



POLICY AND PROCEDURE MANUAL

Unity

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

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

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

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

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

Anonymous

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INTRODUCTION

Mission

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

Philosophy

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

SVA places a special emphasis on the school and family partnership. We believe that families and schools working together ensure that children reach their fullest potential.

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

Policy and Procedure Manual

Parents are provided a copy of the SVA Policy and Procedure Manual. It can also be obtained through our school web site. Copies are also available in the front office. Parents and scholars are expected to read the policy manual in its entirety.

Traditional Curriculum

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

Governance

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

ADMISSIONS AND VARIANCE

Admission Eligibility

Sun Valley Academy accepts scholars from all school districts as well as private schools. Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English Language, or athletic ability. Sun Valley Academy is a public school, so no tuition is charged to the scholar. Additionally, provided the scholar has transportation, there are no geographical limitations. There may be charges for some extracurricular activities and electives,

which your scholars choose to participate in, but are not required in the normal educational program offered by Sun Valley Academy.

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

Admission Requirements

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

Kindergarten Enrollment

Kindergarten scholars must be five years old by December 31st of the academic year.

ADMISSION OF HOMELESS CHILDREN AND YOUTH

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

Federal Level State Level
 McKinney-Vento Homeless Assistance Act A.R.S. §15-823
 Title I A.R.S. §15-824
 IDEA A.R.S. §15-828
 A.R.S. §15-872

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

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

II. Compliance with Arizona Revised Statutes

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

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

III. Immediate Enrollment of Homeless Children and Youth

Under this policy, Sun Valley Academy shall immediately admit scholars who meet the definition of “homeless” by:

- Not requiring birth certificate; and
- Not requiring proof of immunization until the fifth calendar day of enrollment as defined in A.R.S. §15-872(H).

Furthermore, records will immediately be requested from the previous school by the Sun Valley Academy Scholar Records Department.

ADMINISTRATIVE REGULATIONS

I. Homeless Children and Youth – Who are they?

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

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

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

II. The Role of Sun Valley Academy

What homeless children need most of all is a home. But, while they are experiencing homelessness, what they need most is to remain in school. School is one of the few, stable, secure places in the lives of homeless children and youth – a place where they can acquire the skills they need to help them escape poverty.

Sun Valley Academy will not stigmatize or segregate scholars on the basis of their homelessness status, and will provide homeless scholars with a stable and safe environment conducive to learning. Furthermore, Sun Valley Academy assures that barriers to enrollment are removed for scholars who are homeless including:

- A. Enrollment documentation will not be required immediately. Enrollment barriers may include:
 - § Immunization requirements
 - § Transportation
 - § Birth certificates
 - § Availability of school records
 - § Guardianship requirements

- § Residency requirements
- § Physical examination records
- § Other

B. Sun Valley Academy will continue the child in the school of origin:

- For the remainder of the academic year; or
- In any case in which a family becomes homeless between academic years, for the following academic year; or transfer the scholar to a Sun Valley Academy site closer to the child's place of residence.

C. Sun Valley Academy also assures that homeless scholars will be provided with:

At the request of the parent, or in the case of an unaccompanied youth the Sun Valley Academy Homeless Liaison or designee, transportation will be provided for homeless children/youth to and from the school of origin, school of attendance, or SVA School site requested, for the duration of the school year. Services comparable to those offered other scholars;

- Integrated access to all existing programs and mechanisms available to non-homeless peers;
- Participation in educational services for which the scholar is eligible such as Title I, special education, gifted programs, and school nutrition programs;
- If funding is received from the McKinney-Vento Homeless Assistance Act, the availability of tutoring or supplementary instruction linked to the achievement of the Arizona State Standards; and
- Completion of expedited evaluations of the strengths and needs of homeless scholars and their eligibility for programs and services.

D. The Sun Valley Academy Homeless Liaison or designee shall ensure that:

- homeless children and youths are voluntarily identified by school personnel and through coordination with other entities and agencies.
- homeless children and youth enroll in and have a full and equal opportunity to succeed in Sun Valley Academy.
- homeless families, children, and youth received educational services for which they are eligible and referrals to other appropriate services.
- the parents or guardians of a homeless child and any unaccompanied youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- compliance with all policies and procedures, and mediate enrollment disputes.
- the parents or guardians of a homeless child or youth, and unaccompanied youth, are informed of all transportation services, including transportation to and from the school of origin or to the Sun Valley Academy selected.
- coordination of services between SVA and other homeless family service providers.
- assistance is provided to children and youth who do not have immunizations, or immunization medical records, to obtain necessary immunizations or medical records.
- scholars are not segregated on the basis of their status as homeless.
- programs for homeless scholars are coordinated with other federal and local programs.

E. The SVA Homeless Liaison may be contacted to:

- Provide training to parents, charter staff, and agencies or services provided by the charter school.

DISPUTE RESOLUTION PROCESS

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

- The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. SVA will provide its share of the transportation to the school selected for the duration of the dispute resolution process.
- The child, youth, parent, or guardian shall be referred to SVA School's Homeless Liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Homeless Liaison shall ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

The Homeless Liaison shall work through the expedited dispute resolution process. For Sun Valley Academy, that process involves:

- The Homeless Liaison and the Superintendent shall work through the expedited dispute resolution process by meeting with the homeless youth, parents, or guardians; by examining all paperwork available; and by making a decision about the dispute within 5 business days. After a decision has been made, Sun Valley Academy shall provide the parent, guardian, or homeless youth with a written explanation of the school's decision regarding school selection or enrollment. SVA shall also provide written forms so that, if dissatisfied with the school's decision, the parent, guardian, or homeless youth may appeal the decision to the Arizona Department of Education: Mattie McVey, 1535 W. Jefferson Street, Bin #32, Phoenix, Arizona 85007, (602) 542-4963.

For more information or questions about the admission of homeless children and youth, please contact the Sun Valley Academy Homeless Liaison at (602) 694-4914.

Notice of Nondiscriminatory Policy

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

Corporal Punishment Policy

Sun Valley Academy opposes the use of corporal punishment.

ATTENDANCE

School Hours:

Monday, Tuesday, Thursday, Friday 7:55 AM – 3:00 PM

Wednesday 7:55 AM -1:00 PM

Scholars are allowed to be dropped off beginning at 7:40 AM. Scholars dropped off prior to 7:40 AM will be placed in the Kids Care Program at the parents' expense. Pick up is at 3:00 PM Monday, Tuesday, Thursday, and Friday and 1:00 PM on Wednesday. Scholars that are not picked up by 3:15 PM and 1:15 PM respectively will be placed in the Kids Care Program at the parents' expense.

Attendance Policy

Absences

If a scholar will be absent from school, please notify the front office at (602) 692-4914.

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

Tardies

A tardy is defined as a scholar arriving after the start of school and/or leaving before the end of the school day. First bell is at 7:55 AM. Classroom teachers will pick all scholars at this time. A five-minute transition shall be given. Scholars arriving at school after 8:00 AM will be counted as tardy for the day. **All tardy scholars must be signed in by their parents/guardian. If a scholar has excessive tardies a parent conference may be held and consequences may follow (please refer to Raising Expectations Policy).** Remember that late arrivals and early departures disrupt class and cause loss of instruction time.

SCHOLAR ACCOUNTS

Each SVA family will be assigned a scholar account. Siblings will share one family account. Scholar accounts must remain current in order for scholars to use SVA services that require payments such as the lunch program and Kids Care.

Weekly account statements will be sent home with the scholar. Parents are expected to make timely payments in to their child's account.

In the case of delinquent accounts:

- If lunch is a paid service, scholars will be given an alternative lunch.
- If Kids Care is used, scholars will not be admitted into Kids Care before and after school.

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

GENERAL INFORMATION

Kids Care Program-Extended Day Program

Sun Valley Academy provides before and after school care for enrolled scholars. Enrollment forms are available in the front office. The hours of operation and cost are as follows:

Program Hours:	Monday, Tuesday, Thursday & Friday
	6:00 AM – 7:40 AM - Before School
	3:00 PM – 6:00 PM – After School
	Wednesday – Early Release
	6:00 AM – 7:40 AM - Before School
	1:00 PM – 6:00 PM - After School

Morning only:	\$6.00 per day; \$5.00 per day for each additional scholar
Afternoon only:	\$10.00 per day; \$8.00 per day for each additional scholar
Morning and afternoon:	\$15 per day; \$12.00 per day for each additional scholar

Parents will be charged a late pick up fee of \$2.00 per minute per scholar beginning at 6:01 PM. Parents are required to have a minimum amount equal to one day's worth of services in their scholar account at all times. Failure to maintain proper account status and/or continued scholar behavior issues will result in permanent removal from the Kids Care program.

Please call (602) 692-4914 for more information.

Fundraising

The Sun Valley Academy may direct two major fundraisers each school year. Families are encouraged to participate together in this activity. Door-to-door sales by scholars are strongly discouraged.

Other fundraising activities on campus involving scholars shall take place before school, after school, or at lunchtime, and must be approved by administration.

Tutoring

Tutoring provides assistance to scholars in academic areas determined by the teacher. Tutoring sessions may be held before or after school. Identified scholars will be issued a permission slip that both the parent and the teacher will sign. Scholars shall bring all the supplies they need to Tutoring.

Parent Volunteers

A parent volunteer organization will be established. **Families that enroll their child at Sun Valley Academy are asked to volunteer a minimum of 5 hours during the school year.** Please contact the front office for volunteer opportunities.

Spalding Parent Course

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

Transportation

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

Visitors/Guests

Visitors are welcome at SVA and are required to register at the office in compliance with Arizona State statutes. All visitors must wear a visitors badge while on campus. We ask that when visiting your child on campus, parents do not bring additional children.

Medication

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

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

Diabetes Management Policy

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

Students attending Sun Valley Academy with diabetes shall have a Diabetes Medical Management Plan (DMMP) on file with the School and the DMMP shall be updated and submitted annually.

The DMMP shall:

- Be provided by the Parent or Guardian;
- Be signed by the appropriately licensed health professional or nurse practitioner;
- Authorize the student to carry appropriate medications and monitoring equipment;
- Acknowledge that the student is capable of self-administering medications and equipment;
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the School; and

- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for the student.

Student Self-Administration of Medication

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

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

School Administration of Medication

If a student is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the student's DMMP shall be provided by the School. Two or more staff members shall be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording. School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member. Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a student's DMMP.

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

Vision and Hearing Screenings

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

Custody

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

Backpacks

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

Personal Items

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

Cellular Phones

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

Vandalism

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

Tobacco, Alcohol, Drugs

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

CURRICULUM PROCEDURES

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

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

Classroom Organization

1. Classrooms in grades K-5 shall be self-contained with heterogeneous grouping. Grades 6-8 will have an identified homeroom classroom with heterogeneous grouping but will rotate on a block schedule throughout the academic day.
2. Utilization of departmentalized teaching methods, to take advantage of the strengths of individual teachers, may be implemented.
3. Scholar desks shall face the teacher's primary instructional area.
4. Appropriate discipline techniques, which focus on positive reinforcement of appropriate behavior, shall be used to maintain a structured, calm, and orderly classroom atmosphere.

Classroom Instruction

1. Each teacher shall utilize whole class instruction, direct teaching, and approved methods with an emphasis on meeting individual needs. Instructional time and scholars' time on task shall be maximized. Classroom activities not directly related to academic tasks should be kept to a minimum in all grade levels.
2. Each teacher shall provide an assignment for scholars to work on at the beginning of each day.
3. The sequence of course scheduling should reflect that scholars are more receptive to learning earlier in the school day; therefore, it is recommended that core subjects be taught during these times.
4. A minimum block of uninterrupted teaching time during the morning will be provided for each grade level, if possible.
5. Teachers shall strive to provide academic challenges for all scholars. Parents will also be encouraged to provide extended learning activities for their children.
6. Teachers shall help scholars gain the necessary skills to become productive citizens by following the prescribed leadership curriculum. In addition, teachers shall use modeling and discussing the meaning of good citizenship, courtesy, honesty, and respect for personal and public property, and expect scholars to follow their example.
7. Scholars shall remain in class until their assigned dismissal in order to maximize instructional time. Teachers on duty in the afternoon may leave their classes a few minutes early in order to be at their duty stations when the scholars are released.
8. Whole school announcements, visitors and guest observers, and individual messages to scholars shall not interfere with instructional time. When possible, messages and announcements will be delivered during the first or last 15 minutes of the school day.
9. High expectations shall be maintained for neatness, spelling, grammar, punctuation, and accuracy on all written assignments. Space will be provided for scholars to show their work on tests and other assignments when appropriate. If necessary, an assignment may be returned to the scholar for revision. Fourth-eighth grade scholars will complete writing assignments in cursive.
10. Teachers shall provide and establish a predetermined routine for testing. Scholars should be seated quietly and remain seated during testing. Teachers will monitor scholars during the administration of a test. All necessary materials will be provided and interruptions kept to a minimum.
11. Progress Reports and Report Cards shall be issued every quarter.
12. Teachers may use audio-visual aids that relate directly to the curriculum. Films and other AV material not related to the curriculum shall be limited to two viewings per year per class, must be approved by the director, and shall not be viewed for more than one hour at a time. In keeping with school policy, only G-rated videos may be shown.

State Standards

Sun Valley Academy shall meet or exceed all content standards established by the Arizona Department of Education. A sequential curriculum will be utilized in the areas of language arts, math, and reading. New material is introduced each year, which builds upon the previous year's curriculum. The Arizona College and Career Ready Standards will remain as SVA's framework. Quality teaching strategies will infuse the relationship of the subject matter to real world situations.

Curriculum selected for each subject area will reflect the SVA philosophy and the importance of basic skills acquisition.

Spalding Integrated Language Arts

The Language Arts program shall be based on the Spalding Method using The Writing Road to Reading along with the guidance of Succeeding in Reading with the Spalding Method Teacher's Guide. As a total language arts program, Spalding integrates direct instruction in listening, speaking, spelling, writing, and reading. The Spalding mission is to develop skilled readers, critical listeners, accomplished speakers, spellers, writers, and lifelong learners. A strong emphasis on grammar, both oral and written, will be stressed at SVA.

All language arts teachers at SVA shall have completed, or be enrolled in, the Spalding Writing Road to Reading I course.

The language arts program shall integrate the following components:

1. Spelling

Spelling is a phonics-based program with emphasis on daily written and oral phonics drills. Phonics with Spalding manuscript and/or cursive handwriting shall be directly taught and maintained as standardized penmanship for all grade levels. Scholars in third through eighth grades are expected to write primarily in cursive. Scholars K-5 will be given weekly spelling words and tested every Friday unless specified by the teacher.

The Spalding Spelling test is used as an evaluation tool to determine scholars' need for additional help in the Ayres list. At the beginning of the school year, grades 3-5 shall enter the Spalding rule pages. Scholars' proficiency in phonograms and spelling shall be evaluated, and scholars may need remediation.

2. Vocabulary

Vocabulary development shall be emphasized during spelling and in all content areas. Dictionary and thesaurus skills shall also be taught.

3. Composition

In accordance with grade level expectations, each scholar shall participate in creative writing experiences as well as written book reports and research papers. Written assignments shall include narrative, informative, and informative-narrative pieces.

Teachers shall encourage scholars' creativity while maintaining high expectations for grammar, spelling, punctuation, and neatness. Rubrics will be used as a scoring tool to evaluate these composition genres as well as the use of correct grammar, writing mechanics, and neatness.

4. Reading/Literature

Reading skills shall be developed utilizing quality literature and various expository texts, along with the phonic skills learned in spelling and handwriting. A strong emphasis shall be placed on listening and reading comprehension, literary appreciation, passage structure, and mental actions.

Each class shall be read to daily for enjoyment. This activity will not exceed 15 minutes.

Scholars shall have Silent Sustained Reading (SSR) each day. Each scholar shall have a book available at his desk to read at all times.

Detailed book reports are required throughout the year. Each grade level determines the number of reports. Detailed book reports shall be on books approved by the teacher within the scholars' personal reading level range. Scholars shall not be allowed to repeat book reports from previous years for detailed book reports.

- Scholars shall be required to fill out a reading log daily. Parents shall monitor and initial the log.
- Teachers shall develop a system to keep track of the number of books/pages read. The number of books/pages read shall be included in the reading grade. Consistency in grading shall be maintained at each grade level. Teachers need to conduct daily mini-conferences to view scholars' reading logs.
- The individualized reading goals and percentages correct of the scholars shall be reflected on the scholars' quarterly report card.

5. Oral Communication

Appropriate listening, speaking, and memorization exercises shall be required at each grade level. Scholars shall memorize and recite material appropriate for their grade. The teacher may select quality poetry or prose, sections from the constitution or other patriotic memory pieces, or a relevant piece that highlights an area of study. Scholars shall receive credit for completion of the memorization exercises. The goal of this activity is not simply to memorize and recite, but to practice fluency and expression in recitation.

Grades K-2: one item each grading period

Grades 3-8: two items each grading period

6. Dictation

Dictation exercises, where the teacher reads, dictates a selection, or provides information, and the scholars write down what is said, shall occur at least once per week.

Mathematics

Mathematics shall include the mastery and practical application of basic mathematical principles. Scholars shall understand that mathematical problems have absolute answers and that precision and accuracy are required. The use of calculators to complete class work or homework shall occur only when directed by the teacher.

The mathematics basic facts program shall be taught to the mastery level using drill, repetition, and memorization to achieve appropriate accuracy and speed. Grade level year-end goals/expectations are as follows:

Grade 1 (+,-) 30 problems in 1½ min. Grade 2 (+,-,×) 110 problems in 4 min.
 Grade 3 (+,-,×,÷) 100 problems in 3½ min. Grade 4 (+,-,×,÷) 100 problems in 3 min.
 Grade 5 (+,-,×,÷) 100 problems in 2½ min. Grade 6 (+,-,×,÷) 100 problems in 2 min.

Standards-based instruction, along with hands on activities and practice with manipulatives, shall be utilized at all grade levels.

Social Studies/History/Geography/Government

Social Studies programs of study consist of ancient history, American history, Arizona history, world history, and grade-level appropriate current events. Geography may include the study of place, location, regions, relationships within places, and map skills appropriate to grade levels. Citizenship and patriotism shall be emphasized in the study of history, geography, and government.

Science

Science content areas shall include the application of scientific principles in the areas of physics, chemistry, life science, and earth and space sciences. Scholars shall use the five steps of inquiry with a “discovery” approach; with themes approved themes for each grade level. Additionally, a Science Fair shall be held every year hosted by all grades K-8.

Leadership

Sun Valley Academy shall utilize the *Leader in Me* program and curriculum materials to teach grade level-appropriate leadership skills.

Special Area Classes**1. Art**

Art for grades kindergarten through eighth grade shall be provided at the discretion of SVA and shall be taught by qualified personnel.

2. Physical Education

Physical education (PE) for grades kindergarten through eighth grade shall be a required subject. Scholars will have two classes of PE a week. Scholars requiring additional academic support in reading or mathematics may have one PE class a week. PE shall be taught by a qualified physical education specialist.

The program shall instruct each scholar in various physical skills to promote good health and lifelong involvement in physical activities.

Appropriate athletic/PE (Tennis, Running, or Basketball) shoes are required to participate in class and in intramurals. Open-toed shoes, or shoes exposing any skin, will not be permitted.

Shoes must have a soft, non-marking, standard-sized sole (no platform or high-heeled shoes). Shoes shall also be tied tightly/correctly to promote safety of the owner and others around them.

Water bottles are encouraged for PE classes but must not be a distraction in the classroom. Only WATER is permitted in a water bottle-no flavored water or other drinks.

3. Technology

Technology shall be integrated into the SVA curriculum as an additional resource that offers the scholar quality practice or for reference or communication as related to a specific subject. Computer skills, such as keyboarding will be taught where developmentally appropriate. Internet access requires a signed electronic user agreement to be on file for each scholar.

4. Library

Scholars will be able to check out books on a weekly basis.

Scholars will be required to pay for any library books that are lost or damaged.

INTERVENTION - RAISING EXPECTATIONS (GRADES 3-8)

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

REQUIRED INTERVENTIONS

1. A District Assessment will be given to all scholars in math and reading prior to the end of each quarter.
 - Identified 3rd - 8th grade scholars who do not meet the district assessment standards will be required to complete a combination of the following interventions: Saturday school, attend an intersession module, tutoring, and/or summer school.
2. If at the end of the grading period a scholar has a D or an F in a core course (math and/or language arts), the scholar will be required to successfully complete the above intervention options.
3. 8th grade scholars will not be permitted to participate in promotion ceremonies if at the end of the 4th quarter they have a D or F in a core course (math or language arts).
4. Teachers may recommend scholars for summer school.

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Consequences

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

- Individual schools may choose to implement complementary positive and negative consequences for all testing programs.
- Special Education scholars requiring interventions will be referred to the IEP team.
- Scholars will be treated as individuals and administration will have the authority to make exceptions.
- Any retention decision may be appealed to the Governing Board, as per board policy.

Excessive Absences

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

CURRICULAR ACTIVITIES

Curricular activities are activities conducted during regular school hours. Specific activities shall include assemblies, classroom parties, field trips, and flag observances. Other academic-related activities may include Art Masterpiece lessons, Junior Achievement, the science fair, spelling bee, and teacher-directed activities.

Scholars are expected to be well behaved during all curricular activities. A scholar may be excluded from a curricular activity at the discretion of the teacher or administration. Games and recreational activities shall be related to an academic endeavor.

Assemblies

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

Classroom Parties

Classroom parties shall be limited to a maximum of three (3) per school year. The parties shall be held the last hour of the school day when possible. The celebrations shall generally include a winter, a Valentine's, and an end-of-the-year party.

If a parent elects to celebrate their child's birthday at school they may do so during their child's lunch break or the last 30 minutes of the school day provided that prior arrangements have been made with the classroom teacher. Food items must be store bought.

Field Trips

1. Field trips shall be related to the curriculum and appropriate to scholars' grade level. Field trips are an extension of the curriculum therefore it is expected and all scholars will participate.
2. One field trip may be scheduled with the director's approval each year. Under special circumstances, and with prior approval from the director, teachers may schedule additional field trips.
3. Teachers should ensure that similar field trips are not repeated at different grade levels.
4. The teacher shall preview material pertinent to the field trip.

5. Teachers shall provide clear objectives and assignments for field trips. Teachers may require scholars to take notes and/or collect data for reports.
6. Arrangements for the field trip, parent notification/permission slip, transportation, lunch, and adult chaperones shall be made at least two weeks in advance.
7. Ratio of adult chaperones shall be in accordance with Sun Valley Academy guidelines.
8. Chaperones are not permitted to bring minors on the field trip.

Flag Observance

The goal of the flag observance shall be to encourage patriotism and enhance school unity, spirit, and pride.

1. A flag observance shall be held at a time and place designated by the director as appropriate.
2. The flag observance shall consist of the Pledge of Allegiance and a moment of silence. All scholars shall be encouraged to participate in the pledge and songs. Individual scholars or classes may have the opportunity to sing a patriotic song or recite a poem or original creative writing.
3. Each class may have the opportunity to make patriotic presentations during flag observances throughout the school year.
4. At the end of the flag observance, weekly announcements may be made. In addition, school or individual recognition awards may be given.

Teacher-Directed Activity

The purpose of teacher-directed activity (TDA) is to reward classes for good behavior and assignment completion during the school week. Teachers who choose to use TDA shall create criteria, based upon good behavior/assignment completion, for their class to earn TDA. If a class earns TDA, it shall be conducted during the last twenty minutes of the regular classroom day on Friday. TDA shall be supervised by the teacher and shall consist of educational activities. Examples of appropriate TDAs include educational films, filmstrips, board games, puzzles, and art projects. Activities outside the teacher's classroom such as sporting activities must have prior approval of the director in order to coordinate playground space.

HOMework/ASSIGNMENTS

Homework is assigned to aid each scholar in time management, personal responsibility, skills practice of concepts taught in class, the strengthening of basic skills, developing study skills, developing initiative, and fostering independent learning. Homework is a review of the standards taught for the week. Scholars should be able to complete 80% of the homework alone with minimal assistance. The homework policy will further keep parents involved in their child's academic progress, and the SVA curriculum.

Homework will be assigned Monday through Thursday of each week, except before a holiday. Daily homework will be due at the beginning of the next school day unless homework packets are given and then packets are due every Friday. Friday homework may be given to finish long-term assignments in the upper grades. 10% will be deducted for each day late.

A scholar who does not complete work may be required to complete the assignment before, during, or after school for periods of 30 minutes or less.

Types of homework assigned may include:

- completing work started in class
- weekly spelling
- writing themes, short stories, or compositions
- drilling and practicing specific skills
- researching for long-term projects
- memorizing material to be recited in class
- listening, observing, and evaluating radio, TV, forums, concerts, and other programs related to courses
- conducting interviews and gathering information from authoritative sources
- working on notebooks, maps, and other projects related to course activities
- 15 to 30 minutes of nightly reading with maintenance of the reading log

The SVA **will meet or exceed** these general homework requirements:

Kindergarten – Grade 2	15-30 minutes per day
Grades 3 - 4	25-40 minutes per day
Grades 5 - 8	40-60 minutes per day

In addition to a specific homework assignment, scholars are expected to spend 15 to 30 minutes in additional reading related to the Accelerated Reader Program, as well as other quality literature. The scholar may be read to, may read silently, or may read to parents or others in the home. Your child may experience difficulties if they have excessive absenteeism, are new to the SVA campus, or during new or difficult concepts, requiring more time than is stated above. Please contact your child's classroom teacher with specific concerns.

Teacher Responsibilities

The teacher shall:

- maintain a homework accountability sheet for each scholar.
- provide appropriate feedback.
- assign meaningful and grade level appropriate homework.
- make every attempt to keep homework consistent at each grade level.
- take into account long-term assignments when assigning daily homework.
- ensure that all homework is a review of classroom assignments.
- respond in a timely manner when homework concerns are brought to their attention.
- send home weekly graded assignments.

Scholar Responsibilities

The scholar shall:

- keep an accurate record of assignments on daily log or agenda.
- have necessary materials to complete assignment.
- complete assignments on time.
- do their own work.
- apply and practice skills learned in class.
- strive for the highest quality work possible.
- provide parents with accurate homework sheets.
- do their homework to the best of their abilities.
- communicate to parents **and teachers** when concepts are new or difficult.

Parent Responsibilities

The parent shall:

- check his/her child's homework for accuracy, completeness, and neatness.
- sign homework assignment sheet and agendas as required.
- supervise completion and correction of inaccurate and untidy work.
- encourage systematic study.
- show interest in the assignment.
- commend satisfactory progress.
- provide the proper conditions suitable to study.
- read all communications regarding homework.
- ensure proper materials and supplies are available for completing assignments.
- utilize the "comment section" of the daily homework slip/planner to communicate as necessary.
- contact the teacher in a timely manner when homework concerns arise.

Homework Hints and Suggestions

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

Long-term Assignments (assigned more than one week in advance)

Examples of long-term assignments include, but are not limited to, book reports, poems/recitations, science projects, research papers, and current events.

Failure to turn in a long-term assignment by the due date shall result in a 0 percent (0%) for scholars at all grade levels. NO MAKE-UP WILL BE GIVEN.

When a scholar is absent, long-term assignments are due at the beginning of class the first day the scholar returns.

Absent and Late Work

It is required that all assignments be completed. **All scholars shall be provided one day for each absent day to make up missed assignments, not including long-term assignments.** Work not completed by the assigned time shall be considered late; however, teachers shall use their discretion to determine guidelines in acceptance of late assignments due to extenuating circumstances.

Grades

K-3	The assignment shall be marked down 10% for each day it is late. After two days, a 0% shall be given.
4-8	The assignment shall be marked down 10% for the first day it is late. On the second day it is late, the same assignment shall receive a 69% only if the work is of “C” quality or better. After two days, a 0% shall be given.

GRADING AND REPORT CARDS

Grading and report cards shall be given each quarter.

Progress Reports

Parents shall be contacted at mid-term of each grading period regarding their child’s academic and behavioral performance. Progress reports shall be consistent at each grade level.

Parent-Teacher Conferences

- Parent teacher conferences are scheduled each fall. Attendance at that conference is expected.
- Intervention conferences are held mid-year as needed.
- Spring conferences are scholar-led, and all parents are expected to attend.
- Additional conferences may be requested by teachers or parents.

Promotion and Retention

Scholars shall be promoted when they meet minimum grade level standards and pass all objectives for their grade level.

Move On When Reading legislation applies to third grade scholars. Scholars not meeting criteria will not be promoted. Some exemptions apply.

Teacher Assistance Team (TAT)

The purpose of the Teacher Assistance Team (TAT) is to identify scholars who are not achieving satisfactory progress in one or more basic subject areas and to provide intervention as early as possible. The TAT shall develop and implement a written plan designed around the specific needs of the scholar, with the goal of decreasing the likelihood of retention. The school will send notices of Unsatisfactory Achievement in the first, second and third grading periods. An intervention meeting will be held at the end of second quarter. Possible Retention notices will be sent by the end of the grading period. A team consisting of parent, teacher, and administrator will discuss final recommendation on retention.

SCHOLAR INTERNET ACCESS

For the Scholar - Acceptable Use:

As a scholar at Sun Valley Academy, you will promise to use the computer and those special learning tools and programs, such as the Internet, with respect. You must understand that the use of these electronic teaching and learning tools are designed to support your education. If rules are broken, a scholar may lose his/her privilege in using the computer and the Internet. Please pay special attention to the following:

Be Polite and Show Respect: When using the computer to write, send or to receive messages or information, always use kind and proper language and abide by the rules of friendliness. Treat others and equipment with respect. You may be alone in your use of the computer, but, what you write or receive, using electronic machines, may be viewed by others with or without your knowledge. You must not vandalize or abuse the equipment. Show respect for property, others and self. The computer and electronic resources belong to the school.

Be Honest and Obey the Rules: Do not do things on the computer that would be against the rules, the law, or may be looked upon as dishonest. Use the computer and the Internet for appropriate educational purposes only.

Keep Personal Things Private: It is advised that scholars not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, or personal photos when used with names. Do not log on or use another person's account. Keep personal and electronic information private.

My Promise to Follow the Rules:

“My parent or guardian has reviewed the Sun Valley Academy Acceptable Use Agreement with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules for the use of the computer and the Internet. I also know I should not give out personal information about my family or myself over the Internet. I understand that the computer, the Internet and other electronic information resources are to be used for educational purposes. I also understand that if I break the rules, my use of these educational tools may be taken away from me and that other disciplinary or legal action may be taken. I promise to follow the rules.”

Computer Searches

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

SCHOOL ORGANIZATIONS AND COMMITTEES

The success and operation of Sun Valley Academy(SVA)is due, in part, to the attendance and participation of parents, teachers, and administrators in school organizations and committees; therefore, participation is strongly urged.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

SVA shall have a highly structured, calm, and orderly atmosphere. Respect and courtesy shall be exhibited at all times. Teachers and parents are expected to exemplify appropriate modes of conduct and abide by school rules.

SVA shall utilize positive discipline programs at all grade levels. Good behavior shall be recognized with positive reinforcement and rewards. Serious and repetitive behavior infractions such as: physical and/or verbal abuse, theft, damage to school or personal property, weapons, drugs, and gang-related behavior may result in severe consequences such as expulsion.

Search and Seizure

Order, safety, and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search for and obtain the contraband from scholars if there is a reasonable suspicion that the scholar possesses such contraband. These searches can include desks and the scholars’

backpacks. Scholar desks, school books, and library books are the property of the school and remain, at all times, under the control of the district.

Scholar lockers are school property and remain at all times under the control of the school; however, scholars are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without scholar consent, and without a search warrant.

Discipline

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

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

The teacher may refuse to readmit the offending scholar pending a review by a “placement review committee.” The new law requires each school to establish such a committee composed of two teachers and the principal.

Any of the following consequences may be used with scholars who are sent to the office with a referral. Consequences will be determined by the severity of the behavior and the number of times the scholar has been sent by administration.

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

Disciplinary Process (School wide Expectations)

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

- **First Level**
A verbal warning shall be given by the teacher or supervisor, and a record shall be maintained. Scholar may be sent to a supervised time out room.
- **Second Level**
A note concerning the infraction(s) shall be sent home to be signed by the parent and returned. This note shall be kept by the teacher. A phone call to parents may precede or follow the discipline.

- **Third Level**
Parents shall be notified and the scholar may be sent to the director’s office for discipline.
- **Fourth Level**
A scholar shall be temporarily removed from the classroom by the director and assigned to a supervised isolation room (ISS).
- **Fifth Level**
A director, parent, teacher, and scholar conference shall be mandatory. Necessary behavior changes shall be defined, probationary time set, and consequences clearly stated.
- **Sixth Level**
There shall be a temporary suspension from school. A director, parent, teacher, and scholar conference shall be mandatory (OSS).
- **Seventh Level**
The scholar shall be transferred out of SVA. The reasons for transfer shall include, but are not limited to:
 1. Possession of a weapon on school property
 2. Assault upon a member of the school staff or another scholar
 3. Possession of controlled substances
 4. Repeated disregard for school rules
 5. Severe attendance infractions

DRESS CODE (Hair color, weaves, extensions etc.)

Scholar Dress Code

An enforced dress code will contribute to the SVA academic environment. Just as dress codes address professional standards in the workplace, the SVA “prescribed” dress code promotes the purpose of academics. “Prescribed Dress” means that all scholars are expected to dress in a neat, modest, and attractive fashion reflecting pride in themselves and their school.

Scholars are expected to adhere to certain standards of cleanliness. A scholar's appearance, mode of dress or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. When, in the judgment of the school administration, a scholar's dress or appearance is such a disruption or threat, the scholar may be required to make necessary modifications. Offensive words or pictures on clothing are not permitted.

The following is not an exhaustive list. SVA reserves the right to address dress code issues not contained in this handbook. It is both the parents’ and the child’s responsibility to ensure compliance with these standards. The SVA prescribed dress code options are as follows:

Monday-Thursday:

GIRLS:

Bottoms:

Pants – Plain dark navy blue or khaki. No denim allowed.

Shorts/culottes/skirts – Must be of modest length—approximately to the knee

Capris – Plain dark navy blue or khaki –tight fitting are not permitted

Dress/jumper – Plain navy blue, khaki or plaid with navy blue (no pin stripes, designs, or red)

Jumpers must have a dress code appropriate shirt underneath. No tight fitting or big/baggy bottoms will be allowed.

Tights/Leggings/Knee high socks – navy blue, red, black, or white.

Tops:

SOLID Navy blue, red or white **polo-style or button-up shirts**

All shirts must be solid in color with no pin stripes or logos of any kind with the exception of the Sun Valley logo shirt.

A collar and sleeves are required.

When long-sleeved shirts are worn under the collared shirt, the shirts must be a uniform color.

All shirts **must be tucked in.**

All jewelry will remain on the owner. Jewelry shall be worn in the manner designed. Pierced body jewelry, other than earrings in the ears, is not to be allowed.

Hair shall be neatly groomed. Appropriate hairstyles and cuts, as well as natural hair colors, are acceptable. Bangs shall be worn above the eyebrows or pinned away from the eyes.

Make-up- Modest make-up shall be permitted at school as age appropriate.

BOYS:

Bottoms:

Pants – Plain dark navy blue or khaki. No jeans or jean colored pants.

Shorts– Must be of modest length-approximately to the knee. No tight fitting or big/baggy bottoms will be allowed.

Tops:

SOLID Navy blue, red or white **polo-style or button-up shirts**

All shirts must be solid in color with no pin stripes or logos of any kind with the exception of the Sun Valley logo shirts.

A collar and sleeves are required.

When long-sleeved shirts are worn under the collared shirt, the shirts must be a uniform color.

All shirts **must be tucked in.**

Hair shall be neatly groomed and trimmed. **Hair length shall not be longer than the ear lobes on the side or fall below the collar in the back.** Bangs shall be worn above the eyebrows. No hair tails are permitted, unless for cultural or religious reasons. Appropriate hairstyles, cuts, or colors are acceptable. No hats or caps shall be worn at school except hats approved by the teacher or director for sun protection on the playground.

Fridays:

Tops can be red, white and blue. Background color must be red, white, or navy blue.

Scholars are encouraged to wear their spirit shirts or may wear shirts that have a patriotic theme. No collars are required but they must have sleeves. **All shirts must be tucked in.**

Shoes:

Shoes must adhere securely at the heel and be tied properly if they were designed to do so. (Flip-flops and heels are not acceptable). Open-toed shoes are acceptable as long as they adhere to the heel.

On scheduled P.E. days, scholars are expected to wear tennis shoes to ensure safety.

Jackets:

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

The teacher will address issues of improper dress. Dress code violations will be sent home. Repeat offenders shall be counseled by administration.

Parent Attire

Parents are urged to discuss the SVA dress code with their children to foster thorough understanding. If questions occur, the school nurse, teacher, or director may be contacted.

In support of the dress code, parents are asked to wear modest attire when on campus for lunch, visiting classrooms, or volunteering.

Faculty and Staff Attire

The faculty, staff, and administration are expected to set good examples of appropriate dress as outlined in the SVA faculty and staff dress code. Faculty and staff may dress in attire appropriate for their specific duties.

SCHOOL RULES AND REGULATIONS

Parents or guardians who wish to pick up their children prior to dismissal time must sign their children out in the office. Scholars shall not be released early from school without written permission from a parent or guardian. If a scholar leaves campus without written or oral permission, a conference shall occur with the director, teacher, parent or guardian, and scholar before re-admission to class is granted.

General Rules

Scholars shall:

1. not possess weapons, tobacco, alcohol, or drugs.
2. be on time to class and school activities.
3. show respect to adults and fellow scholars.
4. respect other individuals' property and not take items belonging to others.
5. help preserve school property and grounds.
6. not have chewing gum on campus.
7. settle disagreements without fighting or threatening to fight.
8. use only wholesome and courteous language.
9. walk on the sidewalks in a quiet and orderly manner when moving about the campus.
10. act appropriately during school safety drills.
11. enter teachers' workroom, supply rooms, and staff room with permission only.

Cafeteria Rules

Scholars are required to pay for their lunches before the first bell. It is strongly suggested that parents put money in their scholars' lunch accounts in advance in front office.

The following rules apply for scholars eating inside the cafeteria. Non-staff chaperones shall not release scholars from the play area to the lunchroom.

Scholars shall:

1. be quiet and orderly in line.
2. eat lunch quietly in assigned area and use good manners.
3. ask permission from staff in charge to move elsewhere or be dismissed.
4. keep the floor and table areas neat and clean.
5. not share food.

Playground Rules

Scholars shall:

1. play in the designated areas.
2. play away from irrigation and muddy areas.
3. only throw or kick items specifically designed to be thrown or kicked.
4. use good sportsmanship at all times.
5. play safe non-violent games (no tackling, grabbing clothing, tripping or pushing).
6. use playground equipment as intended.
7. obtain permission from the teacher or staff on duty before leaving the playground.
7. not handle broken glass or harmful objects and report the item to the staff on duty.
8. not play tag on the playground equipment.

Restroom Rules

Scholars shall:

1. obtain permission from a teacher or staff on duty.
2. keep restrooms neat and clean at all times.
3. wash hands and leave the restroom when finished.
4. not play in restrooms.
5. classroom teachers will take their scholars in a group at designated times throughout the day. Scholars may also ask permission use the restroom as needed.

Fire Drills and Lock Down Drills

Fire drills and lock down drills are held on a periodic basis. A fire evacuation plan is posted in each room. During a lock down, scholars must remain in classrooms, classrooms doors must remain locked, and no visitors may enter campus for any reason.

Scholar Lockers (6TH, 7TH, 8TH)

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

School Clubs (K-8)

School Clubs are designed to provide enriching experiences for scholars in a familiar environment after the school day ends. Scholars may participate in club programs after school, as sponsors are available. To be eligible to participate, a scholar will have parent/guardian permission to participate, maintain academic good-standing, acceptable school behavior, and follow instructions from club sponsors, arrive promptly and be picked up on time. A participation fee will be charged for each

club. For the safety and enjoyment of all children in the clubs, appropriate behavior is required, consistent with what is expected in any classroom at SVA. You will be notified if your child engages in disruptive behavior. If the disruptive behavior continues, your child may be removed from all future sessions of the club and no refund will be given.

After School Sports (5TH - 8TH)

The after school sports program is available for any 5th - 8th grader. Sports *may* include cross country, flag football, volleyball, basketball, co-ed soccer, softball and baseball. To be eligible to participate, a scholar will need to demonstrate acceptable school behavior, maintain a 70% or above in each of their classes. Parents will need to attend the mandatory sports meeting for the season, pay a fee for each sport and arrange for transportation. Any uniform materials issued and are the property of the school. Parents are liable for loss/damage to any school issued uniform materials. Proper codes of conduct apply to scholars and parents at sporting events.

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

A concussion management plan is available upon request.

Illness Policy

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

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

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

Scholars who become ill during school hours may not leave without visiting the health office and having a parent sign them out at the front office desk.

*Honor Roll Criteria***Criteria for Academic Awards***Scholar must be present for half of the quarter**Kindergarten scholars are not eligible for Honor Roll**Scholars must meet, expected proficiency levels on quarterly Galileo benchmark assessments***PRINCIPAL'S HONOR ROLL:****1st -5th Grade**

- All A's in Language Arts(Phonograms, Spelling, Reading, Writing, Handwriting, Oral Recitation), Mathematics, Science and Social Studies
- All E's in PE, Art, Technology
- All E's in Effort and Behavior

6th-8th Grade

- All A's in Language Arts, Mathematics, Science and Social Studies
- All E's in PE, Art, Technology, Leadership
- All E's in Effort and Behavior

HONOR ROLL:**1st-5th Grade**

- All A's and B's in Language Arts(Phonograms, Spelling, Reading, Writing, Handwriting, Oral Recitation), Mathematics, Science and Social Studies
- All E's and CM's in PE, Art, Technology
- All E's and CM's in Effort and Behavior

6th - 8th Grade

- All A's and B's in Language Arts, Mathematics, Science and Social Studies, and Oral Recitation
- All E's and CM's in PE, Art, Technology, Leadership
- All E's and CM's in Effort and Behavior