

Destiny School Student/Family Handbook

Destiny School is dedicated to the education of the total child. We are committed to providing a challenging curriculum that inspires academic, artistic, and physical excellence while fostering positive self-esteem, respect, enthusiasm, and cooperation.

We believe a successful learning environment:

- Puts students' needs ahead of all else
- Fosters student leadership and responsibility for learning and behavior
- Provides a challenging, student-centered curriculum with high standards for all students
- Involves parents and community in education of students
- Teaches children to be accepting of one another

DESTINY SCHOOL CODE OF CONDUCT

The Destiny School staff is committed to helping students be successful by always doing their personal best!

The journey to success requires hard work, enthusiasm, friendship, loyalty, cooperation, self-control, alertness, action, determination, fitness, skill, teamwork, praise, and confidence. Attaining your personal best is the responsibility of the student, his/her parents, and school personnel.

Parent Responsibility: Teach your children behavior appropriate to achieving good citizenship and good work habits in school. Communicate with your child's teachers on a regular basis. Know district and school rules. Cooperate and support the school in maintaining proper standards for students and the appropriate consequences.

Student Responsibility: Work hard at attaining your personal best. Respect yourself, your classmates, all Destiny staff, and our school. Always maintain a positive attitude, do your best, and come to school prepared every day.

School Personnel Responsibility: Establish and maintain the standards that are needed to achieve a positive learning environment. Teach and review rules with students. Communicate with parents.

Attendance Policy

We count on parents to ensure that children attend school and arrive on time.

Absences

Parents are expected to inform the school when their children will be absent. If extended absences are anticipated, please notify the school as soon as possible, so that the teachers can provide classwork to your student. Students are withdrawn from school after ten (10) consecutive days of unexcused absences.

If children are absent without prior notice, the school will make reasonable efforts to notify parents within the applicable time periods prescribed by law. It is important that parents let the school know right away if their phone numbers change.

Parents are responsible for providing advance notice when a child must leave during the school day for an appointment or other circumstances, and they must indicate who will pick up the child from school.

Tardiness

Students are tardy if they are not seated when the bell signals the start of class.

Truancy

School administrators may talk to parents or students about the legal consequences of truancy. The school also sends parents warning letters. If students are habitually truant or excessively absent, parents and students may be cited and referred to the court. Students are habitually truant if they have five or more unexcused absences. They are excessively absent if they have 15 or more excused or unexcused absences.

SCHOOL RULES

1. Students should arrive at school no earlier than 7:30 a.m. Students will remain on the playground until the bell rings.
2. Be prompt. The school day begins at 8:00 a.m. Tardiness will be reflected in citizenship grade on progress reports.
3. Bicycles may be ridden to and from school. Students are required by law to wear helmets. All

bicycles must be locked in the bicycle rack. Students must walk their bicycles while on school grounds.

4. Skateboards, rollerblades, and scooters are NOT allowed on campus at any time.
5. NO toys, games, trading cards, or playthings are to be brought to school.
6. NO radios, walkmans, iPods, MP3 players, CD players, tape recorders, pagers, lasers, electronic games, or devices of any kind are to be brought to school. The school does not take responsibility for the loss, damage, or theft of these items.
7. Gum, candy, energy drinks, and soft drinks are not allowed at school. If brought to school they will be confiscated by the staff and will not be returned.
8. Whiteout and permanent markers are not allowed at school.
9. Students are expected to obey the Student Dress Code (see below for details).
10. Students are expected to respect and follow the directions of all adult staff members.
11. In order to maintain a safe and orderly environment, children are expected to walk while indoors or on sidewalks at all times.
12. In order to maintain a safe and orderly playground, children are expected to be respectful at all times and follow the directions of the Supervision Staff. Children are expected to immediately share playground problems with staff.
13. Teachers will walk students to the cafeteria for lunch. No cuts are allowed - each student has only one place in line. Students will eat in the lunchroom. Students are expected to remain seated while eating and use good manners. When students are finished eating, they are to wait for permission to be excused, dispose of all their trash, and walk to the playground.
14. Dismissal time is 3:15 p.m.. (1:30 p.m. on half days). No school supervision is provided after 3:30 p.m. (1:45 p.m. on half days).

STUDENT DRESS CODE POLICY

Destiny students are expected to dress for success. Students are expected to exercise good judgment, good taste, and modesty regarding their dress and grooming. Any clothing considered to be disruptive to the educational process is inappropriate for school. Dress code violations will result in lowered citizenship grades. Students are expected to adhere to the following guidelines:

Bellies must be covered.

No revealing necklines, strapless shirts, halter tops, or shirts with spaghetti straps. Tank top straps must be 2" wide or wider.

No sagging pants.

Shorts, skirts and dresses must be mid-thigh length.

Footwear must be worn at all times when students are at school or at school-sponsored activities.

Slippers or house shoes are not acceptable footwear. For safety reasons, sandals and open-toed shoes are not permitted. High heel shoes are not permitted. Athletic shoes are required for Physical Education.

Jeans, pants, or tops that reveal undergarments are not appropriate for school. Sleepwear of any kind is not appropriate for school.

Hoods are not permitted to be worn indoors.

Pierced ears are allowed. No other piercings are acceptable.

Dangling, hoop earrings or excessive amounts of jewelry are not permitted. Hair and makeup must not be distracting in nature. Appropriate grooming and hygiene standards must be met. Hair should be kept clean and neat. Mohawks, spiked, or brightly dyed hair will not be allowed. Exceptions may be made for plays and parties with safety and modesty being a priority.

Garments, backpacks, hats, and accessories must not display profanity, sexually suggestive or obscene language or pictures. They may not depict vulgar gestures or racial, ethnic or sexist slurs. Messages about drugs, alcohol, or tobacco are also prohibited.

Hats are acceptable. Baseball caps must be worn bill forward. Following proper etiquette, hats must be removed when indoors.

Sunglasses are permitted in outdoor areas only. Sunglasses must be removed when indoors, unless prescribed by a doctor.

DESTINY SCHOOL DISCIPLINE PLAN

The Destiny School discipline plan is based on the belief that all students are deserving of a quality education and have the right to maximize their learning potential. Motivated students who accept responsibility for their learning and their personal growth and development contribute to a school culture that is based on respect and success. We encourage and promote healthy lifestyles that are a direct result of positive choices made by students. While the goal is for students to make informed decisions and healthy choices, there exists the possibility of making a mistake along the way. We reward positive choices that produce successful results. We impose consequences that hold students accountable for choices that interfere with academic and personal success.

Rewards for positive choices – The most obvious reward is intrinsic. Hard work pays off! Students who demonstrate a sense of commitment, determination, and perseverance will experience academic and personal success. School wide reward assemblies are held each semester to acknowledge students who, through hard work and positive choices, have attained a level of success deserving of public recognition. Reward assemblies/activities will be offered to students who have maintained a citizenship grade point average of 2.5 and have limited entries in their behavior record.

Consequences for poor choices – Making a poor choice lends itself to a learning opportunity. Therefore, consequences will be imposed to assist students in developing a sense of responsibility to themselves as well as to the community. The goal of every student is to become successful in life. When behavioral choices negatively impact the teaching and learning process, appropriate consequences will be given. Levels of misbehavior and their consequences have been identified as follows:

LEVEL ONE BEHAVIORS

- Behavior that disrupts teaching and learning
- Failure to follow teacher directions
- Talking out, noisy, or rude
- Off-task behavior
- Creating distractions (such as throwing paper, falling out of chair)

- Failure to respect dress code
- Inappropriate behavior
- Possession of candy, energy drinks, or soda
- Other minor disruptions

Consequences will be determined by classroom teacher and may include a verbal warning, phone call home, parent conference, loss of classroom privileges, or lunch detention.

LEVEL TWO BEHAVIORS

- Behavior that stops teaching and learning
- Choices that jeopardize the safety of any student or staff member (such as running in hallways or courtyard, throwing sharp or heavy objects, etc)
- Lack of positive problem solving resulting in confrontation
- Use of electronic devices
- Play fighting or rough housing
- Teasing, harassing, or verbally abusing another
- Cheating
- Possession of gum
- Other minor disruptions

Consequences will be determined by staff member addressing the infraction and may include after school detention, lunch detention, phone call home, parent conference, or loss of classroom privilege, etc. Three After School Detentions will result in a in school suspension. Parents will be notified of the detention day and time. Parents will be responsible for transportation arrangements. If parents refuse to allow a student to serve After School Detention, a formal suspension will be given.

LEVEL THREE BEHAVIORS

- Assault/battery/mutual combat or attempt to cause or causes physical injury
- Possession of weapons, explosives, dangerous objects, imitation firearms
- Possession of controlled/prohibited substances, alcohol, or tobacco
- Property damage (vandalism or graffiti)
- Property theft
- Obscenities
- Disruption/defiance
- Hate incidents
- Threats or intimidation
- Leaving school grounds without permission
- Racial slurs
- Harassment

Consequences will be determined by site administrators and may include community service, in school suspension, out of school suspension, recommendation for expulsion, filing of a civil action, or referral to the police for prosecution.

SCHOOL BUS RULES

Rigid standards of discipline on buses must be maintained at all times in order to satisfy safety standards. Each bus driver has complete authority over the pupils riding the bus. Students are expected to follow all bus rules and procedures required by the driver. The driver has the right to recommend suspension from the bus for any student who is disobedient or guilty of any misbehavior.

Failure to comply with the following bus rules will result in suspension from the bus. If suspended from the bus, families are expected to make transportation arrangements.

- Students will follow directions of driver.
- Students will safely wait for, board, and exit the bus at assigned bus stops.
- Students will remain properly seated.
- Students will keep hands, head, arms, and legs away from windows.
- Students will talk quietly. Loud voices and profanity are prohibited.
- Students may not eat, drink, or chew gum on the bus.
- Students will leave radios, tape recorders, toys, games, glass objects and other potentially disruptive items at home.
- Students will not throw ANY objects on the bus or out of bus windows.

Bus Referral Consequences

- First referral will result in a one day suspension from riding the bus.
- Second referral will result in a two day suspension from riding the bus.
- Third referral will result in a three day suspension from riding the bus.
- Fourth referral will result in a four day suspension from riding the bus.
- Fifth referral will result in loss of bus riding privileges for the remainder of the year.

DISCIPLINARY ACTIONS

What is a lunch detention?

A lunch detention is a disciplinary action taken by school personnel which requires a student to spend their lunchtime in the ISS room. While there they will work on assignments, write sentences, or copy the student handbook.

What is an After School Detention?

An after school detention is a disciplinary action taken by school personnel which requires a student to remain after school on a designated date for 60 minutes of detention in the in school suspension room. It is the responsibility of the parent to arrange for transportation of any student serving detention.

What is a Suspension?

A suspension is a disciplinary action taken by school officials which temporarily prohibits a

student from attending regular classes and other school events. The length of the suspension varies from one to nine days depending on the offense. Suspensions may be assigned as out of school suspensions or as in school suspensions served in the ISS room.

What is an Expulsion?

Expulsion is disciplinary action taken by the school board which prohibits a student from attending classes and any school activities for the remainder of the school year or up to 12 months. .

What is the Zero Tolerance Policy?

The School Board has a Zero Tolerance Policy. This policy is in full effect at Destiny School. The Zero Tolerance Policy is printed in this handbook. An additional copy will be sent home in the first week of school requiring parents and students to read, sign, and return to school.

BICYCLE/SKATEBOARD POLICY

All bicycle riders must wear a helmet and walk their bike on the sidewalk in front of school upon arrival to and dismissal from campus. Bicycles will be confiscated from students not wearing a helmet. All bicycles must be parked in the bike racks and locked.

Although Destiny has designated an area for students to park bicycles, the School is not responsible and assumes no liability for theft, damage, or loss of use to any bicycle or equipment. All such risk is assumed by the student. Students are urged to secure their bicycles in an appropriate manner by using a quality lock and chain.

Skateboards, roller blades, Razor scooters, roller-shoes/Heelies are NOT PERMITTED on campus at any time, including non-school hours.

CELL PHONE POLICY

Students may possess cell phones. Students may only use cell phones before or after school.

Cell phones must be kept out of sight and turned off during instructional time. Unauthorized use of cell phones disrupts the instructional program and is grounds for confiscation by school personnel. Confiscated phones will be returned to the parent or guardian. Repeated offenses may lead to disciplinary action. The school does not take responsibility for the loss, damage, or theft of cell phones. We do not recommend that cell phones be stored in backpacks.

CLASSROOM VISITATION POLICY

Parents are more than welcome to visit their child's classroom. Please make arrangements with the teacher one day prior to your visit. This enables the teacher to assist you in seeing the subjects of interest to you.

HOMEWORK POLICY

School policy requires homework and outside reading on a regular basis. Homework is given to confirm and assess understanding and to develop independent, responsible students who can become lifelong learners. Timely performance of homework has an impact on both academic and citizenship grades.

Each teacher will send home a letter informing parents of their specific homework plan. Please remember that while you are encouraged to assist and supervise your child's home learning, you should not do the work for him/her. If you have a concern about the quantity of your child's homework, please contact the teacher immediately.

PROMOTION POLICY

To be promoted to the next grade, students must not have failed reading, writing, or math. The eighth grade promotion ceremony is a privilege. Students must earn this privilege by attaining a 2.0 grade point average in academics and citizenship. Students with two or more suspensions will not be eligible to participate.

SIGN OUT PROCEDURE

Student safety is our highest priority. State law prohibits students from leaving school grounds at any time during the school day without a written request. If parents/guardians need to excuse their child from school early, they must come to the main office to sign them out. Students will only be released to persons listed on the enrollment card. A form of identification will be requested. Your cooperation will help us maintain safety.

VISITOR POLICY

State law requires that ALL VISITORS to the school site sign in at the office. A sign-in register is maintained and visitor badges are issued.

GENERAL INFORMATION

ABSENCE REPORTING

Regular attendance in school is vital to your child's academic progress. However, if your child is ill and will be absent from school, please call the office at (928) 425-0925 before 9:00 a.m.. The law requires us to document the reason for every student absence. Therefore, calls will be made to the homes of those students whose parents/guardians have not reported their child's absence.

CONTACT INFORMATION

To help us take better care of your children in case of illness, accident or other emergencies, please **KEEP THE OFFICE INFORMED** when your address, work location and/or phone numbers change, as well as when there is a change in emergency names or child care

arrangements. If we cannot reach you, we cannot inform you of any emergency situation involving your child.

FOOD SERVICES INFORMATION

Breakfast is served from 7:30 to 8:00 a.m. daily.

Breakfast may be purchased for \$2.00.

Destiny has two lunch periods. Kindergarten through 3rd grade lunch is served from 11:22 to 12:02 p.m. 4th through 8th grade lunch is served from 12:09p.m to 12:49 p.m.

Lunches are served for \$3.70, including milk. Milk alone is 50 cents. Monthly food menus can be obtained on the school web site or in the office. Menus vary from month to month. Changes will be posted in the cafeteria.

Applications for free or reduced lunch are sent home at the beginning of the school year and are also available in the school office. School policy requires families to complete a new application every year.

Families are encouraged to deposit money into their personal meal account. This can be done by placing money (cash or check, made payable to Destiny School) in a sealed envelope. If writing a check please include the name of the student on the check and the following information clearly printed on the front of the envelope.

- Name of student and homeroom teacher
- Amount enclosed

HEALTH OFFICE

If a student is feeling ill at school, it is important to let a teacher or other staff member know. Students will be sent to the school nurse if such illness or injury warrants medical evaluation. A pass must accompany students if they are to be seen by the nurse, and parents must be able to pick up their child from school when they are too ill to remain on campus. Students with temperatures greater than 100.5 and/or vomiting need to stay home and be free of symptoms for 24 hours before they can return to school.

If a child misses any five school days in a four-week period due to illness, we feel that child's health condition needs to be evaluated by a physician. Please ensure regular attendance, otherwise written verification of illness must be provided by the child's doctor or dentist. If the child has an underlying health condition that leads to anticipated future absences, please contact the school nurse.

Medications

Students are not allowed to carry medications during the school day. If a student must take medication during school hours, a parent or guardian must make arrangements with the school nurse. Because of the responsibility placed upon school staff for giving medication, we ask that you comply with the following guidelines:

A medication authorization form must be completed. Medication authorization forms need to be renewed each school year. Please see the school nurse to pick up the required forms. Medications must be brought to school by a parent or other adult. Students are not allowed to carry medications to or from school.

Medication must be kept in its pharmacy labeled container with the student's name on it.

Pills must be split at home before they are brought to school.

Non-prescription medication will be dispensed by the school nurse or other designated staff member as needed for a maximum of two consecutive days. A doctor's order must be submitted to the school health office for administration of non-prescription medicine beyond this two day period.

Narcotics, such as Tylenol-3, and other pain medications will not be administered during school hours, regardless of a current prescription.

Any medications not picked up on the last day of school will be destroyed.

Immunizations

Arizona School Immunization Law requires that children be up to date on their immunizations in order to attend school. Diseases like measles and chicken pox spread quickly so students need to be protected before they enter school.

To **attend** Destiny School you must provide your child's immunization record. It must show the date each shot was given to the student. If you do not have all the shots or do not have an immunization record, please make an appointment with your child's pediatrician or the local public health department.

Required Shots

- Polio: 3 doses meet the requirement for ages 7-17 years if at least one was given on or after the second birthday
- DTP/DTaP/Td/DT or any combination: 4 doses meet the requirement for ages 7-17 if at least one was given on or after the second birthday
- MMR: 2 doses, both on or after the first birthday
- Hepatitis B: 3 doses
- Varicella: 1 dose or a documented history of the chicken pox

LOST AND FOUND

Please label all clothing items, backpacks, lunch boxes, and supplies with your child's name. By doing so most lost items can be promptly returned to their owners. If an item has been misplaced, students are encouraged to check the lost and found bin located in the cafeteria or in the office. Students finding lost articles are required to turn them in to the office.

STUDENT PROGRESS REPORTS

Parents are notified of student progress on a quarterly basis. All parents have online access to grades, attendance, and behavior records. Parents are encouraged to keep in contact with their

child's teachers on a regular basis.

PARENT/TEACHER CONFERENCES

There will be prescheduled modified days of instruction in the fall and spring for Parent/Teacher Progress Report Conferences. A notice will be sent home to parents informing them of these dates. For other individual conferences with your child's teacher, please contact the teacher to make an appointment for a time before or after school. When attempting to contact teachers, please call the school, ask for the teacher and leave a message on their voicemail or leave a message with the front office. Teachers cannot answer the phone during instructional time.

SHORT TERM STUDY CONTRACT

If your child must be absent from school 5 (five) days or more, parents are required to contact the school attendance clerk a minimum of two weeks in advance of the absence to make an arrangement for a short-term contract for independent study (CIS) for the absence period. Academic assignments will be given to the student to complete during the absence. When the student turns in the successfully completed assignments, she/he will be given credit for these days, for attendance purposes. If all work is not submitted, the absences will be considered unexcused.

TARDINESS

The school day begins promptly at 8:00 a.m.. Tardiness is very disruptive to your child's morning routine as well as his/her classmates, and negatively impacts his/her school experience. Please assist us in meeting your child's educational needs by making sure your child is in class before the bell rings.

Textbooks

- Every student is provided with a Science, Language Arts, Social Studies and Mathematics textbook.
- Students and their parents have one week from issuance to carefully examine each textbook for damages not already noted at time of checkout. When such damage is found, the book should be brought to the library media center so that damages will be noted. Should you fail to notify the library media center of damages found within the first week, you may be charged for those damages.
- Students are responsible for returning them in May or their last day of attendance at Destiny.
- All textbooks must be covered at all times. Do NOT use contact paper and do NOT tape book covers to books. Your name is to be signed, in ink, on the nameplate in the book.
- If a textbook is lost or damaged, please notify the teacher immediately.

Computers

- Students must have written parental permission before using the Internet
- Students must sign in before using computers
- Students need to ask permission to print

SCHOOL SAFETY

Student safety is important at Destiny School. Parents are expected to talk with their child regarding safe practices. Here are some guidelines to follow:

- Parents should read and discuss the Destiny School Discipline Code with their child.
- All visitors to the site are required to check in at the school office to sign in and receive a visitor's badge.
- Classroom teachers will review safe conduct on the way to and from school.
- Establish the safest route to and from school (or the bus stop) with your child.
- Monitor your child's route from time to time.
- Instruct your child to respect private property and walk only on sidewalks, wherever possible.
- Children must cross streets at stoplights or intersections where there are crosswalks.
- If your child rides a bicycle to school, they must wear a helmet and lock the bicycle in the bike rack.
- Develop a plan for your child if he/she misses the bus to or from school.
- Be clear about where your child is to be after school. If they are going home with a friend or another adult, make arrangements before leaving your home.
- Children will only be released to an adult whose name appears on the enrollment card. If you plan otherwise, please inform the office in writing.
- Know your child's friends and their parents.
- Know where your child is at all times and give them specific limits as to where they may go, who they may be with, and when they are expected home.

PARKING AND TRAFFIC SAFETY

Please assist us with establishing good safety and traffic patterns in and around our school by following these rules:

- Do not park in the bus loading zone
- Do not use the parking lot for pick up/drop off
- Handicapped parking is for authorized vehicles only

We expect all adults to be responsible, cautious drivers. Every child has a right to be safe as they enter and depart from our school.

DESTINY SCHOOL – NOTICE OF ZERO TOLERANCE POLICY

Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, knife of any type, a dirk, dagger razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.

Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation of expulsion.

Attempting to commit or committing a sexual assault and committing a sexual battery.

Our district has a NO ALCOHOL, TOBACCO, or other DRUG USE POLICY. Possession of alcohol or drugs or being under their influence at school will result in suspension for the

remainder of the school year and a police referral.

Possession or use of tobacco will result in suspension. Repeated offenses will result in suspension for the remainder of the school year.

In addition to discipline, if you are found to have violated the law you may be arrested and taken to a juvenile detention facility.

The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus.

Expulsion may be recommended for an offense that occurs during lunch period -- off campus, and during, or while going to or from a school-sponsored activity.

Expulsion from Destiny School will result in the loss of your privileges to attend school or extracurricular activities.