



**STUDENT/PARENT
HANDBOOK
2008-2009**

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“Desert View Academy: Where Character Counts & Eagles Soar!!”

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WELCOME TO THE DESERT VIEW ACADEMY COMPLETE LEARNING EXPERIENCE

Mission Statement

It is the goal of Desert View Academy to inspire students to become citizens of character and integrity, while achieving their fullest academic potential and becoming life-long learners.

6/4 Culture

At Desert View Academy we foster a culture of high moral character and academic excellence. Therefore, we emphasize and implement the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship (TRRFCC) and the four domains of instructional effectiveness: planning/preparation, learning environment, instruction and professional responsibility (PLIP).

Belief Statements

- We believe that the parent/guardian is the child's primary teacher.
- We believe that Desert View Academy plays a supporting role in equipping your student for academic success.
- We believe that together, through a strong and consistent partnership, we can facilitate a strong, comprehensive learning experience for your student.
- We believe that these six pillars of character (trustworthiness, respect, responsibility, fairness, caring and good citizenship), need to be consciously developed.
- We believe in logical consequences. Accountability promotes mature, self-sufficient learners.
- We believe that learners for life are created when the student develops a genuine desire to learn. This desire should not be motivated by a desire to want to please others. It should develop at the discovery that learning is fun, desirable, and the right thing to do.
- We believe that lifelong learners become successful participants in life.

What is Desert View Academy?

Desert View Academy is a public charter school sponsored by the Arizona State Board for Charter Schools. Desert View Academy is a not-for-profit public corporation committed to providing a quality education for every student.

Registration Requirements

To register a student at Desert View Academy, parents must complete an enrollment packet, and submit an original copy of the student's birth certificate, current immunization records indicating that required immunizations are up to date, and a report card from the last school attended. If your child is a returning student, all debts from the previous school year must be paid prior to being accepted for enrollment in the current school year.

Attendance

Securing an education is one of the most important accomplishments of any young person, both because of the satisfaction to the individual and because of the value to our country. Therefore, a student enrolled in Desert View Academy has his/her first duty to be present for school every day unless unable to attend due to illness or other acceptable excuses as noted below.

The state of Arizona mandates compulsory attendance as stated in revised statutes (State Laws) Title 15-802. Truancy will not be tolerated. A child who misses one class during a school day is "truant" (ARS 15-803.C.2) A child who is truant 5 days during any one school year is considered "habitually truant" (ARS 15-803.C.1). Parents will receive a warning notice upon the fifth unexcused absence. Any unexcused absence thereafter will warrant a referral to Yuma County Juvenile Justice Center. This may result in the parent being fined or incarcerated.

All students enrolled in Desert View Academy are required to attend school daily unless officially excused. All students are required to be in their scheduled classes on time, or they will be considered tardy. Please plan doctor visits, vacations and outings around the school calendar. School funding is based on actual attendance; therefore, it is important that your child attend school daily. Students who are absent for 10 consecutive days will be dropped from our enrollment. Excused absences may be granted when written documentation of the absence is received the day the student returns to school. Students may receive an excused absence for the following reasons:

1. Death in the family
2. Medical (requires a note from a medical professional if absent 3 or more consecutive days)
3. Other (requires principal approval)

Upon the fourth unexcused absence, parents will be notified in writing of possible referral to Yuma Juvenile Justice Court Center (YJJCC). Upon the fifth unexcused absence a referral to YJJCC will be filed. **Unexcused absences in excess of 5 per trimester may be cause for dismissal from Desert View Academy.**

Class Attendance Policy

Parent/Guardians are to call the school office (#314-1102, ext.225) on the day of the absence by 8:00 a.m., whether it is a full day absence or a partial day absence. Students who arrive late to school will need to report directly to the office to get an admit slip. Students who arrive one hour (or more) late will be counted absent for the first half of the day. Students who are checked out one hour (or more) early will be accounted absent for the 2nd half of the day. Students who have half day absences will not receive Perfect Attendance recognition. If a student is absent due to illness or lice, he/she will not be allowed to attend any after school or school related evening functions/activities on the day(s) he/she is absent from school. Routine dental and doctor visits for other than illness are not included and the student may return from regularly scheduled appointments to attend an after school or evening event.

Tardies

A part of the learning experience is learning how to be responsible with your time commitments. **A student is considered tardy if he/she arrives after 7:50 a.m.** Students who arrive to school after 8:00 a.m. are to report to the office to receive an admit slip. Teachers will conference with students upon the first two tardies. Upon the third unexcused tardy and any thereafter in one trimester, the student will be assigned lunch detention. The teacher will contact parents/guardians on the third unexcused tardy within a trimester. After the fifth unexcused tardy a notice will be sent home requesting a conference with the Principal or Designee. **Habitual tardies (10 or more in a Trimester) may result in dismissal from Desert View Academy.** Any student who is more than one hour late will be counted absent for the first half of the day which will accumulate and count toward total absences.

Students who have 3 or more tardies in a Trimester will not receive perfect attendance recognition.

Before or After School Hours

Students are not allowed on campus before 7:30 a.m. and should be picked up immediately upon dismissal. **Students who are not picked up by 3:20p.m. Monday-Thursday or 1:35p.m. on designated Early Release days will be charged a late fee of \$15.00 per child. If a child is not picked up within 30 minutes after dismissal (without notification of an emergency) proper authorities will be contacted (police department and/or Child Protective Services).**

Campus Security

For security purposes parents/guardians and other visitors are required to sign in and get a visitor pass at the front office. It is impossible to accommodate every parent with a visitor pass after school. Therefore, **please remain outside the gate when picking up your child at the end of the school day.** The teachers will escort the students to the pick up area and they will remain under staff supervision until they are released to a parent/guardian or escorted to the appropriate bus.

Emergency Information Card

Desert View Academy must have emergency information for each of our students. **PLEASE CALL THE FRONT OFFICE WITH INFORMATION CHANGES.** Should there be an emergency of any kind during school hours this will be our only means of contacting you. **The people listed in your emergency information will be the only ones permitted to pick up your students. NO EXCEPTIONS!** Appropriate identification may be required when picking up your child.

Student Education Records

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free and Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

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 record(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 are inaccurate or misleading. Parents or eligible students may ask a school district 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 records 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 interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); 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 may disclose 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
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

A school may designate information in education records as “directory information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines “directory information” as follows:

The student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights is available upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

School Responsibility

It is Desert View Academy Charter School’s responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years of age.

We are responsible for identifying, locating, and evaluating all children with disabilities within our school and for making appropriate referrals to:

1. Arizona Early Intervention Program (AzEIP) for children birth through 2 years of age for evaluation and services if needed; and
2. School district of residence for children aged 3 through 5 for evaluation and services if needed.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the school, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child’s ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help.

If you have concerns about a child you know please contact the school office for more information.

Withdrawal from School

If you withdraw your student from Desert View Academy, there is a withdrawal form in the office that must be filled out before leaving. Records will not be sent to another school without completing this form. Any debts owed to the school must also be paid.

Health Office

Desert View Academy has a full time CNA-Health Aide/Resource Coordinator on campus. All emergencies, medication administration, and incidents that require first aid will be handled in the Health Office. The goal of Desert View Academy is to provide a safe and secure learning environment for all students and faculty. We ask that you take the time to thoroughly read any forms pertaining to the Health Office before signing. Forms will be kept on file and the parent/guardian will be held accountable upon signing.

Illness and Contagious Conditions

If your child has a fever, vomiting, diarrhea, severe cough or any other illness that has not resolved within the last 24 hours, please keep your child at home. If your child is sick, he/she cannot learn; therefore, if your child is sick, please do not send him/her to school. Your child will be sent home if he/she has a contagious condition, i.e. pink eye, skin rash, a temperature over 100 degrees F, vomiting, unresolved diarrhea, or a severe injury.

Lice

Unfortunately, lice are a problem nationwide. Anyone can get lice, and children are at higher risk because they often play in groups and they share personal items. If your child has lice, you will be called to come pick him/her up immediately. Your child's head should be completely free of lice and eggs before returning to school. Please let the health office know if your child has head lice.

The Health Resource Coordinator will need to check your child before readmission to school.

Medication

Medications from home must be left with the school Health Resource Coordinator or a designated school administrator/employee. All medications must be in the original container. All non-prescription medication must be received unopened. Medications received in anything other than the original container will not be administered on school grounds. Students are also required to self-inject any medication requiring the use of a syringe. These medications must be accompanied with a doctor's prescription and will be administered only in the Health Office. **Students may not transport medication (prescription or over the counter) to school!** All medication must be brought in by the parent or guardian.

Medications **may not** be transported home on the school bus and must be picked up by a parent/guardian. Arrangements must be made at the end of the school year to retrieve these medications or they will be properly disposed of two weeks following the last day of school.

Parent Responsibility

Parents are responsible for medical and dental care for their student. Desert View Academy is not liable for medical expenses for any injuries or illnesses incurred during, before, or after school hours or during school sponsored extra curricular activities.

Grading Policy

Teachers are required to input grades weekly into powergrade. The following guidelines will apply:

Kindergarten through Third Grade homework will be considered as a separate grade and does not count toward the content grade. Fourth through Sixth Grade homework will be averaged as part of the content grade. A letter grade will be determined by averaging all in-class assignments, tests/quizzes, group projects and home projects. Tests may be weighted at a higher percentage than other assignments. Group and home projects to be submitted for a grade must have a scoring rubric. In grades fourth through sixth grades science fair projects are mandatory and will be weighted as 25% percent of the science grade for the third trimester.

Students who are absent will be allowed one day for each day absent to make up work. Late work must be submitted within two days of the due date, but may have points deducted for each day late. After two days, late work will be accepted and graded but teacher has the option to include or not include the grade in the overall average. Assignments more than 10 days late will not be accepted except in instances of long term illnesses or other serious extenuating circumstances.

Progress Reports

Progress reports will be sent home mid-trimester with all students. Additionally, parents will be notified if their child's grade drops more than one letter grade (i.e. from an A to a C, B to a D, etc.).

Report Cards

Report cards will be issued each trimester as indicated on the school calendar. The following is the breakdown of Desert View Academy's grading system:

<u>Grading Standards</u>	
Kindergarten	
E	Exceeds Standards
M	Meets Standards
PA	Progressing & Approaching Standards
FB	Falls Below Standards
X	Not yet assessed
Grades 1-5	
A	Work is superior (90-100%)
B	Work is above average (80-89%)
C	Work is average (70-79%)
D	Work is below average (60-69%)
F	Work is not acceptable for credit toward completion of a Course (59% and below)

Parent/Teacher Conferences

Refer to our school calendar to note the dates that have been designated as parent-teacher conference days for all students. There will be an early release on those dates. Report cards will be sent home with the student at the end of each trimester as designated on the school calendar. Parents or teachers may schedule additional conferences whenever they feel they are beneficial to the progress of the student. Students benefit from good communication between the school and home. Our goal is to develop a strong partnership with you. Parents are encouraged to call, e-mail, or write to teachers whenever such contact would be helpful.

Retention Policy

If a student is at risk of being retained in the same grade the parent or guardian will receive a Possible Retention Notice in the second trimester. The purpose of the possible retention notice is to inform the parent/guardian if the student's progress continues at the current rate, the student will not be promoted to the next grade. A final retention notice will be mailed in the third trimester if the student's progress has not sufficiently improved to warrant promotion. The purpose of retention is to ensure that each student masters the academic work at each grade. Teachers at Desert View Academy are instructed to recommend for retention those students who have not satisfactorily mastered their current grade level academic curriculum. Other factors, such as poor attendance, may also affect the important decision a teacher makes about student promotion or retention.

The decision to promote or retain a student is made by the teacher. The parent or legal guardian may make a written request for a review of the decision by the governing board. This right is mandated in A.R.S. 15-342.11. The request for review must be made within 10 days of the final retention notice.

Lunches

Hot Lunches will be provided, unless otherwise noted. Free or reduced lunches are available for those who qualify for this program. Qualification is based on family income and will be determined based on the USDA qualification form. Forms are available in the office. All parents/guardians are required to fill out the USDA forms. Milk and juice will be available at additional cost. We encourage your child to eat the lunch prepared in the cafeteria; however, he/she may bring his/her lunch from home. Because we want to stress the importance of good nutrition, please do not pack soda pop or candy in your child's lunch. Lunch from outside restaurants or fast food chains, etc. is not allowed except under special circumstances as a reward from the principal or other staff member with the principal's approval. **Do not bring in lunch to your child from outside fast food chains, restaurants, etc.**

Purchase of lunch tickets will take place on Mondays and Fridays in the library between 7:30a.m.-8:00a.m., you may also purchase tickets during the designated lunch times Monday thru Friday. DVA office will not collect lunch money in the office.

Water Bottles

Desert View Academy promotes healthy living and healthy choices. In order to promote the appropriate amount of fluid intake for our geographical location and climate, drinking water is highly encouraged. Students are encouraged to bring in fresh water daily in a water bottle. Students also have the option of purchasing water bottles from the school vending machine. In order to avoid distress over lost or stolen water bottles all students are required to have their first and last names written with permanent marker on the water bottle. Students may place their water bottle in a sock or other absorbent material to absorb water that collects on the outside of the bottle. **STUDENTS SHOULD NOT PLACE WATER BOTTLES OR OTHER CONTAINERS WITH LIQUID IN THEIR BACKPACKS!** If containers leak, it may cause damage to school books and other school items in the backpack. Sports drinks are permissible outside but are not allowed in the classrooms. There may be some exceptions with the principal's approval.

Library Items

Any student who checks out a book or other item from the Drew Gallemore Library will be responsible for returning the book or item in the same condition in which it was checked out. If the book or item is lost, stolen, or damaged, it will be the student's responsibility to replace or pay for it. Parents will be notified if this occurs.

Parent Center

A parent center is now available in the library for parent/guardian use. You will have access to the internet on two computers as well as informational literature and reading materials. **Students are not allowed in the parent center.** If you have a young child or infant with you while in the parent center, please make sure he/she does not disturb the learning of our students who may be in the library. If your child becomes unruly or loud (crying, etc.) you will be asked to leave until the child is calmed.

Parent Teacher League

All Desert View Academy families are highly encouraged to participate in the Parent Teacher League (PTL). PTL is an independent parent sponsored organization, whose sole purpose is to support Desert View Academy in the development and implementation of its programs. Funds raised by the group go directly to help with the enhancement of our children's education and school environment. All parents and friends are encouraged to join us and help make this organization strong and successful.

Parent Involvement

The strength of Desert View Academy is highly dependent upon the participation of parents in the program. Although parents' assistance is limited to specific projects, parents are encouraged to sign up to volunteer in various areas of the school. Contact your student's teacher or the school office if you would like to volunteer your time and talents. **Due to liability and disruptions, young children or infants are not allowed to accompany parents when volunteering.** A Parent Volunteer Guidelines/Interest form must be completed and on file. Parents may not be assigned to supervise a group on a field trip unless a current Finger Print Clearance card is on file.

Snacks and Treats

If you are providing snacks or treats for your child's classmates, they must be pre-packaged store bought. **Homemade baked goods or other homemade food items and treats are not permitted due to health and food handling regulations.**

School Uniforms and Dress Codes

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 must conform to the requirements of law and 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 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. Exceptions may be approved by the principal for special events such as field day, etc. The last Friday of each month will be designated as “Free Dress Day” whereby students may dress in attire other than the school uniform; however, the prevailing rules of modesty, decency, safety, and health shall be enforced. Staff members shall determine if attire is appropriate.

Uniform shirts must be worn daily and maintained. Students should purchase school shirts from the designated vendor in colors of burgundy, white or hunter green. **Boys** will wear khaki, beige, tan or navy blue **uniform style** pants or shorts. **Girls** will wear khaki, beige, tan or navy blue **uniform style** skirts, skorts, shorts, pants, capri pants or jumpers. These items may be purchased from the retailer of your choice, but we strongly encourage you to purchase uniform attire from the designated vendor to ensure compliance with DVA uniform guidelines. For more information please call the school office. 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 of a solid color, 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, leggings, spandex, warm-ups, sweatpants, cargo pants, etc. are not considered uniform attire.

School jackets are also available in navy blue and hunter green. You may purchase these hooded sweat jackets from our designated vendor. If your child intends to wear a jacket inside the classroom, it must be a school jacket with the logo. Other jackets may be worn outside, but not in the classrooms.

In order to protect students from the sun a hat may be worn while outside and will be the only hat allowed to be worn during school hours. The student’s name will 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.

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.

Students may wear no more than one earring per ear. **Oversized** earrings and/or hoops are 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 principal or designee. In addition, **the parent/guardian will be called to bring in the appropriate uniform attire.**

Uniform violation:

1st Offense: Verbal warning and change

2nd Offense: Lunch Detention and change

3rd to 5th Offense: SRC and change

More than 5 Offenses: Dismissal from Desert View Academy

Desert View Academy Uniform Policy Further Clarification

1. No undergarments may be exposed.
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, shirts should not be exceptionally long or short (should not be long enough to be stepped on or worn under the heel, nor should they be any shorter than the tips of the fingers when the arms are straight down and relaxed at the sides.)
5. Watch, wallet chains or chains of any type attached to belt loop are not allowed.
6. Inappropriate logos, writing, or “artistry” of any kind is not allowed on clothing or backpacks.
7. Bandanas are not to be worn.
8. Shoes must enclose the entire foot (sandals, flip-flops are not permitted)
9. Shoes with wheels are not permitted at school.

Physical Education Uniforms

Students grades K through 6 will participate in Physical Education/Health one time per week for the school year. Your student is strongly encouraged to wear the P.E. uniform which consists of **solid, plain gray or navy blue shorts or sweatpants and a solid, plain white, navy blue or gray t-shirt.** Very small emblems or logos depicting brand names are acceptable on P.E. shorts and t-shirts. Small white stripes down the sides of the shorts are also acceptable. School uniforms may also be worn. **Sneakers with socks must also be worn on scheduled P.E. days.**

Field Trips

Field trips provide students rich opportunities to learn and interact outside the classroom environment. If a student's behavior does not meet the standards of the classroom teacher and school conduct expectations, he/she may be excluded from field trips. A student may be excluded from educational field trips if it is determined that his/her behavior/action might jeopardize the safety and well being of others. DVA students' siblings who also attend DVA **may not** be checked out of school for the purpose of attending a field trip of a sibling in another grade level or class. **This will be counted as an unexcused absence.** If a student is serving in SRC, he/she will not be released to attend the field trip.

The use of the State Tax Credit may be allocated towards your student's **grade level** for qualified extracurricular field trips.

Desert View Academy Rules

Classroom Rules

To be determined by each teacher and approved by the Principal.

Bathrooms

1. Use appropriately.
 - Do not hang or swing on doors
 - Do not look over or under stalls that are occupied
 - Flush the toilet
 - Conserve bathroom products (paper towels, toilet paper and hand soap)
 - Wash your hands thoroughly.
 - Do not put paper or other objects in sinks.
 - No loitering in the restrooms, wait outside for your friends.
 - Use an inside voice.
 - Do your part to keep the bathroom clean.

Walkways

1. Walk in a straight line to the right side of the walk way.
2. Use appropriate voice level and acceptable language.
3. Keep hands, feet and objects to yourself. Hold on to playground equipment, such as basketballs, jump ropes, etc.
4. Stay with your class or group.
5. Stay on walkways; do not veer off on rocks and plants.
6. Protect the landscape throughout the campus; keep campus clean.

Lunchroom

1. Use good table manners.
2. Eat your own food; keep your food on your plate.
3. Use an inside voice.
4. Clean up your own area and follow dismissal rules.
5. Respect the people around you.

Being A Good Audience

1. Keep hands and feet to yourself.
2. Be a good listener.
3. Use good audience skills; speak when spoken to and applaud appropriately.
4. Follow directions and participate with activity.

Playground Rules

1. Play games that are appropriate for school (no pretend weapons or aggressive behavior).
2. Use appropriate language and treat others in a caring manner.

3. Demonstrate good sportsmanship at all times.
4. If someone is doing something you don't like, ask him/her to stop. If inappropriate behavior continues, tell a duty teacher.
5. Line up immediately when bell or whistle sounds.
6. Use playground equipment for its intended use.
7. Playground ends where the trees begin. Students should stay away from the fence.
8. Rocks should remain on the ground and are not to be thrown.

P.E. classes take precedence over recess in any designated playground area, as determined by the P.E. teacher.

Buses

Desert View Academy takes transportation safety very seriously. Riding the school bus is a **privilege** that can be withdrawn for inappropriate behavior. Inappropriate behavior will not be tolerated. Students are to observe all bus rules. Depending upon the severity of the offense, warnings may or may not be given before a student loses his/her privilege to ride the bus. Failure to comply with the bus rules may result in loss of bus privileges for the school year.

Bus Riders

1. Walk to and from the buses using the designated path.
2. Stay clear of the bus until directed to load or unload. (Never walk behind a school bus)
3. Walk four to five feet in front of the bus so that the driver can see you.
4. Follow bus safety rules.

Pick Ups and Students Who Walk

1. If you do not ride the bus, teachers will escort you toward the designated location for pick up. Students should be picked up no later than 3:00 pm or 2:30 pm for kindergarten students (with the exception of those kindergarten students who have siblings attending DVA).
2. On Early Release days students should be picked no later than 1:15 p.m.
3. Walkers must leave the premises immediately upon dismissal.

Items Prohibited at School

- Guns (real or play guns)
- Toys and other items considered a nuisance by the teacher
- Personal Entertainment-Walkman, tape recorder, radios, electronic games
- Skates, Skateboards, Roller Blades, Gliders, and Scooters (unless part of an organized classroom activity)
- Illegal and/or dangerous items (alcohol, drugs, tobacco, etc.)
- Valuable Items – the school will not be responsible for lost, broken, or stolen items. (Do not bring these items to school.) We may contact the police to investigate incidents of theft.
- Pagers, Cell Phones
- Any item that distracts students from their class work.
- Other items deemed inappropriate by the school administration or teachers.

Safe and Orderly School Environment

The plan for a safe and orderly environment at Desert View Academy is based upon the premise of RESPECT. Respect for people, property, and self is basic to a civilized society. At our school, respect is observed among all administrators, teachers, staff, parents, students and community members. When students do not exhibit a level of respect which is appropriate to a safe and orderly environment and positive learning situation, appropriate consequences will be administered based on the discipline matrix. Students have the right to feel safe and secure when attending school. Students are responsible for their actions while attending the school. Parents are partners in the discipline process and their cooperation with the teachers and principal is essential to success in school.

Desert View Academy's discipline and behavior management policy will consist of at least the following:

1. Classroom Rules and guidelines posted
2. Parent/Guardian contact (verbal or written)
3. Behavior Management Referral
4. Appropriate disciplinary action to be determined at the discretion of the Principal or designee.

Behavior Management Referral

1. A Behavior Management Referral may be used when the classroom rules have been violated and notices of concern have not had the desired result, or for infractions of a serious enough nature to bypass other steps in the discipline policy.
2. A written referral will be sent to the office stating specifically what behavior has occurred.
3. The principal/designee will talk to the student and allow him/her the opportunity to tell what occurred from his/her perspective.
4. The principal/designee will determine what consequences the student will receive based on prior referrals and other pertinent information.
5. The principal/designee will determine the appropriate disciplinary action to be taken.
6. The principal/designee will verbally inform the student and provide a written explanation of the referral and action taken to the parent. If the parent is not present, the student will take the written referral form home to be signed by the parent and return it to the office on the next school day. If the referral form is not signed by the parent or guardian and returned, additional consequences may be assigned to the student.
7. Every effort will be made to keep the parent informed during this process; however, for minor infractions, a parent conference may not be necessary. Infractions which result in a Behavior Management Referral will require parent contact (either written or verbal). Every effort will be made to contact the parent by phone; however, if the parent is not available or we are unable to make contact, a written notice will be sent home with your child and we may attempt to contact you the following day.
8. A student who has excessive detentions, (SRC) Student Responsibility Center or (OSS) Out-of-School Suspensions may be prohibited from participating in extra-curricular activities, certain field trips and other activities. (SRC may not be appealed beyond the level of the school principal.)

Detention Policy

1. Detention may be assigned daily (parental notification is not required for detention and detention may not be appealed).
2. Detention will be conducted during the second half of each lunch period daily.
3. Students assigned detention will proceed from lunch to the detention area immediately after dismissal from eating.
4. Detention students will be closely monitored.
5. Students who do not comply with detention rules may receive a behavioral management referral.

Student Responsibility Center

A student may be assigned to SRC as an alternative to out-of-school suspension. The center will be closely supervised and students who are assigned to SRC will be required to complete their classroom assignments while placed in SRC. The placement will vary in length depending on prior referrals and the seriousness of the infraction. Students who are placed in SRC for full days will eat lunch at the detention table. If a student fails to comply with the rules of SRC, he/she may be suspended out-of-school for a period of time to be determined by the principal or designee.

Out-of-School Suspensions

A student may be suspended out-of-school for serious infractions or repeated offenses. **If a student is suspended out-of-school, he/she is not permitted on school grounds nor is he/she permitted to attend any school activity or function for the duration of the suspension.**

Appeal Process

Desert View Academy students/parents have the right to appeal to the school's Appeals Committee for an OSS and/or expulsion once per offense, per trimester when the student has violated the school's policies and/or procedures. It is the parents' responsibility to request the appeal. The appeal procedures will be clearly stated in the out of school suspension/expulsion letter. Depending upon the offense, the student may be placed in SRC pending the appeal process.

Failure to appear for, or if necessary, to reschedule prior to the appeal, will result in denial of the appeal. A Grievance Procedure is available to students/parents who wish to pursue the appeal process beyond this level.

Grievance Procedure

When a student or parent is not satisfied with the result of the appeal process, he/she may appeal to the Executive Director for review of the case. The meeting will be scheduled as soon as possible, but no more than ten days after the request is made. The director's decision is final and conclusive in all discipline/suspension cases. In cases involving expulsion, a written request may be submitted for a hearing with the Desert View Academy School Board. A hearing will be scheduled at the next regularly scheduled Board meeting after receipt of the written request.

DEFINITIONS 2008-2009

- Misbehavior outside the classroom:** Unacceptable behavior which occurs outside the classroom but on campus or school trips or activities
- Failure to adhere to school/classroom rules:** Breaking a school or classroom rule
- Unruly behavior:** Pushing, shoving, physically contacting another student by hands, feet, or body or other disruptive behavior as determined by a staff member or administrator
- Truancy:** Unexcused absence, cutting, ditching, missing, no-show, or being tardy more than fifteen minutes to class (without good cause, as determined by school officials).
- Pager/Electronic Device/Cell Phone:** Any electronic device including, but not limited to pagers, beepers, cell phones, GameBoys, etc.
- Vulgar/Profane Language:** Swearing, cussing, or obscene words or gestures (written, drawn, or verbal) by a student
- Failure to attend detention:** Deliberate refusal to attend, avoidance, skipping detention
- Defiance/Confrontation toward staff member:** Not following the verbal or written instructions of a staff member/confronting an adult in a rude, discourteous, or abrasive manner
- SRC limit for the trimester:** A student may receive no more than 4 separate SRC assignments per trimester
- Smoking/possession of tobacco or paraphernalia:** Possessing tobacco or tobacco products including cigarette lighters, papers, etc.
- Endangerment:** Creating fear in the minds of others and/or placing another student in a dangerous situation which could cause bodily harm
- Extortion:** Creating fear or danger in the minds of others and taking money or items of value in the process
- Fighting:** Physical contact and/or exchanging "blows" with another person in anger
- Inappropriate sexual behavior:** Actions, words, or written language that is sexual in nature and inappropriate as determined by an administrator
- Stealing/possession of stolen property:** Taking or possessing stolen items that do not belong to the student
- Vandalism/Destruction of property:** Intentionally defacing, marking, or damaging property
- Restitution:** Parents/guardians and/or students will refund (cash), return (in same physical condition as taken) or pay for new replacement using current day valuation/costs including labor
- Bullying/Harassment:** Words or actions which cause another person to feel uncomfortable or threatened as determined by an administrator. ***PLEASE READ THE ANTI-BULLYING POLICY and GUIDELINES on the following pages.**
- Threatening language:** Comments such as threatening to kill, bring or use weapons, etc.
- Alcohol/Drug possession/consumption:** Having, possessing or using alcoholic liquids, or illegal drugs including prescription drugs that are not prescribed for the individual and checked in to the school Health Aide office
- Aggravated Assault:** Attacking a staff member or student causing bodily harm
- Alcohol/Drug Distribution:** Selling or distributing alcohol or drugs to another person on school property or at a school activity
- Weapons:** Possessing, carrying, holding, having in backpack or desk any item considered by administration to be dangerous; using an item or object considered dangerous by the administration to create the threat of harm to another person; actual usage of an item or object considered to be dangerous by the administration to cause harm to another person or property.

Desert View Academy

ANTI-BULLYING POLICY

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person physically or emotionally. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumors, teasing
- Cyber all areas of internet ,such as email & internet chat room misuse
mobile threats by text messaging & calls, misuse of associated technology , i.e. computers, camera & video equipment

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All board members, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All board members and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to be truant

- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has lunch or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet
- is nervous & jumpy when a cyber message is received

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

Students will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult.

Teachers and staff will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports using the Four-A-Response process and coaching (Affirm/Ask/Assess/Act)
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for retaliation against students who report bullying

Procedures

1. Report all bullying incidents to administration.
2. Bullying incidents will be recorded by administration.
3. If appropriate, parents will be informed and asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behavior.

Outcomes

- 1) The bully (bullies) may be asked to genuinely apologize. Other consequences may take place to include anti-bullying training/education.
- 2) In serious cases, suspension or even exclusion will be considered.
- 3) If possible, the students will be reconciled.
- 4) After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

We will use local school methods for helping children to prevent bullying. As and when appropriate, these may include:

- Writing a set of school rules and character violations.
- Intensive character education. Signing a behavior contract.
- Writing stories or poems or drawing pictures about bullying.
- Reading stories about bullying or having them read to others stories about bullying.
- Making up role-plays or using professional developed materials.
- Having discussions about bullying and why it matters.

**Desert View Academy
Acknowledgement of Handbook**

My signature indicates I have received a copy of the 2008-2009 Desert View Academy Handbook. I have acknowledged all policy and procedures to be implemented during the 2008-2009 school year and understand that this handbook is a guide and may be adjusted or modified by the school as necessary to insure the safety and welfare of all students and staff.

Student Signature

Date

Student's Teacher

Grade

Parent Signature

Date

This form must be signed and returned to your child's teacher within one week from the start of school or the date of enrollment.