

**This agenda belongs to:**

Name \_\_\_\_\_  
Teacher \_\_\_\_\_ Grade \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Telephone \_\_\_\_\_

## **STUDENT HANDBOOK 2009-2010**

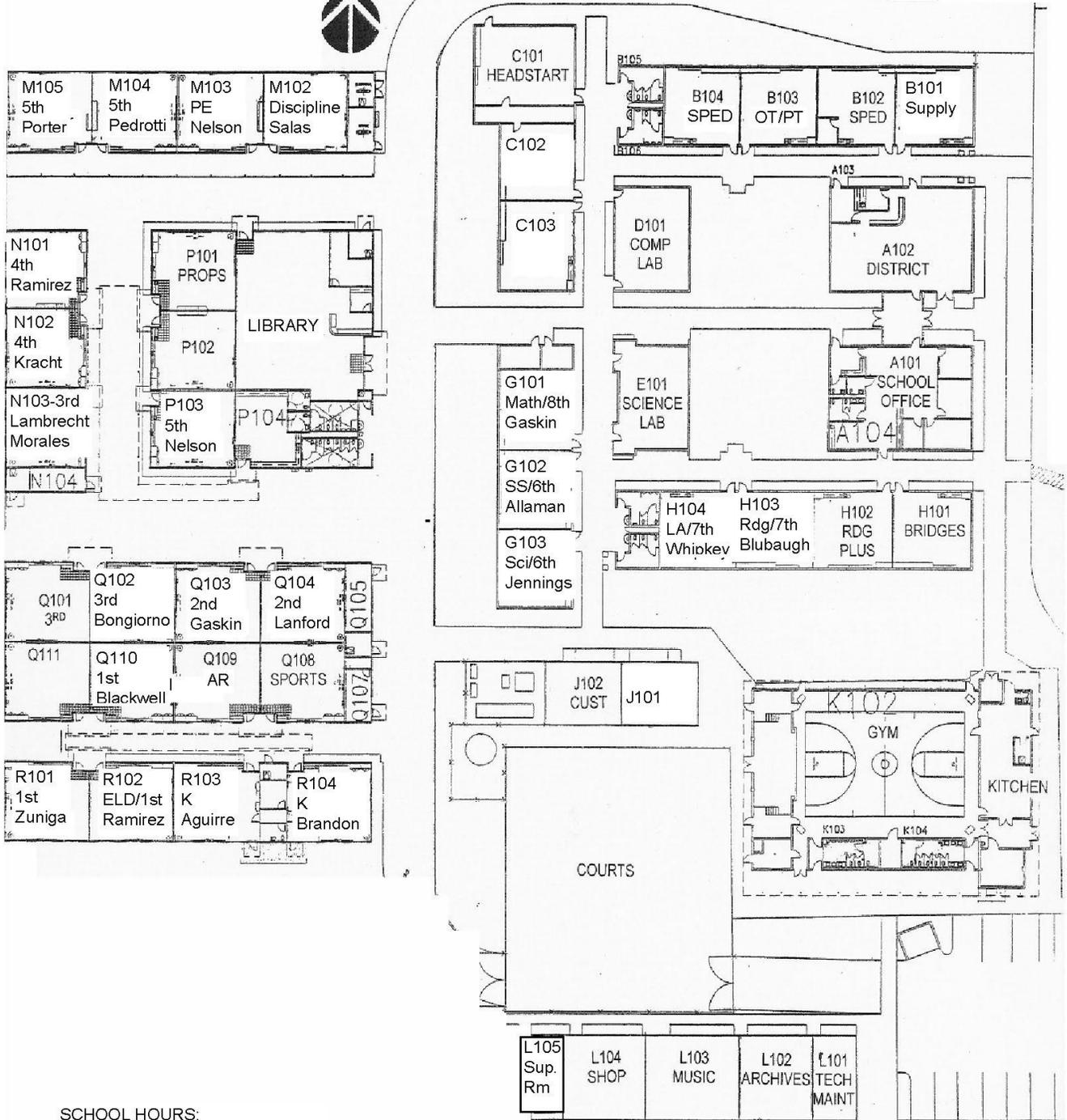
**10700 S. Palo Verde Road  
P.O. Box 108  
Palo Verde, AZ 85343  
(623) 327-3680**

*Robin L. Berry  
Superintendent*

*Robert Aldridge  
Principal*

**PALO VERDE ELEMENTARY  
SCHOOL**

# PALO VERDE ELEMENTARY SCHOOL



SCHOOL HOURS:  
 Office Hours 7:30 am - 4:00 pm  
 Cafeteria Opens: 7:40 am

**PALO VERDE ELEMENTARY SCHOOL #49**  
**2009-2010 Calendar**  
 Adopted 4/13/09

-  First/Last Day of School
-  Holidays/Inservices
-  40th/100th Days
-  End of Grading Quarters
-  Early Release/Teacher Workday

**JULY** 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Independence Day  
 31 Teacher Inservice

**AUGUST** 19

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-4 Teacher Inservice  
 5 First Day of School  
 17 Open House, 7 PM

**SEPTEMBER** 21

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 Progress Reports  
 7 Labor Day  
 30 40th Day

**OCTOBER** 17

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 End of 1st Quarter (42 Days)  
 5-9 Fall Break  
 15-16 Parent Teacher Conf.  
 16 Report Cards

**NOVEMBER** 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Veterans' Day  
 13 Progress Reports  
 26-27 Thanksgiving Holiday

**DECEMBER** 14

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 End of 2nd Quarter (47 Days)  
 21-31 Winter Break

**JANUARY** 19

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Break  
 8 Report Cards  
 18 Martin Luther King, Jr Day  
 19 100th Day

**FEBRUARY** 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

5 Progress Reports  
 15 Presidents' Day

**MARCH** 18

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 End of 3rd Quarter (48 Days)  
 15-19 Spring Break  
 25 Parent Teacher Conf.  
 26 Report Cards

**APRIL** 21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Spring Holiday  
 16 Progress Reports

**MAY** 14

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Last Day of School (44 day quarter)

**JUNE**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## 2009-2010 SCHOOL EVENTS

July 31	Teacher In-Service
August 3, 4	Teacher In-Service
August 5	First Day of School
August 17	Open House, 7:00 P.M.
September 4	Progress Reports Home
September 7	No School - Labor Day
September 25	School Pictures
October 2	End of First Quarter
October 5 - 9	No School – Fall Break
October 15-16	Parent/Teacher Conferences, 12:30 release
October 23	Report Cards Home
November 11	No School – Veteran’s Day
November 12	Picture Re-Take Day
November 13	Progress Reports Home
November 18	Community Thanksgiving Dinner
November 27-28	No School - Thanksgiving Holiday
December 16	Community Christmas Dinner
December 18	End of Second Quarter
December 21 – January 1	No School - Winter Break
January 8	Report Cards Home
January 18	No School – MLK Day
February 5	Progress Reports Home
February 15	No School – Presidents’ Day
March 12	End of Third Quarter
March 15-19	No School – Spring Break
March 25	Parent/Teacher Conferences, 12:30 release
March 26	Report Cards Home
April 2	No School – Spring Holiday
April 16	Progress Reports Home
May 18	8 <sup>th</sup> Grade Banquet
May 19	Graduation
May 20	Last Day of School, 11:30 release

**EVERY WEDNESDAY THROUGHOUT THE ENTIRE YEAR WILL BE AN EARLY DISMISSAL DAY WITH DISMISSAL AT 1:30.**

## 2009-2010 SCHOOL YEAR

This parent-student handbook has been prepared to provide essential information to the students and parents of Palo Verde School. Please take a few minutes to review the contents together.



### WELCOME

The administration and staff would like to take this opportunity to welcome you to Palo Verde School. The information in this handbook has been compiled to help you succeed at Palo Verde School. The entire staff is here to assist you with your education. Come and share our positive attitude and vision of excellence.

### MISSION AND ORGANIZATION

It is the school's responsibility to provide an environment, which motivates students to develop academically, physically, and socially, developing values, attitudes and skills required to function successfully in life and occupation. Students share with their parents and the school the responsibility for creating a positive school atmosphere. We believe that the primary purpose of the school is to provide a strong academic foundation for each student within a safe, secure environment.

The superintendent of the school determines that matters of school policy are in conformance with school district policy, and helps the teachers and parents understand the aims and purposes of the school. This administrator makes available to the teacher necessary materials and assists teachers in developing the instructional program.

When you have any question in regard to the operation of the school or any question about your child and his/her program of activities, you should contact the teacher, principal or superintendent.

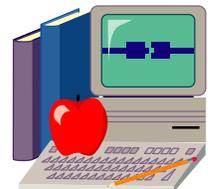
### VISION

It is the vision of the Palo Verde School District to design and promote a quality, effective school focused on the precept that all students can learn.

Palo Verde School will design and implement school programs, which will encourage students to:

- A. Apply critical thinking skills to everyday situations.
- B. Engage critically and constructively in the exchange of ideas for effective communication.
- C. Utilize appropriate study and research skills.

Each student's instructional program shall include but not necessarily be limited to fine arts, comprehensive health education, mathematics, language arts, science and social studies.



### CURRICULUM

#### A. Curriculum Guide

A Palo Verde School Curriculum Guide has been developed and outlines the scope and sequence of concepts and skills K-8 for all curriculum areas. The guide provides a complete perspective of the educational program, which clearly defines instructional sequence, continuity between levels and areas of curriculum responsibility.

#### B. K-8 Grade Level Academic Standards

Palo Verde School has aligned the Arizona State Academic Standards for each grade level, K-8. The purpose of the Academic Standards is to ensure the K-8 continuity of state required curriculum skills and expectations. Upon satisfactory completion of grade level standards requirements, program objectives and attainment of competencies at the level determined appropriate by the district, a student will be prepared to move into the next higher grade.

#### C. Intervention Programs

Instructional programs designed to meet the needs of students who require intervention instruction will be provided where needed. Criteria for determining a student's eligibility for an intervention program has been developed by the Palo Verde School District's professional staff.

#### **D. Special Education**

When it becomes evident that a child has some exceptionality that is not permitting maximum performance in the regular class, it becomes necessary to evaluate the child's program, and if at all possible, provide a program which aids in the fullest development of the child's potential. For this reason, Special Education exists in Palo Verde School. Every child has the right to an education suitable to abilities and needs.

#### **E. Gifted Services**

Gifted services are provided under the guidance of the Gifted Coordinator. Students will be assessed to determine areas of giftedness, and an extension program is provided for these students in the regular classroom environment.

#### **F. Eagle Project (Bridges and Reading Plus**

Instructional activities and programs designed to meet the intellectual development needs of students will be provided through the Eagle Project. Criteria have been developed for determining a student's eligibility for the Eagle Project, a positive, success-oriented learning experience available to all students.

#### **G. Textbooks, Workbooks, Supplies and Library Books**

Textbooks will be furnished to your child. Each child is responsible for the proper care and return of the books. A fine will be charged for the loss, destruction or misuse of textbooks. Palo Verde School will supply some needed school supplies.

Students in Grades 2-8 are issued an **Agenda/Planner**. This is an organizer/planner that helps students understand expectations, create timelines, set goals, monitor progress, and track their own success. The agenda provides one place for students to record all assignments, has the school calendar, and contains THIS handbook. The organizer section of the Planner makes up the bulk of this handbook. The Agenda/Planners are an effective learning tool for students, a vital communication tool for parents, and a real teaching tool for educators.

One Agenda/Planner is issued **FREE** to each student. Lost or misplaced Planners **MUST** be purchased for \$5.00.

Our school maintains a library for student use. If your child checks out a book, the responsibility for the proper care and return of the book is the parent's and children. A student will be charged the replacement cost for any book lost or misused.

#### **H. Curriculum Evaluation**

1. The TerraNova Achievement Test is administered in grades 1-2 and AIMS DPA in grades 3 – 8 as measurements of student achievement in Reading, Language, Mathematics, and Science in grades 4 & 8.

2. On-going evaluation using the Arizona Academic Standards will occur throughout the year.

#### **I. After School Study Hall/Detention**

Two very important elements of the education process are good attitude and good behavior in the classroom and assigned homework being completed and turned in when due. To encourage the students in these areas, Palo Verde School has established MANDATORY After School Study Hall/Detention for students who are referred or that DO NOT turn in homework assignments. After School Study Hall/Detention is held on most Mondays, Tuesdays, and Thursdays from 3:00 until approximately 4:10. Students are to record homework assignments in their agendas. Parents are encouraged to stay abreast of assignments due and the progress of their child. By looking at the planner each evening parents can determine what homework is due on the next school day.

The After School Study Hall/Detention is part of the regular educational program at Palo Verde School. THIS IS NOT AN OPTION NOR IS THERE A CHOICE INVOLVED. Students WILL remain after school if referred there or if homework is NOT turned in. The school recognizes that, on occasion, emergencies do occur and a student may be unable to remain for study hall/detention. In these cases, the student will be expected to make up the missed study hall/detention or an additional consequence will be applied.

The staff appreciates the cooperation of parents in our quest to provide a quality education for the students.



### **ACADEMIC ACHIEVEMENT**

#### **A. Grading System**

A District-developed grading system will be utilized, appropriate to the grade level and curriculum. Teachers will keep a careful record of the grades assigned to students. Written reports to the parents concerning student achievement will be made every nine weeks by the teacher, and additional written reports will be made when necessary. Additionally, teachers will confer with parents when necessary concerning academic progress and discipline of students. Teachers will report to parents on

students' conduct, scholarship, attendance or excessive tardiness.

**B. Criteria for Selection of Valedictorian and Salutatorian**

Grades from grade 6, 7 and 3 quarters of grade 8 are the determining factor used to choose the Valedictorian and Salutatorian. Discipline records will be considered to be determining factors where needed.

**C. National Junior Honor Society**

Recommendations of 7<sup>th</sup> and 8<sup>th</sup> grade students for NJHS must portray the following attributes: *scholarship, leadership, service, character, and citizenship*. For each year of eligibility, the attributes will be displayed for the first three grading periods of the school year, maintaining an 85% or higher in each graded class.

**D. Parent-Teacher Conferences**

It is important that the parent or guardian be kept informed of their child's progress in school. The professional staff will make every effort to contact the home in order to report progress or to seek assistance when a learning problem is recognized or unresolved. The professional staff will schedule parent conferences as often as is necessary to achieve optimum understanding between the home and the school. Conferences are held regularly each year for all students K-8. Parents are also invited to schedule conferences with school personnel in an effort to promote home/school communications.

**E. Reporting Progress**

Pupils will receive report cards following the end of each nine-week period. Mid-nine week reports of failing or unsatisfactory work will be sent to parents. Unsatisfactory work may mean a pupil is not working to capacity or is in danger of failing if the quality of work is not improved. A failing notice means that a pupil is not doing work of sufficient nature to justify credit at the time the report is sent. Students must maintain a passing grade of at least 66% in all graded subjects in order to participate in any extra-curricular activity. A student who is ineligible for extra-curricular activities may not practice for that activity until the grade or grades meet criteria. Assessments will be taken each week during the year.

**F. Homework/Projects Grade 1-8**

1. Homework is designed to broaden the student's program, to provide additional practice to reinforce skills learned at school, or to help make up assignments not completed in class or missed due to absence.

2. Homework will be assigned to students only if an instructor feels it is necessary for completion of

educational goals or learning expectancy criteria. Each assignment will have definite and clear objectives, and students should be properly prepared in class to complete that assignment on their own. New concepts will not be presented in homework/projects.

3. Instructors will check homework/project assignments. Students should understand their errors and be encouraged to make corrections as necessary.

4. Quantities of daily homework/projects assigned are dependent upon age and grade level with the following suggestions:

Grades 1-2-3	15-30 minutes
Grades 4-5	30-60 minutes
Grades 6-7-8	45-75 minutes

These times may vary according to individual student work habits and the teacher's judgment of student capabilities.

5. After School Study Hall/Detention will be assigned if homework is not regularly completed.

**G. Promotion, Advancement and Retention Policies**

Since mastery of the fundamental skills is necessary for success at each succeeding grade level, the first consideration should be given to the mastery of these skills in considering a pupil for promotion, advancement or retention.

1. **Promotion** is defined as progression to the next higher grade on the basis of satisfactory achievement in the curriculum of the grade level that is reported upon. It also assumes good attendance and reasonable social and general adjustment to the particular school age being considered.

2. **Advancement** is defined as progression to the next higher grade on the basis of social and physical consideration only. It will be understood in cases of advancement that achievement in the curriculum of the grade level being reported upon has been unsatisfactory. Parents/guardians will be advised in writing should advancement be considered.

3. **Retention** is defined as repeating the same grade a second year. If a child is in danger of retention, written notices will be sent and conferences will be held with the parent/guardian.



## ATTENDANCE

### **A. Reporting Absences**

There are two types of absences, excused and unexcused.

**Excused** - It will be the responsibility of the parents or the guardians to notify the school of excused absences as soon as possible after the absence occurs. This must be done within forty-eight hours after the absence, in writing.

**Unexcused** - Any absence that is not reported by the parents or guardians will be counted as unexcused.

When a student has accumulated five absences, a written notice will be sent to the parents or guardians.

When the absences accumulate to ten, the juvenile authorities may be notified in writing with a copy to parents or guardians and any further absences may be forwarded to the juvenile authorities.

### **B. Extended Student Absences During the School Year**

Throughout the school year, parents take students out of school for an extended period of time because of scheduled vacations, family emergencies and other extenuating circumstances.

The school is obligated to inform the parent of the following:

1. The absences, however short, will interfere with the child's progress.
2. The absences may affect the grades the child will receive for that grading period, and may affect promotion.
3. Each grade earned is the direct result of the student's class participation and written performance.
4. Students will receive an "Incomplete" for all work missed during an absence imposed by parents. Provisions for homework assignments will be at the discretion of the teacher. All "Incomplete" grades must be removed on the basis of a maximum of 2 days to make up each assignment missed beginning with the date the student returns to school. After the 2-day make up period the "Incomplete" grades become a zero.

### **C. Continued Absences**

Continued absences will be investigated. State law holds parents responsible for the regular attendance of their children. In an effort to assist parents in keeping children in school, the school will, in those cases where such is necessary, bring legal charges against the parents for continued absence of a child.

### **D. Perfect Attendance**

Many students strive for perfect attendance throughout the school year. To achieve perfect attendance a student must have zero excused and unexcused absences throughout the school year.

## SCHOOL ADMISSIONS AND WITHDRAWALS

### **A. Residency Requirements**

1. All children residing within the boundaries of the school district will be admitted to the school program if admittance requirements are met and if direct action has not been taken by the Board or school officials to bar such entrance. Students in Palo Verde School must have listed on their enrollment form the name of their parents or legal guardians even though the student does not reside with his parents or legal guardians.

2. Palo Verde Governing Board has established capacities of 25 students for grades K-3 and 30 students for grades 4-8. All resident pupils will be enrolled even if capacity is exceeded. An out of district open enrollment packet and application will be supplied upon request so that students from outside the Palo Verde District have the opportunity to request enrollment within this district.

3. Parents of children residing in another school district must be responsible for all transportation.

### **B. Birth Certificates**

Birth certificates are required for students enrolling for the first time in Palo Verde School. If a birth certificate cannot be presented, a passport or Baptismal record is acceptable. If neither of these are available, the parent has thirty days to provide a certified copy of the birth certificate.

### **C. Kindergarten and First Grade**

1. The entrance age for Kindergarten students is five (5) years of age prior to 12:01 a.m., September 1 of the current school year.

2. Students who have previously attended Kindergarten but who are not age eligible for first grade will be enrolled in Kindergarten.

3. Kindergarten is not mandatory in the state of Arizona.

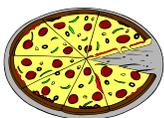
4. The entrance age for first grade students is six (6) years of age prior to 12:01 a.m., September 1, of the current school year. If a student is not of chronological age to enter first grade, according to the state guidelines, but has successfully completed one semester in the first grade in another school, he/she may be qualified to be enrolled in the first grade; however, the student must be six years of age prior to January 1 of the current school year. Official documentation must be furnished by the parent to the local school officials covering the student's attendance and academic progress in the former school in which the student was enrolled.

#### **D. Elementary Grades Two through Eight**

A student applying for admission to grades two through eight will be placed on the basis of prior schooling. The District will determine, subsequently, whether there should be any change in the grade placement of the student.

#### **E. Procedures for Withdrawing Students**

It is the responsibility of the parent or guardian to notify the school office at least five days prior to the withdrawal date. A student who leaves or withdraws prior to the last ten days of school will be considered as transfer status with no promotion, advancement or retention indicated on the report card or permanent record. A student who withdraws within the last ten (10) school days before the second semester ends will be promoted, advanced, or retained but should expect a reduction in grade. In all cases of early withdrawal, teachers will not provide advance assignments.



### **SCHOOL SERVICES**

#### **A. Cafeteria Services**

Our school maintains a cafeteria. The cafeteria must meet minimum standards as to quantities and qualities of food served. It must meet standards of cleanliness, and must provide a healthful meal served in pleasant surroundings. The school encourages the purchase of meals by the week or month. Children's meal charges are discouraged by the Child Nutrition Program office, the United States Department of Agriculture, and the state Auditor General. A \$3.00 limit is set on the amount of charges that will be accepted. After the \$3.00 limit, until such a time as all charges are paid, the student will be served a peanut butter and jelly sandwich. Meal money will be collected before school and

during the morning recess. Students will pay for meals in the cafeteria.



#### **B. Health Services**

Parents have the primary responsibility for the health of their children. All children are expected to come to school clean at all times, adequately rested and to be in optimum good health. At school, the principal, teacher, office personnel, as well as others, are concerned for the protection and the health and safety of your child. Parents are asked to be especially careful in completing the health card that is kept at school. Children who are or have been infected with any communicable disease will be excluded from school and gatherings of children during the prescribed period of recovery.

##### 1. When to Keep Your Child at Home

No child can really enjoy his school when he is not physically up to par. Furthermore, the child may spread communicable disease among the other children. Please keep your child at home when he/she has the following symptoms:

Nausea or vomiting	Chills
Fever or flushed face	Skin rash
Sore throat or severe cough	Runny nose
Red or swollen joints	

##### 2. Administration of Medication(s) at School

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over the counter medication, in the original container with all warnings and directions intact.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

### 3. Immunizations

Immunization Regulations - It is unlawful for any student to be enrolled in school unless he or she has been immunized and can provide satisfactory evidence of such immunization. Students already enrolled who have turned in records previously need only to produce evidence of boosters taken throughout the year. The following immunizations are required:

<b>IPV, OPV</b> (Polio)	3 doses, but one more dose if 3rd dose was given before 4th birthday.
<b>DTP/DT/DTaP/ Tdap</b> (Diphtheria, Tetanus, Pertussis)	4-5 doses, but one more dose if 4th dose was given before 4th birthday. 1 Tdap is required after 5 years have passed since Last DTaP, DTP, DT or Td.
<b>MMR</b> (Measles, Mumps Rubella)	2 doses, both <u>must</u> be on or after the 1 <sup>st</sup> birthday.
<b>Hepatitis B</b>	3 doses over a 4-6 month period.
<b>Varicella</b>	Kg, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grades are required to have record of immunization or history of disease.
<b>Meningococcal</b>	1 dose at 11 years of age

### **SCHOOL RECORDS**

Palo Verde maintains a complete permanent record for each student who is currently enrolled. Records include: grades, attendance, health, results of standardized achievement tests and intelligence, aptitude, interest test, or inventories.

#### **A. Disclosure to Parents, Educational Institutions and Agencies**

1. Transcripts, grade reports and all other information within reasonable limitations will be released and/or reviewed with parents or guardians.

a. Either parent, although divorced or separated, is allowed access to educational records of their child unless specified by Court Order.

b. An administrator is authorized to require proper identification of any parent or guardian requesting records for release or review.

c. The persons reviewing the student record must do so in the presence of the administrator or other personnel authorized by the administration.

d. Any other request for transcripts, grade reports or other information requested by a third party must be accompanied by written approval from the parent or guardian.

e. Any third party reviewing or obtaining records must complete a form, which specifies the purpose for which the information will be used, what information was reviewed or obtained, and the signature of the third party. The completed form must then be placed into the student's cumulative record.

f. Persons objecting to specified information within a student record may request that removal, but must specify in writing the information. This must be submitted to the Administrator whose decision will be final.

2. A request for a transcript or other academic information from another institution of learning will be honored as a matter of inter-institutional courtesy. There is no need to secure prior approval from the student and/or parent or guardian.

3. Requests from research organizations making statistical studies may be honored without prior approval provided no personally identifying information about the student is supplied.

#### **B. Disclosure of Directory Information**

1. Extreme caution is used when any information is released in response to telephone inquiries. Unless otherwise notified by parents, the following directory information may be given without written permission. Directory information, which may be released by Palo Verde School, is:

- a. whether or not the student is currently enrolled
- b. the school or division in which he is or was enrolled and his class
- c. dates of enrollment

2. Release of addresses or telephone numbers will be approved only by the Principal's office.

3. Urgent requests for student information: address, telephone number or immediate whereabouts, based upon an apparent emergency will be determined by the Principal.



## STUDENT TRANSPORTATION

Students are eligible for school transportation if the walking distance to school is at least 1.0 mile. Exceptions may be made if hazardous walking conditions exist or if a student is handicapped.

Students who come to school by bus are considered to be on campus while enroute to and from school. Upon arrival at school, no student may leave the campus without permission of school authorities.

Buses must operate on rigid schedules therefore, it is imperative that students be prompt in boarding and leaving their bus.

### A. Assigned Bus Stops

Students will not be permitted to leave the bus on the way to and from school except at their regularly assigned stop.

### B. Transporting Non-School Persons

Drivers shall not transport any person who is not enrolled in the Palo Verde School District without the express permission of the Superintendent.

### C. Transporting Non-Bus Students

Drivers shall not transport any student who is not a regular bus student to and from school.

Exceptions may be considered by the Director of Business Services. The criteria for exceptions would be determined by State bus regulation.



## PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance shall be recited daily by students. Students will have the right to refrain from participation in these activities due to sectarian, denominational or conscientious views; however, the exercise of this right may not interfere with the rights of others.



## SCHOOL BOARD POLICIES CONCERNING DISCIPLINE

### A. Student Discipline

A student may be subject to disciplinary action and reporting to law enforcement when the student:

- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, such as:
  - \*Fighting or engaging in violent behavior
  - \*Making unreasonable noise
  - \*Using abusive or obscene language or gestures
  - \*Obstructing vehicular or pedestrian traffic
  - \*Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose
- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
  - \*Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband
  - \*Selling, using, or possessing obscene materials
  - \*Using threatening, profane, vulgar, or abusive language (including ethnic slurs)
  - \*Gambling
  - \*Hazing
  - \*Engaging in lewd behavior
  - \*Public displays of affection, ie: kissing, holding hands, hugging.
- Engages in any of the following forms of academic misconduct:
  - \*Lateness for, missing, or leaving school or class without permission or excuse
  - \*Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion)
  - \*Plagiarism
- Engages in conduct in violation of the Board's rules and regulations for the maintenance of public order of school property
- Has a record of excessive absenteeism
- Is believed to have or actually has committed a crime

## Permissible Penalties

The ranges of penalties that may be imposed for violations of student discipline rules may include but are not limited to, the following:

- \*Verbal warning
- \*Written warning
- \*Written notification to parents
- \*Probation
- \*Detention
- \*Suspension from transportation
- \*Suspension from athletic participation
- \*Suspension from social or extracurricular activities
- \*Suspension of other privileges
- \*Corporal punishment
- \*Exclusion from a particular class
- \*Lunch detention
- \*In-school suspension
- \*Recess suspension
- \*Involuntary transfer
- \*Suspension
- \*Expulsion

Depending upon the nature of the violation, student discipline shall be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A district employee or agent will take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

### **B. Detention of Students**

Reasonable detention during and after school hours is permitted, provided that appropriate consideration is given to student transportation, weather, and other extenuating circumstances.

### **C. Student Suspension/Expulsion**

The authority to suspend a student for up to ten days after an informal hearing is held rests with the Superintendent or designee. If a clear and present danger to students or staff is present, the Superintendent may immediately remove the student from school, with a notice and hearing following as soon as practicable. Each suspension shall be reported within five days to the Governing Board by the person imposing it.

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due-process procedures are instituted. Students will not be released early from school unless parents have been notified.

A recommendation to suspend for over 10 days or expel shall be the Superintendent's. The authority to suspend for over 10 days or expel rests only with the Board. All expulsions requested shall have supporting data indicating the due-process procedure followed, the alternatives attempted, and the various District and approved agency resources used by the teachers, superintendent, support staff and parents to help the student adjust to the school environment.



## GENERAL POLICIES AND RULES

### **A. Alcohol Use by Students**

The use or possession of intoxicants on school property or at school events is prohibited.

Any student in violation of the provision of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

When it is evident that a student has consumed alcoholic beverages off school property and/or before a school activity, he will not be allowed to be on school property or to participate in school activities. Students who violate this policy will be subject to the same penalties as for possession and/or consumption on school property. Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

### **B. Care of School Property by Students**

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the Administration at once.

No student shall damage or deface any property belonging to the District. The District may institute formal charges for the purpose of having the court order the minor, or his parent, to make full or partial restitution to the District in accordance with law.

### **C. Dangerous Weapons in the School**

No student shall knowingly, intentionally, or recklessly go onto the school premises with a firearm, explosive weapon, knife, simulated weapon, or any other dangerous or illegal instrument, unless pursuant to written regulations or written authorization of the District. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, knife, simulated weapon, or other dangerous or illegal instrument. Any student violating this policy may be suspended or expelled.

### **D. Hazing**

There shall be no hazing of any student in attendance at the school. Hazing is defined as any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace, any student.

### **E. Smoking by Students**

In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, and because the Board cannot condone the use of tobacco by students, the Board prohibits the possession, smoking, or use of tobacco by students:

- \*In school buildings
- \*During the school day
- \*On school grounds
- \*At school sponsored events
- \*On school buses

The penalty for possession and/or use of tobacco or similar products will be determined by the Superintendent. Such penalties may include suspension from school.

A student may be recommended for expulsion from school when there is evidence of repeated and continuous disregard of regulations and policies of the school related to possession and use of tobacco or similar products.

### **F. Student Conduct**

A student shall be defined as any person who is regularly enrolled in good standing in an education program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students in school buildings, on school grounds, using District property for any purposes, or attending a District-sanctioned event shall not engage in:

- ◆ Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.

- ◆ Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- ◆ Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- ◆ Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- ◆ Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- ◆ Conduct or speech that violates commonly accepted standards of the District and that under the circumstances, has no redeeming social value.
- ◆ Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- ◆ Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations for student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

### **G. Student Conduct on School Buses**

The Board requires students to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student does not conduct himself properly, the bus driver will inform the Director of Business Services and the Superintendent, of the misconduct. The student's conduct may then be brought to the attention of the parents, resulting in suspension of riding privileges.

Students who become serious disciplinary problems related to school transportation will have their riding privileges suspended. In such cases, the parents of the student involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

#### **H. Student Dress Code**

The staff will implement the policy and regulation regarding student dress and appearance. The safety dress code as prescribed shall be followed. Footwear must be worn at all times.

Unacceptable items include, but are not limited to, the following:

- \*Immodest clothing
- \*Slits and holes in clothing
- \*Stocking caps or hair nets
- \*Clothing or articles worn other than the way they were intended to be worn

If dress is deemed inappropriate or distracting to the learning environment, students will be asked to change.

#### **I. Student Drug Abuse**

The non-medical use, possession, or sale of drugs on school property or at school events is prohibited. Non-medical is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition”.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, “drugs” shall include, but not be limited to:

- \*All dangerous controlled substances prohibited by law.
- \*All alcoholic beverages.
- \*Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.
- \*Hallucinogenic substances.
- \*Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or

expulsion in addition to other civil and criminal prosecution.

#### **J. Visitors to the School**

Parents are encouraged to visit the school.

All visitors to the school must report to the office upon arrival.

The classroom teacher and Principal shall be informed as to the day and time of the visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher’s first responsibility is to the children, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the Principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the Principal.

Anyone who is not a student or staff member of the District, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under the law.

The District does not permit classroom visits by children who are not students in the District.

#### **K. Discipline Plan**

##### Schoolwide Rules

- 1) Follow directions the first time given.
- 2) Stay within assigned areas.
- 3) Keep hands, feet, and objects to yourself.
- 4) No name-calling, cursing, or teasing.
- 5) No personal items, toys, games, etc.
- 6) Cell phones will be turned off on campus.
- 7) No phone calls, texting, or pictures with cell phones on campus.

##### Restroom Rules

- 1) Follow directions the first time given.
- 2) Use facilities properly.
- 3) No playing in the restrooms.

### Cafeteria Rules

- 1) Follow directions the first time given.
- 2) Speak in soft voices.
- 3) Use proper manners.
- 4) Clean up after eating.
- 5) Walk, don't run.
- 6) No students allowed in kitchen area without permission.

### Schoolwide Consequences for Schoolwide Restroom, or Cafeteria Rules

- 1) Warning.
- 2) Written parent contact.
- 3) Lunch/Recess suspension or In-School suspension and parent contact.
- 4) Increased Lunch Recess suspension, In-School suspension, or suspension from school and parent contact.
- 5) Severe or repeated problems result in immediate referral to the Principal and will result in more severe consequences.

### Playground Rules

- 1) Follow directions the first time given.
- 2) Keep hands, feet, and objects to yourself.
- 3) No name-calling, cursing, or teasing.
- 4) Stop playing when the bell rings, or when playground time has ended.
- 5) Use equipment properly.

### Playground Consequences

- 1) Warning
- 2) Time out
- 3) Recess suspension

### Automatically Considered Severe

- 1) Fighting.
- 2) Possession of weapons.
- 3) Possession of alcohol, tobacco, or drugs.
- 4) Pulling fire alarm when not necessary.
- 5) Repeated discipline problems.

### Severe Options

- 1) In-school Suspension
- 2) After school detention (on scheduled specific days, parents may be required to provide transportation home)
- 3) Suspension from school
- 4) Expulsion

### Bus Rules

- 1) Follow directions of driver.
- 2) Stay in your assigned seat.
- 3) Keep hands, arms, legs, and objects to yourself.
- 4) No swearing or loud talking.
- 5) No pushing, shoving or fighting.
- 6) Do not damage the bus in any way.

- 7) No eating or drinking on the bus, except water.
- 8) No personal items, toys, games, etc.
- 9) Have proper authorization from the school office to be allowed to go home with another student, other than at your normal stop.

### Bus Consequences

- 1) Student Warned/possible reassigned seat.
- 2) Discipline aide/office notified, parent contact.
- 3) Bus Suspension/5 days
- 4) Increased bus suspension/10 days

### Bus Rewards

- 1) Verbal praise
- 2) Other rewards as available

## **Schoolwide Reward Programs**

### Activity Every Month

Every month there will be a schoolwide reward activity for Good Citizens (students with no discipline referrals for the month, and who have demonstrated good attitude and good behavior in the classroom).

Activities may include:

- a. ice cream
- b. extra treat with lunch
- c. popcorn "party"
- d. special prizes or assemblies

### Citizen of the Year

Students modeling exemplary behavior and responsibility will be rewarded. Qualifications include enrollment prior to October 1, no referrals to the discipline room, no missing homework assignments, and teacher recommendation. These students will be rewarded at the end of the year and may be eligible for a year end field trip.

## **L. Eighth Grade Trip**

Each school year it is the custom at Palo Verde School to allow the eighth grade to engage in fund raising activities, the proceeds of which are used for an end of year graduation trip. The amount of money raised by the class as a whole determines the destination. Obviously, the more money raised the more elaborate the trip may become.

At the beginning of each school year the eighth grade sponsor will acquaint the students with the various alternatives in trip destinations, directly related to the amount of money raised by the class. The students' suggestions for destinations and their

diligence and success in raising funds will be the deciding factor for the annual trip.

#### Exclusion from School Trip

If in the course of the school year an eighth grade student accumulates 15 or more absences that student will not be allowed to participate in the class graduation trip. In addition, if an eighth grade student is suspended from school for any reason they will be excluded from participation in the graduation trip. These are the minimum requirements; additional requirements will be explained to students.

#### **M. Emergency Information – Palo Verde Nuclear Generating Station**

There are four emergency classifications given to problems, which could occur at the nuclear power plant. The following terms explain each of the classifications. Unusual Event: A minor problem has taken place. No release of radioactive material to the atmosphere is expected. Small amounts of radioactive material could be released inside the plant. Alert: This is also a minor problem. Small amounts of radioactive material could be released inside the plant. Federal, state and county officials will be notified of the problem. Site Area Emergency: A more serious problem has taken place. Small amounts of radioactive material could be released near the plant. Government officials may direct special actions, sound the sirens and disseminate emergency information over radio and television broadcasts. General Emergency: This is the most serious kind of problem. Radioactive material could be released outside the plant site. Government officials will direct special actions, sound the sirens and disseminate emergency information over radio and television broadcasts.

#### School Procedures (for schools within the Emergency Planning Zone)

1. At an Unusual Event classification, government agencies will be informed by PVNGS of the situation but no emergency response is required.
2. At an Alert classification, government agencies will respond and activate their Emergency Operations Centers (EOC). Maricopa County will notify each school of the Alert Classification. Normally no protective actions will be necessary.
3. At a Site Area Emergency Classification, government agencies will respond and activate their EOC's, if not already activated because of an Alert Classification. Maricopa County will keep each school informed of the plant status and will also contact the school when a decision

is reached by the Governor, or his representative, regarding protective actions. Maricopa County will inform the schools regarding evacuation decisions and let them know which Reception and Care Center will be open for the evacuated students and staff. The following schools have been designated as Reception and Care Centers: Wickenburg High, 1090 S. Vulture Mine Rd, Wickenburg; Buckeye High, 902 Eason Ave., Buckeye; Desert Edge High, 15778 W. Yuma Rd, Goodyear. School buses located on the school sites will be used to conduct the evacuation. At the Reception and Care Center, students and staff will be monitored by a radiological monitoring team for any radioactive contamination and will be decontaminated, if necessary. Teachers will supervise the students under their care until they are released to their parents.

4. At a General Emergency classification, government agencies will respond and activate their EOC, if not already activated for another classification. Maricopa County will keep each school informed of the plant status and will also contact the school with protective actions. Maricopa County will inform the school regarding evacuation decisions and let them know which of the designated Reception and Care Centers will be opened for the evacuated students and staff. School buses located at the schools sites will be used to conduct the evacuation. At the Reception and Care Center, students and staff will be monitored by a radiological monitoring team for any radioactive contamination and will be decontaminated, if necessary. Teachers will supervise the students under their care until they are released to their parents.
5. Questions about these procedures should be directed to Maricopa County Emergency Management at 602-273-1411.

This handbook is meant to be a guide for students and parents. It is not all-inclusive of every rule, regulation, activity, and procedure that is followed on campus. Students may receive other information either verbally or in written form.

**PALO VERDE ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM 2009-2010**

*Please complete this form and return to the school office.*

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Grade

***Our signatures indicate that we have received, read, and  
understand the 2009-2010 Student Handbook.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date