



Desert View Middle and High School
Student Handbook & Guide for Parents
2016-2017

Contents

Welcome to Desert View Middle and High School for School Year 2016~17	4
Mission.....	5
Beliefs	5
Accreditation.....	5
Student Identification Badges	5
Attendance	5
Educational Tours and Trips.....	8
Absence from Class	9
Early Dismissal of Students	10
Early Release & Dual Enrollment.....	10
Reporting to School	11
Student Participation in Activities	11
Bus Conduct.....	11
Bus Safety	11
Dress and Grooming	12
Web 2.0 Policy.....	13
Fire Drills	13
Grading Procedures.....	13
Credit Eligibility	13
Progress Reporting.....	14
Student Work	14
Class Participation	14
Student Awareness.....	14
Absence from Class	15
Appeal of Grade.....	15
Class Rank	15
Honor Roll	15
Valedictorian & Salutatorian	16
Graduation Requirements	16

Traditional Course Graduation Requirements	16
Move On When Ready (MOWR) Graduation Requirements.....	17
AIMS Testing.....	18
Senior Commencement Information.....	18
Issuing of Diploma and Transcripts.....	18
Lunches.....	19
Retention Policy.....	19
Emergency Contact Information.....	19
Photos and Videotaping.....	19
Student Code of Conduct.....	19
Safe Schools Policy.....	20
Discipline Code.....	21
Confiscation of Materials.....	24
Out-Of-School Suspension	24
Expulsion	24
Care of School Property.....	25
Smoke-Free Schools	25
Substance Abuse.....	25
Firearms/Weapons	25
Bomb Threats.....	26
Vandalism	26
Unexcused Tardies to Class / Tardies to School.....	26
Clearance of Visitors.....	26
Medication & First Aid.....	26
Lost and Found	27
Student Transcripts and Student Records.....	27
Technology Acceptable Use Policy	27
Computer Use Guidelines.....	27

Welcome to Desert View Middle and High School for School Year 2016~17

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 21st 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!*

Seize the Day!

Jon Larson, Principal

Betty Pancake, Learning Administrator

Jayleen Hackmann, Office Administrator

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. A \$15 replacement fee will be assessed for lost or stolen ID's. All visitors, including parents, will be required to register at the main office. Registration will document the time the visitor entered the building and time the visitor left the building.

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 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 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 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 "dual 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 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 make-up of work or tests, depending upon the circumstances of each case and the attendance history of the child.

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.

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 principal. Cutting of class or study hall will result in disciplinary action.

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 & Dual Enrollment

Students selecting their senior schedule may apply to participate in the Early Exit, Dual Enrollment, and Vocational Work Experience programs. These options allow seniors who have completed a minimum of 20 credits and have scheduled the necessary courses 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 schedule may apply to participate in the Early Release program. This option allows seniors who have met all graduation requirements by the end of the 1st semester of their senior 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 in at the graduation ceremony. Completion of an application process and principal approval are required.

Vocational Work Experience

Students selecting their senior schedule may apply to participate in the Vocational Work Experience. This option allows seniors who have completed a minimum of 20 credits and have scheduled the necessary courses to meet all graduation requirements by the end of the school year to be dismissed early to participate in a preapproved 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.

Dual Enrollment

Students selecting their senior schedule may apply to participate in the Dual Enrollment program. This option allows seniors who have completed a minimum of 20 credits and have scheduled the necessary courses to meet all graduation requirements by the end of the school year 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.

Reporting to School

Students are to report to school by 7:45A.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. Tardiness to school is to be recorded as excused or unexcused. For a tardy to be considered "excused," a note from the student's parent/guardian must be submitted to the attendance office upon arrival the day of the tardiness.

Excused Tardiness - Religious holiday, health care, illness, verifiable emergency, bereavement, school transportation failure, or prior approval by a principal.

Unexcused Tardiness - Tardiness not covered by the preceding reasons shall be deemed unexcused. Accumulation of unexcused tardiness will result in disciplinary action. The final determinant shall be the school principal or their designee.

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.

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 specified 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, 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 head gear in the high school at any time.

School dress code is: Navy Blue or White polo shirt with school logo for middle school (6th-8th grades). Red, Black, or Gray polo shirt with school logo for high school (9th-12th grade). Students may wear Khaki pants, shorts, skirts, capris, or skorts. If the student opts to wear a jacket it must be black with the school logo, or it can be plain black. The jacket may not have any other logos, or be any other color. If you have any questions please speak to the main office.

Physical Education Clothing - It is a requirement for each student to purchase district-approved P.E. shorts & shirt.

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.

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.

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, A-, B+, B, B-, C+, C, C-, D and F will be issued in all courses at semester intervals and at the end of the course (final grade). Progress reports will be issued half way through each semester.

DESCRIPTOR LETTER GRADES PERCENTAGE RANGE

Advanced Work A	100 - 93
Advanced Work A-	92 - 90
Proficient Work B+	89 - 87
Proficient Work B	86 - 83
Proficient Work B-	82 - 80
Proficient Work C+	79 - 77
Basic Work C	76 - 73
Basic Work C-	72 - 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. All parents and students have their own assigned login information. Every student’s progress is available 24 hours a day, 7 days per week, through PowerSchool. Questions regarding student grades should be made directly to the evaluating teacher. Students and/or parents in need of additional redress may review the school policy regarding resolution of complaints (See Complaint Procedure). For help viewing PowerSchool, please contact the school office for assistance.

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 as to the teacher’s Syllabi and evaluation procedures.

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.

Absence from Class

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.

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 GPA's at the end of the 1st semester of the graduating year. In the event of a tie, GPA's may be calculated at a later date. DVMHS does allow graduating underclassmen to participate in the positions.

Graduation Requirements

Students have two different paths to meet graduation requirements. These paths are the Traditional Credit Course Method and the Move On When Ready program. The requirements for both 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.

Traditional Course Graduation Requirements

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

3 credits of Science must include:

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

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

Total: 22 Total credits

Move On When Ready (MOWR) Graduation Requirements

The Move On When Ready program offers students the opportunity to advance through high school at their own pace based on their mastery of curriculum. A key feature of the model provided for in Arizona law is the Grand Canyon Diploma, a performance-based diploma available to students in schools that are participating in the program on a voluntary basis.

In order to qualify for a Grand Canyon Diploma, students must meet college and career qualification scores in all core content areas on a series of end-of-course exams. These exams are typically taken during the first 2-3 years of high school.

Students that satisfy all the criteria for a Grand Canyon Diploma are exempt from the minimum course of study requirements and AIMS test score requirements for a traditional high school diploma as outlined above.

English must include:

- 1 credit earned by meeting a college and career qualification score on and end-of-course exam in English 10

Math must include:

- 1 credit earned by meeting a college and career qualification score on and end-of-course exam in Algebra I
- 1 credit earned by meeting a college and career qualification score on and end-of-course exam in Geometry

Social Studies must include:

- 1 credit earned by meeting a college and career qualification score on and end-of-course exam in US History
- 1 credit earned by meeting a college and career qualification score on and end-of-course exam in World History

Science must include:

- 1 credit earned by meeting a college and career qualification score on and end-of-course exam in Biology, Chemistry, or Physics
- 1 credit earned by meeting a college and career qualification score on and end-of-course exam in Biology, Chemistry, or Physics

1 credit of Fine Arts/Humanities; .5 credit in economics

Total: 9.5 Total credits, 8 earned by a qualification score on and end-of-course exam, 1.5 by completion of a course.

AIMS Testing

Graduation Requirements for Arizona public school students currently in grades 11-12 include demonstrating proficiency in the AIMS state assessment. Spring 2014 was to be the last time AIMS was administered to sophomores. AIMS retesting opportunities will be available for juniors and seniors through the fall of 2016.

Beginning in spring 2015, students will take a new state exam. Beginning in 2016, if available, exam scores will be incorporated as a percentage of course grades for courses with standards being assessed. The specific exam, courses, and percentages have yet to be determined by the State Board of Education. Beginning in 2017, it is likely that the graduation requirements will be based entirely on completion of the minimum course of study and competency requirements, which will incorporate exam results.

Senior Commencement Information

It is important that seniors be aware of their responsibilities in regard to commencement. During the year seniors must take care of the following obligations:

In the fall—

Seniors will be mailed a letter to ensure that the name appearing on their diploma is correct. A portion of this letter must be filled out with the appropriate name to be placed on the diploma, signed by a parent/guardian and returned to the main office.

Seniors will have an opportunity to order commencement announcements and name cards. It is important to submit orders at the time announced as we do not provide extras.

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. DVMHS requests that parent/guardians provide lunches for their children only because of possible liability issues.

Retention Policy

Because of the school's participation in the MOWR program, 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.

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 web sites. 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.

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 intends to plan 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 District 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, or the student council.

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 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 may require a parental conference or informal hearing to resolve the problem.

The following are examples of inappropriate behaviors:

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors should be handled by an individual staff member but sometimes require the intervention of other school support personnel.

Examples include but are not limited to:

- Classroom/school disturbance or disruptive classroom behavior
- Throwing any object; littering
- Running or shouting in the halls
- Unauthorized presence in the halls or other school areas
- Misuse of school facilities
- Inappropriate display of affection

- Disorderly bus conduct
- Classroom tardiness
- Inappropriate language
- Buttons/shirts with inappropriate sayings
- Panhandling
- Repeated violations of the Dress Code

Disciplinary Options

- Verbal or written reprimand
- Detention(s)
- Denial of privileges
- Internal Suspension

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school includes, but is not limited to, the following:

- Continuation of or extreme prior misconduct
- Possession of prohibited electronic devices (laser pens and cameras without authorization)
- Abusive, obscene, or disrespectful language, writing or gestures
- Using forged notes and excuses
- Violation of school attendance policies (e.g. tardiness, truancy, leaving school property without permission, cutting class, unexcused absence)
- Repeated unexcused tardiness to homeroom, class or school
- Unauthorized possession or misuse of school property, facilities, lockers
- Misbehavior during field trips or school programs
- Open defiance of authority; willful refusal to do as ordered
- Gambling
- Insubordination/disrespect to any school employee
- Leaving school grounds without permission

Disciplinary Options

- Detentions
- Denial of privileges/extra-curricular activities; social probation
- Out-of-School Suspension
- Enforcement of attendance policy
- Referral to local law enforcement

Acts whose frequency or seriousness disrupt the learning climate of the school and/or acts directed against persons or properties and whose consequences could endanger the health or safety of others in the school.

Examples include but are not limited to:

- Continuation of or extreme prior misconduct
- Vandalism
- Petty theft
- Fighting
- Trespassing on or in school property when closed
- Refusal to leave school property when ordered to do so
- Threatening or intimidating others; bullying
- Harassment (including racial, ethnic, religious and sexual intimidation)
- Physical or verbal threat to student or staff member
- Hazing
- Unauthorized or improper use of vehicles on school grounds
- Destruction of the property of others
- Lewdness or indecent exposure
- Possession, sale or use of firecrackers, cherry bombs, or other fireworks
- Possession or use of tobacco products
- Possession of drug paraphernalia
- Computer/internet misuse

Disciplinary Options

- Confiscation
- Temporary removal from class
- Out-of-School Suspension
- Parent Conference
- Denial of privileges/extra-curricular activities
- Restitution of property or damages
- Probation
- Referral to local law enforcement
- Referral to outside agency
- Drug and Alcohol policy enforcement

Acts whose frequency or seriousness disrupt or disturb the learning climate of the school include acts directed against persons or property which could or do pose a threat to the health, safety or welfare of others in the school. Such acts will require administrative action which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

Examples include but are not limited to:

- Extortion or attempted extortion
- Bomb threat or threatening phone calls
- Possession/use/transfer of dangerous weapons

- Aggravated assault/battery
- Lighted or ignited objects
- Theft or possession/sale of stolen property
- Arson or attempted arson
- Transfer/sale/possession/purchase/procurement/distribution/use or under the influence of unauthorized substances, e.g., drugs, alcohol or drug paraphernalia
- Disorderly conduct
- Unauthorized use of fire alarm or equipment
- Institutional vandalism and criminal mischief
- Other violations of federal, state, or local laws
- Conduct that poses a threat to the health, safety, and welfare of students or staff

Disciplinary Options

- Confiscation
- Restitution of property or damages
- Out-of-school suspension
- Expulsion
- Referral to local law enforcement
- Referral to outside agency

When the police or EMS are called because a student violates the discipline policy, the school administration will inform the student's parents at the same time.

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 will be informed of the reasons for the suspension and will be given an opportunity to respond before the suspension becomes effective.

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

Expulsion

Expulsion means exclusion from school for a period exceeding ten school days and may include permanent expulsion from the school rolls. In cases involving a possible 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.

Care of School Property

Any waste or misuse of these materials 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 of any type), is prohibited inside buildings 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, intent of distribution of any illegal or controlled mood-altering chemical medication, or abused chemical not approved by the health office, 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 placed on an immediate ten-day suspension and given an informal hearing. The school administration will recommend the student to the Board for a formal hearing and subsequent expulsion.

Specific violations of this policy may include:

- Students possessing, or under the influence of, drugs or alcohol on school grounds.
- Students possessing, or under the influence of, drugs or alcohol when attending, as a participant or spectator, any school-sponsored function on or off school property.
- Students distributing chemical substances to anyone.

Students with the above violations may be subject to the following disciplinary actions:

- Immediate out of-school suspension, contact police. When the police are called because a student violates the discipline policy, the school administration will inform the student's parents at the same time.
- Additional disciplinary action may be taken in the form of indefinite suspension from school pending a School Board expulsion hearing.

Firearms/Weapons

Desert View Middle and High School may expel a student who brings a weapon to school, to a school-sponsored activity, or onto any public conveyance providing transportation to a school or school-sponsored activity. The expulsion shall be accomplished pursuant to applicable state code. The school principal may recommend to the Board discipline short of expulsion on a case-

by-case basis. 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, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Bomb Threats

Bomb threats may lead to an immediate ten-day suspension. The school administration may recommend students to the Board for a formal hearing and subsequent expulsion.

Vandalism

All violations –Student will be required to pay for damages and may be suspended from school. The school administration may recommend a formal hearing and subsequent expulsion based on the nature of the vandalism.

Unexcused Tardies to Class / Tardies to School

Students who arrive late to class shall be documented by the classroom teacher and referred to the appropriate house office based on the chart below. A student who arrives excessively late with no reasonable excuse should be referred immediately to the school principal.

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, other school publications such as Student Handbooks, District Procedures and Board Policy will serve to clarify this Safe Schools Policy.

Clearance of 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 a principal. This will be strictly enforced.

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.

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.

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. Request for Transcript Forms are available in the main office. Completed request forms, along with an addressed and posted envelope should be returned to the registrar or processing.

Technology Acceptable Use Policy

Use of technology at CDCHS is a privilege, not a right. All students registered at CDCHS will be given a network account and applications appropriate for their grade level and course selection.

An account is created by giving students a username consisting of their projected year of graduation, first initial and last name. Students are responsible for the security of their accounts.

Any user shall be required to abide by and conform to generally accepted rules of computer use guidelines. CDCHS 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 CDCHS 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 CDCHS 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 CDCHS discovers use of the network for such activity, the appropriate 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.

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.

Ask for help if you are unsure in any computer application and report all hardware problems immediately to staff member in charge.

Keep the computer and all areas around the computers clean of debris.

Computer settings such as printer settings, screen savers, 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. Students are not technicians and should not be troubleshooting workstations or other hardware unless under the direct supervision of technology staff.

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:

- Only school-owned educational games are allowed when the staff member in charge gives the student permission to use the program. It must correlate with the curriculum. Non-educational games are not to be played on network computers.
- Anyone playing an educational game shall vacate his or her seat if asked by a faculty member.
- 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.