



**DESERT HEIGHTS
CHARTER SCHOOL
(Kindergarten–4th Grade)**

STUDENT & PARENT HANDBOOK

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SCHOOL DIRECTORY

Desert Heights Charter School & Preschool
5821 West Beverly Lane
Glendale, AZ 85306
www.dhschools.org

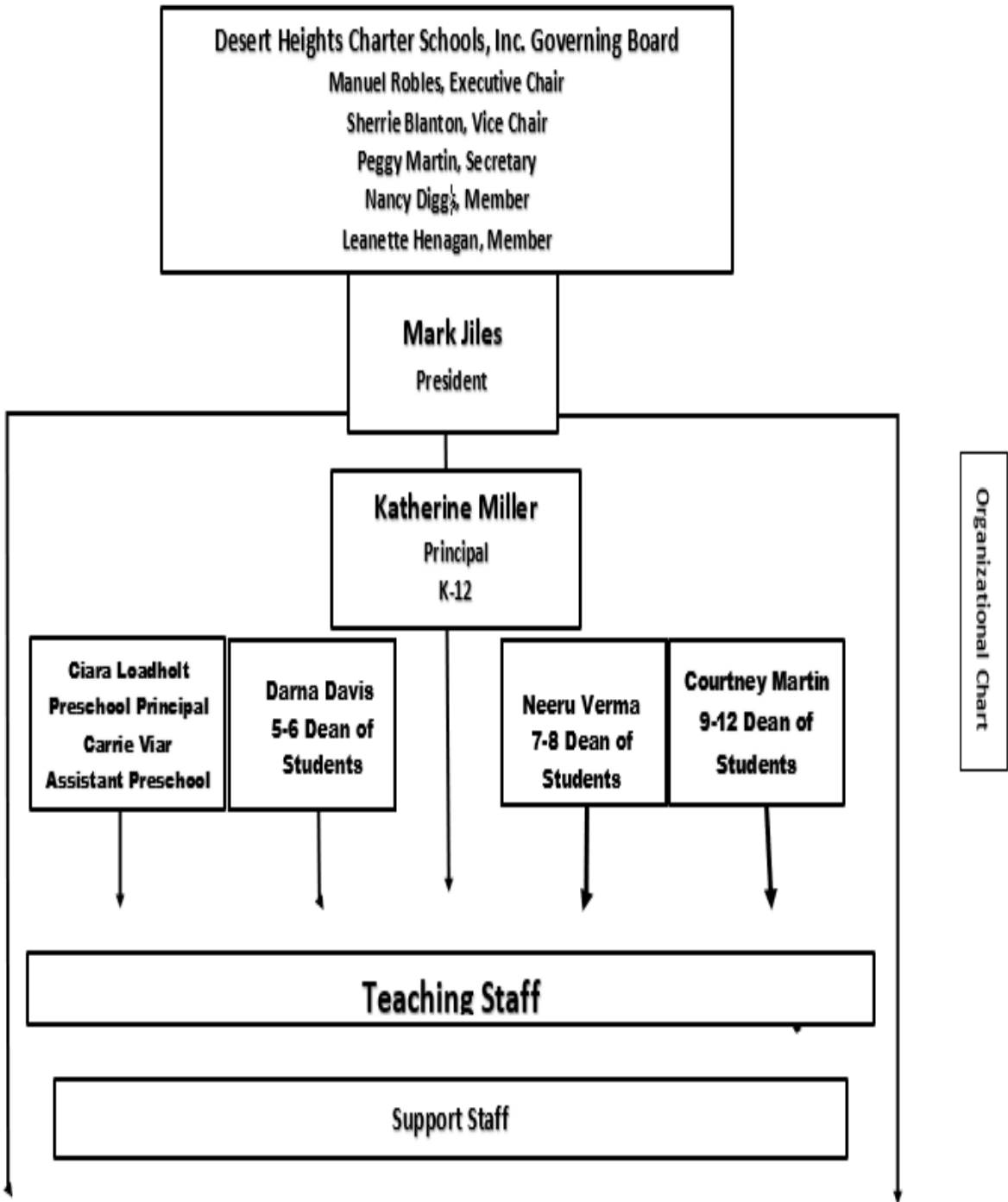
DESERT HEIGHTS CHARTER SCHOOL

Mark Jiles, President/Civil Rights Coordinator	602-896-2900
Katherine Miller, Principal	602-896-2900
Ciara Loadholt, Dean of Students	602-896-2900
Debbie Hamza, Office Manager/Transportation Support/Homeless Liaison.....	602-896-2900
Gloria Aparicio, Health Assistant	602-896-2900
Alexis Santos, Registrar/C.U.T.S. Coordinator.....	602-896-2900
Liane Kilmain/Beth Gue, Resource Department	602-896-2900
Nancy Parra, Human Resources.....	602-896-2900
Ashley Munson, Accounting.....	602-896-2900
Beth Gue, Federal Programs Director	602-896-2900
Darlene Darney, Food Service Director.....	602-896-2900
Jay Jiles, Director of Transportation.....	602-896-2900
Krissi Elliott, Director of Technology.....	602-896-2900

DESERT HEIGHTS PRESCHOOL

Ciara Loadholt, Principal.....	602-896-2900
Carrie Viar, Assistant Principal	602-896-2900
Frances Delgado, Health Assistant/Billing Manager	602-896-2900

ORGANIZATIONAL CHART



WELCOME MESSAGE

Dear Desert Heights Family,

Hello and welcome back! I hope that your summer was relaxing and spent with family, friends and loved ones. Just like every year since 2000, we have been working diligently throughout the summer to prepare for what is projected to be a GREAT year! We are excited to indoctrinate our new families into the “Desert Heights Way” and we are thankful for continuing the wonderful relationships we have with our returning families, students and staff.

This year, our Desert Heights theme will be “Get on the Bus!” As stakeholders at Desert Heights Charter Schools, we firmly believe that working together is the best and most efficient way to accomplish our goals as a community. Sustaining healthy dialogue and communication are two essential components to providing a great experience for our families. When we all have a like-minded approach to being a part of this community, great things are destined to happen. Rest assured that we remain committed to working in conjunction with all of you to make the 2018-2019 school year a tremendous success!

We encourage you to take a moment to evaluate how you can promote our theme of “Get on the Bus!” We would love nothing more than to see your smiling faces present and participatory in all that we do annually, be it at our Spring Carnival or any number of incredible events we host in celebration of our incredible students and families. In today’s academic culture, deciding on a school is no easy task. Finding an educational environment that aligns with your morals, values and philosophical expectations for your child’s academic, social, athletic and overall developmental needs is perhaps one of the most important decisions a family will make. By choosing Desert Heights Charter Schools, we understand just how incredibly important your choice is, and we are so thankful for your trust, dedication and commitment. Again, we look forward to seeing you all soon as we prepare to “Get on the Bus!”

Warmest Regards,

Mark Jiles

President, Desert Heights Charter Schools

MISSION STATEMENT

In collaboration with our community and all other stakeholders, Desert Heights Schools and Preschool will provide a rigorous standard based academic environment through a balance intensive, compassionate teaching. We are dedicated to the development of vibrant, socially responsible individuals who possess the essential life skills necessary for success.

VISION

The vision of Desert Heights Schools and Preschool is to promote academic excellence, integrity of character and social awareness in each individual student.

SCHOOL CALENDAR



Desert Heights Charter Schools

2019 - 2020 School Calendar

Board Approved *Revised* 6/18/2019



JULY 2019					
MON	TUES	WED	THUR	FRI	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
				Total	1

AUGUST 2019					
MON	TUES	WED	THUR	FRI	
			1	2	
5	6	7	8	9	
12	13	14	15	16HD	
19	20	21	22	23	
26	27	28	29	30	
				Total	21

SEPTEMBER 2019					
MON	TUES	WED	THUR	FRI	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					
				Total	20

OCTOBER 2019					
MON	TUES	WED	THUR	FRI	
	1	2	3	4	
7	8	9	10	11HD	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
				Total	18

NOVEMBER 2019					
MON	TUES	WED	THUR	FRI	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
				Total	15

DECEMBER 2019					
MON	TUES	WED	THUR	FRI	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20HD	
23	24	25	26	27	
30	31				
				Total	15

JANUARY 2020					
MON	TUES	WED	THUR	FRI	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
				Total	19

FEBRUARY 2020					
MON	TUES	WED	THUR	FRI	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
				Total	18

MARCH 2020					
MON	TUES	WED	THUR	FRI	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
				Total	16

APRIL 2020					
MON	TUES	WED	THUR	FRI	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17HD	
20	21	22	23	24	
27	28	29	30		
				Total	22

MAY 2020					
MON	TUES	WED	THUR	FRI	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21HD	22	
25	26	27	28	29	
				Total	15

Grading Periods	
11-Oct	Q1 (51 Days)
20-Dec	Q2/S1 (39 Days)
13-Mar	Q3 (46 Days)
21-May	Q4/S2 (44 Days)
Total Days = 180	
26-Sep	40th Day
17-Jan	100th Day

Key	
No School	
Teacher In-Service (No School)	
HD = K-4th Grade Levels Half Day (12:00 PM Dismissal)	
HD = 5th-12th Grade Levels Half Day (11:30AM Dismissal)	
22-Jul	New Teacher's Report (No School)
24-Jul	All Teacher's Report (No School)
31-Jul	First Day of School
16-Aug	Early Release (Half Day)
30-Aug	Teacher In-Service (No School)
2-Sep	Labor Day (No School)
26-Sep	40th Day of School
11-Oct	Early Release (Half Day)
11-Oct	Quarter 1 Grading Period Ends
14-19 Oct	Columbus Day/Fall Break (No School)
11-Nov	Veterans Day (No School)
25-29 Nov	Thanksgiving Break (No School)
16-20 Dec	Semester Exams
20-Dec	Semester Exams/Early Release (Half Day)
20-Dec	Quarter 2/Semester 1 Grading Period Ends
23-31 Dec	Winter Break (No School)
1-3 Jan	Winter Break (No School)
17-Jan	100th Day of School
20-Jan	MLK Day (No School)
14-Feb	Teacher In-Service (No School)
17-Feb	President's Day (No School)
13-Mar	Quarter 3 Grading Period Ends
13 Mar	Teacher In-Service (No School)
16-20 Mar	Spring Break (No School)
17-Apr	Early Release (Half Day)
18-21 May	Semester Exams
21-May	Semester Exams/Last Day of School (Half Day)
21-May	Quarter 4/Semester 2 Grading Period Ends

Revised 6/18/19

COMMITMENT TO EXCELLENCE CONTRACT (PARENT-SCHOOL COMPACT)

The Desert Heights community is committed to providing the best education possible to every student. To ensure all members of the community understand one another's expectations, each year teachers, students and parents are required to review and sign the appropriate section of the proceeding Commitment to Excellence Contract. We reference the contract as needed throughout the school year and it is the foundation for holding our community accountable to their commitment.

DESERT HEIGHTS' COMMITMENT

We will always make ourselves available to students, parents/guardians and any concerns they might have, including ongoing and two-way communication with parents.

We will provide a high-quality curriculum, and support for teachers in resources necessary to teach with high quality instruction.

We will encourage opportunities to volunteer, observe, and participate in your child's classroom.

TEACHER'S COMMITMENT

We fully commit to Desert Heights Schools in the following ways:

- We will arrive 30 minutes prior to the start of the school day and remain on campus for 30 minutes after dismissal, unless otherwise authorized by the principal.
- We will always do our best to maximize students' learning, and to inform our parents.
- We will always make ourselves available to students and parents/guardians, prioritizing ongoing communication through frequent reports regarding your child's progress and annual parent-teacher conferences for elementary students.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- We will attend scheduled staff meetings and trainings, unless administration has approved otherwise.
- I acknowledge that I am a Desert Heights employee even when school is not in session. I will represent my school in a positive manner through my words and actions and in all other mediums such as social media.

Failure to adhere to these commitments will lead to verbal, then written notice.

X _____ X _____
Teacher's Printed Name *Teacher's Signature*

STUDENT'S COMMITMENT

- I will arrive to class everyday by 8:00AM.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for my fellow students and me to learn. This also means that I will complete all my homework every night and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to parents, teachers, and administrators and listen to concerns they might have. If I make a mistake, this means I will tell the truth and accept responsibility for my actions.
- I will always behave to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my Desert Heights classmates and give everyone respect. I will follow the Desert Heights' dress code and conduct and compliance policy.
- I am responsible for my own behavior, and I will follow the teacher's directions.
- I acknowledge that I am a Desert Heights student even when school is not in session, and that my conduct at school and away from school could impact my enrollment at Desert Heights Charter School. I will represent my school in a positive manner through my words and actions and in all other mediums such as social media.

Failure to adhere to these commitments will result in a verbal, then written notice, and will lead to disciplinary action up to and including expulsion.

X _____ X _____
Student's Printed Name *Student's Signature*

PARENT/GUARDIAN'S COMMITMENT

We fully commit to Desert Heights Schools in the following ways:

- We will make sure our child arrives on campus every day by 8:00AM and try not to pull them out early.
- We will prioritize our student's attendance in school and adhere to all attendance policies outlined in the Student & Parent Handbook.
- We will check our e-mail every day for information from the school. We will also check the school's website weekly for updates. If we do not have internet access, we will notify the school to request printed copies of school information. We will review all electronic and printed school information on a daily basis and, when applicable, we will return necessary items in a timely fashion and according to any scheduled due dates.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework and sign the agenda upon completion every night. We will also prioritize nightly reading time.
- We will always make ourselves available to our children and the school personnel. Additionally, if our child is going to miss school, we will call and notify the office.
- We will make sure our child follows the Desert Heights' dress code and conduct and compliance policy.
- We will monitor how much time our children spend watching television, and using multi-media devices including video games, cellular phones, and internet.
- We will attend at least one parent/teacher conference for each child.
- We understand that our child must follow the Desert Heights Schools rules as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are ultimately responsible for the behavior and actions of our child.
- We will make every attempt to communicate any concerns regarding our child with their teacher before addressing concerns with administration.
- We understand that Desert Heights Charter Schools are protected places and that our conduct when on campus is important. If we have questions or concerns requiring additional information, find an administrative decision disagreeable, or need support interfacing with a teacher or staff member, we will not come to campus in a belligerent, unprofessional, threatening or disrespectful manner, nor will we show up unannounced demanding the time of an administrator, staff member or teacher. We will honor school protocol and allow the administrative team an opportunity to investigate and respond in a timely manner.
- I acknowledge that I am an important member of Desert Heights' community at all times. I will represent our school in a positive manner through my words and actions and in all other mediums such as social media.

Failure to adhere to these commitments can result in the dismissal of my child from the Desert Heights program.

X _____ X _____
Parent/Guardian's Printed Name *Parent/Guardian's Signature*

Desert Heights Schools sets high academic standards. The students must follow all school policies and rules in order to foster an atmosphere for high quality learning. **NO STUDENT** has the right to take away the learning environment from other students. All students have the right to learn and teachers have the right to teach. We believe that students must take responsibility for their behavior and be respectful of each other and the staff of the school.

A student can forfeit his/her right to a free public education.

(Expulsion is for continued disruptive behavior or for violent or dangerous behavior).

(A.R.S.15-841-B)

REMINDER PARENTS: We will not tolerate student disrespect or physical aggression. Such behavior may result in student withdrawal or expulsion.

At the beginning of the school year, all teachers, parents/guardians, and students will be required to sign a copy of this contract. Having high expectations for students is an important component of our mission, and we need to work in partnership with one another to help every child succeed. Our Governing Board approves this contract and requires every community member to adhere to its terms.

Upon enrollment at Desert Heights Parents and Students accept the terms and conditions of our Commitment to Excellence contract.

INTRODUCTION

The *Desert Heights Charter School Student & Parent Handbook* is intended to create a foundation and general understanding for the policies and procedures deployed at Desert Heights. It will be referenced as needed throughout the school year when clarification of policies and procedures are required.

Note: Please reference the Desert Heights Preschool Handbook for policies and procedures specific to the preschool program or the Desert Heights Preparatory Handbook for policies and procedures specific to the DHPA program.

DESERT HEIGHTS CHARTER SCHOOL POLICIES & PROCEDURES

PUBLIC CONDUCT ON SCHOOL PROPERTY

PURPOSE

The purpose of this policy is to ensure the safety of the Desert Heights Schools students, staff and community in accordance with Arizona Revised Statutes A.R.S. 13-2905,2911,3102, A.R.S. 15-341,507.

DEFINITIONS

Term *general public* to include, all persons, but not limited to any parent, child, visitor, volunteer, or any member of the general population that does not fall under the definition of student, faculty or staff.

Term *conduct* is the expected behavior of general public.

Term *School Property* is defined as any school function on or off campus, during school hours, or after hours. School Property further includes the Desert Heights Schools transportation service. Including, but not limited to bus, bus stop or transportation by van.

RULES

Any member of the general public considered by the President, Principal or Governing Board to be in violation of these rules shall be instructed to leave the property of the school. Failure to obey said instruction may be subject to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings.

1. Any conduct intended to obstruct, disrupt, or interfere with teaching, research service, administrative, or disciplinary functions or activity sponsored or approved by the school and Governing Board.
2. Physical or verbal abuse or threat of harm to any person on property owned, leased or controlled by the school or on school property. (See TERM *school property* above)
3. Damage or threat of damage to school property regardless of location or damage to visiting community members while property is controlled by school.
4. Forceful or unauthorized entry to occupation of school facilities.
5. Unlawful use, possession, distribution or sale of tobacco, alcohol or drugs or other illegal contraband on school property or at school sponsored functions.
6. Conduct or speech that violates commonly accepted standards of the school and under the circumstances has no redeeming social value.
7. Failure to comply with the lawful directions of the school officials or of security officers or other law enforcement officers acting in performance of their duties, or failure to identify oneself to such officials or officers when lawfully requested to do so.
8. Knowingly violate school rules, policies, procedures, and regulations. Proof that an alleged violator has reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
9. Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Governing Board.

10. Carrying or possessing a weapon on school grounds unless they are peace officers.
11. During the school day, no person shall visit or audit a classroom or other school activity without signing in, nor shall any person come upon or remain upon school premises without approval by the President, Principal or Governing Board. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the President, Principal or Governing Board.
12. Drinking of alcoholic beverages or gambling anywhere in or on school property is prohibited.
13. Persons attending special functions shall confine themselves to the specific part of the facility assigned to the function.
14. Persons who engage in disorderly conduct of any kind may be subject to removal and or exclusion from the facility.
15. The use of the facilities shall be granted only for legitimate purposes. Therefore, the contract holder shall assume full responsibility for any unlawful act committed during the exercise of the contract and will be required to submit a certificate of insurance to the business office.

ENROLLMENT

Desert Heights welcomes the following students of any race, color, sex, religion, nationality, or ethnic origin at our schools:

- Desert Heights Preschool: Two (2) years old through Pre-K
- Desert Heights Charter School: Kindergarten – 4th Grade
- Desert Heights Preparatory Academy: 5th Grade – High School

AGE REQUIREMENTS

Per Arizona Education Code 15-821 (C), districts and charter schools may establish policies for the early admission of kindergarten and first grade students. According to our Governing Board's policy, we do not admit first grade students who are not six by September 1st of their first-grade year unless the student has completed kindergarten in another school and has been promoted to the first grade. Documentation from the previous school is required.

Our Governing Board's policy also allows for kindergarten readiness testing prior to the beginning of each school year. To qualify for readiness testing, potential kindergarten students must turn five by September 30th of their kindergarten year. There is a \$30 nonrefundable testing fee. We accept cash or money orders for this testing. Beginning on the first day of school, we only admit kindergarten students who were five by September 1st of that school year or who were enrolled and are transferring from a kindergarten program elsewhere. Documentation from the previous school is required in the latter case.

Age requirements for all other students are outlined in the related Governing Board policy available in the office.

REGISTRATION PROCESS

Parents interested in enrolling a new student at a Desert Heights' school, may enroll online through the school's website. The online registration includes a checklist of required items specific to each grade level. Registration and additional checklist items need to be uploaded or submitted to the front office to be considered complete.

Desert Heights Schools makes it a practice not to get involved in familial or custody issues. Teachers and/or staff will not write letters on behalf of any parent for character requests. We require copies of custody agreements with specific parental rights be on file so that we are in the best position to adhere to court ordered decrees. Any time there are changes to custody agreements or orders of protection, the parent/guardian must notify the school and provide copies immediately.

In accordance with A.R.S. § 15-802(B) school districts and charter schools are required to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. The residency of a student is determined by the residency of the parent or guardian with whom the student lives.

The documentation required by A.R.S. § 15-802 **must be provided each time a student enrolls in a school district or charter school in this state and reaffirmed during the district or charter's annual registration**

process via the district or charter’s annual registration form. The documentation supporting Arizona residency should be maintained according to the school’s records retention schedule.

In addition to the above requirements, homeschooled students will be required to do the following prior to finalizing enrollment:

- Provide the school with a copy of the affidavit of intent to homeschool and details regarding the homeschool program used (e.g., name, enrollment date, etc.) along with a copy of any applicable state testing scores.
- Complete the school placement test to determine grade level placement. The test is given by school staff and the cost is \$30 per student in the form of cash or money order.

ADMISSION OF HOMELESS STUDENTS

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code along with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents. For additional information regarding the district homeless plan, please visit the district’s website.

Definition: The term “homeless students” means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals.
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory students who qualify as homeless because the children are living in circumstances described above.

PRIORITY ENROLLMENT

Priority enrollment for continuing students begins early in the second semester of each school year. Priority enrollment is also accepted at the same time for siblings of currently enrolled students. Desert Heights Preschool students will be given priority enrollment.

ATTENDANCE

School will be in session on scheduled school days 8:00 AM – 3:00 PM (Kindergarten 8:00AM – 2:15PM) and students may not arrive on campus prior to 7:45 AM unless enrolled in the before care program. Desert Heights will not be responsible for students arriving before 7:45 AM. Students arriving between 7:45 AM and 8:00 AM are to report directly to their classroom and all students are expected in the classroom by 8:00 AM.

The expectation is that all students will attend school each day barring serious or contagious illness or emergency. A student may be retained if excessive absences occur throughout the school year to the detriment of his or her learning. An absence that requires a child be out for 3 consecutive days will require a Doctor’s note upon return. Ten (10) successive unexcused absences will result in the student being dropped from the enrollment. It is necessary for the school to know whether the child is ill or absent for some other reason. Chronic untimely arrival and/or late pick up may result in disenrollment.

Please be aware that our school could receive an “Under-performing” rating or fail to make AYP (Adequate Yearly Progress) by state and federal guidelines if less than 95% of the student’s complete state mandated tests, or if our overall attendance rate for the year falls below 94%. Please come to school every day, but especially on standardized testing days! Our goal is for every student to be here every day and have the opportunity to learn.

EXCUSED ABSENCE GUIDELINE (KINDERGARTEN thru 4TH GRADE)

Pursuant to A.R.S. § 15-901(A)(1), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions. Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year. The Department of Education delegates the decision whether an absence due to family vacation is an excused absence to individual school districts and charter districts.

Pursuant to A.R.S. § 15-803(A)(2), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or a person authorized by a parent.

ABSENT POLICES AND PROCEDURES

The school must receive notification in advance or at the time of any absence by the parent or other person who has custody of the student per ARS 15-807 (B). Please provide written consent of your student's absence through the school's attendance line on the school's website or by contacting the front office by 7:45 AM.

Excused absences are noted when students miss school due to the following reasons in addition to the above notification.

- **Illness:** A doctor's note is recommended but only required if a child is absent due to illness for three or more consecutive days or for each occurrence once a student is referred to the C.U.T.S program.
- **Doctor Appointment:** A doctor's note is recommended but only required if a child is absent due to illness for three or more consecutive days or for each occurrence once a student is referred to the C.U.T.S program.
- **Bereavement:** The school may request supporting documentation
- **Religious observance:** Any religious instruction or exercises must take place at a suitable place away from school property designated by the church or religious denomination or group
- **Family Emergency:** The school may request supporting documentation.
- **Out of school suspension**
- **Vacation:** In the event your child will miss school for vacation it must be communicated to the office prior to the absence and all days that will be missed as a result of the vacation must be included in order for the absence(s) to be excused. Absences not communicated prior will not be excused.

For absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student per A.R.S. § 15-807(B). The school will document the date, reason, and person reporting the absence. The documented record shall be maintained for not less than four years after the fiscal year it was created or received.

If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten consecutive school days, except for excused absences identified herein, shall be withdrawn from the school effective the last day of attendance or reported excused absence, pursuant to A.R.S. § 15-901(A). The governing board may take disciplinary action that may lead to expulsion pursuant to A.R.S. § 15-342.

Pursuant to A.R.S. § 15-805(B)(1) an attendance officer may issue a citation to the guardian or the child that is in violation of A.R.S. § 15-803.

All absences excused or unexcused, early dismissals, and late arrivals will collectively count toward student's attendance. 90% attendance is required in each student's class and or course.

Students should primarily refer to teacher's websites or can e-mail teachers to request homework. Students will be given at least as many days as they were absent to make up work.

EARLY RELEASE/APPOINTMENTS

If a student needs to leave school early or temporarily for an appointment, a parent or guardian must sign the appropriate record book in the front office and present identification upon request. Office staff will then contact the classroom and have the child sent up to the office. If applicable, the student and parent/guardian must report to the front office upon return to school as well to sign the student back into attendance. **Early dismissals and late arrivals will count toward the student's attendance.**

TARDINESS/LATE ARRIVALS

Arriving at school on time is critical since the teacher presents important information and learning takes place the moment school begins. Habitual tardiness can lead to poor academic achievement, lower grades, retention, or disenrollment. Students are considered "tardy" if they arrive in class after 8:00 AM, the start of the instructional day. Students are required to report directly to the office to receive a tardy pass before going to their classroom if they are unable to make it to class by 8:00 AM. Parents/Guardians dropping students off late to school must also report to the front office to sign the appropriate record book. Students must report to the front office for a tardy pass if they are unable to make it to **any** class on time. **Please be aware that missing classroom instruction will be considered a full or partial absence depending on the time of arrival.**

PROCESS FOR EXCESSIVE UNEXCUSED/EXCUSED ABSENCES

The following disciplinary measures may be taken (Please see policy regarding CUTS and CUTS LITE)

Step	# of Absences	Letter Sent	Further Action
Step 1	5-9 Absences	Attendance Step 1 (K-4)	
Step 2	10-14 Absences	Attendance Step 2 (K-4)	Conference/Attendance Contract
Step 3	15-18 Absences	Attendance Step 3 (K-4)	Conference with Truancy Officer
Step 4	19 +		Citation Issued
Step 5	19 +		Conference with Administration

BEFORE & AFTERCARE

Before and aftercare is offered by the Desert Heights Preschool. The preschool offers before care 6:00 AM – 8:00 AM and aftercare 3:00 PM – 6:00 PM. Please contact the preschool for availability and pricing.

DISMISSAL

The school's dismissal time is promptly at 3:00 PM. At this time, it is expected that student's will be picked up by the designated person, dismissed to a participating, approved school activity or if enrolled taken by the designated staff member to the aftercare program located at the preschool. Teachers will escort any students not dismissed to one of these approved locations 15 minutes after the school's dismissal time to the front office for late pick up. Parents/Guardians that do not pick up their child by 3:30 PM will be subject to the following:

- Verbal Warning
- Written Warning
- Conference with Principal
- Attendance contract
- If chronic, untimely late pick up occurs, local law enforcement and/or department of child services will be notified, and the student could face disenrollment.

C.U.T.S. / C.U.T.S. L.I.T.E. PROGRAM (COURT UNIFIED TRUANCY SUPPRESSION)

Regular school attendance is not only required as part of the Desert Heights Schools' Commitment to Excellence contract, it is an essential component to student success and required by state law. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make

sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

Desert Heights tracks attendance very closely and students are expected to be at school every day, unless there is an excused reason not to be. An absence will count as a truant day as defined by law. A student is "habitually truant" if he/she has five or more unexcused absences from school. A student that is absent more than ten percent of the required number of school days per year is considered to have "excessive absences" whether the absence is excused or unexcused. In the Desert Heights community, this is equivalent to 9 absences, in one or more class periods, excused or unexcused, per semester.

Note: High School students will automatically lose credit in any class period once 9 absences have been incurred for the class.

To encourage and improve school attendance in our community, Desert Heights Schools have implemented a "step" attendance process, participates in the CUTS Lite and CUTS truancy programs in partnership with Maricopa County Juvenile Court.

Attendance "Step" Program:

Attendance reports are automatically generated frequently. Based on the number of absences a student has, the student and/or parent will receive communications regarding the absences, a school conference may be requested, attendance contracts may be required to retain enrollment, and/or entered into the C.U.T.S. programs at the discretion of school administration. Please refer to the Attendance policies in the handbook for further information.

C.U.T.S. LITE Program:

C.U.T.S. LITE is a proactive, optional program specifically designed to address the issue of truancy prior to a citation being issued. C.U.T.S. LITE is designed for any situation in which the student is missing excessive amounts of school and where the absences can be attributed to possible parenting issues. This is a conference attended by the parent, student, school representatives and a probation officer. This proactive conference provides an opportunity to educate the parent and the student in regard to the truancy laws. It will also allow a forum to determine the specific needs of the student.

C.U.T.S. Program:

When a student has five or more unexcused absences or 19 excessive absences (excused OR unexcused), in one or more class periods, the student or parent can be cited to the C.U.T.S. Program through the Juvenile Court. The hearing will be held at the Juvenile Court Center. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child's driver's license, or inability to get a driver's license until their 18th birthday and/or formal court proceedings. It is the parent's/guardian's responsibility to ensure their child's attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education, you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. The attendance step process and C.U.T.S. programs are another way that Desert Heights is working with our community to ensure a quality education for all students.

Note: Please contact the DHCS C.U.T.S Coordinator to address any questions or concerns regarding the C.U.T.S program.

GENERAL PROCEDURES

Desert Heights Schools has established the following general procedures to provide students with a safe and comfortable educational environment. By making these general procedures routine, students can concentrate on learning and discovering the world around them.

CLASS PARTIES & SPECIAL TREATS

The school understands students wanting to celebrate special occasions. However, the school requests that parents

notify teachers ahead of time to receive approval and discuss appropriate times. Also, to alleviate food allergy and safety concerns, all treats, and baked goods must be store purchased, sealed, and in original containers.

As part of our multicultural curriculum, the school honors many major holidays from various traditions. A parent/guardian should notify the child's homeroom teacher well in advance if the parent/guardian prefers the student not participate in certain activities and the teacher will be glad to provide alternative activities.

CLOSED CAMPUS POLICY

Desert Heights Schools maintains a closed campus during lunch periods. Therefore, students may not leave campus for lunch unless a parent, legal guardian or authorized emergency contact person has signed them out of school in the front office. All students are to remain only in designated areas during lunch.

EMERGENCY CONTACTS

For peace of mind and the student's safety, only persons authorized on the child's emergency contact list given at the time of enrollment or persons authorized in writing by a parent/guardian will be allowed to pick up children at school. Even if it is the student's "best friend," written parental permission is required in order for the student to go home with an unauthorized person after school. The school wants to make certain that both the school and the parent/guardian know where the child is at all times. It is preferred that all updates to the emergency contact area be performed using ParentVue. If neither the parent/guardian nor authorized persons are available to pick up a child, alternatively the parent/guardian may send, written authorization from the email address on file to the office staff indicating that someone new will be picking up the child that day. Do not send the written permission with the person who is picking up the child. The school must receive it directly from the parent/guardian in order to verify that it actually came from an authorized source. **Please inform all individuals that a picture ID will be required in order for the school to release the child. Please don't telephone the school to give a substitute's name during the day since the school cannot identify the parent/guardian over the telephone. The school also requests that change of pickup be made at least 30 minutes prior to dismissal time.**

FEES/FINES

Any fee and/or fine associated with any program at Desert Heights Schools must be paid at time of designation or participation. Including, but not limited to, athletic fees, sports fees, technology fees, transportation fees and field trips as well as fees for lost, stolen or damaged library books, textbooks, athletic uniforms, and laptops. Any unresolved balances at time of withdrawal will require payment in full in order for the withdrawal form to be released to the parent/guardian. Furthermore, any unresolved fees/fines left unpaid at the end of the year will result in the student's report card, transcript and/or diploma being withheld.

MEALS & SNACKS

Students may purchase a school lunch or bring food from home. However, it is recommended that meals from home meet nutritional guidelines and candy, soda and other items with high sugar content are highly discouraged. Teachers will determine when snacks are appropriate and allowed in the classroom. In most cases, students must bring their own snacks and unless otherwise permitted by the school, gum is not allowed. The school strongly recommends that parents/guardians make the necessary arrangements for children to have a healthy breakfast before coming to school.

MEAL SERVICE

Desert Heights Schools participates in the National School Lunch Program and serves lunch daily in accordance to state and federal regulations. For more information about the National School Lunch program, please visit <http://www.azed.gov>.

In accordance with the above-mentioned program, families may qualify for free or reduced-price meals. Please fill out a free and reduced meal application to determine eligibility for this program. Applications are available on the school's website or can be picked up in the front office.

MEAL COST

The fee for lunch is \$3.25, however if a student qualifies for the reduced rate for lunch the reduced rate for lunch is \$.40. Our meals are catered in by an organization called AZ School Meals. Meals must be pre-ordered for all students regardless of meal determination in order for your child to receive lunch.

RECESS POLICY (K-4TH GRADE)

It is the purpose of this recess policy for Desert Heights Schools to provide an opportunity for all students' grades Kindergarten through 4th grade with at least 30 minutes a day of supervised, structured recess that consists of structured physical activity outside or inside the classroom.

- **Guideline** - Each student, from Kindergarten through 4th grade has the opportunity to be physically active through various motor skill activities such as:
 1. **Moderate or vigorous intensity aerobic physical activity** such as: jumping, throwing, catching, running, kicking, skipping, hopping, galloping, climbing etc.
 2. **Bone strengthening physical activity** such as: running jumping, jumping rope, playing basketball, hopscotch, etc.
 3. **Structured Recess Zone:** soccer, basketball, football, climbing, playing on playground equipment, etc.

Our Structured Recess Zone also includes "Creative Play". Creative play is structured recess lead by a trained staff member. Creative play is a series of games played both inside and outside of the classroom to assist the students in being physically active, socializing, playing appropriately, and managing good behavior while having fun. It is also a requirement to have classroom physical activity breaks throughout the course of the instructional day with a minimum of 10 minutes per day to encourage the students to be physically active.

When activities such as mandatory school-wide testing make it necessary for students to remain indoors for long periods of time, scheduled physical activity breaks (classroom activities) will take place where the students will be encouraged to stand and be moderately active.

DEFINITION

Structured recess is designed to promote an active and safe environment for all students to participate in during the designated recess time. This includes having proper space and adequate amounts of developmentally appropriate equipment per student, and activities for students of all ability levels.

GRADING POLICY

It is not typical for students to receive letter grades until fifth grade. Kindergarten through fourth grade students will be assessed on progress made on specific standards or skills during each quarter. Each of the standards will be listed on the report card and students will be assessed on the skills using the following labels:

Skill Performance will be assessed in all core content classes for each priority standard using the following system:

SKILL PERFORMANCE CODES	
4	Highly Proficient in concepts/skills; complete understanding; strong performance
3	Proficient in concepts/skills; consistent understanding
2	Partially Proficient in concepts/skills; beginning to grasp concepts/skills
1	Minimally Proficient concepts/skills that have been introduced
(Blank)	A blank indicates not assessed at this time.
IP	Individual Program

A student's effort in each class will be measured using the following system:

EFFORT CODE	
4	Outstanding
3	Satisfactory/Consistent
2	Improving/Not Consistent
1	Area of Concern

CONFERENCES

Scheduling of Parent/Teacher/Student conferences is at the end of the first and third quarters. This is the time when parents/guardians, teachers, and students discuss student data, progress in school, and individualized needs. Desert Heights believes parents/guardians, teachers and students are a team in the education process. Because conference times are limited, the school suggests parents/guardians come to the conference prepared with a list of discussion items.

Teachers/Guardians, parents, or students can request additional conference times at any time during the year. However, to protect student confidentiality and teacher's ability to perform scheduled duties, it is never appropriate for parents/guardians to stop teachers on campus and request an impromptu meeting. If parents/guardians would like to meet with a child's teacher, a scheduled appointment is required. Parents/Guardians can email teachers or leave a message in the main office to request a conference and the requested teacher will respond to messages within twenty-four hours of receipt.

PROGRESS REPORTS

Unless requested by a parent/guardian, printed progress reports will not be printed and distributed. However, parents/guardians can access their children's information using FamilyLink. Teachers will provide details about posting expectations and should be contacted directly with any questions or concerns that exist regarding a student's FamilyLink information.

REPORT CARDS

Report cards are issued four (4) times each year at the end of each quarter's grading period. Report card questions or concerns should be submitted directly to the appropriate teacher

RETENTION AND PROMOTION

At the end of each year, the student's teacher will make a recommendation regarding promotion, but the principal ultimately makes the final decision. Teachers base their recommendation on the student's satisfactory achievement in at least three of the four following areas:

- Achievement on class assignments, projects and tests
- 95% Attendance
- Achievement on state and district assessments
- Demonstration of 70% or better mastery of state standards, as outlined by the State of Arizona, in reading, mathematics and language arts.

Students in jeopardy of retention are placed on Promotion Contracts at the start of the 3rd quarter. Teachers will contact each student's parent/guardian to discuss contract specifics.

HOMEWORK

All students in third and fourth grade are required to purchase a DHCS agenda from the office which will be used to track homework assignments along with a communication tool between teachers and parents/guardians. All students will be assigned homework to reinforce classroom learning and provide opportunities to practice essential skills. Some assignments require students to stretch beyond what has taken place in class, while others may involve the demonstration of foundational skills that will lead to mastery. One goal of homework is for students to learn to take responsibility for their education and to foster a sense of independent learning and personal accountability.

Parents should expect to see homework from Reading and Math classes nightly. Students will also be assigned projects and other long-term assignments but will be given ample time and notification of these assignments.

DHCS is a publicly funded, open enrollment charter school. Therefore, a diverse group of students comprises our student body, and those students will vary in their ability to handle independent work effectively. Of course, some projects or assignments will take more time than others, but parents should be able to detect if their children are spending an inordinate amount of time on outside schoolwork.

It is our goal to meet the individual needs of every child while helping them to grow academically. If homework time is excessive for a student, or if the child is not being challenged with their homework, a parent/guardian may contact the child's teacher to discuss some options for their student's homework that best meets the child's needs and

allows them the practice necessary to achieve.

All homework assignments are to be submitted to the teacher on the day and time they are due. Failure to complete work assigned may result in the loss of recess or other free time, or loss of points toward final grades since it is the policy of the school that work be completed by the date assigned by the teacher. Teachers are available for guidance and extra help, and students need to learn to take advantage of this resource if an assignment's parameters are for any reason unclear.

In most cases, students will be given the same number of days to complete missing work as the number of days absent. The parent(s) of any student who will be away from school as the result of a planned absence must arrange with all appropriate teachers prior to departure to see that all class work and homework is completed and turned in on the day that the student returns to school. Please be aware that the school strongly discourages planned absences during the school year unless an emergency arises.

Should failure to complete work become habitual, the teacher will contact parents to develop a plan to stifle such behavior in the future. In the event of absence, homework **must** be requested before 10 AM on the day of the absence and will be ready for pickup by dismissal time. Parents/Guardians may also request homework via e-mail or check teacher websites for information regarding homework.

CELL PHONES

Parents must sign a permission slip that stipulates permission for their child to have a cell phone on campus and relieves Desert Heights of any accountability for damaged, stolen or lost cell phones. All phones must be checked in with the Office Assistant each morning and picked up at the end of each day.

If a student is found to have a cell phone on campus, the phone will be confiscated, parents will be required to make accommodations to retrieve the cell phone, and the student may be subject to disciplinary action.

The school understands that parents want their children to be accessible throughout the day. However, cell phones have become difficult to manage on campus and are often a disruption in the classroom and other areas on campus. Please help the school address these issues by submitting a permission slip to the front office.

DRESS CODE POLICY (DHCS)

GIRLS DAILY UNIFORM	
Item	Color/Details
Collared Polo Shirt	Black, White, or Burgundy
Pants/Capris	Khaki or Black (Cargo pockets acceptable)
Shorts	Khaki or Black (Cargo pockets acceptable. Hem must be no more than 3 inches above the knee.)
Jumper	Khaki, Black, or Burgundy (Hem must be no more than 3 inches above the knee.)
Skirt/Scooter/Skort	Khaki or Black (Hem must be no more than 3 inches above the knee.)
Socks/Tights/Stockings	White, Black, Tan, or Brown
Shoes	Any color. All shoes must be closed toed and closed heeled, but may tie, Velcro, snap, buckle or zip. Appropriate shoes for P.E. are required. No Heelys or wheeled shoes allowed.
Hair Accessories	Non-Distracting, solid bold colors
Jewelry	Up to two stud earrings per ear. Bracelets, necklaces, and rings may be worn, but must not cause classroom distraction.
Outer Garments	When temperatures are below 75 degrees students may wear plain black, burgundy, brown or white sweaters or sweatshirts over their uniform shirt. Only the school logo is permitted. Winter coats and jackets worn for outside activities only must be free of offensive slogans or insignias.

BOYS DAILY UNIFORM	
Item	Color/Details
Collared Polo Shirt	Black, White, or Burgundy
Pants	Khaki or Black (Cargo pockets acceptable)
Shorts	Khaki or Black (Cargo pockets acceptable. Hem must be no more than 3 inches above the knee.)
Belt	Any (Optional for kindergarten through 2nd grade. Mandatory for third and fourth.)
Socks/Tights/Stockings	White, Black, Tan, Brown or Burgundy
Shoes	Any color. All shoes must be closed toed and closed heeled, but may tie, Velcro, snap, buckle or zip. Appropriate shoes for P.E. are required. No Heelys or wheeled shoes allowed.
Jewelry	Up to two stud earrings per ear. Chains and rings may be worn but must not cause classroom distraction.
Outer Garments	When temperatures are below 75 degrees students may wear plain black, burgundy, brown, or white sweaters or sweatshirts over their uniform shirt. Only the school logo is permitted. Winter coats and jackets worn for outside activities only must be free of offensive slogans or insignias.

The following items are NOT allowed for boys or girls:

- Body piercing (includes, nose, eyebrows, lip, chin, etc.)
- Hoop earrings
- Unnatural hair color
- Make-up (at teacher discretion)
- Visible tattoos
- Pants that are rolled up
- Painter pants

DRESS DOWN DRESS CODE

On occasion, students are awarded with dress down passes to be utilized on designated dress down days. On dress down days students must wear apparel according the following guidelines.

- Dress down clothes must be in good condition and without holes, rips, tears, etc.
- Shoes must be closed toed and closed heeled. No slippers allowed.
- Tops must not produce bare shoulders. Tank tops are permitted but must have a minimum of three (3) finger-width straps. No spaghetti straps allowed.
- Bottoms must be worn in a manner to not expose undergarments and must be a minimum of finger-tip length.
- All apparel must be free of offensive language or images.

NOTE: The administration reserves the right to use their discretion in deciding what is unacceptable dress standards on campus.

FIELD TRIPS

Field trips are an important extension of a child's educational experience, and typically are in conjunction with state and school learning objectives. The intention is to expose students to new places and exciting new opportunities for learning. During the year, students will go on a variety of field trips. The school will notify parents in advance of any planned trips. Please be aware that participation may involve payment of additional fees required to cover the cost of buses, admission, etc. Therefore, the school will not issue refunds for any student that does not participate in the activity.

Prior written permission on the approved form is required for **each** field trip. Verbal permission to participate will not be accepted. Forms requiring a parent/guardian signature will be sent home to provide field trip details and request approval for the student's participation.

Transportation for field trips will be provided in commercial vehicles for students only. Parents/Guardians are encouraged to serve as chaperones to help provide adequate supervision. Staff members may not transport students in a personal vehicle for any reason unless they are transporting their own children. However, on occasion, staff members may be authorized to operate a school vehicle.

Note: All school bus rules apply during field trips.

HOME/SCHOOL COMMUNICATION

To ensure successful communication between the home and school, please verify the office always has current contact information on file. This includes e-mail and mailing addresses along with phone numbers. Also, please frequently check the school's website for updated information.

TUESDAY FOLDER

In an effort to maintain strong communication between home and school while remaining environmentally conscious; Desert Heights will continue to send home a Tuesday folder each week that contains forms that need to be returned to school, and all other important information will be provided in electronic form on our school website and in the electronic newsletter. Parents should be checking their child's Tuesday folder each week to review the contents and complete necessary paperwork to be returned the following day, as well as reviewing the school's website in order to stay up to date with events and information pertaining to your child's educational experience.

ELECTRONIC & ONLINE COMMUNICATION

We pride ourselves in staying in constant communication with our parents and students. We offer a variety of communication methods so our families can stay up to date regarding school events and activities. Please immediately contact the front office if you experience any issues receiving school communication from the various forms provided.

- Email
- Text Messaging
- Voice Messaging
- Social Media

ONLINE EVENTS CALENDAR

Throughout the school year, the "Events Calendar" located on the school's website will be updated with dates and times of important events scheduled throughout the year. Although the school makes every effort to adhere to this calendar, please understand that events will need to be added, changed, or canceled throughout the school year. The school will always try to give as much advanced notice as possible when modifications occur. The school's website, Facebook page and all resources listed above will provide up-to-date event information.

PARENT VISITS/SCHOOL VOLUNTEERS

Parents must make an appointment in advance to visit their child's classroom. In the interest of safety, it is important that the school knows who is on campus at all times. Therefore, **all visitors MUST first report to the school office to get a visitor's pass.** It's understood that on occasion parents/guardians would like to "pop in" for a visit or call just to check on a child. As much as the school would like to accommodate these unplanned visits, they unfortunately have the potential to be disruptive to the school day. Due to this reason, it is requested that parents/guardians make an effort to schedule an appointment in advance and avoid unplanned visits.

Volunteers are encouraged and parents, senior citizens, and other community members are welcome. All parents wishing to volunteer in their child's classroom need to prearrange times with the classroom teacher and sign-in in the office to receive a visitor's pass. **Volunteers must have a current Fingerprint Clearance Card or Arizona Background Check on file in the front office to volunteer in the classroom. Also, a current volunteer form and training must be completed before volunteering on campus.**

PERSONAL BELONGINGS

Please clearly label all personal belongings, especially outerwear. Students easily misplace coats, backpacks, tote bags, and lunch boxes or mistake someone else's belongings for their own. Such incidents are potentially upsetting and while the school makes every effort to locate the owner of missing items, unclaimed items will be donated to a local charity at the end of each month.

Unless otherwise indicated by the school, students must leave toys, dolls, computer games, portable CD players, iPods, money, or other items that are not essential to learning, at home. Matches, toy guns, weapons, other combat toys, or any object that could injure another person, are never permissible on school grounds. The school strongly discourages trading cards. Students are ultimately responsible for personal belongings and Desert Heights Schools

will not be responsible for any lost or stolen items.

Staff members may confiscate items in the students' possession that cause the student or other students to be distracted from learning or that present a threat to anyone's safety during the school day. Confiscated items will be returned at the discretion of administration and according to the terms of the homeroom teacher or principal.

PETS/ANIMALS

On occasion, classrooms may have small animals or fish as a classroom pet. Teacher's use classroom pets to teach students on how to care and safely handle animals. It is the parent/guardian's responsibility to contact the school if a student has an allergy and should refrain from pet activities.

For the health and safety of all children, the principal must in advance approve all visits to the campus by personal pets or animals.

SCHOOL SUPPLIES

The school equips the classroom with basic school supplies and learning materials. However, from time to time, teachers may ask students to bring to school household items, notebooks for portfolios or other items that have an educational value or pertain to something the children are studying in class. Any personal items should be properly labeled with the child's name so they can be returned home. Yearly supply lists will also be posted on the school's website as soon as they become available.

SCHOOL BUS RULES

Students being transported on the Desert Heights school bus are under authority of the bus driver and Transportation staff and shall observe the following standards:

Note: Failure of students to adhere to these standards may result in loss of bus privileges or other disciplinary actions.

- Follow the instructions of the bus driver. The bus driver is authorized to refuse transportation to any student who is disobeying School Bus Rules or causing an unsafe environment.
- Be courteous to the driver, other pupils, and passers-by.
- Be at the bus stop five minutes before the pick-up time in the morning and be on time in the afternoon for the ride home.
- Practice good safety rules at the bus stop.
- Desert Heights ID Badge must be worn at all times.
- Get in line as the bus approaches without crowding or pushing.
- Keep hands, arms, heads, or objects inside the bus.
- Do not throw objects in the bus or out the bus windows.
- Do not eat or drink on the bus. Bottled water is allowed.
- Do not litter on the bus.
- Do not mark, scratch, or deface the bus.
- Talk quietly. Loud or vulgar language is not allowed.
- Dangerous objects are not to be carried on the bus.
- Remain seated while the bus is in motion.
- Keep your hands to yourself at all times.
- Do not place books, musical instruments, or other objects in the aisles.
- Do not adjust windows.
- Parents must arrive promptly to pick their student up from the bus stop at the end of the day.

TRANSPORTATION

Parents/Guardians are ultimately responsible for the transportation of their children to and from school. When in the school's parking lot, it is expected that children will be supervised while in the vehicle and that running vehicles will not be left unattended.

Desert Heights does provide bus transportation as a convenience to our families. However, the fee is a per person charge for a student requesting transportation on the Desert Heights school bus. Transportation will be provided on a first come, first served basis and fees will be assessed monthly based on the following:

- \$55.00 per student who requires transportation before and/or afterschool between the DHCS and DHPA campuses.
- \$75.00 per student who will be using the morning and/or afternoon bus route. Please refer to the website for the most current transportation route.
- \$10.00 per student will be the “drop in” rate (per day) for any student that needs to ride the bus that is not enrolled in the school’s transportation program

Transportation fees will be due on the first of each month and must be paid in order for students to continue utilizing the service. Late fees will apply on the 5th of the month and the cancellation of transportation services must be received in writing. Also, prior to utilizing the transportation program, parents must complete the appropriate permission slip and students are expected to review and agree to all bus policies. Disciplinary action will be taken for any student who chooses not to follow the bus policy and this action includes, but is not limited to, the forfeiture of transportation services.

Note: Debbie Hamza is the Desert Heights Schools Transportation Coordinator and should be contacted regarding any questions or concerns regarding the transportation program.

HEALTH CENTER

All Desert Heights Schools have a designated health center area that can be used to triage and address medical situations.

ALLERGY VERIFICATION

To comply with policies and regulations, parents/guardians must complete a new allergy verification form for each school year.

Please complete an allergy verification form for any type of allergies and provide us with a written medical treatment plan to use in case a medical emergency arises. If a child needs to take allergy medication(s), be sure to bring them to the Health Center as soon as possible and fill out an authorization form. **Please be sure to follow our school policy regarding dispensing of medications.**

BATHROOM ACCIDENTS

Accidents are not uncommon, especially for students in the lower grade levels. However, universal precautions define all body fluids to be considered infectious. If the student is old enough and can clean himself/herself if they urinate on their clothes, the school may provide toiletries and a change of clothes (if available at the time). However, if a student has a bowel movement (“poops”) on his/her clothes in an accident or due to illness, or refuses to change himself/herself, the parent/guardian or designated person will be required to come and pick up the student within one hour. The school encourages parents of kindergarten and 1st grade students to bring a full change of clothes properly labeled for any accidents that may occur.

BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Desert Heights Schools will use the following controls: gloves, and hand washing.

PHYSICAL OR MENTAL ABUSE, SEXUAL ABUSE, SEXUAL MISCONDUCT, AND SEXUAL MOLESTATION PREVENTION POLICY

Desert Heights Charter Schools does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual misconduct or sexual molestation (“Prohibited Conduct”) to occur in the workplace, or at any activity sponsored by, or related to, your employment. In order to make this “zero—tolerance” policy clear to all employees, volunteers, and staff members, we have adopted mandatory procedures that all employees, volunteers, family

members, board members, individuals, and victims must follow when they reasonably suspect, learn of, or witness Prohibited Conduct.

Abuse, misconduct, or molestation means each, every, and all actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual misconduct, or sexual molestation performed by one person, or by two or more persons acting together.

REPORTING PROCEDURE

All employees, volunteers, or staff members who learn of, have a reasonable suspicion of, Prohibited Conduct must immediately report it to the **President of Desert Heights Charter Schools**. If the victim is an adult, the abuse, misconduct, or neglect will be reported by the designee to law enforcement, or appropriate agency. If a child is the victim of abuse, misconduct, or neglect, the designee will report the matter to the appropriate agency. If appropriate the family members of the victim will be notified immediately of suspected child abuse, misconduct, or neglect.

INVESTIGATION & FOLLOW UP

Desert Heights takes all allegations of Prohibited Conduct seriously. Once reported, DHCS will promptly, thoroughly, and impartially investigate the allegations to determine whether there is a reasonable basis to believe that the Prohibited Conduct has occurred and whether the target of the investigation committed the Prohibited Conduct. The investigation may be undertaken by an internal team comprised of fellow employees or DHCS may hire an independent third party. DHCS will fully cooperate with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected and/or Prohibited Conduct to appropriate authorities, we will endeavor to keep the identity (ies) of the target(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegations, DHCS policy provides for disciplinary penalties, including but not limited to termination of the target’s relationship with our organization.

Retaliation Prohibited: We prohibit retaliation against anyone, including an employee, volunteer, board member, student, or individual, who in good faith reports Prohibited Conduct. Retaliation against a reporting party, participant or witness in the investigation is also prohibited. Anyone who retaliates against someone who has made a good faith allegation of Prohibited Conduct, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

**ACKNOWLEDGMENT OF RECEIPT OF PHYSICAL OR MENTAL ABUSE,
SEXUAL ABUSE, SEXUAL MISCONDUCT AND SEXUAL MOLESTATION POLICY**

I, _____, acknowledge that I have received and read the physical or mental abuse, sexual abuse, sexual misconduct and sexual molestation policy immediately preceding my signature below. I understand, and further agree to be bound by, this policy. I understand the possible consequences should I fail to follow the policy.

Dated: _____

Print Name of Employee/Volunteer

Signature

Date(s) of Annual Review(s) (employee/volunteer to write date in his/her own handwriting) (Add additional sheets if necessary).

- | | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |

CHRONIC ILLNESS

If a child has a chronic illness, please complete a Chronic Illness Form. The parent/guardian must also provide the school with all proper medical information and medical management plan documentation for the student's file. This information is kept confidential but needs to be readily available to provide the proper medical care as well as to provide the necessary information to emergency medical personnel (911) should a medical emergency arise during school hours. This information must also be supplied to the athletic department if the student is participating in any sports.

Please be sure to provide the school with all pertinent medical information if a child has any known medical conditions that may present specific symptoms if and when he/she might have a flare up or crisis (e.g., diabetes, respiratory or heart condition, etc.). A written medical management plan must be provided. Regardless of illness, a lack of educational opportunity due to less than 90% of exposure to instructional time may result in grade level retention of the student.

If a child takes medication for any health condition, please be sure to follow our school policy regarding dispensing of medications.

IMMUNIZATIONS

To maintain enrollment, state regulations require parents/guardians to provide schools with the appropriate health forms. Parents must provide:

- A record of current **immunizations** before a child attends school.
- Exemption from Immunization form for those families that deny immunizations for religious or health reasons. Exemption forms are available in the front office, but please note that parents/guardians will be notified, and students may be asked to stay home if certain illnesses are evident at school.

Note: State law authorizes the suspension of students who do not comply with immunization requirements.

If an accident or emergency occurs, it is critical that the school can immediately contact the designated responsible person since the school cannot obtain emergency medical care for the child without permission. Therefore, **all students must have an accurate emergency form on file the first day of school.** In addition, it is imperative that parents/guardians contact the school to update emergency contact information as personal situations change.

MEDICATION

As a general rule, students are not allowed to possess or self-administer any medications while at school. This can result in serious disciplinary action and/or notification of the police. In an effort to better assist students, **any diagnosed health problem requiring the administration of any form of medications during school hours requires a doctor's written Medical Management Plan.**

- **Prescription Medications:** A medication permission form must be completed and signed to accompany the medicine in its original container, labeled with the student's name and current prescribed dosage.
- **Over the Counter Medications:** A medication permission form must be completed and signed. Medication **must be age appropriate** and in the original container.
- **Cough Drops/Lozenges:** If students require taking medication to alleviate symptoms, the parent/guardian may choose to have cough drops/lozenges available for the student to take during school hours. These can be kept in the Health Center or in the classroom at the teacher's discretion.

SELF-ADMINISTERING MEDICATION

- **Asthma:** HB 2229 Asthma Rescue Medication Bill, signed 04/11/05, allows a student with written parental request/consent to self-carry and self-administer handheld inhaler devices for breathing disorders. This must accompany a complete written medical treatment plan.
- **Anaphylaxis:** SB 1309 signed 05/11/05, allows a student who has been diagnosed with anaphylaxis to self-carry and self-administer emergency medications. This must accompany a complete written medical treatment plan.
- **Diabetes:** Management of diabetes in the classroom, on school grounds and at school sponsored activities:
 1. The parent/guardian shall annually submit a diabetes medical management plan authorizing the student to carry appropriate medications and monitoring equipment and acknowledging that the pupil is capable of self-administration of dose of medications and equipment.
 2. The licensed medical provider shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for that student.
 3. The medical management plan shall specify a method to dispose of equipment and medications.
 4. It is required that the student be able to practice proper safety precautions for the handling and disposal of equipment and medications that the student is authorized to use.
 5. Self-carry of medication can be restricted or rebuked if student is not following safe practices or appears to be medicating inappropriately.

Use of self-administered medication while at school or school sponsored activities:

1. The school's policy requires the completion of an Authorization Form from the parent/guardian, along with a complete medical treatment plan from the student's licensed medical provider annually.
2. The student MUST report to the Health Center and/or designated personnel before and after the use of such self-administered medication to assure proper use of medication, and for proper documentation.
3. The student's name and current dosage must be written on the prescription label of the medication container or on the medication device (pharmacy label).
4. Self-carry of medication can be restricted or rebuked if student is not following safe practices or appears to be medicating inappropriately.
5. Students are never to loan or borrow medications.

HEALTH CENTER VISITS

Students may be sent to the Health Center for proper care during school hours if they:

- complain of pain, (e.g., headache, stomachache, etc.)
- display symptoms of illness or an infectious and communicable diseases
- need clearance before returning to the classroom setting due to communicable disease (e.g., lice)
- sustain an injury
- need to take medication treatment

It is critical for the students' academic performance to remain in class for the duration of the school day. For this reason, we will assist them by addressing their health concerns and return them to their respective class as soon as possible. The parents/guardians are ultimately responsible for attending to their students' health problems prior to sending them to school every day. Parents/Guardians are not to bring their students to the Health Center for health concerns as their source of medical care. Please refrain from seeking medical care or diagnosis from the Health Center.

SICK POLICY

The only place for a truly sick child is at home. If a child displays any of the proceeding symptoms or has any of the infectious or communicable diseases listed on the following pages, please keep the child at home. Keep these guidelines handy. They will help parents/guardians make appropriate decisions about whether or not to send a child to school. Information about caring for a sick child is available from the office. Children should be symptom-free or on medication for a minimum of **twenty-four hours before** returning to school. A doctor's note will be

required if a child is absent due to illness for three or more consecutive days.

If a child becomes sick at school, the parent/guardian or a person designated for emergencies will be called and the sick child will remain in the Health Center until the designated person arrives. A staff member will monitor the child and keep him/her as comfortable as possible. **Parents/Guardians or designated persons must pick up sick children within one hour.** Children should be symptom-free or on medications for **twenty-four hours before** returning to school.

If weather permits, children at Desert Heights Schools enjoy playing outdoors every day. Playing outside enhances children’s social skills and helps them learn to play cooperatively. The school requires a doctor’s note for a child who must stay indoors or not participate in P.E. class.

GUIDELINES

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the symptoms listed below should be excluded from attending Desert Heights School until:

- A physician has certified that the symptoms are not associated with an infectious agent or that they are no longer a threat to the health of other children at school; or
- Symptoms have subsided.

SYMPTOMS	
FEVER	Oral temperature (99° Fahrenheit or higher) within the previous twenty-four hour.
VOMITING	A child who has vomited one or more times.
RESPIRATORY	Difficult or rapid breathing or severe coughing. High-pitched, croup, or whooping sound after coughing.
DIARRHEA	A child who has had two or more abnormally loose stools.
SORE THROAT	Sore throat, especially when fever or swollen glands in the neck are present.
SKIN PROBLEMS	Skin rash that is undiagnosed or contagious. Infected sores or sores with crusty, yellow or green drainage.
PINKEYE (CONJUNCTIVITIS)	Watering, irritation, and redness of the white part of the eye and/or the lining of the eyelids and/or pus-like discharge. Pink eye is extremely contagious. The child is contagious from the onset of signs and symptoms and while the eye is still red and/or draining. Signs and symptoms must be absent for at least 24 hours before the child returns to school. Careful hand washing after contact with discharge from the eyes or articles soiled with the discharge is necessary. Throw away all tissues immediately after one use. Use face cloths one time and on only one individual before laundering. Must be treated with medication from a physician.
HEAD LICE (HIGHLY CONTAGIOUS)	Itching of the scalp. Lice and nits (eggs) found in hair, especially at the nape of the neck and behind the ears. School Attendance Policy: Treatment must be completed and the student’s head free and clear of all lice and nits before returning to school and/or classroom setting. The school health assistant or delegated personnel must check the student before he/she is cleared to return. The school’s maintenance department will be notified and instructed to clean and disinfect the affected classrooms accordingly.

NOTICE OF INFECTIOUS OR COMMUNICABLE DISEASES

Desert Heights Schools makes every effort to keep the school a healthy, happy environment for all children. Parents/Guardians should notify the school of any diagnosis of a contagious disease their child may have been exposed to or infected with. In return, the office will send parents (per grade level or school wide as applicable or necessary) written information listing any communicable diseases that occur at our schools, as well as specific guidelines for students’ return to school following an illness. The school’s maintenance department will also be notified and instructed to clean and disinfect the affected classrooms accordingly.

Desert Heights Schools require all parents to notify the school within twenty-four hours if a doctor diagnoses a child with having one of the following contagious diseases while attending:

- Amebiasis (*Entamoeba histolytica*)
- Anthrax (*Bacillus anthracis*)
- Babesiosis (*Babesia* sp.)
- Blastomycosis (*Blastomyces dermatitides*)
- Botulism (*Clostridium botulinum*)
- Brucellosis (*Brucella* sp.)
- Campylobacteriosis (*Campylobacter* sp.)
- Chancroid (*Haemophilus ducreyi*)
- Chicken Pox
- Chlamydia trachomatis infections (nonspecific urethritis, cervicitis, salpingitis, neonatal conjunctivitis, pneumonia, and lymphogranuloma venereum)
- Cholera (*Vibrio cholerae*)
- Diphtheria (*Corynebacterium diphtheriae*)
- Diphylobothrium latum infection
- Encephalitis (caused by infectious agents)
- Echinococcosis (*Echinococcus* sp.)
- Giardiasis (*Giardia Lamblia*)
- Gonorrhea infections (including gonococcal salpingitis, ophthalmia neonatorum, Penicillin resistant *Neisseria gonorrhoea* infections)
- *Haemophilus influenzae* disease (only invasive disease including epiglottitis, cellulitis, bacteremia, and meningitis)
- Hepatitis (viral types A, B, and non-A, non-B)
- Herpes simplex infections (neonatal, less than thirty years of age, disease only)
- Histoplasmosis (*Histoplasma capsulatum*)
- Impetigo
- Influenza (unusual case incidence or laboratory-confirmed cases)
- Lead (poisoning and undue absorption)
- Legionellosis (*Legionella* sp.)
- Lice Poliomyelitis
- Lyme Disease (*Borellia burgdorferi*)
- Malaria (*Plasmodium vivax*, *P. malariae*, or *P. faciparum*)
- Meningitis (caused by all types of bacterial, viral or fungal agents)
- Meningococemia (*Neisseria meningitis*)
- Mumps
- Mycobacteriosis (Symptomatic cases only; exclusive of tuberculosis and leprosy)
- Pertussis (*Bordetella pertussis*)
- Pink Eye (Conjunctivitis)
- Plague (*Yersinia pestis*)
- Psittacosis (*Chlamydia psittaci*)
- Q Fever (*Coxiella burnetii*)
- Rabies (animal and human cases and suspects)
- Reye's Syndrome
- Ringworm
- Scabies
- Strep Throat

CHILD FIND NOTICE

Child find is a component of the Individuals with Disabilities Education Act (IDEA '04) that requires PEAs to locate, identify, and evaluate all children with disabilities, aged birth through 21, located within their geographical boundaries that are in need of early intervention or special education services. Anyone who has concerns about a child's development or academic achievement may refer the student for screening (e.g., parents, family members, or school staff). Child find applies to children who are:

- Suspected of having a disability even though they are advancing from grade to grade
- Highly mobile, such as migrant and homeless
- Wards of the state
- Private school students
- Homeschooled students

Parents/Guardians who have concerns about their child's development or academic progress can contact the school for assistance:

- Children 2 years 10 ½ months and under: The school will assist with a referral to the Arizona Early Intervention Program (AzEIP).
- Children 2 years 10 ½ months to 5 years of age: The school will assist in referring the parent/guardian to the preschool special education services at the appropriate local public-school district.
- Children 5-21 years of age: If a child is enrolled at Desert Heights (Kindergarten-High School), call the main office and ask to speak with the special education department. The Special Education Policies and Procedures ensure that all children with disabilities within the age groups authorized by the charter and within its jurisdiction are screened and evaluated, eligibility is determined, an IEP is developed for qualifying children, and a full continuum of services is offered to meet their needs.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Desert Heights Charter Schools Complies with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). The U.S. Department of Education describes this Federal law as one “that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.”

Desert Heights Charter Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Desert Heights Charter Schools will notify parents and eligible students annually of their rights under FERPA.

Additional information may be obtained at:

- U.S. Department of Education Website- <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#)
- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

DISCRIMINATION, RETALIATION, AND HARASSMENT

In keeping with the strong policy of the Governing Board of Desert Heights Schools, Desert Heights Schools are against discrimination based on race, creed, sex, sexual orientation, color, ethnicity, national origin, age, and physical or mental disability. The Governing Board finds that such discrimination is contrary to the principles upon which the charter school is based and directs that acts of discrimination, retaliation, or harassment based on race, creed, sex, sexual orientation, color, ethnicity, national origin, age, and physical or mental disability are strictly forbidden. Discipline up to expulsion for students and dismissal for employees may be applied for violation of this policy.

Persons believing that they have been the victim of discrimination, retaliation, or harassment shall have the right to file a complaint of such action with a person to be designated by the principal. The principal shall make a copy of this policy available to all students and employees, shall post notices of the Governing Board's policy in appropriate places within the school, shall appoint a grievance coordinator and an alternative grievance coordinator, and shall post the coordinator's name, office number, and telephone number along with this policy.

**Grievance Coordinator
Civil Rights Coordinator**

Mark Jiles, President
602-896-2900

Alternative Grievance Coordinator

Governing Board
schoolboard@dhschools.org

GENERAL GRIEVANCE PROCEDURES

Students, employees, and parents may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this school,
- B. 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.

A complaint/grievance may be raised regarding one or more of the following:

- Violation of the individual's constitutional rights;
- Denial of an equal opportunity to participate in any program or activity for which the individual qualifies;
- Discriminatory treatment on the basis of race, color, religion, sex, sexual orientation, age, national origin, or disability
- Harassment of the individual by another person
- Concern for the individual's personal safety.

The accusation must be made within thirty (30) calendar days of the time the individual knew or should have known that there were grounds for the complaint/grievance.

The complaint/grievance shall be made only to the Grievance Coordinator or Alternative Grievance Coordinator, as identified in the Governing Board's policy against Discrimination Retaliation and Harassment. If the Grievance Coordinator and the Alternative Grievance Coordinator are included in the complaint grievance, or if one is included and the other unavailable, the complaint/grievance shall be transmitted directly to the Governing Board, which will appoint a Board member to act as a second Alternative Grievance Coordinator.

The particulars of the complaint/grievance must be submitted in writing to the school and should be addressed to the Grievance Coordinator in order for the complaint/grievance to be reviewed. The individual should sign and date the complaint/grievance; however, unsigned complaints/grievances are to be processed in the same manner as signed complaint/grievance. All individuals handling the complaint/grievance shall preserve the confidentiality of the subject, disclosing it only to the appropriate school personnel or as otherwise required by law. The President shall

determine any question concerning whether the complaint/grievance falls within this policy.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. [PARA] Retaliatory or intimidating acts against any individual who has made a complaint under this policy and its corresponding regulations, or against an individual who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint. Disposition of all complaints/grievances shall be reported to the principal as the compliance officer for discrimination. The principal will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Governing Board as may be necessary.

IMPARTIAL HEARING

Individuals whose complaints/grievances fall within this policy are entitled to an impartial hearing with the right to (a) representation by counsel, and (b) an appeal procedure.

The impartial hearing process will be coordinated by the Grievance Coordinator or the Alternative Grievance Coordinator:

1. An appointment of the impartial hearing officer is scheduled. Impartial is defined as a person not employed by or under contract with the district in any capacity. The school will make an effort to allow the individual filing the complaint/grievance to have a selection from several alternative individuals, but the school reserves the right to make the final decision regarding who the hearing officer will be.
2. Reasonable timelines for the completion of the hearing process will be established.
3. There will be a written record made of the hearing.
4. The individual filing the complaint/grievance will have the opportunity to be represented by legal counsel and to present evidence and call appropriate witnesses.
5. If the individual filing the complaint/grievance is not satisfied with the outcome of the impartial hearing, he/she may submit an appeal to the Governing Board. School personnel must receive the appeal no later than 10 calendar days following the date of the impartial hearing.
6. Notifications regarding all aspects of the hearing and appeal process will be delivered via overnight mail, and the recipient will be required to sign acknowledging receipt of the correspondence.

SECTION 504 - REHABILITATION ACT OF 1973

It is the policy of Desert Heights Schools to provide a free and appropriate public education to each student with a disability who is otherwise qualified to participate in the school's programs and activities within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the school to ensure that students with a disability within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. In order to not discriminate, included in the definition of discrimination, is failure to provide reasonable accommodations for known disabilities.

For a student to qualify for Section 504 protection, the student must meet three criteria: (1) a mental or physical impairment, (2) which substantially limits, (3) one or more major life activities (34 C.F.R. Section 104.3). If the student has an impairment that substantially limits a major life activity, the impairment is a qualifying disability if it creates a significant barrier to the student's ability to access the same educational opportunities afforded to non-disabled students. It is important to understand that all three criteria must be met before the student is eligible for Section 504 protection. Students have a disability under Section 504 and this policy even though they do not require services pursuant to the "Individuals with Disabilities Education Act (IDEA). Students with an Individualized Educational Plan developed under the Federal Individuals with Disabilities Education Act are generally presumed to have had their rights under Section 504 recognized by the school.

SECTION 504 COORDINATOR

The building's principal is the primary coordinator of Section 504 activities for Desert Heights Schools. The Section 504 Coordinator:

- Ensures the school meets the needs of eligible students
- Ensures compliance with the law
- Monitors progress of all Section 504 referrals
- Advises those responsible for the Student Service Plan
- Implementation resource to school staff
- Parent resource on rights, processes and procedures
- Advocates with/for parent for appropriate 504 services
- Serves on the school's Child Find Committee
- Reports to administration regarding school staff compliance with the law
- Designates Section 504 Representative to assist with data monitoring, scheduling, etc.

REFERRAL, IDENTIFICATION, PLANNING, REVIEW PROCESS

Section 504 referrals from parents, individual teachers, and /or community agencies are submitted to the appropriate Behavior Intervention Team (BIT). The Behavior Intervention Team shall include persons knowledgeable about the child, the meaning of the child's evaluation data, and the child's placement options. The BIT shall draw upon information from a variety of sources, including validated aptitude and achievement tests properly administered by trained personnel in accordance with test protocols, teacher recommendations, social or cultural background, and adaptive behavior. The tests must be addressed to areas of need and must be administered to reflect the child's actual aptitude, achievement, or other measured quality, not the student's impairments unless the test is directed toward measuring the child's disability.

The BIT Leader provides the Section 504 Coordinator with a summary of the presenting problem and previous remedies considered/utilized. The summary should attach all current evaluations and make recommendations for additional evaluations, if any.

The Section 504 Coordinator or designated Section 504 representative notifies the parent, in writing, of the district's reason and intent to complete a Section 504 review. The notice should include a statement of the parent's due process rights and identification of any diagnostic evaluations to be completed, with a request for signed parental consent for said evaluations.

The Section 504 Coordinator or designated Section 504 representative, following the receipt of parental consent if needed, requests the BIT Leader to review all student records, initiate any required evaluations and to identify a reasonable time line, not to exceed 60 school days, for their completion and scheduling a Plan for Services (PFS) meeting. The BIT Leader should also identify all staff that should be included in the PFS meeting.

Prior to the projected PFS meeting, the BIT Leader informs the Section 504 Coordinator of the progress of the evaluation and whether the PFS meeting, with invitations to the parents and the Building Principal, has actually been scheduled.

The BIT Leader convenes the PFS meeting and facilitates the participants' determinations regarding:

- The student's un-met needs
- Section 504 eligibility
- Modifications based on eligibility
- Reasonable accommodations despite ineligibility

The BIT Leader submits the PFS report to the Section 504 Coordinator for review.

The Section 504 Coordinator or designated Section 504 representative notifies the parents, in writing, of the PFS recommendations and their right to an impartial due process hearing should they disagree. The notification should also inform the parent the PFS will be initiated within 6 to 10 school days unless an impartial hearing has been requested.

Section 504 eligible students will have their Plan for Services reviewed annually by the Behavior Intervention Team. The BIT Leader invites the Building Principal and parents whenever their participation is deemed necessary.

Changes in the PFS will be communicated in writing to the Building Principal and parents. IF the PFS review is considering significant changes in the student's programming, the meeting will be adjourned so that a reevaluation can be initiated.

Each BIT Leader or designated Section 504 representative annually notifies the Section 504 Coordinator of the Section 504 eligible students and their status with respect to an annual review.

IMPARTIAL HEARING

In the event of a disagreement concerning eligibility and/or plan of services, Section 504 regulations provide the parent/guardian with the right to (a) an impartial hearing, with (b) representation by counsel, and (c) an appeal procedure.

The impartial hearing process:

1. An appointment of the impartial hearing officer is scheduled. Impartial has been defined as a person not employed by or under contract with the district in any capacity. Regulations do not require that the selection of the hearing officer be a mutually agreed upon decision between the school and the parent/guardian. However, the school will make an effort to allow parents to have a selection from several alternative individuals.
2. Establishing reasonable timelines for the completion of the hearing process.
3. Although not specifically required by Section 504, there will be a written record made of the hearing.
4. Affording the parent/guardian the opportunity to be represented by legal counsel and to call appropriate witnesses.
5. Provide for an appeal procedure.
6. Informing the parents/guardians of the above impartial hearing procedures

SECTION 504 PARENTAL RIGHTS

- Right to file a grievance with the school over an alleged violation of Section 504 regulations. The grievance should be filed with the appropriate Section 504 building coordinator. Within 10 days, the coordinator will contact the parent to schedule an informal hearing regarding grievance.
- Right to a multisource evaluation
- Right to be informed of actions relating to eligibility and plan
- Right to examine relevant records
- Right to information in native language and primary mode of communication
- Right to periodic re-evaluations and an evaluation before any significant change in service/program modifications. Section 504 does not provide for outside independent evaluations.
- Right to an impartial hearing if there is a disagreement with the school district's proposed action.
- Right to be represented by counsel in the impartial hearing process.
- Right to appeal the impartial hearing officer's decision to the Federal Court.

The parents/guardians will be provided notice of their rights under Section 504 at the following times; (a) the school's intent to initially review their child's educational program, (b) when the parents/guardians are notified of the determination of eligibility and plan for services, and (c) before there is any significant change in the plan for services.

SAFETY

Desert Heights Schools has designed the following safety policies with intention to protect the child's physical well-being while at school, in transit to or from home or when participating in field trips that are off the school's premises.

EMERGENCY SCHOOL CLOSURES/DELAYS

Desert Heights Schools makes every attempt to have all emergency school closings or delays announced on 550 AM, KFYI.

In some areas, emergencies relating to the weather may warrant the cancellation of all school programs. In general, Desert Heights Schools will close if the Peoria Unified schools are closed. If hazardous road conditions require closing the school early, the school will announce the closing by telephone during the day. In such cases, the school asks parents/guardians or emergency contacts to pick up all children. Teachers will remain at school until all children have been picked up. If a parent/guardian makes the decision to keep a child at home because of severe weather, it is expected that the school will be contacted via telephone to report the situation.

In the event, the school needs to evacuate the campus, flags will be removed from the flagpole as a visual symbol that the evacuation has occurred. Once students are secured at a relocation destination, parents/guardians will be contacted.

EMERGENCY SITUATIONS

Emergencies happen. Here's what to expect when the unexpected takes place:

- **Minor Accidents:** There is always someone on staff who is trained to perform first aid. The staff will treat minor injuries requiring no more than soap, water antibacterial ointment and a Band-Aid. This may or may not result in a phone call to a parent/guardian.
- **More Serious Accidents:** The school will call the parent/guardian immediately to report any more serious injuries requiring further medical treatment and the supervising staff member will file an accident report.
- **Lockdowns:** If a lockdown occurs prior to the start of school, a sign will be placed at the entrance informing the community and cars they will not be permitted to enter. If a lockdown occurs at dismissal time, we ask for your patience and will only release students if it is safe to do so. In any true lockdown emergency, an e-mail and Blackboard Connect voice message will be sent out to inform parents of the lockdown the moment staff has access.

If a serious illness or accident occurs, a staff member will call an ambulance to transport the affected child to the nearest source of emergency medical care. A teacher or staff person whom the child knows will accompany him/her to the hospital and will take the child's emergency form. The staff will immediately make every effort to reach a parent/guardian or designated emergency contact to help.

FIRE DRILLS

The specific procedures for fire drills are posted in each area of the school. Each month the school will conduct drills to prepare students and staff in the proper procedures. The school will also conduct occasional "lockdown" drills.

PARKING LOT

Please observe all parking guard directions, signs, and other directional markings (painted arrows, etc.). Please do not leave a vehicle unattended in traffic lanes and do not park in the handicapped parking spaces without appropriate decal. **For the safety and security of all children, please do not leave them unattended in a vehicle at any time.**

PLAYGROUND/RECESS AREAS

A playground is an important part of a child's learning environment. It is a place in which students can strengthen their bodies, develop group skills, and have fun. However, a playground must be a safe environment for all. School personnel are responsible for the safety of all children on the playground or in the school. Staff members will outline appropriate safety rules for the children. The staff will regularly inspect all playground equipment for safety. The school encourages parents to dress children appropriately for play. Parents are responsible for supervising their own children on the playground after school hours.

SCHOOL BUSES/VANS

The school makes every effort to ensure that all children have safe and pleasant transportation to and from field trips, afterschool events, or other activities. Desert Heights Schools instructs children in passenger safety and courtesy, so that they will always treat the driver and all other passengers with respect. Food of any kind is not allowed in any school vehicle.

TOBACCO/ALCOHOL/CONTROLLED SUBSTANCES

Desert Heights Schools are a "Tobacco Free, Drug Free School Zone." This designation extends to all school

approved activities involving students regardless of time and location. The possession, use, sale, distribution or purchase of alcohol, illegal drugs, prescription medication, cigarettes or any other substance related to the above (including matches, lighters or paraphernalia) will result in automatic suspension, notification of the police, and referral to the Governing Board for possible long-term suspension or expulsion. This policy applies to all school campuses including the parking lots.

UTILITY OUTAGES

If a power or water outage occurs, the principal will evaluate the extent of the disruption of the school day. In some instances, this disruption may require closing the school. The school will notify parents by telephone if the outage should occur during the school day. If the school is closed, parents/guardians are expected to pick up their child as soon as possible.

VANDALISM & STEALING

Removing school or personal materials without permission is considered stealing. Willful destruction or abuse of private or school property will not be tolerated, and restitution will be expected. Anyone found guilty of theft or vandalism may be subject to immediate suspension, notification of the police, and referral to the Governing Board for possible long-term suspension or expulsion.

WEAPONS/FIGHTING/INTIMIDATION

It is the policy of the school to provide a safe and orderly environment for students and staff in order to promote learning. In order to accomplish this, all weapons, intimidation, and fighting are strictly prohibited on the school campus, in classrooms, and at any school-sponsored event. In addition, this policy applies throughout the school day. Students who are involved in fights or bring weapons to school, to school-sponsored events, or on school buses will receive the consequences as outlined by state statute and school policy.

Consistent with the Gun-Free Schools Act of October 1994, a student bringing a gun, firearm, or explosive device to school or to school-sponsored events will receive a minimum of one-year expulsion. In addition, school administrators will notify the law enforcement authorities when they become aware that a student has possessed a gun at school or at a school-sponsored event.

CHILD NEGLECT, ABUSE & MOLESTATION

The neglect and abuse of children can occur in families at any socioeconomic level. State law, and certainly our own concern for each child, requires us to report suspected child abuse or neglect. If any staff member knows or has reason to believe that a child is being physically abused, sexually abused, or neglected, the law requires the school to contact appropriate Child Protective Services. Typically, the law requires that the report include the child's name, date of birth, the name and address of the alleged perpetrator (if known), the extent of the injuries and/or situation, and the name of the person reporting the suspected abuse or neglect. Any concerns regarding neglect, abuse, and molestation of children should be reported to the Principal, Student Advocate, or health center designated personnel immediately.

SEXUAL ABUSE

In accordance with Hartford Insurance Sexual Abuse Application (3C), Desert Heights Charter School is required to have the following criteria Governing Board Approved and adopted as our Sexual Abuse policy:

Allegations or concerns regarding sexual abuse will be expressed to Grievance Coordinator Mark Jiles. Procedures for addressing issues or concerns to our Grievance Coordinators will be conveyed to students and parents in our Parent/Student Handbook, our Employee Handbook and on our school website. Students and parents will be encouraged to document their concerns or issues and forward that documentation to Grievance Coordinator, Mark Jiles. Once this has been done, a meeting with Mark Jiles will be scheduled. All concerns or issues will be documented. If a need to appeal a decision arises, the Governing Board will serve as the next and final step to address concerns or issues.

All requirements have been met under the above stated policy.

STUDENTS BULLYING PLEDGE

We the students of Desert Heights Schools agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone habitually or persistently towards particular victims. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

We the students agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
- Support students who have been or are subjected to bullying.
- Talk to teachers and parents about concerns and issues regarding bullying.
- Work with other students and faculty, to help the school deal with bullying effectively.
- Encourage teachers to discuss bullying issues in the classroom.
- Provide a good role model for younger students and support them if bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying.

We acknowledge that whether we are being a bully or see someone being bullied, if we don't report or stop the bullying, we are just as guilty.

TECHNOLOGY

INTERNET SAFETY POLICY

INTRODUCTION

It is the policy of the Desert Heights Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act ("CIPA") [Pub. L. No. 106-554 and 47 USC § 254(h)].

It is the goal of this policy not only to prevent and protect, but to educate employees, students and parents of Desert Heights Schools in Internet safety. The CIPA guidelines for an Internet Safety Policy are also incorporated by Desert Heights Schools into its Acceptable Use Agreement.

The Children's Internet Protection Act, enacted December 21, 2000, requires recipients of Federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood Children's Internet Protection Act that addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities.

This policy is intended to be read together with the School District's Acceptable Use Policies for Technology and the Internet. All limitations and penalties set forth in the Acceptable Use Policies are deemed to be incorporated into this policy. Terms used in this policy which also appear in the Children's Internet Protection Act have the meanings defined in the Children's Internet Protection Act.

COMPLIANCE WITH THE REQUIREMENTS OF CIPA

Technology Protection Measures

A Technology Protection Measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, involve child pornography, or are harmful to minors. Desert Heights Schools subscribe to a content filtering system, on all computers that access the Internet, which is compliant with CIPA and NCIPA.

Access to Inappropriate Material

To the extent practical, Technology Protection Measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual and textual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Any attempt to bypass, defeat or circumvent the Technology Prevention Measures is punishable as a violation of this policy and of the Acceptable Use Policies.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Desert Heights Schools online computer network when using electronic mail, chat rooms, blogging, instant messaging, online discussions and other forms of direct electronic communications. Without limiting the foregoing, access to such means of communication is strictly limited by the Acceptable Use Policies. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all Desert Heights Schools Administration/staff to supervise and monitor usage of the school’s computers, computer network and access to the Internet in accordance with this policy, the Acceptable Use Policies, and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology.

Education

Desert Heights Schools will advocate and educate employees, students, parents and the Desert Heights Schools community on Internet safety and “cyber-bullying.” Education will be provided through such means as professional development training and materials to employees.

Cyber-bullying

The Acceptable Use Policies include provisions intended to prohibit and establish penalties for inappropriate and oppressive conduct, including cyber-bullying. Desert Heights Schools is a place of tolerance and good manners. Students may not use the network or any computer facilities for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability. Network users may not use vulgar, derogatory, or obscene language. Network users may not post anonymous messages or forge e-mail or other messages. Furthermore, Desert Heights Schools’ computers and network may not be used for any activity, or to transmit any material, that violates United States, Arizona State or local laws. This includes but is not limited to any threat or act of intimidation or harassment against another person.

ELECTRONIC SUBMISSION OF SCHOOLWORK

To ensure electronically submitted schoolwork can be accessed and reviewed by the school, students should save and submit all schoolwork as one of the following approved file extensions unless otherwise requested by the teacher:

- .doc
- .docx
- .xls
- .xlsx
- .ppt
- .pptx

The school has numerous classroom and technology lab computers properly equipped with software that provides students with an opportunity to create and save work in the proper file formats. However, if students do not have the appropriate software at home, please note the following low-cost options are available:

- [**Office 365**](#) is the school's recommended solution and is available to all students free of charge once the student's school email account has been issued. Office 365 allows for the online creation, editing and storage of files, along with the download and installation of the Office applications on personal computers.
- [**OneDrive**](#) is an online free productivity tool which includes versions of Microsoft Office and allows students to create, edit and share Excel, Word, PowerPoint and OneNote files from any browser using their school email account be created and electronically stored in the cloud.
- [**Google Docs**](#) is another online productivity tool available at no cost to students and allows for documents, sheets and slides to be created and electronically stored in the cloud.
- [**Apache OpenOffice**](#) can be downloaded and used entirely free of any license fees and can be used to create documents, spreadsheets and presentations.

Note: When saving or sending documents from any of these or other productivity tools, please confirm an approved file extension is selected. Please contact the school's technology department with any questions.

STUDENT'S ACCEPTABLE USE POLICY

Each year students are required to review and sign the Handbook Acknowledgement form. By signing this form, students are also agreeing to the following Acceptable Use Policy when using the Desert Heights network.

This contract is entered into by and between the Desert Heights Charter School, hereinafter (DHCS) and the undersigned student. The parties agree that this shall be a legally binding contract between them.

DHCS is pleased to be able to offer access to the computer network for research on the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return the attached student authorization form to the school office. While our Internet is to make Internet access available to further educational goals and objectives, students and employees may find ways to access other materials as well. We believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any possible disadvantages.

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, and radio.

This educational opportunity also entails a certain amount of responsibility. It is important that employees, students, and parents/guardians read and understand the following guidelines from DHCS.

When access to the Internet is granted, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet. Violations may result in disciplinary action up to and including suspension/expulsion for students and termination of employment for employees. When applicable, law enforcement agencies may be involved.

STUDENT RESPONSIBILITIES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. A student's signature and parent/guardian permission are required. **Access is a privilege, not a right, and entails responsibility.**

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with standards and will honor the agreement they and their parents/guardians have signed.

Network storage areas will be treated like school lockers. DHCS reserves the right to review, monitor, and restrict information stored on or transmitted via DHCS owned or leased equipment and to investigate suspected inappropriate use of resources.

During school, teachers will guide students toward appropriate materials. Outside school, families bear responsibility for guidance on the Internet just as they do with information sources such as television, telephones, movies, radio, and other potentially offensive media.

INTERNET TERM & CONDITIONS

- Private, commercial, or illegal use is prohibited.
- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients must not be shared or transmitted.
- Programs that infiltrate computing systems and/or damage software components are prohibited.
- Transfer files or any software to or from a school computer without prior approval from an authorized staff member is prohibited.
- Files, data, or information of others must not be improperly accessed or misused.
- User accounts must not be shared or left open and unattended.
- Documents are the responsibility of the user.
- Anonymous communications are not allowed.
- Security violations must be reported to the Network Administrator / Principal immediately.
- Personal information must be given out only in an instructional context or in the performance of DHCS business.
- The illegal installation or transmission of copyrighted materials is prohibited.
- All files are subject to DHCS review.
- Files must be deleted regularly to conserve space.
- Use of Internet games, MUDS (Multiuser Domains), IM's (Instant Messaging) and commercial email (e.g. Hotmail, Yahoo, etc.) is prohibited.
- Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.
- Changing the computer configurations on any school computer is prohibited (this includes desktop appearance, screensavers, printer setup, hiding the task bar, etc.).
- Taking or consuming food, drink, gum, candy, etc. in any Computer Lab or when using classroom technology (laptop, iPad, etc.) is prohibited.
- I will inform a teacher immediately if I:
 - Accidentally enter an Internet site that is inappropriate, as defined by this Policy
 - Accidentally change the configurations on any computer
 - Any action, which violates an existing Governing Board policy or public law, is prohibited.

BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

STUDENT EMAIL ACCOUNTS (OFFICE 365)

Desert Heights Charter Schools has implemented Office 365 which provides students with a collaborative system to effectively communicate via email with teachers and other students while also providing hands on experience with tools utilized in the workforce. All 3rd and 4th grade students will be issued an Office 365 account which provides them with the following:

- Communication Services: Free, hosted email and calendaring with 1TB of mailbox storage accessible from Outlook on PCs, the Web and mobile devices.
- Collaboration Services: Provides students with communication and collaboration tools from virtually anywhere, at any time. Includes document viewing and lightweight editing with Office Web Apps.

We understand that security is important and want to assure parents that we have taken the available steps to secure our implementation. In order to accomplish this, we have configured Office 365 with the following settings:

- Email protection from SPAM and viruses.
- Closed Campus: Students in 3rd and 4th grade can only send and receive email from the following:
 1. Other students using an approved email address issued by Desert Heights (e.g., k12.dhschools.org, etc.).
 2. Any Desert Heights staff member using a valid school email address (e.g., dhschools.org, desertheightsschools.org, etc.).
 3. Any mail domains approved by Administration for educational purposes (e.g., khanacademy.org). All other incoming or outgoing email domains not approved by Administration will be blocked.
- Bad Words Filtering: Email messages containing a defined list of “bad words” are blocked.
- Antibullying: Protects students from harassment email messages.

To learn more about Office 365, access the Microsoft website at <http://office.microsoft.com/en-us/academic/> or contact the Desert Heights Director of Technology.

DISCIPLINE POLICY & PROCEDURES (K – 4TH)

All students will be required to follow the school-wide and classroom procedures established by administration and teachers. If a student continually refuses to follow these procedures, parents will be asked to meet with the teacher or administration to discuss the problem. Students who continue to refuse to follow procedures may be suspended, expelled or dis-enrolled at the discretion of the administration.

Infractions and disciplinary actions are listed in the table below. Any deviation from the below Discipline Policy and Procedures is at the discretion of the Administration. The following guidelines apply to the entire table:

- One asterisk (*) indicates reportable offense to ADE
- Two asterisks (**) indicates that the identified offense must be reported to law enforcement and submitted to ADE
- “ISS” means In-School Suspension
- “OSS” means Out of School Suspension
- A missed detention will lead to an in-school suspension

Disciplinary Action (K-4 th)				
Infraction	Definition	1st Offense	2nd Offense	3rd Offense
*Aggravated Assault	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument, causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity { A.R.S 13-1204 }.	*2 Day OSS	*Long Term Suspension	Expulsion

Disciplinary Action (K-4th)				
Infraction	Definition	1st Offense	2nd Offense	3rd Offense
Aggression Other	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Parent Conference Detention	Conference with Principal or Dean 1 Day ISS	Conference with Principal or Dean 1 Day OSS
*Alcohol Violation	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	Expulsion	N/A	N/A
*Arson of structure **Arson of an occupied structure	Damaging an occupied structure or property by knowingly causing a fire or explosion { A.R.S. 13-1704 }. An occupied structure means any structure which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs { A.R.S. 13-1701 }.	Expulsion Restitution	N/A	N/A
*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 to provoke such person { A.R.S. 13-1203 }.	*1 Day ISS	*2 Day ISS	*3 Day OSS
*Bullying	Repeated acts overtime that involves a real or perceived imbalance of power with the more powerful child or group attacking those that are less powerful. Bullying can be physical in form, verbal or psychological.	1 Day ISS	2 Day ISS Conference w/ Parent	3 Day OSS/ Conference/Intervention
Cheating or Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Phone Conference Loss of Credit	Parent Conference/ Loss of credit w/detention	Visit to Principal/ 1 Day ISS

Disciplinary Action (K-4th)				
Infraction	Definition	1st Offense	2nd Offense	3rd Offense
*Dangerous Instruments/Devices, use, threat to use, or possession of	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury. This may include, but is not limited to; airsoft guns, bb guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, pepper spray, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser gun, tear gas, and other dangerous items. Note: A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement.	5 Day ISS	10 Day OSS	Long Term Susp. Expulsion
Defamation	Wrongfully injuring another person's reputation through a written, spoken or electronic communication that is not otherwise privileged under the law.	Parent Conference w/ Teacher	Detention	1 Day OSS
Disorderly Conduct	Any act, which substantially disrupts the orderly conduct of a school function; behavior, which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others { A.R.S. 13-2904 }. This includes, but is not limited to, spitting, throwing objects, verbally promoting inappropriate gestures or conversations, etc.	Parent Conference w/ Teacher	Parent Conference w/Principal or Dean Detention	Visit to Principal 1 Day ISS
Disrespect/Defiance/In subordination	Refusal to follow directions, talks back, or delivers socially rude interactions.	Parent Conference	Parent w/Principal or Dean Detention	Visit to Principal 1 Day ISS
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior. Continual or repeated disruptions may warrant more severe consequences { A.R.S. 13-2911 }.	Parent Conference	Parent Conference w/Principal or Dean Detention	Visit to Principal/ 1 Day ISS
Dress Code Violation	Clothing, belt or shoes that do not fit within the dress code guidelines stated in the school's dress code policy.	Warning Call Parent/Change Clothes	Change Clothes Detention Parent Conference	Change Clothes 1 Day ISS

Disciplinary Action (K-4th)				
Infraction	Definition	1st Offense	2nd Offense	3rd Offense
*Drugs: use, possession, under the influence of, possession of paraphernalia **Prescription	The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote {A.R.S.13-3415} .	Expulsion	Expulsion	Expulsion
Electronic Device, possession of, without school permission	Includes possession of cell phones, games, IPODS, mp3 players or any other electronic device on campus or in the classroom.	Confiscation Parent picks up from office	Confiscation Parent picks up from Principal	Confiscation Parent picks up from Principal
*Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends upon the potential severity of harm {A.R.S. 13-1201} .	Notify Parent/ 1 Day ISS	2 Day ISS	3-5 Day OSS Long Term/Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations {A.R.S. 13-1804} .	3 Day OSS	5 Day OSS	Long Term OSS
*Fighting	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	1 Day ISS Phone Conference	2 Day ISS Conference w/ Parent	3 Day ISS Conference/Intervention
Forgery/Falsification/Lying	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is intentionally false or fraudulent. This includes identity theft.	Detention	1 Day ISS Conference w/ Parent	2 Day ISS Intervention Plan
Good Neighbor Policy Violation	School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour and release periods. Failure to act as a good neighbor within the school community may result in disciplinary action.	1 Day ISS *may result in loss of privilege to attend field trips	1 Day OSS *may result in loss of privilege to attend field trips	2 Day OSS *may result in loss of privilege to attend field trips

Disciplinary Action (K-4th)					
Infraction	Definition	1st Offense	2nd Offense	3rd Offense	
*Harassment or Teasing	The persistent or repeated annoying or tormenting of another person to frighten, compel, or deter by actual or implied threats { A.R.S. 13-2921 }.	Phone Conference	Conference/ Behavior Plan	Visit to Principal/ Detention/Intervention	
Indecent Exposure/Public Sexual Indecency	For definition of Indecent Exposure refer to A.R.S. 13-1402 . For definition of Public Sexual Indecency refer to A.R.S. 13-1403	1 Day ISS Phone Conference	2 Day ISS Face-to-Face Conference	3 Day OSS/ Conference/Intervention	
Leaving Campus without Authorization	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee.	1 Notify Parent/ Detention	1 Day ISS	2 Day ISS	
Minor Aggressive Act	Engaging in non-serious, but inappropriate physical contact (e.g., hitting, poking, pulling or pushing). Other behaviors that may be considered under this violation are running in the building, hallways or corridors, pulling a chair out from underneath another person, or behaviors that demonstrate low level hostile behaviors.	Phone Conference	Detention	Visit to Principal/ Detention	
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group which manifests malice towards others based on their race, gender, ethnicity, religion or other. This includes hate speech or gang activity.	1 Day ISS	2 Day ISS	2 Day OSS	
Pornography	The use or possession of sexually explicit words or images, devices or electronic images that offends or disturbs the educational environment.	Parent Conference Confiscation Detention	1 Day ISS	1 Day OSS Suspension	
Public Display of Affection	Holding hands, kissing, touching or other displays of affection in violation of school policy.	Warning/Phone Conference	Parent Conference/ Behavior Plan	Visit to Principal/ Detention/ Intervention	
Petty Theft Under \$100	Possession of an item that does not belong to the person in possession.	Detention/Restitution Parent Conference	1 Day ISS Restitution	1 Day OSS Detention/Restitution	
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Parent Conference	Phone Conference/ Detention	Visit to Principal/ 1 Day ISS	
*Sexual Harassment /Sexual Misconduct	An unwelcome conduct of a sexual nature that denies or limits a student'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 favors, or other verbal, non-verbal or physical conduct of a sexual nature.	Parent Conference Detention	1 Day ISS Phone Conference	2 Day OSS Suspension/Long Term	

Disciplinary Action (K-4th)				
Infraction	Definition	1st Offense	2nd Offense	3rd Offense
*Simulated Weapon, possession of, use of, or threat to use	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 portrayed as a firearm.	Notify Parent 1 Day ISS	2 Day ISS	5 Day OSS/Long Term Suspension/Extortion
Technology Misuse/Computer Tampering	The failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any facility. This includes the unauthorized access of any computer, computer system or network.	Parent Conference	Parent Conference Detention	Visit to Principal 1 Day ISS
*Threats (Death threats and/or intimidating behavior)	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property {A.R.S. 13-1202} .	Detention Phone Conference	1 Day ISS Conference	2 Day OSS Conference
*Tobacco: use/possession of, includes use/possession of rolling papers and/or matches/lighters	The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. Refers to smoking tobacco (e.g., cigarettes, cigars, etc.), smokeless tobacco (e.g., dip, chew, snuff, or twist) and any and all delivery devices (e.g., e-cigarettes, hookahs and water pipes). Note: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off campus school sponsored events is a petty criminal offense. "Petty" offenses are punishable by a fine up to \$300 {A.R.S. 36-798, A.R.S. 13-3622} .	3 Day ISS	5 Day OSS	10 Day OSS
Truancy	An unexcused absence of at least one class period during the day. Note: This definition pertains to students ages 6-16 {A.R.S. 15-803} .	Refer to Truancy Section in Handbook	Refer to Truancy Section in Handbook	Refer to Truancy Section in Handbook
Vandalism	Willful destruction or defacement of personal property or school property {A.R.S. 13-1602} .	Detention/ Restitution	1 Day Restitution 1day ISS	2 Day OSS/Restitution
Verbal Abuse to a Child	Profane, inappropriate or provoking language toward a child.	Parent Conference/ Detention	Visit to Principals or Deans Office 1 day ISS	Visit to Principal 1 Day OSS
*Verbal Abuse/Profanity to an Adult	Profane, inappropriate or provoking language toward an adult.	Parent	Visit to Principals or Deans Office 2-day ISS	2 Day OSS

Disciplinary Action (K-4th)				
Infraction	Definition	1st Offense	2nd Offense	3rd Offense
**Weapons *Dangerous Weapons	May include, but is not limited to, Billy clubs, brass knuckles, knife with a blade length of at least 2.5 inches, nun chucks, and other prohibited items as listed in A.R.S. 13-3101	**Expulsion	N/A	N/A

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