Desert Star Academy
Scholar and Parent Handbook

Academic Scholars, Citizens and Leaders of our

World

2025 - 2026

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Mission Statement

Desert Star Academy is a college and career preparatory academy that will develop all students to become academic scholars, citizens of the community, and leaders of their world.

Core Values

- **Academics:** At Desert Star Academy excellence is the standard. All scholars will develop their strengths to grow academically and emotionally to achieve success as lifelong learners with endless opportunities.
- **Accountability & Leadership**: Desert Star Academy will provide a learning culture where each scholar will learn to be accountable to themselves, their family, their community, and to the world.
- **Safety:** At Desert Star Academy, each scholar will learn in a safe, clean, and nurturing environment that embodies the whole child where confidence can be developed.
- **Community**: At Desert Star Academy, each scholar will become productive citizens by contributing to their school, family, and community.
- **Collaboration:** Desert Star Academy will empower scholar education through collaboration among scholars, families, educators, and community partnerships for educating a college or career bound scholar to achieve excellence.

Family Involvement

Desert Star Academy acknowledges the family as the first source of learning and instruction. That process should not stop when each scholar begins school. The family is an important asset throughout the learning process. Desert Star's commitment to the family will be demonstrated monthly during school hosted parent meetings and events providing an opportunity for each scholar to present their academic accomplishment to their family. Parents will have the opportunity to network with each other and the school staff will promote collaboration and commitment to the education experience that is so richly embedded in the school culture at Desert Star Academy.

Governing Board Members

Margie Montgomery, President
Laree Jones
Kylee Melcher
David Rubio

Administration

Margie Montgomery, School Director
Patrick Turco, Middle School Principal
Lina Engelhardt, Director of Exceptional Student Services / Assistant Principal
Kylee Melcher, Director of Grants Management and Assessments
Jesus Osuna, High School Principal
Johnathan Clark, Athletic Director / High School Assistant Principal
Paul Gladeau, CTE Director

A Successful Scholar will:

1. Strive for **Academic Excellence** in the classroom by working to their full potential and attending school everyday.
2. **Demonstrate Citizenship** by regularly participating in school and community events.
3. **Become Leaders** by setting positive examples for other scholars, following all rules and procedures.
4. Invite **parents** to **volunteer at school** and be involved with their homework and projects.

Attendance / Absence Policy

Arizona state law requires that all school age children attend school on a regular basis. Arizona Revised State Statute 15-803 states:

A child who is truant habitually or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the required attendance days prescribed in section 15-802 subsection B, paragraph 1.

Desert Star Academy requires all middle school scholars to be in class on a daily basis from 7:30am to 3:20pm, Monday through Thursday. In the event of an emergency or illness a scholar can be excused from school with a doctor note, phone call or note from a parent or guardian stating the reason. Parents or guardians are expected to notify the school no later than 11am the day of the absence. If a parent or guardian does not call the school, or a doctor note is not presented, the scholar will be marked unexcused. Each scholar is required to make-up all work from the day(s) absent in a timely manner, one day to make-up work for each day absent. Any work or assessment due on the day of the absence will be made-up the first day the scholar returns to school. **Scholars are required to be promptly picked up by and not earlier than 3:20pm for middle school, Monday through Thursday. Scholars will not be released during the last 15 minutes of the day unless prior arrangements have been made with the front office.** Scholars who continuously go home early will require a parent meeting and possible attendance contract for continuous school absences.

Excused Absences

Absences will be considered excused for the following reasons: Doctor/Dentist, family emergency, illness, legal / religious, bereavement, and pre-planned vacations. A pre-planned vacation form must be received and approved by the principal before the vacation takes place. Forms will be available in the front office. A doctor/dentist signed medical note is required to be an excused absence.

Religious Beliefs

Desert Star Academy will permit a scholar to be excused from school attendance for religious purposes, including participation in religious exercises or religious instruction. A vacation form will need to be preapproved. It will be available through the secretary and given to the administration for approval.

Unexcused Absences (per semester)

3 Days Unexcused: Attendance warning note will be mailed home.

5 Days Unexcused: A parent meeting with the teacher and an administrator will be scheduled. The scholar will be placed on an attendance contract.

10 Days Unexcused: Scholar(s) and parents/guardians will be referred to the Mohave County Probation Department by Desert Star Academy Truancy Officer.

The school year consists of 144 scheduled school days. Therefore, any scholar who misses more than ten percent of the available school days, may be prosecuted under A.R.S 15-803 and/or be subject to disciplinary action or retention. All absences must be documented by a signed note from the scholar's parent/guardian stating the reason for the absence. In the case of a medical appointment or a serious medical condition the scholar must bring a note signed by a medical doctor.

If a scholar becomes injured or ill during the school day, the parent will be notified by phone so the child may be picked up**. If there is no phone, school MUST have on record an emergency phone number for a neighbor, friend, or relative that can be reached to care for the child**.

Scholars will be required to attend Friday school to make up for unexcused absences.

Scholars may not leave campus after arriving at school unless they are checked out by a parent or legal guardian in person.

Make-Up Work

The scholar is responsible for getting assignments and making up all work missed because of an absence. A scholar will have the same number of days to get the work done and handed in to the teacher, as he/she was absent (up to five days). Any work not completed within the make-up window will result in a scholar attending Friday school. If the scholar does not attend the assigned Friday school, all missing work will be entered as a zero and no credit will be given.

Missing/Late Work

Assignments turned in after the due date will still be accepted, but a 10% deduction will

be taken from the earned score for each school day it is late (up to 10 days). For example, if you earn a 90% on an assignment that is two days late, the final score would be 70% (after a 20% deduction). **We strongly encourage you to communicate with your teacher if you're facing challenges**. In cases of illness, emergencies, or other serious situations, exceptions to this policy ***may*** be made per each individual teacher's discretion— but only if discussed and approved in advance.

Tardiness

Regular and full-day attendance is critical to a scholar's success. Not only do they create their own learning gaps, tardy scholars also disrupt the learning environment of scholars who were on time for school. This is why Desert Star enforces an attendance policy that holds scholars accountable for being on time. **The Middle School starts at 7:30 AM.**

Excessive tardies will result in disciplinary action with the following progressive consequences:

1. After three tardies, a scholar will receive a written warning home as a reminder of this policy.
2. After five tardies, the scholar will receive a two-day suspension, out of school.
3. After seven tardies, the scholar will receive a five-day suspension, out of school, accompanied by an attendance contract.
4. After ten tardies, the scholar will receive a suspension, pending a governing board hearing.

Any scholar arriving at school after the first late bell rings must report to the front office for a pass. Scholars arriving post attendance after school start time must obtain a pass through the front office. Any scholar who enters a classroom after the bell has rung without written excuse from the front office, staff or administration will be considered tardy. Oversleeping and/or "running late" are considered unexcused tardiness. Multiple instances of tardiness for anything other than medical/dental appointments will be referred to the progressive consequences

After School Programs - 21st Century Community Learning Centers (CCLC)

Desert Star Academy has been awarded the Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Title IV-B grant which is an afterschool program funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education (for more information visit: http://www.azed.gov/21stcclc/).

Through the 21st CCLC grant, Desert Star Academy offers daily tutoring and enrichment programs which meet daily Monday through Thursday from 3:30pm to 5:30pm at the Middle School, at no cost to families.

Friday Academic & Enrichment School - 21st CCLC

As part of the 21st CCLC grant, Desert Star Academy will be offering Friday school academic and enrichment opportunities on selected Fridays of the school year. Middle

School and Elementary times are 8:00am to 11:30pm.

Mandatory After School Tutoring

Desert Star Academy believes all scholars shall strive for excellence by maintaining grades of 70% or better. If a scholar has a D or F or did not meet their grade level benchmark goals will have mandatory after school tutoring. Scholars will be working with teachers on reteach of missed standards, complete missing assignments, or possible retake of assessments. Scholars will need to attend mandatory after school tutoring till they are at grade level for reading and math and/or all grades are at 70% or better. Communication will be sent home if your scholar has to attend mandatory tutoring. Failure to attend mandatory tutoring may result in retention of your scholar.

Mandatory Friday School

Friday School will be mandatory for scholars with outstanding assignments until their work is completed, per admin discretion. This does not apply to make-up work from excused absences. Mandatory Friday School will also be assigned based on benchmark and state testing results to reteach standards where scholars are not at grade level.

Athletic Programs

Interscholastic sports constitute a part of the total education program as scholars will learn the game basics, teamwork and leadership skills. The goal of Desert Star Academy is to involve as many scholars as possible in a wide variety of interscholastic sports and activities, developing their skills in a competitive environment in order to prepare them for high school both as scholars and athletes. Eligibility is determined by try-outs. The amount of playing time is not guaranteed. The athletic code of conduct for each sport will be established by the coaches and approved by the site administration. The coaches will hold the scholars accountable for academic and behavioral performance. Desert Star Academy's Interscholastic Sport Offerings are football and volleyball, cheer, swim, and cross country in the fall, boys and girls basketball, competition cheer in the winter and baseball, softball and track in the spring

Athletic Participation Packet

An Athletic Participation Packet must be completed and verified before a scholar may participate in the practice of an athletic sport. This packet requires basic scholar demographic information, permission to participate, a physical examination, health insurance information, and permission to treat in an emergency. Individual coaches may ask for additional information as deemed necessary per activity. Scholars/Parents may pick up packets from their coach, the front office or download the attached link below. All packets must be returned to the front office before a scholar may participate in extracurricular sports. Scholars must pick up, and return a completed athletic packet to the office before they can try-out or practice with a team. Most sports require scholar try-out. Parents and guardians are encouraged to fill out the tax credit form and can select the extra curricular programs of their choice.

Athletic Rules and Regulations

The academic policy shall apply to all scholars who choose to participate in the school's interscholastic programs.

In an effort to provide every scholar the opportunity to be academically and athletically successful at Desert Star Academy, the following changes will be implemented for the 2024-2025 school year when it comes to academic eligibility for participation in the school's athletic interscholastic programs.

- Grade checks will be conducted every Monday at the start of the school day.
- Any scholar **failing to meet the grade requirement of 70% or higher in one or more of his/her classes** will be put on "academic probation", meaning they will be allowed to participate in any games and practices for that week as long as they are attending lunch and after school tutoring sessions, attending Friday school (when available), and turning in any missing/incomplete assignments.
- If a scholar on "academic probation" is passing all classes with a 70% or higher the next week (*as per the grade checks done every Monday*) they will no longer be on "academic probation" and will return to being on good academic standing.
- If a scholar on "academic probation" fails to meet the grade requirement of 70% or higher in one or more of his/her classes for second week in a row (*as per the grade checks done every Monday*) they will be ineligible to participate in any games, activities, or tournaments that week. The scholar will need to continue to attend tutoring sessions and make an effort to improve his/her grade to that of a passing score.
- If a scholar on "academic probation" fails to meet the grade requirement of 70% or higher in one or more of his/her classes for a third week in a row (*as per the grade checks done every Monday*) they may be dismissed from the team.

Additionally, to participate in extracurricular activities (practices, rehearsal, performance, competition) the scholar is required to attend all classes the day of an activity. Should an activity be scheduled on a Saturday, Thursday's attendance will apply. The only exceptions allowed will be circumstances beyond the control of scholars, as determined by the coach, athletic director, or unavoidable absence verified by parent and/or school administrator. Any scholar suspended from campus (out-of-school or in-school suspension) is ineligible to practice, participate, or compete for the duration of the school suspension. Coaches will establish rules for game day participation. Scholars may be benched from starting or participating on a game day based on academic eligibility, disciplinary status, or the team contract.

Extracurricular Activities

All scholars are encouraged to participate in extracurricular activities on campus. Extracurricular activities are defined as scholar activities that are outside of the normal school schedules. Examples of extracurricular activities include, but are not limited to,

interscholastic and intramural athletics, service clubs, drama, choir, Science Olympiad, SkillsUSA, school sponsored events, etc. Scholars participating in extracurricular activities must meet academic and behavioral eligibility requirements in order to participate. Grade checks will be done each Monday and verified grade reports must represent 70% or higher in each class, or scholars will be ineligible for that week's activities. Participants are required to exhibit proper behavior while engaged in any activity affiliated or sponsored by the school, on or off campus.
Scholars may participate in extracurricular activities as long as they meet these eligibility requirements during the season.

- No days of out-of-school suspension (mandatory parent conference following suspension).
- No more than 2 total days of in-school-suspension.
- No more than three unexcused absences, tardies, and/or early releases per semester.
- Verified grade reports must represent 70% or higher in every class.

Academic Excellence Recognition

Each quarter scholars will be recognized for their academic performance. The Honor Roll will recognize academic excellence. To be eligible for the Honor Roll a scholar must obtain at least a "B" average with no "C's" "D's" or "F's" for that grading period. The Principal Honor Roll recognizes scholars with a straight "A" report card. No grade must be below an "A-" to earn this award.

Academic Excellence Trip

Scholars earning Principal's Honor Roll AND scoring a "Meets" or "Exceeds" on the benchmark tests will earn a reward field trip to a surprise location.

Homework Policy

Scholars should set aside time each day for the completion of homework assignments. We believe that in this fast-paced world, families should be able to spend quality time as they choose. Because of this, homework will be minimal. Parent/child interaction is vitally important to a successful education program. Please read with scholar nightly. Homework not turned in on the due date will be subject to credit reduction on the total assignment. Credit will not be given for homework turned in on the 11th day past the due date. No exceptions. Scholars will also be assigned weekly i-Ready assignments based on the learning objectives and/or their personal i-Ready path and must be completed with a passing score.

Criterion for Promotion

- Each scholar must achieve a 70% or higher overall in each subject area listed above in order to be promoted to the next grade level. The overall grade will be based on a weighted average 70% from scores on the standard assessments and 30% from classwork and projects.
- Each scholar must achieve a minimum score of 70% on all individual

summative and formative assessments to be promoted to the next grade. The teacher will reteach and assess each scholar until a 70% mastery level is achieved.
- A scholar will not be promoted unless all content areas meet the above requirements or a special meeting with the school director, teacher, and parent is held to decide otherwise.
- Any scholar in middle school with a failing grade at the end of the quarter will be assigned credit recovery during the after school and Friday School program and will be mandatory till the completion of credit recovery is completed.
- Scholars must have an attendance rate of 90% or better according to Arizona Revised State Statute 15-803B.

Failure to meet the above criteria may result in scholar retention and/or assignment to mandatory summer school grade recovery. Final retention decision is based on the administrator's discretion.

Academic Intervention

At Desert Star Academy academics come first and foremost! Middle School scholars who have a D or F in a core class (math, reading, writing, science or social studies) will be placed in an intervention class during one of their elective class periods to complete missing tests, retake assessments, complete projects till their grade is at 70% or higher. Scholars will be exempt from the work they missed in their elective class. Continuous D's or F's during the quarter will result in one of their electives being the intervention class the following quarter. Scholars will also have mandatory after school and Friday School till their grades are at 70% or better

Communication

Parents are encouraged to check their scholar's assignments and ParentVue each day. We encourage parents to email or call the teacher and set up an appointment at (928) 770-4523 to discuss any questions/concerns. Your scholar's teacher may use Synergy, Dojo, Remind, BAND or other communication apps to keep you up to date with important classroom information.

****Parents: Please notify the school office immediately if there is a change in address, phone, email address, employment or emergency contact information*****

Enrollment Policy

Desert Star Academy will adopt the following enrollment procedures complying with ARS 15-184. All families interested in enrolling their child(ren) at Desert Star Academy will be required to complete the following steps and participate in the following enrollment process:

- Families submit an enrollment application during the Open Enrollment Period. This period begins on the first Monday in February for the upcoming school year.
- If application exceeds the number of available spaces, Desert Star Academy

scholars, the school will hold a random, public lottery. All prospective scholars must participate in the lottery.

- Lottery occurs on the first Thursday of April at 7:00 PM.
- Once all of the open seats in a grade level have been filled, Desert Star Academy will draw for the order of the waiting list.
- All families are notified in writing within one week of the lottery of their child's status.
- Families complete and submit Intent to Enroll paperwork within two weeks of the lottery date, including a signed acceptance letter and enrollment packet.
- Preference will be given to children of Board members, faculty and staff of the school and siblings of already enrolled scholars.

Universal Screening Tool

i-Ready/Curriculum Associates will be Desert Star Academy's provider for universal screening of scholars in our kindergarten programs and grades one through three. iReady is designed to identify scholars who have reading deficiencies pursuant to section 15-704. i-Ready/curriculum associates will be administered within forty-five calendar days after the beginning of each school year or within forty-five calendar days after a scholar enrolls.

Kindergarten Entry Assessment

i-Ready/Curriculum associates will be required to administer the kindergarten. I-Ready will be used as a Kindergarten Entry Assessment. It will be administered within forty-five calendar days after the beginning of each school year or within forty-five calendar days after a scholar enrolls.

Withdrawal From School

If it is necessary to withdraw a scholar from school during the school term, parents or guardians must come to the school office and complete a withdrawal form for the records.

Closed Campus

Scholars are not permitted to leave the school campus at any time before the end of the school day without permission from parents/legal guardians. A parent/legal guardian must provide a written signature on a sign out sheet when a scholar leaves the school early. Scholars leaving the campus during the school day without permission are truant and are subject to disciplinary action. Scholars are not permitted to walk home from school during school hours due to scholar safety. A parent or guardian will need to pick up their scholar.

Personal Appearance and Dress Code

1. All scholars are required to wear the school approved Desert Star Academy shirts and **tan or navy blue bottoms (no denim jeans) for middle school EVERYDAY.** School approved spirit clothing may replace a school shirt on

Thursdays. If a school spirit shirt is worn, bottoms other than black or tan may be worn as long as they are appropriate within the dress code. If the regular school shirt is worn the bottoms must be tan or navy for Middle School. Shirts must be neat, clean, free of any markings, and in good repair. Shirts must also be worn appropriately and as designed, unaltered. Shirts are not to be cut, tied, or rolled up. During the cooler weather, school approved jackets and hoodies with the school logo are permitted. Scholars who wear non school jackets inside the building will be asked to remove the jacket and place it in their locker or backpack. Not following school dress code can result in a school referral.

2. Skirts/Shorts must be black (for elementary scholars), tan or navy (for middle school scholars), hemmed or rolled with no fringes. The bottom of the shorts must be 4 inch inseam. Pants, shorts and skirts must be in good repair without holes. Bottoms must be the appropriate solid color, a small side seam stripe or small logo is acceptable. Spandex shorts and/or spanx/leggings are not acceptable dress code.
3. Hair should be neatly groomed and clean. Only natural hair colors are allowed. Mohawks and faux-hawks are not allowed. No novelty or costume style headbands are allowed.
4. Shoes must be worn at all times. Shoes must have a heel back for safety. **Crocs, imitation Crocs, open sandals without back strap, slippers, flip-flops, slides, and roller shoes are prohibited.** Scholars must wear tennis shoes and socks for middle school PE class.
5. Hats and sunglasses are not to be worn indoors. Scholars who violate this rule will have these items confiscated until parents can pick them up.
6. Clothes should be clean, neat, and acceptable.
7. **NO pajama bottoms, printed leggings, spanks, leggings or oversized jeans are allowable clothing even on Spirit Days (unless it's part of theme) or on Thursdays.** Profanity and inappropriate logos will not be allowed. No below the hip jeans will be allowed. Body piercings will be permitted but may not be inappropriately displayed. Piercing may not include non-commercial jewelry items like nails or safety pins. School administrators will determine appropriateness. Tattoos, henna or writing/drawing on skin are not permitted.
8. Occasionally, Desert Star will have Free Dress Days or Dollar Dress Days for scholars to dress as they choose. The clothing must still be in compliance with our dress code. Tanks tops are not allowed.
9. Occasionally, Desert Star Academy has overnight field trips and water day that require swim attire. Scholars will wear board shorts or swim trunks and a rash guard or swim shirt
10. Any infraction of the dress code will result in an immediate call home requesting to bring your scholar a change of clothes along with a written referral for each infraction.

****School administration will determine if a scholar is not in compliance with the uniform policy. Final decisions rest with the campus principals**.

Emergency School Closing

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time-delayed. Please listen to the local radio station for an announcement of school closure. Also, an email will go out to all contacts in our database and social media posts will be posted.

Phone Calls

Telephone callers need to have after-school plans and lunch accommodations before coming to school. Scholars are not permitted to use school phones except for legitimate emergencies related to their health and welfare.

Lunches

Currently Desert Star Academy is not equipped to offer lunches. However, the Scholar Council Food Truck, *The Salty Spartan,* makes efforts to offer a rotating $4.00 lunch, available to scholars on a daily basis. Scholars are encouraged to eat a nutritious lunch to school and nutritious breakfast prior to coming to school.

Parents and guardians may sign in as a visitor to eat lunch with their scholar in the designated lunch area.

Warming of food in the microwave is no longer permitted.

Parental classrooms visits, tours, and observations

Parents/guardians must get approval from the Administration and all the classroom teachers that will be observed when they would like to observe the campus for the day. Parents must complete and have approved the School Day Visitor Form at least twenty-four (24) hours before the visit. Guests are bound by the same rules as other scholars and will be expected to comply or leave the premises.

Child Find

Child-Find is a program that seeks to identify and provide special services to disabled children ages 1-21 who qualify, who live within our school district, and who are not currently enrolled in school. Disabilities may include hearing impairment, visual impairment, physical disabilities, speech impairment, or developmental disabilities. To obtain more information notify school employees or contact the Special Services Director through the main office.

Health

Over-the-Counter Medications

Scholars must have written permission from a parent/guardian to take any medicine from school. Scholar medications must be stored and administered in the Health Attendant's or Secretary's Office.

Prescription Medications
Medicines prescribed by a physician must be in the original container and properly labeled. Before the Health Attendant or Secretary administers medication, a district form completed by a parent/guardian must be on file in the Health Office.

Contagious Disease
Any scholar suspected of being contagious will be sent home by the Heath Attendant and will not be permitted to return without a written statement by a physician.

Lice and Nits
Desert Star Academy has an absolute "no nit" policy. Any scholar having head lice will be sent home. The scholar will be excluded from school until the child's hair is free of lice and nits.The scholar, upon returning to school, must be accompanied by an adult and must report to the health attendant's office where a detailed examination will be made. If there is no evidence of active lice or nits the health attendant will issue a signed approval of reentry.

The Family Educational Rights and Privacy Act (FERPA)
Is a federal law that protects the privacy of all scholars educational records. Please ask for a copy of the notification for all details.

Textbook-Materials
Scholars will be issued textbooks at the beginning of the school year. The school will hold scholars accountable for any damage or loss of texts**. Scholars should bring required classroom materials everyday, (i.e., paper, pencil, notebook, binder)**. Scholars should also bring a bottle of water labeled with their name every day. Videos may be used in the classroom for educational purposes that are appropriate and revolve around the lesson. Movies being shown for educational purposes such as a compare and contrast on a book a scholar read will be sent home a permission slip to participate. Failure to return the permission slip will result in an alternative assignment.

Field Trips
Field Trips to places relating to studies can enrich a scholar's classroom lessons**.**
Scholars who have out of school or in school suspensions or excessive absences during the quarter will lose their field trip privileges during the entire quarter.

Requirements:
Scholars are required to have written permission from their parents or guardians before they are permitted to go on such trips.

Middle school scholars must wear the polo school shirt on all non-overnight trips.
Scholars must not have any D's or F's on any report card.

Scholars must ride the bus with their class to the field trip and also return with their class to school.
The following will prohibit all scholars from attending any trip (local, out of town or overnight trips):

1. Vandalism
2. Stealing
3. Lying to Administration
4. Physical Altercations
5. Attendance
6. Any referrals/ suspensions with in the current quarter of the field trip

Any prepaid field trips will not be reimbursed to the scholar's family if the scholar has any D's or F's or out of school referrals and/or suspensions. Unless there is ample time to fill in the spot with another scholar or payments have not been made.

Grade deficiencies, discipline, or attendance problems may be grounds for ineligibility to attend field trips. Scholars must be in attendance the day prior and after the field trip.

Progress Reports and Report Cards
A notification of the scholar's progress will be sent home every three weeks. Scholars will also receive a report card each nine weeks. Parents are asked to sign and return these promptly. If a conference is needed, parents are requested to call the office to set up an appointment before or after school**. Parents or Guardians will be expected to attend at least one conference with their scholar's teacher each year.** ParentVue is available online to all parents and guardians to sign up and monitor scholar's progress and communicate with your scholar's teachers. Scholars who have not been in attendance all quarter will have a comment on their progress report of when they started at Desert Star Academy.

Bike/Scooter/Skateboard Rules
All scholars riding bikes or skateboards to Desert Star Academy are encouraged to wear safety helmets. Bikes or skateboards ridden to school grounds will need to talk to campus administrators to provide storage. Desert Star Academy is not responsible for lost or stolen bikes or skateboards.

Scholars who walk to school or ride bicycles are encouraged to practice safety. Go to or return home with a friend when possible. Avoid talking to strangers. Cross at the intersections when traffic allows. Look both ways and step onto the road when you can cross safely.

Nuisance Items
Please do not bring expensive or collectable items, such as trading cards to school, Fidget toys, blankets, stuffed animals etc. are considered a nuisance item. Any scholar who

brings a nuisance item to school, school administration will place it in the front office for parents to collect at the end of the day. Also, avoid sending large amounts of money. Electronic devices are **not allowed** in school. These include personal CD/DVD players, boom boxes, walkmans, electronic games, tape recorders, **cell phones**, beepers, MP3 players, GPS systems, and laser pointers**. The school is not responsible for lost or stolen electronic devices.**

Cell phones that come to school must be kept in a locker and not used during class, lunch or passing time.

Violations:

1st offense -Cell phone is taken and turned into building administration and picked up by parents.

2nd offense-Cell phone will be turned into building administration and all privileges suspended for one week

3rd offense – Cell phone taken and turned into building administration and all privileges suspended for one semester.

4th offense – Cell phone is turned into building administration and scholar will be suspended one day.

Water bottles must be sealable / leak proof.

Gum Chewing

Gum chewing is not permitted on school campuses.

Drinks

The only drink allowed in the middle school building by scholars is water. Other drinks are only allowed in outdoor campus locations and/or when otherwise indicated by site administration

Birthday Celebrations

Birthday treats and party invitations brought from home for celebrations should be enough to include all scholars in the classroom and should be pre-approved by the teacher. Parents and guardians should ask their scholar's teacher if any scholar has food allergies in the classroom.

Police Involvement

School officials have the option to notify police authorities and, in cases of major or repeated violations, press charges. If the police authorities are notified, parents or legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school. School officials are not required to initiate or complete due process

procedures nor contact parents prior to notifying police authorities. School officials, guided by school policy, will cooperate with police authorities during investigations.

Crime Reporting

Desert Star staff will report any suspected crime against a person or property that is a serious offense, that involves a deadly weapon, a dangerous instrument, a serious physical injury, and any conduct that poses a threat of death or serious physical injury to an employee, scholar, or other person on the school property. A Crime Reporting form will be filled out by administration.

Crisis Prevention Intervention Program (CPI)

All teachers and school personnel will be trained in the CPI. This process addresses the need for safe, respectful, noninvasive methods for behavior management of scholars. The Nonviolent Crisis Intervention program, developed by the Crisis Prevention Institute (CPI), not only teaches staff to respond effectively to the warning signs that someone is beginning to lose control, but also addresses how staff can deal with their stress, anxieties and emotions when confronted with these challenging situations.

Scholar Write-Ups and Referrals

Scholars failing to follow classroom procedures and/or teacher directions may be referred and removed from the classroom for a conversation with school administration and must complete a behavior reflection sheet in full sentences before being allowed to return to his/her classroom environment. All referral notices will be sent home and must be signed by the parent or guardian and returned to school on the next school day.

The discipline policy is progressive, meaning that each successive offense can merit a stronger consequence. Action taken by the school administration will fall between the minimum and maximum category identified on the disciplinary discipline chart. School administration will notify police for offenses that violate the law. If the police pursue criminal charges, any consequence resulting will be separate and in addition to any school consequences.

The progression of disciplinary consequences for classroom disruption/disrespect and misbehaviors of non-physical actions are as follows:

- 1st referral = non-violent / non physical: reflection and lunch detention.
- 2nd referral = sent home for reflection and paragraph / copy scholar pledge
- 3rd referral = 1 day of Out of School Suspension (OSS).
- 4th referral = up to 3 days days of Out of School Suspension (OSS) and parent meeting and behavior contract
- 5th referral = 5 - 10 days of Out of School Suspension (OSS) and parent meeting and behavior contract. Referred to governing board

DSA has a zero tolerance for any physical contact among scholars. Any physical contact / horsepay will result in a one day OSS
Physical malicious altercation automatic 2 to 5 days OSS.
Vape Nicotine 10 days OSS refer to the governing board.

School Administrators reserve the right to use judgment and reward a student backward on this progressive plan for good behavior, or forward for escalating misbehavior.

Scholar Suspension/Expulsion

A scholar may be temporarily removed from contact with other scholars. The administrator has the authority to suspend a scholar for up to ten days after an informal hearing is held. If a scholar presents a danger to other scholars or staff members, the administrator may remove the scholars or staff members, the administrator may remove the scholar from school immediately. Parents will be notified prior to the removal, with a notice and hearing following as soon as possible. The administrator shall make recommendations for expulsion to the charter school governing board. The charter governing board is the only entity that has the authority to expel a scholar. All requests for expulsion sent to the charter board shall have been followed, interventions used, and resources used by the teachers, staff and parents to help the scholar.

15-843. Pupil Disciplinary Proceedings; definition

A. An action concerning discipline, suspension or expulsion of a scholar is not subject to title 38, chapter 3, article 3.1, except that the governing board of a school district shall post regular notice and shall take minutes of any hearing held by the governing board concerning the discipline, suspension or expulsion of a scholar.

B. The governing board of any school district, in consultation with the teachers and parents of the school district, shall prescribe rules for the discipline, suspension and expulsion of scholars. The rules shall be consistent with the constitutional rights of scholars and shall include at least the following:

1. Penalties for excessive scholar absenteeism pursuant to section 15-803, including failure in a subject, failure to pass a grade, suspension or expulsion.

2. Procedures for using corporal punishment if allowed by the governing board.

3. Procedures for the reasonable use of physical force by certificated or classified personnel in self-defense, defense of others and defense of property.

4. Procedures for dealing with scholars who have committed or who are believed to have committed a crime.

5. A notice and hearing procedure for cases concerning the suspension of a scholarl for more than ten days.

6. Procedures and conditions for readmitting a scholar who has been expelled or

suspended for more than ten days.

7. Procedures to appeal to the governing board the suspension of a scholar for more than ten days, if the decision to suspend the scholar was not made by the governing board.

8. Procedures to appeal the recommendation of the hearing officer or officers designated by the board as provided in subsection F of this section at the time the board considers the recommendation.

9. Disciplinary policies for confining scholars who are left alone in an enclosed space. These policies shall include the following:

(a) A process for prior written parental notification that confinement may be used for disciplinary purposes and that is included in the scholar's enrollment packet or admission form.

(b) A process for prior written parental consent before confinement is allowed for any scholar in the school district. The policies shall provide for an exemption to prior written parental consent if a school principal or teacher determines that the pupil poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

10. Procedures that require the school district to annually report to the department of education in a manner prescribed by the department the number of suspensions and expulsions that involve the possession, use or sale of an illegal substance under title 13, chapter 34 and the type of illegal substance involved in each suspension or expulsion. The department of education shall compile this information and annually post the information on its website. The information shall comply with the family educational rights and privacy act of 1974 (P.L. 93-380; 88 Stat. 571; 20 United States Code section 1232g), shall not include personally identifiable information and shall show the number of suspensions and expulsions associated with each illegal substance aggregated statewide and by county.

C. Penalties adopted pursuant to subsection B, paragraph 1 of this section for excessive absenteeism shall not be applied to pupils who have completed the course requirements and whose absence from school is due solely to illness, disease or accident as certified by a person who is licensed pursuant to title 32, chapter 7, 13, 14, 15 or 17.

D. The governing board shall:

1. Support and assist teachers in implementing and enforcing the rules prescribed pursuant to subsection B of this section.

2. Develop procedures allowing teachers and principals to recommend the suspension or expulsion of scholars.

3. Develop procedures allowing teachers and principals to temporarily remove disruptive scholars from a class.

4. Delegate to the principal the authority to remove a disruptive scholar from the classroom.

E. If a scholar withdraws from school after receiving notice of possible action concerning discipline, expulsion or suspension, the governing board may continue with the action after the withdrawal and may record the results of such action in the scholarl's permanent file.

F. In all actions concerning the expulsion of a scholar, the governing board of a school district shall:

1. Be notified of the intended action.

2. Either:

(a) Decide, in executive session, whether to hold a hearing or to designate one or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the board for action and whether the hearing shall be held in executive session.

(b) Provide by policy or vote at its annual organizational meeting that all hearings concerning the expulsion of a scholar conducted pursuant to this section will be conducted before a hearing officer selected from a list of hearing officers approved by the governing board.

3. Give written notice, at least five working days before the hearing by the governing board or the hearing officer or officers designated by the governing board, to all scholars subject to expulsion and their parents or guardians of the date, time and place of the hearing. If the governing board decides that the hearing is to be held in executive session, the written notice shall include a statement of the right of the parents or guardians or an emancipated pupil who is subject to expulsion to object to the governing board's decision to have the hearing held in executive session. Objections shall be made in writing to the governing board.

G. If a parent or guardian or an emancipated scholar who is subject to expulsion disagrees that the hearing should be held in executive session, the hearing shall be held in an open meeting unless:

1. If only one scholar is subject to expulsion and disagreement exists between that scholar's parents or guardians, the governing board, after consultations with the scholar's parents or guardians or the emancipated scholar, shall decide in executive session whether the hearing will be in executive session.

2. If more than one scholar is subject to expulsion and disagreement exists between the parents or guardians of different scholars, separate hearings shall be held subject to this section.

H. This section does not prevent the scholar who is subject to expulsion or suspension, and the scholar's parents or guardians and legal counsel, from attending any executive session pertaining to the proposed disciplinary action, from having access to the minutes and testimony of the executive session or from recording the session at the parent's or guardian's expense.

I. In schools employing a superintendent or a principal, the authority to suspend a scholarl from school is vested in the superintendent, principal or other school officials granted this

power by the governing board of the school district.

J. In schools that do not have a superintendent or principal, a teacher may suspend a scholar from school.

K. Except as provided in subsection L of this section, a school district or charter school may suspend or expel a pupil who is enrolled in a kindergarten program, first grade, second grade, third grade or fourth grade only if all of the following apply:

1. The scholar is seven years of age or older.

2. The scholar engaged in conduct on school grounds that meets one of the following criteria:

(a) Involves the possession of a dangerous weapon without authorization from the school.

(b) Involves the possession, use or sale of a dangerous drug as defined in section 13-3401 or a narcotic drug as defined in section 13-3401 or a violation of section 13-3411.

(c) Immediately endangers the health or safety of others.

(d) The scholar's behavior is determined by the school district governing board or charter school governing body to qualify as aggravating circumstances and all of the following apply:

(i) The scholar is engaged in persistent behavior that has been documented by the school and that prevents other scholars from learning or prevents the teacher from maintaining control of the classroom environment.

(ii) The scholar's ongoing behavior is unresponsive to targeted interventions as documented through an established intervention process that includes consultation with a school counselor, school psychologist or other mental health professional or social worker if available within the school district or charter school or through a state-sponsored program.

(iii) The scholar's parent or guardian was notified and consulted about the ongoing behavior.

(iv) Before a long-term suspension or expulsion, the school provides the scholar with a disability screening and the screening finds that the behavioral issues were not the result of a disability.

3. Failing to remove the scholar from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as aggravating circumstances as specified in paragraph 2 of this subsection.

4. Before suspending or expelling the scholar, the school district or charter school considers and, if feasible while maintaining the health and safety of others, in consultation with the scholar's parent or guardian to the extent possible, employs alternative behavioral and disciplinary interventions that are available to the school district or charter school, that are appropriate to the circumstances and that are considerate of health and safety. The school district or charter school shall document the alternative behavioral and disciplinary interventions it considers and employs.

5. The school district or charter school, by policy, provides for both:

(a) A readmission procedure for scholars who are in kindergarten programs, first grade, second grade, third grade and fourth grade and who have served at least five school days of a suspension from the school that exceeds ten school days to be considered for readmission on appeal of the pupil's parent or guardian.

(b) A readmission procedure for scholars who are in kindergarten programs, first grade, second grade, third grade and fourth grade and who are expelled from or subject to alternative reassignment at the school to be considered for readmission on appeal of the pupil's parent or guardian at least twenty school days after the effective date of the expulsion or alternative reassignment.

L. Subsection K of this section does not apply if either:

1. Expulsion is required pursuant to section 15-841, subsection G.

2. The school district or charter school is suspending the scholar for two or fewer days and the aggregate suspensions for the pupil do not exceed ten days within the school year.

M. All cases of suspension shall be for good cause and shall be reported within five days to the governing board by the superintendent or the person imposing the suspension.

N. Rules pertaining to the discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, national origin or ancestry. If the department of education, the auditor general or the attorney general determines that a school district is substantially and deliberately not in compliance with this subsection and if the school district has failed to correct the deficiency within ninety days after receiving notice from the department of education, the superintendent of public instruction may withhold the monies the school district would otherwise be entitled to receive from the date of the determination of noncompliance until the department of education determines that the school district is in compliance with this subsection.

O. The principal of each school shall ensure that a copy of all rules pertaining to the discipline, suspension and expulsion of pupils is distributed to the parents of each scholarl at the time the pupil is enrolled in the school.

P. The principal of each school shall ensure that all rules pertaining to the discipline, suspension and expulsion of scholars are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

Q. School districts may refer a scholar who has been subject to discipline, suspension or expulsion pursuant to this section to a career and college readiness program for at-risk students established pursuant to section 15-707.

R. For the purposes of this section, "aggravating circumstances" means the scholar is engaged in persistent behavior that:

1. Has been documented by the school.

2. Prevents other students from learning or prevents the teacher from maintaining control of the classroom environment.

3. Is unresponsive to targeted interventions as documented through an established intervention process.

Consequences for Rule Violations

The Desert Star Academy Discipline Policy disciplinary actions may be taken into action for each infraction. A minimum and maximum range is listed, as well as an action for the first occurrences and for repeated occurrences. Some consequences involve Scholar Solution and School Contracts. A Scholar Solution is an agreement between the Principal and the scholar that allows the scholar to make a positive change in their own behavior to solve a problem. A school contract is a probationary document that indicates a scholar may be removed from school for a future infraction. (This option is used when a scholar has a major rule infraction or repeated infractions) Both the scholar solution paper and school contract are signed by the parents and principal.

Bullying

Bullying, intimidation, and harassment of any scholar, employee or any other person are prohibited on school grounds, on school property, on school buses, at school-sponsored events and activities, and through use of electronic technology or electronic communication on school computers, networks, and/or forums.

Bullying is defined when a scholar or group of scholars engage in any form of behavior that include such acts as intimidation and/or harassment that:

A. has the effect of physically harming a scholar, damaging a scholar's property, or placing a scholar in reasonable fear of harm or damage to property,
B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
C. occurs when there is a real or perceived imbalance of power or strength, or
D. may constitute a violation of law.

Bullying of a scholar or group of scholars can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
B. exposure to social exclusion or ostracism,
C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
D. damage to or theft of personal property.

Bullying will not be tolerated. Any scholar caught bullying will be subject to disciplinary

action. Scholars who record an altercation or negative incident as interpreted by the administration will receive a minimum two days Out of School Suspension. Scholars identified actively recording and/or encouraging a scholar altercation or fight will receive a minimum one day In School Suspension.

Parents will be notified by administration if their scholar has been harassed, threatened or of intimidating conduct against their scholar has been confirmed. A Harassment Report will be filled out by administration.

School Hazing Policy

Purpose

The purpose of this policy is to provide scholars with a safe, respectful, and supportive environment. Hazing of any kind is strictly prohibited. This policy applies to all scholars, staff, volunteers, and visitors involved in school-sponsored activities, whether on or off school property.

Definition of Hazing

Hazing is defined as any intentional act, whether physical, verbal, or psychological, that:

- Causes, or has the potential to cause, embarrassment, harassment, intimidation, harm, or ridicule.
- Requires or encourages a scholar to participate in activities that are humiliating, degrading, unsafe, or illegal as a condition of membership, participation, or acceptance in a group, team, or organization.
- Occurs regardless of a person's willingness to participate.

Examples include but are not limited to:

- Physical acts (e.g., hitting, striking, forced physical activity).
- Verbal abuse (e.g., name-calling, threats, humiliation).
- Coercion (e.g., forcing consumption of food, beverages, alcohol, or drugs).
- Requiring participation in illegal, inappropriate, or dangerous activities.

Prohibited Conduct

Hazing in any form is strictly prohibited.

- No scholar, employee, or volunteer shall plan, direct, encourage, aid, or engage in hazing.
- Consent of the participant is **not** a defense to hazing.

Reporting Hazing

- Any scholar who believes they have been subjected to hazing, or who witnesses hazing, should immediately report it to a teacher, coach, counselor, or administrator.
- Reports may be made anonymously.
- The school will investigate all allegations promptly, fairly, and thoroughly.

Consequences

- Scholars who engage in hazing will be subject to disciplinary action, up to and including suspension or expulsion.
- Employees who permit or fail to report hazing may face disciplinary action, up to and including termination.
- Hazing that violates state or federal law may also be referred to law enforcement.

Prevention & Education

- The school will provide annual training and awareness about hazing for scholars, staff, and coaches.
- Team leaders, club advisors, and scholar organizations are expected to promote a culture of respect, inclusion, and safety.

Internet/Computer Use

The use of school computers and the Internet is a privilege and as such usage must adhere to the policies set down by the Governing Board. Scholars and parents must sign and agree to the conditions set forth in the district Acceptable Use Policy before a scholar is allowed to use a school computer (Permission Slip). Scholars are expected to follow the computer lab rules and refrain from viewing or downloading inappropriate material from the Internet. Any scholar who willfully violates established computer lab rules or knowingly views or downloads inappropriate material will be subject to disciplinary action and/or risk revocation of computer privileges for the remainder of the school year. Connection to the Internet is to be used for educational research and other specific assignments made by teachers only. Scholars must have a signed parental permission slip. Any damage or vandalism to school technology will result in a governing board hearing along with parents/guardians having to replace the item damaged at school cost.

Cell Phones and Tablets

Tablets and Chromebooks may be brought to school for elementary classroom usage only. Middle school scholars are provided with Chromebook devices on a per need basis during school hours and do not need to bring their own electronic devices.

Any scholar(s) involved in any inappropriate group messages or airdrops will result in

disciplinary action as determined by school administration based on their participation.

Desert Star Academy is not responsible for damaged, lost, or stolen personal electronic devices that are brought to school.

Safety

Emergency Drills: Each year at least one emergency action drill will be conducted. This includes fire and lockdown drills. These drills may involve scholars and/or employees at Desert Star Academy. Scholars are expected to follow the directions provided by their teachers or staff at the school. Scholars are expected to remain orderly during all emergency drills.

Disciplinary action may be imposed on scholars who interfere with the orderly conduct of any emergency skills. Fire drills are conducted monthly. An escape plan is posted in each room.

Accidents

If scholars are hurt while on campus during the school day, report the accident to the health attendant, staff or faculty member. An accident report and parent contact will be made and a report filled out.

Non-Discrimination Statement

In accordance with federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint for discrimination, write to USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 140 Independence Avenue, SW, Washington DC 20250-9410 (voice or TTD). USDA is an equal opportunity provider and employer.

Desert Star Academy wishes to provide to all scholars, parents, and staff members Notice of Compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in all programs and activities, and Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination of the basis of a disability by Public Elementary and Secondary Educational Systems, public institutions of Higher Education and Vocational Education and Public Libraries. Desert Star

Academy will serve as the Designee to coordinate compliance. The Principal can be reached at: Telephone (928)300-3207 or Fax (928)788-3987

Statement of Policy

All lockers on the school premises are the property of the school charter. These lockers are made available for use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules.

The use of the locker does not diminish the school charter's ownership or control of the locker. The school charter retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

All backpacks/lunch containers will be kept in the scholar's locker and not taken to class. Scholars will not be permitted to go into their lockers during passing periods. Middle School scholars must take the classroom items/supplies for the AM classes at the beginning of the school day. Then at lunch scholars will get their lunch and after lunch scholars will gather their classroom items/supplies they need for their PM classes. Scholars need to arrive to class on time and prepared. Failing to do so will result in a written referral for classroom disruption.

Locker Rules

In order to implement the school charter's policy concerning scholar lockers, the school board adopts the following rules and regulations:

1. Locks. The school charter will retain access to scholar lockers, by keeping a master list of combinations and/or retaining a master key. Scholars may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.Use of Lockers. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, non-returned gym or athletic equipment, any stolen items or any obscene material. Scholars will be expected to keep their lockers in a clean and orderly manner. Scholars are not allowed to write messages in their lockers or other scholars' lockers.

2. Authority to Inspect. The school charter retains the right to inspect lockers to insure they are being maintained in accordance with the conditions for Rule No. 2. All inspections of lockers shall be conducted by the principal or a member of the administrative staff assigned in writing by the principal. (For example: assistant principal, guidance counselor, and custodians)

3. Inspection of Individual Scholar's Locker and/or Backpack.

(A) The inspection of a particular locker and/or backpack will not be conducted unless the principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules. "Reasonable suspicion" as used in these rules may be based on a number of factors including (1) information received by the principal or designee from teachers or scholars, law enforcement officer(s), or detection devices including trained dogs, (2) the past records of the scholar whose locker is to be inspected, (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and (4) the behavior of the scholar, for example, indications that the scholar is intoxicated.

(B) Before a particular scholar's locker is inspected, the scholar (or scholars if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual locker has been inspected under this rule without the scholar's presence, the principal or his designee shall notify the scholar of such inspection as soon as practicable thereafter.

4. Inspection of all Lockers.

(A) An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted of the principal, assistant principal, superintendent or assistant superintendent believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:

(a) when the school corporation receives a bomb threat
(b) when evidence of scholar drug or alcohol use creates a reasonable belief of an unusually high level of scholar use
(c) at mid-term, end of grading period, or before school holidays or other time to check for missing library books or lab chemicals or school equipment,
(d) where scholar violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

(B) If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Scholars will not necessarily be given

the opportunity to be present while a general inspection is being conducted.

(C) Scholar Material. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any scholar's written material located in the locker. In addition, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal contraband.

(D) Disposal of Confiscated Contraband. All contraband confiscated from lockers may be disposed of by the principal or designee as he or she deems appropriate, including (a) return to the proper owner or place, (b) use as evidence in a scholar discipline proceeding if possession of the contraband constitutes grounds for suspension or expulsion (c) delivery to the appropriate law enforcement officials for purposes if possession of the contraband constitutes evidence of a crime, or (d) destruction.

(E) Involvement of Law Enforcement Officials.The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance if required:

(1) to identify substances which may be found in the lockers, or
(2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

(F) If a law enforcement official requests to inspect a scholar's locker or its contents, the principal shall require the production of a search warrant before allowing such office to inspect.

(G) If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such official, the request shall be denied.

(H) The principal may cause a locker inspection to be performed for school purposes if information supplied by the law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

5. Locker Cleaning and Repair. Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with general housekeeping schedule, or (b) the locker of the scholar no longer enrolled in the school. Further, the custodial staff may open a scholar's locker during any vacation period if they have reason to believe such a locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

6. Publication of Rules. A copy of these rules must be provided to each scholar and his/her parents/guardian at the start of the school year or as soon as possible after the

scholar's enrollment in the school. Copies of these rules shall be posted in the principal's office and other prominent places generally used for announcements to scholars.

7. Scholars will receive a referral if caught sharing a locker.

The school administration retains the right to inspect and search scholar property, lockers, drink containers, etc., for any reason, at any time, without notice, without scholar consent, and without a search warrant. This includes with the help of handheld metal detectors. If a scholar is searched, parents/guardians will be notified.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance.

Desert Star Academy employs the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct based on sex that satisfies one (1) or more of the following:

A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
C. "Sexual assault" as defined in federal law.

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the school's address.

Desert Star Academy is a Tobacco Free Campus.

TOBACCO OF ANY FORM IS NOT PERMITTED ON SCHOOL GROUNDS, THIS INCLUDES E-CIGARETTES AND VAPE PRODUCTS. Desert Star Academy reserves the right to search scholars with probable cause of having a vape and/or tobacco products. If discovered, local law enforcement will be notified of any violations. Scholars will be placed on 10 day out of school suspension pending a governing board hearing. Families and event spectators are not permitted to bring vapes and nicotine products on campus. Please keep these products in your vehicle during a school event. In the event this infraction is discovered you will be asked to leave campus. Parents and Guardians should talk to their scholar about the consequences of bringing harmful substances on school grounds.

Parent Volunteer Opportunities
WE NEED YOUR HELP!

Organizing a Social Event
Volunteering for the Booster Club
Baking Items for Activities
Attending Parent/Teacher conferences
Organizing/Using a carpool
Helping in play performances
Organizing a fundraiser for the school
Volunteering cleaning services after activities
Calling other parent volunteers
Making posters, decorating bulletin boards
Planning and organizing breakfast/lunch for honor scholars
Making copies or running errands for teachers
Being a tutor during the day, evening or Friday school
Painting/carpentry/cabinet making
Organizing Teacher Appreciation Days
Supervising scholars during lunch
Getting free coupons from business for scholar awards
Locating community donations for the school
Attend and Participate in the Parent Advisory Team

All adult volunteers who work with scholars in the classroom, on campus, on field trips or as chaperones at school events must have prior fingerprint clearance on file in the office. Application information is available at the school office.

Parent Signature_____
Scholar Signature_____
Days/Times available_____

Six Non-negotiable Rules of Conduct

1. Fighting
2. Possession of weapons, illegal drugs, or pornography
3. Profanity, threats, or degrading language directed towards the school faculty, staff members, or other scholars
4. Continuous classroom disruptions
5. Truancy
6. Damage or theft of school property or property of others

Scholars who record an altercation or negative incident as interpreted by the administration will receive a minimum two days Out-of-School Suspension.

Desert Star Academy Discipline Policy

All policies Governed by Arizona Revised Statutes ARS Title 15

INFRACTION	DISCIPLINE
Drugs, Weapons, Gangs: Use, distribution or unlawful possession of illegal or prescription drugs or inhalants, knives, guns, or any object capable of inflicting serious physical harm; any gang related affiliation or activity	**ZERO TOLERANCE** **Suspension Pending Expulsion Hearing** (No Exceptions)
Alcohol, Tobacco (Possession, Distribution, and/or us)	Minimum 2 days OSS and Discipline Hearing, police notification, School Contract, Suspension and/or Expulsion **Repeated: Referral to the Board for Long-term Suspension or Expulsion.**
Teacher Disrespect/Defiance/Class Disruption/Defamation/Use of Profanity/Assault/Gum Chewing/School Transportation Safety	Referral, Detention, Police Notification, Suspension, Discipline Board, School Contract, and/or Expulsion. Loss of bus transportation/future field trip privileges. **Repeated: Referral to the Board for Long-term Suspension or Expulsion.**
Physical non-violent altercation or horseplay	Zero Tolerance. One day OSS and reflection. Repeated offenses result a referral to the Governing Board
Assault/Fighting Endangering the Health or Safety of Another	Minimum 2 days OSS and Discipline Hearing, possible police notification, School Contract, Suspension and/or Expulsion **Repeated: Referral to the Board for Long-term Suspension or Expulsion.**

Theft/Unauthorized Entrance/ Extortion/Cheating/Fo rgery	Parent conference, Detention, Police Notification, Suspension, Discipline Board, School Contract, and/or Expulsion **Repeated: Referral to the Board for Long-term Suspension or Expulsion.**

Vandalism/Defacing School Property	Parent conference, Detention, Police Notification, Suspension, Discipline Board, School Contract, and/or Expulsion **Repeated: Referral to the Board for Long-term Suspension or Expulsion.**
Threats/Threatening Behavior/Harassment/Bullying/Racial Disrespect/Sexual	Parent conference, Detention, Police Notification, Suspension, Discipline Board, School Contract, and/or Expulsion **Repeated: Referral to the Board for Long-term Suspension or Expulsion.**
Cell Phones/Cameras/Electronic Device	Parent conference, Detention, loss of right to possess electronics on campus, Suspension, Discipline Board, School Contract, and/or Expulsion **Repeated: Referral to the Board for Long-term Suspension or Expulsion.**
Inappropriate Dress/Contraband (such as Pornography)	Confiscation of Item, Parent Conference, Detention, Suspension, Discipline Board, School Contract, and/or Expulsion **Repeated: Referral to the Board for Long-term Suspension or Expulsion.**
Arson Setting of Fires, Possession of Matches, Lighters, Fireworks, Tampering with Alarms.	Parent conference, Detention, Police Notification, Suspension, Discipline Board, School Contract, and/or Expulsion **Repeated: Referral to the Board for Long-term Suspension or Expulsion.**

***Detention will be served during lunch period.**

***Suspension can mean In School Suspension (ISS), Out of School Suspension (OSS), and/or Long Term Suspension (LTS).**

Out of School Suspension (OSS)

Out of school suspension means the temporary withdrawal of the privilege of attending school and school related events in the District for a period of 1-10 days. There is no right to appeal an out of school suspension. A school administrator has the authority to suspend a scholar for 10 consecutive days or less. Additionally, upon return from an out of school suspension, scholars will meet with an administrator to reflect upon their behavior and ensure future success

DESERT STAR ACADEMY HANDBOOK ACKNOWLEDGEMENT

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. School policies and procedures can change at any time. I understand that changes in School policies may supersede, modify or eliminate the information summarized in this handbook. As the School provides updated policy information, I accept responsibility for reading and abiding by the changes.

I hereby acknowledge that I have been given a copy of the Desert Star Academy Scholar handbook. I agree to read the handbook and abide by the rules, policies and procedures defined in this handbook.

The above rules and regulations were written and approved by the Desert Star Academy faculty and Governing Board members. They are fair and to be taken very seriously.

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I _____(scholar) have read, understand and agree to follow all of the rules stated in the scholar handbook.

Scholar Signature: _____Date:_____

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I (we) _____ [parent(s)/guardian(s)] have read, understand and agree to follow all of the rules stated in the scholar handbook.

Parent(s)/Guardian(s) Signature: _____Date:_____