



**Desert View Middle and High School  
Student Handbook & Guide for Parents  
2019-2020**

## Contents

Welcome to Desert View Middle and High School for School Year 2019-20	3
Mission	4
Beliefs	4
Accreditation	4
Student Identification Badges	4
Visitors	4
Attendance	5
Absence from Class	7
Absence make-up	7
Absences awarding of credit	7
Reporting to School	8
Student Participation in Activities	8
Educational Tours and Trips	8
Early Dismissal of Students	10
Early Release & Concurrent Enrollment	10
Bus Conduct	11
Bus Safety	11
Dress and Grooming	12
Web 2.0 Policy	13
Technology Acceptable Use Policy	13
Computer Use Guidelines	13
Fire Drills	14
Evacuation Procedures	14
Grading Procedures	15
Credit Eligibility	15
Progress Reporting	15
Student Transcripts and Student Records	15
Student Work	15

Class Participation	16
Student Awareness	16
Appeal of Grade	16
Class Rank	16
Honor Roll	17
Valedictorian & Salutatorian	17
Graduation Requirements	17
State Mandated Testing	18
Senior Commencement Information	19
Issuing of Diploma and Transcripts	19
Lunches	19
Retention Policy	19
Emergency Contact Information	19
Photos and Videotaping	20
Student Code of Conduct	20
Safe Schools Policy	20
Discipline Code	22
Discipline Matrix	22
Investigation process of student violations of conduct of code	23
Confiscation of Materials	23
Out-Of-School Suspension	23
Long Term Suspension/Expulsion	24
Care of School Property	24
Smoke-Free Schools	24
Substance Abuse	24
Firearms/Weapons	25
Bomb Threats	25
Vandalism	25
Medication & First Aid	25
Lost and Found	25

## Welcome to Desert View Middle and High School for School Year 2019-20

Dear Parent(s)/Guardian(s):

Desert View Middle and High School has established itself as one of the finest schools in the country by remaining true to the core values that drive its mission: *Educate with Knowledge; Empower with Character; Equip for Life*. These values remain as compelling as ever going into the new school year.

We want to provide a strong academic program that encourages the development of critical thinking; we want our students collaborating with each other; we want them to communicate effectively; and most importantly, we want our students thinking creatively in ways that help them to become empowered to meet the future with confidence.

In short, we want our students and families to have the Desert View MHS Experience. In doing so, our students receive a personalized learning experience in a safe and nurturing environment that prepares them for the 21<sup>st</sup> century.

As educators, we are servant-leaders. We serve the students, parents, teachers, and school community. Our experience and training have prepared us well. We are committed to extending DVMHS's reputation as a community of caring teachers and students seeking to challenge themselves.

As members of the DVMHS school community and family, we are proud to say: *We Are Desert View MHS!*

*Go Dragons!*

Jon Larson, Principal

Jayleen Hackmann, Assistant Principal

## **Mission**

The mission of DVMHS is to *Educate with Knowledge, Empower with Character, and Equip for Life* all students who join us in our unique educational model.

## **Beliefs**

- We believe that the parent/guardian is the child's primary teacher.
- We believe that DVMHS plays a supporting role in equipping your child for academic success.
- We believe that together, through a strong and consistent partnership, we can facilitate a strong, comprehensive learning experience for your child.
- We believe in natural consequences and accountability which promotes mature, self-sufficient learners.
- We believe that learners for life are created when the student develops a genuine desire to learn. It should be developed at the discovery that learning is fun, and the right thing to do.

## **Accreditation**

Having met the requirements established by the AdvancED Accreditation Commission and Board of Trustees, the North Central Association Commission on Accreditation and School Improvement, Desert View Middle and High School has been placed in the list of Accredited Secondary Schools.

## **Student Identification Badges**

Student identification badges will be provided to all students. Students will be required to carry their Student ID with them at all times during regular school hours. Student IDs will be used to take attendance. Student ID's will also be required to attend certain evening and extra-curricular events.

## ***Replacement***

A \$15 replacement fee will be assessed for lost or stolen IDs. After four consecutive days of not having an ID the student will be required to replace their ID. Parents will be notified after the third consecutive school day.

## **Visitors**

Parents are encouraged to confer often with teachers, counselors and principals. All visitors are required to register and present photo identification at the security desk in the main lobby. No student visitors are permitted except in unusual circumstances and only with prior approval of school administration.

While in the building, all visitors must be escorted by a school employee. In the event a visitor does not have photo identification, a building administrator or district officer must approve their admittance into the building.

## **Attendance**

### *Purpose*

Desert View Middle and High School requires that school age students enrolled in the school attend school regularly in accordance with state laws. The educational program offered by the school is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The interaction of students with one another in the classroom and their participation in planned learning activities under the supervision of the school personnel are vital to the learning process.

### *Authority*

Attendance shall be required of all students enrolled in Desert View Middle and High School during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

### *General Procedures Relating to Student Absence*

For purposes of this policy, there are two (2) types of student absence:

Excused—Absences for clearly established mental, physical, or other urgent reasons such as, bereavement, religious holidays or court appearances. The determination as to what constitutes an “urgent reason” under this policy shall be made by the building administrator.

Desert View Middle and High School considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Recovery from accident
4. Required court attendance
5. Death in family
6. Family educational trips
7. Educational tours and trips
8. Impassable roads

Unexcused—Absences which do not meet the criteria indicated above for “excused absences.”

Absences shall be treated as unexcused until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of consecutive lawful absences verified by parental notification may be permitted during a school year. After three (3) or more consecutive school days' absence, the school administrator may request that the parents/student provide a doctor's certification of absence. Such certification must indicate that the student was seen by the physician, the date of the visit, and when the student was cleared to return to school. All absences beyond ten (10) consecutive days shall require an excuse from a licensed physician.

The school principal or his/her designee may determine unexcused absences as unlawful and report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17).

The school principal or designee shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

The school principal or designee shall be responsible for making direct personal contact with the parent(s)/guardian(s) of any student who has a record of excessive absenteeism, unexcused and/or unlawful absences.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is considered to be in session by authority of the building principal; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction; or the student is attending appropriately designated instruction in an approved "concurrent enrollment" program through a local college or university.

All absences occasioned by observance of the student's religion on a day approved by Desert View Middle and High School as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The school principal or designee shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the school. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the school principal or designee of the child's attendance record. Desert View Middle and High School shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The school principal or designee shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

In the case of excused absences, the student will be expected to make up any assignments or tests that have been missed and, for this purpose, will be granted a period of time equal to the length of the absence.

As a general policy, students with unexcused/unlawful absences will not be permitted to make up assignments or tests missed during the period of absence. The school principal or designee may permit the makeup of work or tests, depending upon the circumstances of each case and the attendance history of the child.

### **Absence make up**

To eliminate an absence, the student must attend additional time at school, after the traditional school day has ended. This time is set aside from 3:20-4:00 pm Monday through Thursday. To have one absence removed, the student must attend this after school session for consecutive days in a Monday through Thursday sequence.

### **Absences impacting awarding of credit**

If excessive absences arise, the student may be granted no credit for the semester and the student's transcript will reflect no grade (NG) issued. For the purposes of this specific policy excessive absences are defined as:

- 5 or more unexcused absences per semester
- 10 or more combined (excused/unexcused) absences per semester

If a student has excessive absences as defined above, the principal will review the specifics of the excessive absences and determine if credit will be issued or not. If the principal determines that credit will not be issued, parents will be contacted and afforded the opportunity to meet and provide additional insight that may impact the decision.

### **Absence from Class**

Students in school for the day may be excused from class only by a principal or teacher. A student who misses a class, or more than five (5) minutes of the class, due to unexcused lateness shall be referred to the administration. Cutting of class or study hall will result in disciplinary action.

### **Reporting to School**

Students are to report to school by 7:45 A.M each morning. Students not present at 7:50 A.M. will be considered tardy to school. All tardiness to school, with the exception of tardiness caused by district transportation, shall be recorded both on a student's permanent record and in a

cumulative fashion on the student's report card. Accumulation of 5 tardiness will equal one unexcused absence.

### **Student Participation in Activities**

Students MUST be in attendance in order to participate in a school sponsored activity or event or attend a school sponsored function. Students who are declared absent from school will not be permitted to attend a school function and will be declared ineligible to participate in activities.

### **Educational Tours and Trips**

The school principal may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the school if the following conditions are met:

- Unless unusual circumstances exist, the parent/guardian will submit a written request by means of the school's Educational Trip Request Form, for excusal two (2) weeks prior to the date of the trip.
- The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the school principal or designee.
- Students shall be granted the privilege of making up work missed by excused absence.

However, the responsibility for making up the work lies entirely with the student. Arrangements shall be made with the teachers as to the work which will be missed. The school principal or designee may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

In determining whether a student may be excused from school attendance in order to participate in major school-sponsored trips and/or college visitation trips, the building administrator may give consideration to the student's record of unexcused/unlawful absences and the student's cumulative excused absences for the school year in question. Prior excessive absences may limit participation in school-sponsored trips and activities.

### *Delegation of Responsibility*

The school principal or designee shall develop procedures for the attendance of students which:

- Ensure a school session that conforms with requirements of state regulations.
- Govern the keeping of attendance records in accordance with state statutes.
- Distribute annually to staff, students, and parents/guardians board policies and school rules and regulations governing student attendance, absences and excusals.
- Impose on truant students appropriate incremental disciplinary measures for infractions

of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.

- Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
- Ensure that students legally absent have an opportunity to make up work.
- Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

Parents/guardians will be notified regarding their student's excessive absences by means of an informative letter. Attendance notification letters are mailed to maintain collaborative attendance efforts between schools and parents/guardians.

If attendance issues arise medical documentation may be required and attendance meetings with principal or designees may be required of parent/guardian and student. If the absence(s) are deemed unexcused, the student will be granted no credit for the course work missed and no make-up privileges will be permitted.

In addition, if the student continues to exhibit a pattern of absenteeism, a letter, under the building administrator's signature, may be sent to the parents or guardians, informing them that a physician's statement will be required for each subsequent absence or the absence will be classified as unexcused or unlawful. Students will be expected to present these excuses within three (3) days of returning to school.

Upon the 10th absence, excused and/or unexcused, parents will be notified by the principal, in writing, that the student's attendance has exceeded the limit of acceptable absences for one school year, and that all subsequent absences will require medical documentation or be deemed unexcused with no make-up privileges for work missed due to the unexcused absence.

Failure to comply with providing medical documentation may result in truancy charges filed with the local law enforcement authority.

The District shall not discriminate against any student regarding attendance in school on the basis of race, color, religion, creed, ancestry, age, gender, national origin, sexual orientation, handicap/disability, or the use of a guide or support animal because of blindness or deafness of the user.

### **Early Dismissal of Students**

Early dismissals will be granted for professional medical services, personal illness approved by the principal or designee, emergencies approved by a principal or designee, or reasons approved in advance by a principal. All requests for early dismissals are subject to approval at the discretion of a principal.

### **Early Release & Concurrent Enrollment**

Students selecting their senior/junior schedule may apply to participate in the Early Exit, Concurrent Enrollment, and Vocational Work Experience programs. These options allow seniors/juniors who are currently on track to meet all graduation requirements by the end of the school year to enroll in one of the three early release programs to seek employment and attend college or technical school. Students selecting this option must attend Desert View Middle and High School for a minimum number of hours equivalent to their required classes each semester and show proof of employment, or enrollment in a college or technical school course. Completion of an application process and approval by the school principal are required.

#### *Early Release*

Students selecting their senior/junior schedule may apply to participate in the Early Release program. This option allows seniors/juniors who are on track with all graduation requirements by the end of the 1st semester of their senior/junior year to enroll in college or technical school courses, participate in a pre-approved work experience, or enter into military obligations in lieu of attending high school classes during the 2nd semester. Students may attend the prom and graduation ceremonies. Diplomas are awarded at the graduation ceremony. Completion of an application process and principal approval are required.

#### *Vocational Work Experience*

Students selecting their senior/junior schedule may apply to participate in the Vocational Work Experience program. This option allows seniors/juniors who are currently on track to meet all graduation requirements by the end of the school year to be dismissed early to participate in a pre approved work experience. Students selecting this option must enroll in the minimum number of credits required to graduate and show proof of employment. Completion of an application process and principal approval are required.

#### *Concurrent Enrollment*

Students may apply to participate in the Concurrent Enrollment program. This option allows students who have achieved a qualifying score on a college Accuplacer exam and have scheduled the necessary courses to meet all graduation requirements to enroll in college or technical school courses. Students selecting this option must enroll in the minimum number of credits required to graduate and show proof of enrollment. Completion of an application process and principal

approval are required.

### **Bus Conduct**

All school district rules and policies are in effect on district provided transportation. In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to be courteous, cooperative, and restrained.

Except when assigned by a principal or driver, there are no reserved seats on the bus. Students will take seats available as they get on the bus and will not “save” a seat for any other student. Students are not permitted to stand while the bus is in motion. Students are not permitted to put hands, arms or heads out of bus windows. Students are not to damage or deface anything on the bus, nor are they permitted to throw anything out of the windows. Restitution for damages is the responsibility of the student and parents. For the safety and well-being of students, cameras with audio and video recording capabilities are installed on district school busses.

### **Bus Safety**

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous, cooperative, and restrained. Students should wait for the bus to come to a complete stop before entering or leaving the bus. Except when assigned by a principal or driver, there are no reserved seats on the bus. Students will take seats available as they get on the bus and will not "save" a seat for another student who may later board the bus. Students are not permitted to stand in the aisle while the bus is in motion. Students are not permitted to put hands, arms, or heads out of bus windows.

Students are not to tamper with or deface anything on the bus, nor are they to throw anything out the windows. Financial responsibility rests with the student for damage done to the bus. Emergency doors are to be used only in an emergency and not in the ordinary exit from the bus. Eating, drinking, smoking, drug use, and using abusive language are strictly forbidden on the bus. Pushing, shoving, and any other unnecessary roughness will not be tolerated.

When departing from the bus to cross the highway, students are required to cross in front of the bus and be careful of traffic coming in either direction along the highway. The bus driver is responsible for the bus and the safety of its occupants. The driver's directions shall be followed at all times. Any situation that needs attention on the bus should be reported to the driver at once. The driver will bring serious or repeated infractions to the attention of the building principal for resolution.

Transportation and safety should be everyone’s concern. Serious and persistent violations of transportation rules and lack of consideration for others on busses may lead to a suspension of bus riding privileges.

## **Dress and Grooming**

A student's manner of dress or hair style is the responsibility of the student and his/her parents or guardians. It is the responsibility of the school to stress decency, cleanliness, and appropriateness of dress for school; therefore, it remains the final decision of the administration in cases of questionable attire. Unless otherwise stipulated by the school principal or designee with prior notice, all students will adhere to the uniform policy of the school at all times.

In cases wherein free dress is permitted on a specific school day, students will exercise appropriate decorum. Examples of inappropriate dress in a school setting include items such as: halter tops, tube tops, bare midriffs, see through clothing, clothing depicting or suggesting sexual activity, innuendo, alcohol, drugs, violence, offensive or provocative materials, jeans with holes or rips in them, and any attire deemed inappropriate by a member of the administrative team.

Appropriate undergarments need to be worn and not visible. No extremely tight, exceedingly loose, or revealing clothing will be considered suitable school dress. Students deemed to be in violation of this policy will be required to make the necessary adjustments to their attire or will be removed from the educational setting. Additionally, students are not permitted to wear hats, hoods, or any other type of headgear in the school at any time.

School dress code is: Navy Blue or White polo shirt with school logo for middle school (6<sup>th</sup>-8<sup>th</sup> grades). Red, Black, or Gray polo shirt with school logo for high school (9<sup>th</sup>-12<sup>th</sup> grade). Students may wear Khaki, Navy Blue, or Black pants, shorts, skirts, capris, or skorts. Shorts must be no shorter than three (3) inches above the knee. Pants, shorts, skirts, capris, or skorts must be Dickies type material. Pants, shorts, skirts, capris, or skorts can not be denim material. Students cannot wear jeggings, jeans, sweat pants, or basketball shorts as part of their regular uniform. If the student opts to wear a jacket it must be consist of one or more colors, or it can be a plain solid color with our school logo. The jacket may not have any other logos, writing, or any other pictures. Shoes must be closed toed and closed heeled. The shoe must enclose the entire foot. If you have any questions please speak to the main office.

Physical Education Clothing - It is a requirement for each student to purchase school-approved P.E. shorts & shirt. P.E. Shirts are gray with the school logo, or solid gray with no logo. The P.E. shorts are black with the school logo, or solid black (no stripes) with no logo. Workout pants and/or yoga pants may be worn, but they must be solid black. Yoga pants or work out pants must be solid with no mesh or openings.

## **Web 2.0 Policy**

Web 2.0 is a broad term commonly used when referring to the implementation and usage of Weblogs (commonly called "blogs") and wikis in the classroom setting. Blogs and wikis are both

a special type of Web page that can be created and easily updated using a Web browser.

Throughout the school year teachers may require students to participate and be active in academic discussions and activities utilizing blogs or wikis. Speech that is inappropriate for class is not appropriate for a blog or wiki. Debate and conversation with other students directly related to academic content is encouraged while utilizing Web 2.0, but it is also expected that students will conduct themselves in a manner that is reflective of a representative of Desert View Middle and High School.

Students who do not abide by this policy or more specific Web 2.0 policies set forth by their classroom teacher may lose their opportunities and privileges to participate in such classroom activities.

### **Technology Acceptable Use Policy**

Use of technology at Desert View MHS is a privilege, not a right. All students registered at Desert View MHS will be given a network account and applications appropriate for their grade level and course selection. Students are responsible for the security of their accounts. Protect your password. Keep it to yourself to protect your work. If you are found using someone else's account, appropriate discipline and/or suspension will occur.

Any user shall be required to abide by and conform to generally accepted rules of computer use guidelines. Desert View MHS staff shall monitor computer activities and be directly responsible for enforcement of this agreement. Students shall be required at any time when asked to display and reveal any information on the Desert View MHS network and random checks of accounts may be performed.

### **Computer Use Guidelines**

Computers shall be used as tools of instruction, record keeping and learning. Treat them with respect. Any vandalism of any kind shall result in suspension, cancellation or revocation of access privileges or restitution as may be deemed by the school.

\*Vandalism is defined as any attempt to harm, impair, modify or destroy data from another user. Vandalism shall include, but not be limited to, the uploading or creation of computer viruses, damage or destruction to computer software or hardware, or illegal use of the computer in such a manner that may cause damage or destruction to the integrity of the Desert View MHS networks. Restitution in the form of repair or replacement of equipment as deemed by the school to include legal action may be taken.

Appropriate language shall be used at all times. Users shall not use profanity, cursing, vulgarity, sexually explicit language, diagrams, photographs or other information that is obscene or

abusive.

Any activity in violation of state or federal law shall be prohibited. If Desert View MHS discovers use of the network for such activity, the appropriate city, state, or federal law enforcement authorities shall be notified.

As a safeguard against viruses, no one shall at any time attempt to install software without permission from the DVMHS system administrator.

Computer settings such as printer settings, screensavers, backgrounds, window layouts, cursors and other hard drive components should not be changed, edited or deleted at any time. This is considered a restricted area.

A student's use of a computer should not interfere with the system as a whole. Playing stand-alone games shall be allowed only under the following guidelines:

- No one shall upload games to individually owned diskettes or download games from the Internet to any computer.
- Any games or software that interferes with system resources will be removed from the system. Disciplinary action will follow.

### **Fire Drills**

By State Law, schools are required to have unannounced fire drills. For the protection of students and staff, fire drills are conducted monthly. During evacuation procedures, students are required to promptly follow directions of staff and those in recognized authority.

Students are to report to the specified area designated by your teacher and wait for the signal to return to class. It is the student's responsibility to report to the assigned area and teacher. Attendance will be taken.

### **Evacuation Procedure**

In the event of a threatening person on campus, MHS will scatter to known rally points. The school administration will work with responding agencies to ensure the safety of all students and staff. The school administration will communicate with parents in a timely manner and determine if school will continue in session for the day.

### **Grading Procedures**

Evaluation procedures for all students must be equitable and consistent. It is the responsibility of the administrators and staff to make professional judgments regarding the achievement of each

student. It is the responsibility of each student to comply with the established regulations that affect academic performance. These regulations are applicable for grades 6-12.

### **Credit Eligibility**

A minimum 65% final course average must be achieved in order to be eligible to receive credit for an enrolled course.

#### **Letter Grades**

Letter grades of A, B, C, D and F will be issued in all courses at semester intervals and at the end of the course (final grade).

#### **DESCRIPTOR LETTER GRADES PERCENTAGE RANGE**

Advanced Work A	100 - 90
Proficient Work B	89 - 80
Basic Work C	79 - 70
Basic Work D	69 - 65
Below Basic Work F	64 - 0

### **Progress Reporting**

Parents and students have access to their child's progress at all times through the school's online grade reporting system, PowerSchool. All parents and students have their own assigned login information. Questions regarding student grades should be made directly to the evaluating teacher. Students and/or parents in need of additional redress may contact school administration. For help viewing PowerSchool, please contact the school office for assistance.

### **Student Transcripts and Student Records**

Parents/Guardians and students have the right to review their child's school records. Arrangements for review may be made through the main office. In an effort to preserve the confidentiality of students and in compliance with law, student records will not be released to colleges, business schools, technical schools or employers without written authorization from students. Please allow two school days to process the request for records.

### **Student Work**

Teachers are encouraged to evaluate, record, and return in a timely fashion all student work that is collected. At the beginning of the course, students will be advised concerning relevant information necessary to successfully complete the course and evaluation procedures.

The procedures for making up work may be found in the Attendance section of this handbook. Absences from class may impact negatively on a student's academic progress. Failure to complete work assigned as a result of absence will negatively affect the student's grade. A

student does not have a right to make up work missed due to an unexcused absence. Suspension from school is an excused absence.

In extraordinary situations, opportunities to make up work or take tests missed during unexcused absence may be offered. These opportunities are left to the discretion of the principal after consultation with the teachers.

### **Class Participation**

Class participation is a valid component in student evaluation. However, grades may not be lowered for inappropriate classroom behavior. Such behavior must be addressed within the school's discipline procedure.

### **Student Awareness**

At the beginning of a course, the teacher will inform students of the method used to calculate semester and final grades. Students should be made aware of the specific components that determine these grades and of the value of each component if a specific value is assigned.

### **Appeal of Grade**

The teacher is the primary evaluator. Parents or students who wish to appeal a course grade should appeal to the teacher. Parents or students who remain unsatisfied following the appeal to the teacher may appeal to the principal.

### **Class Rank**

A class rank for an individual student will be supplied directly to outside agencies when requested. When the district receives official notification from an outside agency that class rank is a mandatory requisite for a selection process, a class rank will be established and reported directly to the requesting agency. The comparative cumulative (grades 9 through 12) weighted quality point averages of all students in a class will serve as the basis for ranking. Students tied in ranking shall be given the highest rank available so that several students may hold the same rank. Thereafter, ranking will continue as though there had been no tie(s). For example, if two students tie at the number one position, the next student will rank number 3.

Seniors will be recognized at commencement exercises as follows: Summa Cum Laude, 4.00 or higher cumulative quality point average; Magna Cum Laude, 3.75 through 3.99 cumulative quality point average, Cum Laude, 3.50 through 3.74 cumulative quality point average.

A projected cumulative quality point average will be calculated during the month of May and will serve as the basis for these distinctions.

### **Honor Roll**

An Honor Roll is published to recognize students for their academic performance. All students

are eligible to be recognized as Honor Roll students provided they are enrolled full time. Grade point averages are calculated at the end of each semester and are weighted based on the rigor of the course. Summa Cum Laude is awarded to students achieving above a 4.0 GPA, Magna Cum Laude is awarded to students achieving between a 3.5 and 3.99 GPA and Cum Laude is awarded to students achieving between a 3.0 and a 3.49 GPA.

### **Valedictorian & Salutatorian**

The selection of the valedictorian and salutatorian will be determined by the highest GPAs at the end of the 1st semester of the graduating year. In the event of a tie, GPAs may be calculated at a later date. DVMHS does allow graduating underclassmen to participate in the positions.

### **Graduation Requirements**

The requirements for all graduation paths are established by the Arizona Department of Education and the Desert View Middle and High School Board of Directors. Parents are reminded that in order for students to participate in commencement, ALL credits and requirements must be satisfied upon the student's completion of the normal school year. It is the student's and parent's responsibility to know the requirements for promotion and graduation and to make plans accordingly.

A minimum of 22 credits, as outlined below, are required to be completed in grades 9-12.

4 credits of English must include:

- 4 credits of English in preparation for proficiency at the high school level

4 credits of Mathematics must include:

- 1 credit of Algebra 1
- 1 credit of Geometry
- 1 credit of Algebra 2
- 1 credit of a Math Elective

3 credits of Social Studies must include:

- 1 credit of US History
- 1 credit of World History
- .5 credit of Government
- .5 credit of Economics
- An earned qualification score on the Arizona State Civics Exam

3 credits of Science must include:

- 3 credits of science in preparation for proficiency at the high school level

1 credit of Fine Arts/Humanities; 7 credits of electives

Total: 22 Total credits, plus an earned qualification score on the Arizona State Civics Exam

### State Mandated Testing

#### *Middle School*

- Grades 6-8
  - AzMerit proficiency exams in the spring of each year in Reading, Writing, and Math
- Grade 8
  - AIMS Science

#### *High School*

- Grade 9
  - AzMerit End of Course (EOY) exams in the spring in Reading, Writing, and Math
  - AIMS Science
- Grade 10
  - AzMerit End of Course (EOY) exams in the spring in Reading, Writing, and Math
  - AIMS Science (If not taken in 9th grade)
- Grade 11
  - AzMerit End of Course (EOY) exams in the spring in Reading, Writing, and Math
  - AIMS Science (If not taken in 9th or 10th grade)
- Grade 12
  - AzMerit End of Course (EOY) exams in the spring in Reading, Writing, and Math
  - AIMS Science (If not taken in 9th, 10th, or 11th grade)
  
- AzMerit End of Course (EOY) exams will be given to high school students enrolled in the following courses, regardless of grade level:
  - English
    - English 9
    - English 10
    - English 11
  - Math
    - Algebra I
    - Geometry
    - Algebra II

### Senior Commencement Information

It is important that seniors be aware of their responsibilities in regard to commencement.

### *Commencement Ceremony—*

Participation in the commencement program is not compulsory. If a student and their parents decide not to take part in the commencement program, a letter to that effect signed by the parents must be submitted to the principal no later than May 1st of the graduation year.

When a student participates in the commencement program, the student is required to take part in rehearsals and follow the rules of conduct and dress that are appropriate for a commencement program as set forth by the principal. Failure to do so may result in disciplinary action and removal from the commencement ceremony.

Seniors must have successfully completed all Desert View Middle and High School course and credit requirements to participate in commencement. There are no exceptions to this standard.

### **Issuing of Diploma and Transcripts**

ALL OBLIGATIONS must be satisfied prior to receiving the diploma. Students and parents are encouraged to check with the school office for any outstanding financial obligation.

Post-Secondary schools and colleges require final official transcripts to verify successful graduation. The mailing of final transcripts is NOT done automatically. It is the student's responsibility to complete the Request for Transcript Form and submit it to the school office for processing after graduation.

### **Lunches**

Hot Lunches are NOT provided by the school. Students may bring sack lunches or purchase a lunch provided by local vendors.

### **Retention Policy**

Students are not retained from one grade level to the next. This is because the student always works at their instructional readiness level (IRL), regardless if that IRL is above or below the student's grade level as determined by the state. The school also provides various intervention programs to address any gaps in learning.

### **Emergency Contact Information**

DVMHS must have emergency contact information on file for each of our students. Parent/guardians are required to notify the front office with information changes. The contacts listed on the emergency information form will be the only ones permitted to pick up students. Appropriate identification will be required when picking up the child.

### **Photos and Videotaping**

Photos and videotape footage of Desert View Middle and High School students involved in various school-related activities are often used as part of the district's community relations

program and for professional development. Photographs or video clips may be used in district publications, video productions, newspapers, television and district or individual classroom websites. On web sites, if the student is identified at all, only a first name will be used. Staff members may, in the course of their professional development, wish to videotape a lesson for analysis. Students may appear in such videos, but there will typically be a single copy of the recording.

We request that students do not take photos or videos of staff, other students, or during school sanctioned events. If administration is made aware that a student has taken a photo or video, they will ask the student to delete the video/photo. Parents will be notified when this occurs.

### **Student Code of Conduct**

#### *3 B's Initiative*

We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

The students should always:

- Be Responsible
- Be Respectful
- Be Empowered

### **Safe Schools Policy**

#### *Purpose*

Stress caused by student violence rebounds throughout a school. Desert View Middle and High School is dedicated to helping educators ensure safe and secure learning environments, free from crime and fear, where the business of quality education can be carried out without interruption.

#### *Philosophy*

The school addresses many aspects of a child's development. One of the aspects, social skills acquisition, can greatly affect the development of students. The student who consistently demonstrates acceptable behavior will experience success in many areas, including academic achievement, peer acceptance, emotional growth, and self-esteem.

Desert View Middle and High School believes that a safe, productive, and positive climate can be provided by the appropriate and timely implementation of the guidelines. The school also believes that, if students show respect to all people at all times, a positive atmosphere can be

maintained.

The school uses a progressive discipline approach in dealing with misbehavior. The school has a program of behavior and consequences that begins with teacher intervention and progresses through a number of consequences that may ultimately lead to permanent expulsion from school.

To guarantee that all students will experience the excellent educational climate they deserve, the Desert View Middle and High School has developed these behavioral guidelines.

### *Authority and Responsibility*

The school has the authority to make reasonable and necessary rules governing the conduct of students in school. The goal is to develop positive, constructive student behaviors. Discipline is administered to modify inappropriate behavior.

The school will implement and enforce the rules, regulations, and procedures set forth in this discipline policy. The lines of authority in dealing with discipline rest first with the teaching staff and the school principal. The school also recognizes this, or any discipline policy, cannot be effective without the full cooperation of the entire staff, parents, and the students of the school.

### *Student Responsibility*

Students have a great responsibility in being good citizens of their school. Their responsibilities include regular school attendance, conscientious effort in classroom work, and conformity to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. It is the responsibility of each student to respect the rights of the teachers, administrators, students, and all others who are involved in the educational process.

It is the responsibility of students to be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them. Students, therefore, must obey school rules and work through channels to effect changes. Such changes may be accomplished by working through class officers, homeroom representatives, the student council, or meeting with administration.

## **Discipline Code**

An important goal of the Desert View Middle and High School is to help students develop self-discipline. Students share the responsibility of maintaining an atmosphere within the school that is conducive to wholesome learning and living. No student has the right to interfere with the

education of others.

Students are expected to follow the discipline code. When this does not occur, the principal or designee will take disciplinary action, taking into consideration the nature of the offense and the number of similar offenses committed by that student. A student who commits an offense for the first time will be assigned a lesser penalty than the student who continues the same inappropriate behaviors. The principal or designee may require a parental conference or informal hearing to resolve the problem.

### Discipline Matrix

The school will use the chart below as a guide for addressing student violation of the discipline code.

Note: School administration reserves the right to use discretion regarding each offense.

Desert View MHS Discipline Matrix				Potential Additional Consequences for Further Offenses
Offenses	1st Consequence	2nd Consequence	3rd Consequence	
Failure to Make Academic Progress	A	B,C	B,C,D	B,C,E,J
Tardiness	A	B,C	B,C,D	B,C,K
Classroom Disruption	A	B,C	B,C,D	B,C,E,J
Dress Code Violation	A	B,C	B,C,D	B,C,E,J
Misuse of Electronics-Non-offensive	A	B,C	B,C,D	B,C,E,F
Misuse of Electronics-Offensive	B,C	B,C,D,E	B,C,E,F	B,C,E,F,G
Inappropriate Language/Disrespect	A	B,C	B,C,D	B,C,E,F
Skipping Class	A	B,C	B,C,D	B,C,E,J
Lying to Staff, Cheating, Plagiarism	B,C	B,C,D,E	B,C,E,F	B,C,E,F,G
Stealing (Non-criminal)	C,D,E,I	C,F,I		
Destruction of Property (Non-criminal)	C,D,E,I	C,F,I		
Possession of Tobacco, including Vaporizing Nicotine (inclusive of lighters/matches)	C,D,E,H	C,F,H		
Criminal offenses-i.e. possession or under the influence of drugs/alcohol, possession of any weapon ("toys" included), criminal theft, other illegal activities, and bullying (harassment, intimidation, fighting, etc.)	C,E,F,G,H,I			

Code	Description
A	Verbal Warning
B	Parent Contact
C	Parent Conference
D	Behavior Contract
E	Out of School Suspension 1-9 Days
F	Long Term Suspension (Semester)
G	Expulsion
H	Confiscation
I	Restitution
J	Long term suspension for failure to follow staff directions
K	Long term suspension for failure to follow attendance policy

### Investigation process of student violations of conduct of code

When school administration becomes aware of a possible student violation of the conduct code they will begin an investigation process. This process may include the following actions:

- Student interviews
- Staff interviews
- Review of video footage

During the investigative process students may be asked to provide written statements of the incident being investigated.

At the conclusion of the interview process administration will determine whether a violation of the conduct code has occurred, and if so the appropriate discipline will be administered. At that time parents will be contacted and informed of the results.

If administration determines a criminal offense possibly occurred, law enforcement will be contacted. When law enforcement officials are on campus investigating a possible criminal offense they will notify school administration when parents may be contacted.

### Confiscation of Materials

Confiscation of materials refers to a student in possession of something that is considered to be either illegal or inappropriate in a school building. This will include, but not be limited to, fireworks and related explosive devices, lighters, or anything that could be considered a threat to the health, safety, or welfare of another student or staff member.

### Out-Of-School Suspension

Temporary suspension will mean exclusion from school for an offense for a period of one to ten days by the school administration. The student and parents will be informed of the reasons for

the suspension and will be given an opportunity to respond.

In some cases a parental conference will be held before a student is readmitted to school. This may be done via telephone or face-to-face contact.

### **Long Term Suspension/Expulsion**

At the point that a student has accumulated out of school suspensions totaling 10 days (not required to be consecutive) in a semester, they will be long term suspended. Long term suspension means exclusion from school for the remainder of that semester and may include additional semesters plus removal from the school rolls. Expulsion means permanent removal from the school rolls.

In cases involving possible long term suspensions or expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process. A formal hearing may be held before the entire Board of School Directors or a duly authorized committee of the Board. The hearing committee's decision is advisory to the Board. A majority vote of the entire Board is required to expel a student if a formal hearing has been requested.

### **Care of School Property**

Any waste or misuse of school materials or property, or the careless treatment of furniture and equipment may involve restitution for the damages. Payment must be made for the cost of repair or replacement of school property. A student who marks or otherwise damages school property must pay for its repair or replacement.

### **Smoke-Free Schools**

It is the policy of the Desert View Middle and High School that the use of smoking or smokeless tobacco products (including electronic cigarettes or parts of electronic cigarettes), is prohibited on school property or during school sponsored events at all times. School property is defined as owned, leased by, or under the control of the Desert View Middle and High School.

### **Substance Abuse**

It is the school's policy to prevent and prohibit the possession, use, mimic of use, sale, mimic of sale, distribution, or intent of distribution, of any illegal or controlled mood-altering chemical medication, or abused chemical not approved by the health office. This includes on school property, at school-sponsored events, on school buses, and en route to and from school by any mode of travel.

Students violating the school's substance abuse policy will be disciplined using the school's discipline matrix.

### **Firearms/Weapons**

Desert View Middle and High School will discipline a student using the school's discipline matrix if the student brings a weapon to school, to a school-sponsored activity, or onto any public conveyance providing transportation to a school or school-sponsored activity. In addition, the school principal, in the case of an exceptional student, shall take all steps necessary to comply with the Individuals with Disabilities Education Act.

The term "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, ammunition, and any other tool, instrument or implement capable of inflicting serious bodily injury.

### **Bomb Threats**

Desert View Middle and High School will discipline a student using the school's discipline matrix if the student insinuates a bomb threat in any way.

### **Vandalism**

All violations –Student will be required to pay for damages and may be suspended from school..

The Desert View Middle and High School recognizes that it is impossible to express all of the behaviors and consequences that might occur during the course of the regular school year. When appropriate, school administration will clarify the Safe Schools Policy.

### **Medication & First Aid**

It is a requirement to have all medication registered with the main office. Forms for the dispensing of prescription medication can be obtained from the school office. No "over-the-counter" medication may be administered by any school employee without written instructions from a physician or dentist except: Antacid Tablets, Cough Drops, Throat Lozenges and Acetaminophen (with written permission updated yearly from parent or guardian). Medication must be kept locked in the Main Office.

Any medication not used or picked up at the end of the school year will be disposed of.

### **Lost and Found**

A lost and found area is located in the main office. Articles found should be taken there promptly. Lost articles may be claimed upon identification.

At the end of each semester lost and found items not claimed will be donated to the Salvation Army or Goodwill.