

Desert Sage Elementary Student Handbook 2024-2025



2024 PBIS AZ Tier 1 Fidelity Award
2015 A+ School of Excellence™

Arizona Department of Education “A” Rated School

4035 West Alameda Road
Glendale, AZ 85310

Office: 623.445.4700

Fax: 623.445.4780

Nurse: 623.445.4710

24-Hour Attendance Line: 623.445.4790

Please report all absences/tardies by 8:45 A.M.

Visit our school website: www.dvusd.org/DesertSage

Follow us on Twitter: @DesertSageElem

Follow us on Instagram: @dvusd_desertsage

Follow us on Facebook: /DVUSDDesertSage



Dear Parents,

Welcome to Desert Sage Elementary. We are excited to be a part of your child's academic career and look forward to partnering with you throughout the journey. Our highly-qualified, caring staff's first priority is to meet your child's needs academically, socially and emotionally.

We have made a commitment to provide rigorous, quality and engaging instruction to prepare your child with "future ready" skills and knowledge. We are proud of our teachers and their ability to provide your child with a well-rounded education, but they cannot do it alone. Educational success can be achieved only through a working partnership between home and school. We hope you will take time to visit us and become familiar with all areas of the school. We invite you to become an active member of the Desert Sage community. We offer many opportunities for parents to become involved at our school. We welcome you to become a member of our dynamic P.T.O., volunteer in classrooms and around the school, participate in school-wide programs, and attend informational presentations that relate to your child's educational experience. This handbook contains important information about our school. Please keep it handy for easy reference throughout the school year.

Thank you for choosing Desert Sage Elementary School for your child.

Go Geckos!

Kristy M. Gill

Principal

Lindsay Race

Dean of Students

Motto

Extraordinary

Vision Statement

We are lifelong learners who successfully compete, lead, and positively impact the world.

Mission Statement

Desert Sage provides extraordinary educational opportunities to every learner.

Lifelong Guidelines

Trustworthiness Personal Best No Put Downs Active Listening Truthfulness

Desert Sage is a “Latex Free School.”

Balloons of any kind are prohibited on campus.

Desert Sage Facts

Student Enrollment: Approximately 600

School Colors: Teal and Purple

Mascot: Echo the Gecko

Grade Levels: Pre-K through 6

Before/After School Child Care: Gecko Corral

Table of Contents

School Hours	5
Phone Numbers	5
Parent Teacher Organization (PTO)	6
Gates Locked/School Security	6
Student Arrival/Dismissal	6
On-site Before & After School Care: Gecko Corral.....	6
Parking.....	7
Student Drop-Off.....	7
Student Drop-off & Pick-up Area.....	8
Student Pick-Up.....	9
Transportation: Bus Discipline Procedures	9
Attendance:	11
Absences.....	11
Tardy Policy.....	12
Court Unified Truancy Suppression Program (CUTS).....	12
Campus Safety:	12
Visitors.....	12
Volunteers.....	13
Custody & Legal Guardianship.....	13
Pets on Campus.....	14
Emergency Procedures (Drills).....	14
Family Educational Rights & Privacy Act (FERPA).....	15
Dress Code	17
Food & Nutrition:	17
Breakfast and Lunch.....	17
Lunch Schedules.....	18
Food in the Classroom Guidelines.....	18
Safe and Healthy Eating.....	18
Health Center	19
Immunizations.....	20
Medications.....	21
Food Allergy Classroom Guidelines.....	21
Academics:	22

Grading and Reporting.....	22
Homework.....	23
Student Achievement in Gifted Education (SAGE).....	23
Academic Integrity.....	23
<u>Calendar.....</u>	<u>25</u>
<u>Discipline:.....</u>	<u>26</u>
Deer Valley Unified School District K-12 Policy.....	26
Desert Sage Code of Conduct & Behavior Reinforcement Procedures.....	26
Playground Rules.....	28
Cafeteria Procedures.....	29
All Things E.Q. Essential Academic & Social Behaviors Support Program.....	30
Bullying/Harassment/Intimidation/Violence.....	30
<u>Electronic Devices.....</u>	<u>34</u>
DVUSD Technology Device User Agreement.....	35
<u>Field Trips.....</u>	<u>36</u>
<u>Personal Property.....</u>	<u>36</u>
Bicycles/Rollerblades/Skateboards/Scooters.....	36
Lost and Found.....	36
<u>Smoke & Drug Free Campus.....</u>	<u>37</u>
<u>Weapons Free Campus.....</u>	<u>39</u>
<u>Department of Child Safety & Mandatory Reporting Law.....</u>	<u>39</u>
<u>Public Concerns & Complaints.....</u>	<u>40</u>

School Hours

Normal School Hours			Early Release School Hours	
Level	Start Time	Dismissal Time	Start Time	Dismissal Time
Pre-K AM (M-Th)	9:15 AM	11:45 AM	No school	No school
Pre-K PM (M-Th)	1:00 PM	3:30 PM	No school	No School
K - 6 th	8:45 AM	3:30 PM	8:45 AM	2:00 PM

School begins at 8:45 AM and dismisses at 3:30 PM. On early release dismissal is at 2:00 PM.

Students are not permitted on campus until 8:30 AM when there is adult supervision or at 8:15 AM if they are participating in our breakfast program.

Phone Numbers

Attendance Line (24 Hour)	623-445-4790
Cafeteria-Lunch Information	623-445-4714
Nurse -Medical Information	623-445-4710
Office-School Information	623-445-4700
Fax	623-445-4780

Voice Mail Information System

Desert Sage has a voice mail information system. It can be accessed 24 hours a day. You may leave a message for any of the staff members by dialing their direct line. Our faculty and staff check for messages regularly each day.

Voice mail numbers for our staff are also available on our website.

Ms. Kristy Gill, Principal	623-445-4700
Mrs. Lindsay Race, Dean of Students	623-445-4700
Mrs. Elisa Anderson, Secretary	623-445-4704
Mrs. Lucy Rodeman, Registrar	623-445-4706
Mrs. Lyn Fontinell, Accounting Clerk	623-445-4705

Parent Teacher Organization (PTO)

Desert Sage PTO provides support for activities, programs, and supplies that benefit our students, families, and staff. Your involvement is welcome. You may email the PTO with questions or interest in supporting or volunteering at desertsagepto@gmail.com. You can find additional information about the PTO and their hosted events on their website www.desertsagepto.com.

Gates Locked/School Security

School gates will remain locked throughout the school day. Students who are enrolled in the before/after school care program or students that eat breakfast in the cafeteria at 8:15 a.m., will enter through the gate on the northwest side of the school. All other students will enter campus through the gates on the southwest side of the school office between 8:30-8:45 a.m..

Parents who wish to come on school campus, must sign-in at the front office. Parents and guardians must remain outside the school gates and are not permitted to enter the campus. Gates will be unlocked at 3:30 p.m. when school dismisses.

If you wish to talk to your child's teacher before or after school, we ask that you make an appointment with the teacher and sign in at the front office.

Student Arrival/Dismissal

The earliest students may be on campus is 8:30 a.m., unless they are participating in a before school activity such as band, orchestra or chorus. Our duty teachers begin at 8:30 a.m. to provide supervision. Students may come on campus for the breakfast program beginning at 8:15 a.m.

Upon arrival, students are to go directly to the classroom. Students should only enter the building if they are in the breakfast program. Students who repeatedly arrive early will be asked to call home. It is a great liability to have students on campus without supervision. Supervision is not provided by anyone until the morning duty begins at 8:30 a.m. Do not send your student early. The gates around campus will not be open for entrance until that time.

Students are to enter and exit the building through the side doors. The front office is not for student arrival before 8:45 a.m. or for student dismissal at the end of the day. At the end of the day, students must leave school through the side doors immediately after being dismissed.

On-site Before & After School Care: Gecko Corral

Child care is available to all students attending Desert Sage in our Gecko Corral. DVUSD Community Education school-based Before and After School Care Programs offer families the opportunity to extend their children's learning and development beyond the school day in a safe and supervised environment. A diverse set of enrichment activities such as homework assistance, tutoring, organized play indoors and out, and access to optional after school enrichment classes ensures there is something for everyone to

enjoy. Registration and weekly fees will be paid by the parent/guardian. Hours of operation are 6:30 a.m. - 8:45 a.m. and 3:30 p.m. - 6:00 p.m. daily. If you would like to register or have questions, please call 623-445-4797 or go to www.dvusd.org/Page/77172.

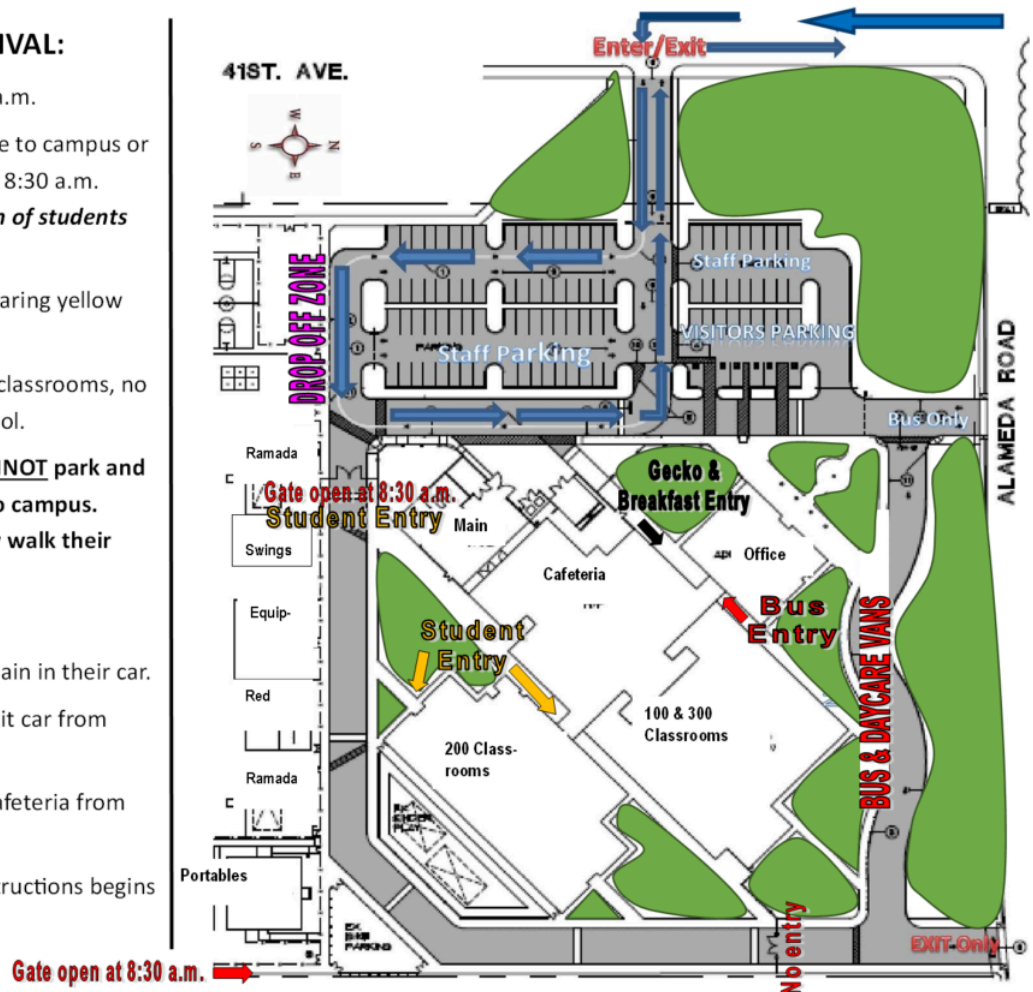
Parking

The driving/bus lane in front of the administration building is not to be used for student drop-off and/or pick-up, including pre-k and any handicap persons not getting out of their vehicle. There are handicap parking spots in the west lot for pick-up/drop-off. Additional parking for visitors is available in the west lot. Please do not park in assigned and labeled administrative/office spots. Thank you for your cooperation and compliance on this important issue.

Student Drop-Off

K-6th STUDENT ARRIVAL:

- ⇒ Campus opens at 8:30 a.m.
- ⇒ Students CANNOT arrive to campus or be dropped off BEFORE 8:30 a.m.
(There is no supervision of students prior to 8:30 a.m.)
- ⇒ Staff on duty will be wearing yellow reflector vests.
- ⇒ Students go directly to classrooms, no playground before school.
- ⇒ Parents/guardians CANNOT park and walk their student onto campus. Parents/guardians may walk their student to the gate.
- ⇒ Student Drop Off Zone:
 - ⇒ Drivers must remain in their car.
 - ⇒ Students must exit car from passenger's side.
- ⇒ Breakfast available in cafeteria from 8:15-8:45 a.m.
- ⇒ Tardy bell rings and instructions begins at 8:45 a.m.



Student Drop-off & Pick-up Area

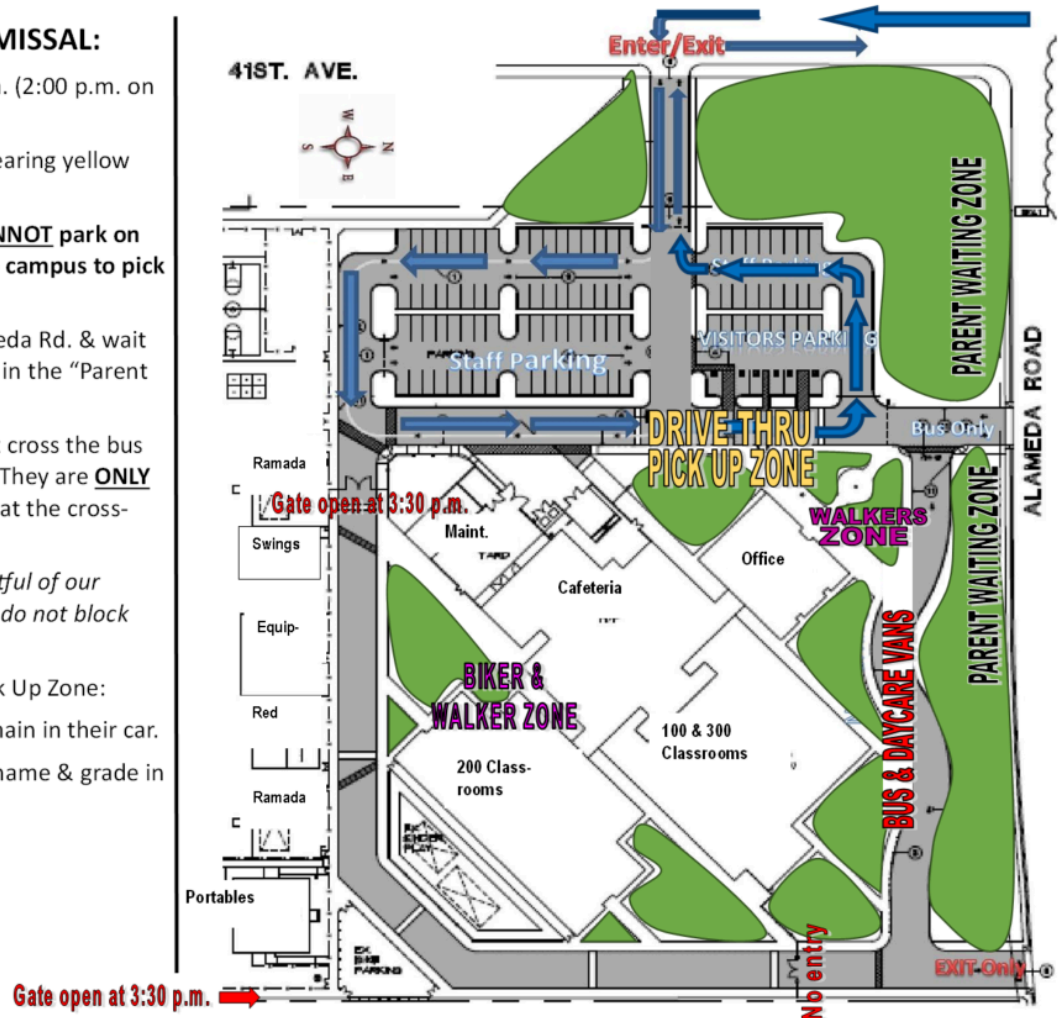
Student and adult safety is of great priority throughout our school parking lot and the student drop-off and pick-up areas. Please be vigilant and adhere to the student drop-off/pick-up procedures and parking lot rules. It only takes one person who is not paying attention or following the rules to cause an accident.

- For the safety of all, especially the student, please follow the one-way parking flow system for pick-up and drop-off in the parking lot located east of 41st Avenue and just south of Alameda Road. (Follow the blue lines and arrows.)
- Parents are **NOT** permitted to stop their vehicle to drop-off or pick-up their student(s) in any area other than the designated student drop-off/pick-up area.
- Students should exit and enter the car curbside **ONLY**. Students should **NOT** enter into the drive-thru lane.
- Parents may **NOT** call/gesture for their student(s) to walk to them through the parking lot. Parents **MUST** walk through the parking lot, using the crosswalks to get their student(s).
- Adults and students should cross within the parking lot and on streets only in marked crosswalk areas with a crossing guard.
- Please drive slowly and cautiously around the school zone areas and pay particular attention to the crosswalk areas and crossing guards.
- Stay off cell phones around the school during arrival and dismissal. Staying aware increases safety.
- Students are **NOT** permitted to walk through the bus lane.

Student Pick-Up

K-6th STUDENT DISMISSAL:

- ⇒ Dismissal is at 3:30 p.m. (2:00 p.m. on PLC Fridays).
- ⇒ Staff on duty will be wearing yellow reflector vests.
- ⇒ Parents/guardians **CANNOT** park on campus and walk onto campus to pick up their student.
 - ⇒ Park along Alameda Rd. & wait for their student in the "Parent Waiting Zone".
 - ⇒ Students will not cross the bus drive-thru lane. They are **ONLY** allowed to cross at the crosswalks.
 - ⇒ *Please be respectful of our neighborhood & do not block driveways.*
- ⇒ Student Drive-Thru Pick Up Zone:
 - ⇒ Drivers must remain in their car.
 - ⇒ Display student name & grade in front window.



Transportation: Bus Discipline Procedures

Transportation is extended to students in the District as determined by District Policy EAAA. It is not a legal requirement except for transportation of students with special needs as required by their individual education program. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus and/or school, and/or discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104). If there is a serious violation or safety concern on the bus, the driver may return the bus to the school where there is adult supervision. Student(s) may be removed from the bus and the parents will be notified

to pick up their child. The driver also reserves the right to sit a child where they deem necessary for a safe ride. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or e-mailed to parents. Transportation suspensions are progressive. Schools are notified of bus suspensions.

Students are afforded due process of disciplinary action. Contact the Transportation Department for details.

Glass, animals, insects, balloons, scooters and large instruments are not allowed on the bus. Electronic devices including cell phones may not be used on the bus as they are often used inappropriately and therefore may divert the attention of the bus driver. For students traveling to and from school events such as athletic games or band competitions, personal electronic devices are permitted since the students are supervised by at least one adult (i.e., coach) other than the bus driver during their time on the bus.

Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must contact transportation. **NOTES TO THE DRIVER ARE UNACCEPTABLE.**

Video cameras may be on the buses. (Cameras are used by the District primarily for aiding student discipline on the buses.)

If the regional supervisor decides that the alleged misconduct warrants a consequence of a bus suspension, notice shall be provided to the parent/guardian that the student is being suspended from the bus. A suspension cannot be imposed unless the infraction was seen by the driver, the student confessed, or an investigation by the regional supervisor/campus administrator has been performed to verify the facts. All parents/guardians are entitled to view video by appointment with the transportation supervisor. If a parent/guardian disagrees with bus discipline, they may ask the director of transportation for an administrative review to ensure that policies and procedures were followed. The director of transportation will make the final decision regarding discipline action.

For more information, please visit Transportation's website at dvusd.org/domain/115.
(Ref. DVUSD Policy EE)

Attendance:

Absences

Learning builds day by day. A child who misses a day of school misses a day of learning. Research shows that children who are in school most of the time do better on state tests. Studies also show that kids who are absent more often score lower on state tests. Being late for school hurts a child's learning and disrupts the learning of others. A student who is 10 minutes late every day will miss 30 hours of instruction during the year.

Your child's success in school depends on having a solid educational background – one that can only be gained through regular school attendance.

Absences - 24 hour Attendance line: 623-445-4790

Excused Absences - Parents must **call the school's 24 Hour Attendance Line: 623-445-4790** prior to 8:45 a.m. to excuse the child's absence. Please give the child's first and last name, teacher's name and reason for absence including whether the child has a fever if he/she is ill.

- The student must be fever free for 24 hours without the use of fever reducing medication before returning to school. A note or email to a teacher does NOT excuse the absence.
- Family Trips and Appointments - Absences impact your child's education. Please be mindful when planning trips and making appointments. Do your best to schedule trips and appointments when school is not in session. A copy of the school calendar is included in the handbook and is available on our school website at www.dvusd.org/DesertSage.
- Medical appointments are excused only if a receipt from the doctor is provided to the office.

Punctuality

When students are tardy for school, it is disruptive to the classroom and can be unsettling for the student. Please help us send the message that school is important by making punctuality a priority. ***If your child will be arriving later than 9:30 a.m. please call the attendance line in advance to notify the office.***

- Arrival – Students are NOT permitted to arrive on campus prior to 8:30 a.m. Students SHOULD arrive no later than 8:45 a.m., as the instructional day begins then.
- Tardiness – Students arriving after 8:45 a.m. will be marked tardy.
- Excused tardiness – ***Students arriving after 9:00 a.m. must be signed in by a parent.***
- Unexcused tardiness – Students arriving after 9:00 a.m. without a parent are unexcused.

Leaving School Early

For the safety and protection of your child, you must come to the office, with your ID, to sign him or her out. Your child will then be called to the office. **To lessen classroom disruption at the end of the day, no students will be dismissed after 3:15 p.m. (1:45 p.m. on 2:00 p.m. dismissal days, 11:45 a.m. on 12:05 p.m. dismissal days).**

- Half-day absences: (A.R.S. 15-90) A student must be in attendance at least 75% of the day to be counted as a full day in attendance, 50-70% counts as a half-day in attendance. Attendance less than 50% of the day means the student will count as a full-day absence.

Tardy Policy

School starts at 8:45 a.m. Please call the attendance line (623-445-4790) if your child will be late. It is extremely important that you get your children to school on time. We enforce a tardy policy and the CUTS Program (see below). Students must be signed in at the office and receive a pass when they are late for any reason. ***Parents must sign their child in if they arrive after 9:00 a.m.*** Only verified doctors' notes will be considered for an excused tardy. Students may receive a written Incident Referral Form and serve a detention, should tardiness become a recurring situation.

Court Unified Truancy Suppression Program (CUTS)

Desert Sage, along with DVUSD, participates in the CUTS program. Arizona Revised Statute 15-90 requires that parents ensure that their children between the ages of 6 and 16 attend school. The CUTS program, administered by the Division of Community Services under the direction of the Maricopa County Juvenile Probation Department, is a diversion program designed for juveniles who commit a first or second truancy offense and are willing to take responsibility for their behavior. CUTS consists of a probation officer, school official, parent and student coming together to address truancy. The goal of the program is to increase school attendance. The philosophy of CUTS is that when a student's truant behavior is confronted by a team, including parents, school officials and a representative of the Court, the student is less likely to continue the behavior.

Students will be referred to the CUTS program on their 10th absence or when the student has been absent ten percent (10%) of the school year (18 school days).

The probation officer, with the help of school officials and parents, decides the consequences for the truant student. Consequences may include, but are not limited to, community service, an educational class for student and parent and/or counseling. The parent will be assessed a fee. All consequences must be completed within 30 days following the CUTS meeting. Failure to comply with these sanctions results in the case being set for a court hearing in Juvenile Court.

Campus Safety:

Visitors

DVUSD welcomes visitors to all of our campuses. All visitors are required to report to the school office upon arrival on campus. All visitors will be issued a visitor's badge and must sign in and out upon arrival and leaving. For those who wish to visit a classroom during the school day, it is expected that the teacher and the principal be contacted in advance to arrange a day and time for such a visit so as to avoid any conflicts with the school schedule. No person may enter onto school premises, including visits or audits to a classroom, without approval by the principal. (Ref. DVUSD Board Policy KI-R)

Parents requesting an observation of their child's classroom need to complete a Permission for Visitation/Observation Form, available from the school's office, and submit it to the school's administration for 44 Rev. 5/12/17 approval. School administration/designee will then notify parents of the scheduled observation time and accompany them to the observation.

School administrators are happy to meet with visitors. Because everyone's time is valuable, please contact the school office to schedule a date and time to meet that works for all parties.

Visitors to our campuses are expected to adhere to the same policies and procedures as our students and staff. If a visitor causes a disruption or otherwise violates a policy, procedure, or law while on a DVUSD campus and the campus administrator deems it necessary for the safety and security of students, staff, and other visitors, the visitor will be immediately removed and local law enforcement may be contacted.

- Visitors are not allowed on the playground.

Volunteers

Volunteering is a scheduled, pre-arranged activity. When a volunteer expresses an interest in working at school and wants to assist with the type of jobs for which help is needed, there are district guidelines that must be followed for safety and legal reasons before a volunteer begins to work. For the purposes of these guidelines and procedures, volunteers are defined as those people who donate time in schools or with students on a regular or recurring basis or serve as chaperones.

Volunteers may not bring other children to school while volunteering in a classroom, the office or on a field trip. According to District Policy, GCL – Professional/Support Staff Schedules and Calendars - family members volunteering in employee work areas must meet the following criteria:

Deer Valley Unified School District (DVUSD) Volunteer Training :In accordance with the District Volunteer Handbook guidelines Over eighteen (18) years of age, High School graduate, Principal Approval.

All volunteers must: Complete Basic Training, complete and update annually, a Volunteer Service Agreement to be kept on file at the school, complete and update annually, a Volunteer Registration Card to be kept on file at the school, Sign in when on campus and sign out when leaving, wear an identification badge provided by the school, and follow all school rules. *Volunteers with no familial connection to the school must also complete an application and provide references.

Please visit www.dvUSD.org/Domain/5182 for more information on volunteering on campus.

Custody & Legal Guardianship

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If a court order limits the right of one parent in custody matters, a copy of that order must be on file in the school office. If no court order is provided, it is assumed that both parents have equal rights. Parents must provide schools with specific parenting time schedules in order for schools to comply.

A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person within the boundaries of DVUSD are considered residents of the District. (Ref. DVUSD Policy JFAA)

Only a parent who has legal custody can make school decisions for a child. Unless there is a court order stating otherwise, the non-custodial parent has the right to review student records and meet with teachers.

For more information on applying for guardianship of a minor, please visit <https://superiorcourt.maricopa.gov/departments/superior-court/juvenile/>.

Pets on Campus

Pets are not allowed on campus (sidewalks in front of school office and buildings included). Please do not bring your pets to school when you drop-off or pick up your child. There have been incidents of dogs jumping on children while parents wait outside the gates for school to be dismissed, or while parents are dropping students off in cars. No pets are allowed in classrooms.

Emergency Procedures (Drills)

Desert Sage Elementary has developed an extensive Emergency Preparedness Plan for staff and students. The plan is available for you to review in the office and on our website. We feel that it is imperative that you, as parents and community members, understand your responsibilities during one of these procedures. Please talk with your child about the importance of listening and following instructions promptly.

Fire Alarm: The loud, continuous sound of the fire alarm coming through the public-address system signifies a fire. Fire drills (Evacuation drills) are scheduled on a regular basis to teach our students the safest and quickest route from school buildings. Whenever it becomes necessary for students to leave the room in an emergency, they are to stay with their teacher until the “all clear” is sounded and then return in an orderly manner to their classrooms.

Lockdown/Lockout: No one will be allowed to enter the building or leave during a lockdown/lockout. We will need to keep phone lines free so that we and any emergency personnel involved can receive and implement safety information. Therefore, we request that you do not call the school. The District Office will announce information to the community, and we will implement our district messaging system (autocalls, email, text messages) to contact you and assure you of your child’s safety. Information is also available at www.dvusd.org/Domain/1264.

Building Evacuation: Students may be evacuated outside the school, but stay on the school grounds, or there may be situations where students will need to be evacuated to our emergency evacuation site. Parents must comply with checkout procedures and students will not be released to anyone but parents (or persons who are designated on the school emergency cards). Parents or other designated individuals coming to checkout students MUST present photo identification.

Family Educational Rights & Privacy Act (FERPA)

Annual Notification To Parents Regarding Confidentiality Of Student Education Record
[34 C.F.R. 300.561 and 300.572]

Dear Parent,

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act);
- No Child Left Behind Act of 2001 (NCLB);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- A.R.S. 15-141 and 15-142

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students’ records maintained by the District may include—but are not limited to—identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent (34 C.F.R. 99.7). 17 Rev. 5/12/17 You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for four (4) years after the date your child was last enrolled in this school District.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information (34 C.F.R. 99.7) Parents who wish to review their children’s records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for

access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for copies of records will be costs of copying unless the fee prevents the parent from exercising the right to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading (34 C.F.R. 99.7(a)(1)). You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of a right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA (34 C.F.R. 99.7). The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school (34 C.F.R. 99.7(a)(5) and 99.7(b)).

Dress Code

Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

- Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc. ***Flip-flops are prohibited.***
- Hair color should be of a natural color. No bright, distracting or unnatural colors are allowed (ex. pink, green, blue, purple, etc.)
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- No hats may be worn inside any campus buildings at any time, except for properly approved occupational safety headgear required for special classes.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.

(Ref. DVUSD Policy JICA)

*Exceptions for special school activities or health considerations may be pre-approved by the principal.

Food & Nutrition:

Breakfast and Lunch

Desert Sage offers a breakfast and lunch menu. Each month a copy of the menu is sent home with students. The lunch menu is also available on our school website at www.dvUSD.org/DesertSage. Click on the chef's hat on the homepage for the menu. Prices are as follows:

- Breakfast: \$1.50 (Children), \$0.30 (Reduced), \$2.00 (Adult)
- Lunch: \$2.95 (Children), \$0.40 (Reduced), \$4.00 (Adult)

You can set up a lunch account for your child with cash or check, or by logging on to www.EZSchoolPay.com where you can monitor their balance as well as pay online. Your child will enter his or her student I.D. number at the keypad in the cafeteria when he or she goes through the lunch line. The cashier will make the student aware of a low balance when his or her account reaches \$5.00. You may contact the cafeteria at any time during the year to check on your child's account. The telephone number is 623-445-4714.

In addition, we offer a snack bar which serves a different array of nutritious meals served with milk along with fruit and salad bar.

Lunch Schedules

Grade	K	1st	2nd	3rd	4th	5th	6th
Cafe	11:10-11:30	12:40-1:00	1:00-1:20	12:00-12:20	11:30-11:50	12:20-12:40	11:45-12:00

- Visitors may have lunch with their students but are not allowed on the playground.

Food in the Classroom Guidelines

Desert Sage recognizes that many students and staff have varying allergies to certain materials, foods and beverages. These allergy needs require certain restrictions throughout our entire campus or specific classrooms. Please be cognizant of your child’s classroom allergy restrictions. If you have questions about these restrictions contact our school nurse at 623-445-4710 or your child’s homeroom teacher.

- Desert Sage is a latex free school. Balloons of any kind are prohibited.
- **Classroom Celebrations:** Food for classroom celebrations must be organized by the classroom teacher with approval from the school nurse. This guarantees all students with dietary restrictions and allergies are taken care of and can safely participate in the celebration. Unapproved donations of food will not be accepted and returned to the donating family.
- **Birthday Celebrations:** Desert Sage strongly recommends a “no food birthday treats” practice. The reason for this is to protect the health and safety of students. Due to the increasing number of students with food allergies; peanuts, tree nuts, fruits, dairy, etc. care has to be taken with food that enters the school. It is difficult to screen foods to make sure they are safe for all the students in the classroom.
 - It is recommended that items such as pencils, stickers, erasers, etc. be provided for birthday treats if the parent chooses.
 - The **ONLY** food birthday treats that can be given at Desert Sage is the DVUSD Birthday Buckets ordered from the DVUSD Food and Nutrition Department. Food and Nutrition ensures that all dietary restrictions and allergies are accounted for within the classroom. For more information or to order contact our school Cafeteria Manager at 623-445-4714. Please be sure to place orders at least 2 week in advance of your child’s birthday.
 - If food items are brought in for a birthday treat they will not be given out to the students. The food will be sent home with the student at the end of the school day.

Safe and Healthy Eating

Please encourage your student/child/ or children to be seated upright when eating and not to be distracted. Encourage them to eat slowly, take small bites, and fully chew and swallow their food before talking or laughing. If you pack a lunch and send it with your child, please avoid food items that could be difficult to chew or which could possibly cause choking. Encourage them not to eat while walking, running, or engaging in other activities. Encourage them to avoid children’s games that involve catching a

food item in the mouth or putting large amounts of food into the mouth. Eating in the cafeteria should be fun and social, but eating in the cafeteria is a privilege. For those who misbehave or fail to follow these directions, cafeteria privileges may be revoked.

Health Center

Health Center: 623-445-4710

Every school in the Deer Valley Unified School District is served by a licensed registered nurse or a licensed practical nurse. The basic purpose of the health center is to promote and safeguard the health and well-being of each child. Cooperation between parents, staff and school nurse or LPN is vitally important in achieving this goal. During the school year, screening for vision, and hearing will be conducted at various grade levels. If any abnormalities are found, they will be reported to the parents/guardians.

School is a Healthy environment. The nurse promotes a positive wellness environment to give each student the best possible opportunity to learn and reach his/her potential. The nurse is the consultant for students, parents and educational staff members concerning health issues and problems. He or she may, at times, recommend further medical follow up when a health problem is suspected.

The Health Center provides first aid and medical care primarily for illness or injuries that occur during the school day. It is not a primary care facility like a doctor's office. The nurse is, however, qualified to collaborate with you and your child's physician to provide an educational environment in which your child can learn and thrive. While the nurse does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given in the health office.

Student Illness: If a student feels ill during the school day, he/she should report his/her complaint to the classroom teacher for referral to the nurse. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the nurse. Please keep your children home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease.

Children with a fever of 100 degrees or more must be fever-free for 72 hours without the use of fever reducing medications before returning to school. If your child has been diagnosed with contagious illness, please contact the Health Center so parents of other students in the class can be notified. Please call your child's doctor for advice on an ill child. Do not send ill students to school to be evaluated by the nurse.

Parent and Emergency Contacts/Health History: Parents are required to complete Emergency Contact and Health History Forms for each of their children every year. These forms contain vital information should your child become ill or injured at school. Students will be released ONLY to those persons indicated on the form. ***Photo ID is required to pick up any child during the day at school.***

PE Excuses: Students requesting to be excused from P.E. must bring a note signed by their parent to the Nurse. The Nurse will then write an "excused from P.E." pass for the student to take to P.E. Any request for an excuse for three or more PE classes must be accompanied by a Physician's written order. All injuries requiring any type of orthopedic support or device on campus must be reported with a physician's order and cleared through the Health Center. This includes requests for elevator use.

Chronic Health Conditions: IF YOUR CHILD HAS BEEN DIAGNOSED WITH A CHRONIC HEALTH CONDITION PLEASE CONTACT THE NURSE IMMEDIATELY. He or she will inform you of the DVUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day.

Immunizations

The State of Arizona has revised the immunization requirements for preschool, kindergarten and first grade children entering school for childcare. In addition to Diphtheria, Pertussis, Tetanus (DPT) and Polio (OPV) immunizations, youngsters need to complete a second dose of the Measles, Mumps, Rubella (MMR) vaccine and receive at least the first dose in a series of three for Hepatitis B prior to starting school. Children entering Preschool will need Hepatitis A immunizations (there are two needed) and 3-4 Hib vaccines. Children turning 11 years old within 10 days after their birthday will need to have a Tdap and Meningitis Vaccine.

Parents and guardians should contact their physician, the Arizona Immunization Program Office (602-230-5852) or their school nurse if they have questions or would like clarification. Copies of the immunization form are available at all district schools.

Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the Arizona Department of Health Services or local health department. The Department of Health Services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the pupils.

For information on free immunization clinics, please call the Maricopa County Department of Public Health at 602-506-6900 or visit www.maricopa.gov/1809/Childrens-Immunizations. (Ref. DVUSD Policy JLCB)

Medications

In compliance with ARS 15-344 and ARS 32-1901, ***over-the-counter medications are not available in the Health Center***. Tylenol, ibuprofen, calamine, neosporin, topical or oral Benadryl, cough drops, antacids or any like remedies ***are not stocked***. Students are not permitted to have medication in their possession at any time.

All prescription medications must be stored in the Health Center:

- Forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center. (Ref. DVUSD Policy JLCD-E)
- Inhalers and self-administered “Epi-Pens” may be carried if the proper medication form has been filled out and placed on file in the Health Center. (Ref. DVUSD Policy JLCD-R)

All over-the-counter medications must be stored in the Health Center:

- Forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center.
- Over-the-counter Medications needed by students during the school day must be checked in to the Health Center by a parent/guardian. Requests must be in agreement with the manufacturer’s directions or have a superseding physician’s order. Herbal preparations must have a doctor’s order. It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the Health Center. At the end of the school year, any medication remaining in the Health Center will be discarded.

Medications needed during field trips must be furnished by the parent to the teacher. All medications must be in their original containers with labels intact and will be kept with the teacher or trip leader for the duration of the field trip. A Field Trip Medical Permission Form must be filled out and returned to the teacher prior to the field trip.

Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.

Food Allergy Classroom Guidelines

Desert Sage recognizes that many students and staff have varying allergies to certain materials, foods and beverages. These allergy needs require certain restrictions throughout our entire campus or specific classrooms. Please be cognizant of your child’s classroom allergy restrictions. If you have questions about these restrictions contact our school nurse at 623-445-4710 or your child’s homeroom teacher.

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 - The **ONLY** food birthday treats that can be given at Desert Sage is the DVUSD Birthday Buckets ordered from the DVUSD Food and Nutrition Department. Food and Nutrition ensures that all dietary restrictions and allergies are accounted for within the classroom. For more information or to order contact our school Cafeteria Manager at 623-445-4714. Please be sure to place orders at least 2 week in advance of your child’s birthday.
 - If food items are brought in for a birthday treat they will not be given out to the students. The food will be sent home with the student at the end of the school day.

Academics:

Grading and Reporting

Mastery of grade level standards may be assessed in a variety of ways. It is not necessary for all grades to be comprised of written paper work, nor is it always necessary to receive a grade for every paper produced. Although the teacher should monitor and provide feedback to students for activities and assignments, the feedback does not have to be in the form of a single grade.

The individual achievement grade takes into consideration mastery of standards and skill development. Grading should be fair, consistent, reliable, and comprehensive. All grades should be supported by appropriate documentation (e.g., anecdotal notes, work samples, checklists, portfolios, rubrics, projects, tests, performance assessments, etc.). The grade a student receives on any assignment will reflect an accurate assessment of the student’s performance on the assessment. **No one test, performance assessment, assignment or project should be more than 25% of the total grade.**

PowerSchool

Deer Valley Unified School District provides parents with a means of staying up-to-date with their child’s progress. PowerSchool is a secure website used by classroom teachers to input and maintain student grades electronically. All parents and students have the opportunity to use PowerSchool to access attendance, activities, assignments, and grades (both current and historical) throughout the school year.

- **Parents View of Current and Historical grades**
 - Parents may view their student(s) current grades and current year stored grades in their parent portal by logging into power schools at <https://ps.dvUSD.org/public/>. Your student(s) information will be located under Grades and Attendance on the left side of the screen. Parents may view historical grades for all years under Grade History.

Homework

Home Practice Guidelines and Procedures Research provides strong evidence that, when used appropriately, home practice benefits student achievement. To make sure that home practice is appropriate, follow these guidelines:

- Home practice is to be appropriate to students' age and achievement levels.
- Home practice should not take too much time away from other home activities (Marzano & Pickering, 2007).
 - Grades K-1: up to 30 minutes per night across all content areas
 - Grades 2-3: up to 60 minutes per night across all content areas
 - Grades 4-6: up to 90 minutes per night across all content areas
- When evaluating home practice, the teacher will provide students valuable feedback on their learning in a variety of ways. Feedback is critical for improving student achievement. Home practice should be no more than 5% of the grade.

Parental Involvement

- Parental involvement in home practice should be supportive of student learning without the expectation that parents are teachers at home or are there to police the students' homework completion, possibly have parents assist by listening to their students summarize their learning. It is important to recognize that each student has a different support system at home and that successful home practice should be possible for each student in each different home environment (Marzano & Pickering, 2007).
- Parent access to the PowerSchool portal, ps.dvUSD.org, can assist in reviewing assignment due dates, emailing teachers and viewing current grades. Please see the front office staff for login information.

Student Achievement in Gifted Education (SAGE)

During the academic day we offer a Gifted Program (SAGE) implemented to provide instruction to academically talented students in grades 3 through 6 in reading and/or math. Students are identified for the SAGE program through teacher referral, parent request, and testing. Testing will be conducted three times a year, generally within the first 30 days of the school year, within 30 days of second semester and within 30 days of the end of the school year. A child who passes the test in September or January can begin SAGE classes at that time. Testing in May is for placement the following fall when school begins.

Academic Integrity

To be college-, career and community-ready, students in the Deer Valley Unified School District are expected to demonstrate academic integrity. Academic integrity is all about being honest and fair in your schoolwork. It means doing work that is entirely your own and giving credit to others (including generative artificial intelligence tools) through proper citation when you use their ideas or words.

If you have questions about the guidelines for academic integrity, you should discuss them with your teacher.

Academic Dishonesty

Academic dishonesty refers to any action that compromises the integrity of academic work or evaluation processes. This includes but is not limited to:

- Copying or stealing another person's work or data (plagiarism);
- Allowing another person to copy one's work;
- Doing another person's classwork;
- Creating more than one copy of one's work for distribution;
- Providing another person with the answers on tests or quizzes;
- Noncompliance with teachers' test-taking procedures;
- Unauthorized copying or development of software; and
- Unauthorized use of generative artificial intelligence.

Consequences for instances of academic dishonesty range from a conference and loss of credit (student will be given another opportunity to show mastery of learning) up to a 5-day suspension and loss of credit.

Calendar



2024-2025 PreK-12 Instructional Calendar (6/26/24)

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4 - Independence Day Observed
Offices Closed

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 1 - First Day for Students
Aug. 9, 16, 23, 30 - Early Release - 90 min

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sep. 2 - Labor Day - No School
Sep. 13, 20, 27 - Early Release - 90 min

OCTOBER						
S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct. 7-11 - Fall Break
Oct. 17-18 - K-12 P/T Conferences-Half Day
Oct. 4 & 25 - Early Release - 90 min

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 1, 8, 22 - Early Release - 90 min
Nov. 11 - Veterans Day Observed
Nov. 25-29 - Thanksgiving Recess

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 6 & 13 - Early Release - 90 min
Dec. 19 - Half Day - 9-12 only
Dec. 20 - Half Day - K-12
Dec. 23-Jan. 3 - Winter Break

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 1-3 - Winter Break
Jan 6 - Staff Development - Full release
Jan. 17, 24, 31 - Early Release - 90 min
Jan 20 - Martin Luther King - No School

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb. 7, 21, 28 - Early Release - 90 min
Feb. 13-14 - K-8 only P/T Conf. - Half Day
Feb. 17 - President's Day - No School

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar. 7, 14, 28 - Early Release - 90 min
March 17-21 - Spring Break

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 18 - Spring Break Day
***No Early Release Days during State testing

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2, 9, 16 - Early Release Days-90 min
May 22 - Last Day for Students
May 26 - Memorial Day- Offices Closed

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	First Day of School
	Early Release Days - 90 min
	1/2 Day Release - See campus web pages for release times
	1/2 Day Release - Parent Teacher Conferences
	Last Day of School
	Graduation Dates
	No School - Federal Holiday or Break

Graduation Dates
May 15, 2025 BCHS=1:30 pm, DVHS=4:30 pm,
BGHS=7:00 pm
May 16, 2025 SDOHS=1:30 pm, MRHS=4:30 pm

Grading Periods	
1st Quarter.....	Oct. 4, 2024 (46 days)
2nd Quarter.....	Dec. 20, 2024 (44 days)
3rd Quarter.....	Mar. 14, 2025 (47 days)
4th Quarter.....	May 22, 2025 (43 days)

Teacher Contract Days.....	185
Student Contact Days.....	180
40th Day.....	Sept. 26, 2024
100th Day.....	Jan. 21, 2025

Early Release (90 min) PLC / PD Days	
1st Semester	2nd Semester
Aug. 9	Jan. 17
Aug. 16	Jan. 24
Aug. 23	Jan. 31
Aug. 30	Feb. 7
Sept. 13	Feb. 21
Sept. 20	Feb. 28
Sept. 27	Mar. 7
Oct. 4	Mar. 14
Oct. 25	Mar. 28
Nov. 1	May 2
Nov. 8	May 9
Nov. 22	May 16
Dec. 6	
Dec. 13	
No Early Release Days during State testing	

No School Holiday or Break Days	
Sept. 2	Labor Day Recess
Oct. 7-11	Fall Break
Nov. 11	Veterans Day
Nov. 25 - 29	Thanksgiving Recess
Dec. 23 - 31	Winter Break
Jan. 1-3	Winter Break
Jan. 6	Staff Development
Jan. 20	MLK Day
Feb. 17	Presidents Day
Mar. 17 - 21	Spring Break
Apr. 18	Spring Break Day

Last day for students - May 22
Last day for teachers - May 23
1st semester = 90 days
2nd semester = 90 days

Discipline:

Deer Valley Unified School District K-12 Policy

The Desert Sage Discipline Policy was developed in accordance with the adopted K-12 Deer Valley Unified School District and the Revised Statutes of Arizona ARS 15-843 (Student Rights & Responsibilities Handbook). Please review this handbook with your child. Discipline is administered by the principal/designee, the faculty and the staff. Students will be referred to the principal/designee for violations outlined in the Discipline Guidelines of the Student Rights & Responsibilities Handbook and when their disruptive behavior interrupts the educational process. Due process will be followed.

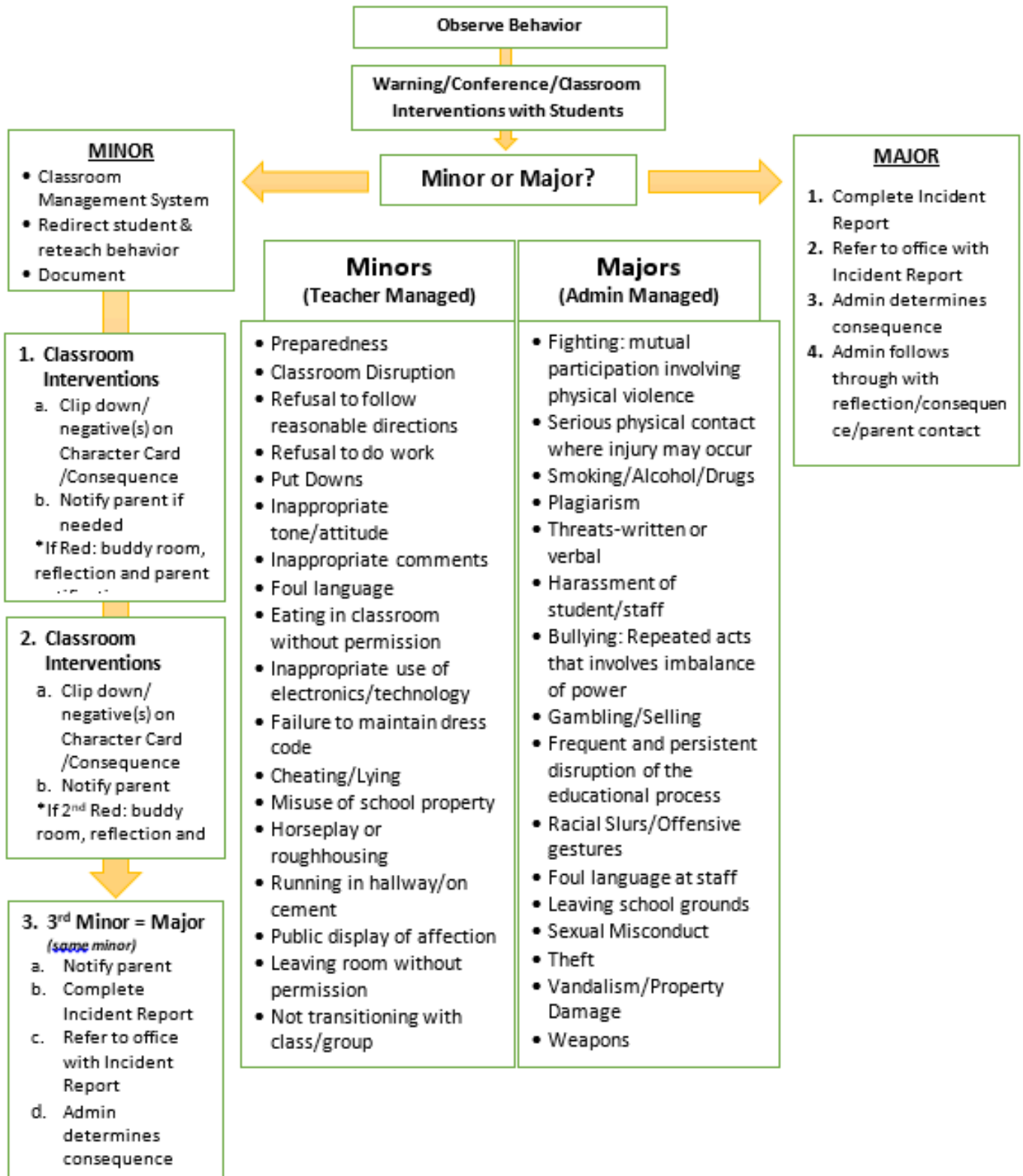
All discipline referrals submitted to the school administrator/designee will begin with a conference with the student. Parents will be notified through the written referral form and in the case of suspensions/expulsions by a personal phone call, written correspondence or conference. The specific actions to be taken will depend upon the nature, severity, and frequency of the offense. The consequences/disciplinary actions may be taken in isolation, in combination, or in any order, and are confidential. Progressive discipline will be used in cases in which a student commits the same infraction repeatedly over the duration of the student’s tenure in the district.

Desert Sage Code of Conduct & Behavior Reinforcement Procedures

		DESERT SAGE CODE OF CONDUCT					
Gecko Goals	Learning Areas	Hallway & Walkway	Playground	Cafeteria	Restroom	Arrival & Dismissal	Gecko Gathering
	Voice Level 0-3	Voice Level 0-2	Voice Level 5	Voice Level 2	Voice Level 1	Voice Level 2-3	Voice Level 0-3
Be Safe	<ul style="list-style-type: none"> Stay in work area Hands & feet to yourself Use materials correctly 	<ul style="list-style-type: none"> Face forward & walk on the right side Hands & feet to yourself Carry your materials with care Keep sand & rocks off walkway 	<ul style="list-style-type: none"> Use equipment correctly Hands & feet to yourself 	<ul style="list-style-type: none"> Carry tray with both hands Wash hands with soap Eat only your food Hands & feet to yourself 	<ul style="list-style-type: none"> Give others their personal space Use facilities appropriately Wash hands with soap 	<ul style="list-style-type: none"> Use crosswalks Hands & feet to yourself Be calm & orderly Walk your bike on campus 	<ul style="list-style-type: none"> Stay in assigned area Hands & feet to yourself Stay with your class/group
Be Respectful	<ul style="list-style-type: none"> Follow teacher directions Follow classroom procedures Take charge of your own learning Have pride in your work Persevere in tasks 	<ul style="list-style-type: none"> Yield to others Honor our school property Be polite & use manners Be aware of others 	<ul style="list-style-type: none"> Follow monitor directions Take turns Show compassion by including others Be polite & use manners 	<ul style="list-style-type: none"> Follow monitor directions Ask permission to leave your table Wait your turn in line Show compassion by including others Be polite & use manners 	<ul style="list-style-type: none"> Honor privacy Wait your turn 	<ul style="list-style-type: none"> Follow monitor & crossing guard directions Wait patiently for gates/doors to open Yield to others Honor our school property Be polite & use manners 	<ul style="list-style-type: none"> Follow teacher directions Celebrate appropriately Be polite & use manners Be aware of others
Be Responsible	<ul style="list-style-type: none"> Whole body listening Speak kindly to others Value other’s genius Show compassion for yourself & others Be a productive group member 	<ul style="list-style-type: none"> Go directly to your destination Be a positive role model Be mindful of learning areas 	<ul style="list-style-type: none"> Line up immediately at the bell or whistle Report incidents to a monitor Learn rules & follow them Care for equipment, put it away 	<ul style="list-style-type: none"> Clean up after yourself Eat your food promptly Speak kindly to others 	<ul style="list-style-type: none"> Be timely Flush, wash, dry, goodbye Clean up after yourself 	<ul style="list-style-type: none"> Put technology away Stay on sidewalks, away from cars Go directly to your destination 	<ul style="list-style-type: none"> Whole body listening Participate when appropriate Keep backpack & other items in designated area

and You’ll ALWAYS Be Ready to Learn!

Desert Sage Behavior Reinforcement Flow Chart
Be Safe, Be Responsible, Be Respectful, Be Ready to Learn



Playground Rules

Safety for ALL students is the primary focus for the playground rules.

Swings

- Students are only allowed to sit on swings and swing back and forth
- No standing on swings
- No swinging sideways or kitty-corner on swings
- No touching or hitting anyone on swings – or their swings
- No swinging while laying down
- Head must be kept up (not dragging the ground)
- Hands must be kept on chains
- Red chair swings only for pre-identified special needs students with staff supervision
- If a student wants to swing he/she must first make sure there are no unoccupied swings. If all swings are being used then:
 1. he/she must count on someone who is swinging
 2. count to 100, swing back is 1 – swing forward is 2, etc.
 3. he/she must not count on someone who just got on a swing
 4. countbacks are not allowed (counting on someone who just counted on you)

Football

- No football is allowed, touch or tag

Soccer

- Students must stay within the soccer field to kick the ball (fields are framed with cones)
- No rugby-type playing is allowed
- No keep-away
- No running with the ball

Basketball

- Students will play on the half-court of their grade level except 6th grade will have a full court
- Students will play appropriately
- No kicking basketballs

Monkey Bars

- One student goes across at a time
- No one is allowed on top of bars
- No touching anyone on bars

Slide

- Students will sit on slide
- Students will only go down on slide

Bars/Climbing Structure

- Safety is the key feature on this equipment
- Three body parts must be holding on to bar at all times i.e. 2 hands and 1 leg or 2 legs and 1 hand
- One body part must be holding on when dismounting i.e. 1 hand or 1 leg

- No climbing on top of the climbing structure
- No penny drops, etc. are allowed
- No touching anyone on the bars
- No more than two students on one bar at a time
- If there is a line, then students may do 2 quick tricks and dismount, then go to the back of the line
- There should only be one line for each bar (not a line on each side)

Restrooms

- Restrooms are not safety zones for “tag”
- Students should not run into restrooms
- Under no circumstances should a girl go into the boys’ restroom, or a boy go into the girls’ restroom
- Keep restrooms clean

Ramada

- This area is considered a “chill zone” for relaxation, studying, etc.
- No active play in this area
- No sitting on top of tables

Miscellaneous

- Students are not allowed to run on cement (except basketball court)
- Frisbees (or any other projectiles) are not allowed on the playground, unless a teacher is supervising the activity
- No gymnastics/tumbling of any kind are allowed on the playground
- Red Rover is not allowed on the playground
- Students will not throw items from the ground in the air or at other students (i.e. leaves, pine cones, acorns, wood chips, rocks, etc.)
- Students are not allowed to play with water or soak their heads with water
 - They will not use the water in the bathroom except to wash their hands
 - They will not use the water from the fountains except to get a drink
- Students will not hang or swing from fences/gates
- Students will not push or slide another student who is sitting on a bench
- No food or drink other than water on the playground
- No toys/balls/games/etc. from home allowed on the playground
- No cell phones on the playground

Cafeteria Procedures

- Students wash hands.
- Students sit at assigned grade level tables.
- Students sit on their bottom, facing forward.
- Students will use a soft indoor voice.
- Students may talk to the classmates they are sitting by, but not to those in the rows in front or behind.
- Students do not leave their seats.
- Students raise their hands for assistance.
- Students will be dismissed by tables to throw away trash and line up for recess.

All Things E.Q. Essential Academic & Social Behaviors Support Program

All Things E.Q. is an essential academic and social behaviors support program that transforms school culture and prepares students to “show up” positively to achieve academic success in school. Our digital platform implements effortlessly because the simple layered lessons let teachers participate rather than plan. Evidence shows, All Things E.Q. increases student engagement, achievement, and campus- wide well-being, and decreases student discipline referrals to the office. For more information about the program go to www.dvusd.org/domain/9778.

- **What We Believe to Be True**

- **TEACHERS** come to school today wanting to connect with their students and make a positive impact. While teachers are prepared to help students academically, students are not equipped with the habits necessary to be successful in school. Students need tools to develop successful habits.
- **SCHOOLS** provide endless programs and resources to support their students. Unfortunately, little is gained, because students are only passive recipients. Schools need students who have an internal willingness to be active participants in order to benefit from all the school provides.
- **PARENTS** expect schools to prepare their students for the world. Schools expect parents to prepare their children for school. Schools and parents need to partner to support the essential social emotional skills required of today’s youth.
- **CHILDREN** come to school today using more technology than any other generation before. While technology creates connections, the relationships are often artificial and lack loyalty, which causes stress, anxiety, disengagement and low self-esteem in our children. Children need meaningful relationships.

- **Development of a Positive Campus Culture:**

- To create a shared vocabulary between campus and home and because your child’s best interest is something we all have in common, we include parents in brief weekly emails that keep you abreast of the tools your child is learning in school each week, so you can implement them at home. You can sign up for the free weekly insights at info@allthingseq.com. When schools and parents work together we bring the best of all of us to our students.

Bullying/Harassment/Intimidation/Violence

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs

designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

Bullying: Bullying occurs when all four conditions below are met:

- A. Unwanted aggressive behavior(s) involving an observed or perceived power imbalance:
- B. Done by another youth or group of youths, who are not siblings or current dating partners;
- C. Repeated multiple times;
- D. Inflicts harm or distress on targeted youth including physical, psychological, social, or educational harm

Types of Bullying:

- A. *Verbal/Written Bullying:* saying or writing things that could be mean or hurtful. *Things like:* name-calling, threats, taunting, teasing, and inappropriate sexual comments.
- B. *Social Bullying:* Involves hurting someone's reputation or relationships. Making someone feel like they don't belong to a group. *Some examples:* leaving someone out on purpose, spreading rumors, embarrassing someone in public, or preventing someone from being friends with someone else.
- C. *Physical Bullying:* Involves hurting a person's body or things that belong to them. *Physical bullying includes:* hitting, kicking, punching, spitting, pinching, pushing, damaging someone's belongings, or making rude gestures.
- D. *Cyberbullying:* Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. *Cyberbullying includes* sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Harassment: A person engages in harassment if, with intent to harass or with knowledge that the person is harassing another person, the person anonymously or otherwise contacts, communicates or causes a communication with another person by verbal, electronic, mechanical, telephonic or written means in a manner that harasses on school grounds or substantially disrupts the school environment. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: A person engages in threatening or intimidating if the person threatens or intimidates by word or conduct to cause physical injury to another person or serious damage to the property of another on school grounds.

Prohibitions and Discipline

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying/ Harassment/Intimidation

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- A. occur during the first (1st) week of each school year,
- B. be provided to each incoming student during the school year at the time of the student's registration,
- C. be posted in each classroom and in common areas of the school, and
- D. be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- A. Governing Board policy,
- B. preventive measures,
- C. incident reporting procedures,
- D. available support services for students (both proactive and reactive), and
- E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this

policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Adopted: April 23, 2024

Forms are available to report all incidents of bullying at www.dvUSD.org (click on Safe Schools under the Parents & Students tab) and on your child's school's website.

(Ref. Policy JICK, JICK-R, JICK-EA, JICK-EB)

Electronic Devices

Examples of electronic devices include but are not limited to cell phones, tablets, laptops, E-readers, Smart watches, wearable tracking fitness, MP3 players, etc.

Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibility of ensuring that those items are not used inappropriately or at inappropriate times on campus or on a bus. If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption. Unless approved by a staff member, these items must be in the off/silent position and be kept out of sight. Recording in the classroom or anywhere on campus without prior administrative permission may be a violation of FERPA. ***Students are not allowed to carry their electronic devices on their person during school hours.*** Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device. Please see Bus Discipline Procedures regarding personal electronic devices on the bus.

This is intended to promote the responsible use of all personally owned electronic devices in the Deer Valley Unified School District. Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto DVUSD property or to DVUSD sponsored activities.

Students should understand that they bring a personally owned electronic device on campus at their own risk. DVUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity. This is intended to promote the responsible use of all personally owned electronic devices in the Deer Valley Unified School District. Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto DVUSD property or to DVUSD sponsored activities.

For most kids and teens, social media is an essential part of their lives. There are many good things about social media, but there are also many potential dangers. We encourage parents/guardians to get educated about social media, and to help their child make good choices when they post something online. For more information on ways to keep children safe while using social media, please visit www.ncpc.org.

DVUSD Technology Device User Agreement

This Technology Device User Agreement ensures that equipment supplied by the Deer Valley Unified School District will be used and maintained in its original condition, reasonable wear and tear excepted, by the designated borrower. All specified equipment is and shall at all times remain the property of the District and must be returned prior to the student's last day of enrollment in the school. Please note that all DVUSD technology devices will only function by logging in with a DVUSD student login.

By accepting a district Technology Device, both the Student and Parent/Guardian agree:

- To abide by the Deer Valley Unified School District COPPA, Electronic Devices, and Internet sections of the Student Rights and Responsibilities Handbook (<https://url.dvUSD.org/SRRHandbook>).
- To use the technology device primarily for educational use in order to access curriculum, resources, and assessments.
- That while the equipment is connected to the District network, Internet use will be filtered and logged.
- Web content filtering beyond the District network will be the responsibility of the borrower and parent.
- To not install or remove any software without prior authorization from the District.
- To not install virtual private networks (VPN) or other software that circumvents district filters on district-provided technology devices.
- To report any problems, damages, misuse, or misconduct immediately to the school administration.
- That all repairs must be coordinated by DVUSD and completed by district approved vendors.
- That the equipment is the property of the District and must be returned prior to the student's last day of enrollment in the school.
- That if the equipment is not returned to the District in its original condition or if the equipment is damaged, lost, or stolen, due to negligence or not utilizing reasonable care in the use of the equipment, reasonable wear and tear excepted as determined exclusively by the District, I will be financially responsible for the replacement value of the equipment as determined by the District.
- That all information stored on the District technology device carries no expectation of privacy and is property of the District. The District reserves the right, at all times and without prior notice, to inspect and search any and all its property for the purpose of determining whether any policy has been violated, or when an inspection and investigation is necessary for purposes of promoting safety or compliance with state and federal laws.

By accepting this DVUSD technology device, you are agreeing that you will demonstrate reasonable care with the respect to the security and physical well-being of the equipment borrowed. In the event the Deer Valley Unified School District determines that you did not utilize reasonable care of the equipment or if it is damaged, lost or stolen, you will be financially responsible for the replacement cost of any damaged, lost or stolen equipment.

Field Trips

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, the superintendent may limit field trips. All out-of-county or overnight field trips must be specifically approved by the Governing Board. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation will be provided only by District approved conveyances, operated by authorized personnel, following all transportation rules and guidelines for those vehicles' use. Students must not be transported in employee-owned vehicles. Students may not be transported by volunteer chaperones.

On occasion you may be invited to make a donation of money and/or food items, etc. These donations are strictly voluntary and are not required. Please understand that all students will have the opportunity to participate in field trips regardless of parent donations. **Chaperones attending field trips are held to the expectations of a school volunteer and are required to attend DVUSD volunteer training prior to chaperoning. Additional parents/guardians, family members, siblings, etcetera cannot attend field trips.**

Personal Property

The Deer Valley Unified School District assumes no responsibility for student personal items that are lost, stolen, or damaged on school property or at school sponsored events.

Prohibited items on Deer Valley Unified School District campuses include, but are not limited to, Rollerblades, skateboards, scooters, go peds, and hoverboards. Schools will not store them.

Bicycles/Rollerblades/Skateboards/Scooters

Students are permitted only to ride bicycles to school and will assume all responsibilities and risks involved. Bicycles must be parked and locked in the bicycle rack. Each student must have his/her own lock and not share with another student. As with other personal items brought to the Desert Sage campus, we cannot accept responsibility for the safety of bikes throughout the school day.

Bike gates are secured from 9:00 a.m. to 3:30 p.m.. If you need to check your child out for early release, please come by after 3:30 p.m. to pick up your child's bike when gates are opened. While on campus, students are to walk bicycles. ***Mini-bikes, motorcycles, motorbikes, skateboards, roller skates, roller blades, go peds, hoverboards, and scooters are not allowed on campus.*** Schools will not store them.

Lost and Found

Students are encouraged to place their name on all personal belongings such as coats, lunch boxes, water bottles, gloves, sweaters, etc. Lost items will be kept in the "Lost & Found" area near the multipurpose room. Parents are also encouraged to check for missing items when on campus. Unclaimed items will be donated to a local charitable organization throughout the year. Desert Sage is not responsible for lost or stolen items.

Smoke & Drug Free Campus

Desert Sage is a smoke and drug free campus.

Drugs and Alcohol

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance.

Possession, use, distribution or sale of: marijuana (nonmedical), alcohol, drugs, synthetic drugs, counterfeit drugs, or imitation drugs, on school property or at school events is prohibited. Non Medical marijuana is defined as marijuana with "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession. Medical marijuana is addressed in a separate section of this policy.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages. 26 Drug and Alcohol continued
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.
- Synthetic, counterfeit or imitation drugs.
 - A compound or substance, regardless of its contents, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

Medical Marijuana

The conditions which follow are applicable to a District student who is a registered qualifying patient and who holds a medical marijuana registry identification card issued by the Arizona Department of Health Services for the medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.).

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.

If District officials have a reasonable belief a student may have used, be in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes, law enforcement authorities will be informed.

Any student reasonably suspected of being under the influence of using medical marijuana while on campus, in a District vehicle or at a school-sponsored event, may be removed from the campus, District vehicle or school sponsored event and referred to the school office.

A student medical marijuana cardholder shall not:

- Undertake any task under the influence of marijuana that would constitute negligence.
- Possess or engage in the use of marijuana on District property, in a District vehicle, or at a District Sponsored event.
- Use marijuana in any manner not authorized by Title 36, Chapter 28.1 of the Arizona Revised Statutes.
- Offer to give, sell, or dispense to any student or other individual on school property, in school-provided vehicles, at school events, or when functioning as a representative of the school.

Any student who violates the above may be subject to warning, suspension, or expulsion, in addition to other civil and criminal prosecution.

Adopted: January 28, 2014 LEGAL REF.: A.R.S. 4-101 4-241 4-244 13-3401 through 13-3461 15-345 36-2801 et seq., Arizona Medical Marijuana Act 20 U.S.C. 7101 et seq., Safe and Drug-Free Schools and Communities Act CROSS REF.: JLCStudent Health Services and Requirements JLCD - Administering Medicines to Students

Weapons Free Campus

Desert Sage is a weapons free campus.

Possession of Weapons

It is a violation of state law and Deer Valley Governing Board Policy for any person to carry or possess a weapon on district property. This includes students and all adults; employees, parents and other district visitors. The only exceptions involve peace officers and those who obtain special authorization from the appropriate school official.

Any individual (student or adult) possessing or carrying a weapon will be dealt with to the fullest extent that Deer Valley Governing Board Policy and state law will allow.

Governing Board Policy and Arizona Statutes which refer to this issue include GBEB (Staff Conduct), GCQF (Discipline, Suspension and Dismissal of Support Staff members), JICI (Weapons in School), KFA (Public Conduct on School Property), KI (Visitors to Schools), ARS 13-3102, ARS 15-341 and ARS 15-841.

Department of Child Safety & Mandatory Reporting Law

Department of Child Safety School personnel are often the source of referral for child abuse allegations because of their extensive contact with children on a daily basis. They are often the first people to whom children disclose abuse or who suspect abuse because they recognize behavioral or physical changes in the children. School personnel are required by law to report all cases of suspected abuse. Therefore, school personnel should be familiar with the legal requirements for the identification and reporting of child abuse.

The Arizona mandatory reporting law, A.R.S. 13-3620 requires that school personnel, or any person who has responsibility for the care or treatment of a minor, who reasonably believes that a minor has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect shall immediately report or cause a report to be made of this information to the Arizona Department of Child Safety (DCS) and the police. This means that if there are any facts from which one could reasonably conclude that a child has been the victim of one of the above listed offenses, the person knowing those facts is required to report those facts to the appropriate authorities. This immediate report is to be made regardless of who the alleged perpetrator is. Your duty is to report, not to investigate. If school personnel fail to report known or suspected child abuse or neglect, then they have committed a crime that is punishable under Arizona state law.

In addition to the mandate in A.R.S. 13-3620, A.R.S. 15-514 states that any certified person or governing board member who reasonably suspects or receives a reasonable allegation that a person certified by the State Board of Education has engaged in conduct involving minors that would be subject to the reporting requirement of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but no later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Both statutes (A.R.S. 13-3620 and A.R.S. 15-514) grant immunity from civil damages to those making reports, provided the report was made in good faith. A.R.S. 13-3620 also grants immunity from any criminal proceeding to those making reports, unless the reporter has been charged with or is suspected of committing the abuse, or is acting with malice.

Public Concerns & Complaints

Most concerns and complaints can be resolved at the campus level. Therefore, it is the expectation that when a community member has a concern or complaint, the chain of command will be followed. However, Policy KE-Public Concerns & Complaints allows an avenue for written complaints. You may find these forms and the process in Policy KE.