

Board Approved



DESERT HEIGHTS PREPARATORY ACADEMY

2023-2024

STUDENT & PARENT HANDBOOK

GRADES 5-12

WWW.DHSCHOOLS.ORG

602-896-2900

3540 W. UNION HILLS DR

GLENDAL, AZ 85308

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SCHOOL DIRECTORY

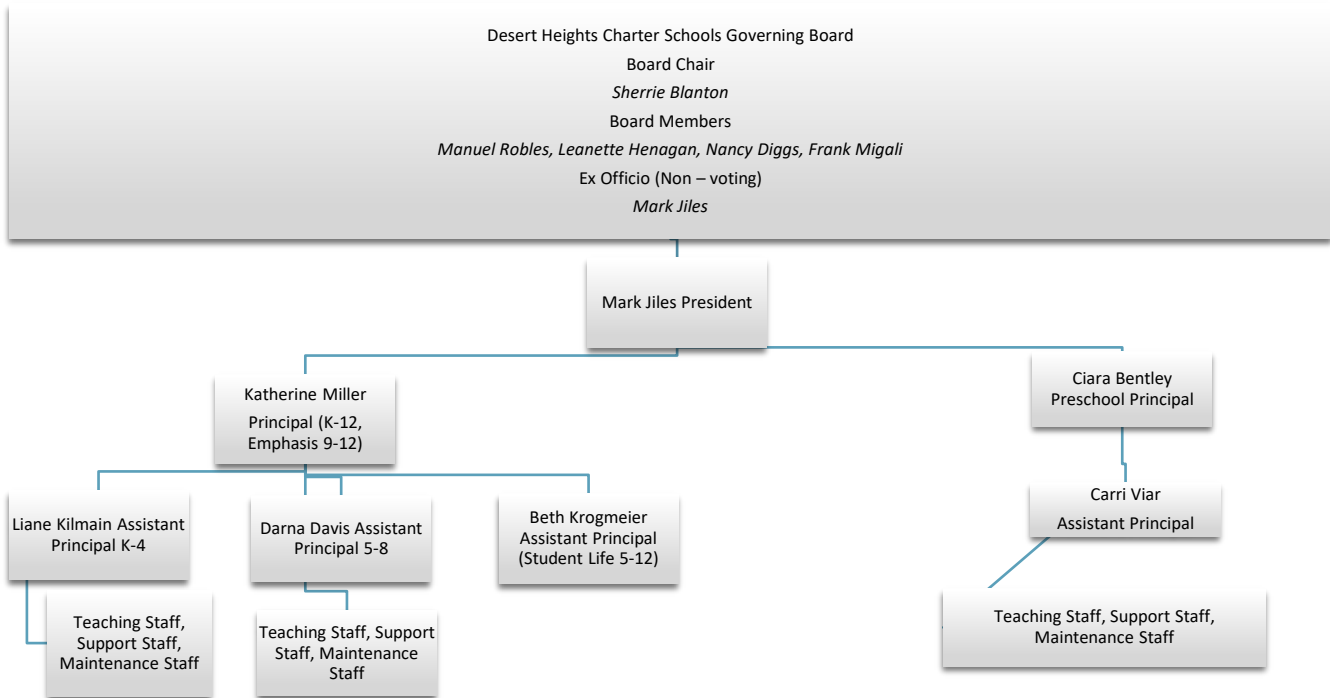
DESERT HEIGHTS CHARTER SCHOOLS DISTRICT AND SCHOOL SUPPORT PERSONNEL

3540 W. Union Hills Dr
Glendale, AZ 85308
(602) 896-2900, Option 2
www.dhschools.org

Mark Jiles, President/Grievance Coordinator/Civil Rights Coordinator
Katherine Miller, Principal K-12 with emphasis on 9-12
Ashley Munson, Accounting & Human Resources
Beth Gue, Federal Programs & Special Education Director
Krissi Elliott, Director of Technology
Mark Nunez Sr., IT Technician
Elliot Cohn, IT Technician
Vanessa Gonzalez, Food Services Director
Jay Jiles, District Transportation Director
Cynthia Jordan, Director of Front and Health Offices/Data Coordinator
Annie Diaz, C.U.T.S., Chronic Health Plan, 504 and S.E.L Coordinator/Behavior Team Lead
Jessica Wesley, McKinney Vento Liaison/Foster Care Coordinator
Marissa Robles, Director of Communications and Events
Susan Otto, ESEA Coordinator & MOWR Coordinator
Lawrence Vilhauer, Maintenance and Facilities Director

Michelle Robles, Director of Operations
Darna Davis, Assistant Principal of 5th-8th Grades, Head of Reading Department
Beth Krogmeier, Assistant Principal (Student Life) 5-12, K-6 Electives
Teresa Powell, Office Manager,Carolynn Shives and Adel Hall, Office Assistants
Brynn Woodworth, Behavior Coach
Brian Wicker, Athletic Director
Angela Hardy, Junior & Senior Advisor, Dual Enrollment Coordinator
Amanda Brownlow, Freshman/Sophomore, Advisor, Advanced Placement Coordinator
Stephanie Delion, Advisor
Percy Kincaid, Director of Security, Assistant Athletic Director
Lawrence Vilhauer, Events & Maintenance
Open, Events & Maintenance Support
Rafael La O Garcia, Landscaping & Maintenance

ORGANIZATIONAL CHART



WELCOME MESSAGE

Dear Desert Heights Family,

We are so excited to embark on our 24th year in the charter school sector! So much has changed over the last two decades. However, our commitment to our students and families has remained the same; an individualized approach to meeting individual student needs and treating and supporting our families as an extension of the Desert Heights Family!

The phrase “it takes a village to raise a child” originates from an African proverb and conveys the message that it takes many people (“the village”) to provide a safe, healthy environment for children, where children are given the security and confidence to develop and flourish, and to realize their hopes and dreams. Our collective goal at Desert Heights Charter Schools is to work in concert with our families and other stakeholders to foster an environment most essential to our student’s academic, emotional, psychological, social, athletic and developmental well-being, something we have taken great pride in doing over the past 23 years!

I would personally like to welcome both new and returning families to our community! We are so thankful that you have chosen to entrust us with the development of your child(ren), and we know this is a very important decision in their academic and developmental journey. By joining our Desert Heights Family, we can trust that you concur with the belief that an entire community of people must provide for and interact positively with children in order for them to maximize their full potential. We are both honored and humbled to work in conjunction with you to accomplish incredible things. There is tremendous power when home and school work in unison on behalf of children. Let’s make the 2023-2024 school year a memorable one for all!

Again, welcome and thank you for choosing Desert Heights Charter Schools as your educational partner!

Best Regards,

Mark Jiles, President of Desert Heights Charter Schools

“Promoting Academic Excellence, Integrity of Character, and Social Awareness in each student.”

MISSION STATEMENT

In collaboration with our community and all other stakeholders, Desert Heights Charter Schools will provide a rigorous, standards based academic environment through a balance of 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 Charter Schools is to promote academic excellence, integrity of character, and social awareness in each individual student.

SCHOOL CALENDAR



Desert Heights Charter Schools 2023-2024

Board Approved



JULY 2023				
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
31				
Total 0				

AUGUST 2023				
MON	TUES	WED	THUR	FRI
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Total 23				

SEPTEMBER 2023				
MON	TUES	WED	THUR	FRI
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Total 20				

Key	
No School	
Teacher In-Service (No School)	
Early release Friday's and Parent Teacher Conferences (K-4th Grade) 1:00 (5-8th Grade) 12:45 (9-12th Grade) 12:30	
17-Jul	New Teachers Report (No School)
24-Jul	All Teachers Report (No School)
1-Aug	First Day of School
4-Sep	Labor Day (No School)
22-Sep	End of Session 1
26-Sep	40th Day of School
Oct 5 & 6	Early Release for Parent Teacher Conferences
9 - 13 Oct	Indigenous People Day/Fall Break (No School)
10-Nov	Veterans Day (No School)
20-24 Nov	Thanksgiving Break (No School)
17-Nov	End of Session 2
20-Dec	Quarter 2/Semester 1 Grading Period Ends
21 Dec -5 Jan	Winter Break (No School)
15-Jan	MLK Day (No School)
22-Jan	100th Day of School
2-Feb	End of Session 3
19-Feb	Presidents' Day (No School)
29 Feb & 1 Mar	Early Release for Parent Teacher Conferences
18-22 Mar	Spring Break (No School)
29-Mar	End of Session 4
26-Apr	No School
22-May	Last Day of School (Early Release)
22-May	End of Session 4/Semester 2 Grading Period Ends
23-May	8th Grade Promotion & High School Graduation

OCTOBER 2023				
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 17				

NOVEMBER 2023				
MON	TUES	WED	THUR	FRI
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Total 16				

DECEMBER 2023				
MON	TUES	WED	THUR	FRI
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Total 14				

JANUARY 2024				
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 17				

FEBRUARY 2024				
MON	TUES	WED	THUR	FRI
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
Total 20				

MARCH 2024				
MON	TUES	WED	THUR	FRI
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Total 16				

APRIL 2024				
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			
Total 21				

MAY 2024				
MON	TUES	WED	THUR	FRI
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
Total 16				

Session Periods	
8/1-9/22	Session 1 (38 days)
9/25-11/17	Session 2 (34 days)
11/27-2/2	Session 3 (37 days)
2/5-3/29	Session 4 (34 days)
4/1-5/22	Session 5 (37 days)

Revised 11/3/2022

Grading Periods		Total Days = 180	
20-Dec	S1 (90 Days)	27-Sep	40th Day
22-May	S2 (90 Days)	19-Jan	100th Day

Early Release Friday for Teacher Professional Learning

Professional Learning Communities (PLCs) provide a systematic means of improving instruction and school culture. The professional learning community (PLC) model gives our schools a framework to build teacher capacity to work as members of high-performing, collaborative teams that focus on improving student learning. The framework requires our schools to have a solid, shared mission, vision, values, and goals; collaborative teams that work interdependently to achieve common goals; and a focus on results as evidenced by a commitment to continuous improvement.

COMMITMENT TO EXCELLENCE

(PARENT-SCHOOL COMPACT)

The Desert Heights Charter Schools 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, parents, and students are required to review and sign the appropriate section of the proceeding Commitment to Excellence contract, our Parent-School Compact. Our Commitment to Excellence contract is jointly developed with parents and outlines how we will share the responsibility for student academic achievement. We reference the contract, as needed, throughout the school year and it is the foundation for holding our community accountable for their commitment.

DESERT HEIGHTS' COMMITMENT

We will provide parents/guardians with reasonable access to staff through regular two-way communication in a language that family members can understand.

We will provide a high-quality curriculum, resources, and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.

We will encourage opportunities for parents to volunteer in their child's classroom and participate in decisions relating to the education and use of extracurricular time for their children.

TEACHER'S COMMITMENT

I fully commit to Desert Heights Charter Schools in the following ways:

- I will arrive 30 minutes prior to the start of the school day and remain on campus for the required workday, unless otherwise authorized by the Administration.
- I will maximize student learning and inform our parents/guardians of their progress.
- I will make ourselves available to parents/guardians, and our students, by prioritizing regular two-way meaningful communication, through frequent reports regarding their child's progress and providing annual parent-teacher conferences for students.
- I will protect the safety, interests, and rights of all individuals in the classroom.
- I will attend scheduled staff meetings and professional development training courses, unless the Administration has approved otherwise.
- I acknowledge that I am a Desert Heights Charter Schools 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.
- I will abide by school policies and procedures to offer a safe environment and quality education.

Failure to adhere to these commitments will lead to verbal, then written notice. By signing the electronic acknowledgement of the handbook, you are also acknowledging the Commitment to Excellence contract, our Parent-School Compact.

STUDENTS' COMMITMENT

I fully commit to Desert Heights Charter Schools in the following ways:

- I will arrive to my first period class everyday by 7:30 AM, at DHPA, or 8:00 AM, at DHCS.
- I will work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. I will raise my hand and ask questions in class if I do not understand something, and I will complete my homework every night.
- I will make myself available to my parents/guardians, teachers, and administrators and listen to their concerns. If I make a mistake, I will tell the truth and accept responsibility for my actions.
- I will protect the safety, interests, and rights of all individuals in the classroom. I will listen to all of my Desert Heights classmates and give everyone respect. I will follow 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 Charter Schools 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 Preparatory Academy. I will represent my school in a positive manner through my words and actions and in all other mediums such as social media.
- I will abide by school policies and procedures to ensure a safe environment.

Failure to adhere to these commitments will result in verbal, then written notice, and will lead to disciplinary action up to and including expulsion. By signing the electronic acknowledgement, you are also acknowledging the Commitment to Excellence contract, our Parent-School Compact.

PARENT/GUARDIAN'S COMMITMENT

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

- We will make sure our child arrives on campus every day by 7:15 AM, at DHPA, or 7:45 AM, at DHCS, and try not to pull them out early.
- We will prioritize our child's/children'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 for weekly 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 daily 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. We will check our child's homework and sign the agenda upon completion every night. We will also prioritize nightly reading time.
- We will make ourselves available to our children and the school personnel. Additionally, if our child is going to be absent or tardy from school, we will call and notify the office.
- We will make sure our child follows 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 the internet.
- We will attend at least one parent/teacher conference for each child.

- We understand that our child must follow the Desert Heights Charter Schools rules 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/children 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, teacher, or staff member. We will honor school protocol and allow the administrative team an opportunity to investigate and respond in a timely manner.
- We acknowledge that we are always important members of the Desert Heights community. We will represent our school in a positive manner through our words and actions and in all other mediums, such as social media.
- We will abide by school policies and procedures to support the educational goals for each child.
- We will follow the attendance policy.

PARENT/GUARDIAN'S COMMITMENT TO PROTECT OUR STUDENTS

Failure to adhere to these commitments will lead to verbal, then written notice and can result in the dismissal of my child from the Desert Heights program. By signing the electronic acknowledgement of the handbook, you are also acknowledging the Commitment to Excellence contract, our Parent-School Compact.

Desert Heights Charter Schools sets high academic standards. The students must follow all school policies and rules 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 at 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 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 enrolment at Desert Heights Charter Schools parents and students accept the terms and conditions of our Commitment to Excellence contract, our Parent-School Compact.

INTRODUCTION

The *Desert Heights Preparatory Academy Student & Parent Handbook* is intended to create a foundation and general understanding for the policies and procedures deployed at Desert Heights Preparatory Academy (“DHPA”). It will be referenced as needed throughout the school year when clarification of policies and procedures are required. A table of contents and index is provided for ease of use.

Note: Please reference the Desert Heights Charter School and Desert Heights Preschool handbooks for policies and procedures specific to each program.

DHPA PLEDGE

I am responsible for my future. I will be true and honest to myself, so I can be successful. (Academic Excellence)

I will value the word respect and exhibit it daily inside and outside of the classroom. (Integrity of Character)

I will put forth effort in building, maintaining, and honoring the tradition at DHPA. (Social Awareness)

I am a coyote for life and to the best of my ability will live by the three pillars.

POLICIES & PROCEDURES

The proceeding information applies to the Desert Heights Preparatory Academy students, staff and community.

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.

DISTRICT WEBSITE ACCESSIBILITY POLICY

Desert Heights Charter Schools is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the district website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of these guidelines.

The district's President is directed to establish procedures whereby students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 and Title II related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

WEBSITE ACCESSIBILITY

With regard to the Desert Heights Charter Schools website and any official district web presence which is developed by, maintained by, or offered through third party vendors and open sources, Desert Heights Charter Schools is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any district programs, services, and activities delivered online.

All existing web content produced by Desert Heights Charter Schools, and new, updated, and existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, by December 31, 2020. This Regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the district or provided by third-party developers.

WEBSITE ACCESSIBILITY CONCERNS, COMPLAINTS AND GRIEVANCES

A student, parent or member of the public who wishes to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any official Desert Heights Charter Schools web presence that is developed by, maintained by, or offered through the district, third party vendors and/or open sources may complain directly to a school administrator, or the school or District webmaster. The initial complaint or grievance should be made using Website Accessibility Complaint/Request Form, however, a verbal complaint or grievance may be made. When a school administrator or School/District webmaster receives the information, they shall immediately inform the district's website team.

Whether or not a formal complaint or grievance is made, once the District has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information. The Complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing.

Complaints should be submitted in writing, via email, or by completing the website complaint form. To file a complaint or grievance regarding the inaccessibility of the Desert Heights Charter Schools public website content, the Complainant should submit the website feedback form.

The formal ADA non-compliance complaint should include the following:

- Name
- Email Address
- Date of the Complaint
- Description of the problem encountered
- Web address or location of the problem page
- Solution desired
- Include additional contact information as needed in case more details are needed (phone number, etc.)

The complaint or grievance will be investigated by the district's website team or another person designated by the President. The student, parent, or member of the public shall be contacted no later than five (5) working days following the date the website accessibility compliance coordinator receives the information. The procedures to be followed are:

- An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the timeline may only be approved by the President.
- The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
- The investigator shall contact the Complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken because of the investigation.
- A record of each complaint and grievance made shall be maintained at the District's office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

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), unless otherwise provided by article 1.1 of this chapter or by any other law, all schools shall admit children who are between the ages of six and twenty-one years, who reside in the school district and who meet the requirements for enrollment in one of the grades or programs offered in the school. A school may refuse to admit a child who has graduated from a high school with a recognized diploma.

REGISTRATION PROCESS

Parents interested in enrolling a new student at a Desert Heights' school, may enroll online through the school's website. Stepparents and other extended family members may not enroll students unless they are the legal guardian(s). 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.

Note: Students 18 years of age and older can enroll themselves in high school.

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 do 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.

Desert Heights Schools are committed to providing quality instruction that meets all individual needs of our students in a comfortable and safe learning environment from the start of their experience with us. For previously homeschooled students, the following information may optionally be provided and not used for enrollment decisions for our schools to be best equipped to support the individual learning needs of your child.

- 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 an assessment test and meet with the school to determine grade placement

ADMISSION OF HOMELESS STUDENTS

This policy is intended to be in 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, siblings of currently enrolled students, Desert Heights Preschool students entering Kindergarten, and children of employees or Governing Board members begins early in the second semester of each school year. Approval of application is subject to grade level and capacity limits.

Desert Heights Charter Schools may not accept children that are currently pending expulsion or have been expelled from Desert Heights or another school. (A.R.S. 15-184).

OPEN ENROLLMENT

Once a student is accepted and attending one of the District Schools, the student must comply with the school's rules as reflected in the student handbook. Failure to follow all policies and procedures of Desert Heights Charter Schools may result in a denial of a future Open Enrollment application at all schools within the District. The student may reapply for Open Enrollment one calendar year following the revocation.

The open enrollment policy at Desert Heights Charter Schools is consistent with Arizona law. Open Enrollment takes place before the end of the current year's first semester. Any current year waitlisted student must complete the open enrollment process for future year enrollment consideration. Current year wait listed applications do not rollover from year to year. Post Open Enrollment, applications submitted after the open-enrollment period, are placed in a lottery. Desert Heights Charter Schools may not accept children that are currently pending expulsion or have been expelled from Desert Heights or another school. (A.R.S. 15-184)

To receive priority consideration for acceptance, you must apply and submit a completed Open Enrollment application before the designated time frame each year. Applications will be reviewed and processed immediately following the close of Open Enrollment.

Approval of Open Enrollment application is based on grade level and program capacity. Using current enrollment, Desert Heights Charter Schools determine student enrollment, projected growth, and available space. Families will be notified by email if the completed application has been approved, denied, or placed on a wait list. Upon an approved email notification, Families must finalize the admission process online using our online registration system which can be found on the school's website under the Enroll Now tab, no later than 10 days after the notification, or the student forfeits the approved Open Enrollment application and will need to reapply. Per Governing Board Policy, children of employees and governing board members, and siblings of students who are currently enrolled will receive priority.

If there is no capacity during Open Enrollment, the application will be waitlisted. If capacity permits later, applications that have been waitlisted may be approved and the parent/guardian will be notified of the acceptance decision. Applications will not be considered if they are incomplete. False and omitted information submitted on the application will be considered a breach of the agreement and the open enrollment will be revoked

ATTENDANCE

School will be in session on scheduled school days Monday - Friday 7:30 AM – 2:30 PM for regular school days and 7:30 - 12:30 on Friday's that have early release and students may not arrive on campus prior to 7:15 AM unless enrolled in the before care program or enrolled in the breakfast program. Desert Heights will not be responsible for students arriving before 7:15 AM and all students are expected to arrive at their first period class before 7:30 AM.

MIDDLE SCHOOL & JUNIOR HIGH (5TH-8TH GRADE)

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 to be out for 3 consecutive days will require a doctor's note upon return. Ten successive unexcused absences will result in the student being dropped from enrollment. It is necessary for the school to know whether a child is ill or absent for some other reason. It is unlawful under Arizona law for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session. If a child is habitually truant or has excessive absences, **the parent and/or child could be issued a citation for a violation of A.R.S. §15-802 and/or §15-803.**

Students who reach 10 absences will be placed on an attendance contract. Students who reach 18 absences will earn a C.U.T.S citation. Refer to the "C.U.T.S./C.U.T.S. L.I.T.E. PROGRAM" for additional information regarding the process for addressing excessive unexcused/excused absences.

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 (5TH-12TH 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, Religious observance, 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.

PROCESS FOR EXCESSIVE ABSENCES (5TH-8TH)

The following action will be taken to help address excessive attendance issues.

5 TH -8 TH GRADE			
Step #	# of Absences	Letter Sent	Action
Step 1	5-9 Absences	Attendance Step 1 (5-8)	Recommend Parent review attendance in ParentVUE;
Step 2	10-14 Absences	Attendance Step 2 (5-8)	Conference with CUTS Coordinator/Attendance Contract
Step 3	15-18 Absences	Attendance Step 3 (5-8)	Conference with Truancy Officer
Step 4	19+ Absences	Attendance Step 4 (5-8)	Conference with Administration/Citation issued

HIGH SCHOOL (9TH-12TH GRADE)

Any high school student that has unsatisfactory attendance will have a conference scheduled and/or be placed on a mandatory attendance/academic probation. 90% of attendance is required in each course for a high school student to earn credit. Student schedules may be altered if a high school student falls below the 90% attendance requirement. Additionally, absences are evaluated per class period, and any high school student that reaches 10 absences will immediately lose credit for the respective course.

PROCESS FOR EXCESSIVE ABSENCES (HIGH SCHOOL)

The following action will be taken to help address excessive attendance issues.

HIGH SCHOOL (Semester Term – 9 Absences is 10%)			
Step #	# of Absences	Letter Sent	Further Action
Step 1	3-4 Absences	Attendance Step 1 (HS)	Recommend Parent review attendance in ParentVUE;
Step 2	5-6 Absences	Attendance Step 2 (HS)	Student/Parent Conference; attendance contract issued
Step 3	7-8 Absences	Attendance Step 3 (HS)	Potential loss of credit notification
Step 4	10+ Absences	Attendance Step 4 (HS)	Loss of credit. Student/Parent conference to determine credit recovery options.

ABSENT NOTIFICATIONS

The school must receive notification in advance or at the time of any absence but no later than 24 hours of the occurrence 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 ParentVUE portal on the school's website or by contacting the front office by 4 pm.

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 because 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.

DHPA will generate an automated phone call home when an unexcused absence is noted so that the parent/guardian is aware the student has not been reported absent.

All absences **excused or unexcused, early dismissals, and late arrivals** will collectively count toward a student's attendance. 90% of attendance is required in each course for a high school student to earn credit. Student schedules may be altered if a high school student falls below the 90% attendance requirement.

Students should primarily refer to StudentVUE for classwork. Students will be given at least as many days as they were absent to make up work.

EARLY RELEASE

If a student needs to leave school early or temporarily for an appointment, a parent/guardian or emergency contact 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 down to the office. If applicable, the parent/guardian must report to the front office upon return to school to sign the student back in. Students under 18 years of age are not permitted to sign themselves out for appointments. **Early release and late arrivals will count toward the student's attendance.**

TARDINESS/LATE ARRIVALS

Arriving at school and to each class period on time is critical since the teacher presents important information and learning takes place the moment class begins. Habitual tardiness can lead to poor academic achievement, lower grades, retention, or disenrollment. Students are considered "tardy" if they arrive late to any class period. When arriving late to school, regardless of class period, students must report directly to the front office to receive a tardy pass. After the initial entry into school, students unable to make it to class on time, must receive a tardy pass from the staff member in which they are tardy (e.g., Health Center, Advisor, Front Office, etc.) and present the pass to enter into the next class. Parents/Guardians dropping students off late to school must also report to the front office to sign the appropriate record book. When arriving to school late, it is recommended that students have a note from an appointment for a tardy to be excused from disciplinary action. **Please be aware that missing any time from any period of instruction will be considered a full or partial absence depending on the time of arrival. Chronic tardiness is defined as 10 or more excused or unexcused late arrivals and will result in an incident referral. Chronic tardiness could result in loss of credit, and/or dismissal from Desert Heights Preparatory Academy as a violation of the Commitment to Excellence Contract.**

DISMISSAL

Students need to leave campus at the end of the academic day. Dismissal for all students will be at the end of their academic day. At this time, it is expected that student's will be picked up by the designated person, or dismissed to a participating, approved school activity. Dismissal for students can be as early as 11:30am to 2:45pm. The only students allowed on campus after school hours are those enrolled in school sponsored activities or in the afterschool study skills program. All students staying after school need to be supervised by a coach or school staff member.

Students who violate this policy will be referred to the grade level Assistant Principal. Desert Heights will not be responsible for any student not involved in an approved school activity 15 minutes after dismissal. Students remaining on campus after this time will be asked to leave and gates will be locked by 4:00 PM. Unsupervised students found on campus after 15 minutes after dismissal, will receive a referral to the grade level Assistant Principal for loitering, also including but not limited to contacting local law enforcement.

Parents/Guardians that do not pick up their child within 15 minutes after dismissal will be subject to the following:

- Verbal Warning
- Written Warning
- Commitment to Excellence Meeting with Administration

If chronic, untimely late pick up occurs, local law enforcement and/or department of child services will be notified.

C.U.T.S. / C.U.T.S. LITE 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 10 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 DHPA C.U.T.S Coordinator to address any questions or concerns regarding the C.U.T.S program.

GRADING POLICY

DHPA is an accredited institution through AdvancED. Fifth grade through high school teacher evaluation of student progress is the criterion for grades that equate to a percentage scale as noted below. Additionally, varying GPA calculation methods are used to determine a high school student's cumulative GPA depending on circumstances.

Percentage Score	Grade Letter	GPA Calculation Methods*		
		Advanced Placement/Honor's	DHPA	State
90%-100%	A	5.0	4.0	4.0
80%-89%	B	4.0	3.0	3.0
70%-79%	C	3.0	2.0	2.0
60%-69%	D	0.0	0.0	1.0
59% and below	F	0.0	0.0	0.0

*The GPA Calculation Method used to calculate the student's cumulative GPA is determined based on the course type.

- *Advanced Placement (AP)* – The AP GPA Calculation Method is used when educational institutions issue credit for AP Courses. Additionally, students will receive course credit for an AP class if the student obtains a 70% or higher score for the designated term and completes the AP exam regardless of score. Students that pass the AP exam may additionally be qualified to receive college credit depending on the university's policy.
- *Honor's Courses*- The Honor's course Calculation Method is only offered in High School Courses and only used when the education institution issues credits for Honor's courses. Students qualify for honor courses based on test scores, teacher recommendations and schedule options. Taking courses above grade level doesn't always qualify for honor courses.
- *DHPA* – The DHPA GPA Calculation Method is used when grades are issued for DHPA courses. Additionally, students will receive the respective course credit for a DHPA class if the student obtains a 70% or higher score for the designated term.
- *State* – The State GPA Calculation Method is used when a student qualifies for Special Education or under Section 504. The State GPA Calculation will additionally be used for students with transfer courses from other accredited institutions. Lastly, students will receive course credit for a DHPA class if the student obtains a 70% or higher score for the designated term.

HOMEWORK

Students in grades 5 and 6 must purchase a DHPA agenda. Students in grades 7 and 8 may optionally purchase a DHPA agenda, or they can utilize the integrated calendar and task functions in the student's school email. High school students are required to use the Outlook calendar provided with the school email accounts. The use of the agenda is to track homework assignments, support student organization and to facilitate communication between teachers and parents/guardians. Assigned homework reinforces classroom learning and provides 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.

Most assignments are manageable during the school day and should be completed within their class time. Students will also be assigned projects and other long-term assignments with ample time and notification of these assignments. The expectation is that the majority of projects will be completed at school, not at home. DHPA 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 will, but parents should be able to detect if their children are spending an inordinate amount of time on outside schoolwork. A general rule of thumb is 10 minutes per night per grade level as shown below:

Grade Level	Nightly Homework Minutes
5 th and 6 th	60
7 th - High School	90

The school requests that parents/guardians who find that their child has too much or not enough homework contact the classroom teacher and arrange for a conference to discuss the issue. It is our goal to meet the individual needs of every child.

Students must submit all homework assignments to the teacher on the day and time they are due. Failure to complete work assigned will result in a 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. Late work may only receive partial credit and all assignments must be completed in order for the option to retake any assessment.

In most cases, students receive the same number of days to complete missing work as the number of days absent. 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. There is nothing that supports a student's learning more than the direct instruction of a highly qualified teacher in a classroom setting. Attendance of all classes must be a priority.

Should failure to complete work become habitual, the teacher will contact parents to develop a plan to stifle such behavior in the future. Students can request missed assignments via email to their teachers or can check teacher websites for information regarding homework. In the event that assignments need to be picked up, these must be requested before 10 AM on the day of the absence and will be ready for pickup by dismissal time.

CONFERENCES

Our goal at DHPA is to connect with students and their families to formally discuss academic progress at least once during the year. Teachers, guardians/parents, or students can request additional conference times at any time. 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 and student involvement 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 forty-eight hours of receipt.

PROGRESS REPORTS

Unless requested by a parent/guardian, printed progress reports are not distributed. However, parents and students can access ParentVUE/StudentVUE to view the status of assignments and grades. Teachers are expected to enter data, so the information is up-to-date weekly, and teachers are the contact for any questions or concerns that exist regarding a student's ParentVUE/StudentVUE information.

REPORT CARDS

Report cards will be available to download at the end of each semester using the ParentVUE/StudentVUE portal. For students taking high school courses, parents and students can additionally access the "Course History" area using the ParentVUE/StudentVUE portal to determine which courses earned credit. Parents and students must submit all report card questions or concerns directly to the grade level administrator for grades 5th-8th and to the advisory team for high school courses.

RETENTION AND PROMOTION

Fifth through eighth grade students must pass the majority of their core content courses with 70% or higher for admission to the next grade level. Core courses are math, English, science and social studies content classes. At Administration's discretion, if a student who fails more than one core class in a semester and who does not demonstrate mastery of state standards based on school or state assessments may be required to repeat the entire year.

Fifth through eighth grade students in jeopardy of retention are placed on an academic contract at the start of the second semester. Administration will contact each student's parent/guardian to discuss contract specifics. A high school student who fails any course at any point, regardless of whether that student is eligible for year-to-year promotion at Desert Heights, earns zero credit for the course, and must make up that credit, through means approved by Administration, for Desert Heights' graduation. The administration will issue an academic contract and each student's parent/guardian will be contacted to discuss contract specifics. "Missing" credits will negatively affect

college applications; in general, students should complete such credit make-ups before their senior year.

Desert Heights requires 28 credits of high school study for graduation from high school. This exceeds the minimum state requirement. High school students receive credit for a class upon earning a grade of 70% or higher. In addition, to earn credit for the term, 90% attendance is required in each assigned class (ARS 15-803B) and 90% of the work must be complete. Classes missed due to school approved activities, e.g., field trips, performing groups, student government, etc. are excluded. Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification. In such cases, to receive credit, students are expected to make up missed work in a timely manner.

<i>Desert Heights Graduation Requirements</i>	<i>Arizona State Graduation Requirements</i>
<ul style="list-style-type: none"> • English 4 credits • Mathematics 4 credits • Science 4 credits (1 credit can be obtained from an elective science course) • Social Studies 3 credits • College & Career Readiness 4 credits • Fine Arts/Technology/CTE 3 credits (1 credit must be obtained from Fine Arts) • Foreign Language 2 credits • PE/Health 1 credit • Electives 3 credit 	<ul style="list-style-type: none"> • English 4 credits • Mathematic 4 credits • Science 3 credits • Social Studies 3 credits • PE/Health 1 credit • Electives 7 credits

Note: Students who transfer into high school must at minimum meet University credit requirements to graduate. Administration will determine which courses from other schools attended prior to Desert Heights will receive credit. Additionally, students enrolled in Special Education, or those that qualified under Section 504 at any time during their 4 years of High School, can qualify for graduation using the Arizona State Graduation Requirements outlined above. All other students must qualify using the Desert Heights Graduation Requirements. Advisory will determine student transcript needs based on the state, DH and college requirements

As a college preparatory program, Desert Heights Preparatory Academy maintains high academic standards and requires students to maximize their matriculation experience through rigorous preparation. Consequently, we require that all high school students be enrolled in a Math and English class for the duration of their high school enrollment at DHPA, regardless of the early completion of their graduation requirements, given best practices as articulated by colleges and universities. Institutions of higher learning consistently maintain that as a condition of best preparing incoming freshman for the academic demands of college, seniors should continue taking a set of rigorous college preparatory coursework during their senior year that includes Math and English. This will enhance a student's preparation for success in college and will also strengthen their application for admission.

Parents wishing to contest this policy will be required to present a grievance to the Governing Board and show why any deviation from said policy would be in the best interest of their child.

ADDITIONAL GRADUATION REQUIREMENTS

In addition to the academic credit requirements above, DHPA also requires the following for graduation:

Note: Transfer students will only need to satisfy the requirements starting with their enrollment year and any proceeding years while enrolled at DHPA.

- Freshman Requirements – As a freshman, students will need to complete the following:
 1. 25 hours of community service; 10 hours can be completed through or hosted by DHPA, but the remaining hours must come from an external source. Students will need to log their hours in X2VOL for tracking and verification of completion.
 2. Attend 1 college/career fair to start identifying interests.
 3. Complete a practice assessment (the ACT Aspire, PACT, etc.) test. Results should be returned to the grade level advisor.
 4. Complete Freshman ECAP checklist through Naviance
- Sophomore Requirements – As a sophomore, students will need to complete the following:
 1. 25 hours of community service; 10 hours can be completed through or hosted by DHPA, but the remaining hours must come from an external source. Students will need to log their hours in X2VOL for tracking and verification of completion.
 2. Attend 1 college tour to start identifying interests.
 3. Complete a practice assessment (, Pre ACT, ACT Aspire, etc.) . Results should be returned to the grade level advisor.
 4. Complete Sophomore ECAP checklist through Naviance.
- Junior Requirements – As a junior, students will need to complete the following:
 1. 25 hours of community service; 10 hours can be completed through or hosted by DHPA, but the remaining hours must come from an external source. Students will need to log their hours in X2VOL for tracking and verification of completion.
 2. Complete two college scholarships or a job application to work on social skills related to writing, reading, and interviewing.
 3. Complete one official college/career assessment (ACT, SAT or ASVAB) help plan for the college/career transition, results should be returned to the student's grade level administrator.
 4. Complete Junior ECAP checklist through Naviance.
- Senior Requirements – As a senior, students will need to complete the following:
 1. 25 hours of community service; 10 hours can be completed through or hosted by DHPA, but the remaining hours must come from an external source. Students will need to log their hours in X2VOL for tracking and verification of completion.
 2. Complete two college applications or a job interview to prepare for their future.
 3. Retake (if applicable) the ACT or SAT test to help plan for the college transition results should be returned to the student's grade level administrator. Create and present a Senior Project presentation as their Exit Interview with Administration.
 4. Complete Senior ECAP checklist through Naviance.

TRANSCRIPT EVALUATION

The grade level Advisor will review and update a credit analysis in the fall and spring of each year. Students and parents should check credits and make the necessary adjustments in scheduling to meet graduation requirements. Meeting graduation requirements is the student's and parents' responsibility. Official transcripts from any accredited program are required to receive credits from programs such as, correspondence school, concurrent enrollment at a college, or any institution of secondary education.

Students attempting to earn credits at sites other than Desert Heights need to exert care and caution. Acceptance of transfer credits from sources outside Desert Heights is not automatic. Students need to consult with the grade level Advisor before enrolling in classes outside of Desert Heights to clarify if credit will be granted and to determine what process must be followed to have the credit transferred. Through careful planning, disappointments and confusion can be avoided.

TRANSCRIPT REQUESTS

- Unofficial Transcript: Students and parents can request one (1) unofficial transcript per school year for review from the student's grade level advisor. A request must be made via records request through the school website and Registrar, or advisor have 10 days to send a PDF copy.
- Official Transcript: Official transcripts must be sent directly from the school and cannot be hand-carried. Unofficial transcripts need to be turned in with the enrollment packet. An official transcript request form must be requested at least five days before the application deadline. There will be no fee for transcripts.

GENERAL PROCEDURES

Desert Heights Preparatory Academy 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, while building their college and scholarship resumes.

ATHLETICS

The Athletic Department's philosophy is to promote and provide our students with opportunities to develop leadership skills and to learn the ideals of fair play and ethical behavior which are necessary for competition and cooperation in society. DHPA encourages all students to participate in athletics by offering a well-rounded program in the Arizona Charter Athletic Association ("AzCAA"). ") for Junior High and Arizona Interscholastic Association ("AIA") for High School.

Consistent with the vision of Desert Heights Preparatory Academy, the athletic department facilitates a wide range of athletic opportunities with the following core values:

- We promote the highest standard of excellence in academics, athletics, and personal/social/emotional growth and development.
- We promote sportsmanship by displaying the Six Pillars of Character in all activities.
- We are committed to creating and sustaining an environment that promotes enthusiasm and positive experiences.
- We will emphasize the team concept while fostering the development of individuals.
- We support maximum participation.
- We require all stakeholders to respect participants as competitors while honoring the traditions of sport.
- We promote the development of healthy lifestyle choices.

Note: Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship

Students who wish to participate in athletics are required to review the Athletic Handbook, pay a participation fee and complete all necessary enrollment paperwork including a physical. See the Athletic Handbook for additional details regarding participation in the DHPA Athletics program or to identify the entrance fees and spectator policy for attending a DHPA athletic event.

BEFORE & AFTERCARE

Before care is offered starting at 6:00am and ending at 7:10 am. Please contact the office for before care availability and pricing.

An after-school study skills program is available to all DHPA students as capacity permits. This program is available afterschool for a fee, 2:30PM – 6:00PM and on designated early dismissal Friday's. Please contact the front office for availability and pricing.

A contract will be required for either service, and no “drop ins” will be accepted.

Desert Heights will not be responsible for any student not involved in an approved school activity 15 minutes after dismissal. Students remaining on campus after this time will be asked to leave and gates will be locked by 4:00 PM. Unsupervised students found on campus after 15 minutes after dismissal, will receive a referral to the grade level Assistant Principal for loitering, also including but not limited to contacting local law enforcement.

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 school's front office well in advance if the parent/guardian prefers the student not participate in certain activities so alternative activities can be arranged.

CLOSED CAMPUS POLICY

Desert Heights Preparatory Academy 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. Additionally, Desert Heights Preparatory Academy does not allow lunch visitors. Anything that contradicts this policy must be submitted in writing and approved prior through administration.

EMERGENCY CONTACTS

For peace of mind and the student's safety, only persons authorized on the child's emergency contact list, noted with "release to" will be allowed to pick up children at school. Even if it is the student's "best friend," email notification giving parental permission is required for the student to leave with an unauthorized person. 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 notify the front office and send an email notification from the email address on file, giving written authorization to the office staff to release your student to that newly authorized person. 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 Charter Schools must be paid at time of designation or participation. Including, but not limited to, athletic fees, technology fees, optional elective courses, transportation fees and field trips, as well as fees for lost, stolen or damaged library books, text books, athletic uniforms, and student computers (iPads, laptops, etc.). Any unresolved balances at the time of withdrawal may require payment in full. Any unresolved fees/fines left unpaid at time of withdraw or at the end of the year may optionally be waived in the event of economic hardship to the pupil. Please contact the school's accounting office for more information.

Note: Parents/Guardians will be responsible for a \$25.00 fee for any "bounced" checks returned from the bank. Additionally, the school will no longer accept check payments for student fees when this occurs.

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. Please review the Chaperone Expectations section of the handbook.

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. 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. Children/siblings not enrolled at Desert Heights are not permitted to attend school sponsored field trips.

CHAPERONE EXPECTATIONS

In order to chaperone or volunteer at a Desert Heights event or classroom including a field trip, a required "Chaperone Training" must be completed including CPR and First Aid Training. Additionally, the DH School Board has determined that it is mandatory to have a background check on file. Parents will not be permitted to attend field trips if requirements are not met. Chaperones are always expected to follow our volunteer code of conduct. Training materials, volunteer code of conduct and all pertinent information can be found on our website www.dhschools.org or utilizing our Raptor site to complete the necessary requirements. Volunteer requirements are required to be met before chaperoning a field trip.

HOME/SCHOOL COMMUNICATION

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 other resources listed above are all resources for identifying up-to-date event information.

LOCKERS

Lockers are not required but are available to 5th-12th grade students for a fee. Students have an annual locker lease option of \$30.00/year or if desired can purchase a locker for their lifetime at DHPA for \$50.00. Students are to use only the locker they have been assigned and are responsible for keeping their own locker free of graffiti or other markings. Lockers may not be shared with other students. Once a locker has been assigned, it may not be changed. Lockers are provided for student convenience and their use is at the student's own risk. Students assume full responsibility for the security and contents of their locker. The school is not responsible for items lost or stolen from the lockers. Additional P.E. and Dance lockers may be available for use, but students will be required to provide a lock and will only be permitted use of these lockers during their P.E. or Dance period each day.

Students are required to provide their own lock. For security reasons, students should spin the locker dial after each use. Student lockers are school property and school authorities may conduct inspections of lockers at any time for any reason without notice, without student consent, and without a search warrant.

Students should have no expectations of privacy in the contents of their lockers, desks or other school property. Lockers and desk assigned to students remain at all times under the control and jurisdiction of the school. The school will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks and shall be held responsible for any prohibited items found during a search. The student’s parent shall be notified if any prohibited articles or materials are found in a student’s locker or desk, or on the student’s person, as a result of a search conducted in accordance with the policy.

SNACKS

Students must bring their own snacks and unless otherwise permitted by the school, gum is not allowed. Candy, soda, and other items with high sugar content are highly discouraged. Teachers will determine when snacks are appropriate and allowed in the classroom.

MEAL SERVICE

Desert Heights Schools participates in the National School Lunch Program and serves breakfast and lunch daily in accordance with state and federal regulations. For more information about the National School Lunch program, please visit <http://www.azed.gov>. If your student will be eating a hot lunch or breakfast, they must be preordered a week in advance using the Boonli ordering system, link to our ordering system can found on our website. If lunch is not preordered, please pack a home lunch. Meals are catered by L & M Catering. Menus are available on the school website; menus are subject to change. If your student will be packing a home lunch, we recommend that those meals meet nutritional guidelines. Candy, soda, and other items with high sugar content are highly discouraged.

We encourage all families to apply for free or reduced-price meals. Applications can be found on our website or may be picked up in the front office as of July 5th. Please visit our website or contact Vanessa Gonzalez, the district's Food Service Director for more information.

MEAL COST

The cost of lunch is \$3.45 or \$0.40, if your student qualifies for the reduced rate. The cost for breakfast is \$2.20 or \$.30, if your student qualifies for the reduced rate.

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 and present a valid photo ID in order to be scanned into the Raptor Visitor system. The follow are acceptable forms of ID: State issued Driver's License, Military issued ID, Mexican Consulate Card or Passport ID card. Once approved, a visitor pass may be issued. 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 complete the training outlined below. Once approved, volunteers MUST first report to the school office and present a valid photo ID in order to be scanned into the Raptor Visitor system. The follow are acceptable forms of ID: State issued Driver's License, Military issued ID, Mexican Consulate Card or Passport ID card. Once approved, a pass may be issued.

Volunteers are expected to follow our volunteer code of conduct. Training materials, volunteer code of conduct and all pertinent information can be found on our website www.dhschools.org or utilizing our Raptor site to complete the necessary requirements. Volunteer requirements are required to be met before chaperoning a field trip.

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 week.

Unless otherwise indicated by the school, students must leave toys, dolls, 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, or create disruption are never permissible on school grounds. Students are ultimately responsible for personal belongings and Desert Heights Preparatory Academy 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 teacher or administration.

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

An annual school supply list is distributed, and it is expected that all students will return the requested classroom supplies on or before the first week of school. Alternatively, families can choose to make a monetary donation in lieu of the physical supplies if desired. In addition to the classroom supplies, on the first day of school, each teacher will provide students with a class syllabus that identifies the supplies required for the class. Students will require typical daily supplies like mechanical pencils and lined paper, but the class syllabi should be referenced for all other classroom needs. If space isn't allocated in the classroom, the student is expected to keep these items in their backpack or locker. Student supplies will not be shared by the classroom community and will be the student's responsibility. Personal items should be labeled as needed.

The school equips the classroom with basic school supplies and learning materials. However, from time to time during the school year, teachers may ask students to bring household items to school, 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.

SCHOOL BUS RULES

Students being transported on the Desert Heights school bus are under authority of the bus driver and Transportation staff 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: Jay Jiles is the Desert Heights Schools Director of Transportation 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 to address First Aid, Illness, or Injury situations. **Due to the COVID 19 Pandemic, we will take necessary precautions following new School Health Policies aligned with the Arizona Department of Health and CDC guidelines, along with our already established policies, until further notice.**

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.

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

HEARING AND VISION SCREENINGS

Our school conducts both Hearing and Vision Screenings throughout the school year, accordingly. These are performed by our Health Center staff with the assistance of other staff members and/or volunteers as needed. A referral will be sent if your student fails any portion of the screenings and a visit to their medical provider may be necessary. If your student has a known hearing or vision condition, or is undergoing medical or surgical care for this, we ask that you provide us with proper medical documentation. This information is very important when we perform the screenings and will be part of our Arizona Department of Health Annual Screening Report as well. If you do not want your student screened, please fill out a form at the Health Center to opt out of either or both screenings.

ALLERGY VERIFICATION

To comply with policies and procedures, please complete an Allergy Verification Form for any type of allergies your student may have. **A Written Medical Treatment Plan for Anaphylaxis Emergencies is required** as part of the verification form. Medications must be brought to the Health Center and a Permission Form must be completed for us to dispense medication(s) accordingly.

Please be sure to follow our school policy regarding dispensing medications. A new verification form needs to be completed when any changes occur in the student's Allergy Condition or Medication/Treatment Plan during the school year.

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).

CHRONIC HEALTH PROBLEM

A Chronic Health Problem Form, including a Written Medical Treatment Plan, must be completed for any student with a known Chronic Health Problem.

A new form must be completed for every school year, and when any changes occur in the student's health condition or medication/treatment plan during the school year.

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 up to date immunizations are required before a child attends school.
- Exemption from Immunization form for those families that deny immunizations for personal beliefs 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.

MANAGING BLOOD & BODILY FLUIDS

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.

Universal precautions define all body fluids to be considered infectious. If a student has bodily fluids on his/her clothes due to an accident or illness, the parent/guardian or designated person will be required to come and pick up the student within one hour.

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. 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. A Medication Permission Form must be completed by the parent/guardian and brought to the Health Center or front office along with any medication(s).

- **Prescription Medications:** Must be in its original container with pharmacy label displaying student's name and current prescribed dosage.
- **Over the Counter Medications:** Medication must be age appropriate and in the original container with dosage information. Parent/Guardian must note expiration date and replace the medication accordingly if needed.
- **Cough Drops/Lozenges and more:** Cough drops, lozenges, throat sprays, anti-itch preparations, etc. are considered "over the counter" medication. Students may not carry these items.
- Due to concerns of choking, allergic reactions and overuse, the school health center no longer supplies cough drops/throat lozenges to students. The school health center will provide warm salt water gargles and encourage sipping water throughout the day to help ease a sore throat and cough. Studies have shown that sipping water throughout the day is just as effective with the added bonus of increased hydration.
- Please do not send your child to school with cough drops/throat lozenges in their pocket/back pack/lunch box as this poses a risk of choking and temptation to share with others.
- The school health center may administer a cough drop/throat lozenges if the following are in place:
- Cough drops/Throat Lozenges may be provided by the parent/guardian in a bag labeled with their child's name on it and a medication form has been completed. Cough drops are kept in the Health Office. Note that cough drops/throat lozenges will not be given more than once every two hours.
- Please discuss choking hazard and correct cough drop/ lozenge use with your child (no running with a cough drop in your mouth, etc.)
- Our goal is to ensure the safety and wellbeing of all students during the school day, and we appreciate your cooperation in following these guidelines.

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. The licensed medical provider shall state that the student is capable of self-administering the medication and the parent/guardian shall complete a permission form authorizing the student to carry the specific medication(s).
- **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. Our school policy requires a Written Medical Treatment Plan from the student's medical provider along with written order(s) indicating that the student is capable of self-administering the prescribed medication(s). The parent/guardian must also complete a permission form. The Written Medical Treatment Plan needs to be updated every school year, or whenever any changes occur in the student's health condition or medication/treatment plan during the school year.
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). Otherwise, a written signed note from the medical provider is required indicating the current dosage instructions.
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.

SICK POLICY

The only place for a truly sick child is at home. If a child displays any symptoms that may possibly be related to COVID 19, they will be sent home immediately. Children must be fever and symptom – free for a minimum of twenty-four hours and a doctor's note with medical clearance may be required upon returning to school and will be required after 3 consecutive days have been missed. Please be sure to update names and phone numbers for emergency contacts for your student/s as soon as possible.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please note this list does not include all possible symptoms. We reserve the right to send any students home who may present symptoms that may possibly be related to COVID 19. Please notify the school if anyone in your household has been sick or diagnosed with COVID 19 as it has the potential to be transmitted through a carrier. **Please do not send your child to school if he/she presents any symptoms.** The wellbeing and the safety of our students and school community is of utmost importance to us.

As previously established for other infectious or communicable diseases, 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. When medication is required; the child must be on medications for twenty-four to 48 hours before returning to school depending on illness, following AZ Dept. of Health guidelines.

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.

Note: High school students unable to participate in P.E. due to a doctor's note may need to repeat the class to earn credit.

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 (100.4° Fahrenheit or higher) within the previous seventy two hours.
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.
STREP THROAT	Unlike a cold or allergies, strep throat needs to be confirmed with a throat culture and treated with antibiotics. Students who test positive for strep throat need to be out of school for at least 24 hours after treatment has begun, fever has subsided, and they feel well enough to resume a full day of school activities.
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 a school wide notification as necessary, 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 dermatitis*)
- 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*)
- COVID-19
- Diphtheria (*Corynebacterium diphtheriae*)
- Diphyllbothrium 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. falciparum*)
- 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.

DIRECTORY INFORMATION

Directory information includes the following: the student's name; date and place of birth; address; the names of the student's parents; class designation (grade); the student's extra-curricular participation; the student's achievements, awards, or honors; the student's height and weight if a member of an athletic team; the student's photograph; the school or school district the student attended before enrollment in this district. Pursuant to the Family Education Rights and Privacy Act (FERPA), the district may permit access to or the release of directory information to the public UNLESS the parent or eligible student gives written notice each year to the school's front office that such information should not be made public without prior written consent. Notice must be given to the school each year within two weeks after the student begins attending in one of the Desert Heights Charter Schools. If this notification is not received, it will be assumed that your permission is given to use your son's/daughter's directory information as described above. Be aware that directory information is used to compile lists and mailers for athletic programs, yearbooks, graduation information, class rings, senior pictures, and scholarships, etc.

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, for more information about disclosures, review the Directory Information section. 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 require assistance 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, 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

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. 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.

REHABILITATION ACT OF 1973 - SECTION 504

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 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 timeline, 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 administration 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 that 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 administration and parents whenever their participation is deemed necessary. Changes in the PFS will be communicated in writing to administration and parents. If the PFS review considers 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 time lines 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, and students will be transported to the Thunderbird School of Global Management, 15249 N. 59th Ave., Glendale, AZ 85306. Additionally, once students are secured at the 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 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 an automated 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.

INTERROGATIONS & SEARCHES

In the interest of promoting student safety and attempting to ensure that the school is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

SHARED RECREATIONAL AREAS

A recreational area 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 recreational area must be a safe environment for all. School personnel are responsible for the safety of all children in recreational areas or in the school. Staff members will outline appropriate safety rules for the children. The staff will regularly inspect equipment as needed for safety. Parents are responsible for supervising their own children in recreational areas after school hours.

Note: Rollerblades, roller shoes, skateboards, and scooters are NOT allowed on campus. Bicycles must be walked, not ridden on campus and parked in the designated area.

EXTRA CURRICULAR ACTIVITIES

Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires an immediate change in dress. Desert Heights Preparatory Academy sponsors dances each school year. Our goal, in line with the school's mission and vision, is to teach students to participate in acceptable mainstream cultural activities under the supervision and direction of their parents and Desert Heights school staff. All dances will be chaperoned by Desert Heights School staff, faculty, faculty advisors and/or administrator. Dances are an optional social activity; participation is at parents' discretion. The extracurricular activities (dance) policy at Desert Heights Preparatory Academy allows student(s) to invite one guest who is not a member of the Desert Heights community. The guest must be under the age of 21 for students in

grades 9-12th and the guest must be in the same grade level for grades 5-8th and have the guest contract signed and returned by the due date listed for event.

RECESS POLICY (5th & 6th GRADE)

It is the purpose of this recess policy for Desert Heights Schools to provide an opportunity for all 5th-6th grade students with at least 30 minutes a day of supervised, structured recess that consists of structured physical activity outside or inside the classroom.

Structured recess is a planned and actively supervised break from regular instruction during the school day. Students engage in organized “play”, activities, or games that emphasize socialization, turn taking, playing appropriately, helpfulness, rule following, collaboration, and emotional control for all ability levels while in a safe environment.

Each student, in grades 5th – 6th, has the opportunity to be physically active through various motor skill activities that encourage moderate to vigorous aerobic physical activity and bone strengthening activities such as: walking, jumping, throwing, catching, etc. through activities including but not limited to jump rope, hopscotch, soccer, football, basketball, and more as the seasons and weather allows.

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.

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.

STUDENT DRIVING/PARKING

Student parking permits are available on a first-come, first-served basis. At this time there is no fee for student parking. In order to insure safe and orderly use of the school parking lot, the following procedures will be observed:

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. If parking lot rules are not observed as stated above, a visitor or parent can lose the privilege of being on campus and possibly be trespassed from our campus.

- All vehicles **MUST** be registered and display a valid parking permit at all times.
- All points of the registration agreement must be followed.
- To be registered and to receive a parking permit a student must:
 - Show the vehicle registration and current insurance card along with a valid driver’s license.
- Pedestrians have the right of way at all times on campus.
- Students are to park only in the areas designated for student parking in the parking lot along Morrow Dr
- Student parking lot is only opened from 7:10am-2:45pm on school days. Cars left unattended in lot is at their own risk and will not be able to access the lot.
- Students are not to park in the designated visitor or faculty areas.
- Loitering in the parking lot during the school day is not permitted. The student parking lot should not be a gathering place for students. Students are expected to go directly to the main campus upon arrival at school. In addition, student access to the parking lot is prohibited during instructional time and between classes.

- The parking lot is a facility provided by Desert Heights Schools. Students use it at their own risk. The school is not responsible for theft or damage. Any accidents on campus should be directly reported to the police and the school is not responsible. Students are encouraged to lock their cars at all times. Driving in a manner that is deemed unsafe or hazardous by school staff is grounds for immediate revocation of all campus driving/parking privileges.
- Parking is by permit only and parking permits are to be displayed from the rearview mirror with numbers facing in a forward position. Having a permit does not ensure a parking space. Only one permit assigned per student per year.
- Car stereos may not be at a volume that can be heard outside of the car.
- Students are not allowed to park in the fire lanes or areas restricting flow of traffic.
- Follow all traffic signs and maintain the designed flow of traffic. Speed on campus should not exceed 10 MPH.
- Excessive tardies/late arrivals and ditching could result in parking permit being revoked.
- Students with parking permits can be released early from school as a result of a phone call from a parent/guardian. However, students released by a phone call cannot return to school or participate in any school activities that day.
- Vehicles parked on school property and property under school control are under the jurisdiction of the school and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, the school may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

A VIOLATION OF ANY OF THE ABOVE MAY RESULT IN THE LOSS OF DRIVING AND PARKING PRIVILEGES.

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.

Desert Heights prohibits any person from possessing, storing, or using weapons, knives, firearms, explosive devices, and/or other dangerous instruments on school premises, including any school building, grounds, recreation area, athletic field, vehicle or any other property that the Desert Heights owns, uses or operates.

Weapons include, but are not limited to, the following:

1. Any device that (a) is designed as a weapon and capable of causing bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce bodily harm. Such devices include, but are not limited to , martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, switchblades, knives, chains, clubs, and pepper spray;
2. Any BB, paint- ball, pellet firing, dart, or any other air gun that expels a projectile through the force the air pressure or expanding gases;
3. Any electric weapon (i.e. any device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current); and
4. Look-alike weapons, including, but not limited to, toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles.

Firearms, loaded or unloaded, include, but not limited to:

1. Any weapon (including a starter gun) that will, is designated to, or may readily be converted to expel a projectile by the action of an explosive or other propellant;
2. The frame or receiver of any such weapon.

Explosive Devices, include, but are not limited to:

1. Any destructive device, including, but not limited to, explosive, incendiary or poison gas devices (i.e. bombs, grenades, or similar devices); and
2. Fireworks of any kind.

Student or staff member must report the violation to the school's administration immediately.

STUDENT VIOLATIONS

Any student who violates this policy is subject to disciplinary action, including long-term suspension from the District. Building Administrators will determine the appropriate disciplinary action to take against a student who violates this policy by possessing, storing, or using a weapon, knife explosive device, and/or other dangerous instrument. In determining the appropriate disciplinary action, Building Administrators will consider various factors, including, but not limited to, the age and the developmental stage of the student, the nature of the violation, the type of weapon possessed, the student's disciplinary history, and whether the student used the weapon, knife, explosive device, and/or other dangerous instrument to harm or threaten harm toward another person. If a student possesses a firearm on school premises and/or at activities sponsored by the District or School, the Building Administrator will suspend the student for up to nine (9) days and recommend long-term suspension. If we determine that the student possessed a firearm on school premises and/or at activities sponsored by the school, the student will suspend the student for one year, unless it decides to modify the term of the suspension on a case-by-case basis. Desert Heights will comply with all applicable state and federal laws regarding the discipline of students with disabilities under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment may be used to monitor student behavior in classrooms and hallways, on buses and in common areas on campus. Students will not be told when the equipment is being used. Administration may review the tapes routinely to document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

TRAINED DOGS

The school may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Such visits to the school may be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be asked to alert on students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

PROCEDURES FOR USE OF RESTRAINT AND INTERVENTIONS

School employees are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the students and others.
- The student may not be deprived of basic human necessities.
- At no time, however, may a student be placed in seclusion.

Note: A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

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.

Legislation calling for community notification of sex offenders took effect June 1, 1996. The legislation requires that law enforcements agencies, not schools, be responsible for notification of the neighborhood when a known sex offender resides in the area. The guidelines provide levels of notification based on the risk a particular sex offender poses to the community; there are three levels as determined by law enforcement officials. Level two and three sex offenders may present a danger to the community.

When a level two-sex offender moves into a community, the law enforcement agency may notify the school district. In the case of level three sex offenders, the agencies shall inform the school district. Desert Heights will cooperate with law enforcement agencies by ensuring the principals and school staff members are notified as necessary.

The Security office will maintain a file of the notifications, which may be reviewed by community members. Principals and school staff will have access on site to a copy of the notification and any other pertinent information.

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 ("NCIPA") 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, 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 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
- .pdf
- .txt
- .jpg
- .jpeg
- .bmp
- .png

The school has numerous classroom and student assigned technology devices 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:

- [Office365](#) 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 provides students with email and Microsoft Office products including Excel, Word, PowerPoint, and OneNote. Office 365 documents can be created and electronically stored in the cloud using a variety of technology devices.
- [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.

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.

PERSONAL TECHNOLOGY USAGE

Desert Heights Schools is equipped with wireless internet access, but does not allow personal devices to connect to the school’s Wi-Fi. Students choosing to use a personal technology devices for classroom learning, in addition to complying with the Acceptable Use Policy (AUP) of Desert Heights Schools’ Computer and Network Resources, students must agree to adhere to the following guidelines prior to bringing their technology to school.

Personal Technology Use Guidelines:

- Student's personal device meets all requirements for completing schoolwork (apps, etc.) and is equipped with internet access (e.g., iPad LTE). If the device is not equipped to provide internet access, the student will also provide a personal hotspot to use.
- Student takes full responsibility for the personal device(s) and keeps it with themselves at all times. The school is not responsible for the security of the technology device or for providing support on personal equipment
- Student accesses only files on the device or internet sites which are relevant to the curriculum during classes. Games are not permitted during classes unless otherwise authorized by a staff member.
- Student complies with teachers' request to shut down the technology device or close the screen.
- Student and parent acknowledges that the school's network filters will not be applied and is responsible for providing the necessary filtering on the personal device
- Student understands that bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- Student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school reserves the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Technology device should be muted while used at school unless approved by the teacher
- Student realizes that printing from personal devices will not be possible at school.
- Device is charged prior to bringing it to school and runs off its own battery while at school.
- Student understands that only a parent may recover any personal device that has been confiscated by administration for misuse.

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 Director of Technology / 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 (Multi-user 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. is prohibited).
- 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. Each student is 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 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 kindergarten-8th grade can only send and receive email from the following:
 - Other students using an approved email address issued by Desert Heights (e.g., k12.dhschools.org, etc.).
 1. Any Desert Heights Schools staff member using a valid school email address (e.g., dhschools.org, desertheightsschools.org, etc.).
 2. Any mail domains approved by Administration for educational purposes (e.g., khanacademy.org). All other incoming or outgoing email domains not approved by the Administration will be blocked.

Note: High School Students (9th-12th grade) will be excluded from the closed campus configuration and will be allowed to send and receive emails from all email domains. The closed campus restriction is lifted at 9th grade to provide students with the flexibility to communicate with their parents, potential employers and colleges as needed without issue. Restrictions will be implemented as needed and requested by the Administration or parents.

- 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.

UNIFORM AND DRESS CODE POLICY (DHPA)

Desert Heights Preparatory Academy (“DHPA”) has a primary objective of developing a community of learners, dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within our school community. It is also a visible signature of our school to the larger community, an indicator of our unity and of our pride of purpose. This is one of the more important functions of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one’s responsibility to that group.

The uniform is the basis of a dress code that reflects the nobility and seriousness of our mission. Our students should dress their best, look their best and do their best. All clothing must be clean, neat, reasonably pressed, and in properly fitting condition. If a child is deemed to be inconsistent with our uniform policy, the parent will be notified, and a change of clothing may be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Questions about the appropriateness of apparel may be referred to administration, whose judgment will be final. Administration may make specific exceptions to the dress code; parents should address specific concerns to the school administration before the second week of school.

Our desire is not to limit students’ individuality, but to secure their commitment to scholarship and character development, goals which can potentially be obscured by a focus on the latest trends or fads. The school

asks not only for the students' commitment to this concept, but for the parents as well. The uniform and dress code of DHPA support and reinforce our academic goals. The uniform assists us in staying focused on the true individuality and development of each student.

In addition, students will be expected to wear a formal uniform when they are presenting themselves to the community (e.g., field trips, etc.), for school pictures, performances, ceremonies, events and other specified "dress-up" school days that may not fall on a Wednesday. On any other school day, students can wear any combination of the approved dress code apparel listed in the appropriate "Daily Uniform" table.

Students must stay in uniform whenever they are on campus (including the parking lot) during a school day. This means arriving on campus *fully* in uniform and leaving campus *fully* in uniform (correct shoes, shirts tucked in, etc.). Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires an immediate change in dress.

Failure to adhere to the DHPA uniform and dress code policy may result in the student receiving incident referrals that may result in administrative disciplinary action.

UNIFORM SPECIFICATIONS

Uniform requirements differ per grade level. Please use the table below to identify the uniform that should be worn for each school day. Additionally, the proceeding tables further identify the approved apparel for each grade level. See the "SCHOOL UNIFORM GUIDELINES" section for additional details.

Please note that some of the uniform apparel needs to be purchased from a specified uniform provider. French Toast items are available online at www.frenchtoast.com (School Source Code: QS5PWKZ) and Lands' End at www.landsend.com (School Number: 900161795). However, The Perfect Touch is a local provider.

DAY	MIDDLE SCHOOL (5TH & 6TH GRADE)	MIDDLE SCHOOL (7TH & 8TH GRADE)	HIGH SCHOOL (9TH-12TH GRADE)
Monday	Business Casual (Daily)	Business Casual (Daily)	Business Casual (Daily)
Tuesday	Business Casual (Daily)	Business Casual (Daily)	Business Casual (Daily)
Wednesday	Business Casual (Daily)	Business Professional (Formal)	Business Professional (Formal)
Thursday	Business Casual (Daily)	Business Casual (Daily)	Business Casual (Daily)
Friday	Casual Fridays (Spirit/CAD/Daily)	Casual Fridays (Spirit/CAD/Daily)	Casual Fridays (Spirit/CAD/Daily)

BUSINESS CASUAL ("DAILY UNIFORM")

All 5th-12th grade students are expected to have an approved daily uniform on their first day of school. New 5th-12th grade students are additionally expected to place orders for logoed apparel and be in proper uniform within 2 weeks of enrollment. See "SCHOOL UNIFORM GUIDELINES" for additional details.

***Note: A DHPA lanyard, college lanyard, military lanyard and school ID are required daily regardless of dress**

ALL GRADE LEVELS			
Item	Approved Apparel	Color	Vendor
Shirt	DHPA Crest or Initialed Collared Polo Shirt (<i>Short or Long Sleeve</i>) <i>Cotton or Performance style</i>	White, Burgundy or Black	The Perfect Touch/Lands' End/ French Toast
Bottoms	Skirt/Scooter/Skort	Burgundy/gray Plaid, black or tan khaki	Lands' End/ French Toast or see Approved Vendor List
	Uniform Shorts	Tan or Black Khaki	See Approved Vendor List
	Uniform Capris	Tan or Black Khaki	See Approved Vendor List

	Uniform Pants	Tan or Black Khaki	See Approved Vendor List
Belt	Solid/Flat Belt (<i>No Decorations</i>)	Black or Brown	Any
Socks	Nylons/Tights/Socks	Black, White, Gray, Burgundy	Any
5th-8th Shoes	Closed Toed & Closed Heeled Shoes	Any	Any
9th-12th Shoes	All shoes except slippers and wheeled shoes	Any	Any
Lanyard & ID	DHPA, Military or College Lanyard & School ID	DHPA, college, or military branch	DHPA, college or military branch

BUSINESS PROFESSIONAL (“FORMAL UNIFORM”)

All 7th-12th grade students are expected to have all formal uniform items by the 2nd week of school and will be required to wear the formal uniform weekly on Wednesdays throughout the school year. However, unless otherwise requested by Administration, blazers are only required November-March. See “*SCHOOL UNIFORM GUIDELINES*” for additional details regarding uniform requirements.

MIDDLE SCHOOL DHPA FORMAL UNIFORM (7th-8th Grade Only)			
Item	Approved Apparel	Color	Vendor
Outerwear	Any	Black, White, Gray, Burgundy	Any
Shirt	Oxford Dress Shirt (<i>Short or Long Sleeve</i>)	White	Any
Bottoms	Uniform Pants	Tan or Black Khaki	See Approved Vendor List or any
	Skirt/Scooter/Skort	Burgundy/Gray Plaid, Tan or Black Khaki	Lands’ End/ French Toast or any
Tie	Necktie only	Burgundy, black or Burgundy/Plaid	Lands’ End/ French Toast
Belt	Solid/Flat Belt (<i>No Decorations</i>)	Black or Brown	Any
Socks	Socks, *Knee-High Socks or Tights	Black, White, Gray, Burgundy	Any
Shoes	Closed Toed & Closed Heeled	School Colors (Black, Burgundy, White or Gray)	Any
Lanyard & ID	DHPA, Military or College Lanyard and school ID	DHPA, College, Military	DHPA, College, Military

***Note: Black, white, gray or burgundy knee-high socks or black tights are only required for those who choose to wear the plaid skirt/scooter/skort as part of their formal uniform. Also, belts are required for all pants including joggers.**

HIGH SCHOOL FORMAL UNIFORM			
9th-12th grade students have an option to wear the DHPA formal uniform or Personal formal uniform			
DHPA Formal Uniform Option			
Outerwear	DHPA Blazer	Any	
Shirt	Oxford Dress Shirt (Short or Long Sleeve)	White	Any
Bottoms	Uniform Pants	Tan or Black Khaki	See Approved Vendor List or any
	DHPA Skirt/Skort	Burgundy/Gray Plaid or Black	Lands’ End/ French Toast
Tie	DHPA Solid Tie, DHPA Plaid Tie (<i>Neckties Only</i>)	Burgundy, Black or Burgundy/Plaid	Lands’ End/ French Toast
Personal Formal Uniform (Professional Attire) Option			
Personal Outerwear	Professional Blazer	Any	Any
Personal Shirt	Oxford Dress Shirt or Professional Blouse	Any	Any
Personal Bottoms	Suit Dress Slacks or Skirt	Any	Any
Personal Dress	Fingertip length Professional Dress	Any	Any

Personal Tie	Professional Necktie or Bowtie	Any	Any
Items Required for Both DHPA and Personal Formal Uniform			
Belt	Solid/Flat Belt (<i>No Decorations</i>)	Match Shoe Color	Any
Socks	Socks (pants only), *Knee-High Socks or Tights	Any Professional Footwear	Any
Shoes	Professional Business Dress Shoes (One to two inch heel)	Any Professional Footwear	Any
Lanyard & ID	DHPA, Military or College Lanyard & School ID	DHPA, College, Military	DHPA, College, Military

***Note: Black, white, gray or burgundy knee-high socks or black tights are only required for those who choose to wear the plaid skirt/scooter/skort as part of their formal uniform. Also, belts are required for all pants including jogggers.**

SCHOOL UNIFORM GUIDELINES

Shirts: The oxford dress shirt and polo shirt must be fully buttoned, such that only the uppermost button remains undone. Shirts must always be tucked in so that the waistband of the pants or shorts is visible, and shirttails must be long enough to stay tucked in. The DHPA gray PE t-shirt may only be worn for P.E. class periods and as specified for athletic practices and events. Crop tops are not permitted.

Pants/Capris: Khaki pants must reach to the shoe, but not drag on the ground and should not be excessively tight or loose-fitting. Pants must have belt loops and a solid, black or brown belt, free of designs must be worn. Pants should be worn at the waist and no boxers or undergarments may be visible, including at athletic practices and games. Capris carry the same requirement as pants, except the length can vary below the knee and above the ankle. Black sweatpants may only be worn for P.E. class periods and as specified for athletic practices and events. See “*APPROVED VENDOR LIST*” and “*SCHOOL UNIFORM BOTTOMS*” sections below for additional details.

Skirt/Scooter/Skort: The hem must be fingertip length or longer and must be worn at the waist.

Jumper: The hem must be fingertip length or longer and should be worn with an approved uniform top.

Shorts: Khaki school uniform shorts must have belt loops and a solid, black or brown belt, free of designs must be worn. Shorts must be at least fingertip length and should not be excessively tight or loose-fitting. Shorts should be worn at the waist and no boxers or undergarments may be visible, including at athletic practices and games. Black athletic shorts may only be worn for P.E. class periods and as specified for athletic practices and events. See “*SCHOOL UNIFORM BOTTOMS*” section below for additional details.

Leggings/Yoga Pants: Black Leggings and Yoga pants are permitted as “tights” and must be school colors of Black, White, Gray, or Burgundy and worn underneath approved uniform bottoms, including PE and Dance.

Footwear:

- **5th-8th Grade:** All shoes must be closed toed and closed heeled and preferably dark in color. Shoes may tie, velcro, snap, buckle or zip and appropriate shoes for P.E. and dance class are required. As part of the formal uniform, shoes must be school colors (black, burgundy, white or grey) and closed toed and closed heeled. No slippers, Crocs, Heelys or “wheeled” shoes allowed.
- **9th-12th Grade:** All shoes are allowed, except slippers, beach flip flops, Heely’s or “wheeled” shoes.
- The following are **sock requirements for all grade levels:**
 - No show socks can be any color and are socks that are less than one inch coming out of the shoe. All other sock styles must be uniform colors (black, burgundy, white or grey).
 - Solid black, burgundy, white or grey knee-high socks or tights are required for those who choose to wear a skirt on **formal uniform days**.

Makeup: Students can wear subtle makeup that does not cause classroom distraction. If for any reason a student’s makeup is deemed inappropriate by an Administrator, the student must alter his/her appearance in accordance with the Administrator’s directive.

Hair: Hair should be neatly trimmed, combed and styled in a way that does not cause classroom distraction. If for any reason a haircut or hairstyle is deemed inappropriate by an Administrator, the student must alter his/her hair in accordance with the Administrator’s directive.

Jewelry: All jewelry must be business appropriate and not cause classroom distraction. If for any reason jewelry or piercings are considered as a distraction (including gauges or facial piercings) an Administrator will be notified and the student may be asked to remove such items. Refusal to remove items or continued wearing of any items that have been deemed as a distraction will result in a behavior referral for defiance.

Lanyard and ID: Students must wear an approved DHPA logoed school lanyard, Military or a College lanyard along with their ID each school day and it must be worn around the neck. DHPA will provide each student with one DHPA lanyard and school ID. However, if lost or misplaced, students will be required to purchase replacement lanyards and IDs.

Tie: Formal day ties for Junior High students must be school approved neckties, but neckties or bowties are options for High School students.

Undergarments: Bottoms should not be exposed at the waist or at the uniform bottom's hem. Undershirts can also be worn but must be school colors. DHPA gray athletic t-shirts are not approved undershirts on daily uniform days. Solid white is the only acceptable undershirt on formal uniform ("dress-up") days. Undergarments should not be visible.

Additional notes: Khaki is both a style and a color. The permitted Khaki style is a school uniform style (Khaki color or black) no more than 1%-2% spandex, no cargo pants, no jean material. The tightness of pants will be determined by tightness below the knee. No tight-fitting pants around the ankles.

Outerwear:

The following guidelines exist for outerwear worn at school whether the student is inside or outside.

- Students can only wear any school-colored outerwear free of offensive or sensitive insignia) on business casual days, and Friday's. Students can optionally have the outwear embroidered by one of our approved vendors with the DHPA crest or DHPA initials. Approved emblems are DHPA crest or DHPA initials.
- Spirit/CAD/Daily: College or military apparel can only be worn as outerwear on Fridays. DHPA spirit outerwear (jackets, hoodies, or sweaters) any day except formal days.

Note: For high school students, the DHPA or personal blazer is the only approved outerwear on formal uniform ("dress-up") days inside a school building or outside. Hoodies are not permitted to be worn under the school blazer on formal uniform days.

CASUAL FRIDAYS ("SPIRIT/CAD DAY")

Each Friday, students have an opportunity to participate in Spirit Day/College Awareness Day ("CAD"). On Fridays, students can wear any DHPA shirt (spirit shirt, polo, school color, etc.) or a top from the college or Military of their choice with any bottoms that comply with fingertip length, jeans, ripped jeans (holes must comply with fingertip length) or khakis, basketball shorts, sweats. No pajama bottoms.

Tops and bottoms must adhere to all "*DRESS DOWN DRESS CODE*" guidelines. Tops can be worn untucked, but all other dress code guidelines apply (e.g., footwear, lanyards and IDs, etc.). Students that choose not to participate in the weekly spirit day attire are expected to be in daily uniform.

P.E. & ATHLETIC PRACTICES/EVENTS DRESS CODE

The proceeding table (unless otherwise approved by the principal) identifies the approved uniform apparel for P.E. and athletic practices and events. Students not in proper athletic attire will be prohibited from participating in P.E., therefore, losing participation points for the day and receiving detention for not being in proper uniform. Additionally, participation in afterschool sports and athletic events may be prohibited if students fail to wear the proper athletic attire.

Please note that this table applies to all students and none of the specified items can be worn in lieu or as part of the daily school or formal dress uniform. Also, **the DHPA gray PE T-shirt offered by The Perfect Touch and DHPA is the only approved shirt for P.E. and athletic practices and events. However, although DHPA athletic shorts, sweatpants and sweatshirts are available from The Perfect Touch, these items may be purchased from any vendor as long as they meet all other specified dress code requirements.**

**Note: All students are required to change out for P.E. Also, leggings, tight yoga pants, and spandex are not approved P.E. apparel.*

P.E. & ATHLETIC PRACTICE/EVENT APPAREL		
Item	Color	Vendor
Athletic T-Shirt	Gray with DHPA PE Logo	See Vendor List
*Athletic Shorts	Black	See Vendor List or any
*Sweatpants	Black	See Vendor List or any
*Outerwear	DHPA approved daily uniform outerwear	See Vendor List or any

DANCE CLASS DRESS CODE

The proceeding table (unless otherwise approved by the principal) identifies the approved uniform apparel for dance class and appropriate clothing will establish safety and freedom of movement. Students not in proper attire will be prohibited from participating in dance class, therefore, losing participation points for the day and receiving a detention for not being in proper uniform.

Please note that this table applies to all students and none of the specified items can be worn in lieu or as part of the daily school or formal dress uniform. All hair must be securely pulled back and out of your face. Also, jewelry (including watches) is potentially dangerous and distracting and should be removed for dance class.

**Note: All students are required to change out for dance.*

ALL DANCE LEVELS				
Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • Shirt (Any School Color) • Black Pants • Black or Skin Toned Jazz Shoes • Black Leotard • Skin Toned Stirrup Tights • Skin Toned Jazz Shoes • Hair Up 	<ul style="list-style-type: none"> • Shirt (Any School Color) • Black Pants • Black or Skin Toned Jazz Shoes • Black Leotard • Skin Toned Stirrup Tights • Skin Toned Jazz Shoes • Hair Up 	<ul style="list-style-type: none"> • Formal uniform unless directed by teacher to dress out, some weeks will include rehearsals in place of lecture 	<ul style="list-style-type: none"> • Shirt (Any School Color) • Black Pants • Black or Skin Toned Jazz Shoes • Black Leotard • Skin Toned Stirrup Tights • Skin Toned Jazz Shoes • Hair Up 	<ul style="list-style-type: none"> • Any school color, dress code approved attire appropriate for movement • No leotard required

Note: Compression undergarments and/or a dance belt are suggested as needed in dance. Additionally, half-tops, crop tops, and jean/denim shorts are never allowed in dance class. Black leggings and yoga pants are permitted as “tights” and must be school colors of Black, White, Gray or Burgundy and worn underneath approved uniform bottoms, including PE and Dance.

DRESS DOWN DRESS CODE

On occasion, students are awarded dress down passes to be utilized on designated dress down days. Students may also purchase dress downs with their earned behavior points. On dress down days students must wear apparel according to the following guidelines.

Note: DHPA, College or Military lanyard and school ID are required daily regardless of dress. Additionally, on dress-down days, students are still expected to bring and change out into proper P.E. and dance apparel.

➤ **Student Council Spirit Weeks**

Spirit week is a school wide event hosted by Student Council at a minimum of 3 times/year. During scheduled spirit weeks, or a themed dress down day, students can wear attire that is appropriate for the theme if it is appropriate (e.g., holes in jeans, jeans, ripped jeans (holes must comply with fingertip length) can be worn if it applies to the theme while not being too short or over the top inappropriate).

➤ **Dress for a Cause**

Dress downs specific to an athletic event (e.g., whiteout), school wide events promoting our 3 pillars, social awareness dress downs (e.g., pink for breast cancer awareness), etc. are known as “Dress for a Cause”. On these days, students are expected to wear the designated top with jeans or khakis, ripped jeans (holes must comply with fingertip length or khakis, basketball shorts, sweats). No pajama bottoms. Information will be sent out specific to the dress for a cause event by administration.

➤ **General Dress Down Dress Code Guidelines**

Unless specified differently for a themed event, the following general guidelines apply on dress down days:

- Dress down clothes must be in good condition. Pajamas are prohibited.
- Shoes must always be closed toed and closed heeled for 5th-8th grade students. No slippers allowed for all students.
- Tops must not produce bare shoulders. Tank tops are permitted but must have a minimum of three (3) finger-width straps. No spaghetti straps or crop tops allowed.
- All apparel must be free of offensive language or images.
- Bottoms must be worn in a manner to not expose undergarments and must be a minimum of finger-tip length. No leggings allowed.

SEMI-FORMAL EVENTS DRESS CODE

There are specific, semi-formal dress requirements for special events. These events include, but are not limited to periodic fine arts concerts, athletic banquets and end-of-year ceremonies (such as commencement and graduation/promotion). Prom is a formal dance with formal dress code requirements set out by the High School Student Government and approved by the school Principal.

- The **semi-formal dress code** is as follows: dress slacks (no jeans or patched pocket pants), a dress shirt, tie, modest-length skirts or dresses (no shorter than the uniform skirt); bare midribs are not acceptable; ladies may not wear strapless, spaghetti-strap or tank tops (three finger width rule applies for straps), dress socks and dress shoes. Although sandals (open toed dress shoes) may be worn, beach flip-flops are not permitted. Hair should be trimmed and styled appropriately.

In addition to any of the dress code guidelines previously stated, the following items are NOT allowed for any student:

- Hickeys
- Hats are not permitted in any school building. Hats may be worn for P.E. or athletic/outdoor events
- School clothes must be in good condition and not cut or altered in any way without approval from an Administrator
- Tattoos (temporary or permanent, including pen and ink drawings on the skin) will be reviewed by Administration as needed
- Bandanas or doo-rags. Head coverings are not allowed except for religious purposes.
- Blankets worn as jackets.
- Chains connecting wallets to belt or pants. Dangerous jewelry/jewelry adorning weapons
- No Sagging pants

APPROVED VENDOR LIST (School Uniform Bottoms)

The following are approved vendors of school uniform bottoms and apparel should be purchased from these stores in the uniform section.

- | | | |
|-------------------------|-----------------------|------------|
| ➤ Aeropostale | ➤ JC Penney | ➤ Old Navy |
| ➤ American Eagle | ➤ Justice | ➤ Target |
| ➤ The Perfect Touch | ➤ Kohls | ➤ Walmart |
| ➤ French Toast (Online) | ➤ Lands' End (Online) | ➤ Amazon |

APPROVED STYLES AND BRANDS (School Uniform Bottoms)

The following are approved styles and brands of school uniform bottoms and apparel should be purchased from the above-named vendors/stores in the uniform section.

- | | | |
|-----------|-----------|-------------|
| ➤ Khaki | | |
| ➤ Dickies | ➤ Dockers | ➤ Lands End |
| ➤ Chaps | ➤ George | |

SCHOOL UNIFORM BOTTOMS

The following table should additionally be used to determine if bottoms will be considered uniform or not uniform style at DHPA.

SCHOOL UNIFORM BOTTOMS		
	Bottoms	
Style	Uniform Style	Not Uniform Style
Pleated	X	
Flat Front	X	
Straight Legged	X	
Cuffed	X	
Cargo		X
Painter		X
Jeans (Regular)		X
Jeans (Skinny)		X
Jeans (Style/Material - e.g., pocket rivets)		X
Corduroy		X
Oversized/Super Baggy		X
Dungarees		X
Extra Pockets		X
Extra Zippers		X
Extra Seams		X
Logos		X
Torn		X
Decorated (Seams, Jewels, etc.)		X

Note: Jogger style bottoms that meet all other uniform style requirements outlined above can be worn on daily uniform days, but not on formal uniform days. (Jogger style bottoms must include belt loops)

DISCIPLINE POLICY & PROCEDURES

All students will be required to follow the school-wide and classroom expectations established by administration and teachers. School discipline is enforced for all students whenever they are attending school or participating in school-sponsored events and activities. Discipline policies are enforced anywhere organized school events take place (on or off campus). If a student continually refuses to follow these expectations, parents will be asked to meet with the teacher, behavior team, and/or administration to discuss the problem. Students who continue to refuse to follow the expectations may receive outcomes that include behavior interventions, suspensions, be expelled or withdrawn at the discretion of the administration.

Infractions and disciplinary actions are listed below. **Any deviation from the Discipline Policy and Procedures is at the discretion of the Administration.**

Note: An asterisk () indicates that a police report may be filed and/or is a reportable offense to ADE.*

Discipline Policy and Procedures			
Infraction	Definition	Minimum	Maximum
*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 }.	One Day In School Solutions	Expulsion
Aggression Other	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Student Conference	Long Term Suspension
*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.	Three Day Out of School Suspension	Expulsion
*Armed Robbery	A person commits armed robbery if, in the course of committing robbery as defined in A.R.S 13-1902 , such person or accomplice is armed with a deadly weapon or a simulated deadly weapon; or uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon { A.R.S. 13-1904 }.	Expulsion	
*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 }.	Long Term Suspension and Restitution	Expulsion & Restitution
*Arson of a Structure or Property	Damaging a structure or property by knowingly causing a fire or explosion { A.R.S. 13-1703 }.	Long Term Suspension and Restitution	Expulsion & Restitution
*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 }.	One Day In School Solutions	Expulsion
*Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive or arson-causing device { A.R.S. 13-2911 }.	Long Term Suspension	Expulsion
*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. Cyberbullying includes bullying through the misuse of technology.	Student Conference	Expulsion

Discipline Policy and Procedures

Infraction	Definition	Minimum	Maximum
*Burglary (First Degree)	A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section A.R.S. 13-1506 or A.R.S. 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.	Long Term Suspension and Restitution	Expulsion and Restitution
*Burglary or Breaking and Entering (Second or Third Degree)	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein (A.R.S. 13-1506 and A.R.S. 13-1507).	One Day Suspension and Restitution	Expulsion and Restitution
Cheating	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Student Conference/ Loss of Assignment Credit	Three Day Suspension and loss of credit on assignment
*Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents (A.R.S. 13-2911).	Long Term Suspension	Expulsion
Combustible	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage (e.g., matches, lighters, firecrackers, gasoline or lighter fluids).	One Day In School Solutions	Long Term Suspension
Contraband	Any item whose use, possession, sale or distribution is prohibited because it may disrupt the learning environment.	Confiscation of Item	Long Term Suspension
*Dangerous Items	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.	Three Day Suspension	Expulsion
Defamation	Wrongfully injuring another person's reputation through a written, spoken or electronic communication that is not otherwise privileged under the law.	Parent Notification	Expulsion
Defiance, Disrespect towards Authority, and Non-Compliance	Defiance, Disrespect towards Authority, and Non-Compliance	Student Conference	Long Term Suspension
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.	Student Conference	Expulsion
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).	Student Conference	Long Term Suspension
Ditching (On Campus)	A student is not where they should be and has not been given permission or been excused.	Student Conference	Long Term Suspension
Dress Code Violation	Clothing, belt or shoes that do not fit within the dress code guidelines stated in the school's dress code policy. Defacing or destroying school ID or lanyard. Wearing IDs not issued to the student, not having or wearing school ID around the neck. This includes, but is not limited to; wearing hats inside a school building, non-dress code outerwear, etc.	Student Conference	Three Day In School Solutions

Discipline Policy and Procedures

Infraction	Definition	Minimum	Maximum
Drug Paraphernalia	All equipment, products and materials of any kind which are used, intended for use or designed for use in growing, processing, packaging, concealing, containing or ingesting a drug as defined below {A.R.S.13-3415} .	Short Term Suspension	Expulsion
*Drug Violation	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} .	Short Term Suspension	Expulsion
*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} .	One Day In School Solutions	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} .	Three Day In School Solution	Long Term Suspension
*Fighting	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Three Day In School Solutions	Long Term Suspension
*Fire Alarm Misuse	Intentionally ringing the fire alarm when there is no fire {A.R.S. 13-2911} .	Three Day In School Solutions	Long Term Suspension
*Firearms (Including Destructive Devices)	Any loaded or unloaded handgun, pistol, revolver, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device that will expel, is designed to expel or may readily be converted to expel a projectile by the actions of an explosive. Firearm does not include a firearm in permanently inoperable condition. This includes explosives, combustibles or poisonous gas {A.R.S. 13-3101} , A.R.S. 13-3111} .	Expulsion	
Forgery	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.	Student Conference	Three Day Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Student Conference	Five Day Suspension
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted or sprayed on walls or other surfaces in public places.	Student Conference	Expulsion and Restitution
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.	Student Conference *May result in loss of privilege to attend field trips	Three Day Suspension *May result in loss of privilege to attend field trips
*Harassment, Nonsexual	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} .	Student Conference	Expulsion
*Harassment, Sexual	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.	Student Conference	Expulsion

Discipline Policy and Procedures

Infraction	Definition	Minimum	Maximum
*Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact with non-sexual body parts.	One Day Suspension	Expulsion
*Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: a) the act was committed in connection with an initiation into, an affiliation with, or the maintenance of a membership of an organization that is affiliated with an educational institution, and b) the act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation (A.R.S. 15-2301).	One Day In School Solutions	Expulsion
*Homicide	Intentionally or recklessly causing the death of another person (A.R.S. 13 Chapter 11)	Expulsion	
*Indecent Exposure or 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 .	One Day In School Solutions	Expulsion
*Kidnapping	Knowingly restraining another person with the intent to: 1) hold the victim for ransom as a shield or hostage or 2) hold the victim for involuntary servitude, or 3) inflict death, physical injury or a sexual offense on the victim or to otherwise aid in the commission of a felony, or 4) place the victim or third person in a reasonable apprehension of imminent physical injury to the victim or such third person, or 5) interfere with a performance or a governmental or political function, or 6) seize or exercise control over a plane, train, bus, ship or other vehicle (A.R.S. 13-1304)	Expulsion	
Language, Inappropriate	Verbal messages that include swearing, name calling, or use of words in an inappropriate way stated publicly, but not directed to another person.	Student Conference	Five Day Suspension
Language, Inappropriate (Directed towards another person).	Verbal messages that include swearing, name calling, or use of words in an inappropriate way stated publicly towards another person.	Student Conference	Expulsion
Leaving School Grounds without Permission	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee.	Detention	Five Day Suspension
Loitering	A person who is intentionally present on or about school after a reasonable request to leave and does not have legitimate reason for being there or does not have written permission to be there from anyone authorized to grant permission.	Student Conference	Five Day Suspension
Lying	To make an untrue statement with an intent to deceive.	Student Conference	Three Day Suspension
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.	Student Conference	Long Term Suspension
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 or ethnicity. This includes hate speech or gang activity.	Student Conference	Long Term Suspension
Parking Lot Violation	Improper driving, or parking of a vehicle on school property without permission and/or parking in prohibited areas.	Student Conference	Long Term Suspension
Plagiarism	To steal and pass off the ideas and words of another as one's own.	Student Conference and Loss of Credit	Five Day Suspension and Loss of Credit

Discipline Policy and Procedures

Infraction	Definition	Minimum	Maximum
Pornography	The use or possession of sexually explicit words or images, devices or electronic images that offends or disturbs the educational environment.	Student Conference	Expulsion
Public Display of Affection	Holding hands, kissing, touching or other displays of affection in violation of school policy.	Student Conference	Three Day Suspension
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Student Conference	Long Term Suspension
*Robbery	Using force or threatening to use force to commit a theft or while attempting to commit a crime (A.R.S. 13-1902).	Five Day Suspension and Restitution	Expulsion and Restitution
School Policy, Other Violation of	An incident that cannot be coded in one of the other categories, but did involve the school, school sponsored event or school sponsored transportation.	Student Conference	Expulsion
*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	For definition of sexual abuse refer to A.R.S. 13-1404 . For definition of sexual conduct with a minor refer to A.R.S. 13-1405 . For definition of child molestation refer to A.R.S. 13-1410 .	Three Day Suspension	Expulsion
*Sexual Assault (Rape)	For definition, refer to A.R.S. 13-1406 .	Expulsion	
School Vehicle Violation	A behavior infraction that occurs on any school vehicle will result in a consequence issued for the identified action and may also result in bus privileges being suspended or revoked.	Student Conference	Privilege revoked/ suspension/Long Term Suspension
*Simulated Weapon, possession of, use of, or threat to use	Any simulated weapon 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.	Student Conference	Long Term Suspension
Tardy	Arriving at school or class after the scheduled start time.	Student Conference	One Day In School Solutions
Technology, Improper Use of (Computer, Network Infraction, Telecommunication Device)	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.	Student Conference	Long Term Suspension
Theft	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. Theft does not include confiscation by school authorities of property not permitted at the school. Note: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by school insurance (A.R.S. 13-1802).	Student Conference	Long Term Suspension and Restitution
Theft, Petty	Arizona law does not differentiate between petty and grand theft, but at Desert Heights petty theft is considered theft under \$100. See "Theft" for additional details.	Student Conference and Restitution	Long Term Suspension and Restitution
*Threat or Intimidation	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).	Student Conference	Expulsion

Discipline Policy and Procedures

Infraction	Definition	Minimum	Maximum
*Tobacco Violation	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) rolling papers, matches, and/or lighters. 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).	Three Day Suspension	Long Term Suspension
Trespassing	To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students serving a suspension or expulsion or unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function (A.R.S. 13-1503).	One Day In School Solutions	Expulsion
Tuancy	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).	Student Conference	Referral to C.U.T.S Lite Program/Loss of Course Credit
Unprepared	As defined by the Desert Heights Commitment to Excellence Contract. For example, not having school issued iPad, agenda, etc.	Student Conference	Three Days Suspension
*Vandalism of Personal Property	Willful destruction or defacement of personal property (A.R.S. 13-1602).	Student Conference and Restitution	Expulsion and Restitution
*Vandalism of School Property	Willful destruction or defacement of school property (A.R.S. 13-1602).	Student Conference and Restitution	Expulsion and Restitution
Verbal Provocation	Use of language or gestures that may insight another person or other people to fight.	Student Conference	Expulsion
*Weapons, Other 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 .	Short term Suspension	Expulsion