



DVA Student Handbook

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Desert View Academy

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Letter from your Principal

Welcome DVA Eagle Parents/Guardians!

Thank you for choosing Desert View Academy (DVA), ***A Caring Community where Students Excel.*** As your Principal, I am honored to serve and I look forward to partnering with you.

We understand that the past few years have been challenging. AT DVA, we continue to stay true to our mission statement to ***Educate students with Knowledge, Empower students with Character, and Equip students for Life.*** With that in mind, we will persevere through obstacles to ensure that all students reach high levels of academic and personal success.

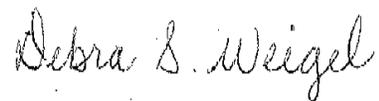
I recently experienced the pleasure of representing DVA in Washington DC as our school was one of five Arizona schools receiving the honor of being named a **2021 National Blue Ribbon School.** Our Eagles are so proud of this achievement!

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

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

Welcome to the DVA Eagle family!

Sincerely,



Deb Weigel
Principal

Desert View Schools Attendance Policy

Regular school attendance is essential for success in school. *What happens daily in the classroom cannot be duplicated in any other setting.* Please strive to have your student in attendance every school day unless s/he is ill. *Ensure your student's best opportunity for educational success by scheduling medical and dental appointments after school hours except in cases of emergency and by scheduling family vacations during school breaks.* **At Desert View Academy the required attendance standard for promotion to the next grade is 90% of the school year days.**

State law requires that the school record a reason for a student's absence, and that you authorize your student's absence from school and notify us in advance or at the time of the absence. If your student is absent and we don't hear from you, we will contact you by phone the same day that school is missed. Accordingly, it's vital that we have one or more telephone numbers to contact you. If your numbers change, let us know right away. Calls may be made by an automated system to ensure we can contact all parents on a timely basis. Absences are excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of religious holidays of the family's faith. Determination of an excused absence is at the sole discretion of the school principal or his/her delegate.

Our goal at DVA is to work with families before attendance becomes an issue. Each week, attendance checks will be made and we will contact you with any concerns regarding your student's attendance. **Should your student continue to miss school, Desert View Academy will report you to the truant officer, as prescribed by law, and you could be issued a citation for a violation of an Arizona Revised Statute.** The truant officer can issue citations after the 5th unverified absence OR 18th total absence- regardless of the reason. **The citation issued would require that both you and your student appear in court.**

Excessive absences may also affect your student's eligibility to participate in field trips, extracurricular activities and sports. In addition, failure to comply with this attendance policy will result in discipline, as outlined in the PBIS Matrix Guide to Discipline. If your student is on an academic probation plan that includes attendance metrics and s/he fails to meet the specified metrics, DVA will apply the appropriate disciplinary consequences specified in the plan. **Attendance will also be considered by a teacher in determining grades or promoting your student; excessive absences can lead to a failing grade or retention in a grade level.**

If your student is absent for ten (10) consecutive school days, state law mandates that your student be automatically withdrawn from enrollment in order to stop state funding.

You may then be required to fill out new enrollment documentation upon returning, and if another student has been given the seat, your student will be placed on the waiting list. Our desire is that all students find success at school, and it begins with attendance. Please talk with your student about the importance of attending school. *By working together, we can assure that your student will be on the path to academic success.*

TARDINESS

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

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

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

ABSENCES

Although we emphasize the importance of regular school attendance, we realize that there will be times when your child is too ill to come to school. **When a child is absent from school, the parent or guardian should contact the school at (928) 314-1102 or email attendance@desertviewschools.com** Our email and voicemail are available 24 hours a day for parents to leave a message regarding student absences. Additionally, you may contact your child's teacher directly through  regarding absences.

LEAVING SCHOOL GROUNDS

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

- All children shall remain on the school property at all times after they have first arrived until dismissal.
- If you are checking your child out of school after his/her arrival, for a doctor's appointment or any other reasons, **it will be necessary for you to sign the child out in**

the office.

- Students will be released to a parent/legal guardian or authorized agent only.
- The office must be notified in writing if there has been any change in the legal custody of your child. Please provide the office with copies of legal documents that specify any change in custody.

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

ENTRY AGE KINDERGARTEN/FIRST GRADE

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

OPEN ENROLLMENT

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

Students not admitted during open enrollment shall be placed on a waiting list and admitted as space becomes available on a first served basis during the year. See our website at <http://dva.dvsk12.com> for additional information and enrollment criteria.

STUDENT WITHDRAWAL

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

STUDENT ACADEMIC PROGRAMS

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

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

MID-TERM PROGRESS REPORTS/REPORT CARDS

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

NIGHTLY READING/HOMEWORK

Please encourage your child to read 20 minutes daily and model the love of reading with your child. Reading is a lifelong skill that is used in every aspect of our lives.

DVA believes that time after school is precious. Therefore, homework is occasional. It is provided to allow students the opportunity to complete work that was **not finished during the school day** and/or to provide students with additional time needed to complete long-term projects, such as Science Fair assignments.

MAKE-UP WORK

Teachers will prepare "make-up" work for students who have been absent for three (3) days or longer. For absences of one (1) to two (2) days, teachers will work on an **individual basis** with

the student upon return to school, reviewing material and assigning only those activities necessary to indicate mastery and/or understanding of concepts.

Please contact the teacher directly via , to request make-up work.

Arrangements may also be made to have assignments carried home with a sibling or neighbor child.

GRADING SCALE

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

93 - 100	A	4.0	Highly Proficient
90 - 92	A-	3.7	Highly Proficient
87 - 89	B+	3.3	Proficient
83 - 86	B	3.0	Proficient
80 - 82	B-	2.7	Proficient
77 - 79	C+	2.3	Partially Proficient
73 - 76	C	2.0	Partially Proficient
70 - 72	C-	1.7	Partially Proficient
67 - 69	D+	1.3	Minimally Proficient
64 - 66	D	1.0	Minimally Proficient
Below 64	F	0.0	Minimally Proficient

PARENT/TEACHER CONFERENCES

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

PROMOTION AND RETENTION

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

Decisions regarding pupil promotion and retention are designated to the school's professional staff (teachers) and administration. The standards and procedures shall clearly reflect that promotion is based primarily on pupil achievement and is not an automatic process (social promotion).

The purpose of the instructional program is to provide appropriate instruction and services to enable students to perform academically, at grade level or higher. Promotion standards have been established to reflect student mastery in reading, language arts and mathematics.

CLASSROOM ASSIGNMENT

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

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

Due to the challenges in scheduling, parent requests are not accepted.

SCHOOL UNIFORMS AND DRESS CODE

At Desert View Academy, we do not want students to stand out because of what they wear, but rather, we want them to stand out because of who they are and what they do. Student dress should not detract from the learning environment. Student uniforms will be worn and must be neat and clean while attending classes and school functions. School Administration shall determine if attire is appropriate.

Uniform shirts will be worn daily and maintained. White or navy blue polo style uniform shirts must have the DVS logo embroidered on the left chest. DVA spirit shirts may be worn on designated spirit days (Thursdays).

Navy blue or **khaki** skirts, jumpers, skorts, shorts, capris, pants complete the DVA uniform. Jumpers must have the DVS logo. **Leggings, spandex, warmups, sweatpants, etc are not considered uniform attire.**

Socks are required at all times. Shoes should have a flat sole and enclose the entire foot.

School jackets and sweaters with the DVS logo are available in navy blue from our designated vendors. Jackets and sweaters worn inside the classroom must have the DVS logo. DVA is a uniform school, therefore, other jackets may be worn outside, but removed once students are inside.

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

Clothing that is too large, "baggy," or allows immodest exposure is not allowed. The school administration will have the final determination as to uniform appropriateness

DESERT VIEW ACADEMY UNIFORM POLICY FURTHER CLARIFICATION

1. No undergarments may be exposed.
2. Bare or exposed midriffs are not permitted.
3. Pants and shorts should be neat and clean without rips, holes, or tears.
4. Shorts, skorts, jumpers, etc. should be **at fingertip length or longer when arms are extended**. (To be determined by office personnel/administration).
5. Watch chains, wallet chains or chains of any type attached to belt loops are not allowed.
6. Inappropriate logos, writing (including blood, guns, drugs, tobacco, alcohol, obscene words or gestures, knives, daggers, etc.) are not allowed on clothing, hats or backpacks.
7. Bandanas are not to be worn.
8. Shoes must have a flat sole and enclose the entire foot (sandals, flip-flops, rubber clogs, high heels, shoes with wheels, etc. are not permitted).
9. Socks are required to be worn at all times, with all styles of shoes.
10. Hats/hoods are not to be worn inside.
11. Make up may not be worn.
12. Fake nails may not be worn for safety reasons. Nail polish, of any color, may be worn.
13. Oversized jewelry (earrings, hoops, necklaces, etc.) is not permitted, for safety reasons.

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

Teachers will conduct a uniform check as students enter the classroom each morning. Failure to comply with the dress code will be addressed as “failure to adhere to school/classroom rules” and consequences will be determined by an administrator.

MEDIA CENTER

The Media Center is provided for student research and reading enjoyment. A quiet or "study" atmosphere is required for everyone's benefit.

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

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

SPECIAL NEEDS SERVICES

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

STUDENT RECOGNITION

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

POSITIVE BEHAVIOR SUPPORT

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

DVA has chosen to use a system called "Positive Behavior Intervention Support" (PBIS) as our school wide discipline program.

We have clear defined behavior expectations that are both positive and simple. These are commonly referred to as "The DVA BE's"; ***Be Respectful, Be Responsible, Be Kind and Be Safe***. Behavior expectations will be taught and modeled. Appropriate behaviors will be acknowledged and behavioral errors will be corrected proactively.

Our plan for acknowledging positive behaviors and handling behavioral errors is contained in

this handbook. Administrative support and involvement will be an active component of the program. Parental support is also essential to successful outcomes. Schools that have been successful in implementing school wide Positive Behavior Supports (PBS) have seen many benefits such as increases in attendance, a more calm school environment, and a reduction in the proportion of students who engage in behavior disruptions.

ACKNOWLEDGING POSITIVE BEHAVIOR

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

- Staff members will give verbal praise that is specific. An example might be “You are using your inside voice in the hallway; that’s fantastic!” or “You are being very responsible!”
- Staff members may give character stickers to recognize when a student demonstrates one or more of the six character traits of “Character Counts!” These stickers acknowledge students for their character and give students the opportunity to be recognized in the classroom and at home.

DISCIPLINING DISCOURAGING BEHAVIOR

We hope that our students always demonstrate positive behaviors, but we realize there are times when expectations are not followed. When students make the choice to engage in behavior that is disrespectful, irresponsible, and/or unsafe, staff will work with students to correct the behavior.

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

PROCEDURE FOR RULE VIOLATIONS

Level: Non-referral behaviors

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

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

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

Continuation of these behaviors may require administrative action.

Level: Possible referral behaviors

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

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

Possible Interventions: Change seat, removal to another classroom, behavior notice, parent contact, loss of privileges

Level: Referral behaviors

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

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

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

DEFINITIONS OF CONSEQUENCES

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

1. Reminder

An informal conversation between an administrator and a student. The student is reminded of the rules regarding student behavior.

2. Informal Conference

An informal conference between an administrator and a student. The student is reminded of the rules, regarding student behavior, and a plan is put into place.

3. Formal Conference

A conference between an administrator and a student. The student is, again, reminded of the rules, regarding student behavior and parents are contacted. Natural consequences are given both at school and at home.

4. Second Formal Conference

A conference between an administrator, a student, and parent(s). Rules are discussed, along with infraction. Consequence is also discussed. Consequence(s) could be natural, ISS or OSS,

depending on the nature of the infraction.

*** 5. Short Term Suspension Definition**

Removing the student from class (ISS) or school (OSS) for a specified length of time, not to exceed ten (10) school days.

*** 6. Long Term Suspension Definition**

Removing the student from school for a specified length of time, a minimum of eleven (11) school days and a maximum of one hundred seventy-nine (179) school days.

*** 7. Expulsion Definition**

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

*During the period of this suspension, your child may not attend school (#5-#7) or any extracurricular activities associated with the school. (#5-#7).

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

WRITTEN REFERRAL PROCEDURES

Students may report violations to any staff member. Staff members must report the incident to a school administrator in writing, with clear and concise details. A failure by a staff member to inform a school administrator, in a timely manner, may subject the staff member to disciplinary action in accord with school policies.

The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator.

SCHOOL LUNCH

Desert View Academy provides student lunches on full days (Mondays, Tuesdays, Wednesdays, and Fridays). Lunches are not provided on early release days.

A Family Meal Application for reduced or non-priced meals is available on our website <http://dva.dvsk12.com> and on site.

TRANSPORTATION

Your child's safety, from the moment he/she leaves your home in the morning until he/she returns safely that afternoon, is vitally important. This can best be achieved by working together.

BUS SAFETY

You can help by discussing with your child a few simple and effective precautions concerning his/her time away from home. These precautions include making sure you and your child understand the following:

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

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

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

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

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

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

BUS SAFETY GUIDELINES

Arriving at pickup point:

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

Crossing the highway:

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

Boarding the bus:

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

Conduct on the bus:

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

objects out of the bus windows.

- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Students will help maintain their bus in a clean and safe condition.
- Students will demonstrate good character on the bus by following the directions of their bus driver and adhering to all bus rules as well as following the school behavior policy.
- Students are not permitted to eat, chew gum or drink on the bus with the exception of water in a plastic container.

Prohibited items:

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

Exiting the bus:

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

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

CAR RIDER PRO

Desert View Academy utilizes a management system, Car Rider Pro (CRP), for parents/guardians arriving in vehicles to pick up their children after school in the queue. Parents will be issued up to two CRP tags, at no cost. Additional CRP tags may be purchased for \$5.00 each. Any vehicle arriving in the pickup queue must have an active CRP tag displayed from the vehicle's mirror in order to pick up a student. **The queue opens 10 minutes before dismissal, 2:40p.m. daily and 12:05p.m. on early dismissal days.** If you have forgotten your CRP tag, please stop in the office to receive a temporary CRP pass and proceed through the queue.

HEALTH SERVICES

The mission of our school's Health Services Department is to promote the optimum health and well-being of each student. The focus of Health Services is to provide a safe and healthy environment for students and staff, promote lifelong healthy choices, and develop family and

community partnerships. Staffed with a trained Health Aide, our services are available to students, parents and staff members for minor health and first aid services and health education.

STUDENT SAFETY AND DISEASE PREVENTION

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

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

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

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

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

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

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

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

Medication at school

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

- Prescribed or over-the-counter medication may be administered when brought to school in its original (non-glass) container, including the physician's instructions, and accompanied by a completed signed parent permission form. Permission forms are available in the health office.
- **In the case of a medical emergency (AB1026-ARS 15-344)**, staff is permitted to administer certain prescription medications to minor students without parental authorization. Those medications are:
 - Epinephrine auto-injectors
 - Inhalers
 - Naloxone hydrochloride, or any other opioid antagonist drugs that are approved by the FDA
- **DVA does not provide over-the-counter medications for students.** Health aides may provide treatment for pain or fever with fluid hydration, rest, snack, or cold packs, depending on possible cause. The student's parent/guardian will be notified of the student's unresolved pain.
- With limited exceptions as detailed below, medication must be kept in the health office and must be administered by the health aide.
- Over-the-counter medications will be administered as directed for age using appropriate guidelines. **These guidelines will only be exceeded if a doctor's written instructions accompany the medications.**
- Over-the-counter medications will not be given for more than three consecutive days without an order from a physician.
- Necessity for self-administration of a prescribed or over-the-counter medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form. The student may carry one daily dose and the medication must remain in the original, non-glass container, including the physician's and manufacturer's instructions. The student shall take extraordinary precautions to keep secure any medication, and under **NO** circumstance shall the student make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto the school campus.

- The school reserves the right, in accordance with procedures established by administration, to circumscribe or disallow the use or administration of any medication brought onto the school campus. Violation of the regulation may subject the student to disciplinary action or disenrollment from school.

IMMUNIZATIONS

Every student must have:

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

VISITORS/VOLUNTEERS ON CAMPUS

We welcome visitors to our campus, as they add to the educational experiences of our students. All classroom visits require prior arrangement/approval from the classroom teacher and/or administration. With that in mind, we hope that parents will visit the school, the classrooms of their children, and attend class/school activities.

All visitors to our campus must digitally sign in at the front office to receive a visitor's sticker.

If you would like to volunteer time in your child's class, please complete a volunteer form in the office. Some limitations (during testing, etc.) may apply. Volunteers may not bring children, who are not enrolled at DVA, while volunteering. Likewise, students may not bring student guests to school, as we cannot accept responsibility for children not enrolled at DVA.

STAFF CREDENTIALS

Educators at DVA are dedicated, caring, and well prepared to provide a quality education for all students. DVA equips our educators with ongoing professional development aligned with Arizona State Standards and student needs. Information regarding the education and experience of the teacher(s) and learning coach(es) working with your student may be viewed upon request. If you wish to view the information, please contact the school office.

DESERT VIEW ACADEMY PARENT-TEACHER LEAGUE (DVA PTL)

DVA is fortunate to have an active parent group. Parent involvement has helped maintain the high academic standards and effectiveness of our programs. Information on DVA PTL will be sent home at the beginning of the year.

FUNDRAISERS

We have made a concentrated effort to limit fundraisers that involve students selling products. The PTL usually sponsors one or two large fundraising efforts each year. Additionally, DVA sponsors local charities to stimulate community awareness.

HOME / SCHOOL COMMUNICATION

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

DVA utilizes  to keep parents informed of upcoming activities, emergencies, parent teacher conferences, school breaks, etc. To be effective in our communication, it is imperative to have current phone numbers and email addresses linked via Remind.

Phone calls to make after-school arrangements may not be made at school by the student. For

example, if your child normally eats lunch at school, rides a bus, or walks directly home, we insist that the child follow this schedule unless we have a note from you that expresses your desire for change. Many times children will change their own schedules without the knowledge of the parent/guardian. It is imperative that we know that you are aware of any changes and that you approve.

STUDENT DISMISSAL PROCEDURES

Students are dismissed following routine procedures each day. Parents are expected to discuss dismissal plans with their child/children on a daily basis. Any out of the ordinary request regarding your child's scheduled procedure/routine must be accompanied by a signed and dated note giving permission to change the normal routine. In the event you must call the office, please do so ***PRIOR*** to 2:00p.m. **with any emergency schedule changes.**

INTERRUPTION OF INSTRUCTION

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

Lunches/Water - Lunches are to be paid online via Efund. Water bottles will be delivered to the class at the earliest opportunity. In the event your child does not bring sufficient water, water fountains are available.

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

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

Special deliveries - Balloons, flowers, plush toys or deliveries of any nature cause interruptions to instruction and are therefore **not accepted**. Parents are reminded that **balloons and glass containers cannot be transported on school buses.**

PARTIES AND ASSEMBLIES

On several occasions throughout the school year, we have various types of parties, assemblies and programs for the students. If you do not wish your child to participate in one or more of these activities, it will be necessary for you to inform the classroom teacher before the day of the event.

In addition, individual student party invitations should be inclusive of whole classes if distributed at school.

WELLNESS POLICY

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

- Food items provided for classroom parties should be consistent with the Arizona Nutritional Standards. All food provided for students during the school day must be individually wrapped from the manufacturer purchased from a licensed retailer. **Home baked goods are not permitted.**
- Arizona Nutritional Standards apply to all food and beverages consumed during the normal school day.

5th GRADE ACTIVITIES

The 5th grade staff plans activities to celebrate their students' accomplishments. The staff and administration reserve the right to deny attendance at such events based on behavioral or academic concerns. We encourage participation in the fundraising activities that support 5th grade activities.

SCHOOL PROPERTY/TEXTBOOKS/TECHNOLOGY

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

PERSONAL PROPERTY

Any valuables brought to school are subject to a number of risks. Please do not send your child/children to school wearing precious jewelry, expensive timepieces, or heirlooms. **(Electronic games, music players, cell phones, Smart watch etc., are not permitted for use during the instructional day or at recess.) Electronic readers may be used on the bus. In addition, administration may grant technology privileges on special occasions.**

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

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

LOST AND FOUND

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

SELLING AND TRADING

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

The school also strongly discourages bringing money to school other than the amount needed for lunch or other school functions, such as dollar jeans day, smencils, and Book Fair. Students are not to give money to, or purchase items from, other students.

PETS

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

PROHIBITED ITEMS

The use of cell phones during the instructional day is prohibited. Likewise, students should not be using smart watches to make or receive phone calls during the instructional day. Students may possess cell phones for use before and after school hours. **Cell phones should not be visible during instructional hours.** If used during school hours, these items may be confiscated. **Administration is not responsible for any damage, theft, and/or loss of these devices.**

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

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

GENERAL SAFETY GUIDELINES

1. Start for school early enough to arrive at school without rushing. (Campus opens at 7:15a.m. daily)
2. Cross, when possible, at intersections protected by a staff member.
3. Walk on the sidewalk.
4. Do not approach or enter strange automobiles.
5. Go directly to school or home.
6. Do not bring an object to school that can hurt someone.
7. Students who ride bicycles, skateboards, or scooters to school are expected to walk them on school grounds. **HELMETS ARE MANDATORY**, per Arizona law.
8. Park and lock your bike or scooter in the bike rack.
9. Walk in parking lots, on sidewalks, and in hallways.
10. Gum is prohibited on campus, except when provided by school personnel.
11. Students who choose to disregard school standards are subject to consequences.

FIELD TRIPS

Students are provided the opportunity to attend field trips. This is a privilege. A field trip permission slip will be sent home with students. Students must have a signed permission slip to attend the trip. Extreme behavior, that would jeopardize the educational experience or enjoyment of others, could result in loss of field trip privileges.

If you are interested in joining your student as a chaperone, contact the teacher and offer to serve. As a chaperone, you will support the teacher by helping to supervise students and ensuring the safety of all. **Chaperones on field trips are not allowed to bring non-DVA students.**

INTERNET

Students have the privilege of using the internet throughout the instructional day.

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

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

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

SERVICES TO HANDICAPPED INDIVIDUALS

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

SEX DISCRIMINATION AND SEXUAL HARASSMENT PROHIBITED

It is the policy of the school that there is no discrimination against any student or employee on the basis of sex or sexual orientation. In keeping with that policy, the school will not tolerate sexual harassment by any of its students. Sexual harassment is a violation of the school's discipline policy.

The Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit, to the school, a written request that identifies the records(s) they wish to inspect. The school will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to ask a school to amend a record that they believe is inaccurate or misleading. They should write the request to the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, a school discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202 – 4605

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that we, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable

information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in writing. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The school yearbook;
- Honor roll or other recognition lists;
- School programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

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

The school has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and clubs
- Address
- Telephone listing
- Email address
- Photograph
- Honors, and awards received
- Date and place of birth
- Dates of attendance and enrollment status (e.g., part time or full time)
- Grade level

CHILD FIND PROCEDURES

Services for exceptional students are available, through special education, for all eligible students. Services include screening, referral for an evaluation, identification and placement of students who qualify for special education into the appropriate services.

Screening

- Screening of a student's abilities in the areas of vision, hearing, cognitive or academic skills, communication, motor, social or behavioral skills and adaptive development shall be completed within 45 calendar days after enrollment for each kindergarten student and new student enrolling.
- In addition to formal hearing and vision screening, screening includes use of teacher rating scales, progress reports and/or observation reports to find students who may be referred for formal evaluation due to a suspected disability. Screening activities do not include detailed individual evaluation procedures such as psychological testing.
- The school must inform the parents, within 10 school days, of any concerns arising from screening and inform them of proposed follow up on the student's needs.
- Records of screening results will be maintained in the student's cumulative file.

PreReferral Interventions

- Students, about whom there is a concern, will receive targeted instruction designed for them, in the area(s) of concern, prior to any formal evaluation.
- Students will participate in targeted instructional small groups for four to eight weeks.
- Data will be collected, by classroom teachers, regarding progress.

Referral for Evaluation

- Students, about whom there is a concern, as a result of lack of progress in interventions, may be referred for a full individual evaluation or other services. Written parental consent for referral is required.
- The written notice of referral will include a copy of the procedural safeguards available to the parents of a child with an exceptionality.

Evaluation and Identification

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

- The evaluation shall assess the capabilities and limitations of the student in all areas of suspected disability, including where appropriate health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities.
- Evaluation data shall include evaluations and information provided by the parents of the child, current classroom based assessments, observations by teachers and related service providers, and additional data, as needed, to determine if the student is a child with disability under one of the categories of IDEA and state law.
- Children, who are identified as having a disability, will be provided an individualized educational program, which requires parent consent for initiation.

PURCHASE/USE OF CURRICULUM

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

SUPPLEMENTAL INSTRUCTIONAL MATERIALS

The school provides guidelines to all teachers to be followed when selecting movies/videos and supplemental materials for educational use. Movies/videos with a rating of “G” may be shown. Any movies/videos with a rating of “PG” will be reviewed by administration for content. If deemed appropriate for the school audience, a permission slip will be sent home with students prior to viewing.

REPORTING TO LAW ENFORCEMENT

In accordance with school reporting requirements, there are violations that must be reported to the Yuma Police Department for further investigation. It will be up to law enforcement to decide if charges will be filed in each incident. **If law enforcement is contacted, it will be an officer, and not school personnel, who contacts parents/guardians.**

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

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

MANDATORY REPORTING LAW

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

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

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

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

DRUG AND GUN-FREE SCHOOL ZONES

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

TOBACCO-FREE CAMPUS

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

SCHOOL EMERGENCY RESPONSE

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

Our school conducts emergency drills on a consistent basis throughout the school year. Emergency drills provide the opportunity to practice safety procedures ensuring students and staff are aware of all processes, including where to report and what to do, in the event of an emergency.

What Parents Need To Know in an Emergency

- ✓ Information is available by calling the Central Office at 928-817-8060.
- ✓ **Do not telephone the school directly.** School telephone lines may be needed for emergency communication.
- ✓ Stay tuned to local television and radio stations for emergency information.
- ✓ Unless the emergency requires students to be evacuated to another location, students will be kept at the school.
- ✓ If students are evacuated to another location, parents will be notified by Central Office personnel.
- ✓ A student will only be released to parent(s) or authorized individuals identified on the student's **Emergency Information Form.**

Parent Notification in an Emergency

Parents will be contacted by school and/or Central Office personnel in an emergency situation involving their child.

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

STUDENT COMPLAINTS OR GRIEVANCES

Per school policy, students may present any complaints regarding a violation of their constitutional rights to school administration. Such grievances must be made within thirty (30) calendar days of the time the student knew, or should have known, that there were grounds for the complaint.