

# Deer Valley Academy Student Handbook



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**Executive Director**

*Deer Valley Charter Schools, Inc. does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services or activities, in access to them, in treatment of individuals, or in any aspect of their operations.*

*Approved 9/20/18*

# GENERAL INFORMATION

## CONTACT INFORMATION

Classes are held at Deer Valley High School located at 18424 N. 51<sup>st</sup> Ave., Glendale, AZ, 85308. 3:00-8:20 p.m. Monday through Thursday. The contact number is 602.467.6874.

## EXPECTATION

The expectation of Deer Valley Academy is that all students will come to class every day, on time, prepared to learn.

## BOOKS AND RESOURCES

Deer Valley Academy provides textbooks and classroom resources. Books that are lost or damaged by the student become the **student's financial responsibility**.

## IMMUNIZATIONS/HEALTH CARD

By law all students must be current with immunizations, including the 10 year tetanus/diphtheria. An exemption requires a signed ASIR (Arizona School Immunization Record) form with a doctor's note. An **up-to-date Health Card** must be on file. If changes occur, please contact the school office at 602.467.6874.

## ILLNESS OR ACCIDENT

In case of illness or accident, the school should be notified at once. In an emergency if a parent/others on the emergency card cannot be located, **paramedics** will be **called** and the student will be transported to the nearest facility. Parent or guardian's signature on the emergency card allow for treatment.

## MEDICATIONS

Prescription medications **CANNOT** be dispensed at Deer Valley Academy. If this creates a problem, contact the Principal at 602.467.6874. ***Over the counter Medications are not allowed on campus.***

## ATTENDANCE

State law requires a specific number of contact hours of instructional time. This means **students should be in class every day**. **Students must have a pass to leave or re-enter class. A guardian's note or phone call is required for an excused absence.** A call home will be made for all absences.

## INTERNET/E-MAIL USERS AGREEMENT – COMPUTER LAB

This document will be read, signed and kept on file for all students. Students are responsible for **appropriate behavior/communication** on school networks. Staff may review files and communications to maintain system integrity. **Violation of rules may result in a loss of access.** Students may also be subject to disciplinary action and law enforcement agencies will be involved.

## VISITORS/GUESTS

Guest speakers must sign in at the DVA Office. Students may not have a guest on campus unless approved by administration. **NOTE: ALL UNAUTHORIZED VISITORS WILL BE ESCORTED OFF CAMPUS.**

## **ATTENDANCE AND GRADES**

### **MAKE-UP WORK**

Students are **expected** to make-up **all work missed\***. Students will **check with their instructors** for timelines, acceptance of missed work and grading of make-up work. **\*Teachers are NOT required to provide work for a student's unexcused absence!**

### **MARKS AND GRADING**

Students at Deer Valley Academy will earn a .5 credit for every successfully completed block.

### **PROCEDURES FOR GRADES**

The following procedures determine student grades:

1. Teachers will use points in recording student grades.
2. Points are cumulative, from the beginning to the end of the session.
3. To determine grades, points generated during the grading period, which includes participation in class through attendance and class work, will constitute 80% of the student's grade. The final exam will be worth 20%.
4. Final exams will take place in each class

### **PROGRESS REPORTS**

Progress reports are handed out to the students midway through the session. Students who are failing at mid-term will receive a phone call informing guardians of the possible loss of credit.

### **WITHDRAWAL FROM SCHOOL**

To withdraw, a withdrawal request form must be completed.

### **TRANSCRIPTS AND CONFIDENTIAL RECORDS**

**The records of Deer Valley Academy students are confidential and may be released and/or reviewed only for educational purposes that are of benefit to the student. The release of student records will be in compliance with Arizona Revised Statutes and all applicable Federal laws.**

**NOTE: IN ORDER TO HAVE RECORDS SENT TO EDUCATIONAL INSTITUTIONS, THE PARENT/GUARDIAN OR STUDENT MUST REQUEST RECORDS BE RELEASED.**

## **CODE OF CONDUCT**

Deer Valley Academy adheres to codes of conduct that promote a safe and orderly environment. Students are expected to adhere to the following:

### **DRESS CODE**

Any attire that detracts from the learning environment is not acceptable. The following are not considered acceptable dress:

1. Gang related personalization on clothing, hats, backpacks or one's person.
2. Obscene language, symbols of drugs, sex, or alcohol on clothing, jewelry, etc.

**NOTE: The administration reserves the right to use their discretion in what constitutes unacceptable items.**

### **FOOD AND DRINK**

All food is to be consumed at break time.

### **BICYCLES, SKATEBOARDS AND ROLLERBLADES**

Bicycles, motorcycles and scooters will be locked and parked at the racks provided. The school assumes no responsibility for these items. If used for transportation to school, item must be checked in at the office at arrival and picked up at the end of class.

### **STUDENT PARKING AND VEHICLE VIOLATIONS**

Students will be able to park their vehicles in the designated parking area.

1. Students are not permitted to loiter in this area.
2. Only licensed drivers may drive/park on the campus.
3. The speed limit in the parking lot is 5 mph and will be enforced.
4. All accidents must be reported to the office and the police department should be notified.
5. The school assumes no responsibility for damage or vandalism to vehicles; parking is at your own risk.

Vehicle violations will result in the following:

1. Written Warning.
2. Vehicle Suspension.

### **OFF LIMITS/OFF CAMPUS AREA**

Students are to remain inside the designated Deer Valley Academy area during school hours. Once school starts, **the parking lot is considered off-limits.**

### **LEAVING CAMPUS**

Students leaving campus must follow proper sign-out procedures or disciplinary action may result. Once a student leaves campus with or without permission, his/her guardian will be informed and the school assumes no responsibility.

### **DISPLAYS OF AFFECTION**

Students are to conduct themselves in a responsible manner. Public displays of affection are not appropriate.

### **UNACCEPTABLE ITEMS ON CAMPUS**

Deer Valley Academy is a place where education is the priority. Certain items disrupt the educational process and are not permitted. The following is a representative list:

1. Electronic devices
2. Video cameras
3. Gambling paraphernalia
4. Headphones/cellphones that interfere with the learning process

**ITEMS MAY BE CONFISCATED. STUDENTS WILL RECEIVE APPROPRIATE DISCIPLINARY ACTION.**

**THE ADMINISTRATION RESERVES THE RIGHT TO USE THEIR DISCRETION IN WHAT CONSTITUTES UNACCEPTABLE ITEMS.**

### **SCHOOL PROPERTY**

Students who fail to return school property or make satisfactory settlement will have official transcripts withheld.

### **GOOD NEIGHBOR POLICY**

Students should not disturb property of the Deer Valley High School teachers who share the classrooms with Deer Valley Academy. Disturbance or damage to staff property will result in disciplinary action, which may include restitution.

### **TOBACCO POLICY**

ARS 36-789.03 and School Board Policy state, "Tobacco products are prohibited on school grounds, inside school buildings, in the school parking lots or playing fields, in school buses or vehicles, or at off-campus school sponsored events." Any tobacco use, including e-cigarettes, or possession will result in disciplinary action and/or fines.

### **SEXUAL HARASSMENT**

All individuals associated with Deer Valley Academy including the Board of Director's, the administration, the staff and the students are expected to conduct themselves at all times to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a

sexual nature when made by a member of the school staff to a student or to another staff member or when made by a student to another student or staff member.

**Sexual Harassment may include, but is not limited to:**

1. Suggestive or obscene letters, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures or cartoons, or electronic pictures or messages.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
3. Engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

**NOTE: ANYONE WHO IS SUBJECT TO SEXUAL HARASSMENT OR KNOWS OF THE OCCURRENCE OF SUCH CONDUCT SHOULD NOTIFY THE ADMINISTRATION.**

**BULLYING/HARASSMENT**

Bullying/harassment will not be tolerated.

**PROCEDURES ON GANG ACTIVITY OR ASSOCIATION**

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership that intimidate or adversely affect the educational activities of another student or the orderly operation of the schools shall be subject to disciplinary action.

LEGAL REF: ARS. 12-61 (A) (B), 15,766, 12-2911, 15-767, 15-341 (A) (1)15-803, 15-342 (1), 15-841, 15-507, 15-942. 15-521 (A) (4), 15-843, 15-727 AG.O., 78-103, 78-218, 80-055, 84-36, A.A.C., R7-2-401, R7-2-405.

**DANGEROUS WEAPONS IN SCHOOL**

No student shall possess a firearm, explosive weapon, knife, any other dangerous or illegal instrument, or any instrument represented as such. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to use a firearm, explosive weapon, knife, other dangerous or illegal instrument. Any student violating this policy may be suspended or expelled. A recommendation for expulsion will be forwarded to the Board of Directors for any possession/use of a firearm.

LEGAL REF: ARS. 13-2911, 15-342(1), 13-3102, 15-841, 15-342(A) (1), 15-843

## **DISCIPLINE PROCESS**

**DUE PROCESS OF LAW**

Students will be afforded due process of law under the Constitution of the United States, the law of the State of Arizona, and the regulations of Deer Valley Academy. Students have rights; they also have the responsibility to respect the rights and property of others. Students are responsible for their own actions. If actions are in violation of school guidelines, then disciplinary action will follow.

This means students:

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

**ON-CAMPUS SECURITY**

Deer Valley Academy provides security personnel to ensure safety for students and staff, and to support students in need of guidance during crisis and/or conflict. The school will supply the local law enforcement agencies with information about possible illegal activities.

When any administrator or designee suspects and/or determines that a student(s) possesses alcohol, drugs or weapon, the following steps will be taken:

1. Involve campus security and/or call the local police department.
2. Attempt to call parent/guardian or emergency designee.
3. Follow up with school disciplinary procedures that are within the guidelines of the approved handbook.

**SEARCH AND SEIZURE**

Searches will be conducted if reasonable belief exists that some material or matter is detrimental to the health, safety, and welfare of the students as determined by administration.

**DEER VALLEY ACADEMY--PROGRESSIVE DISCIPLINE**

1. Teacher Conference
2. Parent/Guardian Contact
3. Referral to Administration

**SUSPENSIONS**

Duration of suspensions will be determined by administration. Students who are suspended risk losing credit.

**SERIOUS VIOLATIONS**

Serious violations will result in an immediate referral. The appropriate consequences for each offense will be determined in accordance with these rules and regulations, due process of law, the seriousness of the offense, and the potential rehabilitation of the student offender. Serious violations may result in Behavioral Contract, Suspension off campus or recommendation for long-term suspension or expulsion.

**NOTE: Students graduating who are involved in vandalism, pranks or any serious violations will jeopardize their participation in school and graduation.**

**EXPLUSION**

Expulsion is the permanent removal of a student from school.

**APPEAL PROCEDURE**

Any Suspension longer than 10 days may be appealed pending a due process hearing.

**VIOLATIONS AND CONSEQUENCES**

Guidelines for the following incidents. A single incident may be severe enough to warrant a more extreme consequence. The Principal may impose a stricter penalty. Notification will be made when discipline policies and procedures change.

<b>Behavior</b>	<b>1st Referral</b>	<b>2nd Referral</b>
Alcohol (use, possession or under the influence)	Short Term Susp. Long Term Susp.	Long Term Susp. Expulsion
Arson	Long Term Susp. Expulsion Restitution	Expulsion Restitution
Assault	Short Term Susp. Long Term Susp.	Long Term Susp. Expulsion
Assault (Aggravated)	Long Term Susp.	Expulsion
Cheating /Plagiarism	Loss of Credit	Loss of Credit Short/Long Term Susp.
Dangerous Instruments/ Devices	Short/Long Term Susp. Expulsion	Long Term Susp. Expulsion

Deadly Weapons (use, possession)	Long Term Susp. Expulsion	Expulsion
Death Threat	Long Term Susp. Expulsion	Expulsion
Defamation	Short Term Susp. Long Term Susp.	Long Term Susp. Expulsion
Disrespect/Defiance/ Insubordination	Conference	Short Term Susp. Long Term Susp.
Disruption	Conference	Short Term Susp. Long Term Susp.
Dress Code Violation	Conference	Short Term Susp. Long Term Susp.
Drugs (use, possession, under the influence)	Long Term Susp.	Long Term Susp. Expulsion
Drug Paraphernalia	Short Term Susp.	Long Term Susp. Expulsion
Electronic Devices (see page 8)	Conference Short Term Susp.	Short Term Susp. Long Term Susp.
Endangerment	Conference Short Term Susp.	Short/Long Term Susp. Expulsion
Extortion	Short Term Susp.	Long Term Susp. Expulsion
Fighting	Short/Long Term Susp. Expulsion	Long Term Susp. Expulsion
Forgery	Short Term Susp.	Long Term Susp. Expulsion
Gambling	Conference	Short/Long Term Susp.
Harassment/ Hazing/ Bullying	Conference/Mediation Short Term Susp.	Short/Long Term Susp. Expulsion
Hate Speech/Gang Activity	Short Term Susp. Long Term Susp.	Long Term Susp. Expulsion
Horseplay/Roughhousing	Conference	Short/Long Term Susp.
Leaving Campus without Authorization	Conference	Short/Long Term Susp.
Pornography	Short Term Susp. Long Term Susp.	Long Term Susp. Expulsion
Sale or Distribution of Alcohol	Long Term Susp.	Expulsion
Sale or Distribution of Dangerous Instruments	Long Term Susp. Expulsion	Expulsion

Sale of Distribution of Drugs	Long Term Susp. Expulsion	Expulsion
Sexual Harassment	Conference Short/Long Term Susp.	Long Term Susp. Expulsion
Sexual Misconduct	Short Term Susp.	Long Term Susp. Expulsion
Tardy	Conference	Loss of Credit
Technology Misuse	Short Term Susp. Loss of Privileges Restitution	Long Term Susp. Expulsion Restitution
Theft	Short Term Susp. Long Term Susp.	Expulsion
Threatening/Intimidating Behavior	Long Term Susp.	Expulsion
Tobacco/Paraphernalia	Short Term Susp.	Long Term Susp.
Trespassing/Loitering	Conference	Short/Long Term Susp.
Vandalism	Short/Long Term Susp. Restitution	Expulsion Restitution
Vehicle Violations	Conference	Short/Long Term Susp. Loss of Privileges
Verbal Abuse/Profanity	Conference Short Term Susp.	Short Term Susp. Long Term Susp.
Verbal Abuse/Profanity to an Adult	Short Term Susp. Long Term Susp.	Long Term Susp. Expulsion

#### Electronic Devices

If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption. Unless approved by the teacher, these items must be in the off position and be kept out of sight. Misuse of electronic devices may result in disciplinary action in addition to the confiscation of the device. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

This is intended to promote the responsible use of all electronic devices at Deer Valley Academy. Students are solely responsible for the proper use and security of any electronic device that they bring onto DVA property. DVA assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. No electronic device loss or theft investigations will be pursued by DVA administration or staff.