Desert Star Academy
Middle School & High School

Scholar-Parent Handbook

2026-2027

Desert Star Academy Mission Statement

Desert Star Academy is a college and career preparatory academy that will develop all students to become scholars, citizens, and leaders of the community through an educational foundation that collaborates among scholars, teachers, families and the community.

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.

A Successful DSA Scholar will:

1. Strive for **Academic Excellence** in the classroom by maintaining grades of 70% or better.
2. **Demonstrate Citizenship** by participating in school and community events.
3. **Become Leaders** by setting great examples for other scholars, following all rules and directions and attending school every day.
4. Invite **parents & families** to **volunteer at school** or work on homework and projects with you.

Commitment to our Scholars and Families

Desert Star Academy is committed to preparing EACH scholar by providing a pathway to pursue education, military, or workforce after high school through quality academics, training, tutoring, credit recovery and extracurricular activities.

DSA Administration

Margie Montgomery, School Director/Elementary Principal
Jonathan Clark, MS Principal & MS/HS Athletic Director
Jesus Osuna, HS Principal
Paul Gladeau, DSA CTE Director,
Lina Engelhardt, Exceptional Scholars Director
DSA Staff & Contact Info: https://www.desertstaracademy.org/about-us/staff-directory

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REGISTRATION, ENROLLMENT & WITHDRAWING SCHOLARS FROM SCHOOL

Registration
Registration for Desert Star Middle & High School (DSA) during the school year and during office hours of summer break. To register in school for the first time, a birth certificate, or other approved document is required by state law. Official immunization records must be submitted and reviewed before a Scholar can be fully enrolled.
Parents/Guardians' ID and proof of residency will also be requested at the time of registration. A copy of a utility bill or mortgage/lease agreements are valid documents for proof of residency.

Enrollment
Parents/Guardians will be asked to complete the required registration forms. All forms must be completed for every new Scholar. Standard documents may include the following:

- Enrollment Form
- Birth Certificate
- Primary Home Language Other Than English, PHLOTE
- Health Information Sheet
- Emergency Contact Information
  - **Please inform the school office of any changes in phone numbers and/or contacts as soon as possible. This will help us contact parents/guardians as quickly as possible when Scholars are injured or sick.**
- Records Request
- Documentation of Court Orders
- Arizona Residency Document Form
- Parent Acknowledgements and Permissions Form
- McKinney-Vento Form

Immunizations
Scholars will not be admitted without immunizations being current. Please see the Health Services Section for requirements.

Parental Custody
In most cases, natural parents shall be given reasonable access to their children at school and to their children's official records. Exceptions to this will be made in cases in which one natural parent has been awarded sole or partial custody of the child and there are certified court orders restricting the access rights of the other parent. The legal guardian must be responsible for notifying school officials of the conditions of the guardianship by providing the legal paperwork. In the absence of any court order, both parents have equal access to Scholar information and their children.

McKinney-Vento Homeless Assistance Act
If you need assistance due to homelessness, please contact DSA. Homelessness may occur if your family is living in any of the following situations:

- In a shelter
- In a motel or campground due to lack of alternative adequate accommodations
- In a car, park, abandoned building, or bus/train station.
- Doubled up with other people due to loss of housing or economic hardship.

Your school age children may qualify for certain rights and protections under the federal McKinney-Vento Act. Your eligible children have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or in the school in which they were last enrolled), if that is your preference
- Receive educational services comparable to those provided to other students, according to your children's needs

Yearly Re-Enrollment of Returning Scholars
Every year Parents/Guardians will be asked to complete the registration, which must be updated annually.

A. **Emergency Contact/Sign Out Information Form:**
   Please provide the information requested. **There must be someone listed on the form who can be contacted by telephone during the school day.** This form is used by the nurse and the office to contact parents in case of absences, illnesses, or accidents. It is very important that phone numbers, places of employment, etc. are kept current. It is necessary to notify the office of any changes during the school year. An enrollment form will be sent home at the beginning of the school year to update any of your child's information.
B. **Health Information Sheet**
C. **Arizona Residency Document**
D. **Parent Acknowledgements and Permissions Form**

Withdrawing a Scholar
If you plan to move, please let the school know at least three days in advance. It is expected that outstanding fees will be paid, and all textbooks/workbooks, library, athletic equipment, and band instruments will be returned in good condition or paid for before the withdrawal process is completed. To complete the withdrawal, a parent/guardian must come to the main school office (located in the elementary office) and complete a withdrawal form.

SCHOLAR RIGHTS & RESPONSIBILITIES

All Scholars are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each Scholar is obligated to respect the rights of classmates, teachers, and other school personnel. DSA shall foster a climate of mutual respect for the rights of others. Such an environment will enhance both the educational purpose for which DSA exists and the educational program designed to achieve that purpose.

All DSA personnel shall recognize and respect the rights of Scholars, just as all Scholars shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of DSA. Scholars who violate the rights of others or who violate rules and regulations of DSA or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other Scholars to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive Scholars.

Rights

- Scholars have the right to a meaningful education that will be of value to them for the rest of their lives.
- Scholars have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the Scholar government, in the development of such curriculum.
- Scholars have the right to physical safety, safe buildings, and sanitary facilities.
- Scholars have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Scholars have the right to free elections of their peers in Scholar government, and all Scholars have the right to seek and hold office in accordance with the provisions of the Scholar government constitution and in keeping with the extracurricular guidelines of DSA.
- Scholars have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, and/or transcripts of their children who are under the age of eighteen years. School authorities may determine the time and manner of presentation of this information.
- Scholars' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Scholars shall not be subjected to unreasonable or excessive punishment.
- Scholars have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Scholars have the right to express their viewpoints in accordance with DSA Policies.
- Married Scholars share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

Responsibilities

- Scholars have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Scholars have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including Scholars, parents, and school staff members have the responsibility to promote regular attendance at school.
- Scholars have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Scholars will be held financially responsible for any loss or intentional damage caused to school property.
- Scholars have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Scholars have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Scholars have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

DSA INFORMATION

Closed Campus & Food Services
DSA is a closed campus. Scholars are to remain on campus from the time of arrival in the morning until after their last class of the day. If your child is to leave early during school hours, the person picking up the scholar must be listed on their student information profile and show a valid picture I.D. If a Scholar is off-campus without written permission and/or administrative approval it will be an off-campus violation and will result in disciplinary action.

Scholars should bring a nutritious lunch to school and eat a nutritious breakfast prior to coming to school. Scholars may choose to purchase lunch from the DSA food truck when available.

High School Only: Food deliveries will be allowed for the 2026-2027 school year. All food deliveries must be dropped off at the DSHS office from 11am-11:45am. DSA is not responsible for missing or late deliveries. All food should be eaten during lunch period times and food may not be shared/distributed to others. Food deliveries privileges may be revoked if there is a failure to follow the policies outlined or if administration chooses.

Non-Scholars:
For reasons of security, only current year DSA enrolled scholars are permitted on campus during the school day and after school. Parents and others wishing to conduct official business must report first to the administrative offices. All others will be deemed as trespassers and are subject to arrest (ARS Title 13).

Conferences
Parent/Teacher conferences may be scheduled with the Scholar's teachers as needed during the school year. School-wide parent-teachers conferences will be scheduled twice a year. See the school calendar for this information.

Counseling Services
Counselors are here to assist Scholars, teachers and parents with school and social matters. Please urge your Scholar to contact their counselor when academic or social concerns impede learning. Counselors are available by appointment, phone or email to answer questions and discuss concerns from parents.

Additionally, DSA has scheduled quarterly academic advising time to ensure all scholars are on track to be academically successful.

Dances (High School Only)
High School Scholars may invite one guest to Homecoming, Prom, and other school dances. A guest pass application must be obtained through administrative offices and is **due back to the office no later than one week prior to the dance.** Failure to meet the deadlines will result in a denial of the request. Guests must provide a copy of their current school or state issued photo ID and must be in high school (grades 9-12) or have graduated from DSA no longer than one year previous. Anyone 21 or older will not be allowed access to DSA dances. All dance attendees are subject to the same dance regulations as DSA Scholars.
Guests with a disciplinary record while enrolled in another school or previously enrolled in DSA may be denied admission to dances.

FERPA
The Family Educational Rights and Privacy Act (FERPA) is a complex federal law that protects the privacy interests of parents and Scholars with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's educational records, request amendment of the records, and have some control over the disclosure of information from the records. When a Scholar turns 18, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student/scholar. FERPA requires schools to notify parents and eligible Scholars annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records. Please refer to the US Department of Education website for further information regarding FERPA rights.

Child Find
Child-Find is a program that seeks to identify and provide special services to disabled children ages 5-21 who qualify and who attend DSA public charter school. Disabilities may include hearing impairment, visual impairment, physical disabilities, speech impairment, or developmental disabilities. For more information contact the Exceptional Student Director through the main office or via email at lina.engelhardt@dsak12.org

Lost and Found
Lost and found will be in the main office. Scholars should check the office before school, during lunch, or after school to claim lost items. We encourage you to label all clothing, equipment, musical instruments and other personal items. All unclaimed items are donated to charity at the end of the semester.

ParentVue / StudentVue Portal
The ParentVue portal allows Parents/Guardians to view the school information and information about their child, including grades and attendance. The information is accessed directly from the Scholar records system, Synergy, so the records are always up-to-date. While the website is accessible through the internet, access is secured via a logon and password. Parents can only see information about their own child/children and cannot see the records for other Scholars.
Parents/Guardians must provide identification, have educational rights, and supply valid email addresses to the school in order to obtain the activation code for access to the portal. The ParentVue & StudentVue website is: https://dsa.apscc.org/PXP2_Login.aspx

Returned Check Policy
Checks are gladly accepted by Desert Star Academy. Payment will need to be made in cash or money order for any checks returned unpaid to DSA.

Scholar Fees, Fines and Charges
Scholars may be held responsible and accountable for loss of or damage to school property, including textbooks and library books. For purposes of this regulation, the team "loss" includes a Scholar's failure to return school property at the conclusion of a semester or course or by the date established by school site administrators. In accordance with Arizona law (A.R.S. 15-727), DSA will hold Scholars using the textbooks, subject matter materials, supplementary books and instructional computer software responsible for the damage or loss of those item(s). If a Scholar for any reason requires a second copy of a textbook, subject matter materials, supplementary books and instructional computer software, the Scholar will be required to reimburse DSA for the cost of those item(s). DSA will use all monies obtained for lost or damaged items for the purpose of new textbooks, subject matter materials, supplementary books and instructional computer software.

The following penalties or consequences may be imposed upon a Scholar that loses a school owned textbook/technology, subject matter material and supplementary books:

- A Scholar who is a graduating senior may not be permitted to participate in commencement ceremonies.
- DSA may file a complaint against the parent or adult Scholar seeking damages for the lost item(s).

Scholar Parking (High School Only)
All scholars who wish to park in the DSHS parking lot must park in the scholar designated DSHS Scholar parking area which is located next to the Middle School grass area. If the parking is full, scholars may park in the Middle School parking lot next to this area. Scholars are not permitted to park in lots not designated for scholar parking including in the front and back of the high school main campus, surrounding businesses, or at other campus buildings (such as in the gym).
Scholars are required, by policy, to register each vehicle with the front office by completing the scholar parking document and turning it into the school office. All cars parked on campus are subject to search by school personnel at any time. Scholars have no expectation of privacy for anything stored in their vehicles on school grounds.

Parking Rules: Loss of parking privileges may result from, but are not limited to the following:
• Failure to register your vehicle with the DSHS office.
• Excessive speed
• Driving recklessly
• Transporting alcohol, illegal substances, or dangerous weapons
• Leaving campus without permission
• Transporting scholars off campus who should otherwise be on campus
• Exhibiting other unsafe or disruptive behaviors
• Violation(s) of littering

Scholars park at their own risk and are subject to consequences at the owner's expense (i.e. revocation of parking permit, towing, etc.) for violations of parking/driving regulations stated above. DSHS is not responsible for vehicular damage, theft, loss of property or expenses/damages while parked on campus.

Telephones
Teacher telephones are business phones and are not available for Scholar use. Scholars may use the front office phone for urgent calls if needed, but will not be called out of class for phone calls. Calls to teaching staff during the academic day will be taken as a message by the school secretary.

Visitors to Schools
All visitors must sign in at the school office. Parents who wish to visit classrooms or shadow their Scholar, must make an appointment with site administration at least 24 hours in advance to ensure accommodations in each classroom. Parents and guardians may sign in as a visitor to eat lunch with their scholar in the designated lunch area.

Parents/guardians 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 scholars and will be expected to comply or will be asked to leave the premises. We encourage all parents to become official volunteers through the DSA Volunteer Program.

In order to ensure limited disruption to instruction and the learning environment, the building administrator reserves the right to limit the length of time as well as the date and time of day when the prearranged visit is to occur. The board and administration will not tolerate any person or persons whose presence disrupts classes, school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal, or his or her designee, may contact the proper legal authorities.

ATTENDANCE

Attendance

Arizona State Law requires Scholars to be at school and on time each day. The right and privilege of attending public school carries with it certain responsibilities on the part of parents and Scholars. It is important that parents and Scholars recognize the direct relationship between academic success and regular school attendance. Scholars should keep absences below 10 or they will be in jeopardy of losing credit for the semester. Most classroom activities cannot be replicated; class discussion and participation is lost to those who are absent. Administration will require documentation for excessive or habitual absences.

Attendance Definitions

- **Absence** – Scholars who fail to report to one or more classes will be marked absent. A Scholar who arrives more than 15 minutes late is considered absent for that class period. If a Scholar has 10 consecutive absences, they will be withdrawn.
- **Excused absence** – An absence is excused if a parent or guardian notifies the school of the reason for the absence. The determination to excuse an absence will be made in compliance with Arizona Department of Education guidelines.
- **Unexcused absence** – Any absence not verified by parent or guardian will be considered unexcused.
- **School-related absence –** If a Scholar missed class due to a pre-approved **school-related activity, it will not count towards their total absence number.**
- **Suspension** – Of days suspended, the first 10 days will be considered excused. If a Scholar is suspended above the 10 days those suspension days will be considered unexcused.
- **Tardy** – A Scholar is tardy when he/she is not in class and seated when the final bell rings and/or class starts.

Reporting an Absence

When a Scholar is absent it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the Scholar returns or within 48 hours of absence. All absences not verified by parental or administrative authorization within 48 hours will remain unexcused. State law mandates that the school records the reason for all scholar absences.

If your child is to leave early during school hours, the person picking up the scholar must be listed on their student information profile and show a valid picture I.D. Scholars will not be released during the last 15 minutes of the school day unless prior arrangements have been made with the front office.

Scholars may not participate in after-school or extracurricular activities if they were not in attendance at school on the day of the activity.

Excused Absences

- Individual illness or health conditions: documentation required for more than two continuous days absent.
- Serious illness in the immediate family
- Religious holidays
- Legal appointments: documentation may be required.
- Death in the immediate family
- School sanctioned activities
- Medical and dental appointments.
- The scheduling of family vacations during school vacation and recess period.

Unexcused Absences

Unexcused absences are considered truancies. If a Scholar missed one or more periods in a school day, the unexcused absence will be considered ditching. While parents may be aware of these circumstances, the absence will remain unexcused for attendance purposes. Administrators are the only persons able to excuse absences.

Academic consequences or Absences

Unverified absences will result in loss of credit on assignments in each class missed.

Attendance

According to ARS 15-803, scholars are expected to attend school until their sixteenth birthday. Arizona Revised Statutes establish that the parent/guardian is responsible for the scholar's daily attendance and to inform the school of absences in a timely manner. It is impossible to gain the full benefit of any educational experience through make-up work. As stated in ARS 15-803B:

> "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."

The school year consists of 144 scheduled school days. Therefore, any scholar who misses more than ten (10) percent of the available school days, may be prosecuted under A.R.S 15-803 and/or be subject to disciplinary action, loss of credits, or retention.

Credit Appeal (High School Only)

Desert Star High School allows per class period, per semester, a total of nine (9) total absences, excused, and/or unexcused. Any absence above ten (10) or more total absences (excused and/or unexcused) in any class at the end of each semester will be considered chronic absenteeism according to ARS 15-803 and he or she must appeal to receive credit.

Attendance appeals are available on the DSA website and in the office for scholars that exhibit chronic absenteeism. A scholar's report card will list N/C (No Credit) for the classes where the absences do not meet the seat time requirements per Arizona Revised Statute 15-803.

If Scholars in 9th – 11th grade have accumulated 10 or absences (excused and/or unexcused) by the end of each semester in any class, he or she must appeal to receive credit. A denial of credit for either 1st or 2nd semester will result in loss of credit.

If Scholars in 12th grade (seniors) have accumulated 10 or more absences (excused or unexcused) each semester, it will jeopardize their status for graduation. First semester appeals must follow the process for 9th – 11th grade Scholars above. Second semester appeals will be considered 1-2 weeks prior to graduation. A denial of credit for either 1st or 2nd semester will result in loss of credit and/or graduation.

Attendance appeals will only be considered **with documentation** for the following reasons:

- Death in the family
- Hospitalization(s)
- Chronic health conditions (documentation must be file)
- Individualized Health Plan in the Health Office
- Homelessness
- Illness
- Legal appointments

Attendance Contracts

Scholars that are showing signs of chronic absenteeism will be placed on an attendance contract that will require the scholars to attend Friday School, After School/Before School Tutoring, and/or Summer School to make up absences above the chronic absenteeism levels.

Ten Consecutive Absences

After 10 days of consecutive unexcused absences, the Scholar will be withdrawn from school.

Scholar Checkout for Scheduled Appointments

Scholars may not leave campus after arriving at school unless they are checked out by a parent or legal guardian in person.
A parent or guardian is expected to call the attendance office to grant permission for a Scholar to be released from class early. In order for a Scholar to leave campus during the school day, the Scholar must obtain a release clearance from the attendance office prior to leaving. To receive this, a parent must send a written excuse or call the attendance office before the Scholar's first class that morning. The Scholar will report to the attendance office to sign out. All Scholars must leave campus through the front office. Any Scholar leaving campus without approval is subject to disciplinary action. Scholars will not be allowed to be checked out during any safety drills.

Pre-Approved Requests/Special Circumstances

In certain circumstances when it is necessary for a Scholar to be absent for an extended amount of time, notification should be made at least 10 days prior to the absence. Filing a request does not guarantee approval. The following criteria will be considered:

- Grade – must have a passing grade in each class.
- Attendance – amount prior to absence/tardy.
- Behavior – prior referrals, disciplinary actions, etc.

Scholars must collect all class work prior to the absences or complete assigned work in Google Classroom.

Tardiness

Any scholar arriving at school after the first period 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 or class has started 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 is subject to disciplinary consequences and may be referred to the truancy officer.

Middle School Only: Excessive unexcused tardies will result in a discipline referral with the following progressive consequences.

1. After three (3) tardies within the semester the scholar will attend one lunch detention
2. After five (5) tardies within the semester the scholar will attend two lunch detentions.
3. After seven (7) unexcused tardies within the semester the scholar will be given one day of in-school suspension, and parent meeting.
4. After ten unexcused tardies within the semester the scholar will be given one day of out-of-school suspension, be assigned to Friday School detention, and a parent meeting for an attendance contract.

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, completing missing assignments, or possible retake of assessments. Scholars will need to attend mandatory after school tutoring until 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 or loss of credits.

Mandatory Friday School

Desert Star Academy offers Friday school academic and enrichment opportunities on selected Fridays of the school year. Friday School is mandatory for scholars below a 70% in any class,, for those with outstanding assignments/assessments, for those with attendance contracts due to chronic absenteeism, and/or per administrative discretion. Mandatory Friday School may also be assigned based on benchmark and state testing results to reteach standards where scholars are not at grade level.

Change of Address or Telephone Number

It is imperative that parents and guardians notify the respective school to the appropriate person of any change of address or telephone number, in case of emergency. Changes to information will not be accepted by phone notification. Please request a copy of the Scholar profile from the office to make the appropriate changes.

Dropping/Adding Courses (High School Only)

Scholars wishing to drop/ add a course must complete the "Schedule Change Request Form" available in the office. Schedule change requests must fit within the Desert Star High School schedule change policy below. Priority for schedule change requests will be given to scholars who submit their form within the first 5 days of the semester. No schedule changes will be made after the 10th day of school.

A great deal of time is invested in the registration and scheduling process. All schedule change requests will be based on space available and in some cases teacher approval, therefore no changes will be allowed unless deemed necessary by school administration.

DSA Schedule Change Policy:
Schedule changes will not be granted for the following reasons:

- Teacher preference.
- Scholar wants to be with friends.
- The teacher gives too much work.

If seats are not available in the requested class, a schedule change will not be made. Schedule change requests that affect class size mandates will not be granted. Schedule changes must be within the scope of the master schedule. Scholars must continue to follow their given schedule until they receive official notification of a change by DSA staff. If/when your requested change is approved, scholars will receive a new schedule printout.

Exceptions to this will be considered for extreme circumstances. Scholars enrolling in a class during the first 15 days will be required to make up all work missed. Scholars who enroll in a class from the 16th to the 30th day of the class (without transfer grades) may, at the teacher's discretion, earn credit in the class by making up the work. Scholars who enroll in a class after the 31st day will be auditing the class and not earn credit.

Course Repeat (High School Only)

Course repetition is an opportunity for academic improvement, not an opportunity to earn duplicate graduation credit. A scholar may repeat a previously completed course to improve their grade and demonstrate increased mastery; however, the scholar will receive graduation credit for the course only once. Repeated courses are identified on official transcripts or grade reports with an "R" next to the course name.

ACADEMICS, CLUBS, AND ACTIVITIES

Academic Integrity Policy

Desert Star High School expects all scholars to demonstrate honesty, responsibility, and integrity in their academic work. Academic integrity means completing work honestly, giving credit to sources, and submitting work that reflects one's own learning and effort.

Academic Integrity Violations: Academic integrity violations include, but are not limited to:

1. **Cheating:** Copying another scholar's work, using unauthorized notes or electronic devices during an assessment, or receiving unauthorized assistance.
2. **Plagiarism:** Copying words, ideas, or work from another source without giving proper credit.
3. Unauthorized Collaboration: Working with others on assignments intended to be completed independently.
4. **Fabrication:** Making up information, data, sources, or research results.
5. **Unauthorized Use of Technology or AI:** Using artificial intelligence tools, websites, or other technology in ways that violate teacher instructions or assignment requirements.
6. **Misrepresentation:** Submitting another person's work as one's own, allowing another person to complete work on one's behalf, or submitting the same work for multiple assignments without permission.

Consequences: Consequences will be based on the severity of the violation, the scholar's prior history, and whether the violation was intentional or repeated.

Violation	Consequence
First offense	Teacher conference, parent/guardian notification, and a zero or reduced score on the assignment or assessment
Second offense	Parent/guardian notification, a zero on the assignment or assessment, and an administrative referral
Third or repeated offense	Administrative review and additional disciplinary consequences, consistent with the school discipline policy

The school may assign additional educational interventions, such as completing an academic integrity lesson or redoing an assignment when appropriate.

21st Century Community Learning Centers (CCLC) (Middle School Only)

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 including after school and before school tutoring programs. Additionally, 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.

Final Exams (High School Only)

Scholars may not take semester final exams prior to the date/time they are scheduled. Scholars with excused absences during semester final exams will receive a zero for any final exam missed and are required to make arrangements with their teachers within the first two weeks of the following semester to complete each exam. Once the exam is administered, the zero will be converted to a score and a grade change will be completed.

Grading Expectations

Grades within DSA are weighted in the following categories:

Middle School	High School
30% Classwork & Projects 70% Assessment	40% Assignments 40% Assessments 20% Final Exams

Homework and Make-up Work Policy

Scholars are responsible to make arrangements with their teachers to complete missed work for absences or suspensions. For each day absent excused, the Scholar has an equal number of days to make up work. Failure to do so may result in a failing grade or no credit in the course. In cases involving an extended absence of more than three days, parents should arrange with the teachers to have work submitted to the office for pick up and/or make sure the scholar can access Google Classroom to complete the assigned work.

Scholar Clubs

Scholars are encouraged to take part in an established extra-curricular club and/or determine if they would like to create a club. Clubs will vary from year to year, based on Scholar interest, but some long-standing clubs include:

- Scholar Council
- Titan/National Honor Society (High School)
- National Junior Honor Society (Middle School)
- Interact
- FCCLA
- FBLA
- SkillsUSA

High School Awards and Scholar Recognition

DSA recognizes and celebrates Scholars who excel in academics, athletics, the arts, and other programs offered within the school throughout the year. Senior honors are presented during the annual Senior Honors Night held in May of each year and for underclassmen each year in the spring. Scholars are required to be enrolled for the full academic year to be eligible.

- **Titans of the Month**
    - This award is bestowed upon one female and one male scholar chosen by DSA staff based on academic and behavioral achievements. Scholars will be recognized at pep assemblies and throughout DSA digital platforms.

- **Academic Excellence**
    - This award is bestowed upon each Scholar who has maintained an un-weighted GPA of 4.0.
- **Honor Roll**
    - This award is bestowed upon each Scholar who has maintained an un-weighted GPA of 3.6-3.99.
- **Athlete of the Year**
    - This award is bestowed upon one male and one female athlete who have lettered in two Varsity sports for the current academic year. + ACADEMIC / LEadership / COMMUNITY SERVICE
- **CTE Scholar of the Year**
    - This award is bestowed upon one male and one female scholar who successfully completed a CTE program, achieved a passing score in the Technical Skills Assessment, and earned a professional industry certification
- **Fine Arts Scholar of the Year**
    - This award is bestowed upon one male and one female athlete who successfully completed at least 3 years in a fine arts program and achieved.
- **DSA Senior Scholarship**
    - This award is bestowed upon one female and one male graduating scholar and enrolled in a college/university as chosen by the DSA scholarship committee.
- **National Honor Society**
    - The National Honor Society is the leader among educational organizations and societies that promotes recognition for Scholars who reflect outstanding accomplishments in the areas of scholarship, leadership, service, and character. Members exhibit excellence in academics and leadership, honorable and admirable character, and demonstrate a commitment to service.

Graduation Honors

- **Valedictorian:** One Scholar with the highest-class rank will be recognized with a medallion.
- **Salutatorian:** One Scholar with the second highest class rank will be recognized with a medallion.
- **Academic Excellence**: Scholars who achieve Academic Excellence, as indicated above, will be recognized with a gold cord.
- **Honor Roll:** Scholars, who earn Honor Roll status, as indicated above, will be recognized with a silver cord.
- **National Honor Society**: Scholars who have been inducted in the society will be recognized with a gold NHS stole.
- Additional graduation awards include Athletics, Fine Arts, CTE/CTSO, & other school organizations as determined by their advisers and school administration such as Scholar Council & Interact.

High School Class Ranking & Tie-Breakers

Class rank for the purpose of determining Valedictorian and Salutatorian shall be based on the cumulative weighted GPA at the conclusion of the final grading period for graduating seniors. In the event of an identical weighted GPA, DSA will apply the established tie-breakers in the order listed below until a single Valedictorian and Salutatorian are determined.

1. **Highest Core Academic Weighted GPA**
    a. GPA calculated using only English, Mathematics, Science, and Social Studies courses.
2. **Highest Number of Weighted Credits Earned**
    a. Total credits completed in Honors, AP, Dual and/or Concurrent Enrollment, or other district-approved weighted courses.
3. **Highest Senior-Year Weighted GPA**
    a. GPA earned during the senior year only.
4. **Highest Hours of Community Service**
    a. Total hours of verified community service turned into the DSHS office by the conclusion of the final grading period for graduating seniors.

Desert Star High School will use a weighted grade point average policy to determine class ranking. Honors & Dual-Enrommment classes will be weighted in the following way:

A - 5.0
B - 4.0
C - 3.0
D - 2.0
F - 0

High School Graduation Requirements

DSA will follow the graduation requirements set forth by the Arizona Board of Education. The requirements include:

Minimum Graduation Requirements: Total 22 credits

English	4 credits
Mathematics	4 credits
Science	3 credits
History & Social Science	3 credits

**1 credit of US History + 1 credit of world history/geography; .5 credit of Civics / American government, including Arizona government; and .5 credit of economics.*	
Fine Arts or Career and Technical Education	1 credit
Electives	7 credits

Other AZ graduation requirements include:

- Scholars must pass Civics Test 70/100
- Scholars must be CPR chest compression certified

Mohave Community College & WAVE JTED Partnerships - Concurrent Enrollment

Desert Star Middle School and High School scholars may take advantage of the Early Start Scholarship Program offered at Mohave Community College or any CTE program offered by WAVE JTED to receive dual college credit and high school credits towards their graduation requirements. Scholars that complete a college course may present their college transcript that demonstrates completion with a passing grade to receive 0.5 credits per semester course completed towards high school graduation. For more information on MCC courses and the Early Start Scholarship contact MCC's college recruiter Caitlin Morris at cmorris@mohave.edu. For more information on WAVE JTED CTE courses and programs contact Kim Santangelo, Program Coordinator ksantangelo@wavejted.org.

Additionally - Scholars that complete any qualified core class at Mohave Community College will receive Honors weighted credit. Example of qualified core classes include:

- ENG 101 - English Composition I or ENG 102 - English Composition II
- MAT 151 - College Algebra or higher
- BIO 181 - General Biology I (Majors) with Lab or any other 4 credit lab science course**.**

Desert Star High School administration and counseling have final determination of how college credits will be applied towards a Scholar's graduation requirement.

Official Transcript Revision Policy and Procedures (High School Only)

Desert Star High School is committed to maintaining accurate, complete, and secure academic records for all scholars. Transcript revisions may be made when necessary to correct errors, reflect verified academic changes, or update inaccurate information.

Circumstances Permitting Transcript Revisions: Transcript revisions may be permitted under the following circumstances:
A clerical, data-entry, or calculation error has occurred.

1. A grade was incorrectly recorded or submitted by a teacher.
2. A course, credit, or course completion was omitted or recorded incorrectly.
3. A grade change has been approved in accordance with school grading policies.
4. A scholar's enrollment, withdrawal, completion, or graduation date was recorded incorrectly.
5. Demographic or identifying information is inaccurate.
6. An approved course repeat, credit transfer, or other authorized academic adjustment requires a correction.
7. Official documentation supports a necessary correction to the scholar's academic record.

Transcript revisions will not be made solely to improve a scholar's GPA or class rank without a legitimate, documented basis and approval under applicable school policies.

Information That May Be Revised: The following information may be revised when an error or authorized change is verified (All revisions must be supported by appropriate documentation):

1. Scholar name and other demographic information.
2. Course titles, course codes, and course records.
3. Grades and grade calculations.
4. Credits attempted and credits earned.
5. Enrollment, course completion, withdrawal, and graduation dates.
6. GPA and class rank, when affected by an approved correction.
7. Transfer credits and other academic record entries.

Request and Approval Process

1. Submit a Request: The scholar, parent/guardian, teacher, counselor, or school staff member may submit a written transcript revision request to the school office or designated records custodian.
2. Provide Documentation: The request must identify the information to be corrected and include supporting documentation when applicable.
3. Verify the Request: The school registrar or designated records custodian will review the request and verify the information with the appropriate source, such as gradebooks, official transcripts, enrollment records, or teacher documentation.
4. Obtain Approval: The request will be reviewed and approved by the appropriate authorized school official before changes are made.

5. Update the Record: Once approved, authorized staff will correct the official student information system and transcript, maintain documentation of the revision, and provide an updated transcript when appropriate.
6. Notify the Requester: The school will notify the requester whether the revision was approved or denied.

Authorized Approvals

1. Principal: Has final authority to approve or deny transcript revisions, except where authority is assigned differently by the governing school authority or applicable law.
2. Registrar or Designated Records Custodian: May verify information and make approved corrections to official records but may not independently authorize substantive grade or credit changes.
3. Teacher: May verify grades and recommend grade corrections but may not independently revise an official transcript.
4. Counselor: May verify course history, credit requirements, and graduation information and recommend appropriate corrections.
5. Grade changes, credit adjustments, and other substantive academic revisions require approval from the principal or an authorized designee before the official transcript is changed.

Documentation and Recordkeeping: All transcript revisions must be documented and retained in accordance with school recordkeeping procedures and applicable law. Records should identify the information changed, the reason for the change, the supporting documentation, the date of the revision, and the approving official.

Compliance: All transcript revisions must comply with applicable federal and state laws, governing school authority requirements, and Desert Star High School policies. No staff member may alter an official transcript without proper authorization.

Criteria for Promotion (Middle School Only)

- 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.
- 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. The final retention decision is based on the administrator's discretion.

Extra-Curricular Activity Eligibility

All interscholastic activities in grades six-twelve that are 1) of a competitive nature and involve more than one school when a championship, winner, or rating is determined and 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the DSA shall be conducted under the provisions of this policy.

Such activities will be established and designed to offer Scholars worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of Scholars and as varied as staff and facilities permit. All such activities conducted under the auspices of the DSA shall be under the direct supervision of the certificated individual responsible for the activity. It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic Scholars do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

A. Scholars who, upon having their work checked on a cumulative basis at the end of each nine-week grading period, show that they are not working to capacity and have one or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
B. The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the Scholar is enrolled, and the Scholar shall maintain progress toward promotion or graduation.
C. The responsibility for notification of Scholars and parents of these requirements and for enforcement of the above rule rests with the athletic director.

Scholars and the parents/guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:

A. Ineligibility is pending.
B. Ineligibility is determined to be necessary.

Support services shall be made available to Scholars who become ineligible for extracurricular programs as well as to Scholars notified of pending ineligibility.

A. Scholars whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement. The same general standards shall apply for special education Scholars except that such eligibility shall be determined on a case-by-case basis in relationship to the respective Scholars' individual education programs.

DSA administration may develop additional rules or procedures for the property conduct of extracurricular programs and the implementation of the provisions of this policy. See the DSA Athletic Handbook for further athletic eligibility and participation requirements and guidelines.

School Property
Furnished textbooks/workbooks/technology, athletic uniforms and equipment are the Scholar's responsibility. If school property issued is lost, stolen or damaged, the Scholar will be expected to pay for the replacement. Scholars are encouraged to pay these charges with cash, check or money order. In cases of hardship, Scholars may be allowed to arrange a payment plan. Under Arizona law, parents are liable for damage done to school property by their children.

Scholar Council
Scholar Council is an important part of the school. Scholar Council is an organization through which the Scholars may express their opinions and assist in the functions of the school. Scholar Council promotes leadership and initiative. A president, vice-president, secretary and treasurer of the Scholar body are elected to represent the Scholar body during the school year. Grade level representatives are elected to the council. Groups and individuals who wish to sell products on campus must be officially recognized school organizations and must have the sale approved by the Scholar council. All funds collected must be deposited in the school's Scholar funds account. HS Scholar Council is part of the Arizona Association of Student Councils (AASC).

ARIZONA STATE SEAL OF ARTS PROFICIENCY (High School Only)

Desert Star High School is proud to announce the Arizona State Seal of Arts Proficiency is open to all DSA Scholars that choose to participate. This diploma seal is administered by the Arizona Department of Education's Office of Arts Education and is awarded to graduates who complete minimum arts pathway requirements throughout their high school career. This Seal aims to celebrate Scholars who demonstrate high levels of proficiency in the Arizona Arts Education Standards through personal expression and creative experiences in arts education programs.

ATHLETICS

Athletics Participation Fee
There is a participation fee of $50 per sport with a maximum family out of pocket cost of $200 per academic school year for participation in scholastic sports at Desert Star Academy starting Fall 2026.

Athletics Handbook
Please review the DSA Athletics Handbook for information regarding athletic eligibility, participation fees, scholar code of conduct, & disciplinary protocol. The handbook can be found on our website https://www.desertstaracademy.org/Page/99 or you may request a copy of it from the front office.

SCHOLAR EXPECTATIONS

Alternative School Assignment
Under Arizona law (A.R.S. 1-841 E and F) a school may reassign a Scholar to an alternative education program if the Scholar refuses to comply with school rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Governing Board. A Scholar can also be reassigned if he/she threatens an educational institution as defined in A.R.S. 13-2911.

Assembly Conduct
Spirit assemblies / Pep Rallies are provided to Scholars as an opportunity to celebrate campus successes and build school spirit. Scholars are required to sit in the section provided for the class and adhere to the DSA Code of Conduct at all times. Scholars who do not conduct themselves properly will be referred to administration for discipline.

Bullying, Harassment, Cyber Bullying and Intimidation
Desert Star Academy operates in accordance with Arizona Revised Statute 15-341 (37). Incidents of Bullying, Harassment, Cyber-Bullying and/or Intimidation will not be tolerated. Each report will be fully investigated.

The Governing Board believes it is the right of every Scholar to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes Scholar achievement, fosters Scholar personal growth, and helps Scholars build a sense of community that promotes positive participation as members of society. DSA, in partnership with parents, guardians, Scholars, and staff, shall establish and maintain a school environment based on these beliefs. DSA shall identify and implement age-appropriate programs designed to instill in Scholars 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

1. **Bullying**: When a Scholar or group of Scholars engages in any form of behavior that includes 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
    d. May constitute a violation of law

2. **Cyberbullying:** Cyberbullying is, but is not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other school-owned property, and by means of an individual's personal electronic media and equipment.

3. **Harassment:** Harassment is intentional behavior by a Scholar or group of Scholars that is disturbing or threatening to another Scholar or group of Scholars. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, and unwelcome verbal or written comments, photographs or graphics. Harassment may be related, but not limited to race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

4. **Intimidation:** Intimidation is intentional behavior by a Scholar or group of Scholars that places another Scholar or group of Scholars in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

5. **Prohibitions and Discipline:** Scholars are prohibited from bullying 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 which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, or at school sponsored events and activities, or when such an act interferes 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

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

- **Step 1**: Report the situation directly to the office or to a trusted adult. The initial report can be verbal, but a written report of events will be needed as well, by completing the incident report form from the office.
- **Step 2**: The principal, assistant principal or disciplinarian, or principal's designee will provide the Scholar with a copy of Scholar rights protections and any support services available. The parent/guardian will be notified of the report from the Scholar.
- **Step 3**: The allegation will be investigated to determine if the incident meets the criteria /definitions listed above. Dependent on the investigation, a mediation of the individuals involved may be necessary. If the allegation of bullying, harassment, intimidation and/or cyber bullying prove to follow the definitions/criteria, the school will take immediate disciplinary action.

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 administration within one school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a Scholar is experiencing bullying, the principal shall document the incident or concern in writing.

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

Regardless of the outcome of the investigation, the principal will meet with the involved Scholars to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA), the Parents/Guardians of the involved Scholars shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by DSA for not less than six years. In the event DSA 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 Scholar information must be observed at all times.

Knowingly submitting a false report under this policy shall subject the Scholar to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant disciplinary policies shall be followed. Law enforcement authorities shall be notified any time DSA officials have a reasonable belief that an incidence of bullying is a violation of the law. Support services, protections, consequences for incidents of bullying, harassment, intimidation, and/or cyber bullying may include but are not limited to: Conference, counseling support, mediation among scholars, in-school suspension, cease and desist order, out-of-school suspension, bullying contract, referral to law enforcement, and/or governing board disciplinary hearing.

School rules and other reasonable expectations of appropriate Scholar behavior are extended to include Scholar conduct while off campus during the regular school day. This includes Scholar conduct while traveling to and from school, during lunch and release times. School authorities may discipline a Scholar for any misconduct while off campus during these times. School rules will be enforced for all school events on or off DSA property. Disciplinary action will be imposed for improper conduct off campus that is found to be connected with incidents on campus. Scholars may be subject to disciplinary action when they are believed to have or actually have committed a crime, regardless of school hour, if the conduct is deemed to affect the school order

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, Email, Dojo, Band, Remind or other communication apps to keep you up to date with important classroom information.

Hall Passes

Scholars are expected to remain in class during the entire instructional period. Restroom passes will be provided to Scholars as needed, understanding that instructional time is valuable and will be limited unless necessary. When a Scholar receives permission from a teacher to leave the class, they must sign out and take the school issued teachers hall pass. A Scholar with no pass will be considered out of class without permission and may be subject to disciplinary action. It is the expectation that Scholars utilize passing periods to use the restroom. Scholars with health conditions/concerns must provide the health office with proper documentation if needed.

Lockers - 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.

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.
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:
        i. when the school corporation receives a bomb threat
        ii. when evidence of scholar drug or alcohol use creates a reasonable belief of an unusually high level of scholar use
        iii. 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,
        iv. 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:
        i. to identify substances which may be found in the lockers, or
        ii. 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.

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.

Search and Seizure

School administration or their designee have the right to search Scholars and seize property including school property temporarily assigned to Scholars when there is reasonable suspicion to believe that some material or item is detrimental to the health, safety, and welfare of the Scholar(s) and is in their possession or control.

Searches may include Scholar's personal property such as backpacks or pockets. Any search will be reasonable in scope and not excessively intrusive on the Scholar considering the age, gender, and nature of the infraction. Items provided by the school for storage (P.E. lockers, desks) of personal items are provided as a convenience to the Scholar and remain the property of the school and are subject to its control and supervision. They may be inspected at any time, with or without reason, or with or without notice by school personnel. Administrative searches are random searches not based on specific suspicions. Administrative searches will be conducted by school administrators or their designee as deemed appropriate. Scholars who use, possess, or sell substances that they represent as being drugs may be subject to the above policy will face a 10-day out-of-school suspension and referral to the governing board for expulsion.

Scholar Grievances

Scholars may present a complaint or grievance regarding one or more of the following:

- Violation of the Scholar's constitutional rights

- Denial of an equal opportunity to participate in any program or activity for which the Scholar qualifies unless said denial is related to the Scholar's individual capabilities
- Harassment of the Scholar by another person
- Concern for the Scholar's personal safety
- Intimidation by another Scholar
- Bullying by another Scholar

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of DSA
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act

Due Process

Scholars in DSA have rights, and in disciplinary cases, Scholars are entitled to due process. This means Scholars:

- Must be informed of the accusations against them
- Must have an opportunity to accept or deny the accusations
- Must have the factual basis for accusations explained to them
- Must have a chance to present an alternative factual position if the accusations are denied

Guidelines:

- The accusation must be made within thirty calendar days of the time the Scholar knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to an administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- All allegations shall be reported on forms with the necessary particulars as determined by the School Administration.
- Any question concerning whether or not the complaint/grievance falls within this policy shall be determined by School Administration.
- Complaints by Scholars may be made only by the Scholars on their own behalf.
- A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.
- Retaliatory or intimidating acts against any Scholar who has made a complaint under this policy and its corresponding regulations, or against a Scholar who has testified, assisted or participated in any manner in an investigation/relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.
- Knowingly submitting a false report under this policy shall subject the Scholar to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant school policies shall be followed.
- When school administration has a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Middle School Dress Code:

All Middle School scholars are required to wear the school approved Desert Star Academy shirts or sweatshirts with ta or Navy blue bottoms. Scholars should dress in a manner that, in addition to the following guidelines, is safe, appropriate for school, and does not disrupt the learning environment.

Middle School Required Guidelines

- Tops (Shirt/Sweatshirt/Hoodies)
  - School approved uniform polo. Colors are orange, and navy.
  - School spirit shirts can be worn on Thursday instead of polo.
- Bottoms (Pants/Shorts/Skirts)
  - Bottoms must be the appropriate solid color tan or Navy blue.
  - Pants, shorts and skirts must be in good repair without holes.
  - Shorts, skirts, dresses, and similar garments must be at least 4 inches in inseam length or extend to mid-thigh or longer.
  - No jean bottoms of any kind.
  - Spandex shorts are not acceptable dress code.
- Shoes
  - Shoes must be worn at all times.
  - Slippers, flip-flops, slides, and roller shoes are prohibited.
  - If scholars wear crocs the back strap must be worn.
- Appearance
  - Clothes should be clean, neat, and acceptable.
  - Hair should be neatly groomed and clean. Only natural hair colors are allowed. Mohawks and faux-hawks are not allowed.
  - Hats, bandanas, sunglasses, and other head coverings inside buildings unless approved for medical, religious, or school-authorized purposes.

    - 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.
- Scholars participating in athletics, extracurricular activities, field trips, or physical education must follow any additional dress requirements for those activities.

Exceptions for special activities, health considerations, and religious customs may be approved by administration. **School administration retains the final discretion to determine that the garment or accessory meets dress code guidelines.** Some exceptions may be made for extracurricular uniforms, formal attire, and/or spirit days.

High School Dress Code:

Desert Star High School does not require uniforms on campus. DSHS does encourage Scholars to take pride in their attire as it relates to the school setting. Scholars should dress in a manner that, in addition to the following guidelines, is safe, appropriate for school, and does not disrupt the learning environment.

High School Required Guidelines

- Shirts must **fully cover the chest, back, and midriff at all times**, including when sitting, standing, or raising arms. **All sleeveless shirts must have straps at least one inch wide.**
- Shorts, skirts, dresses, and similar garments **must be at least 4 inches inseam length or extend to mid-thigh or longer.** All bottoms are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher**.**
- All clothing should be **clean, neat, and acceptable.**
- Clothing **must fully cover undergarments and may not be see-through.**
- Pants and shorts **must be worn at the waist; sagging is prohibited**.
- Shoes **must be worn at all times**. Closed-toe shoes are required for PE, athletics, and other physical activities.
- Scholars participating in athletics, extracurricular activities, field trips, or physical education must follow any additional dress requirements for those activities.
- Scholars **are required to wear a DSHS Polo shirt for all designated field trips** as noted in permission slips. These polo shirts can be purchased at Silly Cactus.

High School Prohibited Items

- Crop tops, tube tops, strapless tops, excessively low-cut tops, **pajamas**, spandex shorts, and see-through clothing.
- Clothing or accessories displaying profanity, drugs, alcohol, violence, gang affiliation, discrimination, or other inappropriate messages (A.R.S. 13-105).
- Spiked or hazardous jewelry and accessories.
- **Hats, bandanas, sunglasses, and other head coverings inside buildings** unless approved for medical, religious, or school-authorized purposes.

Exceptions for special activities, health considerations, and religious customs may be approved by administration. **School administration retains the final discretion to determine that the garment or accessory meets dress code guidelines.** Some exceptions may be made for extracurricular uniforms, formal attire, and/or spirit days.

Dress Code Consequences (High School & Middle School)

Scholars who are deemed to be in violation of the dress code will be removed from the classroom and provided one opportunity to comply (change, remove item, call parent). All violations will be documented and are subject to disciplinary action.

- **1st Infraction:** If suitable clothing is not available through the school, a parent/guardian will be contacted to supply needed clothing so the Scholar can continue with their academic day.
- **2nd & Subsequent Violations:** Scholars will be subject to site based disciplinary action, which may include lunch detention, parent pick-up, ISS or OSS.

HEALTH SERVICES

The DSA Office is open during school hours and can be contacted by calling the school. During class time, a Scholar must have a pass signed by a teacher to see someone in the DSA Office (except in an emergency). Please remember that the Office is not a substitute for medical care and cannot diagnose or prescribe for your child. Sick children should stay home or be taken to the doctor. The school does not provide transportation for routine medical care.

The DSA Office Staff is prohibited by law from administering medication of any kind, including Tylenol, without a written permission from Parents/Guardians. All medication, prescription and over-the-counter, is kept in the office in the original container and packaging. Scholars are not allowed to self-carry any medication, prescription or over-the-counter, except for medication and/or equipment required for diabetes, asthma, or severe allergic reaction per state law and Governing Board Policy. Self-Carry medication forms, along with Medication Order and for medication Administration forms are available in the DSA Office. In order to self-carry a medication related to diabetes, asthma, and/or severe allergic reaction the Scholar must also understand the medication, why it is being used and how to properly administer the medication.

Illness

Do not send a child to school if they are ill or injured, the best place for a child who is ill is at home in the care of an adult. If a Scholar becomes ill at school, Parents/Guardians will be notified. Upon becoming ill at school, the Scholar must obtain a pass from the teacher and go to the DSA Office. If necessary, the Office Staff will contact the parent to take the Scholar home**. It is essential that Parents/Guardians have a plan for picking up their ill child in a timely manner.** In any emergency, the school Office Staff or an administrator will notify the Parents/Guardians. If deemed necessary, paramedics may be called.

- When Scholars are injured and/or sick, it is **IMPERATIVE** that we contact Parents/Guardians quickly. Please inform the school office of any changes in phone numbers and/or contacts as soon as possible**. IMPORTANT: We must have the names and numbers of persons to contact in case of an emergency if we are not able to reach a parent.**
- Any Scholar with or recovering from a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return.
- Children with any illness should stay home for at least 24 hours after a fever of 100.4 or greater has been normal without the aid of any medication. A child with vomiting, nausea, or diarrhea must be symptom free without the use of any medications for a 24-hour period.

Immunizations

Scholars will not be admitted without immunizations being current. Parents are asked to provide documentation of any immunizations received during the year to the school DSA Office Staff so school immunization records can be kept up-to-date. Children can be exempted from immunizations in the following circumstances:

- A Primary Care Provider (PCP) certifies that one or more of the immunizations would endanger the child's life.
- If Parents/Guardians complete the Arizona State Health Department online immunization education and submit the completed certificate to the school Office. Although the law allows exemptions, the County Health Department may tell the school to exclude a child from school if there is an outbreak of any of the diseases they may not be immunized in.

Medication Procedures

Scholars are not allowed to possess prescription drugs or over-the-counter medication, including cough drops, while on school grounds during school hours and activities. All medication is to be taken directly to the school DSA Office by Parents/Guardians. Scholars are **not allowed** to carry prescription or over-the-counter medication without consent from their healthcare provider. If a Scholar requires medication during the school day, the following policy is in place:

- The medication must be prescribed by the Scholar's licensed health care provider.
- A parent/legal guardian must bring the medication to the office. Scholars are not allowed to bring medication to the office.
- Prescription medication must be in the original pharmacy container, labeled with the Scholar's name, date prescribed, name of medication, dosage, route, time the medication is given during the school day, and the name of the prescribing physician on the label.

Administration by School Personnel

Besides the above Governing Board Policy, the following are also protocols for medication administration:

- The information on the prescription bottle must be the same as the PCP order.
- Medication will usually be administered by DSA Office Staff in the front office.
- An administrator may designate a properly trained school employee to administer the medication.
- Each administration of prescription drugs must be documented.
- Drugs must be kept in their original container in a locked cabinet.

Self-Administration of Prescription Drugs

When the PCP feels it is necessary for the Scholar to carry and self-administer the medication, the PCP shall provide a written recommendation to be attached to the signed parent permission form.

- The Parents/Guardians must provide written permission for the Scholar to self-administer and carry the medication. Appropriate forms are available from the health office.
- The medication must come in the prescription container provided by the pharmacist.
- The Scholar must be able to understand the medication's use, the proper dose and how to properly administer the medication.
- Scholars who self-carry their own medication must report to the DSA Office after each use. The medication administration will be documented and the Scholar examined.

Control of Scholar Medication

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the principal, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the Scholar population. The Scholar shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The Scholar shall immediately report the loss or theft of any medication brought onto the school campus. Violation of this regulation may subject the Scholar to disciplinary action.

Hearing and Vision Screenings

Arizona Department of Health Services legislatively mandates the administration of hearing and vision screening Scholars. No action is required to participate in this process; however, if you would like your Scholar to opt-out of these screenings, please notify the DSA Office.

SAFETY & WELLNESS

Fire Alarms, Lockdowns and Evacuations
Each school maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Schools participate in monthly fire drills and/or school-wide lockdown drills.

Fire Drills
Fire drills occur monthly at each school. When the fire alarm sounds, Scholars should evacuate the building in an orderly, quiet manner and follow the instructions of staff members in charge. Scholars should not stand on paved areas where emergency vehicles may need to pass. Scholars
reporting and/or creating false fire alarms will be subject to disciplinary action from administration and referral to Maricopa Police Department.

Lockdown Drills
Lockdown drills are essential in case there is some kind of danger that would require Scholars to be in their classroom and protected from any problems. A lockdown drill means that all Scholars remain in the classroom with their teacher with the classroom door locked. No person (adult or child) will be able to walk the campus unless escorted by a designated school employee. It is very important that all Scholars remain quiet in order to hear important directions.

Emergency Care at School
The office staff is certified in cardiopulmonary resuscitation (CPR) and first aid. During an emergency medical event, the licensed nurse or building principal may determine that for the health and safety of a Scholar who has been injured or having a severe medical emergency a 911 call is necessary. Parent/legal guardians are contacted immediately. It is always the hope that a parent can come to the school to go with their Scholar to a designated hospital. In the event that is not possible, the school nurse or a staff member designated by the building principal will accompany the Scholar. Contact with the parent/legal guardian will be maintained during transport whenever possible. It is the responsibility of the parent/legal guardian to pay all transport and medical hospital bills as the result of the injury or medical event.

Child Abuse
School employees cannot ignore child abuse. By law, reasonably suspected cases of non-accidental injury, sexual molestation, abuse and neglect must be reported to Child Protective Services or the local law enforcement agency. People who are required to report suspected abuse are protected from civil or criminal liability. (ARS 13-3620).

Mandatory Reporting of Criminal Activities to Authorities
Arizona State Statutes (ARS 13-3620) require schools and school employees to report criminal activity to local law enforcement. Schools are also required to report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. Recent changes in the law require schools to report threats, or rumors of threats made against schools, Scholars, and school personnel. Schools must also report all incidents of non-accidental injuries that might occur during altercations at school.

TECHNOLOGY

Cellphones and Electronic Equipment
Middle School Only: Cellphones and other electronic devices (such as earphones, headphones, tablets or smart watches) may only be used before and after school. At all other times, they must be stored in their locker.

High School Only: Cellphones and electronic devices (such as earphones, headphones, tablets or smart watches) **must be turned off and put away in the classroom at all times.** Cellphones are not to be used at any time during the classroom instruction or during assemblies (unless identified for instructional purposes by the teacher). Any cellphone/electronic device not being utilized for instructional purposes with direct teacher permission will be confiscated.

Additionally, It is unlawful for any person to knowingly photograph, videotape, film, or digitally record or by any other means use a device to secretly view or record another person without that person's consent. In addition, it is unlawful to disclose, display, distribute, or publish a photograph, videotape, film, or digital recording made without the consent of the person depicted. Refer to ARS Statute 13-3019. Violation of this statute is a Class 5 felony. **Cellphone use and recording is prohibited inside of all DSA bathrooms.**

Scholars bring these devices to school at their own risk. If a Scholar has a cellphone or other electronic device on campus and it is damaged, lost, or stolen, the school will not utilize resources to investigate the incident nor will DSA take any financial responsibility for the cellphone or for any other electronic device.

- 1st offense - Cellphone/electronic device is confiscated and turned into building administration and picked up by parents.
- 2nd offense - Cellphone/electronic device is confiscated and turned into building administration and all privileges suspended for one week.
- 3rd offense - Cellphone/electronic device is confiscated and turned into building administration and all privileges suspended for one semester.
- 4th offense - Cellphone/electronic device is confiscated and turned into building administration and scholars will be suspended one day.
- Subsequent - Scholars will be subject to site based disciplinary action, which may include lunch detention, loss of privileges, ISS/OSS.

A scholar's failure to surrender a cellphone or any other electronic device when asked by any DSA staff member will result in additional disciplinary consequences as outlined in the "Discipline Matrix" section of this handbook for "Defiance, Disrespect Towards Authority, and Non-Compliance".

Electronic Information System (EIS)
The school's information technology resources, including email and Internet access, are provided for educational purposes. Online communication constitutes web browsing, email, instant messaging, blogging, any use of network resources, etc.
DSA electronic resources include, but are not limited to:

- Hardware, software, data, communication devices, printers, servers, filtered internet access, and local and wide area networks.

Online communication is critical for learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc., which offer authentic opportunities for Scholars to express and share information. To keep Scholars safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy (AUP) is put in place and updated to accommodate the many educational and global changes to date. This Acceptable Use Policy is written for all those who use school-provided network connections. These connections may be used for classroom blogs, Scholar emails, podcast projects, interactive websites, social media, and any other occasion scholars, teachers, or community members use school network resources.

Consequences for Violation
Violations of these rules may result in disciplinary action, including the loss of a Scholar's privileges to use the school's information technology resources.

Supervision and Monitoring
School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any Scholar or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Screen Monitoring
Administration monitors all school issued technology accounts. These programs are in use for all Scholars enrolled in the DSA.

DSA supports Scholar success by providing collaborative solutions to prepare all Scholars for future opportunities. Every Scholar will have access to an assigned Chromebook for academic purposes on school campus. Scholars are responsible for device replacement costs if it is intentionally damaged. Costs for replacements are as follows:

Parts:
Battery: $20, Charger: $40, Keyboard: $50, Screen: $100, Full Replacement: $ 250

TRANSPORTATION

DSA does not provide transportation to and from home. However, DSA will use buses and vans to transport scholars to and from campus facilities, field trips, for athletic competitions, and to the MC college campus.

For the 2026-2027 school year Desert Star Academy will be providing shuttle transportation to and from the Topock/Golden Shores area. Families wanting to take advantage of the Topock/Golden Shores shuttle services must complete a Transportation Agreement prior to the start of the school year. The document can be found here or in the front office. This service may be discontinued at any time based on administration discretion.

Rules for Scholar Transportation
Arizona statutes do not mandate pupil transportation in this state. School bus transportation is provided as a courtesy and is a privilege, not a right. If a Scholar's conduct is such that the health, safety, comfort, or the well-being of others is jeopardized, on or off the bus, a DSA official may deny the privilege of riding the bus. The school bus driver is in charge of the bus and all its passengers and has total authority and responsibility. Only designated DSA administration is authorized to suspend privileges.

Bus Rules and Expectations
Scholars riding school buses are expected to follow the guidelines for bus riders. Bus drivers are authorized to assign seats at all grade levels. Any Scholar who does not behave appropriately on the bus or does not cooperate with the bus driver can lose bus riding privileges for a period of time or the remainder of the school year. Refusal to obey any bus driver when he/she is enforcing the bus rules is a serious offense. We ask parents to emphasize the absolute necessity of following the bus rules. Remember our drivers are entrusted with the lives of our young people and they must have support from all of us.

Transportation Services Rules & Regulations:

1. Obey the driver's rules and directions at all times.
2. Load and unload the school bus/shuttle in an orderly fashion (no pushing, shoving, or running).
3. Keep your hands to yourself and inside the bus/shuttle at all times.
4. No roughhousing, fighting, sexual harassment, or bullying.
5. No eating or drinking on the bus/shuttle except water.
6. No throwing of anything inside the bus/shuttle or outside the windows.
7. Talk in normal voices. Do not yell or use vulgar language.
8. No destroying or damaging any part of the school bus/shuttle.

- *Parent/Guardian will be responsible for damages accrued.*

9. No animals, insects, reptiles, birds, or glass containers allowed.
10. No weapons, explosive devices, or chemicals allowed.
11. No drugs, tobacco, or alcohol allowed.
12. Electronic devices may be used in a quiet fashion while riding the bus at the scholar's own risk.
    - *Desert Star Academy is not liable for lost, stolen, or damaged items.*

DISCIPLINE

DSA Discipline Philosophy

Scholars are expected to conduct themselves in a manner that is consistent with the vision, goals, and beliefs of the Desert Star Academy.

Accordingly, Scholars are prohibited from engaging in behavior that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the DSA, that endangers or threatens the safety of any person, or that inflicts or threatens to inflict damage on the property of the school, DSA employees, Scholars, or others. In addition, Scholars who have committed or are believed to have committed a crime may be subject to school discipline.
A.R.S. 15-843(b). Scholars who fail to abide by this general behavioral expectation will be subject to appropriate discipline, regardless of whether the conduct violates any specific provision of prohibited behavior, and may be cause for revocation of open enrollment admission status.

To maintain a safe and respectful learning environment, our staff is dedicated to addressing and supporting behavioral concerns at the teacher and classroom levels. These conversations may involve peers, parents/guardians, and the administration, as we all share the responsibility to support and uphold a secure and inclusive learning community.

Discipline Matrix

Progressive Discipline

The Code of Conduct is based upon progressive Scholar discipline: "Depending upon the nature of the violation, Scholar discipline may be progressive, i.e., generally, a Scholar's first violation should merit a lighter penalty than subsequent violations."
The following chart shows the minimum and maximum range of disciplinary action that will be enforced for each area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the Scholar's behavioral history. School rules apply when a Scholar is attending school, on school grounds, at school sponsored events, traveling to or from school, before or after school at bus stops, on any school property, or when the Scholar is engaged in misconduct that affects the climate of the school.

***Notes: the use of commas in the Minimum and Maximum columns below indicate "and/or" and are dependent on the infraction and use of progressive discipline. *Violations noted with * are reported to the Arizona Department of Education. Violations noted with ** are additionally reported to law enforcement.*

A major code of conduct violation is considered to be any behavior infraction that has to be reported to the Arizona Department of Education. This includes but is not limited to: alcohol, drugs, fighting/assault, threats, and weapons. The school principal or their designee reserves the right to recommend Scholars for long- term suspension based on these major infractions

AGGRESSION

Infraction	**Aggression**-Assault*, Aggravated Assault*
Definition	A.R.S. 13-1203. Assault: A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person that may require first aide. 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or Knowingly touching another person with the intent to injure, insult or provoke such person. A.R.S. 13-1204. Aggravated assault: A person commits aggravated assault if the person commits assault as defined in section 13- 1203 under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault after entering the private home of another with the intent to commit the assault, 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of the building or vehicles used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds

ZERO TOLERANCE Consequence	10 days OSS + referral to the board for long-term suspension, expulsion, or alternate placement. Referral to law enforcement.
Infraction	**Aggression**-Bias/Hate Crime** Racial Slurs/Writings/Drawings
Definition	An act committed against someone based on their real or perceived race, ethnicity, religion, gender, sexual orientation, disability, or other characteristics. It involves intentional harm or intimidation motivated by prejudice, hatred, or intolerance. These acts can range from verbal insults and harassment to physical violence, vandalism, or property damage.
Minimum Consequence	ISS/OSS, referral to the governing board for long- term suspension
Maximum Consequence	10-day OSS + referral to the governing board for long-term suspension or expulsion, referral to law enforcement
Infraction	**Aggression**-Disorderly Conduct, Endangerment
Definition	13-2904. Disorderly conduct; classification A person commits disorderly conduct if, with intent to disturb the peace or quiet of a campus, neighborhood, family or person, or with knowledge of doing so, such person: 1. Engages in fighting, violent or seriously disruptive behavior; or 2. Makes unreasonable noise; or 3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or 5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or 6. Recklessly handles, displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.) 13-1201. Endangerment; classification A. A person commits endangerment by recklessly endangering self or others with a substantial risk of imminent death or physical injury. B. Endangerment involving a substantial risk of imminent death is a Class 6 felony. In all other cases, Class 1 misdemeanor. DSA RESERVES THE RIGHT TO FILE CHARGES OF DISORDERLY CONDUCT AGAINST SCHOLARS WHO ENGAGE IN ANY FORM OF THE ABOVE BEHAVIOR, WHICH INCLUDES A PHYSICAL ALTERCATION.
Minimum Consequence	ISS/OSS
Maximum Consequence	10-day OSS + referral to the governing board for long-term suspension or expulsion, referral to law enforcement
Infraction	**Aggression**-Fighting*
Definition	Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.
Minimum Consequence	5-10 days OSS, school-based counseling, Referral to the board for long-term suspension
Maximum Consequence	Referral to the board for Long-term suspension, expulsion
Infraction	**Aggression**-Instigation/Provocation
Definition	Use of language, photos or gestures that may incite another person or other people to fight. (verbal, written, gestured or electronic)
Minimum Consequence	Conference, ISS/OSS, Referral to the board for long-term suspension

Maximum Consequence	10-day OSS + referral to the governing board for long-term suspension or expulsion
Infraction	**Aggression**-Minor Aggressive Act, Recklessness
Definition	Scholar engages in non-serious and non-disruptive, but inappropriate physical contact, i.e., hitting, poking, (pulling) or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors such as verbal altercation.
Minimum Consequence	Conference, Detention, ISS/OSS, referral to the board for long-term suspension
Maximum Consequence	10-day OSS + referral to the governing board for long-term suspension or expulsion
Infraction	**Aggression**-Other (Horseplay, Roughhousing, Verbal Altercation)
Definition	Discipline incidents that involve aggressive behaviors not covered in the previous categories. This could include incidents of horseplay, roughhousing, or engaging in a verbal altercation. Horseplay and roughhousing typically involve physical activities that are meant to be playful but can escalate and potentially cause harm or disruption. Verbal altercations involve heated exchanges of words or arguments between Scholars. While these behaviors may not reach the level of serious aggression, they are still considered inappropriate and warrant disciplinary action to ensure a safe and respectful environment for all Scholars.
Minimum Consequence	Conference, Detention, ISS/OSS
Maximum Consequence	10-day OSS + referral to the governing board for long-term suspension or expulsion
ALCOHOL, TOBACCO AND OTHER DRUGS: Inhalants, Prescription Drugs (Inappropriate Use of), Over the Counter Drugs (Inappropriate Use of), Ecstasy, Cocaine or Crack, Hallucinogens, Heroin, Marijuana, Methamphetamines, Imitation, Synthetic and "Designer" drugs, Other Illicit drugs, Unknown drugs, Drug paraphernalia, and substances represented as illicit drugs.	
Infraction	**Alcohol, Medications, Tobacco and Other Drugs**
Definition	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, soliciting, possession or use of intoxicating alcoholic beverages, substances represented as alcohol, tobacco, and/or other drugs such as the ones stated above. This includes being intoxicated, or under the influence of a substance at school, school-sponsored events and on school-sponsored transportation
Minimum Consequence	*Tobacco/Nicotine 1st Violation only*: 5-day suspension, referral to counseling classes, behavior contract.
ZERO TOLERANCE Consequence	Referral to law enforcement + 10 days OSS + referral to the board for long-term suspension, expulsion, or alternate placement.
ARSON	
Infraction	**Arson**-of a structure or property and **Arson**-of an occupied structure
Definition	Property means anything other than a structure which has value, tangible or intangible, public or private, real or personal, including documents evidencing value or ownership. "Structure" means any building, object, vehicle, watercraft, aircraft or place with sides and a floor, used for lodging, business, transportation, recreation or storage. A.R.S. 13-1701 A person commits reckless burning by recklessly causing a fire or explosion which results in damage to an occupied structure, a structure, wildland or property. Reckless burning is a Class 1 misdemeanor. A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. Arson of an occupied structure is a Class 2 felony. A.R.S. 13-1703
Minimum Consequence	10 days OSS, referral to the board for expulsion
Maximum Consequence	10 days OSS + expulsion, referral to law enforcement
ATTENDANCE	
Infraction	**Attendance**-Leaving School Grounds without permission

Definition	Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee. Scholars who leave without permission create a serious legal liability problem for DSA.
Minimum Consequence	Conference, Attendance contract, Detention, ISS/OSS
Maximum Consequence	ISS/OSS, referral to truancy officer, loss of credit
Infraction	**Attendance**-Other Attendance Violations
Definition	Non-compliance with attendance policies not covered elsewhere. Examples include unauthorized early departure, unexcused tardiness, leaving school without authorization, failure to attend mandatory events, excessive unexcused absences, falsifying attendance records, truancy, lack of documentation, and non-compliance with interventions or corrective measures.
Minimum Consequence	Conference, attendance contract, ISS/OSS
Maximum Consequence	5-10 days ISS or OSS, referral to the board for long- term suspension/expulsion, referral to truancy officer
Infraction	**Attendance**-Tardy
Definition	Arriving at school or class after the scheduled start time.
Minimum Consequence	Attendance contract, Lunch Detention(s)/ Campus clean-up, ISS/ OSS, loss of privileges, referral to truancy officer
Maximum Consequence	5-10 days ISS/OSS, loss of credit
Infraction	**Attendance**-Truancy
Definition	The state of Arizona requirement for school attendance and definitions for truancy are as follows: A.R.S. 15-803. School attendance; exemptions; definitions. A. The child is excused pursuant to A.R.S. 15-802, subsection D or A.R.S. 15-901, subsection A, paragraph 6, subdivision. B. The child is accompanied by a parent or a person authorized by a parent. C. The child is provided with instruction in a home school. D. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. 15-802, subsection B, paragraph 1. E. As used in this section: a. *Habitually truant* means a truant child who is truant for at least five school days within a school year. b. *Truant* means an unexcused absence for at least one class period during the day. c. *Truant child* means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.
Minimum Consequence	ISS/ OSS, Lunch Detention, Friday School, Attendance Contract
Maximum Consequence	10 days OSS, withdrawn from school on 11th day, referral to truancy officer
Infraction	**Attendance-Unexcused** absences
Definition	Defined by school policy for discipline purposes unexcused absences are utilized in the calculation of truancy for federal reporting but are obtained from SAIS for this purpose.
Minimum Consequence	ISS/ OSS, Lunch Detention, Friday School, Attendance Contract
Maximum Consequence	10 days OSS, withdrawn from school on 11th day, referral to truancy officer

HARASSMENT, BULLYING, THREATS AND INTIMIDATION: Note: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual.	
Infraction	**Harassment, Threat and Intimidation**-Bullying*
Definition	Note: Bullying and Sexual Harassment are types of Harassment. Indicate Harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known. Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.) Bullying may include the use of videos, text messages, social media posts, images and other forms of technology.
Minimum Consequence	Conference, Bullying or No-Contact contract, ISS/OSS, referral to governing board for long-term suspension/expulsion
Maximum Consequence	10 days OSS +referral to governing board for long-term suspension/expulsion
Infraction	**Harassment, Threat and Intimidation**-Harassment, Nonsexual*
Definition	A.R.S.13-2921. Harassment; classification; definition A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person: 1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. 2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist. 3. Repeatedly commits an act or acts that harass another person. 4. Surveils or causes another person to surveil a person for no legitimate purpose. 5. On more than one occasion makes a false report to a law enforcement, credit or social service agency. 6. Interferes with the delivery of any public or regulated utility to a person.
Minimum Consequence	Behavior contract, ISS/OSS
Maximum Consequence	10 days OSS + referral to governing board for long-term suspension/expulsion, long-term suspension, referral to law enforcement
Infraction	**Harassment, Threat and Intimidation**-Hazing*
Definition	There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to DSA within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "Scholar" until graduation, transfer, promotion or withdrawal from the school. "Hazing" means an act in violation of section §13-1215 or 13-1216. "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of Scholars enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accordance with statute, violations of this policy do not include either of the following: A. Customary athletic events, contests or competitions that are sponsored by an educational institution. B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program. All Scholars, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. Scholars and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with DSA policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency. To assure that Scholars and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the Scholar handbook. Forms for submitting complaints are to be available to Scholars and staff in the school offices.

	Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of DSA have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary. All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of Scholars, staff, and others.
Minimum Consequence	ISS/OSS, referral to the board for long- term suspension + referral to law enforcement
Maximum Consequence	10 days OSS, referral to the board for long- term suspension + referral to law enforcement
Infraction	**Harassment, Threat and Intimidation**-Threat or Intimidation* (includes stalking)
Definition	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. 13-1202) A.R.S.13-1202. Threatening or intimidating A person threatens or intimidates by words or conduct: A. To cause physical injury to another person or serious damage to the property of another; or B. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or C. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise. D. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a Class 1 misdemeanor, except that it is a Class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a Class 4 felony.
Minimum Consequence	ISS/OSS, referral to the board for long- term suspension + referral to law enforcement
Maximum Consequence	10 days OSS, referral to the board for long- term suspension + referral to law enforcement
LYING, CHEATING, FORGERY OR PLAGIARISM	
Infraction	**Lying, Cheating, Forgery, or Plagiarism**-Cheating **Lying, Cheating, Forgery, or Plagiarism**-Forgery **Lying, Cheating, Forgery, or Plagiarism**-Plagiarism
Definition	Cheating: To deprive of something valuable by the use of deceit or fraud; is to influence or lead by deceit, trick or artifice. Cheating on schoolwork is presenting the work of another as one's own. This includes: copying an examination, assignment, or other school work; working with others on projects and assignments that are meant to be done individually; looking at or copying another Scholar's test, quiz, or homework answers; the use of cheat sheets or other forms of visual prompts including the use of PDAs, calculators, cellphones, and/or text messages; taking papers (or any portions thereof) from other Scholars, publications, or the internet; viewing a video, reading a summary, or consulting study aids (Cliff Notes or equivalent, internet sources) of a book in place of reading the book; falsifying grades; use of Artificial Intelligence (AI) applications to complete assigned school work. Forgery: Falsely and fraudulently making or altering a document. Plagiarism: Stealing and passing off the ideas or words of another as one's own. Plagiarism is the written representation of another's words, thoughts, or ideas as one's own. While it is expected that a Scholar who is writing will use information from sources other than personal experience, appropriate acknowledgement of such sources is required. Plagiarism includes: using a direct quotation without citing the source; paraphrasing the ideas, interpretation, or expressions of another without giving credit; failing to acknowledge or document sources;use of Artificial Intelligence (AI) applications to complete assigned school work..
Minimum Consequence	Conference, loss of credit on assignment, parent contact by teacher/administration, lunch detention.
Maximum Consequence	ISS/OSS, removed from Honors class (if applicable), possible loss of credit in class leading to summer school for credit recovery, referral to the board for long-term suspension.
Infraction	**Lying, Cheating, Forgery, or Plagiarism**-Lying, False Reporting
Definition	Making an untrue statement with intent to deceive; creating a false or misleading impression.

	A.R.S. 13-2907.01 False reporting to law enforcement. Knowingly making a false statement in relation to a crime.
Minimum Consequence	Conference, 1-3 days ISS or OSS, possible loss of credit in class
Maximum Consequence	3-10 days ISS or OSS, possible loss of credit in class, referral for long-term suspension
Infraction	**School Policies, Other Violations**-Combustible **School Policies, Other Violations**-Contraband
Definition	Scholar is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., aerosol, lighters, matches, firecrackers, gasoline, and lighter fluid. Items stated in school policy as prohibited because they may disrupt the learning environment.
Minimum Consequence	3-10 days ISS or OSS, referral to the board for long- term suspension or expulsion
Maximum Consequence	5-10 days ISS or OSS, referral to the board to expulsion
Infraction	**School Policies, Other Violations**-Defiance, Disrespect Towards Authority, and Non-Compliance **School Policies, Other Violations**-Disruption
Definition	Scholar engages in refusal to follow directions, talks back, or delivers socially rude interactions. Scholars engage in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior; running in buildings, corridors, hallways, or courtyard where other classes or activities are taking place.
Minimum Consequence	Conference, Lunch Detention, 1-5 days ISS or OSS, removal from class/campus
Maximum Consequence	Conference, Lunch Detention, Send Home,5-10 days ISS or OSS, removal from class/campus, referral to the board for long-term suspension
Infraction	**School Policies, Other Violations**-Dress Code Violation
Definition	Scholars wear clothing that does not fit within the dress code guidelines stated by school or DSA policy.
Minimum Consequence	Change clothing, lunch detention, conference, parent pick-up, 1-3 days ISS or OSS
Maximum Consequence	Change clothing, lunch detentions, parent pick-up, 3-5 days ISS or OSS
Infraction	**School Policies, Other Violations**-Gambling
Definition	To play games of chance for money or a wager or to bet a sum of money.
Minimum Consequence	5-10 days ISS or OSS
Maximum Consequence	10 days OSS + referral to the board for long-term suspension or expulsion
Infraction	**School Policies, Other Violations**-Language, Inappropriate
Definition	Scholar delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way, but not rising to the level of threatening or intimidation.
Minimum Consequence	Lunch Detention(s), 1-3 days ISS or OSS
Maximum Consequence	5-10 days ISS or OSS
Infraction	**School Policies, Other Violations**-Littering
Definition	Includes leaving or depositing trash or other debris in places other than appropriate receptacles.
Minimum Consequence	Conference, lunch detention(s), campus clean up duty, 1-3 days ISS or OSS
Maximum Consequence	Campus duty, 5-10 days ISS or OSS
Infraction	**School Policies, Other Violations**-Negative Group Affiliation

Definition	Specific attitudes and actions of a Scholar affiliated with a negative group typically include most of the following: ● May or may not have a recognized leader. ● Do most things together, especially socially. ● Stick together on issues. ● Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements. ● Involve themselves in each other's problems; therefore, perpetuate each other's problems. ● Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship. ● Likely to confront authority as a group when one member has been disciplined. ● Usually uncooperative, and possibly hostile. ● As a group, likely to be either very good or very poor Scholars. ● Conduct themselves as though no other individuals exist in the school, including other Scholars. ● Not objective. They turn-off everything, sometimes without even knowing.
Minimum Consequence	5-10 days ISS or OSS, referral to the board for long- term suspension
Maximum Consequence	10 days ISS or OSS, referral to the board for expulsion
Infraction	**School Policies, Other Violations**-Other Violation of School Policy
Definition	Defined by school administration and/or policy.
Minimum Consequence	Conference, 1-5 days ISS or OSS
Maximum Consequence	5-10 days ISS or OSS
Infraction	**School Policies, Other Violations**-Parking Lot Violation
Definition	Includes any use of a vehicle, including parking, that violates school rules or driving laws or that endangers property or personal safety. (Examples include but are not limited to: parking without registration of a vehicle as required by DSA policy, parking without the purchase of an annual parking pass, parking in the space designated to another Scholar or staff member, or driving over 5 mph in any school parking lot. Fees will not be refunded for loss of privileges
Minimum Consequence	Warning, lunch detention(s), 1-5 days OSS, loss of parking privileges one semester
Maximum Consequence	5-10 days OSS, towing car, loss of parking privileges for one year
Infraction	**School Policies, Other Violations**-Public Display of Affection
Definition	Kissing, sexual touching, or other displays of affection in violation of school policy.
Minimum Consequence	Conference, lunch detention(s), ISS/OSS
Maximum Consequence	5-10 days ISS or OSS
Infraction	**School Policies, Other Violations**-Unauthorized Sales
Definition	Selling on campus without authorization.
Minimum Consequence	Conference, lunch detention(s), 1-5 days ISS or OSS
Maximum Consequence	5-10 days ISS or OSS
Infraction	**School Threat**-Threat to Educational Institution** Bomb Threat, Chemical or Biological Threat, Fire Alarm Misuse

Definition	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm Scholars or staff (National forum on Educational Statistics, Safety in Numbers). A.R.S. 13-2911. Interference with or disruption of an educational institution A person commits interference with or disruption of an educational institution by doing any of the following: 1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either: Threatening to cause physical injury to any employee or Scholar of an educational institution or any person on the property of an educational institution. 2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others. 3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific education institution or any specific property of an education institution. For the purposes of this section: “Interference with or disruption of” includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension. ● Bomb Threat** Threatening to or causing harm by using a bomb, dynamite, explosive, or arson-causing device. ● Chemical or Biological Threat** Threatening to or causing harm by using dangerous chemicals or biological agents. ● Fire Alarm Misuse** Intentionally ringing the fire alarm when there is no fire. ● Other School Threat** Note: Parents are urged to speak with their children about what kinds of words may be perceived as threatening by another child. For example, children may not threaten to “kill” another Scholar or teacher. Though unlikely to result in an actual attempt on someone’s life, these words are considered extremely threatening.
ZERO TOLERANCE Consequence	Referral to law enforcement + 10 days OSS + referral to the board for long-term suspension, expulsion, or alternate placement.
SEXUAL OFFENSES: Note: Consider age and developmentally appropriate behavior before using this category	
Infraction	**Sexual Offenses**-Harassment, Sexual*

Definition	U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Scholars by School Employees, Other Scholars, or Third Parties, Title IX, January 2001: Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a Scholar's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of Scholars 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. Title IX applies to any public or private school receiving federal funding. Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a Scholar who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee. Relevant factors in determining whether behavior rises to the level of sexual harassment include: ● The degree to which the conduct affected one or more Scholars' education ● The type, frequency and duration of the conduct ● The identity of and relationship between the alleged harasser and the subject or subjects of the harassment ● The number of individuals involved ● The age and sex of the alleged harasser and the subject or subjects of the harassment ● The size of the school, location of the incidents, and the context in which they occurred ● Other incident at the school
Minimum Consequence	OSS, referral to the board for long-term suspension/expulsion + referral to law enforcement
Maximum Consequence	10 days OSS + referral to the board for expulsion + referral to law enforcement
Infraction	**Sexual Offenses**-Harassment, Sexual with Contact*
Definition	Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.)
Minimum Consequence	OSS, referral to the board for long-term suspension/expulsion + referral to law enforcement
Maximum Consequence	10 days OSS + referral to the board for expulsion + referral to law enforcement
Infraction	**Sexual Offenses**-Indecent Exposure or Public Sexual Indecency*
Definition	A.R.S. 13-1402. Indecent exposure; exception; classification
	A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act B. Indecent exposure does not include an act of breast-feeding by a mother. 13-1403. Public sexual indecency; public sexual indecency to a minor; classifications. C. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act: • An act of sexual contact. • An act of oral sexual contact. • An act of sexual intercourse. • An act of bestiality. B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present. Possession, distribution, or display of sexually explicit, obscene, or pornographic content, whether physical or digital.
Minimum Consequence	OSS, referral to the board for long-term suspension/expulsion + referral to law enforcement
Maximum Consequence	10 days OSS + referral to the board for expulsion + referral to law enforcement

Infraction	**Sexual Offenses**- Indecent or Lewd Behavior/Material **Sexual Offenses**-Pornography **Sexual Offenses**-Sexting
Definition	Possession, distribution, or display of sexually explicit, obscene, or pornographic content, whether physical or digital. Pornography can be: 1. The depiction of erotic behavior, as in pictures or writing, intended to cause sexual excitement. 2. Materials, such as books or photographs, that depict erotic behavior and is intended to cause sexual excitement, or the depiction of acts in a sensational manner so as to arouse a quick intense emotional reaction or 3. The depiction of acts in a sensational manner so as to arouse a quick intense emotional reaction. Sending sexually explicit photographs or messages via cellphone, including through social media on school property.
Minimum Consequence	ISS or OSS, referral to law enforcement
Maximum Consequence	10 days OSS + referral to the board for long term suspension or expulsion + referral to law enforcement
TECHNOLOGY	
Infraction	**Technology**-Computer/Computer Network, -Other Technology
Definition	Includes any violation of the Acceptable Use Policy Guidelines, BYOD or Google Apps for Education.
Minimum Consequence	Conference, lunch detention(s), possible computer suspension up to 1 month, 1-5 days ISS or OSS
Maximum Consequence	Possible computer suspension for school year, 5-10 days ISS or OSS
Infraction	**Technology**-Telecommunication Device/Electronic Devices
Definition	Inappropriate Possession or Use of an Electronic Device or Toy occurs when such device is possessed or used in a way that interferes with the orderly operation of the school, is used for non-instructional purposes or otherwise constitutes disruptive behavior. Electronic Device: Includes, without limitation, MP3 Players/iPods, music players of any kind, cellphones, smart phones, electronic games, digital cameras, etc.
Minimum Consequence	Confiscate item, lunch detention(s), conference, loss of privileges, 1-5 days ISS or OSS
Maximum Consequence	Confiscate item (daily) & loss of privileges, 5-10 days ISS or OSS
THEFT	
Infraction	**Theft**-Armed Robbery**
Definition	A.R.S. 13-1904. Armed robbery: A person commits armed robbery if, in the course of committing robbery as defined in section 13- 1902, such person or an accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon; or 3. Takes possession of or attempts to take possession of a deadly weapon.
ZERO TOLERANCE Consequence	Referral to law enforcement + 10 days OSS + referral to the board for long-term suspension, expulsion, or alternate placement.
Infraction	**Theft**-Burglary** (First Degree) **Theft-**Burglary or Breaking and Entering* (Second or Third Degree) **Theft-**Extortion* **Theft-**Robbery**

Definition	A.R.S. 13-1508. Burglary in the first degree; classification A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or felony. B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a Class 3 felony. It is a Class 2 felony if committed in a residential structure. A.R.S. 13-1507. Burglary in the second degree; classification A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein; burglary in the second degree is a Class 3 felony. A.R.S. 13-1506. Burglary in the third degree by: 1. Entering or remaining unlawfully in, on a nonresidential structure, or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein. Making entry into any part of a motor vehicle by means of manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle. A.R.S. 13-1804. Theft by extortion; A.R.S. 13-1902. Robbery: A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.
ZERO TOLERANCE Consequence	Referral to law enforcement + 10 days OSS + referral to the board for long-term suspension, expulsion, or alternate placement.
Infraction	**Theft-**Petty Theft
Definition	Arizona law does not differentiate between petty and grand theft, but school administrators may want to consider thefts under $100 as petty.
Minimum Consequence	ISS/OSS, restitution, referral to the board for long- term suspension/expulsion, referral to law enforcement
Maximum Consequence	5-10 days suspension, referral to the board for long- term suspension, restitution, referral to law enforcement
Infraction	**Theft**-Theft
Definition	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. A.R.S. 13-1802. Theft: classification A. A person commits theft if, without lawful authority, the person knowingly: B. Controls property of another with the intent to deprive the other person of such property; or 1. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or 2. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or 3. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or 4. Controls property of another knowing or having reason to know that the property was stolen; or 5. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.
Minimum Consequence	OSS, referral to the board for long-term suspension or expulsion, restitution, referral to law enforcement

Maximum Consequence	10 days OSS, referral to the board for long-term suspension or expulsion, restitution, referral to law enforcement
Infraction	**Trespassing**
Definition	To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes Scholars under suspension or expulsion and unauthorized persons who enter or remain on campus or school board facility after being directed to leave by the chief administrator designee of the facility, campus or functions (SDFSV Terms and Definitions). A.R.S. 13-1503. Criminal trespass in the second degree; A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard. Includes the unauthorized presence of an individual on school property, including presence in an area closed to that individual. In addition, "trespassing" includes: 1. The unauthorized presence of a Maricopa Scholar on a campus other than his or her own. 2. The unauthorized presence on campus of a Scholar during a period in which the Scholar is serving an out-of-school suspension or has been expelled. 3. The presence on campus without a visitor's pass, or an unauthorized adult, or of a Scholar who has withdrawn from the DSA.
Minimum Consequence	ISS/OSS and/or referral to law enforcement for citation/arrest
Maximum Consequence	10 days OSS and/or referral to law enforcement for citation/arrest
Infraction	**Vandalism or Criminal Damage**-Graffiti/Tagging, Personal Property, School Property
Definition	Willful destruction or defacement of school or personal property. (National Forum on Educational Statistics, Safety in Numbers). A.R.S. 13-1602. Criminal damage: A person commits criminal damage by recklessly: Defacing or damaging property of another person; or Tampering with property of another person so as substantially to impair its function or value; or Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water, or Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private property. GRAFFITI or TAGGING-Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places. Vandalism of Personal Property-Willful destruction or defacement of personal property. Vandalism of School Property-Willful destruction or defacement of school property.
Minimum Consequence	ISS/OSS, referral to the board for long-term suspension, restitution + referral to law enforcement
Maximum Consequence	10 days OSS, referral to the board for long-term suspension or expulsion, restitution + referral to law enforcement

WEAPONS AND DANGEROUS ITEMS

The violation of laws or ordinances prohibiting the use, possession, sale, manufacture, purchase or transportation of weapons, destructive devices, dangerous items, simulated firearms or other items as listed in this section.

A.R.S. 13-3101. Definitions

Deadly weapon means anything that is designed for lethal use. The term includes a firearm.

Explosive means any dynamite, nitroglycerine, black powder or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.

A. *Prohibited Weapon* includes the following:

1. An item that is a bomb, grenade, rocket having a propellant charge of more than four ounces or mine and that is explosive, incendiary or poison gas.
2. A device that is designed, made or adapted to muffle the report of a firearm.
3. A firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.
4. A rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any fire-arm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.
5. An instrument including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.
6. A breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited.
7. A chemical or combination of chemicals, compounds or materials, including dry ice, that is possessed or manufactured for the purpose of generating a gas to cause a mechanical failure, rupture or bursting or an explosion or detonation of the chemical or combination of chemicals, compounds or materials. An improvised explosive device.
8. Any combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in item (i), (vi) or (viii) of this subsection.

Prohibited Weapon does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination. Dangerous instrument A.R.S. 13-105.12 – Anything that, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

Infraction	**Weapons and Dangerous Items***-Dangerous Items
Definition	The use, possession, sale, purchase, manufacture, or transportation of dangerous items such as air soft gun, BB gun, knife with a blade of under 3", laser pointer, letter opener, mace, paintball marker, ammunition, pellet gun, razor blade or box cutter, simulated knife, Taser or stun gun, tear gas, or other dangerous items. A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument as defined below and must be reported to law enforcement. A.R.S. 13-105.12 Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
Minimum Consequence	Confiscate item, parent/Scholar conference, 5- 10 days ISS or OSS, referral to the board for long- term suspension + referral to law enforcement
Maximum Consequence	10 days OSS, referral to the board for expulsion + referral to law enforcement
Infraction	**Weapons and Dangerous Items***-Knife/blade over 3"
Definition	The use, possession, sale, purchase, manufacture, or transportation of dangerous items such as a knife with a blade of over 3". A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument as defined below and must be reported to law enforcement. A.R.S. 13-105.12.
Minimum Consequence	Confiscate item, parent/Scholar conference, 5- 10 days ISS or OSS, referral to the board for long- term suspension + referral to law enforcement
Maximum Consequence	10 days OSS, referral to the board for expulsion + referral to law enforcement
Infraction	**Weapons and Dangerous Items**-Explosives and Fireworks
Definition	Explosives are materials that rapidly release large amounts of energy when ignited or triggered, while fireworks are displays of colorful lights and sounds created by the controlled explosion of various chemicals.
Minimum Consequence	Confiscate item, parent/Scholar conference, 5- 10 days ISS or OSS, referral to the board for long- term suspension + referral to law enforcement
Maximum Consequence	10 days OSS, referral to the board for expulsion + referral to law enforcement
Infraction	**Weapons and Dangerous Items**-Firearm** (including destructive devices)

Definition	A.R.S. 13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. A. Except as provided in subsection B, an unemancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or an unemancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on this person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian. A.R.S. 13-3101. Definitions ***Firearm*** means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel, a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. **Firearm:** Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms. **Other Firearms:** Firearms other than handguns, rifles or shotguns including: 1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; 2. The frame or receiver of any weapon described above; 3. Any firearm muffler or firearm silencer; 4. Any destructive device, which includes: Any explosive, incendiary, or poison gas a. Bomb; b. Grenade, c. Rocket having a propellant charge of more than four ounces, d. Missile having an explosive or incendiary charge of more than one-quarter ounce, e. Mine or Similar device f. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter g. Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. (This definition does not apply to items such as toy guns, cap guns, BB guns, and pellet guns. See Dangerous Items and Simulated Firearms listed below.) **Destructive Device:** A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is designed or redesigned for use as a weapon.
ZERO TOLERANCE Consequence	Referral to law enforcement + 10 days OSS + referral to the board for long-term suspension, expulsion, or alternate placement.
Infraction	**Weapons and Dangerous Items**-Other Weapons
Definition	Use, possession, sale, purchase, manufacture, or transportation of other weapons such as Billy clubs, brass knuckles, nunchakus
ZERO TOLERANCE Consequence	Referral to law enforcement + 10 days OSS + referral to the board for long-term suspension, expulsion, or alternate placement.
Infraction	**Weapons and Dangerous Items**-Simulated Firearm
Definition	Any simulated firearm made of plastic, wood, metal or any other materials which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.
Minimum Consequence	ISS/OSS, referral to the board for long term suspension + referral to law enforcement
Maximum Consequence	10 days OSS, referral to the board for expulsion + referral to law enforcement

TITLE IX, SECTION 504 COMPLIANCE, & NONDISCRIMINATION STATEMENTS

Desert Star Academy does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Furthermore the DSA does not discriminate against the handicapped in its educational programs or employment policies as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.