



**HAPPY
VALLEY
SCHOOL**

**PARENT / GUARDIAN
HANDBOOK**

2023-2024

www.happyvalleyschool.org

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Welcome Parents/Guardians!

We are honored to serve you and your family. We 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

Our mission is to provide a learning environment that will improve pupil achievement in the basic skills and state of academic standards. Our commitment is to have a teacher in every classroom who cares that every student, every day learns and grows, and is successful. We take responsibility and are accountable for the progress of each student. In addition, we believe that the education of the child is not complete without the teaching of good character and leadership skills. We provide the motivation for children to obtain these goals.

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/Guardians first go directly to the staff member involved 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 listening 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.

Rules

All 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/guardians 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 based on 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.

Note: If there is a discrepancy between board policy and the handbook, board policy will supersede the handbook.

Special Notices

Asbestos Materials Assurances

None of the materials 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.

Documentation of Residency Required

Parents/Guardians 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 bi-annually; training and practices for other emergency situations (lockdown/lockout/evacuation/shelter in place) 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/guardians 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.

Note: The full emergency operations plan is available upon request.

Enrollment

Happy Valley School has an open enrollment policy and will enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. Students are eligible to attend regardless of their district of residence. Happy Valley School is a publicly funded charter school that does not charge tuition.

Open enrollment is on a first come first served basis and is contingent on available classroom space. Families of returning students and their siblings have priority for class placement until the deadline given in the enrollment packet. Enrollment information for the next school year can be found on the Happy Valley School website.

Daily Schedule

- Daily Office Hours are from 7:00 a.m. until 3:30 p.m. Day Care hours are listed below.
- Staff supervision for students at no charge is from 7:20 – 7:55 a.m., and from scheduled dismissal time for the student (see the dismissal schedules) until 20 minutes afterward.
- Teachers assemble students from the playground at 7:55 a.m. and proceed to classrooms.
- Instruction 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/Guardians 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/Guardians are responsible for their children before and after school hours and are expected to pick them up immediately after dismissal.
- Parents/Guardians who need to drop their students off before 7:20 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/Guardians need to complete Emergency Day Care forms if the student is 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/Guardians arrive. A fee is charged for this service. Students will not be taken to Day Care or charged any fees if the cause of the delay is unreasonable congestion in our parking lot.

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 students.

Attendance and Timeliness

It is important that Parents/Guardians 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.

Students earn special awards for perfect attendance for the full academic day. **Outstanding Attendance Certificates are awarded at the end of the school year.** Excused absences and tardiness count, and an early pick up is counted as tardy. Students are considered tardy if they are not in their classroom by 8:00 a.m. or dismissed before their release time.

Understandably, there are circumstances when a student cannot make it to school, however, students should attend class every day if they are able.

Absence due to Religious Reason:

Students may be excused from school for religious purposes, including participation in religious exercises or religious instruction. An excuse can be granted when the parent or other person who has custody of the student provides written consent, and the religious instruction or exercise takes place at a suitable place away from school property designated by the church or religious denomination or group.

Doctor/Dentist/Orthodontist appointments, family emergencies, bereavement, or district approved family vacation:

The school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student. In cases of illness or other extenuating circumstances requiring attention from a medical provider, the parent is encouraged to schedule appointments during after-school hours or on non-school days. If an appointment with a medical provider is required during the school day, Parents/Guardians should sign the student out at the front desk shortly before the appointment and return the student to school shortly after the appointment has concluded. **See Absence Reporting below.**

The state requires the school to administer consequences for excessive absences and tardiness. Further, the state penalizes the school if the student's average attendance falls below the 90% level.

In cases of excessive student absenteeism or tardiness, Parents/Guardians will be contacted by the Truancy Officer and may be issued citations as outlined in ARS § 15-805. Citations require a court appearance and may result in fines and court costs.

The following consequences may be administered by the school:

Number of Absences	Outcome
5	Parent will be notified of the student's absences and consequences of further absences.
8	Parent phone call.
10	Contact by principal.
15	Possible contact by truancy officer.

Tardy:

School begins at 8:00 a.m. Students that arrive after 8:00 a.m. must be accompanied by Parents/Guardians to sign in and they will receive a tardy slip to enter the classroom.

Number of Tardies	Consequences of Tardiness
3	<ul style="list-style-type: none">• Contact home made by classroom teacher.• Loss of attendance award
5 or more	<ul style="list-style-type: none">• Contact to home made by Attendance Clerk• Attendance records will be marked, and perfect attendance will be lost
10 or more	<ul style="list-style-type: none">• Possible meeting with principal, homeroom teacher and/or truancy officer will be conducted during school hours.
13 or more	<ul style="list-style-type: none">• Time management will be offered.• Other options will be discussed.• Truancy Officer may make an in-home visit.• Other agencies may be notified.

Early Removal:

- Parents/Guardians **must not** go directly to classrooms to remove students but should check in at the front office and the front office staff will call for the student.
- Students are required to stay in school until the dismissal time and Parents/Guardians should not pick up students before dismissal time.
- Students who are removed from the school before their dismissal time must be signed out by the Parents/Guardians.
- Chronic early removals will result in administrative involvement.

Absence Reporting

Arizona Law Concerning Student Absences: ARS § 15-807

- Parents/Guardians are required by law to notify the school when their children are absent. Parents/Guardians will be asked to specifically identify the absence reason for school record keeping purposes.
- When a student will be absent from school, the parent or guardian is required to 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, the date/time, and the specific reason for the absence.
- If your child needs to be picked up early from school, please call the school office in advance. Attendance is taken once daily.

- 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.
- If a student is absent from school and the parent/guardian has not notified the school, school 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.
- The school or governing board members of a school and employees or agents of the school 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.
- We are responsible for reporting all absences and tardies to the Department of Education. Examples of excused absences and tardies are illness, doctor appointments and emergencies.

Bicycles, Skateboards, and Individual Transportation

If students ride personal transportation such as bicycles, skateboards, skates, rolling shoes or scooters to school, Parents/Guardians and students must assume responsibility for all risks involved, and Parents/Guardians 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, always 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.

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. Privacy laws prevent school personnel from giving out names, class lists, addresses or telephone numbers of students or other Parents/Guardians. Please see "Parties" for more information.

Buses and Bus Rules

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/Guardians and students sign an agreement regarding bus policies and acceptable behavior on the bus. **See Appendix B of this Handbook for Bus Rules and Bus Safety Tips.**

Campus Environment/Public Order

Arizona Law (A.R.S. 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 Revision 01/16/2024

section 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/Guardians, or other members of the public while on the property are as follows:

- The Director, the 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/Guardians; and the educational environment in the classroom.
- Threatening to cause physical injury to any employee or person attending Happy Valley. Examples include 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

Happy Valley does not set up carpools or provide transportation to or from school other than busing. Parents/Guardians 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, 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 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/Guardians to contact and evaluate prospective carpool drivers.

Cell Phones/Watches

Cell phones, watches and paging devices are inappropriate for student use at school since they create a disruption in the learning environment. Cell phones/watches cause a distraction if they ring or vibrate in class. Students may not talk on phones/watches during class nor use the photo, game, or text messaging functions. Cell phones/watches that cause a distraction will be taken to the office where Parents/Guardians may retrieve them. Students may not keep phones on their person or at their desks at school. For grades KG-4th phones should be set to silent mode and secured in their backpacks since we cannot be responsible for breakage or loss. For grades 5th – 8th Cell phones/smart watches and other electronic devices are collected and placed in a secured lock box at the start of day and given to students at the end of day. The cell phone/watch policy also applies on the bus and on the playground.

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

It is vital that Parents/Guardians 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 emailed to the office.

Child Find

In accordance with 34 CFR 300.111, 300.131 and A.R.S 15-761 (26) and A.A.C. R7-2-401.

All children with disabilities 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 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.

School procedures include:

- Promoting public awareness of resources available to all Parents/Guardians 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 Arizona Early Intervention Program (AzEIP), a program run by the Arizona Department of Economic Security.

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- Service coordinators at AzEIP will assist Parents/Guardians 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 (800) 237-3007, 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 and communication, emotional and psychomotor domains.

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.

Communicable Diseases

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

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

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

Custody and Other Legal Issues

Parents/Guardians 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.

Day Care Options

Day Care is available on our campus for students enrolled at Happy Valley School. 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.

The 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.

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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

The information below is a reprint of the policy which Parents/Guardians sign 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.

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/Guardians informed of discipline issues should their intervention be warranted. Teachers contact Parents/Guardians 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. Parent/Guardian signature does not necessarily indicate agreement with discipline measures but is evidence that Parents/Guardians are aware of the problem. A telephone call from the principal may or may not be made. Parents/Guardians 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/Guardians disagree after talking with the administration.

Parents/Guardians 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 Happy Valley School recommended

STUDENT BEHAVIOR	POINTS	STUDENT BEHAVIOR	POINTS
Class Disruption	2	Being Disrespectful	5
Excessive Talking	2	Endangerment	5
Not Following Rules	2	Hurting Others	5
Restroom Violation	3	Vandalism	5
Teasing/Name Calling	3	Non-Compliance	5
Throwing Food / Objects	3	Fighting / Violence	10
Dress Code Violation	3	Bullying / Harassment	10
Inappropriate Language	3	Violating the Law	10
Inappropriate Gestures	3	Threats	10
Deception / Cheating	4	Possession of Weapons/Explosives	30
Horseplay / Roughhousing	4	Sexual harassment/acts/abuse	30
Disturbing learning of others	4	Violence/Serious threats	30

If a student is suspended or expelled for any reason, the parent must pick the child up immediately when contacted and the student is not allowed back on campus for the duration of the disciplinary action. Students on suspension complete missed schoolwork at home.

Student Dress Code

The dress code is designed to help encourage a wholesome learning environment, to provide safety, and encourage positive influences.

School uniforms have been adopted by the school board

Clothing should be clean, neat and in good repair. It must conform to the style of school uniforms. Student appearance, outer attire, and accessories must be modest and avoid creating a distraction. Clothing and accessories must be gender appropriate. Clothes cannot be baggy, saggy, excessively tight, worn, torn or frayed. These standards apply to "Free Dress Days" 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.

Polo Shirts with Happy Valley School Logo are required.

- Red, white, or navy polos with the school emblem, ordered from 3D Promotions, are required.
- Must be modest, loose fitting, and appropriately cover midriff and chest area.
- Tops are not required to be tucked in.
- Suspenders may not be worn outside of clothing.

- Belts are not required.

Uniform Pants/Shorts/Skirts/Skort/Jumpers are required to be Navy Blue or Khaki.

- Purchased from local department stores.
- Must **NOT** be baggy, saggy, or torn.
- Shorts/Skirts/Skort must be a maximum of **3” above the knee** in length and have a **finished** hemline.
- Boxers or underclothing must not be shown.
- Cargo pants and shorts are not permitted.
- Athletic shorts such as basketball style are not permitted.
- NO DENIM of any color.
- Red, white, black, or navy shorts are to be worn under jumpers/skirts.
- Leggings/tights/biker shorts cannot be worn alone. If leggings/tights/biker shorts are worn they must be worn with a jumper/skirt and can only be red, white, black, or navy (**solid colors/no designs**).
- Socks must be red, white, navy, or black (**solid colors/no designs or logos**).

Sweatshirts/Sweaters/Coats

- Sweatshirts with HVS logo only/cardigan sweaters worn **inside** of the classroom must be red, white, or navy blue with no language, pictures, or images.
- Coats are not to be worn inside of the classroom.
- Your student’s name must be written inside each item.
- Red, white, or navy long sleeve undershirts may be worn under a polo shirt.

Shoes

- Tennis shoes, rubber sole, closed toe shoes are required.
- Flip-flops and CROC type shoes are not permitted.
- Shoes with wheels in the soles are strictly prohibited from being worn to school.
- Sandals with back strap and boots are permitted but not on playground equipment.

Hats and Caps

- May not be worn in the classroom or the building.
- If hats/caps are worn to school, they are restricted to outside and must be worn with the bill facing forward over the face.
- No inappropriate symbols or language is permitted on hats/caps.

Hair

- Should be neatly groomed and clean.
- Boys’ hair must be kept trimmed out of the eyes, clean cut and above the collar.
- Distractive or extreme hair styles and colors (i.e., extreme colors, colored streaks, mohawks, spikes, etc.) are not permitted. Fauxhawks must measure 1 inch or less. Rat tails are not permitted.
- Conservative headbands only. Animal ears are not allowed.
- No designs or words in haircut.

Make-Up

- Conservative make-up may be worn by girls only.
- Must be applied before coming to school.
- Make-up applied during school will be confiscated and given only to the Parents/Guardians.
- Cologne/Essential Oil are not permitted and will be confiscated and given only to the parent.
- KG-5th Grade no artificial fingernails.

Jewelry

- Since jewelry is distracting in the classroom, and poses a hazard on the playground, the school discourages the wearing of jewelry. Jewelry often gets stolen or damaged.
- Girls may wear one pair of small earrings in the earlobes (one in each earlobe) No hoops.
- Boys may not wear any pierced jewelry. Chains are not permitted.
- Medical Alert bracelets are permitted.
- Happy Valley is not responsible for any lost, damaged, or stolen items.

Tattoos/Transfers

- Visible tattoos are not permitted.
- Writing on skin is not permitted.

Electronics

- Electronics are not permitted on campus nor on school buses.
- Please leave these devices at home.
- Happy Valley is not responsible for lost or stolen items.
- **KG – 4th Grade** - Cell phones, smart watches, or other electronic devices are to remain in silent mode and in students backpack at all times. Abusing this policy will result in the confiscation of the device. Parents/Guardians must come to the school to retrieve the item.
- **5th – 8th Grade** - Cell phones, smart watches, or other electronic devices are to remain in silent mode and collected by the teacher at the beginning of the school day. Abusing this policy will result in the confiscation of the device. Parents/Guardians must come to the school to retrieve the item. Students will serve a one day in school suspension.

It is the principal's responsibility to make final decisions regarding dress code issues.

Parents/Guardians agree to encourage their children to adhere to the school's dress code. We are not responsible for lost, damaged or stolen property.

Enforcement: Parents/Guardians 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 the changing fads in clothing and attire, the final decision regarding dress code issues rests with the administration.

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 focused and successful in the future.

Thank you for supporting our focus on learning and maintaining a positive, safe environment for everyone.

Uniform tops with the Happy Valley logo must be ordered online from <http://store.3dpromotions.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 the information on the website before ordering or calling.

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

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.

Drug/Alcohol/Tobacco/Weapon Free Zone

Happy Valley School is a drug free zone with zero tolerance. Students accepting, purchasing, selling, distributing, or using illegal drugs or substances will be recommended for expulsion. Students in possession of illegal drugs or found to be abusing prescription drugs or other substances will be recommended for expulsion. 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 and vaping 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).

Drug/Alcohol Free Zone

A.R.S. 13-3411. Possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs or narcotic drugs or manufacture of dangerous drugs in a drug free school zone; violation; classification

A person who violates this law is guilty of a class 3 misdemeanor.

Tobacco Free Zone

A.R.S. 36-798.03. Tobacco and vape products prohibition at schools and school-related areas; exception; violation; classification

- A. Tobacco and vape products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at Off-campus School sponsored events. For purposes of this subsection, "school" means any public, charter, or private school where children attend classes in kindergarten programs or grades one through twelve.
- B. Subsection A of this section does not apply to an adult who employs tobacco products as a necessary component of a school sanctioned tobacco prevention or cessation program established pursuant to section 15-712.

C. A person who violates this section is guilty of a petty offense.

Parents/Guardians/staff may not smoke or consume alcohol on or around the school property. Students accepting, purchasing, selling, or distributing illegal substances will be expelled. Students in possession of illegal drugs will be expelled.

Weapon Free Zone

A.R.S. 13-3101 – 3122 Weapons and Explosives

Arizona Law A.R.S. 13-3101 states that a deadly weapon is anything that is designed for lethal use, including a firearm. It is against Arizona law to carry a firearm or any deadly weapon on a school campus and can be classified as a felony offense for illegal possession of a deadly weapon. Recommended outcome for carrying a deadly weapon on to school property is immediate expulsion from Happy Valley School.

English Language Learners

If a student's enrollment papers indicate that the student speaks another language predominately, the student will need to be assessed for his/her English fluency. This will be done within 60 days of enrollment. Upon assessment, the student will be classified as either English Proficient or English Learner. English Learners will be placed in a classroom with other English Learners to assist with their English Fluency progression. Parents/Guardians are permitted at any time to request a meeting to discuss his/her child's assessment and classification.

Pursuant to **A.R.S. 15-751** through **A.R.S. 15-757**, all children will be taught in English speaking classrooms, and all English learners will be placed in Structured English Immersion (S.E.I.) classrooms. All of our teachers have been trained in the necessary methods these classrooms require. The instruction is designed to best develop student's mastery of the English language.

Before the end of the school year, all English Learners will be reassessed for their English proficiency. If they test above the publisher's designated score for their grade level, they will be reclassified as English Proficient. Happy Valley School will monitor the students for 2 years after fluency is achieved to be sure they remain above the acceptable level for their grade. If, at any time, they fall below the acceptable range, the student will be reclassified as an English Learner and a meeting will be scheduled with the Parents/Guardians to discuss the best academic options for their child.

If your child is classified as an English Learner and you do not want him/her to participate in a Sheltered English Immersion classroom, a waiver must be obtained by the Front Office exempting them from the program. There are three acceptable reasons that your child could be excluded from the classroom.

1. The child already knows English, and his/her results meet the requirements for the grade level.
2. The child is ten years of age or older and the administration believes that an alternate course of educational study would be better suited to the child's overall educational progress.
3. The child has special individual needs (physical or psychological) that would hinder his/her ability to be involved with an alternate course of English acquisition and education and the child has already been placed for a period of not less than 30 calendar days in an English language classroom.

FERPA Rights

The Family Education Rights and Privacy Act (FERPA) affords Parents/Guardians 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/Guardians must submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will arrangement access and notify the Parents/Guardians 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/Guardians 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 educational 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 B)

Parents/Guardians sign a written permission form 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 a 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/Guardians, 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" can be a distraction.

Grades

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, and computer grades are based upon a combination of academic achievement, effort, cooperation, and participation.

Success at Happy Valley School is mastery based. If the student does not achieve 80%, 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

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/Guardians 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.

Retaliation against individuals reporting harassment, threats or bullying will not be tolerated and could result in immediate suspension or expulsion.

Homeless Students

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/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)(3)(E).

Homework

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/Guardians listen to their children read in every grade level but particularly in kindergarten through third grade. Reading comprehension is improved in students when Parents/Guardians ask questions about the material being read.

Parents/Guardians 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

It is the intent of Happy Valley School to recognize students who demonstrate honor in their behavior and academic progress at school, students who do not demonstrate honorable character may not be eligible for honor roll. Honor Roll students will receive certificates in their classrooms every quarter.

What can disqualify your child from Honor Roll:

- *Math facts not being mastered.*
- *D or F on the report card*
- *Red Slip (Up to the discretion of the principal)*

1st Honor Roll	94% - 100% on quarterly grades
2nd Honor Roll	90% - 93% on quarterly grades

Immunizations

Parents/Guardians 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/Guardians 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/Guardians 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.

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

The school does not carry medical or dental insurance for students. Consequently, if they are injured during school activities, their Parents/Guardians must be responsible for medical or dental costs and for the cost of medical transport if medical services are called.

Kindergarten Acceptance

Children entering Kindergarten must be five years of age prior to September 1st of the current school year. Parents/Guardians are required to furnish proof of their children's date of birth.

The school may admit children who turn 5 after September 1st if it is in the best interest of the child, however, the child must reach age 5 by January 1st of the current school year. **ARS 15-821 (c)**.

The regular, full day kindergarten curriculum and State Standards are followed in all kindergarten classes.

Lost and Found

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

Students eat lunch in the cafeteria whether they bring a lunch from home or purchase a hot lunch. If you are bringing lunch for your student, please be sure you know the time your child has lunch. Parents/Guardians 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 in the office.

Happy Valley School and Banner Catering have partnered with Boonli to provide a secure, fast, and easy-to-use system that allows Parents/Guardians 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 daily. Orders must be placed by Wednesday at 11:59 p.m. the week prior.

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

Nurse

- 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. Due to allergies/asthma, Essential Oils are not permitted on campus.
- We want to do what is best for your children. We will attempt to reach you if an emergency arises, however, in case of serious illness or injury we will call for medical services. The cost of this service is the responsibility of Parents/Guardians.
- 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/Guardians 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. The prescription must be no older than 12 months and the medication cannot be expired.
- 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/Guardians 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/Guardians or teachers may arrange a meeting concerning a student at any time they deem necessary. Parents/Guardians should
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arrange such meetings before or after school. School policy prohibits teachers from having conferences with Parents/Guardians 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/Guardians 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.

Parties at School

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

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

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

A detailed plan for picking up students after school is in place and should be followed very closely in order to avoid congestion in 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 wait in 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

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:

Anything for sale	Chewing gum	Rubber bands	Toys
Blankets	Computer/electronic games	Skate shoes with wheels	Trading/playing cards
Cameras/TVs/radios	Magazines/catalogs/comics	Sports balls from home including baseballs/footballs	Valuable jewelry
CDs/audio/video tapes	Money	Squirt/toy guns	
Cell phones/earbuds	Music players/recorders	Stuffed animals	

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:

"Adult" oriented materials/items	Flammable substances	Lighters/matches/weapons
Alcohol	Gang related items	Pornography
Any dangerous object	Illegal drugs/substances	Prescription drugs
Drug paraphernalia	Items related to violence/crime	Tobacco/Vape products of any kind
Fireworks/explosives/ammunition	Weapons of any kind	

Report Cards

Report cards are sent electronically approximately every nine weeks. ALL Parents/Guardians should print off students report cards from FamilyLink.

Rules for Student Behavior on Campus

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 and considered vandalism. (Arizona law holds Parents/Guardians responsible for restoring vandalized/defaced school property.)
- Remain in areas on campus that are supervised by school staff.
- Should not leave campus without an adult dismissal.

Safety on Campus

- Parents/Guardians/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/Guardians/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 in our parking lot.
- The speed limit is always 5 miles per hour in the parking lot.
- Vehicles should not stop or park in the path of pedestrian crosswalks and block the way for children and other Parents/Guardians.
- 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.

Staff Information / Resumes

Resumes for all teaching staff members are on file in the office and available for Parents/Guardians to review upon request. All classroom teachers at Happy Valley School meet the federal requirements under Every Student Succeeds Act (ESSA) or the Arizona requirements for charters. (ESSA). All staff working in any capacity possess a Fingerprint Clearance Card which requires an FBI background check.

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 State scores our students achieved. HVS has also earned an A rating for the past 3 years that the program has been in place.

Visitors

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 Front Office staff before going into the building. We encourage Parents/Guardians 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. Siblings or friends of students are not permitted to visit classrooms 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 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/Guardians 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 Parents/Guardians.
- 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. Only enrolled students are allowed on the playground. For safety reasons, Parents/Guardians, 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 in attire that would be acceptable for students to wear according to the school dress code.
- Visitors may not video, photograph, or record other students without permission.

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

Volunteers (See Appendix C for our Volunteer Agreement)

Volunteers are welcome and appreciated at all grade 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. The 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

Students are encouraged to bring water to school with their names on their bottles. Bottles may be refilled at the drinking fountain, but the school does not supply bottled drinking water. Students are asked not to share water bottles with other students.

Complaint Procedures:

A Happy Valley School parent is encouraged to contact the Principal, Jeannine McDonald, to report any concerns. The principal can be reached at 623-376-2900 or at jmcdonald@happyvalleyschool.org. Should a parent feel they need to report information to a third-party representative, a parent from Happy Valley School may submit an anonymous complaint to Mr. Mike Gaddie.  Gaddie can be reached at 480-655-7868 or info@azbasicschools.org and your request will be reviewed and investigated.

Appendices

Appendix A – Campus Environment & Public Order

Appendix B - Bus Rules (Includes Field Trips)

Appendix C - Volunteer Agreement & Policy

APPENDIX A – CAMPUS ENVIRONMENT & PUBLIC ORDER

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

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

1. Intentionally, knowingly, or recklessly interfering with or disrupting the normal operations of an educational institution by either:
 - (a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - (b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.
2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.

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

C. The chief administrative officer of an educational institution or an officer or employee designated by the chief administrative officer to maintain order may order a person to leave the property of the educational institution if the officer or employee has reasonable grounds to believe either that:

1. Any person or person commits any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
2. Any person has entered on the property of an educational institution for the purpose of committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.

D. The appropriate governing board of every educational institution shall adopt rules pursuant to title 41, chapter 6 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 violations 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 or expulsion or any other appropriate disciplinary action. A governing board shall amend its rules 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 or otherwise disposed of pursuant to section 13-3105 and chapter 39 of this title. This subsection does not do either of the following:

1. Preclude school districts from conducting approved gun safety programs on school campuses.
2. 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. Notwithstanding section 15-341 and subsection D of this section, the governing board of an educational institution may not adopt or enforce any policy or rule that prohibits the lawful possession or carrying of a deadly weapon on a public right-of-way by a person or on or within a person's means of transportation.

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

K. 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 any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation, or suspension is not required for the act to be considered an interference or disruption.
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.
5. "Public right-of-way" means any highway, street, road, thoroughfare, path, alley or other right-of-way that is publicly accessible and that is established and maintained by this state or a political subdivision of this state. Public right-of-way does not include property of an educational institution.

APPENDIX B – BUS RULES (Including Field Trips)

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

Bus rules have been established for the safety, security and protection of all students who ride the bus. It is imperative that Parents/Guardians 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/Guardians 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/Guardian and returned to school. 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 pick-up time. The driver could arrive early, then 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 from 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.
- Always stay seated and face forward 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 of 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, or music 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, vape paraphernalia, fireworks, explosives, flammable material, or dangerous objects of any kind, even in backpacks or closed containers. This rule 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 C – 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 with 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 to 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 oversee 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
 - Allowing children to hang on to you.
 - Lifting children up
 - Putting your arm around the waist or buttocks of a child
 - Patting, touching, or rubbing children on their 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. 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.

- **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/Guardians.
- **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/Guardians 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/Guardians are transporting their own child to the class’s destination. Parents/Guardians 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.

IMPORTANT PARENT/GUARDIAN NOTICE

Re: The 2023-2024 Parent/Guardian Handbook

Happy Valley School’s current Parent/Guardian Handbook is available online at happyvalleyschool.org under Parents/Guardians. 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/Guardians will be given an acknowledgement form at Orientation to sign that they will read the Handbook online.

By publishing the information in our Parent/Guardian Handbook, giving public notification about the location of the Handbook, and having Parents/Guardians sign the acknowledgement form, we are establishing a legal document that is binding whether or not Parents/Guardians 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 at Happy Valley School

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: _____

Parent/Guardian Handbook for Happy Valley School

Campus:

7140 W. Happy Valley Road Peoria, AZ 85383

(623) 376-2900 – Office

(623) 376-9030 – Fax

Corporate Office:

202 E. Southern, Mesa, AZ 85210

(480) 655-7868 -Office

(480) 655-7870 -Fax

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By Happy Valley School, Inc.

An Arizona Public Charter School

Owners/Board Members/Administration:

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Director: Mike Gaddie

Board Member: Jody Dial

Board Member: Anne Magruder

Principal: Jeannine McDonald