



**Visions**  
**Unlimited Academy**

**Student Handbook**  
**2010-2011**

**1275 East Barney Lane**  
**Benson, AZ 85602**  
**(502) 586-8691**  
rvalentine @questoffice.net

August 2010

Dear Parents and Students,

Our graduates report that Visions Unlimited Academy is a family of learners where leadership development, self-reliance, academic achievement and student success are the highest of objectives. That perspective is just right in that this is what we are trying to do and would like to welcome you into the “Vision” that is Visions Unlimited Academy. We offer a safe environment, a focused flexibility that can address the need

You will find our teachers among the most dedicated in the profession. Each is versatile, child oriented and happy about themselves and their careers working with students. Please take a few minutes to talk with the teachers at the beginning of your or your students’ time here.

As students and parents you will also find that the office staff is very open, solution focus oriented and that they too enjoy students and celebrate childhood as they complete the support tasks that are necessary to make the schoolwork for everyone. Alix Orton is competent and friendly; call on her when you need some help or understanding.

I invite you to read through this handbook. I have tried to anticipate some issues students and their parents might be curious about: lunch times, discipline procedures, professional development schedules and how to solve misunderstandings. So, read all about it. But in case you don’t take the time to read everything, know that we want to work with each child and his/her parent because we know the student deserves the best of educations and the best of childhoods. Know also that if there is confusion and misunderstanding we invite you to call so that we can address such misunderstandings quickly before another day without full communication passes.

We are here to help you learn, grow and become... well, become what you want to be. We thank you for relying on us for some help in that. Check our web page where our services are shamelessly promoted at [www.VisionsUnlimitedAcademy.com](http://www.VisionsUnlimitedAcademy.com) Please let me know your ideas about how to make the web page more useful to you.

Sincerely,

Richard Valentine  
Director

# Visions Unlimited Academy

## Admission Standards

1. Visions Unlimited Academy is a free public charter school, funded by the State of Arizona. All students regardless of academic proficiency, handicapping condition are welcome.
2. When admission of an enrolling student places the class size above the Charter limit that student's name will be placed in a lottery and drawn monthly and placed on a waiting list in order selected. Siblings of current students, children of employees and students of a specific gender needed to correct gender imbalances within classrooms may be excluded from the lottery and assigned to the front of the list.
3. Students who have been expelled from other schools or school districts may not be enrolled in Visions Unlimited Academy as per A.R.S. 15-841.
4. Students shall be denied admission should it be deemed that the health, welfare, and safety of other students, staff or themselves at Visions Unlimited Academy would be jeopardized.
5. Visions Unlimited Academy and its employees are immune from civil liability for enrollment decisions that are based on good faith application of the legal requirements for open enrollment.
6. Anyone falsifying information on any enrollment data can have their child's application for admission revoked.
7. It is advisable for the parent of any enrolling student to meet with his or her child's teacher before the child enters school or as soon as possible

# VISIONS UNLIMITED ACADEMY STAFF

2010-2011

## Instructional Staff:

Ms. Joy Yakolev	Special Education Resource
Ms. Michele Tatsumi	Special Education Teacher
Mrs. Catherine Prestly	7 <sup>th</sup> - 8 <sup>th</sup> Grade Teacher
Ms. Ashley Montano	K-3 Grade Teacher
Ms. Marie Maeser	4,5,6 Grade Teacher

## Paraprofessional and Administrative staff:

Joy Berryhill	Jamie Sue Housely
Lisa Bloemers	Gretchen Zibart
Andrea Grogg	Cindy Heywood
Director/ Principal	Richard Valentine
Accountant and Compliance officer	Rhonda Seabase
Administrative Assistant and	Cindy Heywood
Attendance officer	
Custodian	Rocio Cornejo

## Daily Schedules

### Hours of operation

School will be in session:

K – 5	8:00 – 2:45
6 – 8	8:00 – 2:45

Each Wednesday we will have professional development and planning time for our teachers and staff. This year we are concentrating on communication and technology in the classroom. We want to get better at both!

Wednesday dismissal time is at 12:00 PM

### Lunch Time Schedule

#### Kindergarten-Sixth Grade

Eat from 11:00 – 11:20  
Play from 11:20 – 11:45

#### Seventh –Eighth Grade

Eat from 11:15 – 11:45

## 2010-2011 School Hours

### Bell Schedule

#### 1) School Hours

- a. Kindergarten – fifth grade 8:00 – 2:45
- b. Sixth – Eight grade 8:00 – 2:45
- c. Early Release Wednesday hours 8:00 – 12:00

#### 2) Lunch

- a. Kindergarten – Sixth Grade
  - i. Recess from 11:00 – 11:20
  - ii. Eat from 11:20 – 11:45
- b. Seventh– Eighth grade
  - i. Eat from 11:15 – 11:45
- c. Lunch Duties
  - i. Michele and Andrea supervise the eating areas
  - ii. Lisa and Jamie Sue supervise the playground area

Visions Unlimited Academy  
Special Events Calendar  
2010-2011 School Year

**JULY**

- July 7 Board Meeting, Public Welcome (12:30)
- July 30 Board Meeting, Public Welcome (12:30)

**AUGUST**

- August 5 Meet the Teacher Evening 6:00- 7:00
- August 8 First Day of School
- Student Council elections
- August 27, Board Meeting: Public Welcome (2:30)

**SEPTEMBER**

- September 11 Spaghetti Dinner / Open House
  - Dinner Served from 5:00- 6:00
  - Teachers in rooms for Open House 6:00- 7:00
- September 24 Board Meeting: Public Welcome (2:30)

**OCTOBER**

- October 16 Math Night 6:00- 7:30
- October 24- 25 Parent/ Teacher Conferences
- October 29 Board Meeting: Public Welcome (2:30)

**NOVEMBER**

- November 13 Writer's Celebration Night 6:00- 7:30
- November 24 Thanksgiving Community Dinner served from
  - 10:15 – 11:30
- November 24 Board Meeting: Public Welcome (2: 30)

## **DECEMBER**

- December 16 Christmas Caroling 5:00-7:00pm
- December 21- January 2 Christmas Break

## **JANUARY 2011**

- January 26 Board Meeting: Public Welcome (2:30)

## **FEBRUARY**

- February 13 Valentine Party
- School Pictures
- February 23 Board Meeting: Public Welcome (2:30)
- February 26 6:00- 7:30 NCLB Parent Information Meeting/Chili Supper

## **MARCH**

- March 11-12 Parent/Teacher Conference
- March 16-20 Spring Break
- March 30 Board Meeting: Public Welcome (2:30)
- March 26 Our Kids Read: Reading Evening 6:30- 8:00

## **APRIL**

- March 30- April 17 Aims Testing Window
- April 27 Board Meeting: Public Welcome (2:30)

## **MAY**

- May 8 Art Auction and Ice Cream Social
- May 18 Student Celebration Night
- May 20 Last Day of School
- May 25 Board Meeting: Public Welcome (2:30)
- May 23 7:00 Eighth Grade Promotion

## **JUNE**



## Visions Unlimited Academy Parent/ Student Compact

**We, the Visions Unlimited Academy community, seek to establish this compact in order cement our commitments and to foster the core values of honesty, integrity, respect, trust and responsibility to enhance the success of our students.**

As a Visions Unlimited Academy staff member I pledge to:

- Maintain and foster high standards of academic achievement and positive behavior.
- Respectfully and accurately inform parents of their child's progress.
- Have high expectations for myself, students, and other staff.
- Respect the cultural differences of students, their families, and other staff.
- Help children to resolve conflicts in positive, nonviolent ways.
- To continue my growth as a teacher and learner to better serve the students and their families

Staff signatures:

Richard Valentine,

Lisa Bloemers

Joy Yakovlev

Jamie Sue Housley

Cindy Heywood

Rocio Cornejo

Cathy Prestly

Andrea Grogg

Joy Berryhill

Gretchen Zibart

Marie Maeser

September 2010



## Visions Unlimited Academy Parent/ Student Compact

As a parent/caregiver I pledge to:

- Maintain and foster high standards of academic achievement and positive behavior.
- Find out how my child is doing by attending conferences, looking at my child's schoolwork, or calling the school.
- Spend time each day with my child reading, writing, listening, or just talking.
- Respect, love, and encourage my child's growth and ideas.
- Help my child to resolve conflicts in positive, non-violent ways.
- Provide appropriate nutrition for my child and encourages proper hygiene.
- That my child arrives to school on time.

Parent/caregiver signature \_\_\_\_\_

Date \_\_\_\_\_

As a Visions Unlimited Academy student I pledge to:

- Work hard to do my best in class and complete my homework and turn it in on time.
- Discuss with my parents what I am learning in school.
- Have a positive attitude towards self, others, school, and learning.
- Respect the cultural differences of other students, their families, and staff.
- Work to resolve conflicts in positive, nonviolent ways.
- Having all materials ready for class and be on time
- Returning completed homework on time.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## Visions Unlimited Academy Mission Statement

Visions Unlimited Academy is a learning family that instills the desire for everyone to achieve success through a love of learning in a safe and positive environment. The school nurtures self worth through exceptional social, emotional, intellectual and physical learning opportunities. Our school is founded on integrity, excellence and unlimited vision.

Our vision is to maintain a dynamic Kindergarten through eighth grade campus community that has high expectations and challenges for all stakeholders. Our vision will be realized through a collegial effort to continually align and improve curriculum and assessment. This will prepare students for life-long learning in a diverse, highly technological world.

## Educational Models

The educational models we use place a heavy emphasis on a comprehensive approach to literacy in reading, writing and math. We use Reading Workshop and Writer's Workshop to support students as they learn to support themselves as readers and writers. Writing is taught with an emphasis on the six traits of writing – ideas and content, organization, voice, word choice, sentence fluency, and conventions.

In math, students are engaged in exploring, conjecturing, investing and thinking mathematically. Mathematical ideas are linked to and build upon one another so that a student's understanding and knowledge deepens, while the ability to apply mathematics expands. Just as language arts are taught with a comprehensive approach, so is mathematics. Students are taught to use thinking strategies to learn the basic facts and develop computational skills. Curriculum and assessment measures reflect best instructional practices.

You will find that these "education models" are the same ones used in some of schools best known for quality in the country: Denver, New York and Sante Fe schools rely on Reader's Workshop, Writer's Workshop, Everyday Math with a focus on success and attainment of state standards.

## Absences

Poor school attendance is a major cause of poor achievement and other problems in school. Developing a habit of regular and punctual attendance will help your child throughout life. At Visions Unlimited Academy parents and students make attendance and punctuality a commitment.

If your child is ill, please call the school on the morning of the absence. If we do not receive word from the parent or legal guardian, the office staff will call your home or work on

the day of the absence to be sure that you are aware of your child's absence. It would be quite helpful if you could notify us early that your child will be absent that day.

According to State Law a child must be removed from student rolls after ten consecutive unexcused absences. If a situation arises which may result in an extended absence for your child, please inform the school office so that the absence can be excused and the child's name can remain on the rosters.

## Sign In / Sign Out Procedures

If for some reason a student arrives late to school, the student needs to check in at the office and record his/ her attendance. We ask that the responsible adult please accompanying the student.

Please sign your child out in the school office if it is necessary to pick him/her up before regular dismissal time. If your child must leave school before regular dismissal time, he/she must be in the company of the parent, legal guardian, or responsible adult that the parent or legal guardian has designated as having permission to pick up the child. Any time a child is picked up before regular dismissal time, the adult must sign the child out in the office. The child will then leave the school after checking out of the office.

Parents will inform the teacher and office staff of the routine going home procedure for each child. Staff here at Visions will adhere to that procedure unless the parent call authorizing us to deviate from it, send a note or email from a known address that you need the change in going home procedures for that day. If there is to be a change in who will be picking up the child, please to contact the office. Photo identification may be required of the person picking up the child on these occasions.

Please understand that this procedure is necessary for child safety reasons. Please sign the child out each time you collect him/her other than regular dismissal time, even if it is only for lunchtime or a quick appointment.

When you come to school to volunteer your services or for any other reason, you will need to sign in at the office.

## Dismissal Time Procedure

Our regular dismissal time will be 2:45 for kindergarten through Eighth grade. For safety reasons and to avoid confusion, we will be following the procedures outlined below.

At the beginning of each school year, parents or legal guardians will sign a form stating what their child is to do at dismissal time each day. If there is to be a deviation from that normal arrangement, the parents or legal guardians need to send a note or call the office and leave a message for their child. Without a note or message from the parent or legal guardian, the child

will be required to follow his/her normal procedure. Be sure that your child knows exactly what they need to do after school each day.

The office phone will not be made available to students wishing to change normal procedures (i.e. going to a friend's house after school) but they are welcome to speak with you to clarify your wishes.

When a parent is meeting with a teacher after school, all children must remain with their parent. Preschool children will also remain with the parent.

Parents or legal guardians picking up children before school is dismissed for the day need to follow sign-out procedure in the office.

If there is a person who, by law, is restrained from having contact with a child, parents or legal guardians need to supply a copy of the legal document to the school. Teachers will also receive a copy of the restraining order.

## Parental Involvement

At Visions Unlimited Academy parents/guardians are asked to play an active part in the education of their child and the operation of the school. Parents / guardians are asked to take responsibility at home for reinforcing student learning.

We are grateful to the PTO, parent volunteers and Boy Scouts who focused muscle and intellectual energy and fund raising efforts to build a fence for the perimeter of the playground this past year. Thank you. Your example of teamwork is inspirational to all. . Parents can continue contribute to the on-going operation of the school by undertaking any of the following:

- Playground supervisor
- Field trip organizer
- Field trip supervisor
- Classroom guest speaker
- Office assistant
- Classroom helper
- Sports event coach
- Lunchtime monitor
- School committee member
- School event organizer
- School event helper
- Building maintenance

In recognition of the focus on a family of learners at Visions Unlimited Academy and the contributions of the parents/guardians of the students enrolled, enrollment preference will be given to children of employees and siblings of students already attending Visions Unlimited Academy.

## Visitors On Campus

All those who come on campus to help in our school need to sign in at the school office.

Arizona State Law strictly prohibits trespassing or loitering on the school premises. Those who unlawfully trespass are guilty of a class three misdemeanor and in the event that an individual comes to the school without authorization or without expressed legitimate business, the authorities will be called. The authorities will also be called in the event of any civil disturbance on the school campus.

Parents or others may not interrupt classroom instruction to speak to or scold any child or adult. Complaints need to be lodged in the school office and will be addressed there.

School-age friends or relatives who are not enrolled in Visions Unlimited Academy are not permitted to make daylong visits to the class. Such visits have been shown to be disruptive to the educational process.

## Parent – Teacher Conferences

School and home must be closely linked in order to provide each child with the best chance to receive a meaningful education. Visions Unlimited Academy issues student performance reviews four times per school year to show the student's progress toward meeting the Arizona State Standards for their grade level.

Our teachers will be happy to make arrangements to discuss student progress any time during the year. These discussions of student progress are very important. Please call the office or send a note to arrange an appointment.

Formal conferences are held between teacher and parent twice during the year. The purpose of these meetings is to exchange information about student progress and to develop a plan of action to encourage student achievement.

## Promotion / Retention

Arizona State Law requires that the classroom teacher be the one to make the decision regarding promotion or retention of a child after a year's instruction. The teacher will contact the parent in mid-January regarding the possibility of retention if the child's achievement level is of concern. At a meeting of the principal, teacher, parents and student a plan will be developed to address areas of concern. In May, the principal, parent and teacher, along with the student, will meet to review progress. The teacher will convey any decisions regarding retention/promotion. Parents may appeal any decision regarding promotion/retention.

We will have regularly scheduled conferences. These conferences are an ideal time for the parent to initiate discussions regarding the progress of the child and prospects of promotion. At any other time, parents are encouraged to contact the teacher. In many cases the parent will have the first indication that there is an area of concern. Parents are urged to telephone the teacher and give any information needed or to visit with the teacher to discuss these matters.

If parents disagree with the decision regarding promotion / retention, they may appeal the decision through the established school policy. Contact Richard Valentine and he will be happy to walk you through the options.

## Homework

The professional staff of Visions Unlimited Academy recognizes the academic value of consistent and meaningful homework. The general rule of thumb for homework will be 10 minutes for each grade level (i.e., a second grader can expect to have about 20 minutes of homework not including reading, a fourth grader 40 minutes, and so on). Our teachers will regularly assign appropriate homework that reflects the student's established curriculum and classroom emphasis. Assignments are a wonderful opportunity for parents and children to work together. This serves two purposes: it keeps you informed of your child's skills and progress and it helps your child to understand the value you place on education.

## Additional Educational Assistance

Classroom approaches to instruction will be the result of pre-assessment and continued performance. Progress will be monitored by the teacher, and supported by the special education teacher in the event that a student requires consideration at a deeper level. Other avenues are available to the student:

1. Students will be assessed at the beginning of each school year to determine level of performance.
2. The School Based Intervention Team will screen all students for developmental delays and other handicapping conditions.
3. Acceleration of time. (After-school and summer programs will be developed for students not demonstrating proficiency on AIMS. (Arizona Instrument to Measure Standards is administered to third, fifth and eighth grade students statewide.)

## Gifted Education

Visions Unlimited Academy will provide an enriched and gifted education program, utilizing recognized strategies, for all students. The practice of creating individualized learning programs for each student allows students to reach their highest potential. Classroom instruction is designed to scaffold the learning so that students can successfully address challenges and opportunities in acquiring new learning.

## Special Education

Visions Unlimited Academy is a mainstream school, serving students of all abilities through the use of multi-age grouping. It is our intent that all students enrolled in our school are provided the best opportunities for learning possible through instructional flexibility. Visions Unlimited Academy has a certified special education teacher on staff. The certified special education teacher will be responsible for managing the progress of the student in consultation with the student's classroom teacher. When a student would benefit from other support services such services will be provided in accordance with that student's Individual Education Plan (IEP).

Students entering Visions Unlimited Academy with a previous Individual Educational Plan (IEP) will be given immediate service in accordance with the existing IEP until such time as a re-evaluation can be completed and a School Based Intervention Team meeting is conducted. When the student's teachers suspect a disability and/or the student's parents, a complete evaluation will be conducted – including academic aptitude, academic achievement, and psychological assessments. When warranted, as determined by the School Based Intervention Team, a school psychologist will be retained to conduct additional assessments and provide consultation. Special services such as speech therapy, occupational therapy, physical therapy, etc., will be provided as determined by the IEP.

When a student is identified for special education, a Multidisciplinary Team conference will be conducted to determine the appropriate level of service. As a result of this meeting an Individual Education Plan will be developed involving the student, the student's teachers and the student's parents or legal guardians.

We are pleased to offer our Vision for Autism program: a group of professionals , parents and paraprofessionals working diligently to learn from and provide support to those documented to be on the Autism Spectrum Disorder.

We are proud of our special needs students as we are our association with the local special needs support group that meets regularly to provide understanding , information and support to parents of special needs students. The group can be contacted through our office or at . <http://ccsneeds.com/support.html>

## Health Services

The school office will provide health services. Parents are responsible for making arrangements to have their child picked up from school if the child becomes ill during the school day. If both parents are to be out of town or unavailable, a letter designating who will be responsible in case of an emergency must be on file at the school.

The school office will administer over-the-counter and prescription medication in the school setting in accordance with the Arizona State Board of Pharmacy.

- ❖ There must be a written order from the physician stating the name of the medication, the dosage, the time and the reason it is to be administered.
- ❖ There must also be written permission from the parent for the medications to be administered at school.
- ❖ The medication must be in the original prescription container labeled by the pharmacist, or in the original container with all warnings and directions intact.
- ❖ Only medications, which are needed to treat an existing ailment, are stored at school.
- ❖ When a physician feels it is necessary for the student to carry and self-administer his/her own inhaler, the physician will provide written recommendations, which are to be attached to the signed parent permission note. The parent must provide written permission for the student to self-administer and carry the inhaler.
- ❖ The school reserves the right to circumscribe or disallow the self-administration of medication on school premises.
- ❖ Acetaminophen (Tylenol) will be dispensed to students who have written permission from a parent to receive medication at school as needed for a maximum of three consecutive days.

## Chronic Illness

Visions Unlimited Academy makes special arrangements for homework assignments and attendance requirements for certain students who have "**chronic** (recurring) **health** conditions." As a result of frequent absences from school because of illness or an accident, a student may be eligible to receive modified instructional services provided for "students with **chronic health** conditions.

Please provide us at school a note or letter from your family physician to state how his/ her **health** condition is affecting school attendance. If your physician believes the condition to be "**chronic**" and anticipates frequent absences for the school year (but fewer than sixty [60] school days, as for homebound services), please ask the physician to notify the school of the medical situation.

If a student is eligible as a "student with a **chronic health** condition," the school will make sure that you receive homework and contact with a teacher *during* necessary absences. The

teacher will work out an agreement for homework assignments with you to assure receipt of credit for completed homework.

## Chicken Pox

Students must remain home the minimum of seven to ten days after the first pox appear, and the pox must be completely scabbed over before the student returns to school. The student must check in with the school office the day he or she returns to school.

## Vision / Hearing Screening

We follow the recommended guidelines of the Arizona Department of Health. Tests are administered per Arizona mandates.

## Personal School Supplies

Visions Unlimited Academy does supply a limited amount of consumable supplies for students. However, we do ask that each student be responsible for bringing specific items identified by the teachers. The list and cost of these items varies and is distributed by each teacher to each student several times a year.

## Discipline Procedures

(See Student Demerit System Attachment)

Visions Unlimited Academy is a safe and supportive place of learning. In providing an environment that is safe and supportive for our family of learners, we use an approach to discipline that is based on developing an internalized sense of control in students. To that end we encourage students to:

1. Be responsible for owning and solving their own problems with guidance from an adult.
2. Learn to make a connection between their infraction and the logical consequence.
3. Learn to make decisions and then live with the consequences of those decisions.
4. Be able to assume some control over their lives and yet realize that there are some situations in which the school has set the standards and limitations.

5. Learn that problems are an opportunity for personal growth.

At Visions Unlimited Academy we strive to create an environment in which students can:

- a) Feel legitimately good about themselves
- b) Have a respect for learning
- c) Be successful in their endeavors
- d) Spend their energies on learning
- e) Experience new learning strategies

It is our belief that everyone wishes to be treated with kindness, respect, dignity and fairness. To that end, at Visions Unlimited Academy:

- a) Respect is shown for everyone.
- b) Weapons, firearms and explosives are prohibited on campus.
- c) Symbols, insignia, paraphernalia and behavior associated with secret societies and/or gangs are prohibited.
- d) Illegal substances are not tolerated.

Each incident of misconduct will be handled in a manner that is appropriate considering the severity and the intent of the action.

- a) Drugs, violence and a violation of federal or state law are not tolerated and law enforcement personnel will become immediately involved in such cases.
- b) Disturbances of the educational process or events that hinder others from learning will not be tolerated. Our commitment is to protect everyone's right to learn and, if possible, assist all students to maintain responsible behavior. If a student's behavior is such that the health, welfare, and safety of other students, staff or that student is jeopardized, the student will be invited to transfer to another school.
- c) Minor issues that do not threaten the educational process do not threaten other students' welfare or learning will be treated as opportunities for that student to learn responsibility.
- d) Behavior contracts will be developed in situations in which there is a behavioral concern with a student. This contract will state procedures and consequences in the event of an infraction of school or classroom expectations.

## Visions Unlimited Academy      2010-2011      Student Demerit System

Since student discipline involves a process of choice and consequences for the student, having clearly established consequences for unacceptable behavior should help influence students to make behavior choices. A general principle to remember while maintaining positive discipline is that life is a learning experience. The "offender's" chief responsibility is to learn from his/ her mistake if the remainder of the class or school remains safe or is not harmed by his/ her opportunity to learn from those mistakes. The following matrix will be utilized in handling

student discipline. Demerits will total vertically and horizontally on a yearly basis. When a student reaches the lower margin total, he or she could well receive the stated consequence in addition to the assigned top margin consequence. Attendance related demerits do not accumulate and are eliminated at the conclusion of each semester (December and May). The following examples are not the only acts or conditions for which suspension or expulsion is warranted, nor do they in any way limit this code of student conduct.

Recommended Consequence	Recommended Consequence	Recommended Consequence	Recommended Consequence	Recommended Consequence
Loss of morning recess	Loss of morning recess and lunch recess	1 day suspension	2-10 day suspension	Long Term Suspension/Expulsion
<p>Example Infractions</p> <p>Defiance</p> <p>Disrespectful action toward staff</p> <p>Possession of dangerous objects which could cause harm</p> <p>Obscene language</p> <p>Verbal abuse toward fellow students</p> <p>Harassment/teasing/intimidation/loss of control/inciting others</p> <p>Profanity/obscenity: lewd, indecent, or obscene conduct or expression</p> <p>Violation of dress code</p>	<p>Example Infractions</p> <p>Cheating (plagiarism)</p> <p>Extortion</p> <p>False alarm</p> <p>Possession of obscene material</p> <p>Vandalism (+ Cost of damage)</p> <p>Disruption of the educational setting / interruption of the education of other students</p>	<p>Example Infractions</p> <p>Failure to report to office when instructed</p> <p>Physically harming another child</p> <p>Fighting (first offense + parent meeting with principal and establishment of behavior action plan)</p> <p>Fighting (second offense – 4 day suspension + essay stating why you should be admitted back into school to be presented with your parents to the principal)</p> <p>Fighting (third offense – long term suspension/expulsion and petition in order to return to school student must petition the school</p>	<p>Example Infractions</p> <p>Break and enter</p> <p>Theft</p> <p>Verbal abuse or threat of harm toward staff</p> <p>Possession of weapons (+ police notification)</p>	<p>Example Infractions</p> <p>Selling or transferring controlled substances</p> <p>Use of weapons</p> <p>Possession of alcohol-drug paraphernalia, including tobacco products (+ police notification)</p>

		board		
		Threats of Life: Verbal or physical threats to anyone		

Students who become eligible through accumulated excessive demerits **may** be assigned: The following: 12 Demerits = 1 day suspension + parent conference and the establishment of a behavior action plan, 18 Demerits = two (2) day suspension + parent must attend class for one full day along with a parent conference to revisit the current behavior plan and decide if there should be a new plan and what t that new plan might be, 21 or more demerits = recommendation for long term suspension and expulsion.

(Rev.11/20/06)

## Due Process – Students

“Due process” is intended to protect the rights of the accused but also is a safeguard to school authority.

Every student is entitles to due process before he/she may be suspended or expelled.

This policy is in effect when an alleged offense has taken place on the school grounds, during, before, or after regular school hours; on the school grounds at any time when the school is being used by a school group or off the school grounds at any school activity, function or event.

The following are guidelines in following due process.

1. Rights:
  - a. The treatment of each student shall be such as to protect the student from arbitrary and unreasonable decisions.
  - b. All decisions affecting students shall be based on careful investigation of the facts and the fair application of rules and regulations.
  - c. All students shall be informed of the school rules and the processes by which discipline may be invoked.

2. For students in Special Education programs, due process rights will be observed in accordance with Public Law 94-142, Education of the Handicapped Act.

Any student whose behavior is alleged to be a major violation of school rules may be escorted to the school office. Under the direction of the principal, or designated administrator, a written report of the alleged violation will be prepared in detail (time, place, observed behavior, witnesses’ names, name or description of violator, etc.) The written report is to be completed by the individual initiating the referral.

## Short Term Suspensions

The principal, or designated administrator shall inform the accused student of the charges against him, at which time the student may make a response to the charges. Appropriate disciplinary action may be invoked at this time. A record of the interview will be the responsibility of the administrator conducting the interview. If, after an investigation of the charges, in the judgment of the principal or designated administrator, the alleged offender presents a probable clear and present danger to persons or property, or a disruptive influence, the principal or designated administrator, may suspend the student from school for a period from one to ten days. Attempts will be made to notify the parent or guardian before any such action takes place.

The parent or guardian may request a meeting with the principal or designated administrator to discuss this short-term suspension.

Students suspended from school must complete regular assignments, tests and any other classroom projects while serving this suspension. Parents will be expected to supervise this work and other home assignments they might wish to add.

## Long Term Suspension and Expulsion

In the event of a suspension longer than ten days or a request to expel a student from school, the following procedure will be observed:

1. The governing board shall not suspend for longer than ten days or expel a student without a hearing before the board. Such a hearing shall be closed unless the student requests an open hearing.
2. The student shall be notified in writing of the specific charge or charges, the right to a hearing, and his right to be represented by counsel. At this time a date and time for the hearing will be set.
3. A notice shall also be sent to the parents or guardian by certified mail citing the charges and specific acts that support the charge or charges. The notice shall state a recommendation of action pending investigation and the date and time of the hearing.
4. The student shall be permitted to have a representative present at the hearing. The representative may be an attorney, parent or legal guardian.
5. The student shall be permitted to hear the evidence.
6. The student shall be afforded the right to present evidence.

7. The governing board shall determine the facts of each case on the evidence presented at the hearing. Their decision of disciplinary action, including the duration of any suspension or expulsion, shall be made available to the student and parent.

Disciplinary action for minor infractions is usually taken by the teacher or playground supervisor and is done in accordance with school and classroom procedure. In most cases, the role of disciplinary action is to teach the child to exercise responsibility. There are situations, however, in which the goal is to protect the safety of the other children and to make sure that the learning environment is not disrupted. In these cases, the rights of the other students will be protected and the parent of the student with the behavior concern will be contacted to discuss the situation. Should it be determined that the health, welfare, and safety of other students, staff, or that student is being jeopardized; procedures will be taken in which the student will be given the opportunity to transfer to another school.

## Dress Code

Visions Unlimited Academy is a place of learning and we expect students to be prepared to learn and to avoid using clothing that disrupts that learning. Students are expected to come to school prepared to learn. Attire needs to reflect that preparedness to learn. Clothing needs to be tasteful and respectful. General guidelines for attire include, but are not limited to, the following:

Clothing that is:

- ❖ Neat and clean
- ❖ Does not interfere with the educational process
- ❖ Respectful of others
- ❖ Does not present a safety hazard

Clothing items such as the following are considerations

- ❖ Baggy or sagging shorts or pants are not acceptable
- ❖ Shirts or tops must reach the waistline
- ❖ Shorts or skirts must be of a modest length
- ❖ Necklines must be a modest cut
- ❖ Inappropriate or offensive logos (suggestive logos, comments, advertisements for alcohol, drug references and the like)
- ❖ Attire with underwear showing is not appropriate for a family like environment
- ❖ Apparel that is deemed by the school administrator as not tasteful, respectful, or appropriate in a place of learning.

### Non-Compliance

Non-compliance will be determined at the discretion of the school principal. Parents may be called and asked to make arrangements for appropriate attire for the student. Repeated failure to adhere to the standard of clean, safe, tasteful, and respectful attire will be construed

as failure to comply. If a student refuses to comply with the dress code, the student will be given the opportunity to transfer to another school.

## Lunches at School

Students are asked to bring their lunch to school each day. If a parent wishes to pick up a child for lunch, it is necessary to come to the office to sign the child out. When the child returns to campus after lunch, it is necessary to check back in at the office. Lunch this year will begin at 11:00 and students will return to class at 11:45

### Kindergarten-Sixth Grade

Eat from 11:00 – 11:20

Play from 11:20 – 11:45

### Seventh –Eighth Grade

Eat from 11:15– 11:45

It is extremely important to the flow of academic and social development ideas that students are ready to return to school and class on time after lunch or recess.

## Transportation Services

Parents are responsible for transporting children to and from school; Many parents car pool. If you would like assistance connecting with parents whom car pool please contact your teacher and/or Richard Valentine.

## Waiting Lists

Waiting lists are developed for each age-group level. Parents wishing to enroll their children for future openings are welcome to stop in at the school office.

## Arizona State Academic Standards

Reading, Writing, Social Studies , Science and Mathematics

Each grade level has a published list of mastery expectations that must be met before the student can be promoted to the next grade. These minimum requirements include acquisition of skills in Reading, Math and Language.

Visions Unlimited Academy will use the Arizona State Standards as a foundation to the curriculum and will expand the curriculum by incorporating curriculum models to complete a comprehensive scope and sequence in mathematics and language arts.

Visions Teachers use Curriculum maps for all academic areas that outline the Arizona Standard, the concept taught, how it is taught, how it is assessed and what materials are used to teach the standard. These Curriculum maps can be found on line at <http://www.visionsunlimitedacademy.com/academic.php> or collect a full published set of how the school uses Arizona Academic Standards from the school office.

These maps are products from our teachers based on the state academic standards . They are extensive but look like below:

<b>Kindergarten</b>				
<b>Arizona Standard</b>	<b>Unit Name</b>	<b>Essential Questions</b>	<b>Content/ Skills</b>	<b>Resources</b>
Demonstrate understanding of print concepts  <b>1</b>	Print Concepts	Can you tell your classmates how this book is put together? What are these (letters) called? What do we call this/these? words)? How does the print tell the story?	Strand 1 Concept 1 PO1 print represents spoken language and conveys meaning, PO2 how to hold a book, PO3 tracking, PO4 parts of a book, PO5 letters vs. words, PO6 spoken vs. written language, PO7 words make up sentences, PO8 one to one correlation	<u>Teaching Reading in Primary Grades</u> (Scholastic), big books, read aloud texts, picture books, classroom library, anchor charts, all manner of print

<b>Assessment</b>	<b>Instructional Strategies</b>
oral classroom performance checklist	shared reading, read aloud, partner reading, independent reading, mini lessons, focus poetry