



Valley of the Sun Waldorf Association
dba Desert Marigold School

6210 S 28th St Phoenix AZ 85042
☎ (602) 243-6909 🌐 DesertMarigold.org

PARENT AND STUDENT HANDBOOK 2023 - 2024

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“Love is higher than opinion.
 If people love one another, the most varied opinions can be reconciled.
 This is one of the most important tasks for mankind today, and in the future:
 that we should learn to live together and understand one another.
 If this human fellowship is not achieved, all talk of development is empty.”
 Rudolf Steiner

Introduction

Successful education of children results from a strong partnership between home and school. Making Desert Marigold your school of choice means that you have decided to become a contributing member of a community committed to education as a source of social renewal. Just as you have expectations of Desert Marigold, as a school and a community, the school community and organization have expectations of you as a parent. In fact, the Waldorf educational experience you want for your child is possible only if we are all working together.

The purpose of this handbook is to acquaint you with the policies and procedures of daily school life in order to make your participation as a parent and community member as enjoyable and productive as possible.

If you have questions about any of the information presented, please don’t hesitate to contact us at dmsadmin@desertmarigold.org or call 602-243-6909.

School Operations

School Hours

Gates open at 8:00am for Grades 1 -8

NO Drop-offs prior to 8AM.

Early Childhood:

8:15am - 12:15pm

Grades 1-8:

8:10am - 2:25pm

High School 9- 12:

8:00am - 2:30pm

High School gates open at 7:45am

Drop-off and Pick Up for Grades 1 - 8

To facilitate the safe reopening of Desert Marigold School for 2022-2023 school year, the following procedures are established for the drop off and pick up of the students. The teachers will provide their parents with specific instructions about drop-off and pick-up.

Morning Drop-Off

The morning flow of traffic is to enter the main parking lot of Desert Marigold School through the main entrance driveway. Drop-off locations are marked by grade number. All students must exit to the right of their vehicle. The driver must stay in the vehicle. After the student has safely departed the vehicle, drivers continue through the driveway and exit the property onto 28th Street. Drop off for 1st and 2nd grades will be with teachers in a designated area for the first 8 weeks. All other students will proceed to their classroom. **NO drop-offs prior to 8AM.**

Pick-up

Drive through pick-up follows the same traffic pattern as the morning drop-off. Each grade has a designated gathering spot to ensure safety and maintain a sense of order. Each class will gather in their respective locations, remain with their class teacher, and await pick-up in the same location as the morning drop-off.

Grades Pick up reminders:

- Please stay in your vehicle -remain in vehicle in pick up lane
- Please use proper designated crossings for parents picking up on foot.
- Please DO NOT pass in our lanes.
- Please be kind and considerate to the teachers and staff directing traffic. Our goal is to keep everyone safe.
- Please merge with the EC traffic, and please be patient.
- Please do not leave your car unattended in the drop-off area.
- Please drive slowly—5 mph on campus at all times.

2:25: Pick-up ends and students will be escorted to the office. Please do your best to be timely every day.

High School students will be ready at the pick-up area on the east side of campus outside of the High School.

Drop-off and Pick-up for Early Childhood

Early Childhood Drop-off

Designated Early Childhood drop-off is the main entrance driveway in the designated driving lane adjacent to the main shade structure in front of the administrative building. Parents can park in the lanes to quickly get their students out of their vehicles and walk them to their teachers who will be waiting to receive the children under the shade structure. This parking lane is for Early Childhood only. Once students are safely dropped off with their teachers, parents will promptly return to their vehicles and exit the campus by merging with the grades traffic for safety purposes. Please remember to be patient. No cutting or passing in the parking lot is permitted.

Early Childhood Pick-up

Preschool and kindergarten parents may park using the same protocol and location as the morning drop-off to gather their students and walk them to the vehicles.

The teachers need to attend to children and/or traffic and are not able to have conversations during drop off or pick up. Please email or make an appointment with the class teacher if you need to speak to them.

Please do not linger or wander the campus upon picking up your early childhood student.

Carpooling

We encourage carpooling. Please list all your carpool drivers on your child's registration form. If your child is going home with someone other than an established carpool, please let the office know prior to that time and add that driver to your carpool list.

Please be sure to always keep your children with you after they have been picked up. This includes when you need to use the restroom or have an appointment in the office. Children may not be unattended anywhere on campus. For their safety, children are never allowed to wander in or around the maintenance barn or to run/climb on the office walkways.

Communication

Desert Marigold School uses the following methods to communicate with and strengthen our community:

Parent Square

Important notices from the Executive Director, Board of Directors, class teachers, and Parent Council are posted on [ParentSquare](#).

Email Communication

All parents/guardians with enrolled students are part of a Google email group for the student's class. Please be sure to keep the school informed of any email changes throughout the school year.

Parent Council Meetings

[Parent Council](#) meets monthly. It is composed of the Class Parent Representatives and any parents who wish to attend. Regular reports about school events and developments take place, as well as planning and coordination.

Board Meetings

DMS operates as part of Valley of the Sun Waldorf Education Association (VSWEA), a 501 (c)(3) not-for-profit corporation. The [VSWEA Board of Directors](#) meets once per month throughout the year. These are open meetings, and parents are welcome to attend. Agendas are posted on ParentSquare, outside the office, and [online](#). During the year, there are also Budget or Finance meetings, which take place in the spring budgeting period or are called as needed. Minutes of Board meetings are posted on the website.

Attendance Policy

ATTENDANCE and PROMPTNESS

Good attendance is necessary for students to be productive learners. When children are absent, even for one day, they miss something and feel a loss. However, when your child is not feeling well or is ill, please keep your student at home. They need the loving, nurturing care of home at such times, and we wish to avoid infecting other classmates.

All classes for grades Pre-k through 8 start promptly at 8:10am every school day. The gates open at 8:00am. We recommend that the children arrive no later than 8:05am in order to be ready to begin at 8:10am sharp. High school classes begin promptly at 8:00am and the high school gates will be open at 7:45am. The beginning of the school day is an important time in a Waldorf class and helps to establish the rhythm for the day. Activities such as movement, speech and music bring the class together and prepare them to begin their day as one class. In addition, a morning verse is said each day by all of the students. It is important that your child is present for these activities, and it is equally important that the class not be interrupted by latecomers.

Please do whatever you can to ensure that your child is punctual and you are not rushing your student(s) to school. Young children learn through imitation of adults, and when they see us striving to be punctual, they will begin to realize its importance.

Students arriving after 8:15am must enter through the office and pick up a tardy slip from the front desk staff. Upon the fifth tardy/early departure, the student will be credited with one absence day per state policy listed below. Ten or more days absent in a semester may result in the student not being promoted to the next grade level and/or losing credit.

All students are expected to be in attendance every day school is in session. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. We do realize that health and family take precedent, but we ask families not to plan activities on days and times when school is in session.

Absences

In a Waldorf school, each lesson block is a carefully designed, complete unit of study. The curriculum is created to promote an unfolding of the day, the week, and the year in a rhythmical movement that allows learning to take place in a balanced way. Given the breadth of the curriculum, even a few days unattended in class can adversely affect your child's education. A rhythm is disrupted, and it is difficult for the teachers to recreate the lesson in the way that it was presented to the class as a whole. For these reasons, it is very important that you consider the effects of an absence from school upon your child.

When a student needs to be absent, we ask that parents/guardians call or email the attendance line **before 8:00am each day** the student is absent. State law mandates that the school record a reason for all student absences. This greatly reduces the need to call you at work or home to confirm the absence. The absence will be unexcused if no reason is given or if the absence is not reported by 8:00am. When

calling or emailing, please include the child's name (with spelling), date of absence, grade level, reason for absence, and a telephone number where you can be reached in case we have questions. Federal law requires that we make every attempt to contact parents/guardians on the day the student is absent if the absence is not reported.

DMS Attendance Line: 602-243-6909 option 2

DMS Attendance email: attendance@desertmarigold.org

By Arizona State Law, only the following qualify as excused absences:

* Illness

- medical or dental appointments.
- Bereavement
- Family emergencies
- Out-of-school suspensions

Missing a class or school day without being excused, whether the absence is student or parent-initiated, is an unexcused absence. Unexcused absences in excess of 18 days (or ten percent of the student's time at Desert Marigold) will be considered truancy under the Arizona law noted below.

An unexcused absence longer than ten consecutive days will automatically result in the withdrawal of the student from the school.

Our attendance policy is governed by ARS 15-803 – School attendance; exemptions; definitions: 1. It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless excused pursuant to section ARS 15-803. 2. A child who is habitually truant or who has excessive absences, may be adjudicated an incorrigible child. Absences may be considered excessive when the number of absent days exceeds 10% (18 days) of the number of required attendance days prescribed in section ARS 15-803, subsection B, paragraph 1. 3. As used in this section:

- a. "Habitually truant" means a child who is truant for at least five (5) school days unexcused within a school year.
- b. "Truant" means an unexcused absence for at least one (1) class period during the day.
- c. "Truant child" means a child who is between six (6) and sixteen (16) years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Bereavement

Special considerations will be made for absences due to bereavement.

Late Arrival/Early Departure

Parents/guardians picking up students early from school are required to report to the front desk and sign their student out. However, unless absolutely necessary, signing students out is discouraged during the school day as being in school is a priority. If at all possible, parents/guardians should refrain from scheduling appointments during the school day.

Following the distinction between excused and unexcused absences described above, DMS makes a distinction between cases of excused tardiness (e.g., due to a doctor's appointment, illness, or other family business) and unexcused accidental lateness to school (due to a student oversleeping, transportation problems, or some other non-medically related reason).

The school disapproves of the accumulation of unexcused late arrivals to school, irrespective of the circumstances. Persistent first-period tardiness is highly disruptive of instruction and undermines student morale.

Late Arrival Procedures

During late drop-off, please accompany your student into the front office for a tardy slip. Students are not permitted to walk directly to their classrooms after the 8:15am bell without first checking into the front office. Younger students will be walked to their classroom by a staff member. Parents are not permitted to walk their students directly to their classrooms at any time.

Early Pick-up Procedures

If your student needs to leave before the end of the school day for previously scheduled appointments, please follow the following procedures:

- Call the DMS Attendance Line by 9:00 a.m. the morning of the early pick-up. Please leave a message with your name, your student's name, your child's teacher, and the time by which you will need to pick up your student.
- Our Front Office will notify your student's teacher of the time by which the student needs to arrive at the front office for pick up by the parent/guardian.
- Parents must sign their students out in the front office.
- Parents may **NOT** proceed directly to the classroom to retrieve the student to ensure adherence of safety protocol. We will have the student waiting for your retrieval at the front office at the scheduled time.
- If you do not have a previously scheduled appointment but need to retrieve your student on an urgent basis, please try to provide us with 1-hour notice, if at all possible, so we can have your student ready and waiting at the front office.
- This procedure is necessary to ensure the safety of our students on campus and to minimize disruption to the class of a student who requires early pick-up.

Student Dress Code

Please clarify with your child what portion of his/her wardrobe is school appropriate. Questions can be directed to your child's teacher or the administrative office.

Desert Marigold School recognizes that all students have intrinsic worth based on who they are and not on what they wear. We want to create an environment in which each student can develop their positive qualities, focus on learning, and contribute to the school community. We also believe that pressures related to clothing choice can distract students and undermine the school environment. The following dress code encourages self-discipline and is simple to manage. Styles must neither interfere with the educational process nor present a safety hazard.

Students are expected to dress in a neat, appropriate manner reflecting pride in themselves and their school. The dress code is established to help ensure an atmosphere conducive to study. Pride in student dress is one of the most observable differences at our Waldorf inspired charter school. DMS requires students to be dressed appropriately for the weather and to ensure safety for a wide range of activities. Their clothing should fit properly and allow them to easily move from working at a desk to getting up and playing actively and safely. Students will wear school appropriate clothing in the appropriate size. Students will keep their hair clean, neat, tied up when necessary, and in its natural shade.

If a student disregards any of these standards, they will not attend class, and a parent/guardian will be asked to bring a change of clothes or may be instructed to pick up students for dress code violations. Students may return upon correction and compliance with school dress code.

The standards of dress and all personal items (hats, water bottle, lunch boxes, etc) are listed below.

Preschool, Kindergarten and Grades 1 - 8

Students must wear:

- Shirt that covers the shoulder in a solid color, all-over pattern, or issued by DMS
- Bottom: pants, leggings, lower thigh length or longer shorts, dress, romper or skirt
 - Athletic/tennis shoes, closed-toed shoes with a back strap appropriate for the day's activities. Boots, sandals, and slip on are not allowed.
- Hat for shade or warmth (to be worn outdoors only)
- Students may not wear sunglasses unless they wear prescription transition lenses.
- Students must wear sufficient clothing so that no bare skin or undergarment is visible in the front or back of the torso from the upper chest to below the buttocks. (As a test, if the student raises hands/arms, or bends over and bare skin is visible, then the clothing is not of appropriate length).

Guidelines for School Attire:

- Hemlines and necklines should allow for freedom of movement without concern for clothing falling off or lifting up to reveal undergarments.
- Tube tops, off the shoulder tops, and strapless tops are not permitted.
- Shirts and tops must meet the tops of pants such that midriffs are covered even during movement.
- Pants, shorts, and skirts should fit properly or be belted such that undergarments are not revealed.
- Skirts, dresses and shorts must be mid thigh length or longer.
- Single images, writing, numbers, or large logos are not permitted.
- Images that create a hostile or intimidating environment are not permitted.
- Platforms, flip flops, sandals, crocs, rubber clogs, high heeled shoes, or shoes with lights or wheels are not permitted. Athletic/tennis shoes, closed-toed shoes with a back strap appropriate for the day's activities. Over the knee boots, sandals, and slip on are not allowed.
- See-through, excessively loose, tight, or sagging clothes are not permitted.
- Torn, defaced, and holes in clothing are not permitted.
- Nail polish (including french tip), artificial nails or make-up (grades PreK-8) are not permitted.

- Students may not wear sunglasses unless they wear prescription transition lenses.
- Hair color and hair dye other than natural hair color is not permitted. Students will be sent home and may not return until they have returned to a natural hair color.

Change of Clothes

Early Childhood students should bring the following items to have on hand if needed: extra shirt, bottom item, socks, and underwear. If your child is older, yet you feel they would benefit from having a change of clothes at school, contact your child's teacher.

Dressing Appropriately for Movement Classes and Eurythmy

Students at DMS spend a great deal of time in movement and games. Children must be dressed with an ability to move and play with ease and comfort. In all grade levels, students' clothing should allow for free and full movement without impediment or revealing undergarments. Students in grades 5-8 will be required to wear appropriate clothing for movement classes and Eurythmy. They will need to wear socks, athletic shoes (for movement), and a hat. Please note: Eurythmy shoes are provided and remain in the Eurythmy room.

High School: See the High School Handbook.

Masks: For students who wear masks, they must be plain with no graphics, wording, or single images.

Nutrition Guidelines

All students, except those in Early Childhood, need to bring a snack and lunch every day. Please follow these guidelines when packing your child's lunch. Your child's class teacher will inform you if there are any additional guidelines or allergies for that class.

Children are given time for a mid-morning snack time in their classrooms. In the Kindergarten, snacks are prepared communally, and ingredients are provided by the teacher. In the Grades, parents are must send their children with an ample and wholesome snack each day. Children may not bring chewing gum or candy. Trading of snack or lunch items is not allowed. No media-oriented lunch boxes are allowed.

**Grades: these items will be taken away as they are for eating at home not at school.
Starbucks and other caffeinated or energy beverages are not allowed at school.**

*Baskets have traditionally proven a most satisfactory alternative to the media-oriented lunch boxes and have become an attractive part of the culture of our school.

- Send food in an insulated lunch box with an ice pack.
- **Include a water bottle.** Although drinking water is readily available, it is required to have a water bottle easily accessible during Movement and Gardening classes.
- Make sure the lunch is fully prepared. Classrooms do not have facilities for heating food. Please remember to include all necessary utensils.
- Pack a well-balanced lunch, including protein, fruit, and vegetables so that your child has

good energy for the afternoon.

- Please limit packaged foods with preservatives, sweeteners, and dyes as children can be sensitive to these. Products with heavy dyes also stain floors and desks.
- Candy, gum, and soda are not allowed. Gum will be taken away from the child.
- We encourage all families to reduce packaging waste by sending lunch items in reusable containers.
- Sharing food is not allowed.

Note: If your child has special nutritional needs, or if you have questions about any of these guidelines, please let your child's teacher know immediately. Any food allergies must be listed on the emergency medical form and made known to the teacher and the Student Records Manager.

Health and Safety

No Animals Or pets on Campus

For safety reasons, we do not allow dogs on campus. The only regular exceptions to this rule are service animals or for complementary pedagogical reasons. On occasion, a teacher may seek approval from administration to plan an event involving animals. Such exceptions will be looked at on a case by case basis.

Sun Safety

Recent legislation requires schools to provide preventative education regarding excessive sun exposure. DMS has long supported the practice of wearing hats outdoors and will continue to educate students about sun safety.

Illness/Injury at School

Depending on the nature of the illness/injury, the following procedures will be observed:

- Minor injuries or illnesses such as a cut, scrape, bruise, nosebleed will receive first aid treatment, and the parent will be notified by call or a note sent home.
- Fever and vomiting requires the student to be picked up from school. If the parent cannot be located, the emergency contact will be called to take the student for further care.
- For potentially life-threatening injuries such as loss of consciousness, scorpion sting, and serious broken limb, a staff member with first aid training will stay with the student while another calls 911. As soon as the emergency call is completed, the parent will be contacted.
- Under all circumstances, the appropriate accident report will be filled out, and parents will be provided with a copy.

Keeping Your Child at Home When Ill

While trying to minimize time lost from illness, it is still imperative that children are kept home when necessary. Children should be kept at home under the following circumstances:

- The child is not well enough to play actively outdoors or participate in daily Movement or Eurythmy classes.
- The child has any of the following symptoms: fever (100 and above), sore throat, green discharge from the nose, congested cough, discharge from the eyes, rash, or vomiting or ringworm and pinkeye.
- The child has something communicable, such as COVID-19, chicken pox, strep throat, etc. In this case, please notify the school immediately so that we may inform others as necessary.
- If a student becomes ill during the school day they will be sent to the office, and the parent will be called. If the parent cannot be reached, the emergency contact will be called. Please be sure you keep the office up to date with any changes in contact information. Students who are ill must be picked up within 45 minutes, as we do not have a dedicated nurse's office.
- Students must be symptom free for 24 hours including fever or vomiting.

Medication Policy

If it is necessary for your child to take medication during the school day you must complete a [medication permission form](#) or send written authorization including the following information:

*Medication **must** be in the original containers.

1. First and last name of the student
2. Name of medication
3. Prescription number if any
4. Dosage and route of administration
5. Starting and ending dates of the dosage period if indicated
6. Times and frequency of administration
7. Reason for medication
8. Date of authorization
9. Signature of parent or guardian

In addition, these guidelines must be followed:

- We cannot administer any medication that has been transferred from the original container to another. Medication must be in the original, labeled package or bottle, with the child's name clearly marked on the container.
- Homeopathic, Natural Supplements or over-the-counter medication must be in its original container labeled with the student's name and accompanied by written health care provider instructions.
- Medication cannot be brought in by a child; it must be brought to the office by the parent or guardian.

- It is your responsibility as parent or guardian to pick up any unused medication. Items must be claimed no later than two weeks after the last day of school or the last day of the dosage period. Unclaimed items will be disposed of.

In situations with serious medical conditions, a formal 504 plan will be required before medication can be administered.

Emergency Safety Procedures

Below is a summary of the DMS Emergency Response Plan (ERP). Because of the detailed and sensitive information about the school premises and emergency sheltering places in the ERP. The safety of the students and the security of the campus are of the utmost importance to the teachers and staff. In an emergency, the crisis management protocols in the Emergency Response Plan will be followed with administrative staff managing the situation.

Evacuations

Monthly fire drills take place to ensure students know how to respond and are familiar with evacuation procedures. Once a year, students may take part in a developmentally appropriate shelter in place drill as well as an evacuation plan to predetermined places off campus.

Lockdown/Sheltering in Place

Should it become necessary to shelter in place due to a natural disaster, severe weather or environmental hazard, or lock down due to a civil disturbance, or other dangerous circumstance beyond our control, these procedures will be followed:

- All students will shelter in place or be brought into a safe space if outside.
- If a lockdown, doors and windows will be secured and locked, and 911 will be called. ● Students and staff will remain in their locations until the campus is deemed secure and safe again or predetermined safe escape route(s) are utilized.

Parent Preparation

- Ensure that the emergency contact information for your child is always accurate and current.
- Be sure to accept your invitation to [Parent Square](#) so you can receive emergency notifications.

Parent Notifications

- Parents will be notified in emergency situations as soon as possible by text blast via Parent Square and email.
- If no action is needed on the part of parents, the crisis management team will determine what form of reporting is necessary to inform parents.

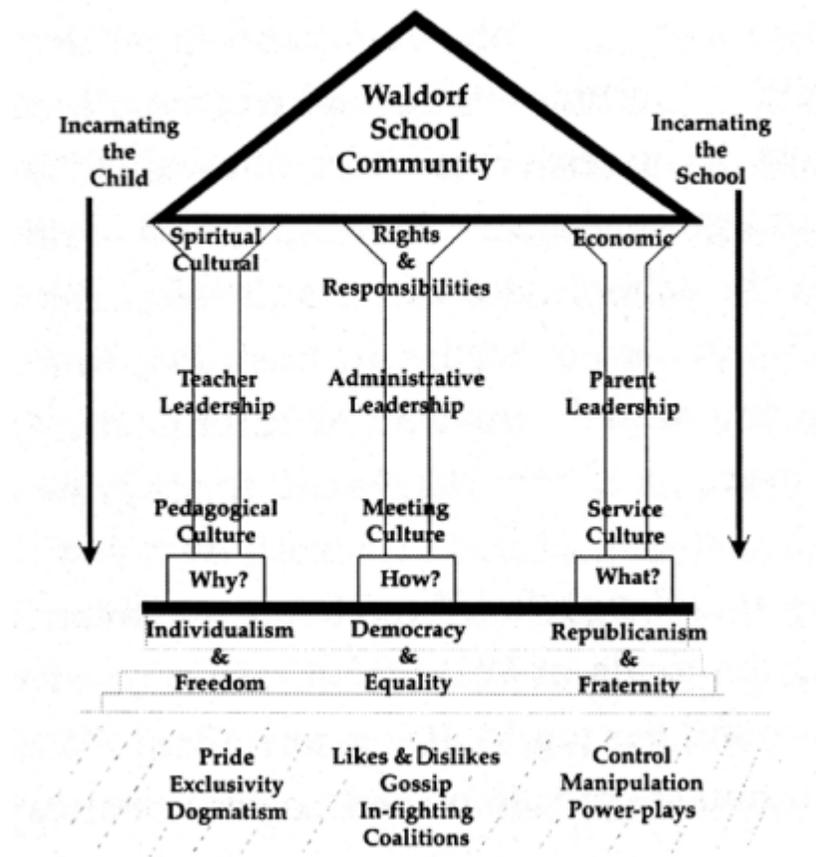
Although your first reaction would be to call or rush to your child's school, we request you do the following:

- Please do not call or come to the school, this only complicates matters from a safety and security standpoint as it may hinder the efforts of emergency responders or police.
- Stay close to your phone and email for updates and instructions.
- Rely only on official communications from the school or public safety officials.

- If alternative pickup arrangements are indicated after an evacuation, students will be released ONLY to parents/guardians who are documented as emergency contacts.

Waldorf-Inspired Education and Assessment

This year we will be working to revitalize, grow/expand, and provide many new opportunities for community education/alignment and working out of the core principles. Please review the [AWSNA Core Principles](#) and the [Alliance Core Principles](#)



Curriculum Overview and Parent Education

Desert Marigold School offers a Waldorf based curriculum that incorporates state standards. Waldorf education uses age appropriate hands-on activities, storytelling, art, drama, and movement to develop the child and hone their academic skills. As the children move through their unit of study, they create their own textbooks, which act as their academic portfolio. The core curriculum encompasses language arts, mythology, history and geography, science, and mathematics. The Class Teacher often is invited and chooses to take the same class of children through consecutive eight years of elementary school (grades 1-8), teaching all the main subjects. For the teacher, this means time to deeply know the

children and help them unfold their gifts in addition to the enormous challenge of working with a new curriculum each year. For the children, this means stability and continuing guidance. *Please note that this is not always the desired path or best choice for the teacher. This is the ideal that Desert Marigold School strives for. Please see the [curriculum pages](#) for specific grade and specialty class details.

We encourage parents to learn more about Waldorf pedagogy by visiting the Desert Marigold website as well as attending all Parent Meetings hosted by the class teacher. Parent education will be renewed and opportunities will be made available throughout the school year.

Caring for the Environment

Wonder and respect for nature is an inherent element in a Waldorf-inspired education. The curriculum instills and nurtures those attitudes. As such, we must also take seriously the stewardship of our natural environment here at DMS. Our goal is to develop a shared sense of responsibility for the care of our campus. This involves cleaning up after oneself and others and working to make every corner of our campus beautiful.

Student Assessments

DMS uses many assessment tools: observation, student portfolios, informal assessments (quizzes and activities), unit or block tests, and state/federally mandated District and State standardized tests (Galileo, DIBELS, Universal Screen for Number Sense, and AASA).

These assessments help teachers continually adjust to meet the individual needs of students and also allow DMS to monitor how well we are meeting our goal of providing an exceptional learning environment. At the parent/teacher conferences, your child's teacher will inform you and actively address concerns related to possible retention and your child's placement for the following year.

Throughout the year, parents are informed of student growth in the following ways:

- Informal conversation
- Parent Meetings
- Fall parent/teacher conference
- Mid-year progress report
- LATE WINTER parent/teacher conference
- End-of-the-year progress report
- Annual standardized testing results

K-First Grade Readiness Assessment

The process of determining when a child is ready for first grade is a critical one that requires much care. Parent Meetings are held during the year to familiarize parents with the objectives of kindergarten and the numerous indicators of first grade readiness. Discussions will continue through parent/teacher conferences. First grade assessments will be held at the start of the second semester. At the spring parent/teacher conferences, your child's teacher will inform you and actively address concerns related to possible retention and your child's placement for the following year—either first grade or another year of kindergarten.

Arizona's Move on When Reading (MOWR)

Arizona's Move on When Reading (MOWR) legislation places importance on your child's ability to read at or above grade level by the end of 3rd grade. Arizona Revised Statute §15-701 states that if a student scores below the cut score on the reading portion of the 3rd grade AASA exam, they will not be promoted to the 4th grade until sufficient progress is made to demonstrate that the student is reading proficiently. There are four exemptions to retention in ARS §15-701. In accordance with the law, a school district governing board or the governing body of a charter school is permitted to promote a student who fails to meet the cut score on the reading portion of the 3rd grade AzMERIT exam for any of the four following reasons:

- (i) A third grade student is an English Language Learner or is Limited English Proficient and has received fewer than two years of English instruction; or
- (ii) A third grade student with disabilities has an individualized education plan (IEP), and the IEP team, which includes the student's parent/guardian, agrees that promotion is appropriate; or
- (iii) A third grade student is in the process of a special education referral or evaluation for placement in special education and/or students that have been diagnosed as having a significant reading impairment, including dyslexia; or
- (iv) A third grade student has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the 3rd grade reading standards as evidenced through a collection of reading assessments approved by the State Board.

Additional information about Arizona's Move on When Reading legislation can be obtained at www.azed.gov/mowr.

Report Cards: Grades K-8

Report cards will be available online at the end of the fall/spring semesters. Report Cards will be sent out in June via email with a link to the FamilyLink portal.

When report cards are ready to view, an email will be sent. Please note: *Please review your contact information in the report card portal and notify us of any changes. New Parents: Please read all of the information below before logging in (login information included).

Accessing the Report Card Portal for the First Time - NEW SYSTEM UPDATES COMING SOON!

The new portal system is used to access your student's report card along with other student information. To get to this link click [here](#) or you can find it on our [website](#), in the lower left hand corner. Once you click on this, it will take you to the Report Card web page and ask you to login. Your username is your last name, a period and your first name with no capital letters (i.e.: lastname.firstname). Your temporary password is welcome2dms. Once you login, you will be asked to create a new one and verify it before it lets you into the system. If you have trouble logging in it could be because you use a different first or last name than what we have in our system. If you have a hyphenated last name please remove the hyphen and put both names together when typing it in.

Once you are in the system, you will notice the navigation buttons on the left. Here you will be able to

view your child's report card, up to date (live) attendance, vaccination records, and contact information. Please be sure to review your contact information and notify us if there are any changes that need to be made. If you have more than one student at DMS you will be able to switch between them through the drop down window near the top of the page.

If you have any questions feel free to contact enrollment at 602-243-6909 x007.

Parent/Teacher Conferences and Conversations

Formal parent/teacher conferences take place twice a year—usually in fall and late winter. Check the school calendar on the website and Parent Square for specific dates. There may be other times when a teacher or parent would like to share observations with respect to a child's participation in our program. At such times, a parent/teacher conversation may be arranged by appointment. Parents and teachers can communicate via email or by calling the school and leaving a voicemail for the teachers. When there are attendance or discipline problems, additional parent/teacher conferences may be required.

Letter Grading: Grades 7 and 8

Grading begins in 7th grade. If a student does not complete all assigned work in a given grading period, the teacher will set a date by which the work must be completed or made up.

The teacher will communicate with families via email to discuss what is expected and by what date. This will need to be signed by both student and parent and returned to acknowledge both recognition of the situation and receipt of the notification. A conference may also be necessary.

If the student meets the due date, they will receive the appropriate passing grade letter grade on their progress report. If they do not complete the work, they will receive a failing grade. A student must pass at least 70% of the blocks taught in the grade to be promoted to the next grade.

Field Trip Protocols

At Desert Marigold School we value the educational experience that a field trip provides.

We support learning in ways of differentiated instruction, like hands-on learning opportunities. We also accept that “field trips” come with expectations.

These protocols should be followed in any school sponsored field trip Involving our students.

- Educationally speaking, in order to be included on any “field trips,” students are required to be receiving a passing grade in their classes. This is determined by the lead teacher.
- All field trips need to be educational in nature. Teachers are to fill out the request form with the **educational component listed 9 weeks before the field trip.**
- A field trip request form is to be **submitted and approved by the administrator in order to begin planning for any field trips.**

- Overnight field trips cannot exceed 5 school days or 7 total days.
- Field trips are limited to the continental United States.
- No students can drive themselves or other students to any field trip.
- The school is not responsible for paying for field trips. All costs, including transportation, are to be paid for through parents, fundraising, and tax credits.
- Chaperones are to be 1 adult to every 10 students minimum.
- For all overnight field trips, male and female chaperones are required.
- It is mandatory for all chaperones to attend an information meeting and receive proper training prior to the trip.
- Any trip outside the city limits will require hiring outside licensed entities to transport students and staff. This will be included in the cost of the trip.
- Transportation inside city limits, for example the zoo, botanical gardens, museums, etc. may be provided by parents. Drivers must follow school guidelines for Parent Volunteer Drivers regarding fingerprint clearance cards and other safety protocols listed in the Parent and Student Handbook.
- When students leave campus they represent Desert Marigold School. As representatives, a high standard of behavior should be maintained, and all students must adhere to the [Code of Conduct](#).

Parent Volunteer Drivers

All volunteer drivers must complete and sign a [Volunteer Driver Form](#) with proof of the following requirements:

- 21 years of age or older
- Valid Arizona State driver's license
- Valid car registration
- Valid auto insurance card
- Valid Fingerprint Clearance Card
- Signed Criminal History Affidavit

Teachers are responsible to ensure that all parent drivers have completed the requirements before departing campus. The office will keep this information. This requirement pertains both to day field trips and extended class trips.

Dress Code While on Field Trips

Unless noted by the teacher, the standard dress code applies for field trips. Packing lists will be included for camping and longer class trips or any field trip that has specific dress requirements.

Food on Trips

We ask that you follow the guidelines set forth in the Nutrition Guidelines section of this handbook when contributing food or drinks to a school activity, including class trips. The class teacher should approve any food or drink that you plan to contribute.

Parent Code of Conduct

Drug and Smoke-free Campus

Drugs, alcohol and tobacco in any form are prohibited on campus.

Cell Phone-free Campus

Please discontinue conversations and put away your cell phone once you enter the campus.

Respect the Boundaries

The partnership between teachers and parents is an important one and understanding each other's boundaries is a part of that development of respect. Please be aware that teachers are not available to have conversations about students during drop off and pick up or during the middle of the school day as their full attention needs to be given to their class. If a question or concern does arise, we encourage you to first talk with your child's teacher. Please schedule an appointment directly with your child's teacher. This is the most appropriate way to respect their boundaries. For safety reasons all parents must check in to the front office upon arriving on campus.

Do Not Reprimand or Try to Discipline Students

Unless you are functioning in an official chaperone or supervision capacity, do not take it upon yourself to discipline any student. If you observe any behavior that you feel is inappropriate, report it directly to the responsible teacher so that it can be handled in a timely and appropriate manner.

Guidelines for Communication

Communication is a powerful tool in bringing our community together. We ask that parents use discretion and speak constructively in regards to any DMS matters as a model for our children. We ask that you follow these guidelines in conjunction with staff to facilitate healthy two-way communication.

- If a question or concern arises, please go directly to the person who will be able to answer that question or whom the concern is regarding. Please approach these interactions with love and understanding and keep in mind the section on boundaries to help you select a good time to talk with that staff member. If you are not sure who the correct person to speak with regarding a question/concern is, please refer to our parent communication flow chart (see link below) to direct you to the correct person.
- If you were not able to get your question or concern resolved after speaking directly to the person, take your concern to a member of the administration directly and ask for assistance in resolving the question/concern.
- If a member of the administration was unable to help you resolve the question/concern please contact the Board of Directors.

Profanity is Not Permitted

It is expected that everyone on campus uses appropriate language at all times.

Please follow these guidelines on campus (and in the immediate vicinity) and during any school sponsored activity, whether on or off campus.

Visitors and Volunteers

All visitors must check into the front office to sign in/out and receive a visitor's pass. ***No visitor can directly proceed onto the campus grounds without first checking in at the front office. This rule includes families who are dropping off things for their students, picking up their students early or dropping them off late to school, or volunteering anywhere on campus, including the garden.***

Any faculty member who is expecting a parent visitor, whether it be a volunteer or otherwise, will inform the Front Office in advance of the visit. *Please ensure that you sign into our visitor log-book at the front office and receive a visitor's pass before proceeding anywhere on campus. All visitors must sign in and sign out upon arrival and departure.*

If parents/guardians come to the office to request early release, due to doctor's appointment, illness, etc., they are not permitted to go directly to the classroom to retrieve their child.

Unidentified Visitors/Suspicious Activity

If you see someone on school grounds you do not recognize, and they do not have a visitor's badge, let the office know immediately. If their behavior seems suspect, *make that report a matter of urgency.*

Similarly, if you see someone acting suspiciously near the school *please report that to the office immediately.*

Media Guidelines

The cumulative effect of repeated exposure to media and screen use can negatively impact a child's development. At DMS, we strongly encourage parents to determine the type/content and extent of screen viewing and media exposure their children receive. Media exposure must be limited, developmentally appropriate, and closely supervised and guided by parents. The faculty and community of DMS are interested in creating and maintaining a healthy social and learning environment for the children, in accordance with the values of Waldorf education. These values create the solid foundation upon which our community rests. Our faculty and staff have seen that when children are exposed to media, it affects their learning and the classroom environment. Based on current research, and teachers' observations, exposure to media affects children's physical demeanor, attention, interest in encountering the lesson, and social issues in the class, and on the playground. Children tend to create friendships and social groups partly based on what they are exposed to outside of school. Any child who has not shared certain media experiences may be excluded.

Class teachers will provide information regarding media use and your child's education. They will engage you in a dialogue that we hope will be stimulating and rewarding. Our goal in doing so is to do our utmost to create a learning environment that is conducive to active, imaginative learning.

Recommended Media Guidelines (WALDORF)

- PreK through Grade 2: no media.
- Grades 3 through 8: no media during the school week. Minimal use of parent-directed media on weekends and during vacations. Monitor content for educational purposes.

- Grades 6- 8: no media before school; parental involvement in determining appropriate media and computer use choices at all other times.
- High School: parental involvement in determining media and computer-use choices. Monitor content for educational purposes.

We understand that every family is unique and circumstances differ. We hope that you can see the value in limiting screen time in your home and encourage you to do so.

Social Media Guidelines

DMS discourages use of social media. However, DMS understands that some staff, and community members use social media as a way to connect with others. Social networking poses some risks you should keep in mind when using these tools. Please respect the privacy and rights of others and do not post information and photos of faculty, staff, and students.

In the social media world, the lines are blurred between what is public or private, professional or personal. Social media are powerful communication tools that have a significant impact on organizations and professional reputations. Once something is posted it is available on the Web forever, so please think twice before posting. Please lead by example for our children and make every action worthy of imitation.

Employees are liable for anything they post to social media sites.

Only employees are approved to represent the school.

Parents can be held accountable as well for information posted that is derogatory or untrue.

We ask community members to respect and follow these guidelines:

- Private, personal, or confidential information about any faculty or staff member should not be posted.
- Personal information of students or parents should remain private and not posted on social media.
- Always respect the privacy of school community members.
- Do not post any DMS-related information or images of the school on any non-sanctioned school social media sites.
- Do not post pictures of students taken on school grounds without the express written consent of the school.

Although DMS is the best source of information, we understand that families regularly communicate through social media. Sometimes, even when trying to be helpful, social media mistakes are made. If this happens, please clarify the error, redirect others to accurate, school-approved information—Parent Square and [Desert Marigold School](#)—and apologize when appropriate.

Giving

As a nonprofit charter school, we rely on the generosity and support of our families and communities. If you would like to show your love and support for our community. We welcome your support in any amount and at any time.

There are many ways to give: [Please see our new portal on our website to give to tax credits, donations or the Sustaining fund.](#)

AZ Education Tax Credit Program

With the AZ State Public School Tax credit, it can cost you nothing to give hundreds of dollars to Desert Marigold School — up to \$200 each year for an individual and \$400 for a couple.

This is a tax credit, not a deduction, so the full amount is subtracted from what you owe in Arizona income tax. You receive a dollar-for-dollar reduction in the amount you pay in taxes to the state for the amount of your donation. You can make a donation as late as April 15th and claim it against the previous year's taxes.*

Everyone can participate! As long as you have Arizona income tax liability, you can make an Arizona [Tax Credit](#) Contribution to DMS. If you have already given, find friends and relatives and have them give to DMS! We ask every family to donate their Tax Credit to DMS and invite their extended network to do the same.

*A confirmation receipt will be sent to you for income tax purposes. Be sure to consult your tax adviser to determine exactly how the tax credit will impact you personally.

Fundraising

DMS offers various fundraising programs through the school year. Please check the DMS website and accept your invitation to Parent Square to stay up to date on the details.

Code of Conduct and Disciplinary Policy and Procedure

Guidelines for Student Behavior

At Desert Marigold School, we believe that children have a right to a quality education in a safe and caring environment. We hope to accomplish this by fostering respect for self and others and by promoting pro-social behavior among our students. By the same token, all faculty, staff, and volunteers themselves must strive to show great respect and responsibility in their communications and interactions with the students and with each other.

At Desert Marigold School, we believe that discipline is striving towards a goal, not a tool for punishment. We consider discipline to be an aspect of moral guidance, to serve as instruction, and be part of a creative learning process rather than simply a demonstration of power. Part of this process is allowing students to take responsibility for their actions. Students will be held to the highest standards of conduct in order to maintain a conducive learning atmosphere for everyone. Any student who chooses to interfere with others' learning will be held accountable.

The purposes of the following discipline policy are:

- To provide a classroom situation conducive to learning.
- To promote character training, i.e., to cultivate the virtues that ensure moral living and redirect misguided behavior.
- To develop self-discipline.

In order for this, or any, discipline program to be consistent and effective, it is **imperative** that parents and school staff work together to support each other.

Cell Phones

Cell phones are not allowed in the classrooms. If a student brings a cell phone to school, they must check the cell phone into the office. If students are caught with the cell phone, the phone will be confiscated and parents must pick up the phone from the office at the end of the school day. Repeated offenders' parents must meet with the Executive Director and the class teacher. In addition to cell phones not being permitted in classrooms:

- No Smartwatches allowed in the classroom.
- No personal tablets, computers, or handheld electronic devices are allowed.
- No Digital watches that make noise.

Please note: If a student is caught with a cell phone or other device, the parent/guardian must come to the office to retrieve the device.

Expected Behaviors

- Students are expected to honor all safety guidelines, respecting the need for a safe learning environment.
- Students are expected to treat others with respect and consideration.
- Students are expected to treat school property and the environment with respect and use it responsibly. This includes desks, bathrooms, equipment, books, recorders and other materials.
- Students will use the playground equipment fairly and properly and always in accordance with Desert Marigold School playground rules.
- Students are expected to treat the personal property of themselves and others with respect.
- Students are to treat others as they would like to be treated. As such, students are expected to choose positive alternatives to physical or verbally abusive confrontations. Such alternatives include seeking teacher assistance, engaging in conflict management techniques, or walking away from a difficult situation with the stated intention of handling it at a later time that same day.
- Students are expected to be in class, on time and to make proper use of the instructional setting by assuming the responsibility of being on task and completing all assignments.
- Students will stay within school boundaries. When the bell rings, students will line up quietly and promptly.
- Behavior in the bathrooms, around the office, and on the playground is to be responsible and in accordance with school and class rules.
- Students are expected to take the initiative in seeking help for themselves or others when help is needed.
- Students are expected to dress in a neat, clean and appropriate manner. Students are expected to follow Desert Marigold School's Dress Code.

Inappropriate Behaviors

Inappropriate behaviors include, but are not limited to:

- Using inappropriate language such as rude or obscene language or gestures, racist comments, and offensive gender comments. PDA is not permitted on campus at any time.
- Harassing, teasing, name calling, or threatening another student or spreading hurtful rumors.
- Aggressive behaviors including fighting, hitting, rough pushing, threatening gestures, biting, spitting, tripping, hurting another with a tool or instrument of any sort and throwing objects.
- Inappropriate behavior that interferes with others' learning or anyone's safety.
- Wearing clothes with offensive words, slogans, pictures or gang associations. Also included as inappropriate is clothing that promotes violence, racism, alcohol, drugs or tobacco products.
- Being disrespectful to adults (using sarcasm or profanity, talking back, disregarding instructions, defiant response).
- Disruptive classroom behaviors (calling out, leaning back on one's chair, placing feet on desks or other table tops, throwing things, leaving one's seat without permission, disregarding classroom rules, or making unnecessary noise such as humming, banging a pencil, tapping, etc.).
- Chewing gum or eating candy, unless authorized by the teacher.
- Tardiness, unexcused absences and truancy.
- Unprepared for class participation and work.
- Inappropriate use of social media, texting, and/or electronic devices during the school day.
- No Student may interfere with teaching or learning.

Consequences of Inappropriate Behavior

When a student chooses to not follow the rules and guidelines of the classroom, playground or other school facility, a choice will be made for the student by the adult responsible for the supervision of the children, *i.e.*, the supervising teacher, the playground monitor, or the administrator. In certain cases, removal from the group is necessary to protect the student and/or the learning environment of the school. If possible, the adult who removes the student will work quickly to help the student regain self-control. The adult will assess the level of consequence that needs to be assigned to the student based on their ability to regain control and their actions during the time that they needed the extra support.

If the student is able to regain self-control, then the two parties can continue to work together to redirect the inappropriate behavior. If the student is unable to regain control, teachers and/or administrators may use the following four levels of consequences, as appropriate and generally in the order provided below.

Code of Conduct for Early Childhood/Kindercare

Level 1 – The EC teacher or instructional assistant will follow the steps listed below to redirect level one behaviors.

Behaviors:

- Teasing
- Active defiance that disrupts the learning process
- Defacing/destroying property
- Inappropriate language
- Name Calling

These behaviors will be addressed in the following manner:

STEP ONE

If another child is affected by the disruptive behavior, the teacher will check on that child first.

STEP TWO

The teacher will go to the child who is engaging in disruptive behavior and set limits if necessary to keep that child and/or other children safe (e.g. "You may not throw blocks. Throwing blocks is not safe.")

STEP THREE

Engage in redirection or problem solving process with the child(ren) (e.g. "You may use the blocks for building.").

If behavior persists at a rate where teachers feel that it is disruptive to the learning environment of that child or other children, they may ask for support from their administration, or the school counselor. They may be removed from the classroom, if necessary.

Level 2

Early Childhood parents may be called from the administration to in order to inform them that their child may be put into In school suspension in order to refocus, for the following reasons, especially in a case where the behavior is repetitive and persistent despite intervention:

- Biting, hair pulling, kicking, pushing, or hitting a teacher or another student.
- Choking another child.
- Misuse of class materials that results in harm to other students.
- Using inappropriate language repeatedly.
- Leaving the teacher supervised area without permission.
- Wetting or soiling of clothing (per contracts for private programming requiring students to be fully potty trained).

These behaviors will be addressed in the following manner:

STEP ONE

If another child is harmed, physically or emotionally, the teacher will check in with that child first.

STEP TWO

Teacher will set limits with the child who engaged in disruptive behavior. (e.g. "You may not bite. Biting hurts.")

STEP THREE

Model language for both the child who engaged in disruptive behavior as well as the child who was

“injured.” If the child who was “injured” is willing, the teacher will give them the words to set limits. If they are unwilling or unable, the teacher will speak for them.

STEP FOUR

Redirect the child who was engaging in disruptive behavior to a safe space/activity.

STEP FIVE

If behavior persists, the teacher may ask for outside support from administration and/or the child may be sent home.

STEP SIX

Parents of both children will be informed as necessary.

Following a second suspension, the parent(s)/guardian(s) will be required to attend a meeting with the teacher regarding how to move forward.

Code of Conduct For Grades 1-12

Level 1 - Offenses include, but are not limited to:

- Acting out
- Altercations short of physical contact
- Minor disruptions of the learning and teaching process
- Tardiness
- Acts of dishonesty including, lying, cheating, forgery or plagiarism
- Computer use violations
- Disrespect/defiance of authority
- Invasion of privacy/property of others
- Use of obscene, profane or abusive language or gestures

Classroom Consequences

The classroom teacher unilaterally assigns one of the following consequences and will document incident and consequence on a discipline referral that will be sent home to parents.**

- Immediate natural consequences
- Verbal apology
- Writing out virtues
- Work session (this could occur before, during, or after school based on availability).
- Letter of apology
- Time in
- Informal talk including support in problem solving
- Discipline conference with the student and/or parent
- Restriction or loss of privileges
- Notification to parents
- Referral to see school counselor to work on self-regulation

** Some examples are listed above and teachers are empowered to assign a consequence that they see fit based on the behavior that they observed. The above list is not exhaustive. **

Level 2 - When a teacher notices a repeated pattern of Level 1 offenses, or feels the student is too disruptive to remain in class, the teacher will write a discipline referral and send the student to the office. The administration will investigate the incident and make decisions regarding disciplinary actions.

Level 3 – Offenses include but are not limited to:

- Possession/use of forbidden items, including weapons such as knives of any kind
- Truancy/ditching/leaving campus without permission
- Emotional/physical/sexual harassment, intimidation and bullying, including cyber-bullying (see policy for bullying prevention)
- Verbal or written display of ethnic/racial slurs
- Physical altercations including physical contact
- Threatening to cause damage to Desert Marigold School and/or employee or the property of any person attending Desert Marigold School
- Use/display of gang-related, drug, or sexual symbols/gestures/words
- Presenting a physical/emotional threat to self or others (verbal or written) including indirect aggression
- Possession/distribution of pornographic material or conducting pornographic searches on the internet*
- Non-approved possession/use/distribution of prescription or over the counter drugs or drugs.
- Possession/use of look-alike drugs/alcohol/tobacco products/paraphernalia
- Possession/use of look-a-like weapons
- Physical assault
- Theft
- Possession/use/being under the influence of alcohol/tobacco/marijuana products, including vaping and e-cigarettes.

Consequences

For a level 3 offense the employee who witnessed the behavior will write a discipline referral and send the student to the front office where the administration will investigate and decide on a disciplinary action. Depending on the severity of the incident the student could be assigned a suspension anywhere from 1-10 days.

Level 4 - Offenses include but are not limited to:

- Endangerment through the use of fire alarm/calling 911/bomb threat*
- Sexual misconduct
- Sexual assault*
- Premeditated physical assault*
- Aggravated assault/assault on a staff member*

- Arson/reckless burning*
- Destruction/defacement of property

- Possession Distribution/Purchase of explosive devices (including firecrackers and fireworks)*
- Distribution of illegal drugs* alcohol/tobacco/marijuana products, including vaping and e-cigarettes.
- Possession/Use/Distribution/Purchase of a deadly weapon or dangerous instrument* ● Threatening to cause physical injury to an employee of Desert Marigold School or to a person attending Desert Marigold School
- Hazing/initiation

Consequences

The first violation of the offenses in Level 4 will result in automatic recommendation by the Executive Director to the School Board for expulsion from DMS. A formal hearing will be conducted by the School Board to determine if the student will be expelled.

Offenses will be handled by the Executive Director.

All of the offenses marked with an asterisk () violate ARS Sec. 13-3620 and charter policy and will be reported to the proper authorities.

Excessive Suspensions

Any student who has reached a third (3rd) suspension will be referred to a disciplinary panel selected by the Executive Director for evaluation of further consequences, up to and including recommendation for long term suspension.

The school reserves the right to exercise reasonable judgment as individual circumstances may dictate. Threats of violence and physical, verbal, or sexual harassment are illegal and will result in parent contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and expulsion.

Bullying and Harassment Policy

Student Bullying / Harassment / Intimidation

Consistent with Desert Marigold School's commitment to provide students with a safe school experience, and in compliance with various laws, bullying or harassment against any student based on the student's race, religion, color, national origin, gender, age, or disability will not be tolerated. Employees or students who violate this policy will be disciplined up to and including suspension, expulsion, or dismissal depending on the severity of the offense.

Harassment is usually unlawful only when it is "severe" or "pervasive," or meets certain specific criteria. However, this policy is intended to prohibit all inappropriate conduct directed at an individual because of one's race, religion, color, national origin, gender, age, or disability, not only that which is severe and pervasive. Accordingly, Desert Marigold School may discipline employees or students who violate this policy even if the conduct does not violate the law.

Definitions

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

- have 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
- are sufficiently severe, persistent or pervasive so that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm
- occur when there is a real or perceived imbalance of power or strength
- may constitute a violation of law

Bullying of a student or group of students can be manifested through written, verbal, or physical 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
- damage to or theft of personal property

Cyberbullying: Cyberbullying is, but is not limited to, any act of bullying committed by use of any electronic devices, including phones, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other school-owned property, and by means of an individual's personal electronic media and equipment.

While cyberbullying is never acceptable, DMS cannot be held responsible for cyberbullying that is done outside of the school property and school hours. We urge parents and guardians to take steps to help their children use their devices responsibly.

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 orientation, gender identity, gender expression, 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 of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Reporting Incidents of Bullying or Harassment

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the Executive Director or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the Executive Director. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided to the Executive Director. Should the Executive Director be the employee who observes, is informed of, or suspects a student is experiencing bullying, the Executive Director shall document the incident or concern in writing.

The Executive Director shall investigate all reports of bullying. The relevant facts will be evaluated on a case-by-case basis in determining whether an action does, in fact, violate this policy. To the extent permitted under the circumstances, investigations will be conducted in a manner designed to protect the privacy of all parties concerned. Based upon the information available to it, Desert Marigold School will make a decision as to whether it reasonably believes that the behavior occurred. If it concludes that it did, the student found to have violated this policy will be subject to disciplinary action, up to and including expulsion.

No Retaliation for Reporting Bullying or Harassment

Desert Marigold School has developed this policy to ensure that all of its employees and students can work or learn in an environment free from bullying and harassment. Accordingly, it will not in any way retaliate against an individual who reports harassment or discrimination, or who participates in an investigation of such conduct. Nor will it permit any employee or student to engage in retaliation against such individuals. Retaliation is a serious violation of this policy and should be reported immediately to the Executive Director. Any person found to have retaliated against another individual for reporting harassment will be subject to serious disciplinary action, including expulsion.

Appropriate Support Services and Professional Development

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

The Board, in partnership with administration, faculty and staff, parents and guardians, and students, shall establish and maintain a school environment based on these beliefs. Therefore, the Executive Director, with the assistance of administration, shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

In addition, the Executive Director shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Board policies, incident reporting, and appropriate support services (proactive and reactive).

The Executive Director shall establish procedures for the dissemination of information to employees including, but not limited to: Board policy, preventative measures, incident reporting procedures, and appropriate support services for students (both proactive and reactive). Appropriate professional development seminars and other imperative information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Executive Director shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both. Law enforcement authorities shall be notified any time administration has a reasonable belief that an incidence of bullying or harassment is a violation of the law.

Staff Conduct with Students

Employees are expected to supervise students' conduct, in and out of the classroom and will treat students with dignity and respect. Students are expected to make good choices and respect the rights of all employees and students; interference with those rights will not be tolerated.

Staff and student relationships that include "romantic involvement" are prohibited. These behaviors deviate from ethical and professional standards and shall be deemed unacceptable and contrary to the expectations of school governance.

Staff and student relationships shall reflect mutual respect and shall support the dignity of the student and the staff, the education profession and process.

Violations of the above shall be considered serious and may result in severe disciplinary action and criminal prosecution.

Display of Affection

There should be no display of affection on school property or at school events.

Electronic Devices and Cell Phones

Electronic devices are not allowed in the classroom. Student cell phones must be turned into and stored in the office. Personal electronic devices (i.e., phones, smart watches, cameras, recording devices, tablets, computers) may not be used on campus for Pre-K-8. Ignoring these guidelines will result in confiscation of the device, which will only be given to the parent/guardian. The school is not responsible for damage/loss/theft of devices.

Contraband and Property

No tobacco, alcohol or drugs or other contraband are allowed on campus/surrounding area at any time. Violations of this rule will result in the suspension and/or a police investigation.

Students who deliberately damage/deface school property will be disciplined, which could include a police referral. Parents/guardians are ultimately responsible for any repair costs.

Faculty has the authority to make inspections without a search warrant or student consent to obtain information for school safety.

Students will keep personal items at home. The school is not responsible for loss/theft of personal items.

SUSPENSION/EXPULSION PROCEDURE

Suspension

The Executive Director may suspend any student for up to 10 school days for serious cause, including, but not limited to the following:

- defiance, verbal abuse
- disruptive/violent/threatening behavior
- destruction of property
- excessive tardies
- Truancy

*The school officials involved will create a report for the parent/guardian.

Suspension/Expulsion of Students with Disabilities

If a student in special education is suspended/expelled, procedures shall meet the requirements/regulations of IDEA/state statutes.

Suspension Over 10 School Days and Expulsion

The Executive Director may recommend suspension for over 10 days and/or expulsion of a student for serious cause. The parent/legal guardian will be notified, and a hearing shall be held. Parents will have the right to request an open meeting or an executive session of the Board of Directors for the expulsion hearing and the right to reapply for admission after one year of expulsion. If a long-term suspension/expulsion is recommended, the parent will be provided with a copy of DMS's discipline policies/procedures, meet with the Executive Director and other staff prior to submitting the expulsion recommendation to the Board of Directors.

The Board of Directors has the right to deny admission of a student who has been expelled from another school and to deny readmission of a student previously expelled from DMS.

DMS will meet all requirements of Section 504 of the Rehabilitation Act, the IDEA, and State laws regarding disciplining of students with disabilities.

Children’s Internet Protection Act

Internet Safety Policies and CIPA Certification for Valley of the Sun Waldorf Education, inc. dba Desert Marigold School

Applicants must certify compliance with the Children’s Internet Protection Act (CIPA) to be eligible for Schools and Libraries (E-Rate) program discounts on Category One internet access and all Category Two services – internal connections, managed internal broadband services, and basic maintenance of internal connections. The relevant authority with responsibility for administration of the eligible school or library (the Administrative Authority) must certify that the school or library is enforcing an internet safety policy that includes measures to block or filter internet access for both minors and adults to certain visual depictions.

Introduction

It is the policy of Desert Marigold School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful

purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Desert Marigold online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, inappropriate matter on the internet and World Wide Web, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of Desert Marigold the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of Executive Director or designated representatives.