

Desert Valley Christian School



Handbook

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PREFACE

Welcome to Desert Valley Christian School

Desert Valley Christian School was established to provide Christian education for children in the Adventist community as well as the community at large. It offers a learning environment reflecting the active partnership of students, staff, parents and community. The school encourages openness in seeking and evaluating new ideas. It provides an atmosphere conducive to the development of responsible Christian citizens. Any child who: desires a character-building education; is willing to uphold the standards; and comply with the regulations of the school; may apply. A specific religious affiliation is not a requirement.

The educational program of the school is approved by the Arizona Conference of Seventh-day Adventists and the State of Arizona. School operations are supervised by the school board

The Mission of Desert Valley Christian School

Desert Valley Christian School is a place where students:

- focus on a personal relationship with Christ, manifested by a love for others
- learn to be active, compassionate, and responsible citizens of the community and the world
- form a loving community, that nurtures the development of respect for self and others
- learn the values of leadership, cooperation, and responsibility
- develop healthful habits for life-long fitness of mind, body, and spirit
- use the mind to become enthusiastic problem-solvers, in the pursuit of excellence both now and in the future

ADMISSION

Desert Valley Christian School does not discriminate with regard to race, nationality, or ethnic origin: in the administration of its educational and admissions policies; scholarship and loan programs; and other school administered programs. However, the school is not equipped to provide for the education of children with special needs.

Summary

Students will be admitted by the approval of the school board. To be considered for admission, the student's parents or guardian must submit the following documents:

- application for admission
- medical certificate of physical examination for *all new students* and for *all students in grade seven*
- immunization records
- payment of entrance fee(s)
- presentation of student's records from previous school at registration
- birth certificate verifying that the student's age by September 1 of the year enrolling is:
 - a. Age five (5) – Kindergarten students
 - b. Age six (6) - First Grade students

Parents will be informed of the applicant's status upon the completion of the entrance requirements.

REGISTRATION PROCESS ALL STUDENTS

The following steps encompass the entire Desert Valley Christian School (DVCS) application process. DVCS administration acknowledges and appreciates the solemn trust you are exhibiting by considering your child(ren) for enrollment. We want to make sure we are the absolute best fit for your child, to help them grow to their potential spiritually, emotionally and physically while attending our school. At the end of the

interview process you will be notified of the Admissions Committee's decision.

Once your child has been accepted, there are several application components to be completed. At any time during the completion of your paperwork please feel free to contact the DVCS office at 520-795-0161 if you should have questions. You may drop off the completed application and records at the school or mail them to:

DVCS
P O Box 13868
Tucson, AZ 85732

Step 1

- **For new students**
- The principal requires an interview with the parent(s) and prospective student. At the time of the interview the parent(s) must provide a copy of the previous year's report card.
- Contact the DVCS office at 520-795-0161 to schedule the interview appointment. Please allow 45 – 60 minutes for the interview.
- If academics are indeterminable, testing may be required.

Step 2

- Acceptance to DVCS is determined by the Admissions Committee. The parent(s) are notified by mail and telephone of the Committee's decision.

Step 3

- The letter of acceptance includes an enrollment packet that is sent to the parent(s). In the event of an adverse decision, the family will be notified by letter.
- The family contacts the DVCS office regarding questions pertaining to financial arrangements including available scholarships.

Step 4

- Take the Records Release Form to the appropriate official at the applicant's current school for them to mail or fax copies of the following to DVCS:
 1. Withdrawal Grades
 2. Official transcript
 3. Attendance Record
 4. Basic Skills Examination Results
 5. Behavior/Discipline Report
 6. IEP Results
- **For all students**
 - Immunization/health records including dental and medical exams
 - Complete the DVCS application packet

Step 5

- The parent(s) confirm(s) that the application, records (listed above) and the DVCS application have been received at DVCS, by inquiring with the DVCS office at 520-795-0161.
- In the event school transcripts have not been received by DVCS, the family must contact the previous school to make arrangements to collect the documents, and/or any other forms that have not been received.

Probationary Status

All students entering Desert Valley Christian School for the first time must present evidence of compliance with the Pima County Department of Health immunization requirements. Current immunization requirements are provided in the registration packet.

The above requirements must be met in a timely manner. Until then, the student may be enrolled on probation and may be dismissed from school due to any problems in attendance, behavior, or scholarship.

ATTENDANCE

General Guidelines

Punctual and regular attendance at all school sessions and functions is expected. The school day begins at 8:30 A.M., Monday through Friday. Dismissal time is 3:30 P.M. Monday through Thursday. Dismissal time is 2:30 P.M. on Friday. Teachers' need for preparation time does not permit them to supervise the children before: 8:15 A.M and after 3:45 P.M. on Monday through Thursday or after 2:45 P.M. on Friday.

Early Dismissal

Several times during the school year, early dismissals are scheduled. An early dismissal school day begins at 8:30 A.M., with dismissal at noon.

Tardies

When students are tardy, they not only miss the morning's announcements, worship and instruction for the first period class, but also disrupt classroom activities. Habitual absence and/or tardiness affect student achievement, financial scholarships and may be reported to the school board and/or local Department of Child Safety in Tucson. <https://dcs.az.gov/about/contacts>

Absences

Absences must be verified by school officials. Parents must communicate with the school office or teacher as early as possible, prior to, or on the day of each absence.

Excused Absences

Illness, quarantine, health appointments (medical, dental, optometric), religious holiday observances, and death in the immediate family are the only legal reasons to be absent from school.

Excessive Absences

There is intrinsic value to being present during class periods. Students, who have excessive absences, miss class discussions and hands-on activities. Making up missed work does not make up for the experiences missed in class. An absenteeism of 15% (or 27 days) a year may affect a student's grade or eligibility for scholarships. Students who have excessive absences will be asked to meet with the School Board Chairman, their classroom teacher, and their parents.

Habitual absence and/or tardiness affect the child's welfare and may be reported to the local Department of Child Safety in Tucson.

<https://dcs.az.gov/about/contacts>

Unexcused Absences

Absences not classified as "excused" are designated as "unexcused absences." After five consecutive days of absence due to medical reasons, any additional absences will be considered "unexcused" unless the office receives a signed, written, physician's statement.

SCHOOL ATTIRE

Safety issues

Closed toe and closed heel shoes must be worn at all times. Shoes with wheels or cleats are not allowed. Any jewelry, including but not limited to, bracelets, friendship bracelets, rings, earrings, and necklaces are not permitted.

All students

Students must be dressed in the appropriate school uniform. Students not in compliance will be sent home to change clothes.

Attire for girls

Uniforms will be worn daily. Uniforms are navy blue or khaki colored slacks (**bootleg or straight leg pants only**), skirt, long shorts, skorts, or jumpers (of modest length), **and solid color** polo shirts or blouses. Hair should be neatly combed and styled.

Attire for boys

Uniforms will be worn daily. Uniforms are navy blue or khaki colored pants, long shorts or shorts **and solid color** polo shirts. Hair should be neatly combed and styled and may not be over the ears or the collar of the shirt.

Friday Uniform

On Fridays the students will wear the field trip uniform, which is a nice pair of blue jeans (**no holes/tears**) and the green school T-shirt. Jeans with holes, rips or tears are not allowed.

CAMPUS POLICIES

Classroom Visitation Policy

The faculty and staff of Desert Valley Christian School, welcome classroom visits by parents, school board members, and interested individuals. Such visits help acquaint persons with teacher practices and strengthen the home-school relationship. To facilitate the visiting process, the following is suggested:

- Contact the teacher, at least twenty-four hours in advance, of the desire to visit the classroom.
- Give the purpose of the visit, including any specific concerns.
- Limit the visit to one hour in the classroom. A visit of more than one hour requires prior *written consent* from the classroom teacher.
- Following the visit, contact the teacher to discuss matters.

- Parental conferences cannot be held during school. Teachers are responsible for the students and cannot leave the class unattended.

Student Withdrawal

Following the withdrawal or expulsion of any student who is required by state law to be enrolled in school, the school is required to file a report with the superintendent of schools of the local public school district that the student is no longer in attendance.

Closed Campus

Desert Valley Christian School is a closed campus, meaning students do not leave the school grounds after they arrive. Permission is needed from the office to leave the school grounds any time during school hours. When it is necessary for a student to leave during the school day, parents must provide notification and the student must be signed out through the school office by the adult taking them off campus.

Playground Policy

Students are to abide at all times by all playground rules while playing with or on equipment. This includes but not limited to swings, climbing structures, and all playground balls.

Gum/Snacks

Gum is not allowed at Desert Valley Christian School. Gum chewing presents special problems to the custodian, to the building, and to litter disposal. Snack foods may be eaten only during lunch or during snack breaks, designated by the teacher. Snacks should consist of foods that do not need heating or additional preparation. All food (lunches and snacks) must be stored and consumed in designated areas only.

Lunch

All students are to remain at school during lunchtime. **If a hot lunch program is not provided by the school;** lunches must be brought from home. A microwave and a small refrigerator are available at the school. Caffeinated and/or carbonated beverages are not to be included in lunches.

Emergency Procedures

DVCS has an elaborate emergency manual that is updated every two years. Emergency drills are conducted every week for the first four weeks of school and monthly after that. In the case of a lock down or other serious emergency, parents and guardians will be notified by text or letter from the principal of the event and follow-up procedures.

HOME AND SCHOOL ASSOCIATION

All parents are members of the Home and School Association. The purpose of this organization is to promote better understanding and cooperation among parents and teachers as they work together to educate their children and provide safe, fun extra-curricular activities.

PERSONAL PROPERTY

Personal property that has not been specifically requested by a classroom teacher, for use in class or for class assignments, should not be brought to school. MP3 players, tablets, computer programs, and/or video games are not to be brought to school. Personal property that is used in a manner that interferes with the educational process or conflicts with the school standards will be confiscated. Parents may collect the item at their convenience.

Cell Phones

Cell Phones will be collected from students at the beginning of every school day and returned at the end of the day. If you need to get a hold of

your child please call the school or teacher's cell. When your child's cell phone is at school we hold the right to search it for suspicious activity.

STUDENT MEDICATION

Students, who require medication (including aspirin, Tylenol, and other over the counter preparations) during the regular school day, as prescribed by a physician, will be assisted by the school office personnel, if the school has the following on file:

- A written statement from the parent or guardian of the student, detailing the time schedules, amount, and method by which such medication is to be taken.

Such medication must be delivered to the school in the original container, bearing the pharmacy label. This label is to contain the name and place of the seller, the prescription number and the date of such prescription, the name of the person for whom such a drug is prescribed, and the name of the physician who prescribed the drug. It must bear directions for use, as prescribed by the physician.

Please do not send medication in a student's lunch, or leave it with the child. Medications must be left with the teacher so that it may be placed in a locked container for safety.

BEFORE AND AFTER SCHOOL CARE

Regular Program

Before school care will open for students' arrival at 7:30 AM. Students will meet the care giver at the church fellowship hall or on the playground as weather permits. A breakfast will be available before 8:00 AM. Students will be allowed into the classrooms at 8:15 AM.

Before and After School hours:

Monday – Thursday	*7:30 AM – 8:15 AM	*3:30 PM – 5:00 PM
Friday	*7:30 AM – 8:15 AM	*2:30 PM – 5:00 PM

Noon dismissal	*7:30 AM – 8:15 AM	*12:00 PM – 2:00 PM
Non- school days	None	None

*meal or snack available

The cost for regular before/after school care will be \$15.00 a month or \$5.00 a week, even if a day is missed due to illness or other emergency appointments. The care giver will be responsible for keeping a sign-out sheet to record the time and days children are in care.

Pathfinder Plan

On Wednesday afternoons of Pathfinder meetings students will stay in after school care from 3:30 PM – 5:15 PM (or until the director is ready for children). Recess, snack and study hall will be on the schedule. The cost will be \$5.00 a month. A Pathfinder representative will sign children out of school care.

Emergencies

When students are not picked up by 3:45 PM from school for whatever reason a teacher will submit students to after school care for a fee of \$2.00.

Bus/Van Riders

Bus/van riders' before and/or after school care fees are included in transportation fee.

TRANSPORTATION

Car Riders

We ask that you read the following procedures carefully to ensure that your child will be safe each school day if they are being transported by car.

1. Please send a note to the teachers if there is any change in the way a student usually goes home if they are a car rider. Changes in transportation for car riders should not be sent through email or text. If a teacher is absent, the substitute teacher does not have access to the teacher's email or phone.
2. Morning drop off for students will take place in the front parking lot. Since we will use the entire sidewalk to unload students, do not park by the front gate.
3. Students will be marked tardy if they are not in their classroom by 8:30 AM. If you arrive at or after 8:30 AM, please park your car and walk with your child(ren) to the front entrance of the school and sign your child in at our reception desk.
4. At the end of the school day (3:30 PM), children will remain in a supervised area until someone picks them up from school. To pick up your child, you must enter the church parking lot (see map) in the front of the school and proceed through our parking lots in a counter-clock-wise direction to the sidewalk directly in front of our entrance. Please stay in line and be patient. Do not pull around other cars in the line. A staff member will call your child to the front gate when you pull up to the main gate. Please ensure your child is picked up by 3:45 PM.
5. Please exit the parking lot by the west onto Santa Rosa Avenue so our car rider line is not disrupted.
6. Students dropped off before 8:00 AM will be charged \$2.00 if before school care arrangements have not been made.

Walkers & Bike Riders

During dismissal, parents or adults designated by the parent must meet walkers at the front door of the classroom to ensure the child's safety. Bike riders may park their bikes under the fenced in porch area. Please

secure your bikes to the fence as DVCS is not responsible for lost or stolen property.

Bus/Van Riders

Riding the van ensures a safe and secure arrival and dismissal for students at Desert Valley Christian School each day though space is limited. Parents will need to sign up for van transportation during registration. The cost is \$15/mo.

Students who ride the van in the afternoon **MUST** be met at home by a responsible person. If the driver cannot verify a responsible person is able to meet the student, the driver will return the student to school. A responsible person may be a parent, parent designee, guardian, or a responsible middle school age or higher sibling.

For safe transportation student behavior expectations will be communicated clearly the first day of school and reinforced throughout the school year. Students must adhere to these behavior expectations (i.e., wear seat belts, no yelling, be respectful...) to continue the privilege of van transportation. If student(s) behavior is less than acceptable parents will be notified that the student(s) are suspended from the bus for an appropriate amount of time. If unacceptable behavior still continues, the student(s) are permanently banned from riding the bus and parents will need to arrange alternate transportation for their child(ren). **The van driver is the authority on the van and will communicate on a daily/weekly basis as to the student's behavior through a behavior chart.**

All students will be expected to follow these rules:

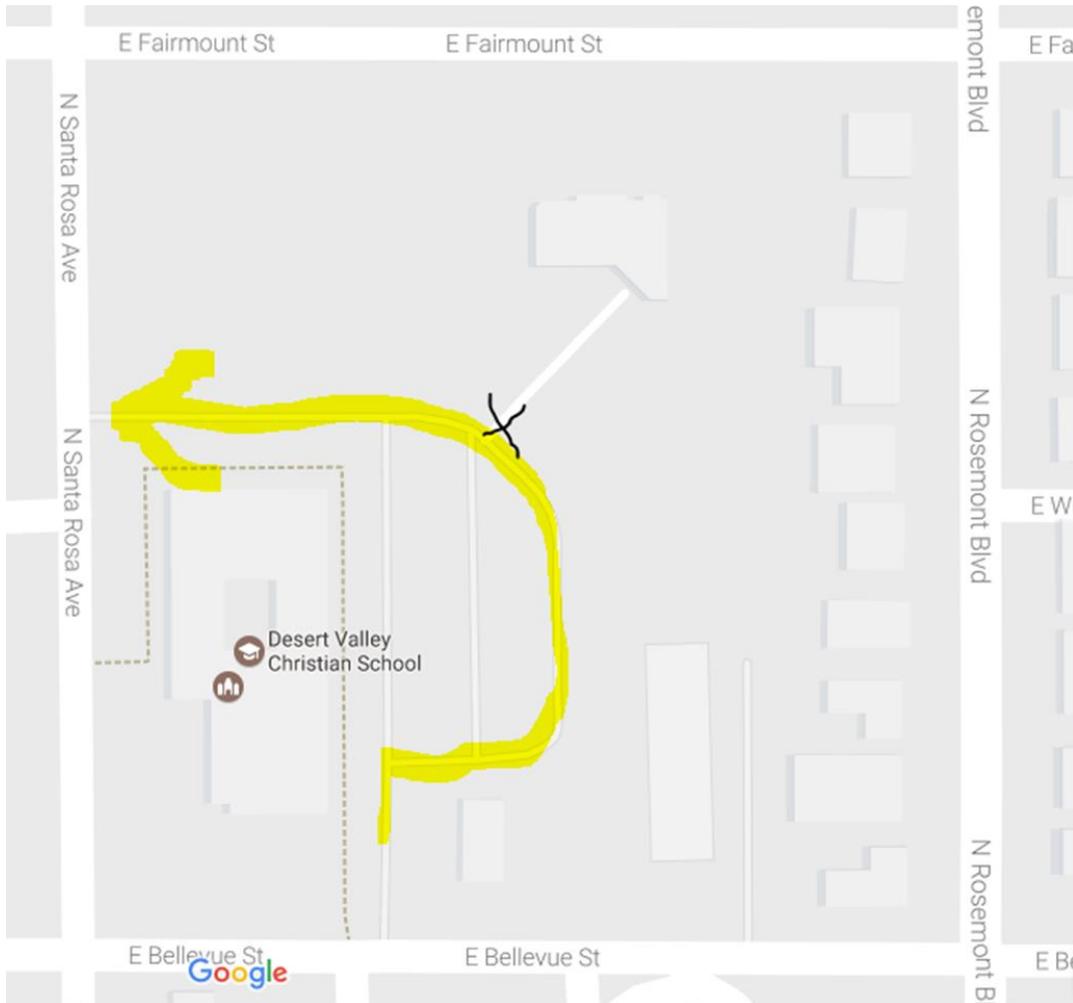
- No food or drinks on van
- No cell phones
- All personal items to be kept in backpacks
- Wear seat belts
- No yelling or rough play
- Follow behavior expectations as detailed on page 16-17 under behavior policies.

Van driver will adhere to the DVCS Transportation Driver Manual and state driving laws.

Changes in Student Transportation Arrangements

VERY IMPORTANT INFORMATION

All transporters must be on the pre-approved list for each child. Should you need to change transportation arrangements, a written note with a phone number from the child's parent or guardian indicating the change in his/her transportation home is required on the morning of the change. Notify at least 2 faculty of this change by text, email, or phone call. This note should be brought to the front office first thing in the morning by the child or trusted person. We cannot accept changes by phone or email as this does not allow us to provide maximum safety measures for students. If emergency changes need to be made during the school day, a parent or guardian must FAX (520-795-0756) a note, along with a copy of their driver's license (Picture ID) to the office prior to 2:00 p.m. The principal or principal designee will approve the change. No changes will be made after 2:00 p.m. or on a day-to-day basis.



Map of car pick up route at DVCS

ACADEMICS

The curriculum, in all grades and subjects, reflects the philosophy and objective of Christian education. It has been chosen to be in harmony with the ideas expressed in the mission statement.

Programs offered at Desert Valley Christian School include instruction in the academic areas of math, language arts, science, and social studies. Other areas of study generally include religion, computer instruction, communication skills, health and safety, physical education, practical applied arts, and fine arts. These are taught with the objective of developing character, physical and social skills, as well as career and work responsibility.

Achievement Tests

The Iowa Assessment is given to all students in grades three through eight in the fall and spring quarters. All students should be in school during test week, as these evaluation instruments are used to help assess the strengths and weaknesses of each student. Fall test results will be given to parents at the first Parent-Teacher Conference in the fall. Spring test results will be given to parents with the final report card.

FINANCIAL SCHEDULE

Tuition Rates

Tuition is \$570.00 a month per student.

If tuition is paid in cash and not by a scholarship program such as AAA or IBE, a 5% cash family discount will be offered for each additional child enrolled at DVCS.

Additional Costs

Overnight Field Trips= (subject to change depending on venue) ranges from \$45 to \$100 a student per trip.

Uniform: Green Field Trip T-shirt is \$9.00.

Methods of Payments

1. Checks should be made payable to Desert Valley Christian School.
2. Cash should not be sent via the U.S. mail. Individuals paying via cash should be given a receipt immediately and the funds placed with a duplicate receipt in the safe.

Where do I make my payment?

1. Check payments may be sent to the school Treasurer:

Jack Hanson
3611 W. Eagles View Place
Tucson, AZ 85745

or, to the school:

Desert Valley Christian School
P. O. Box 13868
Tucson, AZ 85732.

2. Payments may be receipted by a teacher at school and placed with a duplicate receipt in the safe.

AZ Tax Scholarships / AAA / IBE

The school participates in these programs and information regarding these scholarships is provided at the time of school registration.

Discount and Fees

A 5% tuition discount is given if the tuition for the entire year is paid in full at the time of registration.

A \$10.00 late charge will be assessed for any payment received after the 10th of the month in which it is due, unless prior arrangements have been made.

There is a \$25.00 charge assessed for all returned checks.

The tuition is divided over a 10 month period. Statements will be issued the first of each month, September through May, with payments due by the first of the following month. If the payment is not received by the 10th of the following month, parents may be asked to withdraw their child from school until the account is brought current.

BEHAVIOR POLICY

Behavior Expectations

Behaviors are expected to be withheld outside of school boundaries and times as well as at school. Students show pride in themselves and the school by being a representative of the school and its expectations at all times:

- respecting adults and each other
- respecting school property and rules
- using appropriate language, avoiding profanity, vulgar statements, racial slurs, and other inappropriate language
- keeping one's body and belongings to one's self
- being in one's assigned place, equipped with the proper learning tools at the appointed time
- following the directions of the person in charge

Suspension and/or Expulsion

Suspension will occur when a student has repeated a violation three times in one quarter. In addition, a student may be suspended, or expelled for extremely unacceptable behavior. Examples of such misconduct include, but are not necessarily limited to the following:

- major disruption of school activities,
- defying the authority of teachers, supervisors, or administrators
- fighting,
- academic dishonesty
- using profane language or gestures
- verbal or physical harassment (sexual, racial, cultural, etc.)
- cyber bullying
- possession, use, or sale of drugs, alcohol, tobacco, weapons or firearms

Any student involved in extremely unacceptable behavior may be referred to the School Board. The School Board will make recommendations concerning suspension and/or expulsion.

DISCIPLINARY PROCESS

Investigation

Administrators, teachers, and other personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. Questioning should be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively, or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the Behavior Policy, the principal may question the student without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings. However, it is always advisable that the principal or teacher be accompanied by another teacher if possible during an investigation.

Parent Notification

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or on the student's person, as a result of a search conducted in accordance with this policy.

Searches of Students

Students shall be free from unreasonable search and seizure by school officials. School officials may search a student's outer clothing, pockets, or property (including electronic devices or online accounts) by establishing reasonable cause or securing the student's voluntary consent. Coercion, either express or implied, such as threatening to contact parents

or police, invalidates apparent consent. U.S. Const., Amend. 4; New Jersey v T.L.O., 105 S.Ct. 733 (1985); Jones v. Latexo ISD, 499 F.Supp. 223 (1980).

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonable related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Revised: June 2018

Signature Page

I have read the DVCS Handbook and agree to follow all rules and expectations.

Parent Signature

Date

Student Signature

Teacher/Grade