



# **Mountain Ridge High School**

## **Parent/Student Handbook**

22800 N. 67th Ave.  
Glendale Arizona 85310  
(623) 376-3000  
[mrhs.dvusd.org](http://mrhs.dvusd.org)

[Updated July, 2023]

### **Mascot**

Mountain Lion

### **School Colors**

Forest Green and Burgundy

### **Fight Song Lyrics**

Fight on for Mountain Ridge,  
Marching on to victory;  
Fight on for Mountain Ridge,  
Forest Green and Burgundy.

We are "The Ridge" forevermore,  
We are the Lions: Hear us roar!  
Fight on for Mountain Ridge,  
Fight on to Victory!

### **MRHS Mission Statement**

The Mission of Mountain Ridge High School is to provide real world connections within highly engaging classrooms that prepare graduates to meet the rigors and demands of 21st century global citizens.

### **MRHS Vision Statement**

The Mountain Ridge High School vision of learning embraces merit, respect, honor, and success for all students as they travel on their educational path.

### **DVUSD Governing Board**

Paul Carver Jr. | Kimberly K. Fisher  
Ann Ordway | Jennie Paperman | Stephanie Simacek

### **DVUSD Superintendent**

Dr. Curtis Finch

### **MRHS Administration**

[David Vines](#), Principal  
[Jeremy Hendrix](#), Assistant Principal  
[Tony Miller](#), Assistant Principal  
[Paul Strauss](#), Assistant Principal  
[Kimberly Silverman](#), Dean of Students

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities.

# Mountain Ridge High School Motto: Respect the Ridge

There are three components to our motto:

1. **Respect Yourself**
2. **Respect Others**
3. **Respect the Ridge**

**Respecting yourself** is defined as:

- Be engaged, be positive, and be accountable
- Advocate for yourself
- Practice healthy habits
- See Challenges as opportunities

**Respecting others** is defined as:

- Be compassionate
- Respect the time, space, and boundaries of others
- Practice Digital Citizenship
- Build positive relationships

**Respecting the Ridge** is defined as:

- Be responsible
- Promote school safety
- Take pride in the campus
- Get involved

## Mountain Ridge High School Core Values:



# Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected. All students have the responsibility to:

- **Attend school to receive an education** - Schools cannot educate students who do not attend. Students must attend school daily unless ill or legally excused.
- **Be on time for all classes** - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work.
- **Come to class with necessary materials** - A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
- **Complete all in-class and homework assignments and meet all deadlines** - The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete all assignments.
- **Obey school rules and school personnel** - No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
- **Cooperate with school staff** - Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- **Respect the person and property of others** - Treat people and their property with respect.
- **Respect public property** - Schools are a community investment and resource for young people. People who damage school property will be held responsible, including financial restitution, for lost, stolen, or broken school-owned equipment.
- **See that school correspondence to parents reaches home** - Education is a partnership between home and school. Students must do their part by delivering home progress reports, attendance information and report cards, and any other school correspondence.

## Regular Schedules

	Schedule 1		Schedule 2		Schedule 3		Early Release	
Period 1	7:30 - 8:26		7:30 - 8:20		7:30 - 8:20		7:30 - 8:12	
					AcaPrep 8:20 - 9:00			
Period 2	8:31 - 9:32		8:25 - 9:19		9:05 - 9:59		8:17 - 9:04	
			AcaPrep 9:19 - 9:59					
Period 3	9:37 - 10:33		10:04 - 10:54		10:04 - 10:54		9:09 - 9:51	
Period 4	<u>Class</u> 10:38 - 11:35	<u>Lunch</u> 10:33 - 11:06	<u>Class</u> 10:59 - 11:49	<u>Lunch</u> 10:54 - 11:27	<u>Class</u> 10:59 - 11:49	<u>Lunch</u> 10:54 - 11:27	<u>Class</u> 9:56 - 10:38	<u>Lunch</u> 9:51 - 10:21
Period 5	<u>Class</u> 11:11 - 12:08	<u>Lunch</u> 11:35 - 12:08	<u>Class</u> 11:32 - 12:22	<u>Lunch</u> 11:49- 12:22	<u>Class</u> 11:32 - 12:22	<u>Lunch</u> 11:49 - 12:22	<u>Class</u> 10:26 - 11:08	<u>Lunch</u> 10:38 - 11:08
Period 6	12:13 - 1:10		12:27 - 1:17		12:27 - 1:17		11:13 - 11:55	
Period 7	1:15 - 2:12		1:22 - 2:12		1:22 - 2:12		12:00 - 12:42	

## Half Day - All Classes

(No Lunch on Half Days)	Bell Schedule
Period 1	7:30 - 8:00
Period 2	8:05 - 8:40
Period 3	8:45 - 9:15
Period 4 or 5	9:20 - 9:50
Period 6	9:55 - 10:25
Period 7	10:30 - 11:00

## Half Day - Block Schedule

(No Lunch on Half Days)	Bell Schedule
Period 1 or 2	7:30 - 8:37
Period 3 or 4/5	8:42 - 9:49
Period 6 or 7	9:54 - 11:00

## General Information/Services

### Student Drop Off/Pick Up

Drivers should always exercise caution while operating a vehicle near or on campus, particularly during morning and afternoon rush hours. Students are frequently distracted during these times and may not notice a moving vehicle near them.

Regular student drop off/pick up is prohibited in the Administrative Lot. This lot may only be used while school is already in session and special circumstances exist such as: a parent needs to enter the school for any reason, dropping off a late student who needs to be signed in, picking up a sick or injured student, and similar activities.

#### Ridge Road Student Lot

Students may be dropped off or picked up in the Student Lot. Enter Ridge Road via the traffic light on 67<sup>th</sup> Ave. Proceed west to the first student lot entrance. Turn right (or northbound), and follow the blue arrow pathway along the curb. Drop off/pick up is permitted along the curb. Once your student is on/off, drivers will follow the blue arrow pathway back around to Ridge Road. Take Ridge back to 67<sup>th</sup> Ave.

#### Patrick Lane

Students may be dropped off or picked up along the south or eastbound curb of Patrick Lane. This portion of the street is marked by the City of Glendale for this purpose. Drop off/pick up in the center turn lane or along the north or westbound curb is prohibited by the City of Glendale.

Please do not block the bus lane driveway by the basketball courts or the entrance to the MRHS Patrick Lot.

Students may also be dropped off or picked up inside the Patrick Lot. Drivers will enter the Patrick Lot, follow the blue arrow pathway to the right, or west and then around the lot, making the drop off-pick up near the campus gate. Once the student is on/off, then continue to follow the blue arrow and exit the lot. Please refrain from parking in this blue pathway.

### Parking

Due to limited space in our parking lot, parking is only available to seniors with the exception of some juniors who attend West-MEC during the school day. There is a \$100 parking fee and in-coming Seniors must apply for a parking spot at the end of their Junior year. **Since parking is limited, if during their Junior year a student has excessive absences and/or suspensions, they will not be allowed to apply for a parking space for their Senior year.**

Any student requesting a parking permit must meet the following requirements:

- The vehicle must be properly licensed and insured.
- The student must have a valid Arizona driver's license.

- The student does not have excessive absences and/or suspensions during their Junior year.
- A Parking Permit Application must be completed and signed by the student and parent/guardian.
- A parking sticker must be placed in the lower corner of the driver's side back windshield.
- All debts owed to the bookstore and library must be paid before a permit will be issued.
- Notify the Conduct office for change in vehicle information.

Parking is a privilege and if you are in the lot without a permit, or failure to comply with parking regulations, disciplinary action may occur.

Above all, drive safely. We want to keep Mountain Ridge High School a safe place for everyone. For more information about parking on campus, please visit [www.dvusd.org/mrhs-parking](http://www.dvusd.org/mrhs-parking).

## Dropping Off Items To Students

To minimize classroom disruptions, the following are the only things that will be allowed to be dropped off for a student during the school day:

- iPad - this is the main way students access the curriculum
- Lunch - only on an emergency basis

If a parent needs to drop off one of the above mentioned items, a pass will be sent to the student telling them to come pick up the item from the office at the appropriate time - the items will not be delivered to the student. The only exception to this is if a parent needs to bring medication and that must be taken directly to the nurse as no student is allowed to be in possession of any prescribed and/or over the counter medication.

Outside of those approved listed items, nothing else will be allowed to be dropped off. Some examples of some things that will **NOT** be allowed (not an exhaustive list):

- Personal items such as phone, earpods, money
- Class projects/homework/supplies
- Backpacks
- Any celebratory items such as balloons and flowers
- Food delivery service such as Door-Dash

## Safety Drills

Throughout the school year we will regularly practice Evacuation, Lockdown and Lockout drills so that students and staff become familiar with emergency procedures. If parents/guests happen to be in the front office during these drills, they will be instructed in what to do and where to go.

## **Family Educational Rights & Privacy Act (FERPA)**

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

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

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

## **Student Records/Policy Statement**

The records of District students are confidential and may be released and/or reviewed only for educational purposes. The release of student records will be in compliance with Arizona Revised Statutes and all applicable Federal laws. Special Education records are requested through the District Office.

Further information on this subject may be obtained from the Office of the Registrar. Parents or students over 18 years of age may view records at any time.

## **Custody & Legal Guardianship**

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



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

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

## **Public Concerns and Complaints**

Most concerns and complaints can be resolved at the campus level. Our goal of effective communication includes assisting you with issues you may be having and getting answers to you quickly. Therefore, the Deer Valley Unified School District has established procedures to effectively and efficiently respond to questions, concerns and suggestions from parents and community members. This guide will assist parents and community members in finding the correct staff members to respond to your needs. DVUSD values solving problems efficiently at the lowest steps and the majority of questions and problems are answered best by school personnel. Therefore, board policy (KE-R) requires an attempt to resolve the issue at school level first. The Governing Board will make final resolution decisions if all listed steps are unsuccessful. The Deer Valley Unified School District is here to meet the needs of all students, staff, parents and community members.

A listing of how to resolve issues and who to contact can be found at:

<https://www.dvUSD.org/Page/3726>

## **School Information**

### **The Bookstore**

Each student who attends Mountain Ridge High School will be issued an iPad which will be used to access all the curriculum for their classes including digital textbooks. The Bookstore is open for student transitions before school, during lunch, and after school. Students need to pay all of their debts to the bookstore. Debts include such things as lost or unreturned athletic uniforms, any checked out textbooks, or damage to any part of the campus. Students must pay all their debts before being able to purchase such items as dance tickets and parking spots.

Bookstore hours are Mon, Tues, Thurs, & Fri 7am to 3pm and on Wed from 7am to 12:30. The direct phone number is (623) 376-3070.

## **Cafeteria**

The cafeteria sells breakfast and lunch. There are a variety of a la carte items (things sold separately) as well as meals. Students may purchase items with cash or by using their account. To see the latest menu of what will be served, visit: [Deer Valley Unified School District | My School Menus](#).

Student accounts are created by applying cash or check (any amount) toward the student's account number. Students may apply monies toward their account during breakfast, at the snack bar, before school starts (7:00-7:25), or during lunch with any cashier at a register. You can also load money into the student account online by visiting: [EZSchoolPay](#). When the account falls below \$10.00, we inform students so they are aware they need to replenish their account.

Meal cost for breakfast is \$1.50 and lunch is \$3.50.

The cafeteria does not allow the student to charge meals on credit or using a credit card. If a student forgets his/her lunch money, the student should contact the head cashier during the lunch period, so that a meal can be provided.

Free and reduced priced meals are available to students unable to pay for breakfast and lunch. Eligibility for this program is determined by family size and income. Students who wish to apply for free or reduced price meals may obtain an application from the front office, from a cashier, or you can [download the form](#) from the district website. This information is confidential.

### Safe & Healthy Eating

Mountain Ridge encourages your student to be seated upright when eating and not to be distracted. Please encourage your student to eat slowly, take small bites, and fully chew and swallow their food before talking or laughing. If you pack a lunch and send it with your child, please avoid food items that could be difficult to chew or which could possibly cause choking. Please encourage your student not to eat while walking, running, or engaging in other activities and encourage them to avoid games that involve catching a food item in the mouth or putting large amounts of food into the mouth. Eating in the cafeteria should be fun and social, but eating in the cafeteria is a privilege. For those who misbehave or fail to follow these directions, cafeteria privileges may be revoked.

## **Counseling Office**

The MRHS Counseling Department offers a comprehensive school counseling program, which focuses on what students should know, understand and be able to do in three domain areas: academic, career, and personal/social. The emphasis is on academic

success for all students, so that they can achieve success in school and develop into contributing members of society. The MRHS Counseling Program was designed using the ASCA National Model established by the American School Counselor Association. A calendar of counseling classroom lessons and activities is posted on the [MRHS Counseling web page](#). To see a counselor, students should go to the Counseling Office before school, lunch, or after school to sign up for an appointment.

1. A counseling pass will be sent to the student's class as soon as possible. If the teacher feels the student cannot afford to miss class at that particular time, the student must respect the teacher's decision and reschedule the appointment.
2. The counseling pass will be time-dated for the student's return to class.
3. Parents are encouraged to call, email or complete an appointment request form with the counseling secretary for appointments in order to avoid conflicts.
4. These procedures will be followed except in special or emergency situations.

### **Distribution of Non-School Printed Materials on Campus**

Approval must be obtained from the Assistant Principal of Activities at least two days prior to distribution. A student denied approval may have the right of appeal to the Principal as part of due process. If a student posts any material without first getting approval, there may be disciplinary action taken. Stickers are not permitted on campus at any time.

### **Lost and Found**

All left behind items are sent to the conduct office to be collected. If a student is missing something they should immediately see the Conduct secretary to see if it has been turned in. Periodically throughout the year all unclaimed items are donated to charity.

### **Identification Cards**

Each student will be issued a bar coded photographic identification card. Students must have this I.D. card in their possession at all times and must present it upon request of any staff or faculty member. Failure to carry an I.D. card could result in disciplinary action or a charge for a new I.D. I.D. cards are required for admittance to all school activities. The replacement cost is \$5.00.

### **Insurance**

Student accident insurance is available to all students at a low premium. It is up to parents or guardians to secure the insurance. The school district may not, according to law, provide student insurance but it makes the insurance available. Insurance

information and applications are made available at the time of registration. Students/Parents may also request the information from the Athletic Office. Student insurance or proof of insurance is required for participation in athletics.

## **Media Center**

The Media Center is open to all students daily from 7:00 a.m. to 3:00 p.m. The Media Center is open for research, reading, projects and studying **only with a teacher pass**.

- A current year school I.D. is required for admission to the Media Center.
- Students may check out two (2) books for a two (2) week period. Renewal options are available. Late books are subject to a \$.20 per day fine until returned. The expectation is that materials are returned in good condition to avoid incurring damaged or lost charges. All overdue books and fines are due to the Media Center by the end of each semester.
- Students will receive overdue notices on a timely basis. Contacted students who do not return or take advantage of the renew option, or clear fines will lose the privilege of applying for campus parking and/or not be cleared for graduation.

## **Visitors/Guest Speakers/Volunteers**

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

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

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

NOTE: No student may have a guest on campus during the school day.

## Guest Speakers

Teachers must fill out the proper paperwork and get approval by administration to request guest speakers. Guest speakers or those who assist with a single event are not subject to the volunteer guidelines unless that single event falls into one of the fingerprint categories.

## Volunteers

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

All volunteers must:

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

Please visit [click here](#) to schedule a training or to learn more about volunteering at Mountain Ridge.

## **Dances**

Dances sponsored by Mountain Ridge High School on or off campus follow the guidelines listed below:

1. The Homecoming dance is open to all students who attend Mountain Ridge High School. Prom is open to all Mountain Ridge Juniors and Seniors. Students may bring one guest. Suspended students may not attend Mountain Ridge dances if the dance occurs during their suspension. MRHS administration reserves the right to deny students and/or guests of students based on prior discipline.
2. Students must have a valid student ID to attend dances or receive permission from an administrator. Students under the age of 21, who no longer attend school, must have a valid form of identification that verifies their age.

3. Guest Policy: Each Mountain Ridge student may bring one guest to dances. Guest Dance Forms must be completed and turned in by the designated deadline date. It is the responsibility of the Mountain Ridge student to verify the approval of his/her guest before purchasing tickets. Guests must be in high school or if out of high school, under 21 years of age. All guests must present a valid high school ID or valid Driver's license. No middle school students are allowed to attend Mountain Ridge dances. Each guest must be accompanied by a Mountain Ridge student upon arrival or they will not be admitted to the dance. Administration may revoke this privilege on a case by case basis.
4. Students and guests must also submit a Code of Conduct at the time dance tickets are purchased. Poor behavior will cause a student to be asked to leave the dance and the student could face further consequences depending upon their actions. All DVUSD and Mountain Ridge rules and policies pertaining to student conduct apply to dances.
5. School dress codes apply to dances. (Exceptions are made for formal attire and are at the discretion of administration.)
6. At the discretion of the administration, students may be asked to leave the dance for dancing that is deemed inappropriate or for negative behavior. If a student is asked to leave, there will be no refund of the ticket price.

## **Health Center**

The Health Center provides health education, counseling and some emergency care for students and staff. One full-time registered nurse serves as a health advisor for student health problems. When accidents or illness occur during school hours, emergency care will be given according to standard orders of care; further care is the responsibility of the parents. All accidents are to be reported to the nurse by the person involved and the supervising person. Feminine products are available at no charge in the Health Center.

### Illness or Accident

The health center CANNOT diagnose medical conditions. The nurse may recommend further medical follow up.

### Student Health and Release Information

The Student Health and Release Information form must be filled out, signed and on file in the Health Center in order to attend Mountain Ridge High School. This information aids the Health Center personnel in giving each student care and assistance during emergency times.

### Student Illness

A student should stay home if they feel ill in the morning or night before school. In order to keep everybody healthy at Mountain Ridge, we take any illness at school very seriously. If your child becomes ill at school he/she will need to be picked up immediately (within 1 hour) of calling a parent. Your child will not be allowed back on campus for 24 hours from illness and being fever and symptom free without medication. Please make sure arrangements for pick-up are made at the beginning of the year and your "Pink Sheet" is updated to accommodate this. Even if your student drives a vehicle they will need to have a plan because the nurse may not authorize that student to be able to drive home. This is the responsibility of each parent to have a pick-up plan in place in case of illness. If the nurse is not able to reach the parent, the emergency contacts will be contacted.

### Medications and Prescriptions

**NO STUDENT IS TO CARRY ANY PRESCRIPTION OR OVER-THE-COUNTER MEDICATIONS AND IF THEY ARE FOUND TO BE CARRYING IT ON CAMPUS, THERE WILL BE AN AUTOMATIC 3-DAY OFF CAMPUS SUSPENSION.**

Medication forms and Action Plans for chronic conditions will be on the nurse's website and on the table outside of the nurse's office at school. These forms need to be filled out and brought into school before the student starts school. Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.

### Prescription Medications

All prescription medication must be stored in the Health Center.

1. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
2. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
3. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.
4. Inhalers may be carried by the student if the proper medication form has been filled out and on file in the Health Center.

Exceptions:

1. Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine

provided the pupil's name is on the prescription label, on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;

2. For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
3. Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner may carry appropriate medications and monitoring equipment and self-administer the medication.

For further information, please see [Governing Board Policy JLCD](#)

#### Over-the-Counter Medication

The following rules must be followed for all over-the-counter medication:

1. A parent/guardian must provide all medication to the Health Center.
2. A medication form must be filled out and medications must be kept in the Health Center in the original bottle. \*Only the dose recommended by the manufacturer will be given. A dose greater than the manufacturer has recommended will require a physician prescription.
3. For information on inhalers and "Epi-pens", please refer to the Student Rights and Responsibilities Handbook.

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

#### Immunizations

Schedules will not be handed out if immunizations are not current at the beginning of the year. You will have received a notice in the mail if and when your child is due for a booster. If immunizations are due during the school year classes will be closed for failure to comply with the health center request to have the student's immunization record updated in accordance with state requirements. Written proof must be provided either from your doctor or from a clinic. Call the Maricopa County Health Clinic 602-263-8856 for low-cost immunization information.



### PE Medical Excuse

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

### Chronic Health Conditions

If your child has been diagnosed with a chronic health condition please contact the nurse immediately. He or she will inform you of the DVUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day. A exclusion and exemption form is for Chronic Health Conditions for absenteeism at school (Lasting more than 3 months). The nurse should know of the chronic problem right away when a student is accumulating absences. For the health and safety of your student, this form will not be given to students who are not communicating with the nurse about the chronic illness at all times.

### Homebound Program

Students who must be absent from school because of physical disabilities or extended illness may qualify for homebound instruction. A doctor’s written statement that the student will be absent 90 or more school days will be required. Forms are available in the Health Center.

## **Requirements for Participating in Extracurricular Activities**

In order to represent the District in an extracurricular activity as described in “No Pass - No Play,” the student and the parent/guardian shall be notified when:

- Ineligibility is pending.
- Ineligibility is determined to be necessary

Grade checks will occur weekly on Thursdays, and letters will be sent on Friday to notify parents of ineligibility status. The same general standards shall apply for special education students, except that such eligibility shall be determined on a case-by-case basis in relation to the respective student's individual education programs (IEP).

In implementing this policy, the following clarifications apply to all students:

- Students must successfully complete all classes in which they are enrolled: consequently, any student who withdraws from a class with a “W/F” or loss of credit due to discipline or any other reason, will be ineligible for the duration of the semester.
- During an appeal process for loss of credit, the student will be ineligible for extracurricular activities.
- AIA requires that a student must be enrolled in a minimum of five courses the first six semesters of high school and a minimum as determined by the district during the seventh and eighth semesters.

#### Athletics

- All athletic teams - freshmen, junior varsity, and varsity - are covered by this policy.
- Athletes may be allowed to practice with the team during periods of ineligibility.
- All spiritline members are covered by this policy.

#### Performing Arts

Competitive activities in music (band/choral) are as determined in the State Association Handbook. Specifically these include: AMEA Solo and Ensemble Festival, AMEA Regional and State Band/Orchestra/Choir Festivals, AMEA Arizona All Region/State Auditions and all University Festivals.

#### Student Activities

- Any student eligible may belong to any school club and participate in local club activities.
- Students who are interested in starting a new club on campus must have a faculty sponsor and fill out the proper paperwork. Further clarification can be obtained through the conduct office.

#### Field Trips

On occasion students have the opportunity to attend field trips. Students will not be denied the opportunity to attend field trips due to financial hardship. Students are expected to follow school and district expectations for behavior when on field trips. Consequences for inappropriate behavior can range from loss of privileges, to exclusion from group events, to exclusion from performances, to being sent home immediately at the family's expense. Misbehavior may also result in school issued consequences ranging from conference to suspension.

## Athletics

Arizona Interscholastic Association (AIA) has final authority and ultimate responsibility in all matters pertaining to the interscholastic activities of each sport, and that authority shall be vested in the principal. The principal's responsibility shall include, but shall not be limited to, the following:

- **Host School** - The basic responsibility of the host school is to take every possible measure at any athletic or non-athletic activity to assure courteous, friendly, safe and fair treatment to visiting players, school representatives, fans and game officials.
- **Administrative Control** - The administration and supervision of all facets of all activities in the high school program shall be entirely controlled by the properly constituted school administrator. During all post season and/or play-off competition held at a neutral site, an administrator or administrator's designee from each participating school shall be in attendance.
- **Conduct of Participants** - The responsibility for the conduct of the coaches, players and spectators at any athletic or non-athletic contest shall lie with the administrators of the schools whose teams are participating in the contest.

It is a privilege to be an athlete. Athletes should be among the best and most reliable students on campus. Athletes are reminded that they not only represent themselves, but their parents, coaches, school, and community. Mountain Ridge competes at the Division I and 6A levels in all sports and abides by the rules and by-laws of the Arizona Interscholastic Association (AIA). The following interscholastic sports are offered to students:

**Fall Sports** - Badminton (Boys & Girls), Cross Country (Boys & Girls), Football, Golf (Boys & Girls), Volleyball (Girls), Spiritline, Swimming/Diving (Boys & Girls), Flag Football (Girls)

**Winter Sports** - Basketball (Girls), Soccer (Boys & Girls), Spiritline, Wrestling (Boys & Girls)

**Spring Sports** - Baseball (Boys), Beach Volleyball (Girls), Softball (Girls), Track and Field (Boys & Girls), Volleyball (Boys), Tennis (Boys and Girls), eSports (Boys and Girls)

### Pursuing Victory with Honor

Mountain Ridge High School has taken a leadership role in expecting the sportsmanship displayed by our athletic teams, student body and community at events to be outstanding. We have placed a higher value on respect than wins and losses because there is more to be learned in educational athletics than how to shoot, score,

run, and throw. Maintaining a proper perspective about school sports will help us in our quest for good sportsmanship. Therefore, we are incorporating the themes of the AIA's Pursuing Victory With Honor Program into our athletic programs by practicing the Six Pillars of Character:

**Trustworthiness | Fairness | Respect | Caring | Responsibility | Citizenship**

We expect our coaches, athletes, student body and adult spectators to exhibit these characteristics at all events. Administration reserves the right to ask spectators to leave an event when a breach of this expectation occurs.

## **Lettering**

Coaches should make "lettering" policies known to student athletes prior to the season.

## **Transportation**

Student/Athletes are expected to use school transportation to and from athletic events and may be released to parents following athletic events with coaches' discretion and approval. Written approval may be obtained through signing a release form in the Athletics Office or in the presence of the coach

## **Eligibility**

Each year an athlete must establish his/her athletic eligibility for the up-coming school year. Athletic packets, which include forms, instructions, etc., are available in the Athletic Office.

To participate in interscholastic athletics, you must meet Arizona Interscholastic Association (AIA) requirements. The following are a few of the specifics.

### Withdraw/Fail

If a student receives a W/F (withdraw/fail) in one or more classes, the student is not eligible for the remainder of the semester for extracurricular AIA activities.

### No Pass/No Play

ALL students participating in AIA sanctioned events must maintain a passing grade in all classes. Teacher's academic records will be surveyed every week and a student failing will receive notification of "pending ineligibility". A student failing two consecutive weeks will be ineligible to participate (Monday-Saturday), unless a subsequent check after one week indicates a passing grade. The "ineligibility" period will then be one week (Monday-Saturday). At the coach's discretion, students can practice during the ineligibility period. They may not suit up for competitions. "No Pass/No Play" guidelines as established by the State Board of Education.

### Transfer Students

All transfer students who wish to participate in athletics must notify the Athletic Department well before the season of sport. The appropriate 550 form must be completed by parent, sending and receiving schools through the AIA website. The student-athlete will need approval from the Athletic Director before gaining eligibility to compete. In accordance with new AIA transfer bylaw, the student-athlete will be required to forfeit 50% of season whether or not a domicile change has occurred for all instate transfers. Please contact the athletic department with any questions regarding this process.

### Age Limit

If a student becomes nineteen (19) years of age on or before September 1st of that current year, he/she is not eligible to participate in interscholastic athletics.

### Date of Enrollment

Students enrolling after the semester begins or transferring from another school may not participate until cleared through the athletic office.

### AIA Bylaws; Article 15

15.3.5 In order to establish eligibility, a student's initial enrollment shall be no later than the 14th official school day of the semester. If a student's initial enrollment occurs after the 14th official school day of the semester, he/she is ineligible for that semester.

15.10 After enrolling and attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. Upon completion and filing with AIA 550 form (Application for Eligibility), a student shall be eligible to participate in interscholastic competition at the school to which he/she transferred provided notification of eligibility from the Athletic Department.

### Amateur Standing

Amateur standing is defined in the AIA Handbook. Questions involving amateur status will be answered through the athletic office. Students should never accept money for participation in any athletic event. There is a limit on awards that may be received in non-school activities. Contact the Athletic Office for rulings specific to non-school participation in individual sports.

### Competition Restricted to School Team

A student who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., in that sport during the interscholastic season of competition. This rule applies to team sports only, which are football, badminton, baseball, basketball, volleyball, soccer, softball, spirit line, track relay and swimming relay teams. For purposes of this rule, the interscholastic season of competition shall begin with the first regularly scheduled game and conclude with that

particular team's final game. Any student violating the above rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport or up to a maximum of one calendar year.

#### Seasons of Competition

No student, while enrolled in a four-year school, shall have an opportunity to compete for more than four (4) seasons per sport during his/her high school career. Additionally, after a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity in each sport or activity.

#### Physical Exams/birth Certificates/Insurance

No student shall be permitted to begin practice in any established sport unless there is on file with the Athletic Office, a physical examination form specifying that in the opinion of the examining physician, he/she is fully able to compete in athletic contests. A birth certificate must be verified and recorded as well as accident insurance (school or personal).

#### Code of Conduct

Participation on an athletic team is a privilege carrying certain responsibilities. When a student becomes part of a team, he/she will represent Mountain Ridge High School throughout the state. He/she is expected always to exhibit the kind of behavior and leadership that speaks highly of himself/herself and Mountain Ridge High School.

He/she is also expected to follow all team/school rules and attend practices and games. If he/she does not, coaches may take disciplinary action and could bar him/her from further competition.

Any student found taking, defacing, marring, misusing or destroying athletic equipment or general school property may suffer possible suspension from all athletics, use of athletic facilities and equipment, or suspension from school.

Athletes who indulge in illegal substances such as tobacco, alcohol or drugs (including anabolic steroids) will be subject to discipline and may be suspended from competition and/or school.

#### Use of Equipment

All athletic equipment issued by the Deer Valley Unified School District remains the property of the district. It is on loan to the student athlete to be used in regularly scheduled practices or games only. A replacement fee will be assessed at the end of the season for any lost equipment. If equipment is found after the fee has been paid, it should be returned to the bookstore accompanied by the receipt of payment and a refund will be made. Athletic equipment will not be considered bought if paid for after it is lost.

Remember, athletic equipment should not be worn at any time other than during practice or game sessions, unless specific permission has been granted by the coach.

### Locks, Lockers, Towels

Athletic locks and lockers will be provided to each athlete. There is no charge for this service unless the locker is damaged or the lock is lost or damaged. To prevent the loss of your lock or athletic equipment, do not reveal your lock combination to other students.

**Also, always make sure your lock is locked when leaving your locker.** Athletes must furnish their own towels for practice and games.

- Only school-issued locks are to be used.
- School authorities reserve the right to open and search the school lockers under the following conditions:
  1. When a student drops or withdraws from school.
  2. When deadlines are not met for the return of school property.
  3. When there are reasonable grounds for believing that something contrary to school rules or significantly detrimental to the school and its students will be found in that locker.

### Statement of Notification (Informed Consent Video) & Brainbook Procedure

Because of injuries and ensuing litigation, it is the responsibility of Mountain Ridge High School, as a member of the AIA, to notify all students/athletes of the following:

- It is understood that participation in organized interscholastic athletics involves the potential for injury which is inherent in all sports. It is acknowledged that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death.
- Student athletes and their parents are required to view the Informed Consent video which can be found at [mrhsathletics.com](http://mrhsathletics.com) and complete the documentation form each year and prior to participating in a sport program.
- Forms to purchase School Accident Insurance are available in the Health Center and Athletic Office.
- BRAINBOOK QUIZ - AZ State Law ARS 15-341 (A)(24)(b)(SB1521) mandates that schools provide concussion education information to students, parents and coaches. The Brainbook concussion course was approved by the AIA Executive Board on August 15, 2011 as the concussion component to this law.  
[www.aiaacademy.org](http://www.aiaacademy.org)

# ACADEMIC REQUIREMENTS

## Attendance

Research shows that regular attendance is an important factor in student achievement. Because of this it is so important that students are present and ready to learn each day but we realize that sometimes "life" does get in the way. Even though absences will happen, Arizona State Statute (A.R.S. 15-843) and DVUSD Governing Board Policy (JE-RB) dictates that a student must be in class for a minimum amount of time in order to earn credit for any course.

If a student has numerous absences (excused or unexcused) in the semester for one or more classes, the following procedures will take place:

- **At 5 absences** - a letter will be emailed home explaining the next steps
- **At 10 absences** - at the administrator's discretion, the student will meet with an administrator to discuss the fact that they are in jeopardy of losing credit for those classes. A contract will be signed followed by a call home to the parents/guardians.
- **At 13 absences** - at the administrator's discretion, students will be informed that they have lost credit for whichever individual classes accrued more than 12 absences. The student can appeal the loss of credit in a hearing with their parents/guardians that will take place towards the end of the semester.

Exceptions When calculating the total number of absences, the following situations would not be counted in that total:

- Going on a school field trip or athletic event
- Suspensions from school

## Reporting An Absence

To make it easy to report an absence, we ask that you use our [Google Form](#) where parents/guardians will indicate the date of the absence

OR you can leave a message at **(623) 376-3090**

**Note:** if for multiple days you will indicate the start and end date of those absences.  
**Failure to do so within 48 hours will result in an unexcused absence.**

## ANY Illness

Students should stay home until symptoms are gone without medication for 24 hours. Any medical documentation should be provided to the nurse BUT all days absent MUST be reported to attendance.



### Please Keep In Mind

- It is very important that all absences are reported to the school immediately along with the reason for the absence (the type of absences that are incurred will be taken into consideration in any needed appeal process to regain credit)
- If there is an extended illness, you should provide documentation to the Nurse's office and inquire about an *Exclusions and Exemptions* form.
- Per district policy, if a student has 10 consecutive days of unexcused absences, they will automatically be dropped from Mountain Ridge High School

**NOTE:** If you need to authorize somebody else to pick your student up early or your student needs to drive themselves home before the end of the school day, parent/guardian will need to print, complete and submit [MRHS Notice of Authorization](#) **EACH TIME YOU NEED TO AUTHORIZE**, and email to [MR-Attendance@dvusd.org](mailto:MR-Attendance@dvusd.org)

### District Calendar

If you have not done so already, it might be helpful to print the [District Instructional Calendar](#) so you know when there are days off from school and/or early release times.

### Late Arrivals

We encourage parents to assist students in arriving to school on time. If a student is late to class, after the final bell, a parent/guardian must accompany the student to the office in order to obtain a pass to class. If a student has an appointment slip, etc. from a doctor, dentist or other documented appointment to show in the office, a pass to class will be issued and then the student may go to class.

### Truancy

Arizona State law says that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a good reason for not attending school. If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor. When the parent does not provide a valid excuse for the child's absence, a law enforcement officer may cite the student, parent or custodian directly into court for violating the state truancy law. (re: A.R.S. 15-802, 15-803, and 15-804)

A habitually truant child is a child between the ages of six and sixteen who has five (5) days of unexcused absences or five (5) unexcused absences from class within a single school year. (Re: A.R.S. 15-803, C.1.) A student who is habitually truant from school may be issued a criminal citation. An administrator or designee will attempt to notify the

parents that the citation may be issued, and the parent will be required to appear in court with the student.

### **Loss of Credit**

Governing Board policy states that “Twelve (12) absences per semester are allowed for illness, disease, accident, family emergencies and religious purposes. Written verification by the appropriate person, doctor, licensed health professional or clergyman may be required for the additional absences.” Upon reaching 13 absences in any one class, students may be placed on loss of credit status. The student may appeal to the credit review committee for credit in that class.

### **Tardy/Sweep Procedures**

#### **What happens when a student is late for a class?**

- With a parent/guardian walking the student into the front desk is marked as an excused tardy and sent with a pass to class.
- If no parent/guardian the student is SWEPT or given an unexcused tardy and sent to the Sweep room (p1) or back to class with a pass (periods 2-7).
- If a student arrives after the HALFWAY point of any period they are considered absent (excused or unexcused) and counts towards the max of 12 allowed per class/semester.

#### **What is Sweep and why do we use it at MRHS?**

Sweep is a proven method used to reduce the number of student tardies, resulting in increased learning time with fewer class disruptions.

- Period 1 is the largest period we have students late to class so we have a room where all students without a parent or guardian signing them in will go. Located in the Counseling office, students will check in this room, put their phones away and be allowed to work on their iPads. Students can check their teacher's Canvas pages for work missed and can submit assignments electronically or in person the same or next day.
- Periods 2-7 students will report to the front office and be marked as Swept (or unexcused tardy) but sent back to class with a time-stamped pass (and have 5 minutes total to get to that class). Once a student reaches a total of 10 Sweeps per semester, a conference with the student will occur with an administrator, and the student will receive a copy of the communication, along with communication with parent/guardian.
  - 1st Sweep violation following conference: A lunch detention will be served.
  - 2nd Sweep violation: Two lunch detentions will be assigned.

- 3rd Sweep violation: Student will be assigned off-school suspension

### What if my student is marked absent in one period?

- If a student believes a teacher made a mistake, we have an Attendance Correction form in the attendance area of the front office that can be picked up the next day by the student to have a teacher sign to make the correction.
- If the teacher cannot verify that the student was in class then they are considered to have ditched that class period. Ditching is considered 'elopement' or being in an area that the student should not be in.
- An administrator will meet with any student caught eloping when they should be in class and detention and suspension can be given if this behavior continues.

If you have any questions regarding these policies, please contact the **Dean of Students**.

## **Grading**

Teachers will use points in recording student grades in the grade book. These points will be cumulative from the beginning of the semester to the end of the semester.

The marking system recommended for teachers is as follows:

<b>Letter Grade</b>	<b>Descriptor</b>	<b>Percentage Range</b>
A	Excellent	90% - 100%
B	Above Average	80% - 89%
C	Average	70% - 79%
D	Below Average	60% - 69%
F	Failing	0% - 59%

Students who earn an F as a final grade in any course will not receive credit for that course.

**Even though a lot of grading in most classes is done in Canvas, please note that ONLY those grades in PowerSchools are the official grades for the course.**

### Report Cards

The Deer Valley Unified School District is dedicated to contributing to a sustainable future for our planet through reducing consumption, reusing what we have and recycling what we can. This philosophy includes conserving natural resources. To support this, in lieu of printing high school semester report cards, parents/guardians and students will use PowerSchools to check students' semester grades. If you are a parent/guardian or student who would like to receive a hard copy of the semester report card during this school year, please contact the front office. Parents/Guardians and students may continue to request copies of unofficial transcripts from the school at any time.

### Grade Concerns

A parent concerned about a grade should always discuss it with the teacher before bringing it to the attention of a counselor or administration.

### Examinations

All students must take required examinations and the end of semester examinations may not be given in advance of the assigned date and time.

Students with extenuating circumstances may request late examinations at the end of the semester. The request must be submitted to the Assistant Principal's office at least two (2) weeks prior to the student's anticipated last day. Students who are absent, or have been approved to take late finals for the fall semester, may make up exams within two weeks of return to school in January. Students who are absent, or have been approved to take late finals for the spring semester, may make up exams within the two weeks following the last day of school. Initially a teacher will enter a zero into the grade book for the exam and when a student takes the exam based on these timeframes, the grade will then be changed. If the test is not completed within these timeframes, the grade will stay a zero.

### Late Work

In order for students to maximize their learning, it is important to keep up with all classwork and assignments. But since students learn at different paces, they are given some extra time for their work if they can demonstrate that they need it.

In order for late work to be accepted for full credit, the assignment must meet the following parameters:

- Assignment is not due within the class period

- Assignment is not a timed activity (such as a Quick-Write Essay)
- Assignment is not a Long-Term assignment (over multiple weeks)
- Assignment is turned in before the end of unit

The length of the unit of study and due dates will be clearly communicated to students by the teacher. If an assignment is not turned in on time, a “0” will be entered into the gradebook and if it has not been turned in by the end of the unit, that grade will remain a “0”.

### Classwork

In-class assignments may be due by the end of the class period

### Assessment Retake Policy

The ultimate goal of school is to have students learn the assigned curriculum. Unit Tests will be given at the end of every unit. Students are expected to study for the assessment using classwork, notes, and quizzes. Students who are not satisfied with their initial score are permitted to complete a retake in order to earn a higher grade. The retake assessment may be in the same format or it may be in an entirely different format but would still cover the same content and be at the same level of difficulty. The higher of the two scores will be entered into the gradebook.

To earn a retake opportunity, a student must complete all of the following:

- Consult with the teacher
- Submit a reassessment plan or application, if required by the teacher
- The reassessment plan may include the completion of all formative coursework related to the content/skill assessed

### **Reassessment Plan**

- The student must initiate contact with the teacher within 5 school days of the assessment score being posted.
- The student must communicate with the teacher to create a reassessment plan.

Retakes are not allowed for district and state assessments, Test Outs and Proficiency Exams, final assessments, end of term capstone projects and performance assessments.

### Academic Dishonesty

Every student is expected to only turn in work originally created by them unless they give credit to the original author otherwise it is considered plagiarism. If a student submits the work of others as their own, it will result in an automatic office referral for discipline and a “0” will be entered into the gradebook until they make arrangements

with the teacher to redo the assignment. Repeated cheating incidents, in any class, will result in steeper discipline.

## Artificial Intelligence

In Deer Valley Unified School District, we are committed to providing our students with the best possible education while ensuring their safety, privacy, and well-being. As part of our ongoing efforts to enhance learning experiences, we may incorporate the use of Artificial Intelligence (AI) in the classroom for students. However, it is important to approach this technology with caution and adhere to responsible data privacy practices.

DVUSD has determined that the use of Large Language Models (LLMs), such as ChatGPT, is prohibited unless clearly specified by your teacher. Specific guidelines will be provided in the assignment details. If you are unsure if the tool or website you are using is an LLM or if it is permitted on a specific assignment, please contact your teacher before submitting your work.

## Weighted Gradebook

Gradebooks will be set up for all classes with the following category weights:

- Assessments = 80%
- Coursework = 20%
- Practice = 0%

## Weighting of Grades

In selected subject areas, different honor points will be assigned to grades in order to reflect the level of work and performance of the student. The following table indicates honor point equivalents.

<b>Honors (H) and Advanced Placement (AP Courses)</b>		<b>General Education Courses</b>	
<b>Grade</b>	<b>Honor Points</b>	<b>Grade</b>	<b>Points</b>
A	5	A	4
B	4	B	3
C	3	C	2
D	1	D	1
F	0	F	0

Transcripts will reflect the weighted grades but will also have weighted and unweighted GPA calculations. Not all universities will recognize a weighted GPA.

### Class Ranking

The following designated courses will be used when calculating the high school class ranking list:

<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
ELA	ELA	ELA	ELA
Math	Math	Math	Math
Science	Science	Science	Science
-	Social Studies	Social Studies	Social Studies

- If more than one class is taken in the same designated subject area during the same semester, the class with the highest grade will be used. Or, if the grades are the same, the most advanced level class will be used.
- Only the designated classes taken during the freshman through senior years and approved DVUSD math classes taken in 7th and 8th grades will be used for class ranking.
- This applies to class ranking only, not to individual GPA. The individual GPA will continue to include all classes on a student's transcript as currently processed. (It should be noted that the universities recalculate the individual GPA according to their own formula.)
- Qualifying classes from the designated subject areas will include non-elective courses that meet the requirements for graduation.
- Students taking late finals after the two week window will be ranked as their grades appear at the time of ranking.

## Academic Excellence Cords

Academic Excellence Cords are different color cords that students wear at graduation and are based on the grades students earn throughout their time at Mountain Ridge. For the class of 2024 and 2025, cords will be awarded based on semester grades, Starting with the class of 2026, they will be annual cords.

The following is a breakdown of the cord colors:

- Gold Cord = 4.0 and higher GPA
- Burgundy Cord = 3.75 through 3.9 GPA
- Forest Green Cord = 3.5 through 3.74 GPA
- Silver Cord = 3.0 through 3.49 GPA

There will be an Academic Excellence Cord ceremony for Freshman at the start of their Sophomore year where they will get their first cord. The remaining cords will be given to students right before graduation. The cord given for the senior year will be based on the grades earned at the halfway point of that Spring semester.

## Requirements for Graduation

Students must complete a total of 22 units of credit including the following courses:

- 4 credits of English Language Arts
- 4 credits of Math
- 3 credits of Lab Science, one of which must be Biology (or Honors Biology)
- .5 credit of Health
- .5 credit of Physical Education
- 1 credit of World History
- 1 credit of American/Arizona History
- .5 credit of American/Arizona Government
- .5 credit of Economics\*\*
- 1 credit of Career and Technical Education (CTE) or Fine Arts
- 6 credits of elective courses

\*\*Free Enterprise or 2 years of Marketing may be substituted for economics.

Another requirement to graduate is that students must pass the required state of Arizona Civics Test with a 60% or higher. This will be denoted on the transcript as pass/fail.

## Early Graduation

Students planning on early graduation must file a request for early graduation at the beginning of their last year of attendance. Early graduation requires administrative and parental approval unless the student is 18 years of age. Diplomas will be awarded at the



yearly commencement. All final exams must be completed by the end of senior final exam day. Students must pass reading, writing, and math sections of AIMS before a plan can be written. Please see the Academic Planning Guide for specific requirements.

### Arizona Online Instruction/High School Course Credit

Students who take an AOI course not pre-approved by a DVUSD school counselor and receive credit for courses through the AOI organization will have those credits accepted as elective credit only, unless a test-out is taken and passed successfully for core credit.

The test-out score will be the grade recorded for the core class on the DVUSD transcript. For pre-approved courses for an external AOI instruction, DVUSD will accept the credit as elective credit with the option to take a test-out. For core credit, the grade on the DVUSD transcript will reflect the test-out grade. A student may elect to maintain the elective credit and the grade on the AOI transcript will be used for the elective grade on the DVUSD transcript. Any other out-of-district course credit must be approved by a counselor prior to enrolling in the course. A maximum of three (3) credits (over a student's four years) may be accepted from a non-DVUSD school or external AOI institution.

### Community College

Only pre-approved courses may be accepted from community college for high school credit. This approval must be done through high school counselors. Only courses 100 level and above may be transferred. Students must provide official transcripts from the community college to be granted credit. Please note: the community college will not send transcripts to the high school without payment and written approval from the student.

### Late Enrollment

No new student will be enrolled for "credit" after school has been in session for more than twenty (20) days unless the student is transferring from another school/district.

### Schedule Changes

**Valid schedule changes are made in the first 5 days of a semester.** Since numbers of course sections depend upon pre-registration information, the only valid reasons for a schedule change are: 1) Computer error; 2) Changes needed to satisfy graduation requirements; 3) Changes required by health; 4) Completion of an approved summer school, community college or online course.

Teachers or students who request a placement change from an honors level course to a regular-level course, or from a regular-level course to an honor's course, may do so after fifteen (15) days of the semester and before twenty five (25) days provided there is sufficient data that such a change is merited. Any student (regular or (H), (AP)) who

withdraws from a class after the first twenty (20) days of the semester, but before the end of the tenth (10) week will receive a grade of WP or WF; however, students will continue to attend class for the remainder of the course. Requests for class withdrawals will not be processed after the tenth (10) week of the semester. WP or WF grades will be posted on a student's transcript, but are not factored into GPA or class ranking. Students who receive a WF will be ineligible for extra-curricular and AIA participation.

### Auditing Courses

Audits are primarily for students who enter school after the 20th day. Approved audits are official agreements and will be noted on the student's schedule and transcript. Under no circumstances will an audit request be granted in order to avoid the consequences of a grade.

### Test-Out Procedures

The purpose of a test-out is to allow students to demonstrate course competencies instead of completing the course. Students who believe they are proficient in a course may request a test out exam up to 10 school days beginning with their first day of class. Students who have begun a course or have taken a course are not eligible to test out unless the student has an AOI elective credit he or she would want to test-out for a core-content grade on the transcript. Students may take only one test out exam per academic class. Students who request to test out of a year-long course must complete a test for both semesters. The district does not provide study guides, textbooks, or other types of assistance. Credit will be given, and the student's transcript will reflect the letter grade earned on the test only if the score is 70% or higher (only passing grades are calculated in the GPA). Once credit is awarded, a student may not take the course. Students should see their school counselor for more information.

### Homework

Homework should be assigned on a routine basis consistent with maturity, special needs, potential, and achievement level of the individual student to increase depth of knowledge. Homework should also provide meaningful learning tasks that develop skills and attitudes to foster student growth for lifelong learning by building a firm foundation for pursuing knowledge on an independent basis.

Homework should have a purpose and be appropriate to each student's needs. Assignments should build on prior classroom learning, either to re-teach or to extend learning. Feedback from the teacher is crucial in order for homework to be a valuable component of the learning process. Homework shall have a positive impact on learning and achievement.

## **Makeup Assignments**

Upon return to class after an EXCUSED absence, a student has one school day for each day missed to makeup work/tests regardless of the number of days absent. For example, if a student is absent for four days, he/she will have four school days to make up and turn in the work. It is the student's responsibility to check with teachers immediately upon return for work missed. Teachers may choose to schedule an appointment with the student to formulate a plan for the completion of make-up work.

Assignments are accessible to students through Canvas or teacher websites.

## **Make-up Work Requests**

Assignments are accessible to students through Canvas or on the teacher website. If a student has been absent for a minimum of three (3) consecutive days, and cannot access assignments, parents may request assignments by calling the Counseling Office. Requests will be sent to the teachers and parents may pick the assignments in the Counseling Office between 2:30 and 3:00 p.m. on the **following day** (Teachers must be given a 24-hour notice for homework requests). Completed assignments should be returned to the teachers. If illness is longer than anticipated, please call the Counseling Office again. For planned absences, students may make arrangements with their teachers prior to the absence.

## **Long-Term Project Guidelines**

Long-term projects are due on the date and time assigned, as defined in writing in advance by the teacher. If the student is absent, the project is still due on the day assigned. A long-term project is defined as an assignment that is assigned at a minimum of two weeks prior to the due date. It is the student's responsibility to make arrangements with the teacher on how the assignment should be turned in.

## **Grade Improvement**

All students must see the school counselor before repeating a course to complete a duplicate course/GPA acknowledgement form. Transcripts will reflect the original and repeated course grades. The improved course grade will be the grade of record and will be factored into GPA.

## **Early Departure**

Under emergency situations students may be allowed to leave school prior to the end of a semester. Approval from Administration must be received at least two weeks prior to the student's last day in school. If approved, it will be the student's responsibility to satisfy all course requirements with administrator/counselor approval.

## Withdrawing from School

If a student decides to withdraw from school for any reason, a parent/guardian must accompany the student to the office to obtain the withdrawal form.

The withdrawal form must be signed by the registrar. All books and school-issued iPads must be returned to the bookstore prior to withdrawing. Official records will not be released until all debts are cleared.

Students who are transferring to another school will be given a copy of the withdrawal form which will list the grades to date of departure. The form will assist students entering another school.

## **Student Conduct**

In order to assist all students in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are designed to create a pleasant and safe environment for all students in our school. Students shall comply with the District policies, regulations and procedures, pursue the required courses of study, and submit to the authority of the teachers and administration.

## Due Process

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. 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.

## Drug Free and Smoking Free Campus

Possession of drugs, drug paraphernalia and tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. 36-798)

NOTE: The Deer Valley Unified School District, in conjunction with the Glendale Police Department and the Phoenix Police Department, agrees to coordinate our efforts in establishing procedures for communication regarding incidents of alcohol and drug use, possession and distribution. Drug paraphernalia, controlled substances and "look alike" drugs are also included. The schools will supply the local law enforcement agencies with information about possible illegal drug and alcohol activities.

When any administrator or designee or person in charge suspects and/or determines that a student(s) possesses alcohol, drugs or weapons, these steps will be followed:

- Call the local law enforcement agency.
- Attempt to call parent/guardian, or emergency designee.
- Follow up with school disciplinary procedures that are within the guidelines of the Governing Board approved discipline handbook.

### Privacy and Property Rights

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not bring onto school property any substance, object, or material prohibited by law or school board policy. School officials may inspect such items on school District property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as backpacks, purses, and cars parked on campus, if school officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials.

### Personal Property

DVUSD assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Prohibited items on DVUSD campuses include, but are not limited to, rollerblades, skateboards, scooters, go peds, and hoverboards. Schools will not store them.

### Notifying Police

School officials are not required to initiate or complete due process procedures prior to notifying police authorities. If police authorities are notified, parents or guardians may be contacted by telephone. Any action taken by police authorities will be in addition to action taken by the school.

### MRHS Progressive Discipline Options

- Lunch Detention
- In-School Suspension (ISS) - when/if it is available
- Suspension Off Campus (SOC)
- Long-term Suspension

- Expulsion

#### Disciplinary Action - Routine Classroom Violations

All teachers develop classroom management plans that are communicated to students and parents. Classroom plans outline procedures and expectations specific to individual classroom environments. Disciplinary actions from teachers may include:

1. Conference with student (issue warning)
2. Conference with student again along with parent contact
3. Repeated routine violations will result in referral to the Conduct Office as a Major Violation - parent contact documentation is required before the referral is processed.

NOTE: Some violations may require an administrative decision to bypass the routine order.

#### Disciplinary Action - Major Violations

The consequence for major or continued violations shall be suspension or expulsion in accordance with these rules and regulations, due process of the law, the seriousness of the offense and the potential rehabilitation of the student offender. The following summary is provided to acquaint students, parents or guardians with the existing procedure. Infractions involving suspensions of ten days or more days may be reviewed by the administration upon parent request in writing. Any student who engages or participates in behavior that violates any of the DVUSD standards for student conduct will be subject to the appropriate disciplinary consequences and will forfeit the privilege of participating in the commencement ceremony. Commencement ceremonies are a privilege, not a right. Therefore, appropriate student behavior throughout the school year is directly related to a student's opportunity to participate in this ceremony. Students who engage or participate in behavior (a single event or a series of discipline issues) that violates any of the DVUSD standards for student conduct will be subject to the appropriate disciplinary consequences and may forfeit the privilege of participating in the commencement or promotion ceremony.

NOTE: Vandalism, pranks, or any serious violation may cause students to have final exams postponed and/or to receive disciplinary action. Also, depending on the seriousness and frequency of a student's actions, they may be excluded from participating in the Senior Graduation Ceremony.

### Short-Term Suspension Not To Exceed Ten (10) Days

Students may be suspended from school by the Superintendent, Principal, Assistant Principals, and/or other school officials granted this power by the Board of Education. (ARS-15-843)

### Long-Term Suspension In Excess of Ten (10) Days

Students may be suspended from school by the Superintendent, Principal, Assistant Principals, and/or other school officials granted this power by the Board of Education. Long term suspensions require Governing Board approval. During any on or off campus suspension, students are not allowed on any DVUSD campus/site or DVUSD activity.

NOTE: Students placed in In-School Suspension, Off-Campus Suspension, or Long Term Suspension/Expulsion may not participate in, nor attend any school or district sponsored activities. Work may be made up when suspended on or off campus and does count for credit. Alternate assignments and assessments of equal value may be administered as make-ups.

### Off Limits/Off Campus Areas

As we strive to provide a safe and orderly climate for everyone, specific areas on campus will be designated "Off Limits". These areas will be relayed to students/parents in the fall. Safety of students and staff and preservation of our facilities is a priority.

### Food And Drink/Off-Limits Areas/Lunches

Students will Respect the Ridge by:

- Not being in academic buildings during lunch.
- Disposing of trash and leaving a clean lunch area.
- Eating only in the cafeteria and/or designated eating areas outside.

### Good Neighbor Policy

Students must not trespass on private property or in any way abuse or interfere with the property of private citizens. Disturbance or damage to students or students' property, even in fun, is not permitted and restitution may be required in addition to having the police involved.

### Leaving Campus Without a Pass

MRHS has a closed campus policy. Students may not leave campus at lunch or at any other time unless signed out by a parent. Failure to follow these rules will result in receiving an unexcused absence and possible disciplinary action. Once a student leaves campus with or without permission, the school assumes no responsibility. For

students who drive and park on campus, they are not allowed to go to their car during school hours for any reason without permission from security or administration.

### Bicycles

Bicycles are to be parked in the racks and areas provided within the campus and are not to be ridden on the school grounds. They should always be locked. The school assumes no responsibility for bicycles.

### School Property and Debt

Transcripts and participating in the graduation ceremony may be withheld from students who fail to return school property or who have unpaid balances on accounts.

### Unacceptable Items

School is a place students come to be educated, and certain items disrupt the "educational process" and are not permitted. The following is a representative list of items, but not limited to, that will not be brought to school:

- Pets / animals
- Radios, laser pointers, air horns, hair paint, silly string
- Skateboards, longboards, roller skates, roller blades
- Water guns, shaving cream, and colored spray cans.
- Cameras (both still and video), recording devices, and other disruptive electronic devices
- Gambling paraphernalia
- Wallet Chains and Bullet Belts

The item(s) will be confiscated and the student will be subjected to disciplinary action.

Roller blades, skateboards, longboards and scooters are prohibited on all DVUSD campuses. Schools will not store or secure them. Additionally, DVUSD and Mountain Ridge assumes no liability for the loss, theft, or damage.

Note: the administration reserves the right to use their discretion in what constitutes unacceptable items. Also, the school accepts no liability for loss, cost, or replacement of confiscated unacceptable items brought to school by students.

### Recording Devices

Teachers, staff, and students have a reasonable expectation of privacy. Students are not to use personal electronic devices for the purpose of surreptitiously taking, sending, recording or transmitting photos, conversations, or videos of others at school, on the bus, or at school-related activities/events. Recording devices that can be controlled remotely are prohibited.



## School Zone

High profile enforcement includes the area within three hundred feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any school bus or bus contracted to transport pupils to any school. (ARS 13-3411)

In order to ensure safety and order at all times, the conduct policy is NOT limited to regular school hours and may extend beyond the school zone.

## Video Surveillance Notification

To help support a safe environment video surveillance cameras are in operation on the Mountain Ridge campus twenty-four hours a day. The video system provides coverage for both the interior and exterior portions of campus, including the parking lots.

## Electronic Devices

Because we are a Technology Rich campus, students will be required to bring to class and properly maintain a device such as a tablet or laptop. Per district policy, students may choose one of the following three methods of possessing a device:

1. The student is issued a school iPad to take home and bring to class each day. The student may opt to purchase a Limited Liability Protection Plan for the device for a nominal fee when first checking out the device. The intent of the plan is to limit the out-of-pocket costs students and parents might incur if the iPad is damaged, lost, or stolen. Please refer to the plan document itself for more detailed information about fees for damaged, lost, or stolen devices and available coverage.
2. The student may check out a school-issued iPad to take home and bring to class each day, but may choose not to purchase the Protection Plan. If the plan is not purchased up front, it cannot later be purchased. The plan is paid for the school year regardless of the length of time the student is enrolled in our school.
3. The student may choose not to check out a school-issued iPad and instead bring a device from home. Devices from home may experience trouble accessing and maintaining connection to the preferred school wifi network. Parents may be charged extra data fees from their providers as these devices must be re-connected to the network when they lose connection, and may use up data in the interim. In addition, students may not be able to use the same paid apps for free, as school-issued iPads will already have these apps loaded onto them. The school is not responsible for the loss/damage/theft of items brought from home.

Per the technology agreement students and parents sign to check out an iPad, Virtual Proxy Networks (VPNs) or similar apps that bypass mobile device management are

NOT allowed to be installed on iPads. The consequence for installing a VPN or similar app is in-school suspension and possible revocation of school-issued iPad.

### Weapons in School

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. The Superintendent shall prescribe regulations for student possession of bows or firearms on District property for the purpose of the student's participation in a course of training in bows or firearms approved by the Governing Board and as authorized by Arizona Revised Statutes (A.R.S.) 15-713, 15-714, and 15-714.01. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to a school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy weapon means any of the following:

- A firearm.
- A knife, other than a folding pocket knife with a blade length of not more than two and one-half (2 1/2) inches that cannot be locked in an open position.
- A destructive device.
- A dangerous instrument.

Simulated weapon means an instrument displayed or represented as a weapon.

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.

Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, et cetera) are held away from District property.

Deadly weapon means any weapon designed for lethal use, including a firearm.

Ref: DVUSD Policy J-3100 JICI    Adopted: March 8, 2011

## Sexual Harassment

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as 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 where:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or

3. Such conduct has the purpose of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
3. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
4. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
5. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.
6. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct should notify the administration.

Ref: DVUSD Policy ACA A-0300.2

### Dress Code

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

During the school day:

- Clothing must cover the entire buttocks and not be see-through. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.

- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etcetera.
- Jewelry shall not be worn if it presents a safety hazard.
- No hats, bandannas, other head coverings, or sunglasses may be worn inside any campus building at any time, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional. Hats and sunglasses may be worn outside.
- Obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons on clothing are expressly prohibited. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons must be covered.
- Students may not wear clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.

Exceptions for special activities or health considerations may be pre approved by the administrator.

Students who participate or volunteer in extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

(Ref. DVUSD Policy JICA)

### **Bullying/Cyberbullying/Intimidation**

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

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

### Bullying

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

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

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

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

### Cyberbullying

Cyberbullying is, but 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 list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

### Harassment

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. 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 and 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.

## Intimidation

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

## Consequences

- Students 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 acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.
- Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the District. School personnel are to maintain appropriate confidentiality of the reported information.
- Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.
- Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.
- Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.
- Law enforcement authorities shall be notified anytime district officials have a reasonable belief that an incident of bullying is a violation of the law.

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

(Reference Policy JICK, JICK-R, JICK-EA, JICK-EB)

## Conflict Resolution Options

- Talk to the student who is bothering you.

- If the behavior continues, ask the student to stop.
- Talk to a trusted adult about the situation.
- Request peer mediation through the counseling department.
- Ongoing issues should be reported to the administration.

Keep our school safe by confidentially reporting to a trusted adult, or fill out an incident report, if you are aware of a situation that may cause disruption or harm. Incident reports can be found in the conduct office.

## **Discipline Guidelines**

**Administration will exercise discretion when determining infraction(s) and consequence(s) and may assign a more or less severe consequence than outlined in the guidelines below including community service.**

- Administration may, after considering the circumstances, report any violation to law enforcement.
- Administration may determine that a violation warrants completion of a Threat Assessment.
- Any infraction directed at a staff member may warrant a more severe consequence. If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of or in addition to the consequences outlined in the matrix for that infraction.
- Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to other students as well as to the parents of other students.
- Due process and parental notification are expected for all discipline referrals.

The following table is taken from the DVUSD Student Rights and Responsibilities Handbook:

An asterisk (\*) indicates that the violation must be reported to law enforcement



		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
*Aggravated Assault	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. ( <a href="#">A.R.S. 13-1204</a> )	Long term suspension	Expulsion
Aggression, Other	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Conference	Long term suspension
Alcohol Violation (sale or distribution)	The sale or distribution of alcohol as defined below.	10 day suspension	Expulsion
Alcohol Violation (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	5 day suspension	Expulsion
*Armed Robbery	A person commits armed robbery if, in the course of committing robbery as defined above, is armed with a deadly weapon or a simulated deadly weapon or uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. ( <a href="#">A.R.S. 13-1904</a> )	Expulsion	

*Arson of an Occupied Structure	Damaging an occupied structure or property by knowingly causing a fire or explosion. ( <a href="#">A.R.S. 13-1704</a> ) An occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. ( <a href="#">A.R.S. 13-1701</a> )	Long term suspension/ Restitution	Expulsion/ Restitution
*Arson of a Structure or Property	Damaging a structure or property by knowingly causing a fire or explosion. ( <a href="#">A.R.S. 13-1703</a> )	Long term suspension/ Restitution	Expulsion/ Restitution
Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person at risk of imminent physical injury; or (3) knowingly touching another person with the intent to injure. ( <a href="#">A.R.S. 13-1203</a> )	PreK-6: 3 day suspension  7-12: 5 day suspension	PreK-6: Expulsion  7-12: Expulsion

Attendance Violation, Other	Being absent from class or school ten percent of the school year, or having five unexcused absences.	Parent/student/ administrative conference	Loss of credit/CUTS
*Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	10 day suspension	Expulsion
*Bullying	Repeated acts over time that involve 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, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology. ( <a href="#">A.R.S. 13-2921</a> )	Conference	Expulsion

*Burglary (First Degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. ( <a href="#">A.R.S. 13-1508</a> )	10 day suspension/ Restitution	Expulsion/ Restitution
*Burglary or Breaking and Entering (Second or Third Degree)	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. ( <a href="#">A.R.S. 13-1506</a> and <a href="#">A.R.S. 13-1507</a> )	Restitution	Expulsion/ Restitution
Bus-Wrong Bus/Stop	Riding undesignated bus or exiting at an undesignated bus stop.	Warning	Long term suspension from bus
Bus-Gum/Eating/Drinking	Chewing gum, eating and drinking anything other than water on bus.	Warning	Long term suspension from bus
Bus-Seat/Movement	Moving seats, sitting in unassigned seat, sitting improperly (i.e., backwards, sideways, in aisles, on floor, etc.).	Warning	Long term suspension from bus
Bus-Throwing Objects	Throwing/tossing any object, including paper, either on the bus or out of the bus window.	3 day suspension from bus	Long term suspension from bus
Cheating/Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Conference/loss of credit (student will be given another opportunity to show mastery of learning.)	5 day suspension/ Loss of credit
*Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	10 day suspension	Expulsion
Combustible	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluids.	Conference	Long term suspension

Computer/ Network Infraction/ Telecommunication Device	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes tampering or unauthorized access of any computer, computer system, or network.	Conference/ Restitution	10 day suspension/ Restitution
Contraband	Any item whose use, possession, sale or distribution is prohibited because it may disrupt the learning environment.	Conference	Long term suspension
Dangerous Items	Any device 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. These may include but are not limited to air soft guns, bb guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, pepper spray, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas, and other dangerous items. NOTE: A dangerous item used to cause bodily injury or to threaten or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement.	3 day suspension	Expulsion
Defiance or Disrespect Towards Authority	Treating District personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of District personnel.	Conference	Long term suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. ( <a href="#">A.R.S. 13-2904</a> )	3 day suspension	10 day suspension

Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. ( <a href="#">A.R.S. 13-2911</a> )	Conference	Long term suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school or District policy.	Change of clothes	3 day suspension

Drug Paraphernalia	Any equipment, products or materials of any kind which are used, intended for use or designed for use in growing, processing, packaging, concealing, containing or ingesting a drug as defined below. ( <a href="#">A.R.S. 13-3415</a> )	3 day suspension	Expulsion
Drug Violation (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the District's policy for such medication. Medication for cessation of smoking must be checked through the health center; otherwise, it will be considered a drug. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs" includes anything that looks like drugs.	3 day suspension	Expulsion
*Drug Violation (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. ( <a href="#">A.R.S. 13-3451</a> )	5 day suspension	Expulsion
*Drug Violation (sale or distribution)	Sale, distribution, or intent to sell drugs and/or possession of a quantity that could be considered more than for personal use, including over the counter drugs as defined above.	Long term suspension	Expulsion

Electronic Smoking Device (Vaping)	<p>Possession or use of any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user.</p> <p>Electronic smoking device includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. This category includes possession of any component, part, or accessory of an electronic smoking device. NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (<a href="#">A.R.S. 36-798</a>)</p>	3 day suspension	10 day suspension
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Elopement	Leaving an assigned area without permission from or knowledge of staff.	Parent/student/administrative conference	3 day suspension
Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury to another. Consequence depends on the potential severity of harm.	1 day suspension	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. ( <a href="#">A.R.S. 13-1804</a> )	3 day suspension	Long term suspension

Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	PreK-6: 1 day suspension  7-12: 3 day suspension	PreK-6: Expulsion  7-12: Expulsion
*Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	3 day suspension	10 day suspension
*Firearms	Any loaded or unloaded handgun, pistol, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device 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. This includes explosive, combustible or poisonous gas. ( <a href="#">A.R.S. 13-3101</a> and <a href="#">A.R.S. 13-3111</a> )	Expulsion	
Forgery	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent. This includes identity theft.	Conference	10 day suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Conference	5 day suspension
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted or sprayed on walls or other surfaces in public places.	1 day suspension/ Restitution	Expulsion/ Restitution

Harassment, Nonsexual	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. ( <a href="#">A.R.S. 13-2921</a> )	Mediation	Expulsion
Harassment, Sexual	The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	3 day suspension	Expulsion
*Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact.	5 day suspension	Expulsion
Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution, and (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. ( <a href="#">A.R.S. 13-2301</a> )	Mediation	Expulsion
*Homicide	Intentionally or recklessly causing the death of another person. ( <a href="#">A.R.S. 13-1101</a> )	Expulsion	
*Indecent Exposure or Public Sexual Indecency	For definition of Indecent Exposure, refer to <a href="#">A.R.S. 13-1402</a> . For definition of Public Sexual Indecency, refer to <a href="#">A.R.S. 13-1403</a> .	3 day suspension	Expulsion



Language, Inappropriate	The use of profanity or any derogatory language stated publicly.	Conference	10 day suspension
*Kidnapping	Knowingly restraining another person with the intent to (1) hold the victim for ransom, as a shield or hostage, or (2) hold the victim for involuntary servitude; or (3) inflict death, physical injury or a sexual offense on the victim or to otherwise aid in the commission of a felony; or (4) place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person; or (5) interfere with the performance of a governmental or political function; or (6) seize or exercise control over an airplane, train, bus, ship or other vehicle. ( <a href="#">A.R.S. 13-1403</a> )	Expulsion	
Leaving School Grounds without Permission	Leaving school grounds during regular school hours without permission.	Parent/student/ administrative conference	3 day suspension
Lying	To make an untrue statement with intent to deceive.	Conference	5 day suspension
Marijuana Violation (sale or distribution)	The sale or distribution of marijuana as defined below.	10 day suspension	Expulsion
Marijuana Violation (use, possession, under the influence)	The possession or use of marijuana or substances represented as marijuana. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation. The term marijuana includes marijuana in any form, such as plant, edible, oil, or wax.	5 day suspension	Expulsion
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Conference	10 day suspension

Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group which manifests malice towards others based on their race, gender, or ethnicity. This includes hate speech and gang activity.	Conference	Long term suspension
Parking Lot Violation	Improper driving or parking of a vehicle on District property without permission and/or parking in prohibited areas.	Conference	Loss of parking privileges
Pornography	The use, possession, or distribution of pictures, videos, devices, or electronic images that offends or disturbs the educational environment.	Conference	Expulsion

Public Display of Affection	Kissing, hugging, fondling or touching in public.	Warning	3 day suspension
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Conference	Long term suspension
*Robbery	Taking, or attempting to take, 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. ( <a href="#">A.R.S. 13-1902</a> )	5 day suspension/ Restitution	Expulsion/ Restitution
School Policy, Other Violation of	An incident that cannot be coded in one of the other categories but did involve a school, school-sponsored event or school-sponsored transportation.	Conference	Long term suspension
School Threat, Other	An incident that cannot be coded in one of the other categories but did involve a school threat. This includes death threats.	Mediation	Expulsion

*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	For definition of Sexual Abuse, refer to <a href="#">A.R.S. 13-1404</a> . For definition of Sexual Conduct with a Minor, refer to <a href="#">A.R.S. 13-1405</a> . For definition of Child Molestation, refer to <a href="#">A.R.S. 13-1410</a> .	5 day suspension	Expulsion
*Sexual Assault (Rape)	For definition, refer to <a href="#">A.R.S. 13-1406</a> .	Expulsion	
Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material 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.	1 day suspension	Long term suspension
Tardy	Failure to be at a designated location at a specified time.	Parent/student/administrative conference	CUTS
Technology, Other	The misuse of a cell phone, pager, media player or other electronic item, whether operational or non-operational.	Conference	5 day suspension

Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. <u>NOTE:</u> In the event of theft or damage, personal items brought to school, such as musical instruments, radios, electronics, etc., are not covered by District insurance. ( <a href="#">A.R.S. 13-1802</a> )	1 day suspension/ Restitution	10 day suspension/ Restitution
Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. ( <a href="#">A.R.S. 13-1202</a> )	Mediation	Expulsion

Tobacco Violation	Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. ( <a href="#">A.R.S. 36-798</a> )	3 day suspension	10 day suspension
Truancy	An unexcused absence of at least one class period during the day. This includes ditching. NOTE: This definition pertains to students ages 6 to 16. ( <a href="#">A.R.S. 15-803</a> )	Parent/student/administrative conference	Loss of credit/CUTS
Trespassing	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 students serving a suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. ( <a href="#">A.R.S. 13-1503</a> )	1 day suspension	10 day suspension
Unexcused Absence	An unexcused absence of at least one class period during the day. NOTE: This definition pertains to students over the age of 16.	Parent/student/administrative conference	Loss of credit/CUTS
Vandalism of Personal Property	Willful destruction or defacement of personal property.	3 day suspension/Restitution	Expulsion/Restitution
Vandalism of School Property	Willful destruction or defacement of school property.	3 day suspension/Restitution	Expulsion/Restitution
Verbal or Written Provocation	Use of language, gestures, or any other communication that may incite another person or other people to fight.	Conference	Long term suspension

Weapons (no threat)	May include but are not limited to the possession of billy clubs, brass knuckles, knife with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in <a href="#">A.R.S. 13-3101</a> .	10 day suspension	Expulsion
*Weapons (w/Threat)	May include but are not limited to billy clubs, brass knuckles, knife with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in <a href="#">A.R.S. 13-3101</a> accompanied by a verbal or physical threat of violence against a person or damage to District property.	Long term suspension	Expulsion

# **Internet Information**

## **Internet & E-Mail User Agreement**

The Network is provided for students/users to conduct research and communication for academic purposes only as determined by the District curricula. Independent access to network services is provided to students/users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility.

Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. All network administrators/teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search history of websites visited to ensure that such use meets the District intent as a tool for academic purposes. Files stored on District servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from all around the world. The District uses an internet filtering mechanism that promotes the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. The District is not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with information sources such as television, telephone, movies, radio and other potentially offensive media. Parents may revoke their students' Internet/E-Mail privileges at any time by notifying the school in writing.

### **The following are not permitted:**

1. Installing a virtual proxy network onto a district owned device
2. Send, access, download or display offensive messages or pictures
3. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language
4. Harass, insult or attack others
5. Damage computers, systems or networks
6. Violate copyright laws and regulations
7. Use passwords of others
8. Share passwords with others
9. Trespass in others' folders, work or files
10. Employ the network for commercial purposes

11. Provide personal information, i.e., names, addresses, phone numbers, card numbers, etc.
12. Tamper as defined in A.R.S. 13-2316 and as described under the infraction Computer/Technology Infraction/ Telecommunication Device and in the DVUSD Student Rights and Responsibilities handbook
13. Students may not install, copy, or download games, music, movies, and any unauthorized software or violate any copyright laws
14. Post chain letters or engage in "spamming"
15. Unauthorized access to District network resources

### **Consequences:**

- Violations of the above may result in a loss of access
- Violations of the above may be subject to disciplinary action including expulsion/dismissal
- When applicable, law enforcement agencies will be involved

By not signing the Internet and E-Mail User Agreement, you must be aware your child may:

- Observe other students using the Internet
- Witness classroom teachers using the Internet as an instructional tool
- Witness other campus staff using the internet for instructional purposes