVA, it is essential that all parents and visitors to our buildings be aware of their actions and adhere to the expected code of conduct as set forth in this manual. Parents and visitors are asked not to bring small children and/or siblings into the classroom they are visiting. Parents and visitors are expected to:

- Understand that schools are a place of work and learning, and certain limits must be set for parents and other guests who visit our campuses.
- All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

- The building principal or his/her designee is responsible for all persons in the building and on the grounds.
- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All SVA visitors must report to the office upon arrival at the school. Visitors will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. Visitors must sign out when leaving the campus.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to sign in.
- Parents or community members who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s) to ensure class disruptions are kept to a minimum.
- Teachers are to refrain from taking class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are to abide by the rules for public conduct on school property contained in the Code of Conduct.

### **Parent Squad**

The goal of the Parent Squad (formerly the Parent Leadership Council) is to keep families informed of upcoming Parent Squad activities, and to strongly encourage our parents, families and scholars to become active SVA volunteers. Parents who are interested in joining or learning more about the Parent Squad can contact them by visiting <https://sunvalleyacademy.org/family-resources/parent-involvement/>

### **Spalding Parent Course**

SVA may provide a Spalding parent course or in-service each year for SVA parents. A small fee may be charged in order to cover the cost of the course instructor and materials.

## **B. COMMUNICATION**

### **Class Dojo**

Class Dojo is a school communication platform that scholars, teachers, and families use to build close-knit communities by sharing what is being learned in the classroom through photos, videos and messages. SVA uses Class Dojo to share information with families throughout the school day about their scholars' progress, behavior, accomplishments, and success. Class Dojo is also a communication mechanism used to share updates about SVA events, programs and activities.

### **PowerSchool**

PowerSchool is a web-based student information system. It is intended to provide scholars, parents, and teachers with a tool to communicate student performance. PowerSchool may be accessed from any place the parent/guardian can access the Internet.

### **SVA Website**

The SVA website is a trusted source of communication to access information about all things SVA. Information contained on the SVA website includes but is not limited to: school news, policies, educational programs and philosophy, SVA staff photos and bios, information about upcoming programs, events and activities.

### **Email**

SVA also uses email to communicate information to parents/guardians. It is important that email addresses on file for the appropriate contact person are accurate.

## **IX. SCHOLAR SAFETY REPORTING STANDARDS AND DUTIES**

### **A. CHILD ABUSE/NEGLECT REPORTING POLICY**

It is the policy of SVA to comply with all Arizona state laws regarding the reporting and investigation of child abuse, neglect and professional misconduct. All actions with regard to child abuse and neglect reporting and investigations will be done in “good faith,” defined as “acting honestly, objectively and without deliberate attempt to take unfair advantage over another person.”

Any school employee who knows or reasonably believes that a child has been neglected, or physically or sexually abused, will immediately report the allegations to the proper authorities according to SVA’s policies and procedures.

### **B. CHILD CUSTODY**

SVA will follow the most recent court order on file with the school in regards to custody/visitation. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. SVA should not be placed in the middle of custody disputes.

## **X. CURRICULUM AND INSTRUCTION**

### **A. CLASSROOM AND CURRICULUM**

The following curriculum procedures are established to ensure that SVA will continue to meet the expectations of parents, teachers and administration.

Classroom teachers and administrators shall utilize the following procedures as a guide for classroom organization and planning:

#### **Class Selection and Composition**

Scholars will be assigned to classes ensuring that the classrooms in each grade level are equitable in gender, ability level, and language proficiency level. Grades Kindergarten through 5<sup>th</sup> are self-contained rooms (all content is presented by one teacher); and grades 6 through 8 are placed on a block rotation (content is taught by different teachers).

#### **Classroom Instruction**

Classroom layout/organization is such that scholar desks are required to face the primary instruction area. Additional components of classroom instruction include:

1. Each teacher will utilize whole class instruction, direct teaching, and approved methods with an emphasis on meeting individual needs. Instructional time and scholars’ time on task will be maximized. Classroom activities not directly related to academic tasks will be kept to a minimum in all grade levels.
2. Each teacher will provide an assignment for scholars to work on at the beginning of each day.
3. The reading block is designed to be an uninterrupted time during the morning.
4. Teachers are to follow the daily scheduled time for Reteach and Enrich for ELA and Math. Parents will also be encouraged to provide extended learning activities for their children.

5. Teachers will help scholars develop necessary skills to become productive citizens by following the prescribed **Leader in Me** program. Additionally, teachers will model and discuss the characteristics of good citizenship, courtesy, honesty, and respect for personal and public property, and will expect scholars to strive for good citizenship.
6. Scholars are to remain in class, or with a designated SVA staff member until dismissal in order to maximize instructional time and to ensure scholar safety at all times.
7. Whole school announcements, visitors, guest observers, and individual messages to scholars shall not interfere with instructional time. In the case of an emergency, messages and announcements will be delivered during the first and/or last 15 minutes of the school day.
8. High expectations of scholars are set for all assignments. Scholars are expected to demonstrate neatness and appropriate grade level submission for all assignments. If necessary, an assignment may be returned to the scholar for revision and resubmission.
9. Cursive handwriting is introduced in the second half of 2<sup>nd</sup> grade. Classroom and homework assignments should be in cursive in 3<sup>rd</sup> – 8<sup>th</sup> grades.
10. During testing sessions, in and out of the classroom setting, scholars are expected to follow the expectations and guidance of the testing proctor.
11. Progress reports will be issued approximately half way through each quarter; and report cards will be issued at the end of every quarter. In addition to progress reports and report cards, parents can access scholar grades at any time via the PowerSchool Parent Portal. Access to information will be provided by the front office/teacher.
12. Teachers may use audio-visual aids/videos/movies that support content. If a teacher would like to show a video/movie that is longer than fifteen minutes, it must first be approved by the Director of Curriculum and Instruction. Only G-rated movies may be shown. Some movies rated PG/PG 13 related to content may be shown with prior written parental permission and approval by the Director of Curriculum and Instruction. If a parent does not approve of the movie, an alternate assignment will be given.
13. Recess will be scheduled in accordance with the Arizona State Department of Education guidelines. Kindergarten - 5th grade must be permitted recess of at least twenty minutes, two times during the instructional day.
14. Kindergarten and 1st grade are permitted a healthy snack during the instructional day. Unhealthy snacks such as soda, punch, cookies, chips, and foods containing bright red dye (example, Hot Cheetos, and Takis) are strongly discouraged.

### **Core Curriculum**

SVA strives to meet or exceed all content standards established by the Arizona Department of Education. Our instructional staff utilizes Beyond Textbooks (BT) as a curriculum guide for core content (Reading, Writing, Science, and Social Studies). This instructional guide allows teachers to teach the state standards in an efficient and coherent manner. The instructional guide is the “what” (standards) teachers teach; and our professional instructional staff has the autonomy to present content utilizing research-based instructional materials and strategies.

### **Spalding**

Spalding is the primary curriculum for phonemic awareness and spelling instruction in Kindergarten - 5th grades. This research-based, and multi-sensory program has been in existence for over 50 years, and provides the building blocks for spelling, language, reading, and writing, including handwriting. The program promotes

phonemic awareness through daily phonogram instruction and weekly spelling words where high frequency words are taught. Scholars are taught that spoken words can be broken into speech sounds or phonograms. This awareness is the foundation of reading and spelling, and include:

- **Phonogram Instruction:** Scholars are taught that letters or groups of letters make specific sounds. Those sounds are called phonograms. Scholars are taught the 70 phonograms in the English language in a multi-sensory way. Phonogram sounds are taught along with letter formation (handwriting).
- **Oral Phonogram Review (OPR):** OPR consists of scholars hearing and saying phonograms previously taught as well as introducing new phonograms. OPR helps scholars better decode words which promotes better spelling and reading fluency.
- **Written Phonogram Review (WPR):** Scholars connect speech sounds to the printed symbols and practice handwriting. Scholars will engage with a handwriting focus during this portion of the lesson. The purpose of WPR is to develop writing fluency, which increases speed and ease with writing.
- **Dictation:** Scholars are required to apply the phonograms and Rules of English words. Dictation helps them to become acute listeners while applying proper spelling of English words.
- **Spalding Marking System:** The marking system teaches scholars how to correctly decode words. Scholars are taught the twenty-nine rules governing the English language, which will help them to develop accurate spelling structures.

### **Reading/Literature**

Reading skills shall be developed through quality literature and various expository texts. A strong emphasis shall be placed on reading comprehension, reading fluency, literary analysis, literary appreciation, and text structure.

Each class shall be read to for enjoyment by the teacher, staff member, or partnering grade daily. This activity will not exceed fifteen minutes. Scholars shall have Silent Sustained Reading (SSR) each day for fifteen minutes to increase scholar enjoyment of reading as well as fluency.

Detailed book reports will be assigned throughout the year. Each grade level will determine the number and type of reports to be completed. Book selections must be approved by the teacher to ensure the book falls within the scholars' reading level range. Scholars will not be allowed to use book reports from previous years.

Some grade levels will require scholars to complete a daily or weekly Reading Log. Teachers will develop a system of practice for the Reading Logs. The log can be used for a portion of a scholar's overall reading grade.

### **Listening and Speaking**

Listening and speaking exercises/assignments will be given in accordance with Arizona State Standards for Listening and Speaking by grade level. A teacher may select quality poetry, prose, or selections from literary pieces and area of study. Grade level requirements are:

- Kindergarten through 2nd grade, one piece/selection each grading period; and
- 3rd - 8th grade, two items each grading period.

### **Mathematics**

SVA uses Saxon Math as our core math curriculum, and is presented to scholars at an accelerated pace. This means each grade level delivers curriculum designed for a year ahead of their current grade level. For example, Kindergarten receives 1st grade curriculum, 3rd receives 4th grade curriculum, etc. This accelerated pace also

means that our 8th grade scholars get a jump-start on high school math upon completion of Algebra I at the end of the school year. When our 8th grade scholars matriculate to high school they can then begin their freshman year taking Algebra II or Geometry.

### **Social Studies, History, Geography, and Government**

Instruction will include mastery and practical application of skills and principles designated by Arizona State Standards for instruction by grade level.

### **Science**

Science instruction will include mastery and practical application of scientific principles designated by Arizona State Standards for instruction by grade level.

### **Leadership**

Stephen Covey's, *Leader in Me* program/curriculum will be implemented in the classroom as well as offered as a Specials class in grades Kindergarten - 8th grade. The 7 Habits help our scholars learn how to become self-reliant, take initiative, set and track goals, find creative solutions to problems, and value differences.

### **Special Area Classes**

Scholars will receive specialized instruction in the following content:

- **Physical Education (PE)** - Scholars will have two sections of PE a week. Scholars requiring additional academic support in reading or mathematics may have one PE class a week. The program is designed to instruct each scholar in various physical skills that promote good health and lifelong involvement in physical activities. Appropriate athletic/PE (Tennis, Running, or Basketball) shoes are required to participate in class as well as intramurals. Open-toed shoes, or shoes exposing any skin, will not be permitted. Shoes must have a soft, non-marking, standard-sized sole (no platform or high-heeled shoes). Shoes shall also be tied tightly/correctly to promote safety of the owner and others around them.

Water bottles are encouraged for PE classes but must not be a distraction in the classroom. Only WATER is permitted in a water bottle. Flavored water or other drinks are not allowed.

- **Technology** - Technology class will integrate classroom content in addition to computer skills. Parents must sign the Internet Access and Electronic User Agreement for their scholar(s) every year. Scholars that do not have a Technology Agreement on file will not be permitted to use school technology.
- **Art** - Scholars will receive instruction on varying art techniques and art appreciation. Scholars are expected to follow the safety rules and guidelines established by the art instructor.
- **Leader in Me** - Scholars receive grade-level specific lessons from the *Leader in Me* curriculum/program.

## **B. ACTIVITIES IN THE CLASSROOM**

Curricular activities occur during regular school hours. Specific activities shall include assemblies, classroom parties, field trips, and flag observances. Other academic-related activities may include a science fair, spelling bee, and teacher-directed activities. Scholars are expected to follow the school rules and expectations during all curricular activities. A scholar may be excluded from a curricular activity at the discretion of the teacher or administration. Games and recreational activities shall be related to an academic endeavor.

### **Assemblies**

There shall be no more than five general assemblies during the school year. Assemblies may be split into sessions.

## **Classroom Parties**

Classroom parties are limited to a maximum of three (3) per school year. The parties will be held the last hour of the school day. Class celebrations include a winter, Friendship Day, and an end-of-the year party.

If a parent or guardian elects to celebrate their child's birthday at school, they may do so during the last 30 minutes of the school day with prior arrangements made with the classroom teacher. All food items must be store bought items. **No food items prepared at home can be given to scholars during the school day in accordance with state mandates.**

## **Special Occasions**

**Halloween** - There is no formal observance of Halloween at SVA. Masks and costumes are not permitted. SVA may allow other celebratory or festive events in October including trunk or treat, a character parade, etc...

**Valentine's Day** (Friendship Day) - Individual teachers will inform scholars concerning the classroom exchange of valentines. Class lists are provided and scholars who choose to exchange valentines are encouraged to include everyone on the list so that each scholar receives the same number.

## **Field Trips**

Field trips shall be related to the curriculum and appropriate to scholars' grade levels. Field trips are an extension of the curriculum; therefore, it is expected, and all scholars will participate. One field trip will be scheduled for each grade level per year. Arrangements for the field trip, parent notification/permission slip, transportation, lunch, and adult chaperones will be made at least two weeks in advance. The ratio of adult chaperones shall be in accordance with SVA and the hosting facility's guidelines. Chaperones are not permitted to bring any minors on the field trip and must be approved by the school administration.

## **Flag Observance and School Pledge**

The goal of the flag observance is to encourage patriotism and enhance school unity, spirit, and pride. A flag observance will be designated by SVA Administration as appropriate. The flag observance shall consist of the Pledge of Allegiance and a moment of silence. All scholars are encouraged to participate in the Pledge of Allegiance and if applicable, patriotic songs. Immediately following the moment of silence, scholars will be asked to recite the School Pledge.

## **Teacher-Directed Positive Reinforcement Activities**

Teachers may set up a system of practice in the classroom that acknowledges and rewards good behavior. Teachers will create criteria, based upon good behavior and/or assignment completion, for their class to earn a specific Teacher Directed Activity (TDA). If a class earns TDA, it shall be conducted during the last twenty minutes of the instructional day on Friday. TDAs must be supervised by the teacher and shall consist of educational activities. Examples of appropriate TDAs include educational films board games, puzzles, and art projects. Activities outside the teacher's classroom, such as a sporting activity, must have prior approval of the Director of Curriculum and Instruction.

## **C. HOMEWORK AND CLASS ASSIGNMENTS**

### **Homework Policy**

Homework is designed for a review of standards taught in the classroom. Scholars should be able to complete 80% of the homework alone with minimal assistance. The homework policy will further keep parents involved in their child's academic progress and the SVA curriculum.

- Homework will be assigned Monday through Thursday of each week, except before a holiday.

- Daily homework will be due at the beginning of the next school day unless homework packets are given and then packets are due every Friday.
- Homework may be given to finish long-term assignments in the upper grades. A reduction of 10% will be applied to the assignment for each day late.
- A scholar who does not complete work may be required to complete the assignment before, during, or after school for periods of 30 minutes or less.

Types of homework assignments may include:

- Completing work started in class
- Spelling
- Writing assignments, short stories or compositions
- Drills for specific skills (ex. math facts)
- Research for long-term projects
- Memorizing content for class recitations
- Listening to, observing, and evaluating radio, TV, forums, concerts, and other programs related to courses
- Conducting interviews and gathering information from specific sources
- Working in notebooks, maps, and other projects related to course activities
- Reading each night for 15- 30 minutes with maintenance of a reading log

The following are general homework time allotments but can vary depending on the type of assignment:

Kindergarten – Grade 2	<b>15-30 minutes per day</b>
Grades 3 - 5	<b>25-40 minutes per day</b>
Grades 6 - 8	<b>30 minutes per subject, per day</b>

### **Teacher Responsibilities**

Teachers are responsible for:

- Maintaining a homework accountability sheet for each scholar
- Providing appropriate feedback
- Assigning meaningful and grade level appropriate homework that reinforces current content being taught
- Designing homework consistent among the grade level
- Using care when assigning long-term assignments/projects
- Responding to parent questions or concerns about homework in a timely manner
- Sending home weekly graded assignments

### **Scholar Responsibilities**

The scholar is responsible for:

- Storing homework in their folder or backpack
- Keeping an accurate record of assignments. It is recommended that scholars in grades 6-8 use a student planner to track homework and class assignments.
- Having the materials necessary to complete the assignment



- Completing assignments to the best of their ability and turning assignments in on time
- Applying and practicing skills learned in class
- Submitting assignments in a neat and grade-level appropriate manner. Untimely submissions can have points deducted for each day it is late
- Providing parents with accurate homework sheets
- Communicating with parents and **their teacher(s)** when they have difficulty understanding and/or completing an assignment

### **Parent Responsibilities**

Parents are encouraged to:

- Check their child's homework for accuracy, completeness, and neatness
- Sign homework assignment sheets and agendas as requested by the classroom teacher
- Supervise the completion and correction of inaccurate and untidy work
- Establish a homework routine at home that provides the proper conditions suitable to study
- Encourage a systematic way of studying
- Show interest in assignments
- Commend all progress in homework completion
- Read all communications regarding homework
- Ensure proper materials and supplies are available for completing assignments
- Communicate with the teacher in a timely manner when homework concerns arise

### **Homework Tips and Suggestions**

- Find a private place to work, undistracted by TV, videos, siblings, etc.
- Be comfortable, yet structured.
- Reserve time each evening for long-term projects.
- Pay careful attention in the classroom. It is critical that each child utilizes available class time to avoid falling behind.
- Record accurate information on homework sheets in your best handwriting.
- Organize homework and **KEEP HOMEWORK IN A NEAT FOLDER AND CLEAN OUT DAILY.**
- Be positive! Remember that the goal of homework is to review and reinforce what your teacher has taught.
- If a concept is new, or the scholar is new to our school, try working in shifts or using a timer. Short concentrated efforts at new concepts will alleviate added stress on the children and parents.
- Be flexible! Try something new or different to help your child(ren) understand their homework.
- Praise your child for his or her efforts!
- Lastly, if the frustration level escalates, and both parent and scholar are frustrated, **stop!** Take a break from the homework, and if you can, try again later. Otherwise, add a note to the bottom of the homework sheet, advising the teacher of the situation.

### **Long-Term Assignments**

Scholars will be assigned long-term projects that require more than a week to complete. Examples of these are science fair projects, book reports, or research projects. If a scholar is absent on the project due date, the

assignment must be submitted on the date the scholar returns to school at the beginning of class. Untimely submissions may have points deducted for each day it is late.

**Any long-term assignments not turned in will receive a grade of zero. Make up assignments will be assigned on a case-by-case basis.**

### **Absent and Late Work**

When a scholar is absent from school, any missed work/assignments must be completed. All scholars are provided one day for each day absent to make up missed work. This includes long-term assignments. Any work not submitted by the assigned time shall be considered late; however, teachers can use discretion to determine guidelines for accepting late assignments due to extenuating circumstances. In all grades, late assignments will be marked down 10% for each day it is late. After the fifth day an assignment is late, the teacher is not required to accept the assignment and can issue a grade of zero.

## **D. GRADING AND REPORT CARDS**

Teachers are required to maintain an accurate and up-to-date gradebook reflecting scholars' proficiency with state standards. Parents shall have access to scholar grades in the PowerSchool Parent Portal. Teachers may allow scholars to redo any assignment with a grade below 70%. This allowance is only given once per assignment, and the higher of the two grades will be recorded.

### **Progress Reports**

All teachers will issue a Progress Report approximately half way through each quarter. The Progress Report will be emailed to parents and it is the responsibility of the parent to ensure the office has a current and valid email on file. Report cards will be issued at the end of each quarter.

### **Parent-Teacher Conferences**

Conferences are scheduled three times per year; typically when returning from Fall Break, Winter Break, and a scholar led conference before Spring Break. For scholars who may be in jeopardy of not passing their current grade, an Intervention Conference will be scheduled mid-year. Additionally, teachers may request a conference to address concerns at any time throughout the school year. Parents are expected to attend each conference scheduled.

### **Promotion and Retention**

Scholars will be promoted to the next grade when proficiency in grade-level standards have been demonstrated. Evidence of grade level proficiency can be determined by report card grades, Benchmark Assessments, and/or AzMERIT/AIMS data. Likewise, if proficiency in grade level standards have not been met, a scholar may be retained. An intervention meeting will be held at the end of the second quarter and possible retention notices will be sent by the end of the grading period. A team consisting of the parent, teacher, and administrator will discuss final recommendations on retention.

State mandated legislation, Move On When Reading, is applicable to third grade scholars. Scholars not meeting legislation criteria will not be promoted.

### **Teacher Assistance Team (TAT)**

If a teacher has concerns about a scholar's academic or social progress appropriate for their grade level, the teacher may refer the scholar for the TAT process. Parents will be notified about this recommendation prior to the meeting. The TAT will consist of teachers and administration with the purpose of collaborating and developing strategies that can help the scholar become more successful at school. The TAT will determine action steps with a timeline for review of the scholars' progress.

## **E. AWARDS AND RECONGITION**

SVA will recognize scholars excelling in academic and leadership standards. Awards will be presented during quarterly assemblies and parents will be invited to attend.

### **Honor Roll Criteria:**

#### **1st – 8th Grades**

- Scholars must be present for half of the quarter
- Scholars must meet expected proficiency levels on quarterly Benchmark Assessments
- Scholars must have all A's and B's in all content areas including specials

### **Principal's Honor Roll Criteria:**

#### **1st – 8th Grades**

- Scholars must have all A's in all content areas including special.

## **F. INSTRUCTIONAL SUPPORT SERVICES**

SVA is committed to providing instructional support to all scholars. To accommodate the varied learning styles and proficiencies of our scholars, the following supportive services are offered:

### **Gifted Students**

SVA provides enrichment opportunities to all scholars. This could include extension projects, providing activities at the next grade level, as well as participating in an upper grade classroom for certain subjects.

### **Tutoring**

Tutoring provides assistance to scholars in academic areas determined by the teacher. Tutoring sessions may be held before or after school. Identified scholars will be issued a permission slip that both the parent and the teacher will sign. Scholars shall bring all the supplies they need to tutoring sessions. Siblings are not permitted to attend tutoring sessions unless prior arrangements/approvals have been submitted.

### **Intervention**

Intervention services are utilized for both reading and math in Kindergarten through 8th grade for remediation of skills not yet mastered. The classroom teacher will select scholars who need extra assistance with standards and foundational skills based on data collected from classwork and assessments.

### **Intercession**

Intercession school occurs the first week of October and March break. The goal of intercession school is to provide additional curricular opportunities for scholars to gain standard proficiency. Identified scholars will be issued a permission slip that parents will need to complete and sign. Intersession school aligns with our Raising Expectations policy.

### **Special Education (SPED)**

SVA provides special education services to scholars who have identified needs. We do adhere to and follow the state and federal guidelines outlined in IDEA.

## **Social, Emotional and Counseling Services**

The overall well-being of scholars is an important and critical component in order for learning and achievement to occur. Sun Valley has licensed counselors who work hand in hand with scholars, families, and the community. Resources are available for families who may need community services and support.

## **English Language Development**

SVA offers services to students whose primary language is not English in accordance with the guidelines set by the Arizona Department of Education, OELAS Department. When required, scholars will be given the AzELLA assessment to determine language proficiency. Curricular supports are individualized based on scholars' language proficiency.

# **XI. SCHOLAR ACCOUNTS AND PROGRAM FEES**

## **A. SCHOLAR ACCOUNTS**

Each SVA student will be assigned a scholar account. Scholar accounts must remain current in order for them to use SVA services that require payment, such as the lunch program and Kids Care.

Weekly account statements will be sent home with the scholar. Parents are expected to make timely payments on their child's account. In the case of delinquent accounts:

- Lunch accounts - scholars will receive an alternate meal.
- Kids Care - scholars will not be permitted to sign into the Kids Care before and after school program.
- Report cards/promotion records will be held until the account is brought current.

**Accounts not current by the end of each grading period will result in the scholar's report card being withheld until payment in full has been made. Accounts not current by the end of the school year will result in the forfeiture of enrollment for the following year.**

## **B. SCHOOL LUNCH PROGRAM**

SVA provides a variety of wholesome lunches to scholars in grades K-8. As a result of the emergency USDA relief program, school lunch and breakfast will be free for the duration of the 2021-2022 school year.

## **C. BEFORE AND AFTER SCHOOL PROGRAMS**

SVA will not provide supervision on school grounds for students in grades Kindergarten through 8 before 6 a.m. or after 6 p.m. Scholars arriving between the hours of 6 a.m. and 7:30 a.m. and remaining on campus after 3 p.m., must be enrolled in the Kids Care Program (unless remaining on campus to participate in after school clubs and sports). Parents are expected to make appropriate arrangements to ensure the safety of their scholars.

### **Kids Care Program**

SVA provides before and after school care for enrolled scholars. Enrollment forms are available in the front office. Kids Care is not offered during intersession and summer break.

#### **Program Hours:**

#### **Monday, Tuesday, Thursday and Friday**

- |                |                    |
|----------------|--------------------|
| Before School: | 6 a.m. – 7:40 a.m. |
| After School:  | 3 p.m. – 6 p.m.    |

### **Wednesday Early Release**

Before School: 6 a.m. – 7:40 a.m.

After School: 1 p.m. – 6 p.m.

#### **Program Fees:**

Annual Registration Fee:	\$45
5-Days per Week:	\$75 per week
3-Days per Week:	\$45 per week
Wednesdays Only	\$15
Sibling Discount:	20% off weekly rate
Late Pick Up:	\$2.00 per minute beginning at 6:01 p.m.

Kids Care payments are due weekly on or before Thursday prior to services rendered. A \$25 late charge will automatically be added if payment has not been received on or before the end of the office business day (4 p.m.) Friday prior to services rendered. If it is a short week due to a holiday, full rates still apply. If paying by check, payments should be made out to Sun Valley Preschool; and a fee of \$25 will be charged for any returned checks.

**\*\*Failure to maintain proper account status and/or continued scholar behavior issues will result in permanent removal from the Kids Care program.**

#### **Drop Off and Pick Up**

Scholars must be signed in and out every day of participation in the Kids Care program. Only authorized persons designated by parents/guardians will be permitted to pick up scholars. Photo ID may be asked of anyone picking up a scholar at any time.

### **D. FUNDRAISING ACTIVITIES**

#### **Fundraising**

SVA may coordinate two major fundraisers each school year. Families are encouraged to participate together in this activity. Door-to-door sales by scholars are strongly discouraged. Other fundraising activities on campus involving scholars shall take place before school, after school, or at lunchtime, and must be approved by SVA administration.

## **XII. SCHOLAR INTERNET ACCESS**

#### **Scholar Acceptable Use**

Scholars will have access to technology and the Internet throughout the instructional day for educational purposes. Scholars and their parents must sign the **Acceptable Use of Technology Agreement** prior to any scholar utilizing technology and/or the internet at school. The **Acceptable Use of Technology Agreement** must be signed every year. Technology/internet use at school is a privilege and permission to use technology/internet may be suspended or revoked. Parents may revoke permissions at any time by notifying either their child's teacher or the office. Guidelines for technology/Internet use are specifically outlined in the **Acceptable Use of Technology Agreement**.

#### **Computer Searches**

School computers, software and Internet access are the property of SVA. Scholars are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access/search records at any time for any reason and without scholar/parent consent.

### **XIII. SCHOLAR AND SCHOOL SAFETY**

#### **A. Medication Policy and Health Screenings**

##### **Medication Management**

Parents/guardians are required to submit a doctor's note to the front office for administration of non-prescription medications beyond a consecutive three-day period. This is to ensure that use of over-the-counter medication is not masking the symptoms of a serious health condition. Over-the-counter medication must be in the original factory container with all warnings and directions intact. No medication in envelopes, foil, or baggies will be accepted.

Prescription medication must be in its original container and labeled by the pharmacist. SVA will not administer any medication, prescription or over the counter, for more than 10 consecutive days. School staff will make every effort to comply with the physician's recommendations. The parent must complete a form giving permission for medication to be administered at school. All medication should be brought to and picked up from the front office by an adult. Scholars should not carry medications to and from school.

##### **Diabetes Management Policy**

In accordance with Arizona Revised Statute 15-344.01, the management of scholars with diabetes in the classroom, on school grounds and at school-sponsored activities shall be in compliance with this policy.

Scholars attending SVA with diabetes shall have a Diabetes Medical Management Plan (DMMP) on file with the school and the DMMP shall be updated and submitted annually.

The DMMP shall:

- Be provided by the parent or guardian
- Be signed by an appropriately licensed health professional or nurse practitioner
- Authorize the scholar to carry appropriate medications and monitoring equipment
- Acknowledge that the scholar is capable of self-administering medications and equipment
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the School
- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the scholar to self-administer and that have been prescribed or authorized for the scholar

##### **Scholar Self-Administration of Medication**

Scholars are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another scholar. The scholar shall immediately report to school administration any theft or loss of the medication and/or equipment brought to the school. Violation of these procedures may subject the scholar to disciplinary action.

- Scholars are required to practice proper safety precautions for the handling and disposal of the equipment and medications authorized under the DMMP.
- Medication must come in the prescription container as provided by the physician and/or pharmacy.
- If a scholar fails to practice proper safety precautions, SVA may withdraw the scholar's authorization to self-monitor blood glucose and/or diabetes medication and develop a plan for administration by a designated staff member.

## **School Administration of Medication**

If a scholar is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the scholar's DMMP will be provided by the school. Two or more staff members will be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording.

School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member. Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a scholar's DMMP.

The school, its employees and members of its governing body, are immune from civil liability with respect to actions taken to adopt this policy and all decisions made and actions taken based on good faith compliance with this policy.

## **Food Allergies**

Allergies may result in severe, life-threatening reactions called Anaphylaxis. Anaphylactic reactions are characterized by the sudden onset of two or more of the following symptoms after exposure to an allergen:

- rash
- throat swelling,
- shortness of breath
- drop in blood pressure
- abdominal cramping
- vomiting

Food allergens are the most common cause of anaphylaxis in school-aged children. Peanut and tree nut allergies are the most common food allergies resulting in anaphylaxis in schools. Best care recommendations state schools prepare to meet the needs of children at risk for anaphylaxis through appropriate prevention and treatment strategies.

### **Anaphylaxis prevention strategies may include:**

- Use of Medic Alert Bracelet
- Allergy free zones: designated lunch tables, student specific classrooms, libraries
- Student aware of location of the health office
- Beginning of year parent letter
- Parent provided safe snacks
- Classroom discussion about allergies
- Sensitivity awareness and education
- Staff (health professional, teacher, food service, and front office staff) training on anaphylaxis and epinephrine auto-injector use
- Parent permission to post/circulate food allergic scholar picture to school staff

### **Educational accommodations may include:**

- An Emergency Action Plan (EAP) including epinephrine auto-injector administration instruction and activation of the 911 emergency response system as outlined by the Arizona Department of Health Services.
- Hand washing and use of disposable wipes

- Encourage no food sharing
- Clean student desks after food events
- For field trips, send medication, wet wipes and EAP

## **B. HEALTH SCREENINGS**

### **Vision and Hearing Screenings**

Each school year, identified scholars will have their vision and hearing screened. Recommendations for follow up with primary care physicians will be sent home with scholars.

## **C. HEAD INJURIES**

SVA will implement reasonable precautionary measures to protect scholars participating in physical education classes and/or school athletic activities who show signs or symptoms of a concussion or traumatic head injury. The SVA Concussion Management Plan will be followed in these instances. A copy of this plan is available upon request.

## **D. CAMPUS VISITS, SCHOLAR DROP-OFF AND PICKUP POLICY**

### **Closed Campus**

SVA's campuses are closed during all hours of school. Scholars are to arrive and stay for their entire school day. Scholars are not to go to a vehicle or leave school without permission from parents, notification of the teacher, and following proper sign-out procedures. Scholars are not allowed to leave campus at lunch unless accompanied by a parent/guardian after sign-out procedures have been followed. Leaving campus without checking out is treated as an unexcused absence and/or truancy.

### **Campus Visitors**

SVA requires all visitors to check in at the front office. Scholars who wish to invite visitors and guest speakers to SVA should proceed through the appropriate teacher and get permission of the administrator or designee prior to the visit. Parents that wish to speak with scholars during school hours are asked to proceed through the front office staff. Parents that need to speak with teachers are asked to set an appointment in advance. Parents of scholars may volunteer in the classroom, but are asked to respect classroom procedures and speak with scholars or teachers outside of class time.

### **Transportation**

Sun Valley Academy is a private transportation school. It is expected that parents are responsible for providing transportation for their scholars.

### **Driveline**

Driveline is the process used to coordinate a rapid scholar release in a safe, quick and orderly fashion. Driveline minimizes our scholars' exposure to extreme weather conditions, parent wait times, scholars wandering around school grounds, and local traffic problems.

Each family is assigned a unique identifier number or Family ID. Color-coded car pick-up tags are issued to each family. The unique tag is to be placed on the vehicle's rear view mirror at pick-up. The Family ID is used within Driveline to link the parent's vehicle with the scholar(s) in their family. Families are given a Family ID tag that can be shared with others who may pick up your scholar(s) or to share with carpools. Extra tags can be requested by contacting the front office.

Upon a parent's arrival to the school at release time, a staff member enters the Family ID from your clearly displayed pick-up tag. This sends the information to the classroom teachers' computers. The scholar is then



released. It is crucial to stress with your scholars that they are to walk directly to the pick-up zone when the Family ID number pops up in their classroom. If your scholar does not come to the zone in a timely fashion, you may be asked to park in a designated spot to clear the Driveline or to simply move forward and wait at the front of the line.

### **Appointment Pick-Up**

It is recommended that parents/guardians who schedule appointments at the end of the school day do so before or after Driveline pick-up times: 2:50 - 3:25 p.m. on Monday, Tuesday, Thursday, and Friday and 12:50 – 1:25 p.m. on Wednesday to avoid being unable to enter or exit the parking lot. If the appointment requires pick up during Driveline times, the parent/guardian will need to park outside the Driveline lanes and come into the office to get your scholar.

## **E. ACCIDENTS AND INJURIES**

SVA is not responsible for accidents involving students while attending school, or school-sponsored extracurricular activities. Students are protected while traveling on chartered buses or regularly-scheduled common carriers by the liability of those carriers.

SVA does not assume any financial responsibility for medical or hospital expenses incurred because of athletic injuries. Athletics are voluntary programs in which the scholar may participate if he/she so desires; but he/she does so at his/her risk of injury.

## **XIV. EXTRACURRICULAR ACTIVITIES**

### **School Clubs**

School Clubs are designed to provide enriching experiences for scholars in a familiar environment after the school day ends. Scholars may participate in club programs after school, as sponsors are available. To be eligible to participate, a scholar will have parent/guardian permission to participate, maintain academic good-standing, acceptable school behavior, follow the instructions from club sponsors, arrive promptly and be picked up on time. A participation fee will be charged for each club. For the safety and enjoyment of all children in the clubs, appropriate behavior is required, consistent with the expectations in any classroom at SVA. Parents/guardians will be notified if your child engages in disruptive behavior. If the disruptive behavior continues, your child may be removed from all future sessions of the club and no refund will be given.

### **Student Leadership Coalition**

The Student Leadership Coalition (SLC) provides scholars with leadership building activities in school and the community. Scholars organize events and communicate with the student body about upcoming opportunities. SLC assists with various activities including book fairs and sporting events, as well as offering school tours to the community. SLC is another mechanism SVA uses to develop leaders.

### **After School Sports/Athletics**

The afterschool sports program is available for scholars. Age restrictions may apply for specific sports. Sports *may* include cross-country, flag football, volleyball, basketball, co-ed soccer, softball, and baseball. To be eligible to participate, a scholar will need to demonstrate acceptable school behavior and maintain a 70% or above in each of their classes. Parents will need to attend the mandatory sports meeting for the season, pay a fee for each sport, and arrange for transportation. Parents are liable for lost or damaged school issued uniform materials. Proper codes of conduct apply to scholars and parents at sporting events.

Parents are required to complete an Athletic/Activity Participation, Consent Form, Warning, Assumption of Risk, and Hold Harmless Agreement for each sport in which their child participates.

### **Athletic Physicals**

A student shall not be allowed to practice or compete in athletics until there is on file with the principal or his/her designee a record of a preparticipation physical examination (PPE) performed by a doctor of medicine (M.D.), an osteopathic physician (D.O.), a naturopathic physician (N.D., N.M.D.), a certified registered nurse practitioner (N.P.) licensed to practice, a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery, or a certified chiropractic sports physician (CCSP). The physical examination for the following school year shall be given on or after March 1.

### **Community Service**

SVA coordinates community service opportunities for scholars. Engaging in service activities allows scholars to make a positive impact in society while learning life skills, expanding their knowledge, gaining exposure in a variety of areas, and providing assistance to those who may need support.

## **XV. SCHOOL CLOSURES**

In the event SVA must close schools for health and safety reasons, extreme weather conditions, natural disasters, or any other reason deemed necessary, parents/guardians will be notified immediately through Class Dojo. Additional communication will be posted on the SVA website and SVA staff may contact families directly through email, text messages or phone calls. During school closures, SVA will maintain ongoing communication with families to ensure the needs of our scholars are met. During long-term closures, SVA will follow guidance provided by the proper government authorities. Such guidance may include meal distribution and ongoing academic instruction. Each closure will be addressed based on the severity of the situation and the timeframe of the school closure.

## **XVI. MARKETING, ADVERTISING AND USE OF SCHOLAR IMAGES**

SVA uses marketing and advertising strategies to promote scholar success, school accomplishments, for advertisement and recruitment purposes, and marketing the district. As a component of the marketing strategy, collateral materials such as flyers, social media posts, videotapes, audiotapes, media releases, etc... are created and may include pictures of scholars, families and teachers. SVA will only use photos of scholars, families and teachers under the following circumstances:

- A media release form has been signed providing SVA with permission to record, film, photograph, audiotape or videotape a scholar's name, image, likeness, spoken words, scholar work, performance and movement, in any form, and to display, publish, distribute or exhibit these or any part (see media release form).
- Pictures, recordings, images, likenesses, etc... will only be used for SVA official purposes including SVA approved websites, SVA social media platforms, posters, advertisements, or by social media platforms expressly owned or authorized by SVA.