



A Caring Community, Where Students Excel

Parent/Student Handbook 2016-2017

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Desert View Academy

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Letter from Principal

Welcome DVA Eagle Parents/Guardians!

Thank you for choosing Desert View Academy, ***A Caring Community where Students Excel.*** As Principal, I look forward to partnering with each of you this year.

Our mission statement at Desert View Academy is to ***Educate with Knowledge, Empower with Character, and Equip Students for Life.*** With that in mind, we will not let obstacles interfere with ensuring that all students reach high levels of academic and personal success.

I am honored to serve Desert View Academy. Our goal is to increase and support student learning by ensuring:

- 1) A Caring, Safe and Healthy Environment
- 2) Effective Use of Resources
- 3) Positive Relationships to Support Student Success
- 4) Highly Performing Personnel
- 5) Meaningful Communication

Theodore Geisel, better known as Dr. Seuss, gave the following advice; ***“The more that you read, the more things that you’ll know. The more that you learn, the more places you’ll go.”*** It is our privilege at DVA to equip our students for all the places they will go!

I am confident that we are going to have a fantastic year! Together, we can make a positive difference in the lives of all our students.

Once again, welcome and thank you for selecting Desert View Academy, your charter school of choice.

Sincerely,



Deb Weigel
Principal

2016-2017 Academic Calendar

July - 9 Days						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August - 21 Days						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September - 21 Days						
S	M	T	W	T	F	S
						3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October - 19 Days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	PD	8
9	H	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November - 16 Days						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	H	12
13	14	15	16	17	18	19
20	B	B	B	H	B	26
27	28	29	30			

December - 11 Days						
S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	B
16	B	B	B	B	B	24
25	B	B	B	B	B	31

School Hours:
M,T,W & F 7:50a.m.-2:50p.m.
Thursday 12:15p.m.

Instructional Days:
Kindergarten: 161 School Days
1st-5th Grades: 180 School Days

AUGUST

1 Open House 10:00a.m.-2:00p.m.
3 First Day of School-
Kindergarten Students ONLY
3 12:15p.m. Dismissal
4 First Day of School, 1st-5th Grades
4 12:15p.m. Dismissal
5 12:15p.m. Dismissal
9 Parent Orientation 6:00-7:00p.m.
29-31 Parent Conferences
12:15p.m. Dismissal

SEPTEMBER

1-2 Parent Conferences
12:15p.m. Dismissal
2 1st Qtr Mid Term Progress Reports
5 Holiday-Labor Day
30 1st Qtr Ends/Report Cards

OCTOBER

3 2nd Qtr Begins
7 Non School Day-Staff Prof. Dev.
10 Holiday-Columbus Day

NOVEMBER

2nd Qtr Mid Term Progress Reports
11 Holiday-Veteran's Day
21-25 Thanksgiving Break

DECEMBER

15 2nd Qtr Ends/Report Cards
16-31 Winter Break

JANUARY

2-3 Winter Break
4 Students Return
9 3rd Qtr Begins
9-13 Parent Conferences
12:15p.m. Dismissal
16 Holiday-MLK Day
100th Day of School

FEBRUARY

3 3rd Qtr Mid Term Progress Reports
17 Non School Day-Staff Prof. Dev.
20 Holiday President's Day

"Educate with Knowledge"

MARCH

10 3rd Qtr End/Report Cards
13 4th Qtr Begins
27-31 Spring Break

APRIL

13 4th Qtr Mid Term Progress Reports
14 Holiday-Good Friday

"Empower with Character"

MAY

22-25 12:15p.m. Dismissal
25 Last Day of School

"Equip for Life"

January - 19 Days						
S	M	T	W	T	F	S
1	B	B	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February - 18 Days						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	PD	18
19	H	21	22	23	24	25
26	27	28				

March - 18 Days						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	B	B	B	B	B	

April - 19 Days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	H	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May - 19 Days						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



A Caring Community. Where Students Excel

ATTENDANCE

We believe that regular attendance, beginning in Kindergarten, is vital to the educational progress of our students. Learning is a continual process that is best achieved by consistent attendance and participation in school activities. We appreciate your cooperation in keeping absences and tardies at a minimum so that your child will not miss the presentation or practice of skills and concepts.

ENTRY AGE KINDERGARTEN/FIRST GRADE

The entry age for school at DVA is age five (5), prior to September 1st for kindergarten and age six (6), prior to September 1st for first grade. The only exception is as follows: entry into first grade may be allowed if the child has attained age six (6) prior to January 1 **and has completed at least one year in a qualified kindergarten.** Age and attendance must be verifiable by records. The above guidance is in accordance with ARS 15-821.

ABSENCES

Although we emphasize the importance of regular school attendance, we realize that there will be times when your child is too ill to come to school. When a child has been absent because of illness, the teachers will do their best to help the student make up the work, but class discussion and group work are very important and often cannot be made up. **When a child is absent from school, the parent or guardian should contact the school at (928) 314-1102 or email attendance@desertviewschools.com** Our email and voicemail are available 24 hours a day for parents to leave a message regarding student absences. In keeping with Arizona attendance regulations, the specific illness must be identified (toothache, cold, flu, etc.).

Arizona statutes require if we have not heard from parents of absent children within the first two hours of the school day we contact them regarding the absence. Therefore, we appreciate when parents notify the office of absences. **We request that parents notify the school in writing at least one week in advance of a planned absence.**

MAKE-UP WORK

Teachers will prepare a complete package of “make-up” work for students who have been absent for three (3) days or longer. For absences of one (1) to two (2) days, teachers will work on an **individual basis** with the student upon return to school, reviewing material and assigning only those activities necessary to indicate competency or understanding of concepts. For absences of three (3) or more days, the student and/or parent is responsible for arranging with the teacher to establish an acceptable period of time for the return of “make-up” work. The student will be responsible for the concepts missed, making up tests, and completing long-term

projects (such as research, reports, and written assignments). **Please call the office as early in the morning as possible, but no later than 10:00 a.m. to request the work.** Please plan to pick up the work before 3:30p.m., allowing teachers time to get all assignments to the front office. Arrangements may also be made to have assignments carried home with a sibling or neighbor child.

POSITIVE REINFORCEMENT FOR GOOD ATTENDANCE

Our students will continue to be recognized for their efforts and success in maintaining good attendance. Classroom and school-wide incentives may be given each grading period. Students who maintain *perfect* attendance throughout each grading period will be presented with a certificate. **To receive credit for perfect attendance**, students must be in school daily from 7:55a.m. until 2:50 p.m., Monday, Tuesday, Wednesday, and Friday, and 7:55a.m. until 12:15p.m. on Thursday, with *NO* daily or partial-day absences, *NO* tardiness, and *NO* leaving campus and returning during the instructional portion of the school day.

Students must be enrolled one full quarter to be eligible for a Perfect Attendance award.

TARDIES

We value the instructional time that we have with our students. Because of this belief, and to decrease the number of interruptions to instruction, students should be present at 7:45 a.m. and in class prior to 7:55 a.m. each morning, the official beginning of our day. If a student arrives after 7:55 a.m. he/she must digitally sign in at the office, in order to retrieve a tardy slip to proceed to class. Tardiness is recorded on the report card and entered into permanent records. The following procedures will be implemented for repeated tardiness:

- Parents of students with five (5) tardies within any grading period will be sent a letter from the administration. If the same pattern continues, a direct contact with the parent will be made by the administration, either by phone or in person.

Please plan enough time to get your child to school to allow for traffic and other possible delays. Your cooperation in this effort to begin our educational day is appreciated.

LEAVING SCHOOL GROUNDS

Arizona law makes the school responsible for the welfare and behavior of students during the school day. We have no opportunity to supervise or protect students when they are away from school. To protect your children, the school believes the following rules need to be emphasized:

- All children shall remain on the school property at all times after they have first arrived until afternoon dismissal. **Students who leave school prior to the dismissal bell will not be eligible for perfect attendance.**

- If you are checking your child out of school after his/her arrival, for a doctor's appointment or any other reasons, **it will be necessary for you to sign the child out in the office.**
- Students will be released to a parent/legal guardian or authorized agent only.
- The office must be notified in writing if there has been any change in the legal custody of your child. Please provide the office with copies of legal documents that specify any change in custody.

PLEASE NOTIFY THE OFFICE IF YOU FEEL SOMEONE UNAUTHORIZED BY YOU MAY ATTEMPT TO PICK UP YOUR CHILD WHILE HE/SHE IS AT SCHOOL.

TRUANCY

Arizona law requires that a parent or legal guardian insure that a minor child between the ages of six (6) and sixteen (16) is in his or her assigned school for the full time school is in session. The child's presence in school is important because his/her learning is a continuous process, and unauthorized absences may mean that the student is subject to non-educational influences. **As per current school procedure, DVA's Office Specialist will report all unexcused absences beyond five (5) to the Yuma County Juvenile Justice Department.** Any student whose total absences reach 10% (18/180 days) of the days in attendance will also be reported, unless the principal approves such absences.

At DVA, the required attendance standard for promotion to the next grade is 90% of the school year days.

OPEN ENROLLMENT

DVA has an open-enrollment policy that allows for the enrollment of students who reside anywhere within traveling distance of the school on a space-available basis. Enrollment is only granted on a year-to-year basis. Students enrolling must reapply every year by completing an Intent to Return Form (IRF) which **must be submitted on or before the published due date to be guaranteed enrollment for the following school year. IRF's not returned by the due date will be subject to either 1) space available or 2) lottery regulations, depending upon public demand.**

Students not admitted during open enrollment shall be placed on a waiting list and admitted as space becomes available on a first served basis during the year. See our website at www.desertviewacademy.com for additional information and enrollment criteria.

STUDENT ACADEMIC PROGRAMS

We are committed to clear communication with students and parents regarding the progress of our students towards meeting the Arizona College and Career Readiness Standards and the objectives of DVA. Our curriculum is closely aligned with the Standards and therefore, it provides an excellent guide for ensuring students are receiving appropriate instruction, that meets grade level Standards.

Our school year is divided into four quarters; parents are encouraged to monitor the progress of their student's academics through PowerSchool. We hope that parents will feel informed and find how easy it is to support their children at home by accessing PowerSchool at any time, day or night. Parent access to PowerSchool is acquired by visiting or calling the front office to receive a password. The PowerSchool password will also be sent home within the first month of school.

MID-TERM PROGRESS REPORTS/REPORT CARDS

Progress reports serve the purpose of communicating to parents the progress of their child. Grades are posted in PowerSchool weekly and available for viewing 24/7. Parents without Internet access can either visit the school or request a report be sent home with their child no later than one week following the end of the reporting period. Final report cards will be sent home at the end of the school year. Parents of students who are approaching or falling below the standards will be informed through mid-term progress reports during the fifth week of each quarter.

HOMEWORK

Homework is designed to reinforce learning that occurs at school, to allow students the opportunity to complete assignments that were not finished during the school day, or to provide students with additional time needed complete long-term projects. Homework assignments will vary according to grade level requirements and individual teacher expectations, and such assignments are to be completed independently or with limited help from parents.

Please encourage your child to read daily and model the love of reading with your child. Reading is a lifelong skill that is used in every aspect of our lives. *Readers today, Leaders tomorrow!*

GRADING SCALE

We believe the following scale best reflects and acknowledges academic progress on instructional objectives, as well as state standards for each grade.

93 - 100	A	4.0	Exceeds
90 - 92	A-	3.7	Meets
87 - 89	B+	3.3	Meets
83 - 86	B	3.0	Meets
80 - 82	B-	2.7	Meets
77 - 79	C+	2.3	Approaches
73 - 76	C	2.0	Approaches
70 - 72	C-	1.7	Approaches
67 - 69	D+	1.3	Falls Below Standard
64 - 66	D	1.0	Falls Below Standard
Below 64	F	0.0	Falls Far Below Standard

STUDENT WITHDRAWAL

In the event you are leaving the area and your child will no longer attend DVA, it will be necessary to check out through the school office and receive a withdrawal slip. All property belonging to the school must be accounted for prior to the issuance of a clearance. This should be completed on or before the student's last day of attendance.

PARENT/TEACHER CONFERENCES

We schedule goal-setting conferences at the beginning of the year and progress-monitoring conferences mid-way through the year. These meetings are very important. Communication between home and school provides us with the best possible conditions in which to meet the needs of your child. Please plan to attend these conferences. Your child will appreciate your interest, and you will gain new insights into your child's capabilities. Working as a team will help insure your child's success!

PROMOTION AND RETENTION

The professional staff of the school has the responsibility to insure that placement of each pupil in subject areas, in grade levels, or in the special program is best suited to meet the pupil's academic needs. When making such decisions, considerations are given with regard to each student's social, emotional, physical and intellectual development.

Decisions regarding pupil promotion and retention are designated to the school's professional staff (teachers) and administration. The Governing Board has the responsibility for the development of the standards. The standards and procedures for this plan shall clearly reflect that promotion in the school is based primarily on pupil achievement and is not an automatic process (social promotion).

The purpose of the instructional program in the school is to provide appropriate instruction and services to enable students to perform academically at their grade level or higher. However, in recognition of the wide range of students' abilities, motivation and development, promotion standards have been established to specify minimum standards in the basic skills of reading, language arts and mathematics that all pupils must meet as one condition for promotion within the school. These standards ensure that all pupils promoted within the school can benefit from the next grade level of instruction and that those who are promoted in fifth grade have sufficient basic skills to function effectively in middle school/junior high curriculum. Specific procedures that shall govern the school's promotion and retention are contained in the Promotion and Retention Policy.

CLASSROOM ASSIGNMENT

In order to create the optimal classroom environment for all children, it is necessary to examine the educational factors relevant to placement. As educators, we build a well-balanced classroom by considering the following criteria:

- The academic standing of students in language arts and mathematics.
- Special educational and behavioral needs of all students.
- A match of learning style to teaching style.

Unfortunately, due to the challenges of scheduling, parent requests are not accepted.

SCHOOL UNIFORMS AND DRESS CODE

Public school education is considered formal education and students should dress appropriately. Dress and hairstyles, within the prevailing rules of modesty, decency, safety, and health, are the responsibility of the student and his/her parent/guardian. Student dress should not detract from the learning environment. At Desert View Academy we do not want students to stand out because of what they wear, but rather, we want them to stand out because of who they are and what they do. Student uniforms will be worn at all times, and must be neat and clean while attending classes and school functions. School Administration shall determine if attire is appropriate.

Uniform shirts must be worn daily and maintained. White or navy blue polo style shirts must be purchased from the designated school vendors. All shirts must have the current DVA logo. **Navy blue or khaki uniform style** skirts, skorts, shorts, pants (“skinny” leg uniform style pants are acceptable), capris or jumpers complete the DVA uniform. Jumpers must have DVA logo. Clothing that is too large, “baggie,” or allows immodest exposure is not allowed. The school administration will have final determination as to uniform appropriateness. If undershirts are worn, they must be solid navy blue or solid white, without stripes, logos, designs, etc. Undershirts may not hang longer than the uniform shirt, otherwise the undershirt must be tucked in. **Jeans or denim material, tennis dresses, leggings, spandex, warm-ups, sweatpants, cargo pants, etc. are not considered uniform attire. Solid white leggings and tights may be worn with uniform.** Solid white socks are required to be worn at all times with all styles of shoes. **No colored, striped, multi-colored or other designed leggings, socks or tights are permitted.**

School jackets and sweaters are available in navy blue or white and must have the current DVA logo. You may purchase these items from our designated vendors. Jackets and sweaters worn inside the classroom must have the current DVA logo. Other jackets may be worn outside but removed once students are inside.

PHYSICAL EDUCATION UNIFORMS

Students grades K through 5 will participate in Physical Education (P.E.) one time per week during the school year. Students must wear the designated P.E. uniform, which consists of **solid, plain gray shorts or solid, plain gray sweatpants (without cargo pockets) and a gray t-shirt with the DVA P.E. logo. These items must be purchased from our vendor (Z Trendz). Sneakers with white socks must be worn on scheduled P.E. days.** A solid white or gray long sleeve undershirt may be worn under the P.E. shirt. Solid white leggings and tights may be worn under the gray PE shorts.

In order to protect students from the sun, a hat may be worn while outside. The student's name should be written on the inside of the hat with permanent marker. Hats will be worn with the bill facing forward. Lost or stolen hats are not the responsibility of Desert View Academy.

DESERT VIEW ACADEMY UNIFORM POLICY FURTHER CLARIFICATION

1. No undergarments may be exposed.
2. T-shirts may not hang lower than the uniform shirt.
2. Bare or exposed midriffs are not permitted.
3. Pants and shorts should not be excessively baggy (to be determined by office personnel/administration).
4. Pants, shorts, skirts, skorts, jumpers, etc. should not be exceptionally long or short and should be hemmed. Shorts, skorts, jumpers and skirts should be at fingertip length or longer when arms are extended. (To be determined by office personnel/administration).
5. Watch, wallet chains or chains of any type attached to belt loop are not allowed.
6. Inappropriate logo, writing, or "artistry" of any kind (including skulls, guns, knives, daggers, Monster High, etc.) is not allowed on clothing, hats or backpacks.
7. Bandanas are not to be worn.
8. Shoes must enclose the entire foot (sandals, flip-flops, rubber clogs, etc. are not permitted). Solid white socks are required to be worn at all times with all styles of shoes.
9. Shoes with wheels are not permitted at school.
10. Yoga pants, nylon running pants, or leggings are not considered P.E. uniform.
11. Jeans should be neat and clean without holes or tears. Jean shorts should be hemmed, not frayed and should be at fingertip length or longer when arms are extended.

Hairstyles may be regulated by the school if the school administration decides the health or safety of a student is endangered or if the style becomes disruptive and distracts from the educational process. Hair should be maintained and washed regularly.

Students may wear no more than one earring per ear. **Oversized jewelry (earring, hoops, necklaces, etc.) is not allowed.** Other visible body piercing and temporary or permanent tattoos are not permitted.

Teachers will do a uniform check as students enter the classroom each morning. Failure to comply with the dress code will be addressed as “failure to adhere to school/classroom rules” and consequences will be determined by the Administrator or designee. In addition, the parent/guardian will be called to bring in the appropriate uniform attire. Repeated (more than 3 in a Quarter) violation of uniform policy may result in dismissal from Desert View Academy.

MEDIA CENTER

The Media Center is provided for student research and reading enjoyment. Learning to use it can be a useful guide to obtaining knowledge. A quiet or "study" atmosphere is required for everyone's benefit.

The Media Center teacher will work with classroom teachers to schedule regular checkout times for all students and will work with individual teachers and/or grade levels to discover appropriate materials for lessons and curriculum objectives.

No fines are charged for overdue materials. A replacement cost will be charged for lost or damaged materials. Please contact the Media Center teacher if you have questions.

SPECIAL NEEDS SERVICES

Special education services are provided at DVA. Services are rendered on-site, under the supervision of a lead special education teacher. In addition, a special education consultant is employed by the school. She assists in developing educational plans for students and acts as a consultant to teachers, parents and administrators. Some special education services will be provided, on site, by outside providers via teletherapy.

STUDENT RECOGNITION

We believe it is important that students are recognized for their efforts and that we maintain high expectations in both academic and behavioral areas. Throughout the year, students may receive notices of recognition within the classroom in the form of positive comments, notes, or calls to parents. Students may be recognized for their academic excellence, behaviors that promote learning and Perfect Attendance. We hope that parents will join us in celebration of our students' effort and success.

POSITIVE BEHAVIOR INTERVENTION SUPPORT

Among the most important advances in student discipline procedures over the past decade is recognition of the need for school wide behavior support systems. The goals of school wide systems are to define, teach, and support appropriate behaviors in a way that establishes a culture of competence within schools.

To do this and to meet the goals we have set for our school, we have chosen to use a system call Positive Behavior Intervention Support (PBIS), as our school wide discipline program.

We have three clearly defined behavior expectations that are both positive and simple rules. These are: ***Be Respectful, Be Responsible, and Be Safe***. More specific expectations for each area of our school are listed on our behavior matrix. These behavior expectations will be taught and modeled. Appropriate behaviors will be acknowledged and behavioral errors will be corrected proactively.

Our plan for acknowledging positive behaviors and handling behavioral errors is contained in this handbook on the next few pages. Administrative support and involvement will be an active component of the program. Parental support is also essential to successful outcomes. Schools that have been successful in implementing school wide Positive Behavior Supports (PBS) have seen many benefits such as increases in attendance, a more calm school environment, and a reduction in the proportion of students who engage in behavior disruptions.

ACKNOWLEDGING POSITIVE BEHAVIOR

At Desert View Academy, we want to praise our students with both verbal and tangible acknowledgements.

- Staff members will give verbal praise that is specific and uses the words from our behavior matrix. An example might be “You are using your inside voice in the cafeteria; that’s fantastic!” or “You are being very responsible!”
- Staff members might give character stickers that recognizes when a student demonstrates one or more of the six character traits of “CharacterCounts!” These stickers acknowledge students for their behavior and give students a chance to be recognized in the classroom and at home.

DISCIPLINING DISCOURAGING BEHAVIOR

We hope that our students can always show positive behaviors, but we realize there are times when they do not always follow our expectations. We have discussed how to handle positive behavior and we need to present our procedures for when students make the choice to engage in behavior that is disrespectful, irresponsible, and/or unsafe.

The following procedures for rule violations describe the interventions and give possible steps the staff and/or administration might use when students make inappropriate choices about behavior.

PROCEDURE FOR RULE VIOLATIONS

Level: Non-referral behaviors

Description: Behaviors that are multiple offenses; the student has received verbal warnings and continued the behavior.

Examples: Running, talking out of turn, using a loud voice, being off task, seeking attention, annoying others, refusing to do work

Possible Interventions: Change seat, redirect behavior, conference with student, behavior plan worksheet

Continuation of these behaviors may require administrative action.

Level: Possible referral behaviors

Description: Behaviors that are multiple offenses, some element of harm or threat could be present

Examples: Disruption, ignoring adults, ignoring/breaking rules, stealing, defiance, disrespecting others

Possible Interventions: Change seat, removal to another classroom, Behavior Notice, parent contact, loss of privileges

Level: Referral behaviors

Description: Behaviors that are a danger to one's self or others, or behaviors that are of a serious nature

Examples: Continual disrespect, stealing, defiance, inappropriate language/behavior, fighting or physical altercations, property damage, continued disruption of class

Possible Interventions: Refer to the office where the following may occur: parent contact, request for conference, community service, written responses such as an apology letter, lunch detention, removal from playground, suspension of privileges, school suspension.

*PBS Matrix GUIDE to Discipline**

Infraction	First Occurrence*	Continued Occurrence*
Aggression		
1 Injury Prone Behavior	Conf/S.Susp	Det/Expulsion
2 Fighting	Conf/S.Susp	Det/L.Susp
3 Endangerment	Conf/S.Susp	S.Susp/Expulsion
4 Assault	S.Susp/Expulsion	S.Susp/Expulsion
5 Aggravated Assault **	S.Susp/Expulsion	L.Susp/Expulsion
Alcohol/Tobacco/Drugs		
6 Tobacco: Use/Possession/Share/Sale/Distribution	Conf/S.Susp	Conf/L.Susp
7 Alcohol: Use, Possession, Share	S.Susp/L.Susp	S.Susp/L.Susp
8 Alcohol: Sale/Distribution or Intent to Sell or Distribute	L.Susp/Expulsion	L.Susp/Expulsion
9 Drug Paraphernalia	S.Susp/L.Susp	L.Susp/Expulsion
10 Solicitation of Illicit Drug	S.Susp/L.Susp	S.Susp/Expulsion
11 Use/Possession/Share Illicit Drug **	S.Susp/Expulsion	L.Susp/Expulsion
12 Sale/Distribution or Intent to Sell or Distribute Illicit Drug **	L.Susp/Expulsion	L.Susp/Expulsion
Arson		
13 Structure or Property	S.Susp/Expulsion	L.Susp/Expulsion
14 Occupied Structure**	L.Susp/Expulsion	L.Susp/Expulsion
Attendance Policy Violation		
15 Tardy	Conf/S.Susp	Conf/S.Susp
16 Truancy	Conf/S.Susp	Conf/S.Susp
Harassment, Threat and Intimidation		
17 Bullying	Conf/S.Susp	Det/L.Susp
18 Harassment, Nonsexual	Conf/S.Susp	Conf/S.Susp
19 Hazing	Conf/S.Susp	Det/L.Susp
20 Threatening or Intimidating	Conf/S.Susp	Det/L.Susp
21 Harassment of School Employee	Conf/S.Susp	Det/Expulsion
Other Violent Offenses		
22 Robbery	S.Susp/L.Susp	S.Susp/Expulsion
23 Armed Robbery **	S.Susp/Expulsion	L.Susp/Expulsion
24 Kidnapping **	L.Susp/Expulsion	Expulsion
25 Homicide **	Expulsion	N/A
Policy Violation		
26 Aiding and Abetting	Conf/S.Susp	Det/L.Susp
27 Defiance/Non-Compliance	Conf/S.Susp	Conf/Expulsion
28 Disrespect	Conf/S.Susp	Conf/L.Susp
29 Disruption	Conf/S.Susp	Conf/L.Susp
30 Dress Code Violation	Conf/S.Susp	Det/S.Susp
31 Gambling	Conf/S.Susp	Conf/S.Susp
32 Inappropriate Language	Conf/S.Susp	Conf/L.Susp
33 Lying, Cheating, Forgery, or Plagiarism	Conf/S.Susp	Conf/L.Susp
34 Parking Lot/Driving Violation	Conf/S.Susp	Conf/S.Susp
35 Public Display of Affection	Conf/S.Susp	Conf/S.Susp
36 Technology, Improper Use Of	Conf/S.Susp	Det/L.Susp
School Threats		
37 Fire Alarm Misuse **	Conf/L.Susp	S.Susp/Expulsion
38 Bomb Threat **	Conf/Expulsion	S.Susp/Expulsion
39 Chemical or Biological Threat **	Conf/Expulsion	S.Susp/Expulsion
40 Other School Threat**	Conf/Expulsion	S.Susp/Expulsion
Sexual Offenses		
41 Sexual Harassment without Contact	Conf/S.Susp	Det/L.Susp
42 Sexual Harassment with Contact	Det/S.Susp	ISS/L.Susp
43 Indecent Exposure or Public Sexual Indecency	Conf/S.Susp	Det/L.Susp
44 Pornography/Obscene Material	Conf/S.Susp	Conf/L.Susp
45 Sexual Abuse/Sexual Conduct with a Minor/Child Molestation **	Conf/L.Susp	S.Susp/Expulsion
46 Sexual Assault (Rape) **	L.Susp/Expulsion	Expulsion
Theft and Other Property Offenses		
47 Trespassing/Unauthorized Area	Conf/S.Susp	Conf/S.Susp
48 Theft (includes possession of stolen property)	Conf/S.Susp	Conf/L.Susp
49 Vandalism/Criminal Damage of Personal Property	Conf/S.Susp	Det/L.Susp
50 Vandalism/Criminal Damage of School Property	Conf/S.Susp	ISS/Expulsion

51 Extortion	Conf/S.Susp	Det/L.Susp
52 Burglary/Breaking and Entering (2nd & 3rd Degree)	S.Susp/L.Susp	S.Susp/Expulsion
53 Burglary (1st Degree) **	S.Susp/Expulsion	L.Susp/Expulsion
Weapons and Dangerous Items		
54 Firearms (including Destructive Devices) **	Expulsion	N/A
55 Other Weapons **	Conf/L.Susp	Conf/Expulsion
56 Dangerous Items	Conf/Expulsion	Conf/Expulsion
57 Simulated Firearm	Reprimand/Expuls.	S.Susp/Expulsion

*** We reserve the right to modify consequences based upon any extenuating circumstances we deem appropriate at any time and for any reason.**

**** Reported to Law Enforcement**

DEFINITIONS OF INFRACTIONS

Absence from Class - failure to be physically present for all of a class session or required school activity.

Aiding/Abetting - any act that leads to or encourages an infraction on the discipline matrix.

Aggravated Assault - a person commits aggravated assault if the person commits assault under any of the following conditions: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

Alcohol - any fermented and/or distilled liquor or a substance reasonably believed to be or portrayed by the student as fermented and/or distilled liquor.

Armed Robbery - a person commits armed robbery if, in the course of committing robbery, such person or an accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.

Arson of a Structure or Property – a person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

Arson of an Occupied Structure – a person commits arson of an occupied structure by knowing and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.

Assault - a person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. knowingly touching another person with the intent to injure, insult or provoke such person.

Behavioral Contract - a written agreement outlining certain remedial conditions and/or a plan of actions seeking a particular solution to a student behavioral problem.

Bomb Threat – threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.

Breaking and Entering - unauthorized entry into the property of another or into any portion of the school property.

Burglary (First Degree) – a person commits burglary in the first degree if such person commits Burglary in the Second or Third Degree while knowingly possessing explosives, a deadly weapon or a dangerous instrument.

Burglary (Second or Third Degree) – a person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein. A person commits burglary in the third degree by: 1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein. 2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle. Burglary in the second and third degree is also sometimes referred to as “breaking and entering.”

Bullying - occurs when a student, either alone or in concert with others, uses superior strength, power, influence or advantage deliberately to inflict physical, emotional, or verbal abuse on another student. Bullying includes explicit or implied threats of bodily harm, weapon possession, extortion, repeated insults and/or teasing, assault, social ostracism, sexual harassment and intimidation.

Cheating - the use or attempted use of information, academic work, research or property of another as one's own. Cheating shall include but not be limited to sharing knowledge during an examination or the unauthorized use of notes or other materials in an examination. Cheating shall also include the willful disobedience of testing rules.

Complicity - the association or participation in any act or the agreement between more than one individual to commit an act where the act ultimately is committed or attempted by any one or more of the individuals.

Conference - a meeting/discussion, in person or by telephone, between a school employee and a student and/or parent.

Controlled Substance –

- (a) alcohol;
- (b) any narcotic or dangerous drug; glue, paint, or any intoxicating substances that may excite or stupefy an individual or diminish the individual's physical or mental capacity when possessed for such purposes;
- (c) any other potential mind-altering substance, including marijuana;
- (d) drug paraphernalia, as defined by A.R.S. 13-3415;
- (e) any other substance enumerated in A.R.S. 13-3401, as well as any imitation controlled substance listed in A.R.S. 13-3451.

Medication shall not be considered a controlled substance so long as the medication is either

- (1) prescribed by a physician and used in accordance with the prescription and Governing Board policies or
- (2) a proprietary medicine as defined in A.R.S. 32-1901 (39) when used in accordance with parental instructions and school policies/practices.

Chemical or Biological Threat – threatening to cause harm using dangerous chemicals or biological agents.

Dangerous item – an item which could be used to cause bodily injury, or threaten or intimidate another person.

Examples include air soft gun, BB gun, knife with a blade of 2.5 inches or less, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas.

Defiance/Non Compliance - refusal to comply with a reasonable request by school personnel.

Defiance of School Authority - refusal to comply with a reasonable request by school personnel.

Destruction - damaging, destroying or defacing school property or the property of any other person.

Destructive Device – a category of firearm that includes an explosive, combustible, or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable or sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination or parts either designed or intended for use in converting any device into a destructive device or from which an destructive device may be readily assembled.

Disrespect - display of rude or discourteous behavior toward a school employee.

Disruption - any conduct that causes, is intended to cause, or that is reasonably likely to cause a breakdown in the orderly process of instruction and/or school activities.

Disorderly Conduct - conduct that is reasonably likely to disrupt, or that does disrupt, the regular or normal school functions or any school process or activity.

Display of Affection - visible affectionate physical contact that exceeds accepted standards of reasonable public conduct.

Ditching - the failure to attend class without an approved reason.

Dress/Appearance – apparel and/or accessories that have or may cause a disruption to the educational process. See Appendix D.

Drug - a controlled substance as defined herein.

Drug Paraphernalia – any accessory, apparatus or equipment that may be used in the manufacture of or utilization of an illicit substance, or otherwise as defined in A.R.S. 13-3415.

Endangerment – a person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.

Explosive Devices - any apparatus or substance that is capable of exploding or causing an explosion

Extortion - a person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following: 1. Cause physical injury to anyone; 2. Cause damage to property; or 3. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule; 4. Cause anyone to part with any property.

Failure to Report - the failure to report to school employees or administrators any infraction about which a student has knowledge.

False Information - intentionally giving an untrue communication to any school personnel.

Fighting - participation in an incident involving physical violence.

Fire Alarm Misuse – ringing a fire alarm when there is no fire.

Firearm - any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. Firearm does not include antique firearms that are permanently inoperable.

Forgery - the unauthorized or untrue making or alteration of a written document or another person's name or signature.

Gambling - to engage in a game or other activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Harassment, Nonsexual - a person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person: 1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses; or 2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist; or 3. Repeatedly commits an act or acts that harass another person; or 4. Surveys or causes another person to survey a person for no legitimate purpose; or 5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.

Hate Crimes - any act designed to frighten, harm, injure, intimidate or harass an individual, which is motivated in whole or part by the student's bias. The student's bias may include, but not be limited to, race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

Hazardous Materials/Dangerous Items - any item that could be used to inflict damage to a person or property, or create a substantial disruption.

Hazing - any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution. (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

Homicide - includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person.

Illicit Drugs - includes (1) marijuana; (2) dangerous drugs, which includes ecstasy, hallucinogens and methamphetamines; (3) narcotic drugs, which includes cocaine, crack, and heroin; (4) prescription only drugs abused by a student; (5) over the counter medications abused by a student; (6) peyote ; (7) inhalants, which includes paint or glue; (8) any other substance prohibited by Arizona's criminal code; or (9) any other substance represented as an illicit drug. Prescription drugs and over the counter medications shall not be considered an Illicit Drug so long as the medications is either 1) prescribed by a physician and used in accordance with the prescription and Governing Board policies or 2) a proprietary medicine as defined in A.R.S. 32-1901(39) when used in accordance with parental instructions and Governing Board policies.

Inappropriate Language - the departure in the use of language from what is normally considered to be acceptable within the environment of a school or area.

In-School Suspension - assignment of a student to a designated supervised room for part or all of a school day.

Insubordination - any action involving defiance or disregard of authority and/or school rules and regulations.

Intimidation/Threat - verbal, written or physical communications or acts made with the intent or reasonable effect to inflict fear, injury or damage or to realize personal gain.

Intoxicating Agent - any controlled substance.

Indecent Exposure or Public Sexual Indecency - a person commits indecent exposure if he or she exposes his or her genitals, anus, or buttocks, or she exposes the areola or nipple of her breast or breasts and another person is present. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts: 1) an act of sexual conduct; or 2) an act of oral sexual contact; or 3) an act of sexual intercourse.

Injury Prone Behavior - intentional, negligent or reckless behavior that has a reasonable possibility of hurting or damaging oneself or others or the property of others.

Kidnapping - a person commits kidnapping by knowingly restraining another person with the intent to: 1. Hold the victim for ransom, as a shield or hostage; or 2. Hold the victim for involuntary servitude; or 3. Inflict death, physical injury or a sexual offense on the victim; or 4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.

Leaving Campus - leaving school grounds except where generally permitted for all students without receiving prior approval from the proper school authorities.

Loitering - when an individual is present in or about a school after a reasonable request to leave or without authorization or a legitimate reason for being there.

Lying - intentionally giving an untrue communication.

Malicious Damage - conduct with the intent to cause loss or harm resulting in injury to person, property, or reputation.

Normal Educational Process - the normal operation of the school or school district.

Not Pursuing the Course of Study - refusal to follow the established curriculum or syllabus in a particular subject or course of study.

Obscene Statements or Materials - statements and materials which an average student, applying contemporary school standards would find, taken as a whole, appeal to prurient interests and, taken as a whole, lack serious literary, artistic, political or scientific value. The standard is that of the school community with a recognition that students are, as a class, younger and more sensitive than the general adult population.

Other weapons – a weapon, device, instrument, material, or substance, animate or inanimate, which is used for, or is readily capable of causing death or serious bodily injury. Examples include club, baseball bat, brass knuckles, nunchuakus, knife with a blade length at least 2.5 inches.

Paraphernalia - any accessory, apparatus or equipment that may be used in the manufacture of or utilization of illicit drugs, or otherwise as defined in A.R.S. 13-3415.

Physical Abuse - any act intended to cause injury to another, that is reasonably likely to cause injury to another, or that a reasonable person would find insulting or offensive.

Plagiarism – to steal and pass off the ideas or words of another as one's own.

Pornography – is the sexually explicit depiction of persons, in words or images.

Possession of Stolen Property - to hold an item or items without the permission of the owner.

Profanity - the departure in the use of language from what is normally considered to be acceptable within the environment of a school or school- related area.

Public Display of Affection - visible affectionate physical contact that exceeds accepted standards of reasonable public conduct.

Refusal to Identify Self - refusing to give correct name when requested to do so by school personnel, or the use of another person's name of identify as one's own.

Robbery - the unauthorized taking of property of another by force, violence, or threat.

Sale of Intoxicants - the transfer of ownership from one person to another for a price or item of value, any controlled substance.

School Threat – any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

Sexual Abuse or Sexual Conduct with a Minor and Child Molestation – a person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast with a child under fifteen years of age.

Sexual Assault (Rape) – a person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

Sexual Harassment - is unwelcome conduct of a sexual nature that denies or limits a person's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favor, and other verbal, nonverbal, or physical conduct of sexual nature.

Sexual Harassment with Contact – sexual harassment that includes unwanted physical contact of non-sexual body parts.

Sexual Misconduct - public sexual indecency by engaging in one or more of the following: sexual contact, sexual act, indecent exposure, etc.

Simulated Firearm – any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portray as a firearm.

Solicitation – a person commits solicitation if such person requests, commands, or encourages another person to provide him or her with information concerning where to purchase or obtain a substance or item the possession of which is illegal and/or prohibited by school policy.

Tardiness – arriving to class after the scheduled starting time.

Theft – taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. Theft includes controlling the property of another with the intent to deprive the other person of such property, which is commonly referred to as possession of stolen property.

Threat/Intimidation - verbal, written or physical communications or acts made with the intent or reasonable effect to inflict fear, injury or damage or to realize personal gain.

Tobacco - ground up leaves used for smoking or chewing, or manufactured products such as cigars or cigarettes, e-cigarettes or vapes, known to be addictive and dangerous.

Trespassing/Unauthorized Area - the unauthorized presence of an individual on school property or the unauthorized presence of an individual in an unauthorized area of school property.

Truancy - absence from an assigned class and/or required school function without a proper and timely excuse.

Unexcused Absence - absence from class without a proper and timely excuse that is approved by school authorities.

Vandalism - destroying, mutilating, damaging or defacing objects or materials belonging to the school, school personnel, or other persons.

Vandalism of Personal Property – willful destruction or defacement of personal property.

Verbal Abuse - Obscene language, name calling, racial slurs or derogatory statements addressed to another individual or group of individuals.

Vulgarity - the use of offensive language; repulsive language; any obscenity.

Weapons - An object in one's possession that is used, is attempted to be used, or is commonly used to threaten or inflict bodily harm to another person or destroy property. Weapons also include any object that reasonably appears to another as an item that is being used or that is commonly used to inflict bodily harm on another person or to damage the property of another.

DEFINITIONS OF CONSEQUENCES

The following is a list of consequences available to the school for disciplinary purposes. We reserve the right to use any and all consequences, and modify any and all consequences, to fit the circumstances and/or extenuating circumstances necessary to provide appropriate levels of discipline for each individual student.

1. Reminder

An informal conference in an administrator's office between an administrator and a student. The student is reminded of the rules or regulations regarding student behavior.

2. Reprimand

A formal conference and warning from the school official to the student for continuing misbehavior. A student commitment, in writing, to changing to an acceptable mode of behavior is required. Written communication is sent to the parent.

3. Conference

The parent is notified either verbally or in writing of student misconduct and the requirement for an acceptable mode of behavior. The conference may be conducted between students, parents, school officials, or other individuals concerned. If the parent does not respond within three (3) school days, the student is restricted pending the conference.

4. Time out in alternate placement

Assignment of a student to a designated supervised room for part, or all of a school day.

*** 5. Restriction Pending Conference**

The student is removed from school until the parent communicates with the appropriate school officials and arranges for a conference. If the parent does not respond within ten (10) school days, a hearing will be held and the student will be withdrawn from school.

*** 6. Short Term Suspension**

Removing the student from school for a specified length of time, not to exceed ten (10) school days. A parent conference is required prior to reinstatement. If the parent does not respond within ten (10) school days, a hearing will be held and the student will be withdrawn from school.

*** 7. Long Term Suspension**

Removing the student from school for a specified length of time, a minimum of eleven (11) school days and a maximum of one hundred seventy-nine (179) school days. If the parent does not respond within ten (10) school days of the effective date of the suspension a hearing will be held and the student will be withdrawn from school.

*** 8. Expulsion**

Permanent exclusion of a student from school. Governing Board action is required. Appeal for reinstatement is available and must be approved by the Governing Board.

*During the period of this suspension, your child may not attend school (#5-#8) or any extracurricular activities associated with the school. (#5-#8).

DVA strives to treat all students on a fair basis and will not discriminate on the basis of race, color, religion, sex, handicap or national origin. We assure equal opportunity and due process to each student.

HAZING

Desert View Academy prohibits hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted in our school. A person who reports or complains regarding hazing may report or complain directly to the school administrator or to a professional staff member. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. At a minimum, the Behavior Referral Form shall be completed containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out.

DEFINITIONS

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accordance with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

REPORTING/COMPLAINT PROCEDURE

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies.

The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency. A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose.

At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

CAFETERIA LUNCHES

Desert View Academy participates in the National School Meal Program. Only lunch is served at DVA. A Family Meal Application for reduced or non-priced meals will be given at orientation. Applications are also available in the school office.

- If you currently receive get Food Stamps, Cash Assistance (CA), or Food Distribution on Indian Reservations for your child, that child is qualified to receive non-priced meals.

- If your total household income is at a certain level your child may qualify for reduced or non-priced meals.
- If you have a foster child, that child may be eligible for non-priced meals.

The monthly menu may be found on the school website.

TRANSPORTATION: Bus, Car Rider Pro

Your child's safety, from the moment they leave your home in the morning until they return safely that afternoon vitally important. This can best be achieved by working together.

BUS SAFETY

You can help by discussing with your child a few simple and effective precautions concerning their time away from home. These precautions include making sure you and your child understands following:

- The walking route to and from the bus stop and the proper behavior en route
- The safety precautions and appropriate conduct to be maintained at the bus stop and on the bus.
- The correct bus route color
- What to do if the bus is more than 15 minutes late
- Carry some form of ID at all times

In addition, it is critical that your child ALWAYS boards and departs the bus at the correct stop, known and approved by you. A signed note from the parent/guardian is required for a student to occasionally get off at a different stop for special circumstances, not on a regular basis. Children should be at the bus stop 10 minutes prior to the scheduled pick up time. Supervision is not provided for students at any of our bus stops. For safety precautions, please do not leave your child unattended.

Although we hope it will never be necessary for your family to be concerned with violations of bus rules, you and your child should be aware of the discipline procedures designed to correct problems. Please take a few moments to go over these rules included below.

The consequences of inappropriate behavior or actions on the bus are fully explained in the Student Code of Conduct. Transportation is a privilege provided for students. Failure to comply with rules may result in loss of bus privileges. PLEASE NOTE: Incidents involving major violations described in the Student Code of Conduct may result in a suspension of riding privileges.

Unlike non-chartered district schools, **DVA RECEIVES NO STATE TRANSPORTATION FUNDING**. This means we must be as efficient as possible while still providing safe transportation. Bus stops are reviewed carefully on an ongoing basis for safety and effectiveness. As a result, they may change from year-to-year depending upon enrollment. As per state requirements, bus stops may be subject to state, district or homeowner association guidelines. **Students who have 3 unexplained bus absences may have bus privileges revoked**. A note must be sent to the school office indicating why the student is not riding the bus.

By working together we can safeguard your child from potential hazards associated with all aspects of transportation, both on and off the bus.

BUS SAFETY GUIDELINES

Arriving at pickup point:

- Be on time. Leave home in sufficient time to arrive at the pickup point before the school bus.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.

Boarding the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or projects, as it may be difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated.
- Students must remain properly seated, with their back against the back of the seat, and their bottom against the bottom of the seat and keep their hands to themselves at all times.
- Keep your belongings on your lap or put them under the seat. Nothing may occupy space required for seating of other students.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency
- Students will be completely silent at railroad crossings.
- Students will respect the rights and safety of their peers by refraining from the use of loud voices, profanity, and/or obscene language or gestures, teasing or bullying.
- Students will respect one another by not fighting, pushing, or shoving one another.
- Students will demonstrate responsibility by not extending their head, arms, legs or objects out of the bus windows.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Students will help maintain their bus in a clean and safe condition.

- Students will demonstrate good character on the bus by following the directions of their bus driver and adhering to all bus rules as well as following the school behavior policy.
- Students are not permitted to eat, chew gum or drink on the bus with exception of water in a plastic container.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-9-104]
- No weapon, explosive/flammable device, lighters, matches, harmful drug, or chemical shall be transported in a school bus.
- No skateboards, glass items, or balloons will be allowed in the school bus.
- Bats, hockey sticks, golf clubs are not allowed in a school bus.
- Miscellaneous item(s) as deemed to be unsafe or threatening to students is at the discretion of school personnel/driver.
- All electronics, unless approved by administration.

Exiting the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

The consequences of inappropriate behavior or actions on the bus are fully explained in the Student Code of Conduct. PLEASE NOTE: incidents involving major violations described in the student code of conduct may result in a suspension of riding privileges.

CAR RIDER PRO

Desert View Academy utilizes a management system, Car Rider Pro (CRP), for parents/guardians arriving in vehicles to pick up their children after school in the queue. Parents will be issued up to two CRP tags, at no cost. Additional CRP tags may be purchased for \$5.00 each. Any vehicle arriving in the pick up queue must have an active CRP tag displayed from the vehicle's mirror in order to pick up a student. The queue opens 10 minutes before dismissal, 2:40p.m.daily and 12:05p.m. on early dismissal days. If you do not wish to queue up, or have forgotten your CRP tag, you may park in the parking lot and enter through the front door to pick up your child/children.

HEALTH SERVICES

The mission of our school's Health Services Department is to promote the optimum health and well-being of each student. The focus of Health Services is to provide a safe and healthy environment for students and staff, promote lifelong healthy choices, and develop family and community partnerships. Staffed with a trained Health Aide, our services are available to students, parents and staff members for minor health and first aid services and health education.

STUDENT SAFETY AND DISEASE PREVENTION

Students are to report all injuries or illnesses that occur during school hours, regardless of severity, to the health office. Parents may be notified of their child's condition so that arrangements can be made for the student to be picked up from school. **PLEASE COMPLETE THE EMERGENCY INFORMATION FORM SENT HOME WITH YOUR CHILD. IN THE EVENT ANY OF THIS INFORMATION CHANGES, IT IS EXTREMELY IMPORTANT THAT YOU NOTIFY THE SCHOOL OFFICE TO UPDATE YOUR EMERGENCY FORM.**

Parents are urged to notify the health office if your child has special or chronic health conditions such as diabetes, asthma, surgery, etc. so that modifications can be considered.

A physician's written release is required prior to a student returning to school after a hospitalization or a long-term absence (i.e. surgery, illness, trauma, homebound, etc.). The written release should include:

- Reason for hospitalization or absence
- Recommended activity or restrictions
- Instructions for health care while in school

If your child needs medical equipment such as crutches, wheelchair, casts, etc. while at school, **the health office must receive a physician's written instructions.** The physician must specify why the equipment is needed and state any restrictions regarding participation in specific activities such as weight bearing, PE, recess or field trips. The Health Office must receive the physician's written information **before the student returns to school.**

A wheelchair is available in the health office, but is **only** to be used for the transport of students or staff that becomes ill or injured in acute situations during the school day. In the event your child needs crutches or a wheelchair to attend school, you must make arrangements with your health care provider.

Communicable diseases can be avoided by practicing good personal hygiene such as thorough hand washing and covering open lesions to the skin. Parents need to clean and cover open lesions to the skin that their child (children) may incur while at home. If your child has a skin condition or has been treated for a rash, please let us know. You will be called from the health office and your child will remain in the health office to reduce the risk to other children.

Parents are requested to keep their child home from school if he/she has an elevated temperature, nausea, diarrhea or vomiting as well as pink eye. In accordance with Yuma County Health Department and school policy, **the student may return to school when they have been free for 24 hours of fever, nausea, diarrhea and/or vomiting.**

Medication at school

Under certain circumstances, it may be necessary for a student to take medication during school hours.

- Prescribed or over-the-counter medication can be administered when brought to school in its original (non-glass) container, including the physician's instructions, and accompanied by a completed signed parent permission form. Permission forms are available in the Health Office.
- **Our school does not provide over-the-counter medications for students.** Health Aides may provide treatment for pain or fever with fluid hydration, rest, snack, or cold packs, depending on possible cause. The student's parent/guardian will be notified of the student's unresolved pain.
- With limited exceptions as detailed below, medication must be kept in the Health Office and must be administered by the health aide.
- Over-the-counter medications will be administered as directed for age using appropriate guidelines. **These guidelines will only be exceeded if a doctor's written instructions accompany the medications.**
- Over-the-counter medications will not be given for more than three consecutive days without an order from a physician.
- Necessity for self-administration of a prescribed or over-the-counter medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form. The student may carry one daily dose and the medication must remain in the original, non-glass container, including the physician's and manufacturer's instructions. The student shall take extraordinary precautions to keep secure any medication, and under **NO** circumstance shall the student make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto the school campus.
- The school reserves the right, in accordance with procedures established by the Executive Director, to circumscribe or disallow the use or administration of any medication brought onto the school campus. Violation of the regulation may subject the student to disciplinary action or disenrollment from school.

IMMUNIZATIONS

Every student must have:

- Up-to-date immunizations history on file.
- Proof of immunizations must be provided from a documented source. State regulations allow for exemption on the basis of medical or personal belief.
- Parents will be notified by mail when their child is due for an immunization. In accordance to Arizona State Law (A.R.S. 15-872), the appropriate immunizations must be obtained by the specified date or the student will be excluded from school until proof of the immunization or exemption is provided.

VISITORS ON CAMPUS

We welcome visitors to our campus, as they add to the educational experiences of our students. We hope that parents will visit the school, the classrooms of their children, and attend class/school activities. If you would like to volunteer time in your child's class, please complete a Volunteer form in the office. Some limitations (during testing, etc.) may apply per our classroom visitation policy.

All visitors to our campus after 8:00a.m. must digitally sign in at the front office, to receive a visitor's sticker.

Volunteers may not bring children with them who are not enrolled at DVA. Likewise, students may not bring student guests to school, as we cannot accept responsibility for children not enrolled at DVA.

DESERT VIEW ACADEMY PARENT-TEACHER LEAGUE (DVA PTL)

DVA is fortunate to have an active parent group. Parent involvement has helped maintain the high academic standards and effectiveness of our programs. We encourage you to become a member to participate in your child's education. Information on the PTL will be sent home, at the beginning of the year.

FUNDRAISERS

We have made a concentrated effort to limit fundraisers that involve students selling products. The PTL usually sponsors one or two large fundraising efforts each year. Additionally, DVA sponsors cause-specific fundraisers like Pennies for Patients, to stimulate community awareness.

HOME / SCHOOL COMMUNICATIONS

The school is directly responsible for your child's welfare during the school day. We must, however, have cooperation from parents in order for us to fulfill this responsibility. Each child is provided a character based planner as a communication tool between home and school. Students and teachers will write notes in the planner on a regular basis for parent information. Parents also use the planner as a communication tool by writing notes, messages and/or comments for their child's teacher. Parents are expected to view and sign their child's planner as indicated by the child's teacher.

DVA utilizes an automated messaging system to keep parents informed of upcoming activities, emergencies, parent teacher conferences, school breaks, etc. To be effective in our communication, it is imperative to have current phone numbers and email addresses for our families.

Phone calls to make after-school arrangements may not be made at school by the student. For example, if your child normally eats lunch at school, rides a bus, or walks directly home, we have no choice but to insist that the child follow this schedule unless we have a note from you that expresses your desire for change. Many times children will change their own schedules without the knowledge of the home. It is imperative that we know that you are aware of any changes and that you approve.

STUDENT DISMISSAL PROCEDURES

Students are dismissed following routine procedures each day. Parents are expected to discuss dismissal plans with their children on a daily basis. Any out of the ordinary request regarding your child's scheduled procedure/routine must be accompanied by a signed, dated, note giving us permission to make a change in the normal routine. A call to the office should not be necessary. Please make every effort to call the office **PRIOR** to 2:00p.m. **with any emergency schedule changes. Emergencies are defined as vehicle breakdowns, family health emergencies, etc.**

INTERRUPTION OF INSTRUCTION

Our staff is committed to providing a maximum of student contact time and uninterrupted instruction. We ask for parental assistance with the following:

Lunches/Lunch money/Water - Lunches are to be paid for by the student or parent before or after school. Water bottles will be delivered to the class at the earliest opportunity. In the event your child does not bring sufficient water, water fountains are available.

Phone calls -.In the event of an emergency, please contact office and someone will assist you.

Early pick-up - If your child will be leaving earlier than dismissal time he/she must be signed out digitally at the front office by a responsible adult. The student will not be called out of class prior to your arrival.

Special deliveries - Balloon and flower deliveries cause interruptions to instruction and are therefore not accepted. Parents are reminded that **balloons and glass containers cannot be transported on school buses.**

PARTIES AND ASSEMBLIES

In as much as they contribute to the general welfare of the school and to improving the social skills of the individual student, observances of traditional holidays may be conducted in classrooms under conditions specified by the administration. Parties will be planned in individual classrooms or grade levels. On several occasions throughout the school year, we have various types of assemblies and programs for the students. **If you do not wish your child to participate in one or more of these activities, it will be necessary for you to inform the classroom teacher of your desires before the day of the event.**

WELLNESS POLICY

The goal is to create a total school environment that is conducive to healthy eating and physical activity.

- Food items provided for classroom parties should be consistent with the Arizona Nutritional Standards. All food provided for students during the school day must be in the original container and purchased from a licensed retailer. **Home baked goods are not permitted.**
- Arizona Nutritional Standards apply to all food and beverages consumed during the normal school day.
- Exception – There will be scheduled classroom parties during the school year in which we will allow “special” treats (cupcakes, cookies, etc.). Again, home baked goods and items removed from original packing are not permitted.

5th GRADE ACTIVITIES

The 5th grade staff plans activities to celebrate the accomplishments that our 5th grade students have demonstrated during their careers with us. One example is the 5th grade field trip. The staff and administration reserve the right to deny attendance at such events based on behavioral or academic concerns. We encourage participation in the fundraising activities that support the 5th grade field trip.

SCHOOL PROPERTY/TEXTBOOKS/TECHNOLOGY

All students are expected to demonstrate proper respect for the school building and its contents. Failure to do so will result in disciplinary action that could include, depending on the seriousness of the situation, involvement with law enforcement agencies. Students are responsible for all school material that have been assigned to them. The classroom teacher will check these materials periodically. Charges to replace lost, stolen or damaged books, technology items and library materials must be paid at the time of the incident.

PERSONAL PROPERTY

Any valuables brought to school are subject to a number of risks. Please do not wear precious jewelry, expensive timepieces, or heirlooms. **(Electronic games, MP3 players, Ipods, cell phones etc., are not permitted for use during the instructional day, at recess or on the bus.) Administration may grant privilege on special occasions.**

We ask that students do not bring personal property to school. Toys often cause distractions or problems within the classrooms. The only exception to this rule would involve teacher approval for a child to bring some items from home for a specific purpose. Many problems have been encountered because a child's toy or personal sports equipment item has been lost, stolen, or destroyed. The school assumes no responsibility for the loss of personal items.

All necessary personal articles, such as lunch boxes, jackets, sweaters, i-readers, and other articles that the student could misplace should be clearly marked with the student's name. Parents are also reminded that THE SCHOOL DOES NOT INSURE STUDENT PROPERTY. If your child brings any personal property, including cell phones, electronic games, MP3 players, Ipods, i-readers, musical instruments, games, balls, bicycles, watches, valuable bicycle accessories, etc. to school, DVA assumes no responsibility if it is lost, stolen or destroyed.

LOST AND FOUND

A lost and found box is located in the front office for small items. Large items are displayed in Character Central in a place convenient for students and parents to search. To prevent loss of personal items, **we encourage parents to label clothing and lunch boxes with children's names.** Feel free to look through the lost and found items, when something is missing. We will periodically donate unclaimed items to the needy.

SELLING AND TRADING

Due to the danger of loss of money or personal items and misunderstandings, it is not appropriate for students to sell, buy, or trade personal belongings (baseball cards, toys, clothes, jewelry, etc.) at school or on the bus. There is to be **absolutely no selling of items by students for personal profit** (e.g. candy, pencils, stickers, raffle tickets, etc.).

The school also strongly discourages bringing money to school other than the amount needed for lunch or some other school function. For events such as the Book Fair, students may bring in a reasonable amount of money for purchases. Students are not to give money or purchase items from other students.

PETS

We all like pets. However, they do not belong at school. Please help us keep them off the playground. If your child is a bus rider, please make sure the pet does not follow him/her to the bus stop. Yuma County Animal Control will remove stray animals from school grounds.

PROHIBITED ITEMS

The use of cell phones is prohibited. Students may possess cell phones for use before and after school hours. **These items should not be visible during school hours.** If used during school hours, these items may be confiscated and the student will be charged according to the school discipline policy. It is recommended that such devices not be brought to school. **Administration is not responsible for any damage, theft, and/or loss of these devices.**

Other prohibited items include permanent markers, cigarette lighters, and anything containing mercury or other hazardous materials, laser devices, water balloons, water guns, or any other water object, and any items that have the potential to inflict harm or damage.

Remember, the school is not responsible for lost, stolen, or damaged property, including, but not limited to, items in backpacks and automobiles. **Administration will not investigate for personal items that are lost or stolen on the campus.**

GENERAL SAFETY GUIDELINES

1. Start for school early enough to arrive at school without rushing. (Playgrounds are opened and supervised at 7:15a.m. daily)
2. Cross, when possible, at intersections protected by an adult.
3. Walk on the sidewalk.
4. Do not approach or enter strange automobiles.
5. Go directly to school or home before beginning play.
6. Do not bring electronics to school.
7. Do not bring an object to school which can hurt someone.
8. Roller skates and skate boards do not belong at school.
9. Students who ride bicycles or scooters to school are expected to walk them on school grounds. **BIKE HELMETS ARE MANDATORY.**
10. Park your bike or scooter in the bike rack. Always lock your bike or scooter in the bike rack.
11. Walk on campus.
12. Gum is prohibited on campus, except when provided school personnel.
13. Students who choose to disregard our school standards are subject to consequences which range from a conference with the principal to suspension from school, depending on the severity of the offense.

FIELD TRIPS

Students have the opportunity during the year to go on field trips to various places of interest with the class. This is a privilege. A permission slip will be sent home at the time of the trip. Students must have a signed permission slip to attend the trip. Exclusion of a student from a field trip could result from such extreme behavior as to indicate that attendance would jeopardize the educational experience or enjoyment of others. Any such exclusion would require prior discussion with the parent. If you are interested in joining your student as a chaperone, contact the teacher and offer to serve. As a chaperone, you will support the teacher by helping to supervise students and ensure the safety of all. **Parents going on field trips will not be allowed to bring siblings.**

INTERNET

Students have the privilege of using internet and other electronic information resources throughout the instructional day.

I. Prior to being allowed the privilege of using the internet each student will:

1. Have expectations and procedures explained
2. Sign and have a parent co-sign an Acceptable User Agreement

II. Students are expected to use the Internet for educational endeavors and research within the goals and objectives of our curriculum. Although teaching staff will be present, individual, close supervision may not always be available. Teachers and administrators may review a student's computer files and communications to ensure that the student is using the Internet responsibly. Irresponsible use may result in loss of usage and disciplinary consequences as appropriate.

SERVICES TO HANDICAPPED INDIVIDUALS

DVA will provide necessary services to handicapped individuals (students and/or parents). The parent should provide reasonable advance notice of their need for auxiliary aides and services.

SEX DISCRIMINATION AND SEXUAL HARASSMENT PROHIBITED

It is the policy of the school that there is no discrimination against any student or employee on the basis of sex. In keeping with that policy, the school will not tolerate sexual harassment by any of its students. Sexual harassment is a violation of the school's discipline policy. The school considers sexual harassment to be a major offense that may result in disciplinary action.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask a school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, a school discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20292 – 4605

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that we, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in writing. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs, and
- Sports activity sheets showing team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies to provide military recruiters upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the Local Education Agency (LEA) that they do not want their student's information disclosed with prior written consent.

If you do not want DVA to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by **September 1st**.

The school has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance and enrollment status (e.g., part time or full time)
- Grade level
- The most recent educational agency or institution attended

CHILD FIND PROCEDURES FOR STUDENTS WITH DISABILITIES

Services to disabled students are available, through special education, for all eligible students, ages birth through twenty-one. Services include screening, referral for an evaluation, identification and placement of students who qualify for special education into the appropriate services.

For ages 5 through 21, services are carried out by the school which services the student and includes screening, referring for evaluation, evaluating, identifying and placing disabled students into appropriate services. Questions about these matters should be directed to the principal.

Screening

- Screening of a student's abilities in the areas of vision, hearing, cognitive or academic skills, communication, motor, social or behavioral skills and adaptive development shall be completed within 45 calendar days after enrollment for each kindergarten student and new student enrolling without appropriate screening records from his previous school.
- In addition to formal hearing and vision screening, screening includes use of teacher rating scales, progress reports and/or observation reports to find students who should be referred for formal evaluation, due to a suspected disability. Screening activities do not include detailed individual evaluation procedures such as psychological testing.
- The school must inform the parents, within 10 school days, of any concerns arising from screening and inform them of proposed follow up on the student's needs.
- Records of screening results will be maintained in the student's cum file.

Referral for Evaluation

- Students about whom there is a concern, as a result of screening, will be referred for a full individual evaluation or other services. Written parental consent for referral is required. The parent consent shall be sought/obtained within 15 calendar days after the disposition of the referral/determination to evaluate.
- The written notice of referral will include a copy of the procedural safeguards available to the parents of a child with a disability.

Evaluation and Identification

- A written evaluation shall be prepared by a multidisciplinary team, which will include at least one teacher or other specialist with knowledge in the area of the suspected disability, a regular education teacher, the evaluator, and the parent. The evaluation shall include determination of the student's primary language.
- The evaluation shall be completed within 60 calendar days after obtaining written consent of the parent/guardian for the evaluation, or absent such consent, within 60 calendar days following mediation of due-process procedures.
- The evaluation shall assess the capabilities and limitation of the student in all areas of suspected disability, including where appropriate health, vision, hearing,

social and emotional status, general intelligence, academic performance, communicative status, and motor abilities.

- Evaluation data shall include evaluations and information provided by the parents of the child, current classroom based assessments, observations by teachers and related service providers, and additional data, as needed, to determine if the student is a child with disability under one of the categories of IDEA and state law.
- Children, who are identified as having a disability, will be provided an individualized educational program, which requires parent consent for initiation.

PURCHASE/USE OF CURRICULUM

Curriculum objectives are developed and are reviewed and revised on a regular schedule. After the curriculum is adopted, specific materials are reviewed, selected and purchased in consultation between classroom teachers and administrators. All students will receive the necessary materials and support to successfully master the curriculum.

SUPPLEMENTAL INSTRUCTIONAL MATERIALS

The school provides guidelines to all teachers to be followed when selecting movies/videos and supplemental materials for educational use. Your child will not be shown a movie/video with a rating other than "G".

REPORTING TO LAW ENFORCEMENT

In accordance with school reporting requirements, all discipline violations which result in a major physical injury to another student must be reported to the Yuma Police Department for further investigation. It will be up to law enforcement to decide if charges will be filed in each incident.

After a police report is filed and the resulting investigation is complete, the school is at liberty to conduct its own investigation and take disciplinary action as appropriate to the infraction. It is not necessary for charges to be filed by the police department in order for the school to take action for any violation. Please note that DVA takes a very strong stand against any incidents of sexual misconduct; this type of behavior will also be reported to law enforcement for investigation.

It is imperative that you review this information with your children. What might start out as something relatively innocent could progress into a situation in which a police report could be filed. There are no exceptions allowed in this policy based on age or grade level, therefore, it is important to reinforce these guidelines with all children.

WHAT PARENTS SHOULD KNOW ABOUT ARIZONA'S MANDATORY REPORTING LAW

The most important responsibility of every professional educator is protecting the welfare of the students in his/her care. The purpose of Arizona's mandatory reporting law, A.R.S. § 13-3620, is to ensure the safety of children. Therefore, educators take their duty to report possible situations of child abuse very seriously. *All* staff are required to participate in extensive training regarding school policy and Arizona's mandatory reporting law. Below is a brief overview regarding Arizona's mandatory reporting law, which governs personnel of this school. A.R.S. § 13-3620 states that "any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means. . .shall immediately report or cause reports to be made of this information" to law enforcement or Child Protective Services.

If the suspected abuser does not have care, custody or control of the minor, the report shall be made to law enforcement only. Recent changes in the law no longer require educators to have visible evidence of abuse. Educators may form a reasonable belief that abuse has occurred based on their own observations, information provided by the student, or information provided by a third party. It is *not* the responsibility of the educator to investigate in order to determine that abuse has occurred; rather, the educator is responsible to make the report to those agencies that have the legal responsibility to investigate and make such a determination.

If an educator makes a report regarding possible abuse, it is the responsibility of law enforcement or CPS, **not the educator**, to contact the child's parents about the incident. Additionally, any inquiries about the situation will be referred to law enforcement or CPS. School personnel *cannot* release written documentation regarding a situation being investigated.

In the event that a report ever needs to be made to authorities regarding possible abuse of your child, please be assured that the **first** priority of educators is the well-being of your child.

DRUG AND GUN-FREE SCHOOL ZONES

Our school has been declared to be a Drug and Gun-Free School Zone. Under federal and state laws, anyone found to be in possession of prohibited substances or firearms in a Drug-Free or a Gun-Free Zone is subject to stiff penalties, in addition to any other federal, state or local penalties. Sentences imposed under these provisions of the law may not be served concurrently with any other sentences that are imposed. **Do not bring prohibited substances or firearms into these areas at any time.**

TOBACCO-FREE CAMPUS

The Pro-Children Act, enacted as part of the Goals 2000 Educate America Act, requires educational institutions that receive federal funds to regulate smoking. In compliance with federal law, this school has a tobacco-free environment policy. Effective August 1, 2010, use of tobacco and tobacco products is prohibited on all school property, including parking lots. This policy applies to all students, employees, volunteers, and visitors. **When you are on any part of the DVA campus (including playground and parking lots) please be supportive of this policy and avoid the use of any tobacco products.**

For violations of the PCA by providers of education or library services, contact the Office of Safe and Drug-Free Schools, 400 Maryland Ave. SW, Washington, DC 20202-6450, facsimile: (202) 260-7767, phone (202) 260-3954.

SCHOOL EMERGENCY RESPONSE

Should a critical or emergency situation arise in our area or on campus while school is in session, we have a comprehensive Emergency Response Plan providing step-by-step guidelines for maximizing safety, efficiency, and communication.

Our school conducts emergency drills on a consistent basis throughout the school year. Emergency drills (Evacuation/Lockdown/Shelter-In-Place/Off-Site Evacuation) provide the opportunity to practice safety procedures ensuring students and staff are aware of all processes including where to report and what to do in the event of an emergency.

What Parents Need To Know in an Emergency

- ✓ Information is available by calling the Central Office at 928-317-3113.
- ✓ **Do not telephone the school directly.** School telephone lines may be needed for emergency communication.
- ✓ Stay tuned to local television and radio stations for emergency information.
- ✓ Unless the emergency requires students to be evacuated to another location, students will be kept at the school.
- ✓ If students are evacuated to another location, parents will be notified by Central Office personnel.
- ✓ A student will only be released to parent(s) or authorized individuals identified on the student's **Health/Emergency Information Form.**

Parent Notification in an Emergency Parents will be contacted by school personnel in an emergency situation involving their child. Parents are also encouraged to register to receive emergency information via automated system. By registering, parents will receive notification via telephone, cell phone, e-mail and/or text when the Emergency Alert System is activated.

Students will be released only to parents and persons identified on the Emergency card.

STUDENT CONCERNS, COMPLAINTS OR GRIEVANCES

Per school policy, students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, intimidation, bullying or personal safety provided that the topic is not the subject of disciplinary or other proceedings under other policies and regulations of the school, and the procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. A notice of this policy and forms for submitting complaints are to be available to students and staff in the school offices.

AIR QUALITY ALERT PROCEDURE

The Arizona Department of Environmental Quality issues Air Quality Alert Days. Individuals with asthma or other respiratory conditions are most at-risk. Ozone can cause shortness of breath, coughing, wheezing, chest pain and headaches.

Health Services will post the advisory on the school marquee and notify all appropriate personnel. Parents are responsible for informing the school that their child/children are to have a modified/alternative schedule.