

**Parent Handbook**

**For**

**Happy Valley School**

**2016 - 2017**



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**[www.happyvalleyschool.org](http://www.happyvalleyschool.org)**

# **Special Notices**

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## **Credentials of Current Staff Members**

The resumes of all teaching staff are available in the front office for public viewing. All staff members employed by Happy Valley School must obtain a First Class Fingerprint Clearance Card. The process of obtaining the card involves an FBI background check and registration of fingerprints and personal information with the national database.

## **Asbestos Materials Assurances**

None of the material used in the construction or maintenance of the structures located on the campus of Happy Valley School contain dangerous, friable asbestos materials. However, the Management Plan for identifying and managing asbestos material, which was written specifically for Happy Valley School (as required by OSHA), is on file in the school office for public viewing. A designated representative of HVS is trained and certified annually by an EPA/AHERA approved agency in the identification and management of asbestos materials.

## **E-mail, Telephone, and Correspondence Advisory**

Communications sent to or from the School Office, Governing Board Members, Administrators or any Happy Valley School employee are considered official public records and released upon appropriate request pursuant to the Arizona Public Records Law, ARS 39-121. Such records may be used in a court of law.

Forms of communication include electronically transmitted messages (such as email, texting or data), oral messages/statements (voicemail or recorded), or written documents.

## **English Language Learners**

If any other language is marked for a student as the primary language on the “Primary Home Language Other Than English” survey or on our enrollment forms or questionnaires, the School is required to test the student’s proficiency in English unless parents sign a waiver.

## **Dislocated and Homeless Children**

Children who meet the criteria for “Homeless” status under the McKinney-Vento statute may be eligible for special services at school. The definition of homeless is “children and youth who lack a fixed, regular and adequate nighttime residence.” If your family qualifies under these guidelines, please contact the school office for information and help.

## **Documentation of Residency Required**

Parents are required by Arizona law to submit documentation of proof of residency each year as a prerequisite for their children to attend an Arizona public school. The form included in our registration packet lists the accepted documents for proof of residency.

## **Emergency/Disaster Preparedness**

Happy Valley School has established written emergency plans and trains staff members in implementing specific actions for disaster and emergency situations. As part of that program, HVS requests cell phone, email and other contact information from parents so that contact can be made through our “School Reach” program if an emergency occurs.

Fire drills are conducted monthly; bus evacuation drills are held twice annually; training and practices for other emergency situations (lockdown/lockout/evacuation) are conducted several times throughout the year; and, the school maintains close contact with law enforcement and fire department personnel and resources.

During an emergency on campus, no one will be allowed to enter or exit the locked building, including the office. Law enforcement will cordon off the parking lot and surrounding area. They ask parents not to attempt to come to school, which creates congestion and confusion, and hampers their efforts to deal with the emergency. The Command Post will broadcast information and instructions to parents through “School Reach” about picking up their children.

# Happy Valley School

## Welcome Parents!

We are honored to serve you and your family, and thank you for entrusting the education of your children to us. Working with your children throughout the year is truly a blessing. As we walk along the road into the future with our students, the Board, Administration and Staff want to partner with you in building strong character, outstanding academic skills, responsibility and success in these future leaders of our world.

## Our Mission

We are committed to significantly improving student achievement in reading, writing and math. We also strive to model and instill self-discipline, good character, leadership skills, and a strong academic work ethic in the children entrusted to our care.

## Vision Statement

Everyone, Every Day:  
High Standards, High Achievement

## Community Relations

- ◆ It is important to us that we work in harmony with families, keeping an open line of communication. Our desire is to develop a relationship of mutual trust and cooperation between home and school so that our children develop positive attitudes toward school.
- ◆ If questions or conflicts arise, we ask that parents first go directly to the staff member involved in order to gather accurate information and try to resolve any concerns.
- ◆ The administration is committed to being proactive in resolving issues, and is always open to listen to suggestions and concerns.
- ◆ Together, we should be able to gain an understanding of almost any problem and reach a favorable solution—thereby avoiding suspicion and mistrust. Staff members are expected to set a good example by handling student and family concerns with respect, discretion and impartiality.
- ◆ Discussing problems with those directly involved is more likely to benefit everyone than complaining to third parties who cannot help resolve the situation.

## Rules

All of the policies and rules adopted by the school are based upon safety, compliance with state and federal laws, and the fulfillment of our goals and responsibilities in educating your children. Therefore, we ask that parents and students familiarize themselves with, and abide by, campus policies so that we may all be successful in our efforts to maintain a safe, healthy and productive educational environment.

**Notice of Non-Discrimination:** Happy Valley School does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability, or age in its hiring and enrollment practices, or in the administration of any of its programs or activities.

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## **Absence Reporting**

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### **Arizona Law Concerning Student Absences: ARS § 15-807**

- ◆ In case of absence from school, the parent/guardian is required to notify the school attendance personnel in advance of or at the time of the absence.
- ◆ The parent/guardian is required to furnish the school with at least one telephone number where the parent/guardian may be contacted during the school day. If there is a change in telephone numbers during the school year, the parent/guardian is to promptly notify the school office.
- ◆ In case a student is absent from school and the parent/guardian has not notified the school, school attendance personnel will make a reasonable effort to telephone and notify the parent/guardian within two hours after the first class in which the pupil is absent.
- ◆ A school district, governing board members of a school district and employees or agents of a school district are not liable for failure to notify the parent or other person who has custody of a pupil of the pupil's absence from school.

Please call the school in advance or by 10:00 a.m. on the day of the absence. Voice messaging is available before and after office hours. Please identify yourself, your student, your student's teacher and the date/time and the specific reason for the absence. Likewise, please call the school office in advance if your child needs to be picked up early from school. Attendance is taken twice daily—at the beginning of the day and again in the afternoon.

Happy Valley School is responsible for reporting all absences and tardies to the Department of Education. Excused absences/tardies are: illness, doctor appointments and emergencies.

## **Attendance**

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Students earn special awards for perfect or outstanding attendance and for being on time. Medallions are awarded for Perfect Attendance—no days missed and no days tardy. Outstanding Attendance Certificates are awarded for no more than 1 absence or up to 3 times tardy. Excused absences/tardies count, and an early pick up is counted as a tardy. Students are considered tardy if they are not in their classroom by 8:00 a.m.

It is important that parents and students recognize the direct relationship between regular school attendance and academic success. When students are absent, the benefit of class presentations, discussions and class participation is lost forever, and additional stress is placed upon the student who must catch up, as well as teachers who work diligently to ensure that all students are learning the required material. A student, who is tardy to school, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Habitual tardiness and absenteeism are undesirable habits that children learn early and practice for a lifetime.

Arizona law requires students to attend at least 95% of the required 180 instructional days each year. Students who are absent for more than 18 days (10% of the required instructional days) may be retained at the same curriculum level the following school year. If a student is absent or late 5 times during the year, a report is automatically generated, which the Truancy Officer receives and reviews. Documentation of absences for visits to a physician, dentist, etc. should be turned in to the school office as verification for the Truancy Officer that the absence is excused.

In cases of excessive student absenteeism or tardiness, parents will be contacted by the Truancy Officer and may be issued citations as outlined in ARS § 15-803. Citations require a court appearance and may result in fines and court costs. Although students should be absent or late only when necessary, students who are ill should not come to school, especially if their illness is contagious. See the Nurse's page.

The following steps will be followed should students be tardy to school for unexcused reasons:

# of Tardies	Consequences
3	Contact home made by classroom teacher Loss of attendance award
5+	Contact home made by principal Loss of recess Attendance records will be marked and perfect attendance will be lost
10+	Meeting with principal, homeroom teacher and/or truancy officer will be conducted during school hours Loss of recess (Grades K-6)
13+	Truancy officer will make an in-home visit. Time management training will be offered. Other options will be discussed. Other agencies may be notified.

## **Bicycles, Skateboards, and Individual Transportation**

If students ride personal transportation such as bicycles, skateboards, skates, rolling shoes or scooters to school, parents and students must assume responsibility for all risks involved, and parents sign a permission slip. For safety, we recommend that younger students riding bikes or other personal transportation to and from school be accompanied by an adult.

Students must walk their bicycles or scooters: onto school property when they arrive; off the campus as they leave; and, at all times while on school grounds. Immediately after students arrive, bicycles or scooters are to be parked and locked in the bicycle area. Skateboards must be carried, not ridden, to the bicycle area and secured. Skates must be removed and stored or rollers removed from skate shoes and stored. No personal, individual transportation or recreational equipment may be stored inside school buildings or used on campus at any time, 24 hours per day, 7 days per week. Happy Valley School is private property.

The school does not furnish locks nor assume responsibility for the security of bicycles, scooters, skateboards or other personal equipment. The bike pen is not locked after school or on weekends. Personal equipment should not be left in that area after school hours.

## **Birthday Celebrations at School (See "Parties" for more Information)**

Birthday parties are not held in school, but a program acknowledging birthdays will be followed during the school year. Birthday Book Club day will be one of the most happily anticipated days of the month for our students. What is not to LOVE about making kids happy and building our classroom libraries?

### What is Birthday Book Club?

With allergies and student health in mind, student birthdays will be celebrated in the Cafeteria in place of classroom treats. The program is designed to engage students in the joy of reading, support the growth of our classroom libraries, and celebrate the special day of every student at Happy Valley School. As fun as classroom parties may be, student education is our top priority at HVS. By celebrating birthdays in the Cafeteria, instructional time remains intact and every child gets a celebration. It's a win/win situation!

### How does it work?

Each month, the school will throw a party for all children who have a birthday during that month. Students will bring home an invitation a couple of weeks prior to their celebration date so families will be notified. If parents **choose** to make a minimum \$12 donation (more is very welcome), the child will get to participate in the Book Club part of the celebration. At the party, he/she will choose from a selection of new books. A bookplate is then permanently affixed to the book with your child's name showing his/her contribution to the classroom library. Also, your child will be the first to read this book! Once the book is returned, it will be added to the classroom library for all to enjoy. While we hope everyone chooses to donate a book, be assured that ***all children will celebrate with a cookie and juice regardless of donation.*** Summer birthdays will be incorporated in the schedule. Birthday Book Club celebrations will last for 30 minutes.

Responsibility for the distribution of birthday and other private party invitations or announcements cannot be assumed by school personnel, nor may school time be used for distributing invitations. Teachers may help by discreetly putting invitations into student folders, but they are not responsible for ensuring that invitations get home with students. Privacy laws prevent school personnel from giving out names, class lists, addresses or telephone numbers of students or other parents. Please see "Parties" for more information.

## **Buses and Bus Rules**

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Happy Valley School provides transportation to and from school along specified bus routes and for field trips. Buses are operated in accordance with state and federal safety regulations. Parents and students sign an agreement regarding bus policies and acceptable behavior on the bus. See Appendix D of this Handbook for Bus Rules and Bus Safety Tips.

## **Campus Environment/Public Order**

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Arizona Law (ARS 13-2911) requires the governing board of all publicly funded schools to adopt rules for the maintenance of public order on school campuses, and to provide a program for the enforcement of its rules. "This law may be enforced by any peace officer in the State of Arizona wherever or whenever a violation occurs." Violation of this law constitutes a Class 1 misdemeanor or a Class 6 felony, depending on the violation. A copy of the law is included in Appendix A at the back of this Handbook.

The rules adopted by Happy Valley School to govern the conduct of students, staff members, parents or other members of the public while on the property are as follows:

The Director, the Principal, the Vice Principal and their designated representatives are charged with the responsibility of maintaining order at Happy Valley School.

They may order anyone whom they consider to be interfering with or disrupting the order and reasonable peacefulness of the educational environment at Happy Valley School to leave the property immediately.

Law enforcement officers will be called if anyone threatens the safety or peaceful operation of the school or refuses to leave the property when so ordered.

E-mail/Correspondence Warning: E-mail, electronic messages, written or other documents sent to or from the School, Governing Board Members, Administrators or any Happy Valley employee are considered a public record and released upon appropriate request pursuant to the Arizona Public Records Law. Such records may be used in a court of law.



“Interference with or disruption of an educational institution” includes causing an employee of an educational institution to take any action to protect the educational institution or the employees, students or property of the institution.

A person commits interference with or disruption of Happy Valley School as an educational institution by doing any of the following (in person, on or off campus, by telephone or electronic transmission, written communication or any other means):

Refusing to abide by the policies of Happy Valley School that relate to: student safety; building, classroom, playground and campus security; the emotional peace and security of students, staff and parents; and, the educational environment in the classroom. Threatening to cause physical injury to any employee or person attending Happy Valley. Threatening to cause damage to the school, any of its property, the property of any employee, or the property of any person attending Happy Valley. Knowingly going on or remaining on the property of the school for the purpose of interfering with or disruption of the lawful use of the property or, in any manner, deny or interfere with the lawful use of the property by others. Knowingly refusing to obey a lawful order given by a designated representative of Happy Valley School. To constitute a violation of this section, the acts that are prohibited are not required to be directed at a specific individual, specifically at Happy Valley School or any specific property of the school.

Interference includes off-campus threats or actions, and applies to the described persons and property outside of school hours.

## **Carpools**

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Happy Valley does not set up carpools or provide transportation to or from school other than busing. Parents may fill out a form and add it to the file in the office containing information about others who are interested in forming a carpool. Happy Valley School does not update the list, verify information, nor make arrangements or telephone calls to help set up carpools.

Happy Valley School does not endorse anyone on the list or in any way guarantee the driving record or personal responsibility of those who have completed carpool sheets. We cannot assume responsibility for the character and behavior of those on the carpool list, even though you may have met them through the school. Due to parent requests, we will provide forms, keep the file in the office and make it available to anyone who asks for the information; however, it is incumbent on parents to contact and evaluate prospective carpool drivers.

## **Cell Phones**

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Cell phones and paging devices are inappropriate for student use at school since they create a disruption in the learning environment. Cell phones cause a distraction if they ring or vibrate in class. Students may not talk on phones during class nor use the photo, game or text messaging functions. Cell phones that cause a distraction will be taken to the office where parents may retrieve them. Students may not keep phones on their person or at their desks at school. Phones should be secured in their backpacks since we cannot be responsible for breakage or loss. The cell phone policy also applies on the bus and on the playground. If parents feel there is a reason for an exception, they should contact the office.

We also ask that visitors refrain from using cell phones in the office, hallways or in school buildings during school hours. It is distracting to staff members in the office who are conducting business, and it disturbs students when cell phones ring and cell phone users are engaged in conversations in the halls, in the cafeteria, at Assembly, or at other times in other rooms. Thank you for being considerate.

## **Change of Address, Email and Phone Numbers**

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It is vital that parents keep addresses and all telephone numbers current so that the school may reach a family member in case of emergencies. Important information is sent out using this information. Please report immediately, any: changes of home address or email address, changes of home, work and cell phone numbers; and, any changes in emergency contact information (relatives or friends you may have listed). The office has update forms, or the information may be called in to the office.

## **Child Find**

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Under ARS § 300-125, all children with disabilities who are in need of special education and related services are identified and evaluated at Happy Valley School. Screening and testing activities are used to determine the need for special services. Records are kept for students currently receiving services, including highly mobile children with disabilities and children suspected of having a disability under ARS § 300-7 and in need of special education, even though they are advancing from grade to grade. Records of these activities are reported to the Arizona Department of Education.

In accordance with ARS § 300-125 and AAC R702-401, school procedures include:

- ◆ Promoting public awareness of resources available to all parents who have reason to believe their child is not progressing at an appropriate level of development. Infants and preschool age children through the age of 36 months may receive special help through AzEIP, a program run by the Arizona Department of Economic Security.
- ◆ Service coordinators at AzEIP will assist parents in finding programs for children with developmental needs who are between 36 months and 5 years of age by referring them to local school districts, a Head Start program or a local childcare center.
- ◆ AzEIP is available online, or call (602) 532-9960 or (888) 439-5609, toll free in Arizona.
- ◆ Screening activities for disabilities or special needs are conducted for all newly enrolled students at Happy Valley School, including those transferring into the school without sufficient records. Screening is accomplished within 45 calendar days of enrollment.
- ◆ Screening activities include consideration of academic or cognitive skills, vision, hearing, communication, emotional and psychomotor domains (AAC R7-2-401 (c)).

The school maintains documentation and annually reports the number of children with disabilities. Office staff will assist anyone who needs assistance. Reporting is done within each disability category that has been identified, located and evaluated (ARS § 300-125).

## **Communicable Diseases**

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Communicable diseases constitute a serious health threat to students, teachers and school families. Anyone with a communicable disease should not come to school during the time that they are contagious. Please refer to the section entitled “Nurse” for specific information.

## **Curriculum**

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Happy Valley offers a “**Back-to-Basics,**” traditional program of direct instruction that is aligned with state and national content standards, including all concepts covered in Common Core. We also participate in the established statewide achievement testing programs.

The curriculum includes phonics, spelling, reading, mathematics, penmanship, grammar and composition, science, foreign language, music, art, history, civics, geography, technology (computers), health and safety, physical education, character training and citizenship.

## Custody and Other Legal Issues

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Parents must notify the school in writing if there are custody issues or other considerations that affect students, their oversight and management. The most current court documents regarding divorce decrees, legal separation, restraining orders, custody rights, adoptions and name changes must be kept in student files in order for school personnel to honor requests regarding release of students or information. School personnel may not physically restrain anyone from visiting with or picking up a student; however, written instructions from the custodial parent should be on file in the office regarding the action desired on the part of the school (call 911, etc.) if an unauthorized event occurs. School employees cannot accept the responsibility of supervising visits in custody cases. Students' legal names must be used on all official, permanent records such as report cards, enrollment files and state reports.

## Daily Schedule

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- ◆ Daily Office Hours are from 7:00 a.m. until 4:00 p.m. Day Care hours are listed below.
- ◆ Staff supervision for students at no charge is from 7:15 – 7:55 a.m., and from scheduled dismissal time for the student (see the dismissal schedules) until 20 minutes afterward.
- ◆ Teachers pick students up from the playground at 7:55 a.m. and proceed to classrooms.
- ◆ Work time begins at 8:00 a.m. in all classes. Students should always arrive on campus with enough time to make their way to their classrooms, put away their things, and be in their seats, working, by 8:00 a.m.—not arriving at the front door at 8:00 a.m.
- ◆ Parents who arrive with their students at 8:00 a.m. or after need to go into the office and sign their children in, giving a reason for being tardy. Students will then be issued a late pass and escorted to class by school personnel. If students are just arriving on campus at 7:58 a.m., they are late and missing instruction since they cannot get to class, put away their belongings and get out the materials they need for class by 8:00 a.m.
- ◆ Parents are responsible for their children before and after school hours, and are expected to pick them up immediately after dismissal.
- ◆ Parents who need to drop their students off before 7:15 a.m. or arrange care for them after school must contact the office and sign up for Day Care.
- ◆ Lunch and dismissal times vary according to class and teacher. Schedules are available in the office and sent home with students periodically.
- ◆ All parents need to complete Emergency Day Care forms if they are not signed up for regular Day Care. If students are not picked up within 20 minutes after their dismissal time, they will be taken to Emergency Day Care and wait until parents arrive. A fee is charged for this service. Students will not be taken to Day Care or charged any fees if unreasonable congestion on our parking lot is the cause of the delay.

Students being picked up late may not stay in the office, wait in classrooms, on the playground or parking lot or in any unsupervised area on or off campus. This policy also applies to siblings of students who are enrolled in an after-school activity. All teachers have duties after school and the office is too congested for office workers to watch children.

## Day Care Options

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Day Care is available on our campus for students enrolled at Happy Valley. A fee is charged for these services. Day Care is available on all regular school days and on certain days during school breaks. A fee schedule is available in the office as well as a schedule of the holidays when the service is not available.

Hours are from 6:15 – 7:15 a.m., and from student dismissal time until 6:30 p.m. Students go to the playground at 7:15 a.m. to be supervised by school employees without charge.

To avoid confusion and concern when students have off-campus day care, please give written notice to Happy Valley School detailing the arrangements that have been made. Please give us the name of the provider, how children will be transported and by whom, and the phone number and address of the day care provider you are using. Also, please provide us with a schedule of the days and times your student will be using the service. If you are using another day care provider and they provide transportation, it is your responsibility to inform them if your child will not be in school or advise them of any changes in your schedule.

## **Discipline and Student Conduct**

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- ◆ The school must have an orderly atmosphere. Every child should practice respect and courtesy daily, and cooperate with staff members in the teaching-learning process.
- ◆ Fred Jones' *Tools for Teaching*, which rewards positive behavior and cooperation, and emphasizes that "time on task equals learning" has been adopted as a school-wide plan. As part of the instructional process, teachers train students in the expected behavior in the classroom, on the playground and all other areas of the campus.
- ◆ Teachers and other staff members use positive reinforcement throughout the day to guide student behavior. Students are given positive rewards when they are observed doing things right. Citizenship awards, monthly school-wide rewards, classroom prizes and "Preferred Activity Time" may be earned by students for positive behavior.
- ◆ No one is permitted to interfere with the learning of others or to disregard classroom, campus, playground or dress code rules—all of which are clearly communicated.
- ◆ Consequences for inappropriate behavior are explained to students and enforced.

Every effort is made to keep parents informed of discipline issues should their intervention be warranted. Teachers contact parents when a child's behavior needs improvement. For subsequent or more serious offenses, students will be sent to the Office on a Discipline Referral form which is sent home with the student for parent signature. The signed original should be returned to school the next school day. Parent signature does not necessarily indicate agreement with discipline measures, but is evidence that parents are aware of the problem. A telephone call from the Principal may or may not be made. Parents may call or make an appointment to discuss serious behavioral issues, but the teacher should be contacted first for details. The administration of the school is the final authority regarding all behavior/discipline issues. A written appeal should be submitted to the School Board if parents disagree after talking with the administration.

Parents and students sign an agreement in the registration packet stating that they understand the Dress Code, the Discipline Policy and Point System, and Bus Rules, and agree to abide by the policies of the school. Specific safety, classroom, playground or other campus rules that are regularly communicated to students are available upon request.

The following point system may be used by the administration when students are sent to the office for behavior or discipline problems. Teachers do not assess points.

- 10 points = suspension for up to 5 school days
- 20 points = suspension for up to 10 school days
- 30 points = expulsion from the school recommended

If a student is suspended or expelled for any reason, the parent must pick the child up immediately when contacted. Students on suspension complete missed schoolwork at home.

A copy of the Discipline Policy/Point System is included in Appendix B of this Handbook.

## **Dress Code**

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The Dress Code is designed to encourage a wholesome learning environment, to provide safety, and to discourage negative influences on students. Uniforms have been adopted as required student attire. Clothing should be clean, neat, modest and in good repair. Personal appearance should not draw attention to itself or be distracting to an orderly campus and positive learning environment. Modesty is important for younger children, just as it is for the older ones, because of their natural curiosity which may not yet be limited by social boundaries. Safety and exposure of children's feet to injury are concerns with footwear. Flip-flops may not be worn at school and conventional, Velcro or lace-up tennis shoes are the only footwear acceptable for P.E. classes. The Administration reserves the right to make final decisions regarding Dress Code issues. We ask parents to assume responsibility for having their children dressed appropriately for school each day, and encourage them to adhere to the school's Dress Code requirements.

A copy of the Dress Code is included in Appendix C of this Handbook.

## **Drug Free Zone**

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Happy Valley is a drug free zone with zero tolerance. Students accepting, purchasing, selling, distributing or using illegal drugs or substances will be expelled. Students in possession of illegal drugs or found to be abusing prescription drugs or other substances will be expelled. If a situation involving illegal use of drugs arises with students or any other person on campus, on school property, or within school jurisdiction, the police will be called.

Tobacco use by anyone, students or adults, is prohibited anywhere on school property, including the parking lot and playground, at any time (before, during or after school hours).

## **Enrollment**

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For each new school year, new enrollment forms must be completed and submitted to the school office in order for a class position to be reserved. Registration information is normally sent out to currently enrolled families in February. Returning students and their siblings have priority in reserving class positions until the deadline given in the enrollment packet. After the deadline, new students will be accepted, and returning students may not have a class position reserved for them if enrollment packets have not been returned on time.

Parents should contact us as soon as they know that they are moving away or enrolling their students at another school. If we receive a records request from another school, signed by the parent, we automatically take that student off our rolls.

We must have a signed withdrawal form and all other required documents such as birth certificates, immunization records and completed Happy Valley School forms before a student is enrolled or before they can be added to our official waiting list.

All students are tested to determine their form level and class placement. The Wide Range Achievement Test is used for determining academic skill level and performance in reading and math. Teacher recommendations and other standardized test results, if available, are also used to help determine student placement.

## **FERPA Rights**

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The Family Education Rights and Privacy Act (FERPA) affords parents certain rights with respect to students' education records. They are:

- ◆ The right to inspect and review their student's education records within 45 days of the day the school receives a request for access.

Parents must submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

- ◆ The right to request the amendment of the student's education records that the parent believes is inaccurate or misleading.

Parents may ask the school to amend a record that they believe is inaccurate or misleading. They should submit a written request to the principal, clearly identifying the part of the record they want changed and specifying why they believe it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent, the school will notify the parent of decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

- ◆ The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the school contracts to perform a special task (an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- ◆ The right to file a complaint about complying with the requirements of FERPA. Write to the office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C.  
20202-4305

## **Field Trips (Regular Bus Rules Apply - See Appendix D)**

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Parents sign a written permission form in order for their children to participate in field trips. Students are required to follow all policies and rules that apply at school at all times while they are on the field trip, including the time that they are being transported to and from their

destination. Students who are transported by the school are under the authority of the operator of the school approved vehicle and all other supervising adults.

Parents, volunteers and all who supervise students on field trips must read and sign our “Volunteer Agreement” (see Appendix E) prior to the trip. Adult sponsors/volunteers may ride school provided transportation if there is space. Siblings of students and other children may not ride school provided transportation, and should not accompany or join the class on field trips, which are for the benefit of students in the class. “Extras” are a distraction.

## **Grades**

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Numeric grades are given for academic subjects to reflect the percentage of correct answers the student achieves on graded work.

94-100 = A

87-93 = B

80-86 = C

73-79 = D

0-72 = F

Although tests are given which demonstrate mastery of State Standards in these areas, music, health/physical education, computer, Spanish, and penmanship grades are based upon a combination of academic achievement, effort, cooperation and participation. Grades for these subjects may be expressed as O=Outstanding, S=Satisfactory, N=Needs to improve.

Success at Happy Valley School is mastery based. If the student does not achieve 85%, the material will be re-taught and re-tested. If a student cannot consistently achieve 85% mastery, a move to a less rigorous academic class/level will be considered for the purpose of strengthening the student’s academic foundation.

## **Harassment, Threats, Bullying**

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Aggressive behavior, including harassment, threats, bullying or sexual harassment have no place in an educational environment. Such actions violate state and federal laws, and will not be tolerated at Happy Valley School. Teasing, name-calling and making fun of others falls into the category of harassment. The Discipline Policy makes provisions for dealing with these violations which may result in immediate suspension or expulsion.

Anyone who believes they are a victim of harassment, threats or bullying at Happy Valley School, or knows of someone else who is, should report it immediately to a staff member. Parents or students are encouraged to file a formal, written complaint concerning these issues. All threats are taken seriously, evaluated by the Threat Assessment Team and law enforcement or other legal authorities are contacted in cases of viable threats.

## **Homeless Students**

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Happy Valley School will enroll homeless children identified by school personnel or agencies within the community. Homeless students and their families will receive educational services for which they are eligible, including referrals to health care services, dental services, mental health and other appropriate services. Parents or guardians of homeless children are informed of educational and related opportunities available to their children, including all available transportation services, and are encouraged to participate in the education of their children. Any enrollment disputes are to be mediated in accordance with Title X, Part C, Section 722(g)(1)(A) paragraph (3)(E).

## **Homework**

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It is our philosophy that there is adequate time during the school day for academic learning. Teachers instruct, drill, review and supervise students as they do their work in class, making the best use of time at school and assuming responsibility for teaching students the concepts they need to learn. Any work students do at home should be a review of what was already taught and practiced in class. Students in higher grade levels may have more at-home review and practice than students in lower grade classes, as well as more responsibility for recording assignments and directions in their planners.

Homework for students each night should consist of oral reading to an adult at home for 20 minutes, and review of math facts taught and practiced at school. It is critical that parents listen to their children in kindergarten and lower form read every day, although that practice should continue throughout all form levels. Reading comprehension is improved in students when parents ask questions about the material being read.

Parents may request additional practice/review work (in writing) from their child's teacher. Teachers may help by looking over the student's work, but extra practice is not graded by the teacher and does not become part of the student's grade. Academic review and support at home improve student achievement and establish a climate of expectation of success.

## **Honor Roll**

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Students who have maintained A's in all subjects, including enrichment areas, during the year are eligible for the Director's List. Students who have maintained B's & A's in all subjects, including enrichment areas, are eligible for the Principal's List.

## **Immunizations**

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Parents must provide the school with copies of immunization records signed by a licensed medical practitioner or physician. The State of Arizona has revised the immunization requirements for several age levels. Parents should contact their physician, the Arizona Immunization Program Office, or the school nurse if they have questions or need clarification

Inadequately immunized children must have at least one current dose of each vaccine in order to attend school. Additional doses of the vaccines for which a child is deficient must be received when they are due in order for students to continue attending school.

If parents have a personal or religious belief exemption, they must sign an Arizona Department of Health Services form provided by the school or health department. If there is a physical exemption, the same form must be signed by both the parent and the physician. The school includes this form in the registration packet.

In the event of an outbreak of disease that is preventable by vaccine, children who are exempt from immunization will not be allowed to attend school until the risk period ends (usually 2 or more weeks).

## **Insurance**

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The school does not carry medical or dental insurance for students. Consequently, if they are injured during school activities, their parents must be responsible for medical or dental costs and for the cost of medical transport if an ambulance is called.

## **Kindergarten Acceptance**

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Children entering Kindergarten must be five years of age by August 31 of the current calendar year. Parents or guardians are required to furnish proof of their child's date of birth. If space is available after those who are legally required to be in school have been enrolled, children who will be five by December 31 may be accepted for early entrance (after being tested academically and if they meet school readiness requirements). The regular, full day kindergarten curriculum and State Standards are followed in all kindergarten classes.

## Lost and Found

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Please put your child's ***first and last name*** on clothing and personal belongings that will be brought to school (lunch boxes, backpacks, coats, hats, etc.). There are many look-alike items and many students with the same first names. Names should go on the outside of lunch boxes (and anything other than clothing) for easy identification. Our Lost and Found is in the Cafeteria. Periodically, we donate all unclaimed articles to a charity.

## Lunch

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Students eat lunch in the cafeteria whether they bring a lunch from home or purchase hot lunch. If you are bringing lunch for your student, please be sure you know the time your child has lunch. Parents are always welcome to come and have lunch with their children at the Visitors Table, but children may not have classmates or students from other classes join their family for lunch. All visitors must sign in at the office and get a visitor's pass.

Happy Valley participates in the National School Lunch Program and offers lunches free or at a reduced price. Free and reduced price lunch applications are available at orientation and also in the office.

Happy Valley School and Nutrition One have partnered with Orderlunches.com to provide a secure, fast and easy-to-use system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web.

Students may order milk to go with their sack lunch. Milk only orders will have the same deadline as lunch orders.

Lunch/milk orders cannot be adjusted on a daily basis. Orders must be placed by Wednesday at 11:59 p.m. the week prior.

All lunch and milk orders must be paid by debit or credit card through Orderlunches.com.

## Nurse

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- ◆ A nurse or health assistant is on duty during regular school hours. All medications must be checked in at the nurse's office, be in the original container and have a form filled out with dosages and times for administration clearly stated.
- ◆ Students may not keep any medication with them at school, whether it is prescription or over-the-counter. The nurse will answer questions concerning laws about medications.
- ◆ We ask that you tell your child's teacher about any allergies or serious health issues or concerns.
- ◆ We want to do what is best for your children. If we cannot reach you in an emergency, we will call paramedics who may decide that an ambulance should be called. The cost of this service is the responsibility of parents.

- ◆ Children may not return to school until 24 hours have passed after: vomiting or having a fever of 100° or higher. Children must remain out of school for the recommended time period for specific illnesses, be on medication for the recommended period of time, and be free of symptoms before returning.

### **The school medication policies are:**

- ◆ Parents must deliver to and pick up medication from school. Students may not bring in their own medications, keep any form of medication with them or self-medicate.
- ◆ A medical consent form must be completed and signed by a parent/legal guardian in order for medications to be given at school.
- ◆ Medications must be in the original prescription container. A separate prescription container for school can be obtained from the pharmacy when ordered by the physician.
- ◆ If medical instructions change, a written order from the physician must be sent to the school nurse unless the medication is brought in a new prescription container from the pharmacy reflecting the changes.
- ◆ A student may carry an inhaler if the physician and parents sign a consent form.
- ◆ The school may dispense non-prescription medication on a one-time basis only with the verbal consent of the parent/guardian. After the initial dose, a medication consent form must be signed by the parent/guardian and the non-prescription medication must be brought to school in its original container by an adult. The medication will be locked in the nurse's cabinet with the student's name on it and dispensed by the nurse or health aide, as needed. Non-prescription medication includes cough drops.
- ◆ The school reserves the right to refuse to give any medication.
- ◆ All medications, prescription or non-prescription, will be destroyed one week after the last day of school if not picked up by the parent/legal guardian.

### **Parent-Teacher Conferences**

Happy Valley School does not schedule formal Parent-Teacher conferences; however, parents or teachers may arrange a meeting concerning a student at any time they deem necessary. Parents should arrange such meetings before or after school. School policy prohibits teachers from having conferences with parents during class time or when they are on duty watching students since their focus must be on the children. Teachers also need their breaks and lunch periods, and often have extra duties during the day.

Teachers send home graded student work every week to keep parents informed about their child's progress. We have found this more effective than closing school for several half-days and having teachers spend many hours preparing for formal conferences.

### **Parent Team**

Happy Valley School has a very active, dedicated and productive Parent Team which hosts a variety of activities throughout the year to support and benefit students and teachers.

The Parent Team holds book fairs in order to acquire more books for our students. They also volunteer their time and efforts to order and sell school T-shirts, sponsor field trips, host luncheons for teachers and arrange class parties. If you are interested in becoming part of this dynamic group, you may sign up at any time. Watch for their newsletters.

## **Parties at School (We do not have birthday parties at school. See page 3)**

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Parties are limited to Winter Holiday, Valentines, and End-of-Year. Teachers welcome parent participation in those events, and have sign-up sheets for parent assistance. They may also host brief parties during the year for special student accomplishments.

As with all school activities, we are not able to accommodate siblings or children who are not enrolled in the class at parties. Their presence takes the focus off our students. Our liability insurance also precludes the use of the playground by anyone not enrolled in the school.

## **Phone Calls**

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Please have your children arrange rides home, sleepovers or visits to friends' homes outside of school hours. School and office telephones are very active business lines and should only be used by students for emergencies. Students may not use cell phones during school hours.

## **Physical Education and Excused or Limited Participation**

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Students at all levels participate in Physical Education in accordance with Arizona State Standards. Students must come to school dressed appropriately for physical education activities on the days they are scheduled, which include lace up or Velcro tennis shoes and clothing that meets regular dress code. Slip-ons, flip-flops, boots, sandals, hard soled shoes or other types of footwear are dangerous and not permitted for P.E. classes. Lack of participation due to inappropriate P.E. attire affects the student's grade.

Students who need to have their physical education activities excused or limited must submit, for approval, a written note from their parent or physician with a valid reason.

## **Picking Up Children and Afternoon Dismissal**

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A detailed plan for picking up students after school is in place, and should be followed very closely in order to avoid congestion on the parking lot and other safety hazards at dismissal. A map and schedule of release times is printed and distributed. Please do not come onto the parking lot early and block the flow of traffic, or come into the office to check your child out a few minutes before their normal release time in order to avoid traffic. The lines move very smoothly and quickly if everyone cooperates. Disruptions delay everyone.

Arriving five minutes *after* your child's scheduled release time will usually enable you to get through the pick-up line with little delay. If you arrive in the area before your child's release time, please wait off campus until your student's scheduled release time. Please do not try to wait on our parking lot or on Happy Valley Road.

If you need to pick your children up before their regular release time, please call the office as early as possible (before lunch, if possible). Students will not be called to the office until you arrive, but they will have their belongings ready and teachers can be alerted. You may be delayed if they are at recess, in P.E. or another special class and we need to locate them.

You or anyone else picking children up early will need to come into the office personally and sign them out. Photo identification will be required if office staff members do not readily recognize you or the person picking them up. If someone else is picking up your children, you should send a written note or call the office using your password in order for your children to be released. Anyone picking students up should be listed in our office files.

Students should not be picked up early except on rare occasions when they have a doctor's appointment or an emergency since early pickups are considered the same as being tardy.

## **Prohibited Items at School, on the Bus and at All School Functions**

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Items that might disrupt class or create problems on campus, on the bus or at any school function must be left at home. Happy Valley School cannot be responsible for the breakage or loss of any of these items which include, but are not limited to, the following:

Cameras/TVs/Radios	Money	Skates/Shoes with Wheels
Cell Phones/Beeper	Valuable Jewelry	Real Baseballs/Footballs
Computers/Electronic Games	Trading Cards	Toys/Toy Weapons
CDs/Audio or Video Tapes	Playing Cards	Chewing Gum
CD or Tape Players/Recorders	Anything for sale	Squirt Guns/Toy Guns
Magazines/Catalogs/Comics	Real Animals	Rubber Bands

Items that may cause serious injury, elicit fear in others, represent a threat to the safety and peace of mind of others, or create other serious problems on campus, on the bus or at any school function will result in suspension or expulsion. Such items include, but are not limited to, the following:

Prescription Drugs	Illegal Drugs/Substances	Drug Paraphernalia
Fireworks	Explosives/Ammunition	Flammable Substances
Pornography	“Adult” Oriented Material/Items	Gang Related Items
Alcohol	Tobacco Products of Any Kind	Lighters/Matches
Weapons	Items Related to Violence/Crime	Any Dangerous Object

## **Report Cards**

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Report cards are sent home with students approximately every nine weeks. Parents keep the copy of the report card, but sign the sheet enclosed in the report card envelope and return the signature sheet and the envelope to school the next day.

## **Rules for Student Behavior on Campus**

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Rules are an important part of the educational environment. A school wide discipline plan is in place which provides consistency in establishing and enforcing rules. Rules for students that apply at all times and in all places on campus include:

- ◆ Follow directions from adult authorities immediately
- ◆ Respect others and their property
- ◆ Use “inside voices” inside all buildings and on the bus
- ◆ Walk on sidewalks, in hallways and inside all buildings
- ◆ Keep hands, feet and objects to yourself. Horseplay at school is never appropriate.
- ◆ Bicycles, skateboards and scooters are to be walked, not ridden, at all times on campus
- ◆ Place trash in proper receptacles, not on grounds or sidewalks
- ◆ Be careful using playground equipment and use it correctly
- ◆ Writing or marking on school walls, doors or furniture is never allowed  
(Arizona law holds parents responsible for restoring vandalized/defaced school property.)
- ◆ Remain in areas on campus that are supervised by school staff

## **Safety on Campus**

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- ◆ Parents/visitors may not enter buildings without permission and a visitor’s pass.
- ◆ Visitors are welcome at our weekly Assemblies, but they must obtain a visitor’s pass and go directly to and from the cafeteria.
- ◆ Visitors may not wander the halls or drop into classrooms without prior approval.

- ◆ Parents/visitors may not engage in play with children on the playground.
- ◆ Vehicle drivers should not talk on cell phones while driving through the drop off or pick-up lines on our parking lot.
- ◆ The speed limit is 5 miles per hour on the parking lot at all times.
- ◆ Vehicles should not stop or park in the path of pedestrian crosswalks and block the way for children and other parents.
- ◆ Vehicle drivers should never stop on Happy Valley Road (either side) to drop children off or pick them up.
- ◆ Children may never drive or sit on driver's laps to "guide" vehicles on our parking lot.
- ◆ Children may never be left alone in vehicles—with or without the engine running.
- ◆ Vehicle engines may not be left running without a driver at the wheel.

## **Smoking and Tobacco Use Laws**

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Smoking or tobacco use in any form is prohibited anywhere on campus at any time by any person—student, parent, employee or visitor. This law (as well as school policy) includes: the parking lot; inside any vehicle, moving or parked, on campus; the playground or sports field; or, inside any building—before, during or after school hours.

## **Staff Information**

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Resumes for all teaching staff members are on file in the office and available for parents to review upon request. All classroom teachers at Happy Valley School meet the requirements for Highly Qualified status under the No Child Left Behind Act (NCLB). All staff working in any capacity must possess a Fingerprint Clearance Card which requires an FBI background check.

## **Tardy Policy**

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Students should not be tardy unless it is absolutely necessary, since arriving late to class is not only awkward for the student who is late; it is a disruption for the entire class. Late students miss important information at the beginning of the day, and feel pressured and embarrassed (the same uncomfortable feeling parents get when they are late to work).

Being late is sometimes unavoidable, but it should not be a bad habit children learn in their formative years that will likely stay with them throughout life. When students are late, valuable instruction time is taken away from other students while the teacher goes back over directions and others wait for that student to join in or catch up with class activities. Respecting others' time is an important attribute children should learn.

If students are tardy, parents must come into the office, sign them in and provide a reason. A school staff member will write out a late pass and walk or send the student to class. It is not possible for parents to go to the classroom to tell the teacher why the student is late.

We are required to report attendance information, including excused and unexcused tardies, to the State. A formal letter will be sent to parents from the School after the fifth tardy.

Arizona statutes mandate that children attend 95% of the 180 days that school is in session. Tardies count toward that attendance as do early pickups. A school report is generated every week containing excessive tardies and absences. The report is given to the Truant Officer who then contacts parents. If attendance continues to be a problem, the officer will issue a citation which requires a court appearance.

A student with a record of excessive tardiness and absenteeism may not be passed on to the next grade/curriculum level at Happy Valley or the next school they attend.

## Testing

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Happy Valley School uses the Wide Range Achievement Test to assess all students upon entry to the school to determine placement.

As a public school, Happy Valley also administers standardized achievement tests established by the State in the spring of each year. All public schools are mandated to administer these standardized tests and our students' scores are reported to the Arizona Department of Education and published in the newspaper. Our students have always done very well, and for the past five years, Happy Valley School has been designated an "Excelling School" based on the AIMS scores our students achieved. HVS has also earned an A rating for all of the past 3 years that the program has been in place. For school years ending in 2015 and 2016, Arizona Department of Education has not had a rating system in place.

## Visitors

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In accordance with Arizona law, all visitors are required to report to the office as soon as they arrive on campus unless they are dropping off or picking up a student on the parking lot in compliance with established procedures.

For each visit, visitors sign in and get a visitor pass from school staff before going into the classroom building, out to the playground or to any area on campus. We encourage parents to come to weekly assemblies or to come and have lunch with their children anytime.

The educational objectives of the school require that students and teachers focus on their work and be free of distractions so that teaching/learning time is maximized. Classroom visitations should be brief, infrequent, and create as little interruption as possible so that student learning continues. Siblings or friends of students are not permitted to visit class-rooms during the regular school day or attend class activities or functions.

For the safety of our students and in consideration of legal liabilities, we ask that all visitors follow the established policies and procedures on our campus at all times.

- ◆ Visitors who want to see a classroom or spend time with their children at school should call ahead to arrange the most beneficial time for the visit.
- ◆ Classroom observations/visitations should be no longer than 15-20 minutes.
- ◆ Visitors should not attempt to engage teachers in conversation during class time or when teachers are on duty. Their full attention must be given to students during school hours and teachers are always happy to schedule a personal or telephone conference later.
- ◆ Younger children may not accompany adult visitors or volunteers into classrooms during school hours for observations, parties or other activities.
- ◆ Visitors should not accompany students onto the playground, nor may they interact with students or participate/engage in activities with students (other than their own) except on Field Day. Other parents do not want their children interacting with adults they do not know without their permission.
- ◆ Visitors who eat lunch with their student should sit at the designated visitors' table with their student. Other students are expected to sit at their assigned tables with their classes, not at the visitors' table with their friend's parent.

- ◆ Lunch visits should never be an interruption that prevents staff members from keeping order, attending to the safety of the student body or adhering to rules and schedules that enable lunch periods to run smoothly.
- ◆ Visitors may not accompany students to the playground, wander halls to look into classes or drop in on classes in session. Enrolled students only are allowed on the playground. For safety reasons, parents, babies, younger children and other visitors are asked to remain outside the fence on the sidewalk to observe the playground.
- ◆ Visitors should be appropriately dressed with attire that would be acceptable student wear according to the school dress code.

### **Visitors and volunteers should never:**

- ◆ Pick up a student; place a student on their lap; hold a student close physically; massage, caress, or kiss them; or express affection toward any student physically or verbally (other than their own child).
- ◆ Verbally or physically punish their own child in front of other children.
- ◆ Yell at, grab, touch, strike, or be physically or verbally antagonistic toward any child, staff member or other adult.
- ◆ Correct, discipline, question, or give orders to any student other than their own child, except to prevent immediate injury.
- ◆ Physically examine any child in any way (hair, mouth, feet, areas beneath clothing, etc.).
- ◆ Pick up or move a student who has fallen, been injured or has become ill. It is imperative that proper first aid procedures be followed when any emergency situation occurs. Visitors or volunteers should summon the nurse or another School staff member to take care of the problem unless they have professional knowledge, experience and training regarding the situation at hand or unless a life-threatening condition exists.
- ◆ Allow themselves to come into contact with the blood, saliva or other body secretions of students or anyone else on campus, field trips or school related activities. The use of gloves and taking other precautionary measures to protect themselves is imperative.

Parents and visitors should not accompany students to classes in the morning, or attempt to visit with students or teachers after 8:00 a.m. when teachers are starting classes and getting students focused on their work.

### **Volunteers (See Appendix E for our Volunteer Agreement)**

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Volunteers are welcome and appreciated at all form levels. Their help and special skills may be used to enhance the classroom environment.

Volunteers must thoroughly read, then sign the **Volunteer Agreement** before working with students. If volunteers will be working with children out of the immediate sight and supervision of the teacher, they must be fingerprinted. Fingerprint information is available in the office. The fingerprint card will belong to the volunteer and thus the cost of getting fingerprinted is the responsibility of the volunteer.

Volunteers should always arrange their schedule with the teacher ahead of time to allow the teacher an opportunity to plan the best way to use their help. Use of volunteers is at the discretion of the teacher, and volunteers must check in at the office, sign the register and obtain a badge.

### **Water Bottles**

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Students are encouraged to bring water to school in plastic bottles (with lids) with their names on their bottles. Bottles may be refilled at the drinking fountain, but the school does not supply bottled drinking water. Students do not take water bottles out to the P.E. field or the playground or keep them at their desks.



**Parent Handbook**  
**for**  
**Happy Valley School**

**2016 - 2017**



**Appendices**

**Appendix A – Arizona Revised Statute 13-2911**

**Appendix B - Discipline Policies**

**Appendix C - Dress Code**

**Appendix D - Bus Rules (Includes Field Trips)**

**Appendix E - Volunteer Agreement & Policy**

**Appendix F – Absence Policy**

## **APPENDIX A – CAMPUS ENVIRONMENT & PUBLIC ORDER**

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ARS 13-2911. Interference with or disruption of an educational institution; violation; classification; definitions.

*Amended by Laws 2000, Ch.226, § 1, effective April 10, 2000, by emergency*

**A.** A person commits interference with or disruption of an educational institution by doing any of the following:

1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.

2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.

3. Knowingly going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.

4. Knowingly refusing to obey a lawful order given pursuant to subsection C of this section.

**B.** To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 or 2 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.

**C.** When the chief administrative officer of an educational institution or an officer or employee designated by him to maintain order has reasonable grounds to believe that any person or persons are committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution or has reasonable grounds to believe any person has entered on the property of an educational institution for the purpose of committing such an act, the officer or employee may order the person to leave the property of the educational institution.

**D.** The appropriate governing board of every educational institution shall adopt rules for the maintenance of public order on all property of any educational institution under its jurisdiction that is used for educational purposes and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty and other staff and all members of the public while on the property of the educational institution. Penalties for violation of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and, in the case of a student, faculty member or other staff violator, the violator's suspension, expulsion or other appropriate disciplinary action. Adoption of all rules required by this section shall be governed by title 41, chapter 6, and the rules shall be amended as necessary to ensure the maintenance of public order. Any deadly weapon, dangerous instrument or explosive that is used, displayed or possessed by a person in violation of a rule adopted pursuant to this subsection shall be forfeited and sold, destroyed or otherwise disposed of pursuant to chapter 39 of this title. This subsection does not preclude school districts from conducting approved gun safety programs on school campuses. This subsection does not apply to private universities, colleges, high schools or common schools or other private educational institutions.

**E.** An educational institution is not eligible to receive any state aid or assistance unless rules are adopted in accordance with this section.

**F.** This section does not prevent or limit the authority of the governing board of any educational institution to discharge any employee or expel, suspend or otherwise punish any student for any violation of its rules, even though the violation is unlawful under this chapter or is otherwise an offense.

**G.** This section may be enforced by any peace officer in this state wherever and whenever a violation occurs.

**H.** Restitution under sections 8-341, 8-345 and 13-603 applies to any financial loss that is suffered by a person or educational institution as a result of a violation of this section.

**I.** Interference with or disruption of an educational institution pursuant to subsection A, paragraph 1 or 2 of this section is a class 6 felony. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 3 or 4 of this section is a class 1 misdemeanor.

**J.** For the purposes of this section:

1. “Educational institution” means, except as otherwise provided, any university, college, community college, high school or common school in this state.

2. “Governing board” means the body, whether appointed or elected, that has responsibility for the maintenance and government of an educational institution.

3. “Interference with or disruption of” includes causing an employee of an educational institution to take any action to protect the educational institution or the employees, students or property of an educational institution.

4. “Property of an educational institution” means all land, buildings and other facilities that are owned, operated or controlled by the governing board of an educational institution and that are devoted to educational purposes.

## APPENDIX B – DISCIPLINE POLICY

*The information below is a reprint of the policy which parents sign in the Registration Packet and agree to support as part of the enrollment process.*

Happy Valley School has an orderly atmosphere. Every student should practice respect and courtesy daily. To ensure orderliness, teachers establish and teach both school and classroom rules. Students are to follow the dress code and all rules adopted for the purpose of maintaining safety and order.

Students are given positive reinforcement when they are observed doing things right. The school staff will use positive reinforcement to guide children’s behavior. Consequences for inappropriate behavior are clearly spelled out and are enforced.

Every effort is made to keep parents informed should their intervention be warranted. Teachers will contact the parent if a child has initial minor offenses. For continuing or more serious offenses, students will be sent to the office with a Principal Referral form. The Principal or Vice-Principal will counsel the student about the inappropriate behavior, and the form is sent home to inform parents about the outcome of the conference.

The Administration makes the final decision on all behavior/discipline problems and the Principal is the only staff member who assigns points for infractions. When a student has accumulated points during the school year, the following consequences will be given:

- 10 Points SUSPENSION for up to 5 school days
- 20 Points SUSPENSION for up to 10 school days
- 30 Points EXPULSION from Happy Valley School recommended

STUDENT BEHAVIOR	No. OF POINTS	STUDENT BEHAVIOR	No. OF POINTS
Excessive talking in class	2	Bullying/Harassment/Threats	10
Talking at inappropriate time	2	Drinking alcohol	10
Not following rules	2	Fighting	10
Dress Code violations	3	Gang activity	10
Leaving area without permission	3	Possession of:	
Restroom violations	3	Alcohol	10
Severe teasing /Name calling	3	Dangerous objects	10
Swearing/inappropriate language	3	Fireworks/Lighters/Matches	10
Throwing food	3	Pornography	10
Throwing rocks or other objects	3	Putting self/others at risk	10
Cheating/Lying/Deception	4	Smoking	10
Class disruption	4	Stealing	10
Disturbing the learning of others	4	Vandalism (minor)	10
Horseplay/Roughhousing	4	Violating state or federal laws	10
Endangering/Hurting others	5	Arson/Serious vandalism	30
Disrespect for adults/peers	5	Possession/Distribution of drugs	30
Ignoring/Disobeying authorities	5	Possession of:	
Vulgar language/gestures	5	Weapons/Explosives	30
Other		Sexual harassment/acts/abuse	30
		Violence/Serious threats	30

**Note:** Principal Referral/Discipline Action forms sent home must be signed by the parent/legal guardian and returned to school. Parent signature acknowledges receipt of the information, but does not necessarily indicate agreement. Space is provided on the form for parent comments. A written appeal should be submitted to the School Board if parents disagree with disciplinary decisions after talking with the administration.

## APPENDIX C - 2016-2017 DRESS CODE

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The Dress Code adopted by the Happy Valley School Board is designed to help encourage a wholesome learning environment, to provide safety, and discourage negative influences.

### **SCHOOL UNIFORMS HAVE BEEN ADOPTED BY THE SCHOOL BOARD, BEGINNING AUGUST, 2013**

Uniform tops are collared, Polo, shirts in red, white or navy blue with the school name imprinted on the front. Tops must be purchased online from our vendor whose information is printed at the end of the Dress Code. Pants, shorts, skirts, skorts or jumpers must be either navy blue or khaki, and may be purchased at local discount or department stores. The lower portion of the uniform may not be gray, black, green, royal blue, pastel blue, red or any color other than navy blue or khaki. Jeans/denim/stretch pants or exercise pants may not be worn as uniform attire.

Stripes, plaids, flowers or other designs or colors such as pink, green, purple, anything neon, or hues that clash with the uniform colors may not be worn as the bottom portion of the uniform **or as accessories**.

**Accessories** such as sweaters, pullovers, light jackets, sweatshirts, vests, jumpers, tights, leggings, socks, long sleeves exposed or other articles of visible clothing must be solid navy, red, or white with no patterns. Neutral gray accessories are fine. Coats and jackets that are worn only on the playground or outside in cold weather may be any color, fabric or design (except for those designs listed as inappropriate).

**Inappropriate/prohibited clothing/accessories** include anything with questionable language, pictures, images, or depictions of negative, unwholesome or controversial subject matter, such as gangs, violence, skulls, skeletons, political, anti-social or social protest messages or actions.

**The proper size uniform must be worn.** Tops that are too long, too large or too small, or lower parts of the uniform that are too tight or too short may not be worn. No part of the uniform may be altered by cutting, tying, fraying, tearing, shortening or otherwise distorting its normal appearance, size or length.

**Student appearance, outer attire, and accessories** must be modest and avoid creating a distraction. Clothing must be gender appropriate, clean, neat, in good repair, and fit properly at all times. Baggy, saggy, excessively tight or short, worn, torn or frayed clothing or accessories may not be worn. These standards apply to "free dress" or special theme days, as well as uniforms.

*Please keep in mind that the intent of having uniforms is to promote attire that is in harmony with, not different from what others are wearing.*

**Uniform tops** are not required to be tucked in, nor are belts required. Suspenders may not be worn outside of clothing.

**Shorts** should be Bermuda length uniform shorts. **Skorts, skirts and hem length of dresses or jumpers** must be at least mid-thigh in length and have a "finished" hemline. Leggings are permitted under skirts or jumpers.

**Underclothing** must not be exposed, partially or otherwise, and see-through attire is not permitted. Uniform shorts are to be worn under dresses or skirts on physical education days and at any time when girls are climbing or playing on the playground equipment.

**Shoes:** Shoes/Sneakers must be neat, safe, and appropriate. The laces must be tied. For safety reasons, high heels, platform shoes (including raised-heel tennis shoes), cowboy boots, hiking boots, footwear with rollers or cleats, other recreational footwear, soft cloth, bedroom slippers, clogs, or flip-flops may not be worn to school anytime. As with other coordinating accessories, shoes should be solid colors, not be bright, neon colors. No knee high tennis shoes are allowed. Socks should be solid white, red, or blue.

**P.E. Attire:** Conventional Velcro fastened or lace-up tennis shoes *must* be worn for physical education classes, and are recommended as daily wear for all students since schedules may be changed unexpectedly. Time does not allow for individual evaluations of alternative footwear anytime, especially during P.E. classes.

**Hats, caps and sunglasses** are appropriate outdoors, but may not be worn indoors by boys or girls. All headwear must be worn in conventional style, not sideways or backwards. Do rags, skull caps, sweatbands, stocking caps and similar headgear are not permitted. Sun block is encouraged, but must be applied at home. School staff cannot apply sunblock at school, nor may students keep it with them.

**Hair** should be neatly groomed and clean. Distracting hairstyles are not permitted, including, but not limited to: unnatural colors; Mohawks; "fauxhawks," spikes; cut or shaved designs; partially shaved or cut; shaggy or excessively unkempt hair. Hair must not hang below eyebrows or impair normal vision. Boys' hair should not fall below the bottom of the shirt collar line, be pinned up or worn in a ponytail.

**Jewelry, makeup and nail polish:** Girls may wear earrings in/on the ears only. Girls in grades 5 and 6 only may wear lightly applied makeup. Nail polish may not be black or dark purple. Boys may not wear earrings, makeup or nail polish. Piercing, other than girls' earrings, may not be visible on exposed areas of the body.

**Tattoos, transfers, writing or markings** on exposed areas of the skin are not permitted.

**Enforcement:** Students out of dress code may not attend class. Parents are responsible for ensuring that their children are properly dressed for school each day, and will need to bring proper attire to school for their student if the student is out of dress code. Since no dress code can address all of the changing fads in clothing and attire, the final decision regarding dress code issues rests with the administration.

Parents and students sign the dress code as part of the enrollment agreement each year. Thanks for helping keep us all focused on learning, and maintaining a positive, safe environment for everyone.

One objective of wearing uniforms is to create an environment that raises student awareness that we are in a school setting which focuses on learning and academics. We believe that concentrating on developing character and positive personality traits (rather than being distracted by an emphasis on style and clothing fads at school) will serve students better in becoming more interesting and successful in the future.

Uniforms tops with the Happy Valley logo must be ordered online from [www.boosteraz.com/hvsuniforms](http://www.boosteraz.com/hvsuniforms). Please note that delivery of uniforms is only available on certain dates, not anytime throughout the year. In addition, orders placed after the initial orders have been processed will have a price increase. Please read all of the information on the website before ordering or calling.

The office will not have extra shirts to sell for those who have not ordered. The office will keep a few extras of each size on hand for emergencies, but uniform orders should include a sufficient number of shirts for students to wear until the next delivery date. Ordering and delivery information is posted on the school Blog.

The school office does not have any information about orders placed with 3D Promotions. All uniform transactions are conducted directly between parents and 3D Promotions except for delivery. All uniform orders are delivered to Happy Valley School, not to parents.

School staff cannot accept money, order uniforms, or answer specific questions about individual orders.

If you have questions about your order, you may call 3D Promotions at 623.572.7220.

## APPENDIX D – BUS RULES (Including Field Trips)

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*The information below is a reprint of the policy which parents sign in the Registration Packet and agree to support as part of the enrollment process.*

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Bus rules have been established for the safety, security and protection of all students who ride the bus. It is imperative that parents go over the bus rules with their children so that they: know what is expected; understand the rules; understand why the rules have been established; and understand the consequences of not following the rules.

It is important that parents understand bus procedures so that students do not miss the bus. Bus citations will be issued to students who do not follow the rules, and they may lose the privilege of riding the bus. Bus citations need to be signed by a parent and returned to school the next day.

After 3 citations, students may lose riding privileges for up to 5 days, depending on the severity of the problem. Severe violations may result in immediate suspension of privileges without prior citations. The student and parent are responsible for any repairs needed to correct damages to the bus by the child. All conduct rules for school apply on the bus (including field trips) and at bus stops.

- ◆ Children should be at their assigned bus stop 10 minutes prior to pickup time. The driver could arrive early, but will wait until the exact pickup time before leaving for the next stop.
- ◆ If you arrive late, please do not attempt to flag down the bus or block the driver from departing the stop. That is unsafe for everyone! Proceed to the next pickup point for boarding the bus.

### **SAFETY RULES FOR BUS RIDERS**

- ◆ Obey the bus driver and all adult supervisors.
- ◆ Wait until the bus is completely stopped to cross in front of it or get on board.
- ◆ Cross at least 10 feet in front of the bus—not behind it.
- ◆ Stay away from the bus tires and do not go under the bus. Tell the driver if you drop something.
- ◆ Stay seated and face forward at all times when the bus is in motion. No changing seats or crawling under seats.
- ◆ Wait for the bus to stop completely before standing. On field trips, wait for the driver to tell you when to stand.
- ◆ Keep hands and feet to yourself. No horseplay, scuffling or fighting.
- ◆ Never put objects, head, hands, arms, feet or other body parts out the bus windows.
- ◆ Throwing objects inside or outside the bus is not allowed.
- ◆ Quiet student conduct is expected. No screaming, yelling or excessive/distracting noises allowed.
- ◆ No eating, open food or drinks, glass, animals, skateboards, scooters, radios, cameras, cell phones, CD or tape players allowed.
- ◆ The emergency door may only be used as an exit for real emergencies.
- ◆ Written permission by the student's parent must be given if a student is going home with someone on the bus.

### **Violations of the following rules may result in immediate suspension of bus privileges:**

- ◆ Weapons, alcohol, drugs, cigarettes, fireworks, explosives, flammable material or dangerous objects of any kind, even in backpacks or closed containers. Also applies at bus stops.
- ◆ Foul language, sexual harassment, or obscene gestures inside or outside the bus, or at bus stops.
- ◆ Threats, acts of violence or destruction and dangerous activities (pushing, shoving, fighting, going into the street, or refusal to obey those in authority on the bus or at bus stops.



## APPENDIX E – VOLUNTEER AGREEMENT & POLICY INFORMATION

Dear Volunteer:

Thank you for being willing to give your time, energy and effort to help make the education of our students more enjoyable. We greatly appreciate your service. In order to make our volunteer program work more effectively, and to provide our students the greatest benefit and protection, we have formulated the following policies and agreement.

- ◆ **Dress Code:** Please set an example of appropriate, modest attire for our children by observing the same dress standards that we ask of them.
- ◆ **Teacher Authority:** Please respect the authority of the teacher or staff member in charge of the class. If you have a question, always wait for an opportunity to speak to the teacher privately. If a correction or change needs to be made in instructions or information, the staff member in charge needs to make that change.
- ◆ **Classroom Volunteers and Extra Children:** Please arrange childcare for other children in your family rather than bring them into the classroom or onto the playground. Extra children are a distraction for the class and create an additional problem for the teacher. Only enrolled students may play on the playground.
- ◆ **Field Trips and Extra Children:** We are unable to accommodate children who are not enrolled in our school on field trips because of insurance and the distraction factor. Older or younger students enrolled at Happy Valley may not be excused from their classrooms to accompany siblings on field trips/other activities.
- ◆ **Having Students in the Right Place at the Right Time:** If you are in charge of students on a field trip or any activity, please ask permission from the teacher in charge before you take students anywhere away from the main group or change any plans that have already been made.
- ◆ **Physical Displays of Affection with Children:** In this very sensitive area, please limit your affection to hugging a child briefly to the side, or to a gentle pat on the shoulder. Although comforting a child who is injured or emotionally distraught, or accepting a brief hug from a child who wants to greet or thank you is acceptable, specific examples of inappropriate physical contact include, but are not limited to:
  - ✓ Continually hugging, rubbing, touching or patting children
  - ✓ Lifting children up
  - ✓ Allowing children to hang on to you
  - ✓ Putting your arm around the waist or buttocks of a child

- ✓ Patting, touching or rubbing children on the arms, legs, shoulders, buttocks, head or anywhere
  - ✓ Tossing children into the air
  - ✓ Soliciting hugs from children
  - ✓ Kissing a child
  - ✓ Any physical or verbal contact with a child that could make them feel uncomfortable or be considered inappropriate
- ◆ **Safety First:** Child sexual abuse is a major concern for everyone, and we need to protect our children. We also need to guard ourselves against being suspected or accused of improper conduct. Male volunteers should never allow themselves to be put in the position of being alone with any child of either gender—in a vehicle, a room, a restroom, or any non-public place. Female volunteers should be aware of the potential danger of such situations, also.
  - ◆ **Correcting Children:** Please assume the responsibility for helping keep our children safe, on task, and following proper conduct. If there is a problem with student behavior, we ask that you correct them kindly, but firmly, and remind them of rules or previous instructions. If that does not work, contact a teacher or school representative for help as soon as possible.
    - ◆ Inappropriate correction by volunteers includes, but is not limited to the following examples:
      - ◆ Questioning students in matters of discipline
      - ◆ Yelling at students, "chewing students out," or making sarcastic remarks
      - ◆ Embarrassing students
    - ◆ Physical discipline of any kind is strictly prohibited by State law as well as school policy. It includes:
      - ◆ Pushing or pulling students' arms, legs, head, hair or any part of their body
      - ◆ Striking, hitting, poking or holding students (unless you are restraining them passively to keep them from hurting themselves or someone else)
  - ◆ **Physically Examining Children:** If you suspect that a child has a physical or health problem (scrapes, bruises, abrasions, rashes, itches, lice, ringworm, or anything else), please report it to the teacher **discreetly**. Please do not under any circumstances remove or look underneath clothing, go through a child's hair or examine them yourself. If you suspect that a child has a problem that is contagious, try to separate them from the other children as inconspicuously as possible and find the teacher. Please do not discuss the problem with or in front of other students or parents.
  - ◆ **Checking Property:** Property belonging to students, teachers and the school may only be searched or examined by authorized school personnel. If weapons or other dangerous items are suspected, the property should be isolated from students.

- ◆ **Avoiding Preferential Treatment:** To avoid hurt feelings or having children become ill, we ask that chaperones refrain from buying special treats for, or giving special privileges to a select few in one group that others in the class do not get. All treats must be pre-approved by the teacher. Some children have allergies, health problems, or their parents do not want them to have certain items. Please ask permission.
  
- ◆ **Following the Rules:** Chaperones and volunteers for all on- or off-campus activities are asked to follow the same rules for their child and his/her friends that the entire class must observe. It is important that adults set a good example by obeying the rules and following the instructions of the staff member in charge.
  
- ◆ **Driving Students Directly to School Sponsored Events:** In order for students to be counted present for school, they must report to school and be checked in before a field trip or off-campus event, even if parents are transporting their own child to the class' destination. Parents may sign students out at the field trip/event destination on the teacher's attendance roster if they are going home instead of returning to school.
  
- ◆ **Fingerprinting:** In keeping with Arizona law and school policy, volunteers who work with students and are not under the direct observation of the teacher in charge at all times must be fingerprinted and have an FBI background check as outlined in ARS § 15-512.

I, \_\_\_\_\_ (name printed) have read and fully understand the policies of the school regarding volunteer work, the supervision and treatment of students, the accountability of volunteers to teachers, and the importance of following school rules. I further realize that these policies are designed for my benefit as well as to protect and safeguard the children at Happy Valley. I agree to abide by the terms and conditions outlined in this agreement/policy statement at all times.

Students: \_\_\_\_\_

Teachers \_\_\_\_\_

Revised 07/25/2016

# Sample for Reference

## **APPENDIX F – HAPPY VALLEY CHARTER SCHOOL ABSENCE POLICY**

Happy Valley School will follow the ADE Guidelines and Procedures No.-1 revised 5/20/16 pertaining to School Finance Excused Absences (attachment 1). Policy and discretion areas are outlined below.

### **EXCUSED ABSENCES**

Absences will be considered excused due to illness, doctor/dentist appointment, family emergencies, bereavement as long as the parent or guardian notifies the school prior to the absence or **when the absence occurs**. The school will document the date and reason for the absence in a paper or electronic format and keep the record for four years. *(For administrative purposes, documenting the absence in an electronic format such as notations in Schoolmaster will suffice but make sure to add who called in or notified you of the absence.)*

### **UNEXCUSED ABSENCES**

It is the policy of Happy Valley School to continue to count **family vacations as unexcused absences** even if the school is notified in advance of the absence.

All absences will also be considered unexcused for the following reasons:

- ◆ Parent or guardian fails to call to notify the school of the absence in advance or on the day of the absence. (There may be situations where a judgement decision can be made to excuse the absence. The principal should determine if there are extenuating circumstances. Example of this would be the family was in an accident and there was no one able to call. This should **not** be a routine situation. (The file should be documented with this decision.)
- ◆ Absence exceeds the 10% of instructional day threshold for the year.

Students absent for **10 consecutive days will be withdrawn** from the school. Students may re-enroll after being withdrawn but the 10% threshold applies to all absences even with multiple enrollments with the same school.

### **ABSENCES FOR RELIGIOUS BELIEFS**

Absences for religious beliefs will be considered excused if they meet the following criteria:

- ◆ All religious belief absence requests are reasonable. Any religious belief absences exceeding five days for the school year will be unexcused.
- ◆ Parent or guardian provides written documentation prior to the absence. The note should inform the school that the student will be participating in a religious exercise or instruction and will be away from the school grounds.
- ◆ Absences that do not conform to this policy will be considered **unexcused**.

# **IMPORTANT PARENT NOTICE**

## **Re: The 2016-17 Parent Handbook**

Happy Valley School's current Parent Handbook is available online at [happyvalleyschool.org](http://happyvalleyschool.org) under Parents. Please read it carefully. It is intended as a reference book explaining school policies, procedures, purposes and goals—what we do and why we do it. The Handbook has been approved by our School Board.

We ask that you read the Handbook in its entirety, go over school policies with your children and ask school staff if you have questions. Some of the policies and forms were included in the Enrollment Packet which required both parent and student signature.

Parents will be given an acknowledgement form at Orientation to sign that they will read the Handbook online.

By publishing the information in our Parent Handbook, giving public notification about the location of the Handbook, and having parents sign the acknowledgement form, we are establishing a legal document that is binding whether or not parents and students actually read all of the information in it.

May you and your children have a wonderful school year with us. We appreciate your understanding and support

Sincerely,

The Board and Staff  
Happy Valley School

**PLEASE DO NOT REMOVE THIS PAGE FROM HANDBOOK**

# Parent Handbook for Happy Valley School

## Campus:

7140 W. Happy Valley Road  
Peoria, AZ 85383  
(623) 376-2900 – Office  
(623) 376-9030 – Fax

## Corporate Office:

827 E. Sixth Ave  
Mesa, AZ 85204  
(480) 655-7868  
(480) 655-7870

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Vice Principal/Curriculum Coordinator:  
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