

Desert View
High School
Student Handbook
2022-2023

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Policies and procedures listed in this handbook may be changed at the discretion of Desert View Schools – Yuma, AZ, herein after referred to as Desert View Schools in this handbook, without prior notice. Any alterations to this document will be communicated to affected parties by mail and/or e-mail.

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Mission Statement

The mission of Desert View High School is to Educate, Empower and Equip our students for life. Our vision is to fully prepare every student for the life they choose following high school graduation. We want to ensure that our students are prepared for life after high school, whether that be college, trade school, or career certification. Our focus remains razor sharp: we are satisfied with nothing less than providing each student with an individually crafted, state-of-the-art educational experience from enrollment to graduation, and beyond.

Support and Communication

Desert View High School is an Arizona public charter school and, as such, is governed by the regulations of the Arizona Department of Education (ADE) and laws of the State of Arizona.

School Administration Contacts

Phone: (928) 317-3113

Website: www.desertviewschools.com

Email: jhackmann@desertviewschools.com

Academic Counseling, Guidance & Support

We believe that every student is unique and so are their educational needs. The Desert View High School Principal meets with each student during enrollment to construct an individual course of learning that will guide the learning process all the way to graduation. Students are contacted regularly for progress checks, encouragement, and to ask any questions they may have about school. The academic counseling and guidance that Desert View High School provides is delivered personally by Success Coaches and teachers employed by ASU Prep Digital, the curriculum provider.

Academics

Admissions

The following criteria describe full-time students:

- All courses are to be completed by the student's twenty-second birthday;
- Arizona residents qualify for free tuition;
- Not a recipient of a high school diploma;
- Successful completion of the admissions application

Residency

When proof of residency is requested, one of the following may be supplied as proof of residence: (1) property tax statement; (2) utility bill or deposit receipt indicating parent/guardian's name or address; (3) lease agreement; (4) other forms of proof considered valid by Desert View High School.

Academic Requirements

The number of courses will be determined by an individual academic plan. Students average at least 30 hours per week of online work, unless their academic plan calls for more. Students maintain adequate academic progress as outlined in their personal academic plan.

Academic Grading

A minimum 65% final course average must be achieved in order to be eligible to receive credit

Student achievement is evaluated by the following standards:

A = 90-100%	Excelling
B = 80-89%	Mastery
C = 70-79%	Approaching Mastery
D = 60-69%	Far Below Mastery
F = 0-59%	Failing

Academic Integrity

Desert View High School anticipates a commitment to academic integrity from each student. The completion of the enrollment process signifies that a student is committed to academic integrity as a student at Desert View High School.

Academic integrity means:

- The work on each assignment will be completely your own;
- Any collaboration with another classmate on any assignment will be pre-approved by your instructor;
- Students will not practice plagiarism in any form;
- Students will refrain from allowing others to copy work;
- Students will not misuse content from the Internet.

Plagiarism is defined as follows: copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own. Please be aware that all instructors use technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by Desert View High School administration and may be removed from the course with a failing grade.

Academic Calendar

Desert View High School's calendar is closely aligned with our sister schools, DVA and DVMS. Parents and students will be made aware when our school's dates differ from the support hours of any of our academic partners, such as remote teachers.

Academic Curriculum

Desert View High School is very student centric. We want our students' educational experience to be adapted to their diverse needs. To that end, Desert View High School students enjoy learning anytime, anywhere, because they can access their lessons on the internet, 24 hours/day, 7 days/week. Students are able to complete lessons at any time, at home or anywhere they can find an internet connection.

Attendance, Achievement and the Coaching for Success Model

Attendance does matter at Desert View High School. By establishing a consistent routine for logging in and completing course assignments, in a timely manner, students will be able to successfully meet course requirements and graduate on time. That being said, the goal of Desert View High School is student success. There are many factors that contribute to student success: routine logging on by the students to complete coursework, consistent contact by the Academic Coordinators with students and guardians, and the meaningful interaction between students and the Student Support staff are all necessary to create a successful experience in our world of online education.

While attendance is necessary for academic success, it must be recognized that merely logging on does not guarantee forward movement through the curriculum. Desert View High School students are expected to invest themselves in at least six hours of productive work each day, in order to meet the rigorous academic targets that they have established. Simply logging on for six hours each day is not sufficient for the task. Therefore, attendance is not the primary issue; successfully moving through the curriculum is what is measured and anticipated. It is our experience that successful students login in to their work regularly and invest more than the minimum hours needed to enjoy success.

It must be remembered that Desert View High School is not interested simply in course completion, but content mastery. Not every student will be successful studying in an online environment. Most will flourish, some will struggle, and a few will not enjoy success. With that in mind, Desert View High School has created a program for students who struggle to keep on pace with their academic targets. It is called the Coaching for Success Model.

Coaching for Success Model

The Coaching for Success Model is only implemented when a student is not enjoying success. Success is defined as keeping pace with the academic targets.

The Coaching for Success Model is built on communication and accountability. The Academic Coordinators are in regular contact with students as a practice. However, once a student enters Coaching for Success, communication becomes more focused. During any one full week, from Monday to Monday, that a student fails to maintain a positive Overall Progress, the Coaching model is initiated.

The Coaching for Success model is divided into four (4) stages; the stages are generally a week in length, however an individual stage may extend beyond a week. The Coaching model may be implemented after the fourth week, for a new student (any grade), or at any time for a student who has completed at least one (1) course.

If a student's Overall Progress demonstrates a deficiency on a weekly review, that student is placed in Stage 1 of the Coaching for Success model. If a student falls further behind in subsequent weeks he/she progresses through the stages of the Coaching model. If at any point during the Coaching process a student regains a positive status in their Overall Progress, he/she is immediately removed from Coaching, regardless of which stage they are in. If a student reaches Stage 4, a discussion is had with the student and their parent/guardian and he/she may be withdrawn from the school.

The model is outlined below:

Stage 1 Awareness

A phone call is made to the student and parent/guardian to inform them that the student's academic targets were not reached for that week. A follow-up email is sent. The student has one week to demonstrate an ability to stop losing ground, with regard to established targets. If the student maintains their position, but does not fall further behind, their place in Stage 1 remains. If the student falls further behind, he/she is moved to Step 2 of Coaching for Success. If there is no response to the email or phone call, Step 2 is initiated.

Stage 2 Warning

A phone call is made to the student and parent/guardian to inform them that the student's academic targets were not reached for a second consecutive week. The Principal schedules a meeting with the student and parent. The meeting is confirmed via email. The student has one week to demonstrate an ability to stop losing ground, with regard to established targets. If the student maintains their position, but does not fall further behind, their place in Stage 2 remains. If the student falls further behind, he/she is moved to Step 3 of Coaching for Success. If there is no response to the phone call or email, Step 3 is initiated.

Stage 3 Probation

The student and parent/guardian are contacted. The student is placed on academic probation. The student has one week to demonstrate an ability to stop losing ground. If the student maintains their position, but does not fall further behind, their place in Stage 3 remains. If the student falls further behind, he/she is moved to Step 4 of Coaching for Success.

Stage 4 Dismissal

If the student has not achieved success in making academic targets by the end of Week 4, a letter is sent by the principal to parent/guardian informing them of the student's dismissal from the Desert View High School. All communications are placed in the student's file.

The Coaching for Success Model must be understood to be a flexible set of guidelines, not a 'rule of law'. The intent of the model is always meant to be redemptive, not punitive. It is applied with a measure of grace. If an affected student is gaining ground toward targets, the timeline can be adjusted accordingly. The ultimate goal is to enhance student success and retain the student. However, if a student demonstrates that they are incapable of enjoying success in Desert View's online environment, and continue to fall further behind, that student must be counseled out of the online school before they lose a significant amount of time.

10 Day Drop

Should a student fail to login to work for ten consecutive days, without notification, the student may be dropped from Desert View High School.

Arizona State Standards

The ASU Prep Digital curriculum is aligned to Arizona State Articulated Standards, and in some cases, the Arizona Common Core Standards.

Accreditation

Desert View High School is accredited with Cognia. Cognia is responsible for the accountability of schools with postsecondary certificate-granting designation in accordance with federal regulations.

Progress Reports

Knowing how your child is performing in their courses is important to all parents/guardians. We want to make sure that you not only have access to that information, but also that you know how to interpret it. Parents/guardians have a secure online portal through which they can view their student's progress in real time. The secure portal requires an email address, which can be established at orientation if the parent/guardian does not presently have one.

<https://asuprepaz.infinitecampus.org/campus/portal/parents/asuprep.jsp>

Testing Information & Requirements

ACT ASPIRE (9TH GRADE) AND ACT (11TH GRADE)

ACT ASPIRE AND ACT are the statewide achievement test for Arizona students. **Arizona** public school students in Grades 9 and grade 11 (cohort 2024 in 2022-2023 school year) will take the grade level ACT ASPIRE or ACT assessments in English Language Arts and Mathematics. AzSCI will be taken by any students in 11th grade.

<https://www.azed.gov/assessment/>

College Entrance Exams

Prior to registering for a college entrance exam, first check with the college or university of your choice to see which test(s) they accept for admissions. There are two main college entrance exams, the SAT or ACT. You will need to visit their respective website in order to register for the exam.

PSAT (Preliminary SAT/National Merit Scholarship Qualifying Test)

The PSAT provides students first hand practice for the SAT exam. Students who take this exam are also given the opportunity to enter for the National Merit scholarship programs. The test is offered in October of each year. Currently, Desert View High School does not offer the PSAT. Speak with the Site Administrator for more information.

For more information about the PSAT and to find a testing center near you, please visit: <http://www.collegeboard.com/student/testing/psat/about.html>

ACT (American College Testing) Test and Registration dates:

Website: www.act.org

SAT Reasoning & Subject Tests and Registration Dates:

Website: www.collegeboard.com

Graduation

Requirements

The following information contains the Desert View High School Curriculum Outline for grades 9 through 12. This outline is designed to help students and parent/guardians become acquainted with the graduation requirements. A Site Administrator will develop a plan for completing the credits needed for graduation.

<i>Current Requirements</i>	
English	4 credits
Math ⁽¹⁾	4 credits
Science ⁽²⁾	3 credits
Social Studies ⁽³⁾	3 credits
CTE/Fine Art/PE Health	1 credits
Electives	7 credits
Total	22 credits

- (1) Math courses shall consist of Algebra I, Geometry, Algebra II (or its equivalent) and an additional course with significant math content as determined by district governing boards or charter schools.
- (2) Three credits of science in preparation for proficiency at the high school level on the AIMS test.
- (3) Social Studies shall consist of one credit of American History, including: Arizona History; one credit of world history/geography; one-half credit of American government, including Arizona government; and one-half credit of Economics

Graduation Ceremonies

In order to graduate, students will have met all credit, School and State graduation requirements prior to receiving a diploma. Desert View High School will conduct a graduation ceremony at the end of the school year. Family and friends of the graduate will be invited to attend.

Student Code of Conduct

Overview

Desert View High School recognizes and strives to meet the individual needs of each student through programs that promote the development of self-esteem, cooperation and vision. These programs will help produce well-educated, productive and socially responsible citizens. To this end, we believe the School should reflect the desires and expectations held by our community for our children, and that the School must provide an environment that ensures the safety and wellbeing of students. For this reason, it is important that the School have clear expectations and guidelines for students.

Online Classroom Conduct

Internet access is necessary for all Desert View High School students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, the availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the drawbacks. We especially appreciate partnering with parents to teach responsible Internet use.

Students are responsible for good behavior on the course curriculum management system, just as they are in a traditional school building. Please review the following netiquette rules and Desert View High School expectations carefully:

- Avoid obscene, profane, threatening, or disrespectful language. Remember, there is a person at the other end of the connection.
- We take the integrity and authenticity of student work seriously at Desert View High School. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.
- Security is a high priority, especially when the system involves many users. If you can identify a security problem in the school's computers, network, or Internet connection, notify a teacher or other school personnel.

- It is illegal to create harmful computer viruses.
- Email and chat are not private. Never say anything via email or chat that you wouldn't mind posting on the school bulletin board or in the local newspaper.
- Beware of emails from anyone, particularly adults you don't know, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher or another Desert View High School employee of any message you receive that is inappropriate or makes you feel uncomfortable.
- Protect your password. Keep it secret from anyone except your parents/guardian.
- Desert View High School assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.
- Desert View High School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from Desert View High School course(s), as well as other disciplinary or legal action.

Student Support

- Focus on school-related subjects when chatting with Student Support; Success Coaches and Content Specialists have many students to assist.

Yuma Center Rules

- Headphones/earbuds must be brought to the Center to complete coursework.
- Personal music players are allowed, but no one else should be able to hear your music.
- We believe our students are mature individuals who will dress and act responsibly. Basic rules of sanitation, safety, neatness, and modesty must be observed. Students should not dress in a manner that will be disruptive to the learning process.
- There are no uniforms required, although a dress code will be strictly enforced: (e.g. No undershirts, holes in pants or skirts, see through shirts, short skirts or shorts, bare midriffs, and clothes that advertise gangs, alcoholic or tobacco products.)
- Clothes shall be worn in a manner intended. Clothing or hairstyles with designs or lettering generally considered vulgar, obscene, suggestive, or gang related are not appropriate school attire. Shoes or sandals must be worn for safety and health reasons. Regular school dress is expected at all school functions.
- A student whose mode of dress is deemed to be unsuitable or inappropriate will be asked by the administration to make the necessary corrections in personal appearance.

Student Safety and Violence Prevention

It is the policy of Desert View High School that students have an educational experience that is safe, secure, peaceful, and free from student harassment, also known as bullying or cyber-bullying. Desert View High School will not tolerate unlawful harassment of any type and conduct that constitutes bullying

or cyber-bullying, as defined herein, even if it occurs outside of students' academic interaction with Desert View High School.

Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying is prohibited. All students are protected regardless of their status under the law. Any person violating this Policy may be subject to disciplinary action up to and including expulsion. The Desert View High School Director is responsible for the implementation of this Policy.

1. "Bullying" is a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- physically harms a student or damages the student's property;
- causes emotional distress to a student;
- interferes with a student's educational opportunities;
- creates a hostile educational environment; or
- substantially disrupts the orderly operation of the school.

"Bullying" includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. "Cyber-bullying" is any conduct defined in paragraph 1 of this Section undertaken through the use of electronic devices, which include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites. Cyber-bullying includes, but is not limited to, the following actions: harassing, teasing, intimidation, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs or any other electronic device. Desert View reserves the right to impose discipline for actions that may fall outside this definition but are still within the general purposes of this Policy.

3. Bullying or cyberbullying occurs when an action or communication defined in paragraphs 1 or 2 of this Section:

(a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or

(b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity or event.

4. "Parent" means parent, parents, or legal guardians.

5. "Perpetrator" is a student who engages in bullying or cyber-bullying.

6. "School property" is all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

7. "Victim" is a student against whom bullying or cyberbullying has been perpetrated.

8. Bullying in violation of this Policy need not rise to the level of unlawful harassment under Title IX of the Education Acts of 1972, the Americans With Disabilities Act, Title VI, or the Rehabilitation Act of 1974.

Child Abuse

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the Site Administrator. The Chief Executive Officer shall then immediately notify the appropriate state officials at the offices of Arizona Child Protective Services.

The Principal shall make a written report within 24 hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Child Protective Services.

Right to Privacy

Desert View High School will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). The following persons are some of the people who may have access to student records:

- Principal, administrative team, and professional staff of the school (teachers, guidance counselor, the General Counsel);
- Appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records as designated by the Principal.

Desert View High School provides education records without consent upon request of school officials in which the student is enrolled in or in which the student seeks or intends to enroll. In accordance with state and federal privacy laws, the parents or legal guardians of students will transfer their rights to accessing a student's academic records when the student reaches the age of 18. To learn more about this please contact the Desert View High School office.

Privacy Related Protocols:

- Staff will have access to students' online work.
- No member of the Desert View High School staff is permitted to release student information to unauthorized parties without the written permission of the student's parent/legal guardian or without approval of the Carpe Diem Director.
- Names, images, and/or course work of Desert View High School students will not be published in print, video/film, or on our website without written consent of the parent or guardian or student (if the student is 18 years of age or older).
- All Desert View High School students are provided a unique password to access online courses. It is the student's responsibility to keep his/her password in confidence.
- Statistical Information: We may use a web statistics tracking application to track visitors to our site, but this data does not include any personally identifying information such as name or email address. Individual identifying information is not provided to any third party without the consent of the parent or legal guardian, or the student (if the student is 18 years of age or older), or as otherwise required by law. However, aggregated and anonymous data about groups of members may be collected and shared with participating agencies and/or companies. An example of such information might include, "X% of visitors come to our site between the hours of 7:00 and 9:00 p.m."

- Security Information: All the data you provide to us is protected to ensure preserve both the privacy and security of your data. We strive to use state-of-the art technology to keep your personal information as secure as possible so as to prevent others from tampering with, intercepting or accessing your data. Remember to keep your account information private and secure; do not share your password with anyone!
- Cookies: We may, from time to time, use cookies when you log in to your account. These cookies allow us to remember you when you visit our website. Although one cookie would reside on your computer so that we can recognize you each time you visit our website, any session-specific cookies will expire once you shut down your browser.

Parent/Guardian Tips for Success

The success of your student is paramount. Focus on 3 things: time, high expectations, and encouragement.

Time

As your student works on their courses from home, make sure they have scheduled enough time to complete the daily assignments at a pace that is most effective for them.

Set High Expectations

Encourage your student to actively use a calendar to track what course work they should be completing each day. Setting and achieving daily goals helps keep them motivated and determined to succeed.

Ask for Feedback and Provide Encouragement

On a daily basis, check in with your student by asking questions:

- What did you learn today?
- What did you accomplish today?
- What did you find challenging today?
- How did you overcome those challenges?
- How can I help you achieve success?

Logging on to the System

The Internet address for ASU Prep Digital student/parent login is:

Stay informed by logging on to: www.desertviewschools.com and like us on Facebook at <http://www.facebook.com/carpediemschools>

State Tax Credit

Desert View High School encourages all families to take advantage of the Arizona State Tax Credit. The credit is equal to the amount contributed. For single taxpayers or heads of household, the credit cannot exceed \$200. For married taxpayers who file a joint return, the credit cannot exceed \$400 for tax year 2012. If married, taxpayers filing separate returns, each spouse may claim 1/2 of the credit that would have been allowed on a joint return. Under Arizona Revised statute SS43-1089.01, taxpayers may receive a tax credit for fees paid directly to schools in Arizona for extracurricular school activities.

To contribute, write a check to Desert View High School. Deliver to your local Student Support Center or mail a check with your completed State Tax Credit Form to:

Desert View Schools P.O. Box 6502, Yuma, AZ 85366

The administration will document your request and send you a receipt. Next spring the tax credit can be claimed.