

Sun Valley Academy



POLICY AND PROCEDURE MANUAL 2024-2025

Revised July 2024

Unity

I dreamed I stood in a studio and
Watched two sculptors there
The clay they used was a young child's mind and
They fashioned it with care

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

Day after day the teacher toiled, with a
Touch that was deft and sure, while
The parent labored by his side and
Polished and smoothed it o'er

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

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

Anonymous

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I . Introduction

At Sun Valley Academy (SVA), the Policy and Procedure Manual is designed to provide clear guidelines and expectations for all school community members, ensuring a safe, respectful, and productive environment for staff and students. These policies and procedures are grounded in creating a nurturing environment that develops well-rounded, purposeful citizens.

This manual is designed to be a vital resource for parents and scholars, providing clear guidelines and expectations that support the collective vision. We encourage all parents and students to read this manual thoroughly to gain a comprehensive understanding of the standards and practices that govern Sun Valley Academy.

The Policy and Procedure Manual at Sun Valley Academy (SVA) is crafted in accordance with current Arizona Revised Statutes. In the event of changes to state laws and standards, the manual will be updated accordingly to maintain compliance.

A. Vision and Values:

As an organization, Sun Valley Academy has a **vision** of growing an exceptional, scholar-centered learning community built on a foundation of love and leadership.

To create and uphold this vision, SVA is guided by the following shared values:

- ***Love is our foundation.*** Every member of our learning community is unique and infinitely valuable. They deserve our best, every day, in order to reach their full potential.
- ***We lead by example.*** We model kind, supportive, and trusting relationships, creating opportunities for shared leadership, continuous learning, and an “all in” attitude for growth.
- ***We grow scholars.*** A dynamic cycle of strong instructional support and data analysis drives our decisions to empower every scholar for success.
- ***We value relationships.*** We cultivate respectful and authentic relationships that foster a relentless focus on serving scholars, families, and team members.

- ***We form purposeful partnerships.*** Expanding collaboration within the community enriches opportunities and resources for those we serve.

II. Governance and Organization

A. Governance

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

B. Expansion and Growth

SVA is committed to expansion and growth. The organization plans to expand the district in the future.

SVA currently has three campuses:

SVA South Mountain

- 2675 W. Baseline Road Phoenix, AZ 85041

SVA Avondale

- 1515 N. 117th Avenue, Avondale, AZ 85392.

SVA Glendale

- 8229 W. Bethany Home Road Phoenix, AZ 85303.

C. Notice of Nondiscrimination Policy

SVA does not discriminate against any individuals and offers programs and services without regard to race, color, national origin, sex, sexual orientation, or disability. Admission to and

participation in any program is not denied for lack of English skills. All scholars, regardless of race, color, disability, or other factors, will have equal access to attend SVA.

III. Enrollment Process and Policy

A. Enrollment Eligibility

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

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

B. Enrollment Process and Requirements

Families wishing to enroll their scholars in SVA must complete the online enrollment application through our PowerSchool Enrollment Portal. Once your initial online application is complete, families are required by law to submit the following documents to the front office.

- Arizona Residency Documentation Form
- Student Residency Questionnaire
- Immunization Record or Personal Beliefs Exemption Form
- Birth Certificate or other approved document(s)

- Home Language Survey (PHLOTE Form)

C. Registration Process

Once scholars are enrolled, parents/guardians will be asked to submit all state-required paperwork to the SVA front office. Verifiable documentation to show proof of age and identity must be provided within 30 days of enrollment.

Copies of documents will be made onsite and returned to parents/guardians. The necessary documents shall include but are not limited to:

- Proof of residency
- Scholar(s) birth certificate or other reliable proof of the child's identity and age, including but not limited to a certified copy of the child's birth certificate, the child's baptismal certificate, an application for a social security number, original school registration records, or an affidavit explaining the inability to provide a copy of the birth certificate, a letter from the authorized representative of an agency having custody of the child under Title 8, Chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law
- Proof of Immunization or a "Personal Beliefs Exemption Form"

D. Wait Lists

In the event open spaces are not available in a particular grade, parents or guardians will be notified by email that space is not currently available and the child will be placed on a waitlist.

E. Kindergarten Enrollment

Arizona law stipulates incoming scholars must be five years of age by September 1 of the academic year. The law also allows schools to establish their own guidelines for kindergarten enrollment. SVA will schedule an incoming Kindergarten assessment appointment for the scholar(s). Enrollment is not contingent on the results of the assessment. SVA will consider enrollment of kindergarten scholars who will be five years old by December 31 of the academic year. Any scholar enrolled who will not be five years old by September 1 will be placed on a

Kindergarten Contract. The Kindergarten Contract stipulates on or about the 40th day of instruction, a parent meeting may be called to review the scholar's progress academically and developmentally.

IV. Admission of Homeless Children and Youth

It is the policy of the SVA Governing Board to ensure homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of Arizona and SVA academic standards, are not segregated based on 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

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

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

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

A. Compliance with McKinney-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.

B. 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.

C. Immediate Enrollment of Homeless Children and Youth

Under this policy, SVA shall immediately admit scholars who meet the definition of "homeless" by not requiring a birth certificate; and not requiring proof of immunization until the fifth calendar

day of enrollment as defined in A.R.S. §15-872(H). Furthermore, records will immediately be requested from the previous school by SVA.

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

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

SVA will continue the child in the school of origin for the remainder of the academic year; or in any case in which a family becomes homeless between academic years, for the following academic year; or transfer the scholar to an SVA location closer to the child's place of residence.

SVA also assures that homeless scholars will be provided transportation to and from the school of origin, school of attendance, or SVA School site requested, for the duration of the school year at the request of the parent, or in the case of an unaccompanied youth, the SVA Homeless Liaison or designee. Services will also be offered to homeless children and youth comparable to those offered to other scholars including:

- Integrated access to all existing programs and mechanisms available to non-homeless peers

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

SVA's Homeless Liaison or designee shall ensure the following:

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

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

D. Dispute Resolution Process

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

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

The Homeless Liaison shall work through the expedited dispute resolution process for SVA. The process involves:

- The Homeless Liaison and the designated SVA staff shall work through the expedited dispute resolution process by meeting with the homeless youth, parents, or guardians by examining all paperwork available and by deciding about the dispute within 5 business days.
- After a decision has been made, SVA shall provide the parent, guardian, or homeless youth with a written explanation of the school's decision regarding school selection or enrollment.
- SVA shall also provide written forms so that, if dissatisfied with the school's decision, the parent, guardian, or homeless youth may appeal the decision to the Arizona Department of Education by contacting them at (602)-542-4963

For more information or questions about the admission of homeless children and youth, please contact the school's Homeless Liaison at each site.

- The South Mountain Homeless Liaison can be contacted at 602-692-4914
- The Avondale Homeless Liaison can be contacted at 623-600-7660
- The Glendale Homeless Liaison can be contacted at 623-505-0665

V. General School Rules

A. SVA Scholar Code of Conduct

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

1. Show respect to adults and fellow scholars at all times.
2. Use polite and appropriate language.
3. Respect both school and personal property.
4. Be punctual for classes and school activities.
5. Contribute to the upkeep of school property and grounds.
6. Chewing gum is not allowed on campus.
7. Resolve conflicts using Leader In Me conflict resolution skills, with the help of an SVA staff member.
8. Walk quietly and orderly in the hallways.
9. Use designated walkways when outside, unless playing in the fields.
10. Follow all instructions during safety drills and emergency events.
11. Stay within scholar-designated areas.
12. No Possession of weapons, tobacco, vape pens, alcohol, drug paraphernalia, or drugs. Possession of these items on campus is strictly prohibited.

Cafeteria Code of Conduct

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

1. Enter and exit the Multipurpose Room/Cafeteria in a quiet and orderly line.
2. Eat food in the designated areas and use good manners.
3. Ask permission from the staff in charge to move elsewhere or be dismissed.
4. Keep the floor area and table clean.
5. Remove and dispose of food and trash from the table.

6. Do not share food with other scholars. This is to ensure the safety of scholars with food allergies.

Playground Code of Conduct

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

1. Play in the designated areas and stay away from irrigation, muddy areas, or areas that are roped/blocked off.
2. Only throw or kick items specifically designed to be thrown or kicked.
3. Show good sportsmanship.
4. Play safe, non-violent games (no tackling, grabbing clothing, tripping, or pushing).
5. Use playground equipment for the purpose for which it was intended. This includes playing tag on equipment.
6. Obtain permission from the teacher or staff on duty before leaving the playground.
7. Do not handle broken glass or harmful objects. Report broken glass or harmful objects to the staff on duty.
8. Remove backpacks or items that may cause a safety hazard before playing/climbing on playground equipment.

Restroom Code of Conduct

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

1. Obtain permission from a teacher or staff on duty before going to the restroom.
2. Help keep restrooms neat and clean.
3. Flush the toilet after use.
4. Only flush toilet paper into the toilet. All other items should be disposed of in a trash can.
5. Wash hands thoroughly and leave the restroom when finished.
6. Do not play in restrooms.

B. Emergency Drill Expectations

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

C. Scholar Locker Guidelines

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

D. Delivery Protocols

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

E. Personal Items and School Property

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

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

Electronics, Headphones, and Other Personal Devices: Personal electronic devices such as smart watches, iPods, MP3 players, tablets, or headphones, and distracting toys are not permitted on campus during school hours. Headphones are permitted inside the classroom only when scholars are using their Chromebooks and/or when testing. Scholars who violate this policy shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action. Any electronic devices and accessories confiscated will be given to an administrator and will only be returned to a parent/guardian. Consequences will be given for repeat offenders. SVA will not assume responsibility or liability for the theft, loss, or damage to headphones, and electronic devices, nor does it assume responsibility for the unauthorized use of any device.

Cellular Phones: If a parent chooses to send their child to school with a cellular phone it must be silenced and stored in their backpacks. Scholars with lockers must store their cellular phones inside their lockers during the official school day. 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.

VI. Scholar Expectation and Discipline

A. Attendance Policy

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

SVA fosters a school culture in which teachers, students, and parents are active participants in scholar success: therefore, every effort and commitment should be made by scholars and parents to ensure attendance and punctuality are not barriers to academic achievement. SVA provides a school calendar to allow families to schedule appointments around instructional time.

School Hours:

- Monday, Tuesday, Thursday, Friday - 7:55 AM - 3:00 PM
- Wednesday - 7:55 AM - 1:00 PM

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

Absences

If a scholar will be absent from school, please notify the front office.

- South Mountain campus - (602) 692-4914
- Avondale campus - (623) 600-7660
- Glendale campus - (623)-505-5660

As defined in 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 20 days, consecutive or nonconsecutive, excused, or unexcused, is seen as truant and excessive. **SVA will report scholars with excessive absences to a truancy officer.**

Tardiness

A tardy is defined as a scholar arriving after the start of school and/or leaving before the end of the school day. The first bell is at 7:55 a.m. Classroom teachers will pick up all the scholars. A five-minute transition shall be given. Scholars arriving at school after 8 a.m. will be counted as tardy for the day. **All tardy scholars must be signed in by their parents/guardians. If a scholar has excessive tardiness, a parent conference may be held, and consequences**

may follow (please refer to Raising Expectations Policy). Remember that late arrivals and early departures disrupt class and cause a loss of instruction time.

Illness Policy

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

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

Lice (Pediculosis) is an infestation of tiny insects that live on the human body, typically on the scalp. They lay eggs, called nits, which are attached to the hair shaft, and 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 considerable 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 Aide for further information on treatment and home infestation control.

Scholars who become ill during school hours may visit the school Health Aide. Based on the severity of the scholar’s condition, a determination will be made whether the scholar can remain at school, should be sent home, or advised to see a medical professional.

Level Up Learning

SVA is dedicated to providing academic support to scholars through an integrated approach to include seat time flexibility. Seat time flexibility is a more recent state initiative allowing schools to creatively address student learning needs. Our Level Up Learning initiative provides opportunities for our scholars to engage in continuous learning throughout the school year.

Scholars will complete predetermined academic modules during intersessions. The at-home modules will be turned into the classroom teacher and accounted for when in-person learning resumes. These learning modules constitute learning days and attendance is based on its completion.

Parental engagement is crucial to the success of Level Up Learning. Research shows that family involvement may lead to gains in academic achievement. There will be approximately 20 days of Level Up Learning throughout the school year as detailed on the academic calendar available on our website or available at our front offices.

B. Dress Code

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

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

Listed below are SVA's guidelines for school uniforms. The list is not exhaustive, and the school reserves the right to deem what is appropriate and can be worn on campus. It is both the parents' and the scholar's responsibility to ensure dress code compliance. Parents are urged to discuss the dress code with their children to foster thorough understanding.

Female Scholar Uniform Guidelines:

- **Pants, shorts, skirts/skort, and capri pants:** Girls may wear plain, dark navy blue or khaki bottoms. Denim or jeans are not allowed. Skirts/skort and shorts must be of modest length, knee length.
- **Dress or Jumper:** Plain navy blue, khaki, or plaid with navy blue dresses or jumpers may be worn. Pinstripes, designs, or colors are not acceptable. Jumpers must have a dress code-appropriate shirt underneath. Tight-fitting or big/baggy bottoms are not permitted.
- **Tights/Leggings/Knee-high Socks:** Scholars may wear navy blue, red, black, or white tights, leggings, and knee-high socks.
- **Shirts:** Solid navy blue, red, or white polo-style or button-up shirts are acceptable. All shirts must be solid in color with no pinstripes or logos of any kind. The exception is the Sun Valley Academy logo. Sleeves are required on all shirts. When long-sleeved shirts are worn under a short-sleeved collared shirt, the shirt must be a uniform color. Shirts must be tucked in.
- **Jewelry:** All jewelry must remain with the owner. Jewelry will be worn in the way it was designed. Body piercings, other than earrings, are not allowed.
- **Hairstyles and make-up:** All students will exemplify grooming standards that project a positive image for the student, school, and district. Hair should be clean and worn in a style that does not obstruct the view of the face. No hats or caps shall be worn at school except hats approved by the teacher or principal for sun protection on the playground. The hair in question will be addressed at the discretion of campus administration. Make-up may be worn modestly and appropriate for the scholar's age.

Male Scholar Uniform Guidelines:

- **Pants or shorts:** Boys may wear plain, dark navy blue- or khaki-colored bottoms. Denim or jeans are NOT allowed. Shorts must be of modest length, knee length. Tight-fitting or big/baggy bottoms are NOT permitted. All bottoms must be fitted around the waist and worn with a belt.
- **Boy Tops:** SOLID navy blue, red, or white polo-style or button-up shirts may be worn. All shirts must be solid in color with no pinstripes or logos of any kind. The exception is the Sun Valley Academy logo. A collar and sleeves are required on all shirts. When long-sleeved shirts are worn under a short-sleeved collared shirt, the shirt must be a uniform color. Shirts must be tucked in.
- **Hairstyles:** All students will exemplify grooming standards that project a positive image for the student, school, and district. Hair should be clean and worn in a style that does not obstruct the view of the face. No hats or caps shall be worn at school except hats approved by the teacher or principal for sun protection on the playground. The hair in question will be addressed at the discretion of campus administration.
- **Shoes:** Shoes must adhere securely to the heel and be tied properly if they are designed to do so (Flip-flops, crocs, and heels are not acceptable). Open-toed shoes are acceptable if they adhere to the heel. On scheduled P.E (Physical Education). 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.

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

Friday Dress

Scholars are encouraged to wear their SVA spirit shirts, shirts with a patriotic theme, or college shirts. No collars are required but they must have sleeves. Uniform bottoms are still required.

All shirts must be tucked in.

Spirit Week

School leadership will notify you of upcoming spirit weeks, which typically occur before breaks. Detailed information regarding the theme and acceptable attire will be provided in advance.

Scholars who choose not to participate must wear their school uniform.

Exceptions

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

Parent and Staff Attire

In support of the dress code, parents are asked to wear modest attire when on campus. Teachers, staff, and administration are expected to set good examples of appropriate dress. Guidelines for appropriate dress can be found in the SVA Employee handbook.

C. Behavior Expectations

SVA promotes a calm, structured, and respectful environment. Behaviors on campus should always be modeled by teachers, staff, and parents. Scholars must always follow the school rules.

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

Search and Seizure

Maintaining order, safety, and security is crucial for a productive learning environment. When this environment is compromised by the presence of contraband, school officials have the

responsibility and authority to search for and confiscate the contraband if there is reasonable suspicion. These searches may include desks, backpacks, lockers, and Chromebooks. Scholar desks, academic materials, and Chromebooks are the property of the school and always remain under the control of SVA.

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

Scholars are responsible for the security of their lockers and the contents within them. They should avoid bringing valuable items to school. SVA is not liable for any lost or stolen items on campus. School administration may conduct periodic inspections or searches of lockers and Chromebooks at any time without notice and scholar or parent consent.

Classroom Discipline and Removal Policies

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

Another section of the law allows the teacher to remove the offending pupil if the behavior is so unruly, disruptive, or abusive that it seriously interferes with (1) the teacher’s ability to communicate with other pupils, or (2) the ability of other pupils to learn. No pattern needs to 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 a committee composed of two teachers and the principal. Any of the following consequences may be used with scholars sent to the office with a referral. The consequences will be determined by the severity of the

behavior and the number of times the scholar has been sent by the administration. Consequences may include any of the following:

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

SVA's Behavior Management Process

SVA strives to create a positive learning environment where each scholar feels safe and respected. Scholars are to conduct themselves in a manner consistent with our school values. Disciplinary action may begin at any level, and levels may be combined depending on the severity of the offense.

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

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

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

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

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

Level 6: Temporary out-of-school suspension will be issued. Before the scholar returns to school, there will be a mandatory parent meeting.

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

- Possession of a weapon on school property
- Assault upon a member of the school staff or another scholar
- Possession of controlled substances
- Repeated disregard for school rules

Suspension and Expulsion

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

Corporal Punishment Policy

Sun Valley Academy firmly opposes the use of corporal punishment under any circumstances. We believe in fostering a safe and supportive learning environment where students are treated with respect and dignity. Our approach to discipline focuses on positive reinforcement, restorative practices, and constructive consequences that promote personal growth and responsibility, in line with our "Leader In Me" curriculum.

Please note that Arizona Revised Statutes regarding discipline, infractions, and consequences supersede all school policies.

D. Prohibited Behavior and Criminal Activity

Student Harassment and Bullying

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

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

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

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a scholar’s education, academic status, or progress; or
- Submission to or rejection of such conduct by a scholar is used as a component of the basis for decisions affecting that scholar; or
- Submission to or rejection of such conduct by a scholar is used as the basis for evaluating the scholar’s performance within a course of study or other school-related activity; or
- The conduct interferes with or will interfere with a scholar’s educational benefits, opportunities, or performance; or
- The conduct interferes with or will interfere with a scholar’s physical or psychological well-being or creates an intimidating or hostile educational environment.

“Harassment” includes retaliation, which means any adverse action taken against a scholar for reporting a complaint of harassment when the reporter honestly believes harassment has occurred or is occurring, or for participating in or cooperating with an investigation. Adverse action

includes any form of intimidation, reprisal, or harassment such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action in the case of scholars.

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

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

It is not “bullying” when:

- Two scholars of similar age, strength, and size fight or quarrel with each other.
- A scholar acts aggressively toward another student without an imbalance of power.
- A teacher or administrator responds to a scholar’s misconduct with appropriate disciplinary action.
- A teacher or administrator responds to a scholar’s poor performance with appropriate criticism.

Scholar misconduct that does not rise to the level of “bullying” or “harassment” may nevertheless violate SVA’s guidelines for student behavior. Likewise, employee misconduct

that does not rise to the level of “bullying” or “harassment” may nevertheless violate policies regarding employee professional conduct. In such cases, disciplinary action is appropriate.

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

Improper Use of AI and Harassment

AI technology must be used responsibly and ethically. The misuse of AI tools to harass, intimidate, or discriminate against individuals is strictly prohibited. Such misuse includes, but is not limited to:

1. **Targeted Misinformation:** Deliberately spreading false or misleading information through AI-generated content to harm or discredit individuals.
2. **Impersonation:** Using AI-generated content to impersonate others with the intent to deceive or manipulate.
3. **Invasive Surveillance:** Employing AI tools to invade personal privacy, track individuals without consent, or monitor activities inappropriately.
4. **Malicious Manipulation:** Altering AI-generated materials, such as images or videos, to defame, embarrass, or harm others.
5. **Automated Harassment:** Deploying AI to send automated, harassing messages or content repeatedly to individuals or groups.

Improper use of AI will have the same consequences as any other form of harassment, reflecting our commitment to maintaining a respectful and safe environment for all members of our community. It is essential to report any misuse promptly to the SVA administration for investigation and appropriate action.

Improper Use of School Technology

Scholars will have access to technology and the Internet throughout the instructional day for educational purposes. Scholars and their parents must sign the “Acceptable Use of Technology Agreement” before any scholar utilizes technology and/or the internet at school. The “Acceptable Use of Technology Agreement” must be signed every year.

Technology and Internet use at school is a privilege and permission to access may be suspended or revoked. Parents may revoke permissions at any time by notifying either their child's teacher or the office. For more information on these guidelines, please see the "Acceptable Use of Technology Agreement."

Sexual Harassment

It is the policy of SVA to maintain a learning environment that is free from sexual harassment. It is a violation of this policy for any SVA employee to harass a scholar or for any scholar to harass another scholar through conduct or communication of a sexual nature. For the purposes of this policy, sexual harassment is defined as any unwanted or unwelcomed verbal, written, or physical conduct of a sexual nature that interferes with a scholar's right to learn, study, work, achieve, or participate in a comfortable and supportive educational atmosphere. This policy's purpose is to ensure that no scholar is subjected to language or harassment that makes him/her feel uncomfortable or unsafe. Scholars who believe they are being harassed should report the situation to a staff member immediately. Disciplinary action for violation of this policy may involve up to and include suspension, expulsion, and or termination of employment. SVA officials will follow appropriate state and federal laws when addressing reports of sexual harassment.

Profanity and or Offensive Language

Scholars will always refrain from swearing or using foul language. Scholars will speak kindly and respectfully to staff and fellow scholars. Any scholar who speaks inappropriately or disrespectfully will receive an appropriate consequence.

Vandalism

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

Tobacco, Alcohol, Drugs, and Vaping

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

Fighting

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

Weapons

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

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

VII. Parent Engagement and Communication

A. Parent Engagement

SVA values all parents and the partnership we share in their scholar's educational journey. We encourage all parents to volunteer in the classroom and or during school events. Please contact

the front office staff of your child's campus for optional volunteer opportunities, which will not impact a student's enrollment status.

Please be aware that anyone who is not a regular staff member or student at the school will be considered a visitor. To maintain an orderly, respectful, and secure educational environment for scholars and staff of SVA, all visitors to our buildings must be aware of their actions and adhere to the expected code of conduct as outlined in this manual. Visitors are asked not to bring small children and/or siblings into the classroom they are visiting.

School Guidelines for Visitors

1. All visitors must report to the office upon arrival, sign the visitor's register, and wear a visitor's badge while on school grounds. When done with a visit, visitors must sign out when leaving. Visitors attending public school functions are not required to sign in.
2. Schools are places of work and learning; visitors must respect and follow the school code of conduct to maintain this environment.
3. Parents and community members wishing to observe a classroom must arrange visits with the teacher(s) in advance to minimize disruptions.
4. Unauthorized persons or people without a "visitors badge" on school property will be reported and asked to leave. Police may be called if necessary.

Parent Squad

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

South Mountain:

https://svasouthmountain.org/apps/pages/?type=d&uREC_ID=529825&pREC_ID=1013688

Avondale:

https://svaavondale.org/apps/pages/index.jsp?uREC_ID=529819&type=d

Glendale:

https://www.svaglendale.org/apps/pages/index.jsp?uREC_ID=562570&type=d

B. Communication

Class Dojo

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

PowerSchool

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

SVA encourages parents and guardians to check PowerSchool regularly to stay up-to-date with their scholar's academic progress. If you have any questions, please contact your scholar's teachers.

SVA Website

The SVA website is a trusted source of communication to access information regarding our schools. Information on the SVA website includes but is not limited to school news, policies, staff information, upcoming events, and activities.

Email Communication

Sun Valley Academy uses email to communicate with parents and guardians. To ensure the authenticity of these communications and to avoid phishing scams, please verify that emails from our staff members contain the correct domain:

- **Sun Valley Academy South Mountain:** sunvalleyacademy.org
- **Sun Valley Academy Avondale:** svavondale.org
- **Sun Valley Academy Glendale:** svaglendale.org

It is also important to keep the email addresses on file for the appropriate contact person to be accurate and up to date.

VIII. Scholar Safety Reporting Standards and Duties

A. Child Abuse and Neglect Reporting Policy

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

Any school employee who knows or believes that a child has been neglected, or physically or sexually abused, is required by law to immediately report the allegations to to the Arizona Department of Child Safety (DCS) Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445). Teachers can call this number 24/7 to report any suspicions of child abuse or neglect.

B. Child Custody

SVA will follow the most recent court order on file with the school regarding custody/visitation. The custodial parent or parents having joint custody are responsible for providing the school with the most recent court order. SVA should not be placed in the middle of custody disputes.

IX. Curriculum and Instruction

A. Class Selection and Composition

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

B. Classroom and Curriculum

The following curriculum procedures are established to ensure that SVA will continue to meet the expectations of parents, teachers, and administration. Classroom teachers and administrators shall utilize the following procedures as a guide for classroom organization and planning:

Classroom Instruction

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

1. Each teacher will use whole-class instruction, direct teaching, and approved methods emphasizing meeting individual needs. Instructional time and scholars' time on task will be maximized. Classroom activities not related to academic tasks will be kept to a minimum in all grade levels.
2. Each teacher will provide an assignment for scholars to work on at the beginning of each day.
3. The reading block is designed to be an uninterrupted time during the morning.
4. Teachers are to follow the daily scheduled time for Reteach and Enrich for ELA and Math. Parents will also be encouraged to provide extended learning activities for their children.
5. Teachers will help scholars develop the necessary skills to become productive citizens by following the prescribed *Leader in Me* program. Additionally, teachers will model and discuss the characteristics of good citizenship, courtesy, honesty, and respect for personal and public property.

6. Scholars are to remain in class or with a designated SVA staff member until dismissal to maximize instructional time and ensure scholar safety.
7. Whole school announcements, visitors, guest observers, and individual messages to scholars shall be kept at a minimum to not interfere with instructional time.
8. High expectations of scholars are set for all assignments. Scholars are expected to demonstrate neatness and appropriate grade-level submission for all assignments. If necessary, an assignment may be returned to the scholar for revision and resubmission.
9. During testing sessions, in and out of the classroom setting, scholars are expected to follow the expectations and guidance of the testing proctor.
10. Progress reports will be issued halfway through each quarter, and report cards will be issued at the end of every quarter. In addition to progress reports and report cards, parents can access scholar grades at any time via the PowerSchool Parent Portal. Access to information will be provided by the scholar's teacher.
11. Teachers may use audio-visual aids/videos/movies that support content. If a teacher would like to show a video/movie that is longer than fifteen minutes, it must first be approved by the principal. Only G-rated movies may be shown. Some movies rated PG/PG 13 related to content may be shown with prior written parental permission and approval by the principal. If a parent does not approve of the movie, an alternate assignment will be given.
12. Recess will be scheduled following Arizona State Department of Education guidelines, ensuring that Kindergarten through 5th-grade students have at least two twenty-minute recess periods during the instructional day.
13. Kindergarten and 1st-grade students are permitted a healthy snack during the instructional day. Unhealthy snacks such as soda, punch, cookies, chips, and foods containing bright red dye (for example, Hot Cheetos, and Takis) are strongly discouraged.

Teacher-Directed Positive Reinforcement Activities

Teachers may set up a system of practice in the classroom that acknowledges and rewards good behavior with prior approval from the site Principal. Teachers will create criteria, based upon good behavior and/or assignment completion, for their class to earn a specific Teacher Directed Activity (TDA). If a class earns TDA, it shall be conducted during the last twenty

minutes of the instructional day on Friday. TDAs (Teacher Directed Activities) must be supervised by the teacher and shall consist of educational activities. Examples of appropriate TDAs include educational films, board games, puzzles, and art projects. Activities outside the teacher's classroom, such as a sporting activity, must have prior approval from the site Principal.

Core Curriculum

SVA's program develops a solid foundation of fundamental and higher-level thinking skills through a structured curriculum consistent within each grade level and sequential throughout the grades. The kindergarten through 8th-grade curriculum is taught using direct teaching techniques, whole class instruction, and approved teaching methods, and is not interrupted for non-curricular programs or activities. The phonics-based Spalding program is the basis of the SVA language arts curriculum. Technology is incorporated throughout the curriculum as appropriate by Arizona College and Career Ready Standards. State standards are addressed using a core curriculum provided through instructional models in Reveal Math and Wit & Wisdom Reading content.

This instructional combination allows teachers to teach the state standards efficiently and coherently. The instructional guide is the "what" (standards) teachers teach, and our professional instructional staff has the autonomy to present content utilizing research-based instructional materials and strategies.

Reading/Literature

Spalding: Spalding is the primary curriculum for phonemic awareness and spelling instruction in kindergarten - 5th grades. This research-based, multi-sensory program has existed for over 50 years and provides the building blocks for spelling, language, reading, and writing, including handwriting. The program promotes phonemic awareness through daily phonogram instruction and weekly spelling words where high-frequency words are taught. Scholars are taught that spoken words can be broken into speech sounds or phonograms. This awareness is the foundation of reading and spelling and includes:

- **Phonogram Instruction:** Scholars are taught that letters or groups of letters make specific sounds. Those sounds are called phonograms. Scholars are taught the 70

phonograms in the English language in a multi-sensory way. Phonogram sounds are taught along with letter formation (handwriting).

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

Wit & Wisdom is a comprehensive K–8 curriculum that has transformed English Language Arts (ELA) instruction in classrooms across the nation. Great Minds believes that classrooms are places where students and teachers encounter wisdom, wonder, rigor, and knowledge, and that literature, history, art, and science all have a place in ELA instruction. By providing a framework for inquiry, Wit & Wisdom helps students build rich layers of knowledge. It inspires teachers and students to experience complex texts and ideas on a deeper level by fostering the questioning spirit that will shape the next generation of great writers, thinkers, and leaders.

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

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

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

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

Listening and Speaking

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

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

Mathematics

SVA uses McGraw Hill's **Reveal Math** as our core math curriculum. Reveal Math is a comprehensive K-12 math curriculum designed to engage students and foster a deep understanding of mathematical concepts. The curriculum emphasizes a balance of conceptual understanding, procedural fluency, and application to real-world problems. Key features include:

1. **Student-Centered Learning:** Reveal Math encourages students to explore and discover mathematical concepts through hands-on activities, collaborative learning, and inquiry-based approaches. This helps students build a strong foundation in mathematics and develop critical thinking skills.
2. **Differentiated Instruction:** The curriculum is designed to meet the diverse needs of all learners. It includes various instructional strategies and resources to support differentiated learning, including intervention and enrichment activities.

3. **Digital Integration:** Reveal Math offers a robust digital platform that includes interactive lessons, assessments, and personalized learning pathways. The digital tools provide real-time feedback and data to help teachers monitor student progress and adjust instruction as needed.
4. **Standards Alignment:** The curriculum is aligned with state and national standards, ensuring that students are learning the skills and knowledge necessary to succeed in their grade level and beyond.
5. **Comprehensive Assessments:** Reveal Math includes a range of formative and summative assessments to evaluate student understanding and inform instruction. These assessments help teachers identify areas of strength and areas in need of improvement.
6. **Professional Development:** McGraw Hill provides ongoing professional development for teachers to support the effective implementation of Reveal Math. This includes training on instructional strategies, the use of digital tools, and best practices for teaching mathematics.
7. **Family and Community Engagement:** The curriculum includes resources to help families support their children's learning at home, fostering a partnership between school and home to enhance student success.

By using Reveal Math, SVA aims to provide students with a rigorous and engaging math education that prepares them for academic success and real-world problem-solving.

Social Studies, History, Geography, and Government

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

Science

Science instruction will include the mastery and practical application of scientific principles designated by Arizona State Standards for instruction by grade level. The curriculum is organized to ensure proper preparedness for the AZSci state test at the end of the year.

Leadership

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

- **Habit 1 - Be Proactive:** Take responsibility for your actions and attitudes. Proactive individuals focus on what they can control and influence, rather than on what they cannot.
- **Habit 2 - Begin with the End in Mind:** Define clear personal and professional goals. By envisioning the desired outcome, you can make decisions and take actions that align with your values and long-term objectives.
- **Habit 3 - Put First Things First:** Prioritize your tasks based on importance rather than urgency. Focus on activities that contribute to your goals and values, ensuring that the most critical tasks receive the attention they deserve.
- **Habit 4 - Think Win-Win:** Seek mutually beneficial solutions in interactions with others. Win-win thinking promotes cooperation, trust, and shared success in relationships and teams.
- **Habit 5 - Seek First to Understand, Then to Be Understood:** Listen actively and empathetically to others before expressing your own viewpoint. Understanding others' perspectives fosters better communication, stronger relationships, and more effective problem-solving.
- **Habit 6 - Synergize:** Leverage the strengths of team members through collaboration and creative cooperation. Synergy occurs when the collective outcome is greater than the sum of individual contributions.
- **Habit 7 - Sharpen the Saw:** Engage in continuous personal and professional development. Maintain a balanced approach to self-renewal in physical, mental, emotional, and spiritual dimensions to sustain long-term effectiveness.
- **Habit 8 - Find Your Voice and Inspire Others to Find Theirs:** Recognize and develop your unique talents and passions. Empower others by helping them discover and express their own potential and leadership abilities.

Special Area Classes

Scholars will receive specialized instruction in the following content:

1. **Physical Education (PE)** - Scholars will have two sections of PE a week. Scholars requiring additional academic support in reading or mathematics may have one PE class a week. The program is designed to instruct each scholar in various physical skills that promote good health and lifelong involvement in physical activities. Appropriate athletic/PE (Tennis, Running, or Basketball) shoes must be used in class and 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 the safety of the owner and others around them. Water bottles are encouraged for PE classes but must not be a distraction in the classroom. Only WATER is permitted in a water bottle. Flavored water or other drinks are not allowed.
2. **Technology** - The technology class will integrate classroom content in addition to computer skills. Parents must sign the Internet Access and Electronic User Agreement for their scholar(s) every year. Scholars without a Technology Agreement on file will not be permitted to use school technology.
3. **Art** - Scholars will receive instruction on varying art techniques and art appreciation. Scholars are expected to follow the safety rules and guidelines established by the art instructor.
4. **Leader in Me** - Scholars receive grade-level specific lessons from the *Leader in Me* curriculum/program.

C. Homework and Class Assignments

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

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

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

Types of homework assignments may include:

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

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

Grade Level	Homework Time Per Day
Kindergarten-Second Grade	15-30 minutes per day
Third-Fifth Grade	25-40 minutes per day
Sixth-Eighth Grade	30 minutes per subject, per day

Teacher Responsibilities

Teachers are responsible for:

- Maintaining a homework accountability system for each scholar

- Providing appropriate feedback
- Assigning meaningful and grade-level appropriate homework that reinforces the current content being taught
- Using care when assigning long-term assignments/projects
- Responding to parent/guardian questions or concerns about homework promptly
- Sending home weekly graded assignments

Scholar Responsibilities

Scholars are responsible for:

- Storing homework in their folder or backpack.
- Keeping an accurate record of assignments. Scholars in grades 6-8 should use a student planner to track homework and class assignments.
- Having the materials necessary to complete the assignment.
- Completing assignments to the best of their ability and turning assignments in on time.
- Applying and practicing skills learned in class
- Submitting assignments in a neat and grade-level-appropriate manner. Untimely submissions can have points deducted for each day it is late.
- Providing parents or guardians with accurate homework sheets
- Communicating with parents or guardians and **their teacher(s)** when they have difficulty understanding and/or completing an assignment

Parent/Guardian Responsibilities

Parents/guardians are encouraged to:

- Check their child's homework for accuracy, completeness, and neatness
- Sign homework assignment sheets and agendas as requested by the classroom teacher
- Supervise the completion and correction of inaccurate and untidy work
- Establish a homework routine at home that provides the proper conditions suitable for studying
- Encourage a systematic way of studying

- Show interest in assignments
- Read all communications regarding homework
- Ensure proper materials and supplies are available for completing assignments
- Communicate with the teacher promptly when homework concerns arise

Long-Term Assignments

Scholars will be assigned long-term projects that require more than a week to complete. Examples of these are science fair projects, book reports, or research projects. If a scholar is absent on the project due date, the assignment must be submitted on the date the scholar returns to school at the beginning of class. Untimely submissions may have points deducted for each day it is late.

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

Absent and Late Work

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

D. Grading and Report Cards

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

Progress Reports

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

Parent-Teacher Conferences

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

Promotion and Retention

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

State-mandated legislation, Move on When Reading, is applicable to third-grade scholars.

Teacher Assistance Team (TAT)

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

E. Instructional Support Services

SVA is committed to providing instructional support to all scholars. We demonstrate this by implementing a 200-day calendar, interventions and flexible seat time to accommodate the varied learning styles, and proficiencies of our scholars. In addition, the following supportive services are offered:

Gifted Students

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

Tutoring

Tutoring helps 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 the parent and teacher sign. Scholars shall bring all the supplies they need to tutoring sessions. Siblings are not allowed to attend tutoring sessions unless prior arrangements/approvals are submitted.

Intervention

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

Exceptional Student Services (ESS)

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

Social, Emotional, and Counseling Services

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

English Language Development

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

F. SVA Activities

Curricular activities take place during regular school hours and encompass assemblies, classroom parties, field trips, and flag observances. Additionally, these activities include academic-related events such as science fairs, spelling bees, and teacher-directed projects. Games and recreational activities are designed to complement academic learning.

Scholars are expected to adhere to school rules and expectations during all curricular activities. Teachers or administrators may exclude a scholar from participating in a curricular activity at their discretion due to violations of the general code of conduct.

Extracurricular Activities

School Clubs: School Clubs are designed to provide enriching experiences for scholars in a familiar environment after the school day ends. Scholars may participate in club programs after school, as sponsors are available. To be eligible to participate, a scholar will have parent/guardian permission to participate, maintain academic good standing, acceptable school behavior, follow the instructions from club sponsors, arrive promptly, and pick up on time. A participation fee will be charged for each club. For the safety and enjoyment of all children in the clubs, appropriate behavior is required, consistent with the expectations in any classroom at SVA. Parents/guardians

will be notified if your child engages in disruptive behavior. If the disruptive behavior continues, your child may be removed from all future sessions of the club and no refund will be given.

Leaders in Action: Leaders in Action provides scholars with leadership-building activities in school and the community. Scholars organize events and communicate with the student body about upcoming opportunities. Leaders in Action assist with various activities including book fairs and sporting events, as well as offering school tours to the community. Leaders in Action follows our Leader in Me structure and is another mechanism SVA uses to develop leaders.

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

After-School Sports/Athletics: The after-school sports program is available for scholars. Age restrictions may apply for specific sports. To be eligible to participate, a scholar will need to demonstrate acceptable school behavior and maintain a 70% or above in each of their classes. Parents will need to attend the mandatory sports meeting for the season, pay a fee for each sport, and arrange for transportation. Parents are liable for lost or damaged school-issued uniform materials. Proper codes of conduct apply to scholars and parents at sporting events.

Parents are required to complete an Athletic/Activity Participation, Consent Form, Warning, Assumption of Risk, and Hold Harmless Agreement for each sport in which their child participates. Parents will also need to ensure the scholar has a valid athletic physical on file.

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

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

Classroom Celebrations: Classroom parties are limited to a maximum of three per school year. The parties will be held in the last hour of the school day. Class celebrations include a Winter celebration, Friendship Day, and an end-of-the-year party. If a parent or guardian elects to celebrate their child's birthday at school, they may do so during the last 30 minutes of the school day with prior arrangements made with the classroom teacher.

All food items must be store-bought items. No food items prepared at home can be given to scholars during the school day by state mandates. Please be aware that food containing peanuts or shellfish will be allowed on campus for our students' safety.

Special Occasions

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

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

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

G. Awards and Recognition

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

Honor Roll Criteria:

1st – 8th Grades

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

Principal's Honor Roll Criteria:

1st – 8th Grades

- Scholars must have all As in all content areas including specials.

X. Scholar Accounts and Program Fees

A. Scholar Accounts

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

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

- Lunch accounts - scholars will receive an alternate meal.
- Kids Care - scholars will not be permitted to sign up for the Kids Care before and after school program.

B. School Lunch Program

SVA provides a variety of wholesome lunches to scholars in grades K-8. Free or reduced meals can be offered to scholars who qualify.

C. Before and After School Kids Care Program

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

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

Program Hours

Days	Before School	After School
Monday, Tuesday, Thursday, Friday	6:00 AM-7:30 AM	3:00 PM-6:00 PM
Wednesday	6:00 AM-7:30 AM	1:00 PM-6:00 PM

Program Fees

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

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

Please be aware that failure to maintain proper account status and/or continued scholarly behavior issues will result in permanent removal from the Kids Care program.

Drop off and Pick Up

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

XI. Scholar Health and Safety

A. Health Policies

Medication Management

Non-prescription or over-the-counter medications require a doctor's note which includes quantity and time(s) for administering to be submitted to the health office. The parents or guardians must also complete a form permitting medication to be administered at school. Over-the-counter medications may not be administered beyond a consecutive three-day period. This is to ensure that the 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 unopened factory container with all warnings and directions intact. No medication in envelopes, foil, or baggies will be accepted.

Prescription medication must be in its original container and labeled by the pharmacist. SVA will not administer any medication, prescription or over the counter, for more than 10 consecutive days. School staff will make every effort to comply with the physician's recommendations. The parent must complete a form permitting medication to be administered

at school. All medication should be brought to and picked up from the front office by an adult. Scholars should not carry medications to and from school.

School Administration of Medication

If a scholar is not capable of self-monitoring and/or self-administering medications, any necessary medication administration services specified by the scholar's doctor will be administered by the school.

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

Scholar Self-Administration of Medication

For scholars to self-carry their medication, parents must first sign an agreement that allows them to do so. Once permission has been given, scholars are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another scholar. The scholar shall immediately report to the school administration any theft or loss of the medication and/or equipment brought to the school. Violation of these procedures may subject the scholar to disciplinary action.

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

Diabetes Management Policy

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

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

The DMMP shall:

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

If a scholar is not capable of self-monitoring and/or self-administering medications, any medication administration services specified in the scholar's DMMP will be provided by the school. Two or more staff members will be identified as designated staff members for the 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 from an appropriately licensed health professional on implementing a scholar's DMMP.

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

COVID-19 Protocols

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

welfare of SVA scholars and employees, the CEO reserves the right to make such decisions.

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

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

Food Allergies

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

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

Food allergens are the most common cause of anaphylaxis in school-aged children. Peanut and tree nut allergies are the most common food allergies resulting in anaphylaxis in schools. Best care recommendations state schools prepare to meet the needs of children at risk for anaphylaxis through appropriate prevention and treatment strategies. In the event of a student/individual experiencing anaphylactic shock, Sun Valley Academy does have a supply of emergency EpiPens on campus in a secure location. One of the identified and trained staff

members will administer the EpiPen to give the necessary injection and then parents and 911 will be contacted.

Anaphylaxis prevention strategies may include:

- Use of Medic Alert Bracelet.
- Allergy-free zones: designated lunch tables, student-specific classrooms, libraries.
- Students are aware of the location of the health office.
- Encourage no food sharing.
- Beginning of the year parent letter.
- Parent provided safe snacks.
- Classroom discussion about allergies.
- Sensitivity awareness and education.
- Staff (health professional, teacher, food service, and front office staff) training on anaphylaxis and epinephrine auto-injector use.
- Parent permission to post/circulate food allergic scholar picture to school staff.

Educational accommodations may include:

- An Emergency Action Plan (EAP) includes epinephrine auto-injector administration instruction and activation of the 911 emergency response system as outlined by the Arizona Department of Health Services.
- Hand washing and use of disposable wipes.
- Clean student desks after food events.
- For field trips, send medication, wet wipes, and EAP.

B. Health Screenings

Hearing Screenings

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

C. Accidents and Injuries

Head Injuries

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

Scholar Accidents

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

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

D. Campus Visits, Scholar Drop-off and Pickup Policy

Closed Campus

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

Campus Visitors

SVA requires all visitors to check in at the front office. Scholars who wish to invite visitors and guest speakers to SVA should proceed through the appropriate teacher and get permission from the administrator or designee before the visit. Parents who wish to speak with scholars during school hours are asked to proceed through the front office staff. Parents who need to

Parents of scholars are asked to set an appointment in advance. Parents of scholars may volunteer in the classroom but are asked to respect classroom procedures and speak with scholars or teachers outside of class time.

Transportation

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

Driveline

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

At the start of the school year, each family is assigned a unique identifier number or Family ID. Car pick-up tags are issued to each family. The unique tag is to be placed on the vehicle's rear-view mirror or dashboard at pick-up. If the family walks up for pickup they will need to provide their driveline number and show their tag to a front office staff member. The Family ID is used within Driveline to link the parent's vehicle with the scholar(s) in their family. Families are given a Family ID tag that can be shared with others who may pick up their scholar(s) or share with carpools. Extra tags can be requested by contacting the front office.

Upon a parent's arrival at the school at release time, a staff member enters the Family ID from your displayed pick-up tag. This sends the information to the classroom teachers' computers. The scholar is then released. It is crucial to stress to your scholars that they are to walk directly to the pick-up zone when the Family ID number pops up in their classroom. If your scholar does not come to the zone in a timely fashion, you may be asked to park in a designated spot to clear the Driveline or to simply move forward and wait at the front of the line.

Early Pick-Up

It is recommended that parents/guardians who schedule appointments at the end of the school day do so before or after Driveline pick-up times: 2:30 - 3:00 p.m. on Monday, Tuesday,

Thursday, and Friday and 12:30 – 1:00 p.m. on Wednesday to avoid being unable to enter or exit the parking lot. If the appointment requires pick up during Driveline times, the parent/guardian will need to park outside the Driveline lanes and come into the office to get their scholar. Please keep in mind that pickups during this time could result in increased wait times.

XII. School Closures

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

XIII. Marketing and Advertising - Use of Scholar Images

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

SVA will only use photos of scholars, families, and teachers under the following circumstances:

- A media release form has been signed providing SVA with permission to record, film, photograph, audiotape or videotape a scholar's name, image, likeness, spoken words, scholar work, performance, and movement, in any form, and to display, publish, distribute, or exhibit these or any part (see media release form).

- Pictures, recordings, images, likenesses, etc., will only be used for SVA official purposes including SVA-approved websites, SVA social media platforms, posters, advertisements, or by social media platforms expressly owned or authorized by SVA.