

Maricopa Hoop of Learning

STUDENT AND PARENT HANDBOOK

The Power of Learning

Paradise Valley Community College

18401 N. 32nd Street

Phoenix, Arizona 85032

www.paradisevalley.edu



MARICOPA
COMMUNITY COLLEGES



**PARADISE VALLEY
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

TABLE OF CONTENTS

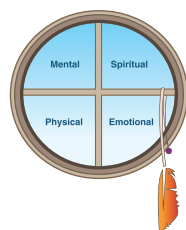
Important Phone Numbers	page 3
Hoop of Learning Program PVCC	page 4
Welcome to the Hoop of Learning Program at PVCC.....	page 5
Hoop of Learning Program Policy and Procedures	page 6
PVCC Code of Conduct — Rules and Regulations.....	page 9
PVCC Hoop of Learning Program Student Agreement	page 11
A Glossary of Important Terms.....	page 12

IMPORTANT PHONE NUMBERS

Kevin Smith, Hoop of Learning Program Coordinator	(602) 787-7163
PVCC Hoop of Learning Fax.....	(602) 787-7175
PVCC Operator/Switchboard.....	(602) 787-6500
Admissions and Records	(602) 787-7020
Advisement Center.	(602) 787-7060
Assessment (Testing)	(602) 787-7050
Bookstore.....	(602) 787-7120
Computer Commons	(602) 787-6760
Counseling Service and Personal Development	(602) 787-6540
Disability Resource Center.....	(602) 787-7174
Financial Aid Department	(602) 787-7100
Fitness Center	(602) 787-7900
Information Center.....	(602) 787-7411
Learning Support Center (Language, Math, Writing)	(602) 787-7180
Library/Circulation Desk	(602) 787-7200
Security Office (College Safety)	(602) 787-7900
Student Life Center	(602) 787-7240
Student Development.....	(602) 787-7170

HOOP OF LEARNING PROGRAM

PARADISE VALLEY COMMUNITY COLLEGE



The Hoop of Learning Program is an early college high school bridge program administered by the Maricopa County Community College District (MCCCD). The Hoop of Learning program was implemented in the summer of 1995 in response to concerns voiced by Native parents in an urban high school district in Phoenix, Arizona. The Indian Education Parent Committee approached the director of the Indian Education Program with concerns that the local high schools were not offering culturally appropriate support or direction to prepare their children for higher education and career development. As a result, the parents, the high school district, and a local community college formed a partnership committed to providing meaningful education for Native students. The Hoop of Learning Program is the result of this partnership. The original partnership was between Phoenix College and the Phoenix Union School District; however, that partnership later extended to four other colleges. Since academic year 2006-07, the program has expanded to include four additional colleges, in partnership with high school districts in their respective service areas. Total involvement currently includes nine colleges, with approximately 400 Native American students being served per year. Within the last two year, the growth of student participation has been approximately 350%.

The PVCC Hoop of Learning program is being developed in partnership with the Paradise Valley Unified School District (PVUSD) and Paradise Valley Community College (PVCC). Paradise Valley Community College is one of ten colleges, two skill centers, and multiple satellite locations, which comprise the Maricopa County Community College District located throughout metropolitan Phoenix, Arizona.

Founded in 1985, Paradise Valley Community College has grown from a per-semester enrollment in 1987 of 3,700 to over 10,000 today. Historically, PVCC has seen enrollment growth between 2-7% each semester. Enrollment growth has coincided with the increase in number of faculty: from 27 full-time residential faculty in 1987 to 115 in 2008. The total number of employees has grown from 62 in 1987 to 253 in 2008.

For more information call:

Hoop of Learning Program

Paradise Valley Community College

18401 N. 32nd Street

Phoenix, Arizona 85032

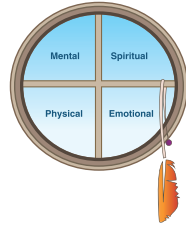
Phone (602) 787-6695 or (602) 787-7246

Fax (602) 787-7175

Courtney.Billy@paradisevalley.edu (Program Coordinator)

THE PVCC HOOP OF LEARNING PROGRAM

WELCOME TO THE HOOP OF LEARNING PROGRAM AT PARADISE VALLEY COMMUNITY COLLEGE!



WHAT IS HOOP OF LEARNING?

Hoop of Learning is a high school to college bridge program for Native American students 9-12th grade. The program is year-round, but is most active during the summer months with two back-to-back summer sessions. Students begin in a cohort with other Native American students.

MISSION STATEMENT

Encourage, Enable, and Create Conditions that will Empower Native American students to complete high school and transition successfully into higher education.

PROGRAM GOALS

- Increase high school graduation and retention rates.
- Increase American Indian enrollment and persistence rate in MCCC.
- Empower Native American students to reach their goals.
- Enhance Native American culturally relevant curriculum.
- Increase diversity on campus.
- Strengthen external collaboration by establishing partnership with American Indian communities, school districts, and other agencies to support student success.

PROGRAM FUNDING

The Hoop of Learning program provides free tuition for participating students. The scholarship covers Tuition & Fees, Textbooks, and may include a Monthly Bus Pass.

Tuition cost: 1 unit = \$97

3 unit class = \$291 plus books & fees

Total number of classes/units earned varies by student.

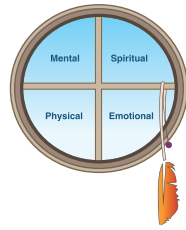
SAMPLE HOOP COURSES

FYE 103: Creating College Success (3 units)

CIS 105: Survey of Computer Information Systems (3 units)

General Education (AGEC) Courses (Eng, Reading, Math, etc)

HOOP OF LEARNING PROGRAM POLICY AND PROCEDURES



ATTENDANCE:

Paradise Valley Community College and the Hoop of Learning Program subscribe to the belief that college class attendance is essential to academic success. The following attendance policy is in effect from the first day of classes and will be enforced until completion of the program to help ensure success and to prepare students for the expectations and demands of their full-time college experience.

PVCC HOOP OF LEARNING PROGRAM ATTENDANCE POLICY:

Each student must adhere to the attendance policy of each class outlined in their course syllabus. The Hoop of Learning program allows a maximum of THREE absences in the Fall and Spring Terms. The student WILL still be responsible for making up any missed class work/exams/projects/etc. Students with FOUR absences may be withdrawn from class for that semester, unless prior arrangements have been made with the class instructor. For the Summer term students are only allowed one absence due to the condensed timeframe of summer classes. All students must report absences to the PVCC HOOP office AND to their instructor. **The Attendance Policy is in effect as of the first day of classes and will be strictly enforced until completion of the HOOP Program.**

DEFINITION OF AN ABSENCE:

Regardless of the reason, if a student is not physically present in the classroom during the scheduled class time, that student is considered absent. Please see the PVCC Catalog and Student Handbook for information on Official Absences. In the event of an absence, the student is responsible for any missed class work. **Check your class syllabus for definition of an absence according to instructor policy.**

BONUS TIME/FIELD TRIPS/WORKSHOPS:

PVCC Hoop requires attendance at a monthly “Bonus Time” session. This is an opportunity for staff to connect with students outside of class to get to know students, present workshops, make announcements, provide critical information on scheduling and scholarships, and more. Hoop staff will also offer special programs from time to time, and we encourage students to attend. These events will give the students an opportunity to renew friendships, enhance skills, and receive assistance with financial aid, scholarship searches, and tutoring support. Field trips to Universities and other businesses and industries may be conducted during the summer and school year. Field trips are not mandatory, but participating in these events will make the Hoop experience broader and more meaningful to students.

STOP OUT POLICY:

All students who already know that they will miss more than three class sessions in a semester are encouraged to speak to the Hoop coordinator regarding 'stopping out'. A 'Stop-Out' allows a student to concentrate on high school studies or extra-curricular activities for a given semester WITHOUT being dropped from the Hoop Program. Students with a 'Stop-Out' will simply not be registered for classes for one semester (of student's choice) without penalty. A student may use a stop out for any semester EXCEPT for first semester. IT WILL BE THE RESPONSIBILITY OF THE STOP-OUT STUDENT TO CONTACT THE HOOP STAFF TO MAKE PLANS FOR THE UPCOMING SEMESTER. A student may **NOT** use 'Stop-Out' two consecutive semesters; students with TWO CONSECUTIVE STOP-OUTS will be placed on inactive status with the Hoop Program.

GRADING:

HOOP students will begin an official college transcript, which will become a part of the student's permanent records. Grades will be available online at my.maricopa.edu after the course completion date. A paper copy of the student's transcript can also be requested in person at Admissions & Records or online through www.my.maricopa.edu. Paradise Valley Community College uses the following grade key:

A -Excellent	B -Above Average	C -Average	D -Passing	F -Failing
I -Incomplete (not computed in GPA)	W -Withdrawn (not computed in GPA)			

Prerequisite courses require a grade of 'C' or better to advance to the next level. Completion of courses at 100 level or above, with a grade of 'C' or better, may be eligible for transfer to another college or university. A grade of 'D' may satisfy graduation requirements at Paradise Valley Community College, but WILL NOT BE eligible for transfer. **Any student with a grade of 'D', 'F', or 'W' will complete a Student Probation Contract with the Hoop of Learning Program. The contract indicates that the student will retake the course(s) the following semester and pass with a 'C' or better and may stipulate additional requirements such as required tutoring. If the student does not pass the course(s) the second time, the student will lose the scholarship and pay out of pocket to retake the course again. No other course(s) will be taken until the repeated course(s) has(have) been completed with a passing grade.**

PROBATIONARY STATUS:

- A. A student will be placed on probationary status if he/she has earned a grade of D, F, or W in the college course(s) for which he/she has been enrolled.
 - a. If a student wishes to remain in the program, they need to retake the course and earn a grade of C or higher. This may be at the students' own expense subject to scholarship availability and the conditions of the probation contract.
- B. A student is placed on probation if he/she has been in inactive status and has fulfilled requirements as outlined below in WITHDRAWAL/INACTIVE section.
- C. If student has remained in probationary status for a period of one semester and has received another D or lower, student shall be placed in inactive status pending fulfillment of requirements as outlined below in WITHDRAWAL/INACTIVE section.

WITHDRAWAL/INACTIVE:

1. Students may be withdrawn from the program:
 - A. A.If he/she does not abide by Hoop of Learning regulations, MCCC Administrative Regulations and Code of Conduct, or

- B. If he/she has received more than one D, W or F in a college course.
 - a. If he/she would like to continue to participate, he/she will need to earn a grade point average of 2.0 in high school and reapply for program consideration; however, he/she will be evaluated with all other applicants.
 - C. If he/she takes two consecutive “stop-outs.”
 - D. If he/she drops out of high school or earns below a 2.0 GPA in high school.
2. Students may also be placed on inactive status if they do not fulfill the program requirements by participating and remaining involved in all program meetings and activities including BonusTime.

BOOKSTORE:

Textbooks for HOOP courses may be obtained with a book voucher at the PVCC Bookstore (see store for hours) or loaned out to students by the Hoop program staff. The Bookstore staff will be able to help you locate textbooks for classes. **A photo I.D. is required to use the book voucher to obtain books.** If books are purchased through the HOOP Program funded by a book voucher, staff may require returning the books to the HOOP Office to recycle to other students. If books are loaned to students by the Hoop staff, they are required to be returned to the Hoop staff by the last day of class. Failure to return a book may result in charges posted to a students account.

ID CARD:

Every PVCC Hoop of Learning student **must** acquire a Paradise Valley Community College ID card. To obtain the card you **must** present a picture ID. Student ID cards are issued in the Kranitz Student Center (KSC) Building at the College Safety office across from the bookstore. A valid ID is required for ALL transactions on campus in Admissions and Records, Assessment/Testing, Computer Commons, Cashier's Office, Fitness Center, the Learning Support Center (LSC) and the Library. **I.D. cards must be carried at ALL times while on campus. IDs are automatically renewed when the student is registered and has paid for a specific semester. A \$5 replacement fee will be charged to the student to replace a lost I.D.**

PARKING ON CAMPUS:

PVCC requires registration of your vehicle with the College Safety Office (no charge), and all vehicles parked on campus must adhere to the Motor Vehicle Division (MVD) policies. College Safety enforces parking policy on campus; violations may result in a fine.

PROGRAM STAFF:

The HOOP Program Staff members are assigned to track HOOP students' academic, educational, and career progress. The program staff is available to all students to discuss program status, course registration, future plans, scholarship information, change of schools, trouble with classes, questions/concerns about the program, and questions about colleges and universities. HOOP staff will make visits to the students' high schools during the school year. To make an appointment with the HOOP Program Coordinator or Director, call 602-787-6695.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Parents should understand FERPA law and communicate directly with their son/daughter to monitor academic progress. For additional FERPA info:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

PARADISE VALLEY COMMUNITY COLLEGE

CODE OF CONDUCT - RULES AND REGULATIONS

Any student found to have committed the following misconduct is subject to disciplinary sanctions:

1. **Acts of dishonesty**, including but not limited to the following:
 - a. Furnishing false information to any college official or office.
 - b. Forgery, alteration or misuse of any college document, record or instrument of identification.
 - c. Tampering with the election of any college-recognized student organization.
2. **Obstruction of teaching**, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities.

When the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

3. **Physical abuse, verbal abuse**, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.B. above.
4. **Attempted or actual theft** of and/or damage to property of the college or property of a member of the college community or other personal or public property.
5. **Failure to comply with direction** of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
6. **Unauthorized possession, duplication or use of keys** to any college premises, or unauthorized entry to or use of college premises.
7. **Violation of any college or District policy**, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
8. **Violation of federal, state or local law.**
9. **Use, possession, manufacturing or distribution of illegal or other controlled substances** except as expressly permitted by law.
10. **Illegal use, possession, manufacturing or distribution of alcoholic beverages** or public intoxication.
11. **Illegal or unauthorized possession of firearms**, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
12. **Participation in a demonstration, riot or activity that disrupts** the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
13. **Obstruction of the free flow of pedestrian or vehicular** traffic on college premises or at college-sponsored or supervised functions.

14. **Conduct that is disorderly, lewd or indecent**; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
 - a. **Attempted or actual theft or other abuse of technology facilities or resources** (see web site below for complete policy)
 - b. **Abuse of the Student Conduct system** (see web site below for complete policy)
15. Engaging in irresponsible social conduct.
16. Attempt to bribe a college or District employee.
17. **Stalking behavior**, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
 - a. **Warning** -a written notice to the student that the student is violating or has violated institutional rules or regulations.
 - b. **Probation** -a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
 - c. **Loss of Privileges** -denial of specified privileges for a designated period of time.
 - d. **Restitution** -compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. **Discretionary Sanctions** -work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
 - f. **College Suspension** -separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - g. **College Expulsion** -permanent separation of the student from all the colleges in the District.

For additional administrative regulations, see the PVCC Catalog common pages and PVCC Student Handbook/Daily Planner.

For the complete policy and other administrative regulations visit:

<https://district.maricopa.edu/regulations/admin-regs/section-2>

PARADISE VALLEY COMMUNITY COLLEGE HOOP OF LEARNING PROGRAM

STUDENT AGREEMENT

The goal of the Paradise Valley Community College Hoop of Learning Program is to provide an environment where students grow through an enjoyable, productive and safe experience. Our staff is supportive and actively involved, but, ultimately the participant must display commitment and initiative in order to be successful in the program. The following standards and expectations are set to promote a safe and respectful environment for all participants. Each student must sign the Student Agreement to signify their understanding and willingness to abide by the standards and expectations and to signify their willingness to be an active participant in the Hoop of Learning Program.

Expectations of Students

Participating in the Hoop of Learning Program requires enrollment in one or more courses at Paradise Valley Community College (PVCC). It also requires commitment to the following:

Student Orientation: Participation in the orientation at the beginning of each new semester.

Personal Education Session: Meet with the Hoop of Learning Program Coordinator once per semester during the school year to review and discuss educational goals and academic progress.

Activities/College Visits: Success in college is gained through effort and hard work, therefore meeting with my instructor is mandatory. Progress Reports are submitted once during the semester.

As part of my participation in the program, I agree to comply with all the mentioned criteria of the program. Further, I understand I must remain in good academic standing in my college courses at PVCC and in my courses at the high school at which I am enrolled. If needed, I will seek help from the Program Coordinator or my high school guidance counselor.

I understand and agree to turn in all materials, and forms by the due dates. I understand as a participant in the program, I must attend all classes and mandatory activities. I acknowledge that my failure to do so may result in my withdrawal from the program.

Establishment of Rules

The Hoop of Learning Program has the authority to establish rules and guidelines necessary for the operation of the Program.

Code of Conduct

Students who participate in the program are representatives of their tribe, PVCC, and their respective high schools. Students are expected to conduct themselves appropriately and respectfully; as such, each participant will abide by the rules set forth by the Hoop of Learning Program, Program Coordinator and the on-site program staff. Any student who engages in disrespectful, hostile, or violent behavior that threatens one's self, another person, or the program will be dismissed from the program. The objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere.

It is the policy of the Hoop of Learning Program that all individuals, parents/guardians and students and any other member of the college be treated with respect and fairness. I understand the importance in complying with the Code of

Conduct. I will assume personal responsibility for my own actions, exercise self-control, exhibit self-discipline, and accept the responsibility and consequences of any inappropriate behavior.

Responsibility

Students participating in the Hoop of Learning Program are expected to take responsibility for their own actions and will be held accountable for such by Paradise Valley Community College. As such, I acknowledge I am responsible for complying with the PVCC policies and procedures as outlined in the Student Handbook. I further understand I must expend my best effort to successfully complete the number of credits/courses for which I am enrolled.

Withdrawal from the Program

I understand PVCC and/or the Hoop of Learning Program Coordinator has the right to withdraw me from the program at any time if, in the judgment of the Program Coordinator, I have violated the code of conduct or have conducted myself in a way that has disrupted the program. I understand further that if I am withdrawn from the program, I can no longer participate in any future programs relating to the Hoop of Learning Program. I fully understand that because this program is paid for by PVCC, I must not withdraw from the program without prior permission from the Program Coordinator.

Student Agreement

The signature below confirms that I have read, understand and agree to the above afore mentioned statements.

Student Name: _____

Student Signature: _____

Parent Agreement

I certify I have read the information above and I believe my son/daughter is capable of being successful in the Hoop of Learning Program. Additionally, I am willing to be an active participant in parent meetings and will support my child in self-direction and self-development.

Parent Name: _____

Parent Signature: _____

A GLOSSARY OF IMPORTANT COLLEGE TERMS

ADMISSION:

Acceptance for registration based on completion of application documents, receipt of transcripts and test scores, meeting of academic standards, and fulfilling of any other requirements (physical examination, essay, etc.). Application for financial aid is usually a separate process.

ADVISOR:

A resource person able to help you plan your course of study and select appropriate courses. Also called program advisors or academic advisors.

AGEC:

Stands for Arizona General Education Curriculum: a 35-38 semester-credit general education certificate that fulfills lower-division education requirements for students planning to transfer to any Arizona public community college or university. (AGEC-A, AGECE-B, and AGECE-S)

ASSOCIATE DEGREE:

A degree awarded for the completion of a minimum of 64 credits selected to meet specific requirements. The Associate of Arts (AA) emphasizes courses for transfer to four-year schools, the Associate of General Studies (A.G.S.) allows for flexibility in course selection, and the Associate of Applied Science (A.A.S.) emphasizes a particular occupational field.

BACHELOR'S DEGREE:

A degree awarded by a four-year college. The Bachelor of Arts (BA) or Bachelor of Science (BS) degree requires approximately 126 credits.

CATALOG:

The annual publication of a college or university which explains the institution's policies, procedures, and programs, including course descriptions.

COHORT:

A group of individuals having a statistical factor (as age or class membership) in common. ACE/SUCCEED uses "cohort" as the year you enter the program for example: 2008 or 2009 cohorts.

COLLEGE:

(1) A single institution of higher learning offering post-high school courses and degrees. (2) A large division of a university, offering courses and degrees in a related field. Example: ASU College of Liberal Arts and Sciences.

COMMUNITY COLLEGE:

A "two-year" college offering associate degrees, certificate programs, and courses at freshman, sophomore, and non-credit levels.

COUNSELOR:

A faculty member available to help you with personal, career, or school related questions.

COURSE DESCRIPTION:

A brief, official statement of the content and prerequisites of each course included in the catalog

COURSE NUMBER:

The three-digit number following the subject code which identifies a particular course as to content and level, such as RDG 091, College Reading Skills.

CREDIT HOUR:

Numerical unit assigned to a course based on the amount of time spent in class each week.

CURRICULUM:

A series of courses that meet a particular academic or vocational goal. It is also called a program of study.

ELECTIVES:

Courses a student can select in order to complete a program of study, sometimes with restrictions.

GRANTS:

Student financial aid awarded to undergraduate students (working on their first bachelor's degree) who demonstrate financial need. Grants do not require repayment.

LOWER DIVISION:

First and second year college courses (100 and 200 level. Example: ENG 101). Only lower division courses are offered by the community colleges.

MAJOR:

The field of specialization. Examples: computer science, nursing etcetera.

PREREQUISITE:

A condition which must be met before enrolling in a specific class, usually the completion of a lower-level class in the same subject or an appropriate placement test score.

PRIVATE COLLEGE:

A college not supported by state funding, often having a unique program & image.

REQUIRED COURSE:

A course needed to complete a certificate or degree program.

SCHOLARSHIPS:

Student financial aid based on academic achievement, need, or a combination of factors. Scholarships do not have to be repaid.

SECTION NUMBER:

Follows immediately after the subject code and the course number (RDG 091) in the class schedule which identifies the location and time of the class. Example: RDG 091 – Section 0001-LEC (11813)

SUBJECT CODE:

The three-letter abbreviation which identifies the subject area of a course, such as RDG for Reading courses.

SYLLABUS:

A course outline and information on classroom policies, test, dates and materials to be used in a class, usually given to students by the instructor at the first class meeting.

TRANSCRIPT:

A record of a student's course work and grades

TRANSFER CREDIT:

Credit earned at another college applied to a PVCC program or vice versa.

UNIVERSITY:

Any institution of higher education offering bachelors, masters, and doctoral degree programs.

UPPER DIVISION:

Courses usually taken during junior and senior years offered at four-year institutions (300 and 400 level. Example: ENG 492).