



Community Life Handbook

Updated August, 2018

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Handbook Overview

The Verde Valley School Community Life Handbook is intended as a guide to daily life at Verde Valley School. That said, no publication, can reliably describe every situation that may arise in the course of a student's time at the school. Students and parents are encouraged to communicate with the Assistant Head of School/Dean of Students' office or the student's advisor should questions arise.

The school's behavioral expectations are intended to establish and maintain a supportive community in which every member is able to be successful and accepted as well as ensure that the rights and property of others are respected.

Students and parents are expected to familiarize themselves with the handbook.

Mission Statement

"Verde Valley School educates students for college and for life by encouraging them to become intellectually curious, academically accomplished, and creatively expressive."

5 Guiding Principles



Contact Information

Mail, Telephone Calls, and Messages

Mail is distributed daily in the Main Office. Mail should be addressed as follows:

Name of student

Verde Valley School

3511 Verde Valley School Road

Sedona, AZ 86351

The school's telephone number is (928) 284-2272. Our Fax number is (928) 284-0432. The school office is open Monday through Friday from 8:00 am until 5:00 pm and an answering machine receives calls after hours when the receptionist is not available. Parents may call the office and leave a message to be returned the next business day.

Should an emergency occur when the Main Office is closed, parents or guardians should consult the following list for the appropriate number to call:

Administrator on Duty (AOD)

(928) 301-2267

Paul Amadio – Head of School

284-2272 ext. 10 or 469-404-4252 after hours

John Kelley – Assistant Head of School/Dean of Students

(928) 284-2272 ext. 34

Community Life

Community Expectations

At Verde Valley School integrity, respect for others, compassion, and judgement are standards at the core of the community. Verde Valley School expects the following of every student:

Verde Valley School students are honest in both speech and action.

Verde Valley School students treat others with dignity and respect.

Verde Valley School students treat others with kindness and compassion.

Verde Valley School students make healthy choices.

Verde Valley School students are mindful of safety and proactive communication.

Advisors

Each student is assigned an Advisor. Advisors meet regularly with their advisees throughout the school year providing students with support, guidance, and mentorship. They also monitor advisees' academic performance and participation in the culture and daily life at the school.

Parents are encouraged to keep in close touch with Advisors. Advisors will provide regular progress reports to the parents of their advisees. That said, parents should not hesitate to contact Advisors with any questions or concerns.

VVS Outdoors

VVS Outdoors is the school's comprehensive outdoor adventure education program designed to give students opportunities to engage with the spectacular natural environment of the Southwest and to help students increase self confidence through challenging personal frontiers. Since environmental stewardship is at the core of much of VVS' programming, VVS Outdoors partners with the Access Fund, a grassroots conservation and climbing access organization, and Leave No Trace (LNT) Center for Outdoor Ethics. All VVS Outdoor trips follow LNT guidelines. VVS Outdoors includes the afternoon program, Adventure Weekend, regular weekend trips, and Field Trips.

Field Trips

Guiding students out of their usual surroundings and engaged in a culture different than their own has been the guiding force behind this program since the first trip in 1948. VVS Field Trips seek to travel off the beaten path and venture into communities, locales, and environments less frequently visited by visitors to the Southwest. The outdoors play an extensive role in trip planning as well as many trips which include rock climbing, kayaking, hiking and camping. All trips also include a component of service as students are asked to engage meaningfully and embrace a giving spirit. Students are introduced to Field Trip offerings each September during our Field Trip Fair and trips depart for their two-week journey the second week of November. Verde Valley School is proud of the way this cornerstone program shapes the community early in the year and sets the tone for the months that follow.

Project Period

At VVS the last week of school is devoted to experiential education on our campus and in the local community. Students enroll in two projects of interest and dive deeply into arts, service, and outdoor projects meant to inspire and challenge our students and to give back to our community. Projects offered during Project Period are designed to widen the VVS student experience by adding content not included in the standard curriculum or by providing the opportunity to go into greater depth in an area already studied. Many projects are led by guest artists who travel from all over the country to come to Verde Valley School to offer their craft. Others allow students to see different sides of their teachers as they offer various projects showcasing their passions outside of the discipline in which they standardly teach.

Global Goals

Guided by the United Nations Global Goals initiative, VVS students pursue global citizenship and service to others, core pillars of the school's mission, through a range of local and global service projects. From the Backpacks for Kids program in which VVS students gather and distribute donated food items to send home to feed local children, to the annual service trip to Malawi, VVS students are engaged in giving

back to their local and global communities. The Global Goals Program also runs annual events such the Oxfam Hunger Banquet to sustain awareness and engagement of global issues across the student body.

Student Leadership

There are variety of student leadership positions available to students at Verde Valley School. The Resident Assistants lead students in the dorm and the Student Leadership Committee is made up of two student leaders elected from each class. Both groups receive leadership training and give input to the school as advocates for their peers.

Equestrian

The VVS equestrian program boasts some of the most stunning riding terrain in the nation, and perhaps the world. Surrounded by thousands of acres of National Forest, VVS' backyard has limitless potential for learning and adventure while on horseback.

VVS offers one of the most diverse recreational riding programs at the high school level. At the heart of the equestrian program is the belief that horses are amazing teachers and master communicators and that riders can learn invaluable skills from them. Instructors strive to create a strong connection between horse and rider and to expose our students to a variety of riding disciplines, events, and terrain. This program takes the "liberal arts" rather than a specialty or trade school type of program with an emphasis on natural horsemanship.

Riders learn daily horse care, stable management, are responsible for morning and evening feeding, and participate in all facets of the barn operation.

Athletics

Student participation in athletics at Verde Valley School is an integral part of daily life. Regular physical activity facilitates skill acquisition, general well being, and often the essential ability to work well within a group. Verde Valley School values this aspect of student life and believes access to athletic opportunities is important component of a student's education.

Students are asked to recognize that participation in sports/activities comes with responsibilities. Students should be physically prepared everyday to engage in their scheduled activities, dress appropriately, and arrive on time. They should acknowledge that if they are on a competitive team sport they serve as ambassadors for the school and are required to uphold school rules both at home and away. It is expected that students exercise integrity and respect for both fellow athletes as well as spectators.

Horseback riding, golf, and personal fitness classes require additional fees. There are also occasions when other sports (such as off campus yoga and others) may require additional fees. Please see the Athletic Director for more information.

Steroids and Performance Enhancing Drugs

The Athletic Department prohibits the use of any substances that are not approved by the United States Food and Drug Administration, by the Surgeon General of the United States, or the American Medical Association for use by children or adolescents for the purpose of increasing physical strength, development or athletic performance. In addition, any such agent or substance banned by the NCAA or the U.S. Olympic Committee is also prohibited. The Arizona Interscholastic Association condemns the use of any illegal performance enhancing substance as a means to increase physical development or performance. Any student found to be in violation of this policy will be ruled ineligible for the season in which the violation occurred. Further sanctions may be enacted by the Assistant Head of School/Dean of Students which may include referral to the Discipline Committee for consequences including suspension and/or dismissal.

Community Meetings

Community Meetings are a time when teachers and students are required to meet in the chapel for announcements, speeches, and short presentations. Please see the weekly schedule for Community Meeting times and dates. It is expected that all students and faculty will attend all Community Meetings.

Community Dinner

Community Dinner occurs each week on Monday and provides the community a chance to gather, have conversations, and share a meal. Students (both boarding and day) are assigned seats and sit with a different group each week. Meals are served “family style” and there is a designated “server” at each meal. Community Dinner is a great way for students to meet others and get to know members of the community they might not already know.

Work Jobs

Since its founding, Verde Valley School has held a firm belief in the value of physical labor. Students helped to build the school’s original buildings and have continued to build and create VVS’ campus over the last 70 years. Work jobs is a biweekly ritual in which faculty and students break from their classes to care for the campus. This may include working on the farm, sustainability projects, cleaning vans, building walls, landscaping, helping out in the offices, feeding (and cleaning up after) horses. Additionally, annual alumni reunions include a variety of work jobs and special projects. Such programs provide an invaluable sense of giving back to the campus and offer students a strong sense of what true responsibility for a place means.

Work jobs are an integral part of the Verde Valley School experience and should be treated as important commitments. Students usually begin on a supervised crew and then moved up to an independent work job where they are either a supervisor or work on their own. Faculty and student supervisors are expected to be role models, arriving first and leaving last, and working along with the rest of the crew. Students are expected to arrive at their scheduled times and not leave until the end of the work session. Any changes to crew assignments must go through the Work Jobs Coordinator. All students will receive

their work job assignments when they register for classes and work jobs will start the first week of school.

Environmental Awareness and Sustainability

Verde Valley School is committed to protecting the land on which the campus is set, as well as the surrounding wilderness areas. This is integrally connected with VVS' core guiding principle of Environmental Stewardship. To this end, the school asks that everyone in the Verde Valley School community work to conserve water and energy by taking brief showers, not allowing water to run where it is not needed, turning off lights, turning down heaters when leaving rooms, closing doors when heaters are on, and reporting problems which may affect our use of energy to the Maintenance Department immediately. The school does not permit individual refrigerators in rooms because of the energy consumption. Instead, VVS provides one large refrigerator in each dorm. Everyone is expected to pick up litter whenever they see it.

The school also asks members of the community to recycle plastic, glass, aluminum, cardboard and paper by using the recycling bins placed around campus. Those on the recycling work job crew collect from the bins weekly. VVS also compost 100% of dining hall and kitchen waste, and use it in the soil in the VVS Global Garden. VVS produces more than 44 cubic yards of compost soil annually.

The VVS Farm is an oasis of food and sculpture in which fruit and vegetables from around the world are grown by hand. This special place is meant to represent the school's diverse community. Much of the harvest comes from heirloom seeds, which are collected and stored in the seed bank after harvest. Tomatoes, beans, greens, watermelons, peppers, pumpkins, and more are harvested for use in community meals whenever possible.

VVS's efforts have reduced garbage waste by 80% since 2006.

Academics

International Baccalaureate

VVS students begin the IB, a rigorous academic program which offers college-level coursework throughout all six disciplines during the 11th and 12th grades. Students may pursue either the full IB Diploma or individual IB course certificates.

Attendance Policies

All obligations – classes, sports, activities, work jobs, community meetings, etc. – are required. Students will receive disciplinary consequences for missed obligations.

IB students have a minimum number of hours that they must spend in class learning the curriculum (240 for HL classes, 150 for SL classes) in order to meet the requirements of the IB Program. Any absence not

only affects the individual student's learning but in the small class environment of VVS, it also affects the teacher's plans and the learning of others.

Every absence at VVS is classified by the school as either **excused** or **unexcused**.

- **Excused absences** include illnesses excused by the Director of Health Services, the Assistant Head of School/Dean of Students , or by a healthcare professional or day student parent (by telephone or email). Additionally, medical appointments which fall unavoidably during school time, time away from school with sports teams or on a day trip with another class, college visits, auditions and interviews, and other unforeseen emergencies such as family bereavement are also considered excused absences. All health-related absences must be excused by the Director of Health Services and all other absences must be excused by the Assistant Head of School/Dean of Students prior to the time of absence. On the return from an excused absence teachers will work with students individually to determine what missed work needs to be submitted, and the order and deadlines for completing the work.
- **Unexcused absences** are those which the school does not consider reasonable or for which no prior permission has been given. These include but are not limited to: cutting class, sleeping in, general malaise which is not excused by the Director of Health Services or Assistant Head of School/Dean of Students , college visits not approved by the Assistant Head of School/Dean of Students and unapproved travel plans. While it is understandable that airline tickets can differ significantly in price around the beginning and end of school breaks; absences occurring when leaving early and/or arriving late will not be excused unless the circumstances are exceptional and approved by the Assistant Head of School/Dean of Students prior to travel.

The maximum permissible number of unexcused absences per obligation (class, sport, etc.) per semester is **four**, while the maximum permissible number of excused absences per semester is **six**. Exceeding these absences may lead to no credit being granted for the course, unless the circumstances are exceptional and the student successfully petitions the Academic Affairs Committee (AAC) in writing, supported by their advisor. These numbers should not be seen as an 'allowable' number of absences; as all absences are taken very seriously. If a summative assessment such as a test, portfolio submission, or presentation is missed due to an unexcused absence, the student risks receiving no credit for the assessment. The student must appeal to both their teacher and the Director of Academics in writing, in order to be given the opportunity to complete or submit their work.

It is important for teaching and learning that classes begin on time. Tardiness is disruptive and disrespectful to the learning environment, the teacher and to fellow students, thus it is taken very seriously. Being less than five minutes late to any class (tardy) three times in a week, or being more than five minutes late to any class (tardy+) is brought to the attention of the Assistant Head of School/Dean of Students who will apply the appropriate consequences. Frequent tardiness (more than **ten** classes in a trimester) may be cause for review.

Academic Integrity

Academic life provides students with the chance to demonstrate their personal integrity. It is the

individual student's responsibility to take advantage of the opportunity of exercising integrity. These guidelines apply:

1. Work collaboratively when encouraged and instructed to do so by teachers. Work individually in all other cases, especially on graded assignments. If there is any question about which mode of study or work is appropriate, students should contact the teacher before risking their integrity.
2. Plagiarism*—the use of someone else's work without proper credit, citation or attribution—is a serious academic offense and a major school rule violation. When someone else's words are used, they must be quoted and proper citation form followed. Information turned in as part of an assignment for academic credit, whether it comes from a library book, an Internet source or a conversation; in all cases, the source must be acknowledged. Using Google Translate for a written assignment is considered plagiarism.
3. At the beginning of each course or as assignments are given, whichever is appropriate, teachers will take the time to teach research skills, including proper sources and their citation. In the absence of specific instruction, common sense rules—the work students turn in should be their own.
4. Cases of academic dishonesty (cheating or plagiarism) are brought by the teacher first to the Director of Academics. Consequences may be assigned at that point (the minimum consequence is typically a grade of zero on the assignment in question). The most serious or repeat cases come before the Disciplinary Committee.

Academic Eligibility

A student is academically eligible to participate in interscholastic sports at Verde Valley School as long as his or her grade point average is above 1.75, as determined quarterly by grade reports. If a student is on academic probation (GPA at or below 1.75) at the beginning of the season of sport, he/she may not join the team. If his or her grade point falls below 1.75 as of the quarterly marking period or if he/she has a failing grade in any class, he/she may continue to be on the team and attend practices (at the joint discretion of the IB & Academic Coordinator and Assistant Head of School/Dean of Students), but will not be allowed to travel to games.

Major School Rules

School rules and regulations exist to help students understand the importance of boundaries and to make living together in this community a valuable and enriching experience. Students are expected to treat each other and all community members with respect and dignity. Disciplinary consequences and conversations will occur for violations of these major school rules.

Major School Rules

Depending on the severity of rule violations, students may receive disciplinary consequences from the Dean's Office or they may be sent to the Disciplinary Committee.

The Rule of Integrity: The school prohibits all forms of personal dishonesty. These include stealing, lying, cheating, plagiarism, and any deliberately deceptive behavior detrimental to the community or any of its members (more information on Academic Integrity is located in the Academic Section of this handbook).

The Rule of Mutual Respect: Bullying, harassment, and intimidation are not permitted at Verde Valley School. This includes online communications. All acts of hate/violence and discrimination are unacceptable; in particular those based on race, color, national origin, religion, gender, age, marital status, socioeconomic status, sexual orientation, gender identity, physical characteristics, or disability.

The Rule Against Violence, Harassment, and Weapons: The school prohibits the use of physical force or coercion, or the threat of physical force or coercion against any community member or any other person. The school prohibits the hazing or harassment (including sexual harassment), verbally or physically, of any community member or any other person.

The school prohibits possession of weapons or explosives, including fireworks. Weapons include: knives, guns of any kind, slingshots, bows and arrows, etc. Depending on the severity of the rule violation, students may receive serious disciplinary consequences for a violation of this rule or consequences from the Dean's Office. Where law requires disclosure, the School will notify authorities.

The Rule against Drugs and Alcohol:

The use of alcohol and illegal drugs is damaging to health and corrosive to our community. Possession, consumption or involvement with alcohol or illegal drugs (including misuse of prescription drugs or other any other substances: including paints or inhalants) at any time, on campus or off, will be considered a serious violation of community standards and grounds for serious disciplinary action. The School prohibits the possession, use or distribution of illegal drugs and/or alcohol by students. This rule includes being under the influence of drugs or alcohol and from being knowingly present when drugs or alcohol are being used or distributed. Possession of paraphernalia, new or used, is not permitted. The school takes an exceptionally grave view of distributing or dealing drugs or alcohol and those students found guilty are liable to expulsion on the first offense.

Generally, if a student is found in the room or vicinity of another student using alcohol or drugs, the school will consider her/him guilty of involvement. If one student is using such substances in the presence of another student, on campus or off, it is the latter's responsibility to leave the area. Students are responsible for items in their rooms, and a student possessing empty alcohol containers or drug paraphernalia will be considered guilty of involvement. Students who misuse prescription drugs or other substances (including paints or other inhalants) will be considered guilty of involvement. If a student is suspected of alcohol or drug use, the school may require a urinalysis or other drug tests. Because the use of alcohol or illegal drugs has residual effects that are corrosive to the school community, any student testing positive for alcohol or illegal drug use is considered, regardless of the time or place of consumption, to be in violation of school policy. The School reserves the right to administer a drug/alcohol test at any time. If a student fails to comply with a faculty member's request to submit to a drug or alcohol test, it will be considered as a violation of this rule.

If a student is allowed to remain enrolled at Verde Valley School after an alcohol or illegal drug violation, the student will be required, as a condition of continued enrollment, to undergo a program of evaluation, monitoring and treatment specified by the School. All costs for this program will be borne by the family of the student.

Parents who allow underage people to consume alcohol in their homes are reminded that they are breaking the law.

Drug and Alcohol Screening

Verde Valley School is committed to a vigorous and active anti-substance abuse policy and does not condone or tolerate any type of illegal substance on or off campus.

- Drug and alcohol screenings may be administered to students by the Director of Health Services.
- The School reserves the right to administer a saliva or breathalyzer test to any student suspected of alcohol use at any time.
- The School reserves the right to administer a urinary or hair sample drug tests in case of suspected drug or other substance misuse. A student under suspicion of using a substance will receive a drug screen administered through the Health Center and charges will be billed to the student's family.

The Rule Against Leaving Campus without Permission: The school prohibits students leaving campus without specific permission from the Assistant Head of School/Dean of Students and the student's parents. Violation of this rule is considered a safety risk and thus a significant breach of school rules and serious consequences may result. Depending on the severity of the rule violation, students may receive disciplinary consequences from the Dean's Office or they may be sent to the Disciplinary Committee.

Refer to the Weekend/Overnight Leave section for more information.

Field Trip Conduct

During Field Trips students travel to the different locations in and out of the United States as representatives of Verde Valley School. It is especially important that students follow VVS' school rules during these times (from both a safety and community impact perspective). For these reasons, the school considers any major rule infraction on Field Trips as a much more serious offense. Therefore, infractions of major school rules on Field Trips will be dealt with on a "one-strike policy" basis. **If a student breaks a major rule while on Field Trips, that student will likely be dismissed from school immediately with no subsequent Disciplinary Committee hearing.**

Safe Harbor

Student well-being and health are top priorities at Verde Valley School. The School encourages students who believe that they or another student is in imminent danger as a result of consuming drugs, alcohol, or other prohibited substances, to immediately report the situation to the Health Center, to a faculty member, or to the Administrator on Duty.

The School may grant "safe harbor" (student not sent the Disciplinary Committee) to a reporting student who notifies a responsible adult promptly. Regardless of disciplinary consequences, if any,

please note that parents will be notified and other systems of support may be put in place in order to support the health and well-being of the students involved.

Major/Minor Incidents

Minor violations may result in a conversation to help gain understanding and learn strategies to avoid misbehavior, a “Vio”, Dean’s Warning, or other disciplinary consequences. In certain instances or with repeated minor violations a student may also appear before the Disciplinary Committee. Major School Rule violations are typically addressed by the Disciplinary Committee.

Potential Disciplinary Consequences

Disciplinary Violations

Violations (vios) are given for minor infractions such as unexcused absences, missed obligations, failure to meet expectations in academics, student life, or in the dorm. Students who receive vios are then given consequences ranging from Saturday Morning Work Crew to Friday Night Study Hall to Campus or Room Restriction (other disciplinary consequences may be assigned). Corporal punishment is not allowed at Verde Valley School.

Friday Night Study Hall

Students receiving Friday Night Study Hall will be required to sit quietly in a supervised setting (usually the library or a classroom) for a specified amount of time. They may read or do work but may not sleep, listen to headphones, or talk with other students. They may be given specific tasks to complete during this time.

Room Restriction

Students placed on weekend room restriction must stay in their rooms on Fridays and Saturdays between 6:00 pm and 11:00 pm, and may not have visitors other than their roommates or suitemates.

Campus Restriction

Students on campus restriction may not leave campus except to attend required school activities.

Saturday Work Crew

Students who receive Saturday Work Crew will be required to meet a faculty member on weekend duty and perform chores to give back to the community. Alternative options may be available to day students during the week as tasks and schedules allow.

Dean’s Warning

The Assistant Head of School/Dean of Students may, at his discretion, address certain infractions with a letter to the student’s parent(s) that explains the significance of his or her actions and the repercussion of further infractions. There may also be additional student expectations, requirements and disciplinary consequences associated with this letter.

Disciplinary Probation

The school may place students suspended for breaking major school rules on Disciplinary Probation for a specified period. Students may also be placed on Disciplinary Probation for repeated and excessive minor infractions. This constitutes a warning that any further violation of rules during the term of the probation may result in serious consequences including, but not limited to, dismissal.

Suspension

Suspension is the temporary removal of a student from campus. A student may face loss of credit for missed coursework or performances during the period of their suspension. Boarding students must be transported and housed off campus at the family's expense.

Dismissal

Students dismissed from Verde Valley School must go home immediately for the remainder of the academic semester or year. If the student desires to return to the school when the term of their dismissal has expired, students must apply for readmission. Applications for readmission must be approved by the Director of Admissions, the Assistant Head of School/Dean of Students, and the Head of School.

Expulsion

Expelled students must leave the school immediately and may not return or apply for readmission. Any student expelled from Verde Valley School may not return to campus under any circumstances without permission from the Head of School.

Student Review

Students who are having persistent difficulty with regard to community obligations are sometimes asked to participate in a Student Review. Attended by the student and his/her choice of an advocate, teachers, and the advisor (and any others who may be helpful), these meetings review the student's current status and develop action plans to help the student improve.

Failure to Thrive

Sometimes, despite the best efforts of parents and the School, a student at Verde Valley School simply fails to thrive. This may include any of the following: a student is continually unhappy, upset, emotionally negative, regularly misses or is late to school obligations, persistently fails to complete work, chores or duties, or generally does not make the effort needed to be a positively contributing member of the community. When behavior such as this persists, s/he risks being required to leave the School. This is usually a disciplinary action but may be an educational one that conveys that the School and the student are not a good match for each other.

Disciplinary Committee

Three students and three faculty hear cases of Major School Rule violation and recommend consequences to the Assistant Head of School/Dean of Students and the Head of School.

Purpose: The Disciplinary Committee hears allegations concerning infractions of Verde Valley School's Major Rules and makes disciplinary recommendations to the Assistant Head of School/Dean of Students and the Head of School.

Membership: The Disciplinary Committee includes 8 people (7 voting members). The Assistant Head of School/Dean of Students, three students and alternates elected by the students, three faculty members elected by the faculty, and the Head of the Discipline Committee, elected by the faculty. The Head of the Disciplinary Committee votes in the case of a tie.

Functions:

The Disciplinary Committee hears cases of Major Rule violations as referred by the Assistant Head of School/Dean of Students. The Disciplinary Committee reviews the allegations and allows the student in question to respond. The advisor is also present and may offer input. The Committee then makes a recommendation concerning the alleged violation to the Head of School regarding consequences. The Head of School has the authority to uphold, amend, or override the Committee's recommendations. Students should know that there may be circumstances by which the committee is not convened and violations are handled administratively. The last two weeks of a semester the Disciplinary Committee may not have the ability to meet, and in these circumstances, major violations will be handled administratively.

Other Community Policies and Information

Vehicles

No student may operate a motor vehicle on campus without permission from the Assistant Head of School/Dean of Students. No student may ride in a motorized vehicle driven by anyone who is under the age of twenty-one (21), or with anyone who is not employed by Verde Valley School, except with the permission of the Assistant Head of School/Dean of Students and of the student's parent/s. Student drivers must obey all traffic signs and speed limits on campus.

All student cars must be registered with the Dean's Office and display a sticker on the lower driver's side windshield.

Boarding students may not drive nor keep motorized vehicles on campus. Boarding students may never keep vehicles on or off campus locally for personal use on weekends.

In the event of extenuating family circumstances parents should reach out to the Assistant Head of School/Dean of Students.

5-Day Boarding Students are allowed to park registered vehicles on campus for use to go home on weekends. They are not allowed to use their vehicles for any other purpose (dinner off campus, trip to

town, etc). Keys will be held in the Dean's Office and must be checked out when departing and returned upon return to campus.

Day Students may drive themselves to school and park in the Brady Hall parking lot. Day students are not allowed to drive cars anywhere else on campus. Day students may not use their cars during the school day without permission from the Assistant Head of School/Dean of Students. Day students are required to remain on campus for the full school day. Day student carpooling is at the discretion of the parents.

Day students may drive boarding students when checked off for the weekend and **ONLY** with permission from all concerned parents **AND** the Assistant Head of School/Dean of Students.

Students who break rules regarding the use of cars will face disciplinary consequences and/or lose permission to drive to school.

Pets

No students are allowed to have pets on campus.

Weekend Travel

If boarding students would like to leave campus for the weekend, they need both parental confirmation and an invitation from the adult responsible for them for each weekend. Permissions and invitations should be emailed to the Assistant Head/Dean's Office prior to the Thursday 12 p.m. deadline.

1. Boarders may depart for weekends after their last commitment on Friday (e.g., sports, play rehearsal, etc.) unless they have been restricted.
2. Boarders must sign out before leaving for the weekend, even if going home. Until 5 p.m., on Friday, check out occurs at the Main Office; after this time, check out is done with the Administrator on Duty.
3. Changes in any component of the weekend plan need to be approved by the Administrator on Duty.
4. Boarding students must complete a Weekend Plan Form if staying overnight with a faculty child, who is a VVS student. Boarders staying in faculty on-campus homes should consider themselves checked out for the weekend. They must sleep in that home and may not return to their dorm until the conclusion of the visit.
5. Boarders must return from weekends by Sunday at 6:30 p.m., and check in with the Administrator on Duty.
6. Boarders may not take an unsupervised weekend or camping trip while school is in session, even with parental permission.
7. All Verde Valley School rules apply to students on authorized weekends.

Dress Expectations

The dress code at Verde Valley School is quite relaxed, but students should project an image of neatness, modesty, and good taste. Students are urged to dress in a respectful manner appropriate to the occasion. Classes, athletics, receptions, work jobs, general campus life all demand different attire. At

any time, a member of the faculty or administration may require a student to change into more appropriate clothing if it is deemed that the student is violating the dress code.

For general campus attire, students must wear clothing that is modest and respectful. Students may not wear underwear as outerwear, nor are they permitted to wear clothing by which underwear is showing. Students have a responsibility to be dressed and groomed for school, in accordance with the community values. Students may not be disciplined for their style of dress or grooming unless it:

- is likely to cause disruption to school activities;
- endangers health or safety;
- fails to meet a reasonable requirement of a course or activity;
- is associated with gangs;
- is lewd, vulgar, obscene, revealing (see through), hateful, or of a sexual nature; or
- promotes the use of tobacco, alcohol, or drugs.

Throughout the year events will occur for which more formal dress is appropriate. Students should wear clothing that reflects a proper respect for the occasion. Appropriate choices would include dress slacks, collared shirt and sport jacket, dresses, skirts or dress slacks with blouses. Athletic shoes are not appropriate at dress-up events.

Inappropriate Conduct

Intentionally failing to follow a directive from any member of the Verde Valley School staff, failure to abide by an assigned disciplinary sanction, repeatedly violating minor school rules, continually acting in a negative and verbally abusive way to peers and adults, etc. Vandalism, or damaging / defacing (e.g. doing graffiti, breaking, or marring) property of Verde Valley School or that of community members, is prohibited. Depending on the severity or seriousness of an offense, students may be sent to the Disciplinary Committee, receive a Dean's Warning, or receive disciplinary consequences from the Dean of Students' office.

Nicotine Products

Students may not possess, use, distribute, or knowingly be in the presence of tobacco/nicotine products (cigarettes, cigars, chew, e-cigarettes, juul, vape equipment, etc.) while at Verde Valley School. A violation of this rule will result in disciplinary consequences (larger consequences if this violation constitutes a fire hazard). If a student violates this rule repeatedly consequences will increase. Students found using "vape paraphernalia" may be drug tested.

Students who ask the school for help to quit smoking or vaping will receive help and will suffer no disciplinary consequences for making such a request. The Health Center offers a variety of cessation options and alternatives to smoking.

VVS requests that visiting families and guests also refrain from smoking and vaping on campus.

General Safety

The natural setting of the school lends itself to outdoor activities. Students on or off campus must use care and judgment to ensure their own physical safety. In particular they must observe the following rules:

- No unsupervised climbing (involving use of the hands)
- No unsupervised riding.
- No diving or jumping into rivers or creeks.
- No unsupervised swimming.
- No skateboarding, mountain-/road-biking or horseback-riding without helmets.
- No climbing on roofs.
- No hitchhiking.

Fire Safety

Verde Valley School is a non-smoking community. Because the school is located in a desert environment with a high, year-round risk of fire, every member of the community must observe the following rules related to fire safety:

- No tampering in any way, with the fire extinguishers and automatic fire alarm systems located in the dorms and in other public areas.
- No flame of any kind is permitted in the dorms at any time for any reason. (Use of incense or sage in or around the dorms is not permitted.)
- No covering of fire alarm sensors, lights, or doorways. By order of the Fire Marshall, no covering of more than twenty-five percent of the area of any wall, and no hanging of tapestries and other flammable materials from the ceiling.
- No campfires on campus without permission from a faculty member, and off campus only when in accordance with Forest Service rules and under supervision by a faculty member.
- No cooking in dorm rooms. Students may cook only in designated areas.
- No halogen lamps allowed in dorm rooms.
- Refrigerators are not allowed in student rooms.
- No locking of room doors while students are in dorm rooms.
- Students must strictly observe fire drills and regulations.

The school reserves the right to approve all electrical appliances belonging to students (except clocks, radios and stereo components, and hair dryers). Surge-protected power strips must be used.

The school holds fire drills periodically throughout the school year. During drills, or in the event of an actual fire, students should leave the lights on in their rooms, close all windows, open curtains, and close (but not lock) their doors. They should leave the building quickly, calmly, and quietly once the alarm has sounded and proceed to their designated meeting area so that attendance can be taken.

Violations of fire safety rules may result in serious disciplinary consequences.

Dining Hall Expectations

All students are expected to respect the dining hall etiquette by wearing shirts and shoes at all times, and washing hands prior to eating. Students and adults are not permitted to remove school dishes or eating and drinking utensils from the dining hall. Students are only allowed in the kitchen and in the storeroom with permission. Special diet options are reserved for those with dietary necessities. Clear all dishes, trash and personal belongings before leaving the dining hall. Personal items are not to be stored on tables and should instead be placed in the available lockers.

Body Piercing and Tattoos

Because they involve the risk of infection and can create other health problems, the school prohibits getting body piercing, tattooing, and other permanent forms of body art by any student while at Verde Valley School or on any school-sponsored trip. Students are never allowed to perform body modification or tattooing of others students. Violations may be considered a violation of school rules.

Employment

Seven-day boarding students may not accept employment off-campus.

Bicycles

Students may bring bicycles to the Verde Valley School campus, but must bike responsibly and safely in order to have the privilege of riding. Helmets are to be worn whenever a student is riding a bike. Students are encouraged to bring locks for their bicycles. Verde Valley School is not responsible for loss, damage or theft.

Sexual Conduct

Verde Valley School does not allow students to participate in sexually intimate activity while in the care of the school. Students who choose to ignore the policy may be subject to disciplinary action.

Verde Valley School believes that students are best served by postponing sexual activity; however, the School also supports sexual education and providing students with an understanding of choices, consequences, etc. The School Health Director is available to answer sexual health questions and, if necessary, to provide access to medical help and information regarding safe sex, birth control, and pregnancy.

Any parent wishing to prohibit a child from using these services should do so in writing to the School Health Director.

Students who are involved in romantic relationships should respect the rules regarding appropriate displays of affection, in public and private settings. This includes avoiding physical marks such as “hickeys” and/or excessive displays of affection in public settings such as Community Meetings or

concerts. Students are encouraged to be mindful of being respectful to each other and all members of the school.

Failure to Disclose and Parent Expectations

Verde Valley School reserves the right to dismiss a student from school if prior, relevant medical/psychological or disciplinary information is purposefully withheld during an application and/or registration process.

Verde Valley School reserves the right to separate a student should their parents/guardians comport themselves in a hostile, threatening or combative manner or cannot support school policy or expectations.

Turning Eighteen

As a condition of continued enrollment, student and/or parent (or guardians) agree that when any student turns eighteen (18) while a student is enrolled at the School, the School shall still have the right to communicate with his or her parent(s) [or guardian(s)] regarding any matter whatsoever regarding the student including but not limited to, academics, discipline, medical, mental health, behavior, conduct, social or educational matters, or any issue whatsoever that the School wants to communicate with the parent (or guardian) concerning the activities or best interests of the student or the greater school community.

Out of School Conduct

Students at Verde Valley School are expected to follow our community expectations both on and off campus. Certain rule violations that occur off campus and/or outside of the school day may result in disciplinary consequences, including, but not limited to, suspension or expulsion. This could include, but is not limited to: acts of violence, violations of laws, alcohol or drug violations, vandalism, inappropriate use of technology, harassment, or bullying. Verde Valley School regards any behavior prejudicial to the best interests of the school, whether on school property or elsewhere, as sufficient grounds for a disciplinary response.

Sexual Harassment

All members of the Verde Valley School community have the right to live, work and learn in an environment that is free from sexual harassment. Students have two main responsibilities:

1. Do not sexually harass anyone through any medium including, but not excluding any others, email, instant message, text message, telephone or in person. It is a serious offense and a violation of school rules.
2. If a student believes that s/he has been sexually harassed, s/he should report it to a VVS administrator, faculty/staff member, or the health center.
3. If a student observes what they believe to be sexual harassment activity, they should report it to a VVS administrator, faculty/staff member, or the Health Center.

Violators of the rule against harassment may be subject to disciplinary consequences (not limited to suspension, dismissal, or expulsion.) Where law requires disclosure, the School will notify authorities.

Sexual Assault

Verde Valley School takes allegations of sexual assault very seriously and violations may result in serious disciplinary consequences (not limited to suspension, dismissal, or expulsion) and where law requires disclosure, the School will notify authorities. If you believe that you have been the victim of sexual assault, you should notify your Advisor, the Assistant Head of School/Dean of Students, the Head of School, or another member of the School's administration.

Locks, Keys and Security

Students should lock the door to their room when leaving. While community members keep an eye out for one another, it is advisable to protect possessions under lock and key. If a student loses a key, s/he should inform the dorm parent and obtain a new key. The charge for a new key is \$25; a new key set (with lock core) is \$50.

Theft and Property Insurance

Verde Valley School does not assume any responsibility for lost or stolen items on campus, nor does the School's insurance cover the theft of personal property from the residence hall rooms, day student lockers, gym lockers and other areas of the campus. The parents' personal property insurance is likely the only recourse for recovering the cost of lost or stolen belongings. It is the student's responsibility to make all reports to the Assistant Head of School/Dean's Office and the local authorities and file all claims for stolen belongings. The lockers outside the dining hall are reserved for day student use. Use of personal locks are encouraged.

TV's and Electronic Game Equipment

If the dorm heads or faculty members believe a student is using this equipment in excess the school may institute hours when it can and cannot be used or may confiscate the equipment for a specified amount of time.

Inspection Policy

The parents authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's room, locker, book bag, backpack, purse, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or

search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

Community and Alumni Visitors

To help ensure the safety of our students VVS maintains a closed campus. Alumni are welcome to visit our campus, say hello to a former faculty member or advisor, or join us for an occasional meal in the Dining Hall. Prior to their visit they must first gain permission from the Assistant Head of School/Dean of Students or other relevant administrator. Visitors are only allowed in the Dining Hall, Brady Hall, and common outdoor areas without a faculty tour guide or prior approval from an above noted administrator. Visitors should check in at the Main Office or with the Administrator on Duty or with the Weekend Team Leader. Visitors (including family members) are not allowed to stay overnight in dormitories.

Student Health Services

Incoming Students

Before an enrolling student arrives at Verde Valley School, and in order for students to participate in certain activities or leave campus, the following tasks must be attended to and all required health forms completed and received by VVS:

- Health and Physical Exam Form – completed by a healthcare professional who has performed a physical examination of the student. As per Arizona State Department of Health, immunizations must be included or, should the family choose not to immunize, the Immunization Exemption form should accompany the Health and Physical Exam Form.
- Treatment Consent Form – must be filled out completely, signed, including insurance billing information, and accompanied by a legible copy of your insurance card front and back.
- Medications Agreement – must be filled out completely and signed for any medication your child is taking and must be accompanied by a copy of the doctor's orders.
- TB Test – a current test is mandatory. The school requires the results of a chest x-ray for those who receive a positive test result.
- Hearing Screening Test – all 9th grade students will receive a hearing test as required by the Arizona Department of Health. This screening will be performed at Verde Valley School.
- Student Account balance must be current.

Health Center

The Health Center is open Monday to Friday 7:30am to 4:30pm. The Director of Health Services (school nurse) is available by phone and on-call 24-hours a day. When the nurse is away, the AOD will coordinate with staff to ensure the student receives quality and timely medical care.

Medication Management

The Health Center has over-the-counter medications for minor aches and pains, burns, cuts, and sprains. Additionally, some medicine may be available from and administered by dorm parents, the main office, and AOD.

Students are required to keep personal medicine (including supplements and vitamins) in the Health Center. "Monq" herbal supplements (and others that resemble e-cigarettes) are not permitted at Verde Valley School. Prescription medications for students must be kept in the Health Center and dispensed, as agreed upon in the Medications Agreement signed by parents and students. Students must see the Director of Health Services at agreed upon times to receive prescription medication Monday-Friday, and the AOD on weekends.

Any student on medication must take the medication responsibly, consistently, and in a timely manner as prescribed. Any changes must be ordered by the prescribing doctor and faxed to the school Health Director. Providing prescription medication to another student is considered a violation of the rule of safety and grounds for dismissal from school.

Medical & Dental Appointments

Trips off campus for acute or emergency medical care are at times unavoidable. Elective or routine medical services (immunizations, dentist visits) must be completed prior to the start of the school year or during school holidays. We want your child to be safe, happy, healthy, and present in class. Parental attention to these matters will help to ensure this goal.

Elective or medically-necessary appointments (dental, doctor, mental health counseling) can be arranged with the Health Center. The school provides transportation for a fee for medically necessary appointments and in some cases for elective appointments.

If your child wears glasses or contact lenses you may wish to send a copy of the prescription to be placed in their file. At least once or twice during the year a child will break or lose his or her glasses, or run out of contact lenses. Please also send vision insurance cards for the student health record. If you have any questions or concerns about the policies of the Health Center please contact the Director of Health Services at (928) 284-2272 ext. 24. Communication with parents is essential in helping the Director of Health Services provide the students with thorough and attentive care.

Medical Emergencies and Sickness

The school's Director of Health Services must evaluate students, who feel they are unable to attend class, between 7:00 am and 8:30 am. In most cases the student will be held in the Health Center for observation or arrangements will be made for the student to be seen by a healthcare provider affiliated with the school.

If day students are unable to attend classes or other required school activities, their parents (or legal guardians) must notify the Health Center (ext. 24) in advance of each day the students will miss classes. In the event of illness, accident, or medical emergency, students are assessed by the Director of Health Services and then, if necessary, transported to appropriate facilities to receive care. In the case of an off-campus health appointment, transportation charges will be billed to the student's account. If the Director of Health Services is off campus, a note on the Health Center door will refer students to the appropriate person on campus. The Director of Health Services is often available for emergencies after hours, but when she is away from campus, Verde Valley School is within minutes of paramedic assistance. Dorm Parents, Weekend Duty Team members, and the AOD are also available to help students with medical needs.

Counseling

Verde Valley School has a variety of options for helping students with counseling needs and partners with licensed off campus mental health practitioners in the area. Arrangements for billing are the responsibility of the parent and coordinated with the therapist. In the case of an off-campus therapist, transportation charges will be billed to the parents by the school. Counseling initiation and appointments are arranged by Director of Health Services. Students are responsible for keeping appointments and all missed appointments will be billed to the parents.

Health & Wellness Programs

Our student life team works together to provide a developmental curriculum that teaches *all* students in the community the healthy coping and decision-making skills that will safeguard students' well-being as they confront the intellectual, emotional, social and physical challenges of adolescence. Topics covered include substance abuse education, suicide prevention, stress management, healthy relationships, sexual health, Internet safety, and nutrition. Based on the needs of our students in any given year, these topics are subject to change.

Our Student Life programming is embedded in the academic day and in our evening residential programming. VVS strives to make these issues discussable on campus amongst our students, faculty and parents. We work in partnership with parents to support the conversations that our boarding and day students would have at home within their families. Curriculum may be delivered through residence hall student meetings, All-School, advising programs and classroom settings.

Technology Acceptable Use Policy

Terms and conditions for use of the Verde Valley School network, access to the internet and email:

The Verde Valley School Network, Internet and email access is available to students and teachers at Verde Valley School. We are very pleased to bring these services to Verde Valley School and believe our network and the Internet offer vast, diverse and unique resources and tools to both students and teachers. Our goal in providing these technologies to teachers and students is to promote educational excellence at Verde Valley School by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting millions of devices all over the world and millions of individual users. Among resources students and teachers have access to are:

- 1) Electronic mail communication with people all over the world.
- 2) Information and news.
- 3) Public domain and shareware of all types.
- 4) Discussion groups on diverse topics.
- 5) University catalogs, museums, sports associations.
- 6) Graphics, streaming video, maps.
- 7) Social Media Sites (Facebook, Twitter, etc.)

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. We will take available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and a user may discover inappropriate information.

The smooth operation of the Verde Valley School network relies upon the proper conduct of the end users who must adhere to strict guidelines. Internet access is coordinated through a complex association of government and private agencies and regional and state networks. The guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the Verde Valley School network, internet and email resources. If a Verde Valley School user violates any of these provisions, they will be referred to the Assistant Head of School/Dean of Students and possibly the disciplinary committee for consequences.

Internet Terms and Conditions

1) Acceptable Use - The purpose of the Verde Valley School network and access to the Internet is to support research and education in and among Verde Valley School departments. school use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is not acceptable.

2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Inappropriate use of the Internet or Verde Valley School network will call for disciplinary measures. The administrative team will determine what inappropriate use is and their decision is final. The administrative team may deny, revoke, or suspend a specific user's access.

3) Web etiquette - You are expected to abide by the generally accepted rules of the Verde Valley School Network, Internet, and email etiquette. These include, but are not limited to the following:

- Be polite. Your messages should not be abusive to others.

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language or imagery.
- Students are prohibited from engaging in “sexting”, whether over the School’s systems or using their own electronic devices (phones, iPads, laptops, etc.). Even seemingly joking or flirtatious sexting behavior is inappropriate and may not only lead to disciplinary action, and could lead to a report to law enforcement.
- Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues.
- Illegal activities are strictly forbidden.
- Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

4) Verde Valley School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Verde Valley School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Verde Valley School network is at the user’s own risk. Verde Valley School is not responsible for the accuracy or quality of information obtained.

5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify an information technology professional. Do not demonstrate any problems to other users. Do not use another individual’s account under any circumstances. Attempts to access the Internet, as a system administrator, a teacher, or another student will result in disciplinary action. Any user identified as a security risk may be denied access to the Internet. No one is permitted to download software, updates, etc. to the VVS system, and that they should never open or respond to emails from unknown sources.

6) Vandalism - Vandalism will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet access, or any agencies or other networks that are connected to the Verde Valley School Network and Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Day Student Guidelines

Day students are expected to participate fully in the school’s regular academic and community life activities. The above listed school expectations for academic and personal conduct apply to all students. In addition information for day students is listed in the following section.

Attendance, Checking In, and Checking Out

Day students are required to remain on campus all day (from their 1st class - 5:45 pm) until the end of their obligations, which typically concludes after sports. This includes all classes, sports, and work jobs; unless excused by a parent. Once a day student departs for the day, they should remain off campus until they return for classes the following day.

If day students have a first period class, day students must check in at breakfast until 7:55am. After 7:55 they must check in, in the main office. They must check out in the main office (if departing before 5pm) or with the AOD (in-person, or via phone call, or text) prior to departing campus for the day.

On weekends day students are allowed on campus at breakfast/brunch time and must depart by dorm check in. They must check in and out with the Administrator on Duty (in-person, or via phone call, or text) every time they arrive or depart campus. Meals on weekends are not included for day students (please see meal plan options below).

If day students are unable to attend classes or other required school activities, or have appointments, their parents (or legal guardians) must notify the Office Manager (ext. 10) in advance. Parents can also email: attendance@vvsaz.org

Day Student Meals

Day students are welcome to eat in the dining hall for lunch or Community Dinner, free of charge. Please reach out to Admission for questions related to the Day Student Meal Plan (breakfast and dinner are \$5 per meal).

Study Hall

Day students who do not qualify for Independent Study must either leave campus before 7:30 pm or attend the designated study hall corresponding with their GPA. Day students on Independent Study may study in common rooms, the Dining Hall, and the Computer Lab. The Art Studio is also available for use by current art students. All day students must depart campus by 9:25 and check out with the AOD at 928-301-2267.

Overnights

If day students would like to stay overnight in a dorm, parents (or legal guardians) must obtain permission in advance from the Assistant Head of School/Dean of Students. Day students must sleep in available beds in the dorms (students are not permitted to share beds.)

Discipline

Day students are expected to attend Saturday Morning Work Crew / Friday Night Study Hall when they incur disciplinary consequences (vios). The Assistant Head of School/Dean of Students may create alternative opportunities to fulfill these requirements.

Boarding Student Guidelines**Study Hall Guidelines**

Study Hours are from 7:30-9:30pm Sunday-Thursdays. These hours are for quiet work, extra help and group study. All students must be engaged in work during this time. Watching movies, playing games, making food, checking Facebook, talking on the phone or showering are not study activities and will result in a loss of privileges or work hours.

There are a number of general categories of study hall: Independent Study, Dining Hall Study, Assisted and Supervised Study.

Independent Study

Students are assigned to Independent Study if they have a GPA of 3.50 or above. Students on Independent Study Hall may study independently in their dorm rooms, common rooms, the Dining Hall, and the Computer Lab. The Art Studio is also available for use by current art students. Students must check in/out of the dorm with the Dorm Parent prior to going to an approved location.

Dining Hall Study

Students are assigned to Dining Hall if they have a GPA of 3.00-3.49. All new 11th and 12th graders start on Dining Hall Study to provide a higher level of structure and supervision. Students must study and cannot be wandering around campus, visiting other rooms, showering or on their computers without an academic purpose. If students desire extra help with school work, to print their papers, pick up a book, or work with another student in a common area the student must have a dated note from a teacher. If a student would like to make use of extra help on a regular basis they can arrange to make an Individual Study Plan with their advisor (see below). Day students who do not qualify for Independent Study must either leave campus before 7:30 pm or attend Dining Hall Study; they cannot work in any student's room or common spaces (dorm, library, etc.) without a note from their teacher.

Assisted and Supervised Study

Students are assigned to Supervised Study if they have a GPA of 2.50 - 3.00 and Assisted Study Hall if the GPA is below 2.5. Students receive supervised quiet time and academic assistance from the Supervised Study Hall Proctor each night to provide support and supervision. Students may not use electronics or headphones unless they have a note from their advisor or teacher. Students on Supervised or Assisted Study wishing to work elsewhere or with other students must have it articulated by a teacher in an Individual Study Plan or a dated note from the student's teacher.

Individual Study Plan

VVS believes that every student should create a work environment that is most conducive to their own learning and the learning of others. This begins with understanding their own learning styles, habits of mind, biological rhythms and distractions. Students and/or advisors may craft an Individual Study Plan (ISP) that outlines alternatives to the above. This may include mandated extra help sessions, or assignment to Room Study Students who are required to attend extra help sessions as per their ISP will. It is up to the advisor to follow up regularly to make sure that their advisees are attending extra help sessions, using their Individual Study Plan appropriately and make adjustments as needed.

Dorm Parents

Dorm Parents are staff members who supervise each dorm at Verde Valley School. Their roles include mentoring, providing support around living with others, assistance with developing dorm jobs and behavior guidelines, and monitoring the overall cleanliness of dorms. Working closely with student Resident Assistants (RAs), they host dorm meetings, check students into the dorm, and conduct inspections of individual rooms.

Resident Assistants

Resident Assistants (RAs) are students with leadership roles in the dorms that include supervising dorm jobs and assisting the dorm parents with events and communication. RAs are usually upperclassmen who are elected at the end of each school year for the following year based on demonstrated maturity, leadership, and trustworthiness. RAs receive certain privileges for performing this service to the community.

Rooms

The school provides a bed, bureau, desk, bookcase, and chair. Students need to bring linens, blankets, pillows, towels, a study lamp (halogen lamps are not allowed), an alarm clock, and a flashlight. Students may not remove furniture from rooms without the approval of their Dorm Parent. The bed mattress must remain on the bed frame. Students may have televisions in their rooms but they may not be used, even with headphones, during Study Hours. Students may not have pets at school (including fish). Room keys are provided and must be returned to avoid a fee. Students are not allowed to have couches or upholstered furniture in their rooms.

Students may decorate the interior of their room provided they maintain reasonable standards of taste and safety, and do not permanently modify either their rooms or the school's furniture. Pictures, posters and tapestries can cover no more than 25% of the wall space and nothing can cover any portion of the ceiling. Students should not put any writing, markings or stickers on walls, furniture or doors.

Rooms are to be kept clean and neat. To pass a room check these standards must be met: trash emptied, clothes put away, floors swept and free of litter, and the desk, dresser, window area and closet must be tidy.

Students will be charged for any damage to their rooms or furnishings, and share the cost of repairing any damage to common areas of their dorms. Students should report any damage or broken equipment to the Dorm Head immediately. Lost keys are replaced at a \$25 fee.

When students move out of the dorm, they must be checked-out by the Dorm Parents to ensure cleanliness and assess damages. Room that do not meet the check-out standards will incur a fee.

Dorm Jobs

All boarding students must take part in dorm cleanup Sunday-Thursday. Each student will be assigned a dorm job (cleaning windows, vacuuming, sweeping, etc.) by their RA. These jobs will rotate throughout the year. RAs and Dorm Parents will also check common rooms and dorm rooms for proper cleanliness.

Campus Food Delivery

VVS provides a healthy and diverse selection of healthy meals through our dining hall and students are encouraged to eat all of their meals there. However, students are allowed to order food delivery to campus occasionally. No food may be delivered to campus after 7:30pm Sunday - Thursday, or after 10:30 pm Friday and Saturday.

Inter-dorm Visitation

Students may not visit members of the opposite gender in their dorm rooms at any time. Dormitory common rooms and patios are available for visitation during the following hours 10:00 am until 9:25 pm on Sunday - Thursday; 10:00 am until 10:25 pm on Friday and Saturday.

Dormitory Hours

Sunday through Thursday, students must be in their dormitories ("In-dorms") between 9:30 pm and 6:00am. On Fridays and Saturdays, students must be in their dorms between 11:00 pm and 6:00am. At check-in, students must go to their dorm common rooms and wait to check in with the faculty member assigned to check dorms. Students wishing to go to bed before check-in must notify the faculty member on duty in the dorm.

Because safety is one of of the school's primary concerns, Verde Valley School emphasizes the importance of students remaining in their dorms at night. Students who violate will receive serious disciplinary consequences.

Quiet Hours

Quiet Hours are in effect from 7:30 pm to 9:30 am Sundays-Fridays and from 10:30 pm until 11:00 am on Fridays and Saturdays. During Quiet Hours students may only listen to music with headphones. During Quiet Hours the dorms must be quiet enough for students to be able to sleep or study. Even when Quiet Hours are not in effect, students are expected to be considerate of their neighbors. Faculty members may confiscate stereos, televisions and radios if they think students are misusing them or playing them too loudly.

Weeknight/Weekend Check In, Lights Out, and Late Lights

VVS prioritizes student health and is committed to helping students develop and maintain healthy lifestyles. As such the school maintains a Lights Out policy.

Sunday through Thursday, all students are required to return to their dorms at 9:30 pm to check in at the common room with the faculty member on duty. Students wishing to go to bed early must first check in with the faculty member on duty. Once checked in, students are required to stay in their dorms for the night. All students must be in their room by 10:30 pm Sunday-Thursday. The Dorm Parent on duty will check each room. All students without Late Lights Permission must be in their rooms, in bed, with the lights turned off (not using computers, cell phones, no visitors, etc.) by 11:00 pm. On Friday and Saturday nights students must check in at 11pm in their dormitories.

Late Lights Permission provides Junior and Senior students the ability to stay up until 1am for the purpose of completing schoolwork. Students with permission must be in their rooms, quiet, and working during this time. Due to the additional hours of class time in the VVS pre-IB curriculum, VVS believes that all underclassmen ought to be supported in getting an adequate amount of sleep each night. Therefore, Freshmen and Sophomores are prohibited from Late Lights. As IB students, Juniors may request Late Lights any night and may be awarded this privilege by the faculty member on duty. In order to receive Late Lights, a student must have been focused and productive throughout study hall. Due to the demands of the final year of the IB, as well as to help students prepare for the independent and self-directed nature of college life, all Seniors at VVS are granted automatic Late Lights.

If a student is found to be abusing Late Lights, the privilege will be revoked. A student may lose Late Lights for a period of time if, for example, he/she uses Late Lights for non-academic reasons, distracts his/her peers, or demonstrates other behavior that suggests he/she is not able to use this time responsibly. This applies to both Juniors and Seniors.

Useful Information/Resources

Emergencies

Administrators are typically available during office hours Monday-Friday via phone, email, or by appointment. The Administrator-on-Duty (AOD) oversees the campus at all times, along with staff (weeknight and weekend duty teams, dorm parents, and the night guard). Emergencies are directed to the AOD at +1 (928) 301-2267.

Business Office, Student Accounts, and Money

Student accounts are managed through the Business Office. The Business Office is a service center for the school providing a variety of services for students, faculty, contractors, and vendors. Student account funds pay for elective (non-required) costs, as well as various designated costs. Students may not deduct cash from student accounts. See the Business Office for hours and availability.

Students often are in need of money for their personal expenses, school books, and supplies. Parents or guardians may provide funds by purchasing traveler's checks in the student's name, opening an account in the student's name at a local bank, or sending checks payable to the student. Parents are strongly discouraged from providing students with sums that are excessive in relation to their needs. Credit and debit cards are encouraged as the ideal method for students to manage their expenses.