

Desert Marigold High School 2017-2018 Handbook



Home of the Firebirds

Valley of the Sun Waldorf Education Association
6210 S. 28th Street
Phoenix, AZ 85042
Phone: 602-243-6909, Ex #116
Fax: 602 243-6933
<http://www.phoenixwaldorf.org/>

Morning Verse

*I look into the world
In which the sun is shining
In which the stars are sparkling
In which the stones repose.
The living plants are growing
The feeling beasts are living
And human beings ensouled
Give dwelling to the spirit.*

*I look into the soul,
That lives within my being.
The Spirit lives and weaves
In sunlight and in soul light,
In heights of worlds without,
In depths of soul within.*

*To Thee O Spirit of the World
I turn in earnest seeking
That blessing and that strength
For learning and for work
In me may live and grow.*

Table of Contents

School Philosophy and Mission Statement	05
The History of Our School	05
High School Methods	06
Academic Guidelines	06
Course Expectations	06
Plagiarism and Cheating	06
Main Lesson Books	06
Electronic Submission	06
Community Service	07
Work Experience	07
Academic Program of Study	08
Adjustments to a Student's Program	08
Education and Career Action Plan	08
College Planning Resources	08
Reporting and Evaluation	09
Conferences	09
Teacher Notice of Concern	09
Interim Progress Reports	09
Grading Procedures	09
Report Cards	10
Grading Periods	11
Final Exams	11
Extracurricular Activities	13
Participation	13
Sports	13
Clubs	13
Class Trips	14
Student Council	14
Class Sponsors	14
Campus Use and Safety	15
Visitors/Guests	15

Student Driving Guidelines	15
School Hours	16
Bicycles/Skateboards on Campus	16
Campus Use and Boundaries	16
Technology Use	16
Photocopying	17
Lunch, Morning Break and Passing Periods	17
Medication	17
Illness	17
School ID Cards	17
Conflict Resolution	18
Sexual and Other Unlawful Harassment	18
Student Conduct	18
Approach	18
Tardies	19
Attendance	19
Excused/Unexcused Absences	19
Sign-in/sign-out Guidelines	20
Protecting Reputation	20
Respect and Courtesy	21
Public Displays of Affection	21
Electronic Devices and Mobile Phones	21
Personal Computers	21
MP3 Players, iPods, Headphones	22
EBooks	22
Digital Decorum	22
Smoking and Use of Illegal Substances	22
Dress and Personal Appearance	24
Being Prepared for Class	26
Respect for School Property	26
Conduct at Off-Campus Facilities	26
If Your Conduct Falls Short	26
Work Sessions/Detention	27
Discipline Code	27
Suspension	27
Expulsion	28

School Philosophy and Mission Statement

We seek to establish and maintain a school that provides an individualized, nurturing approach to educating its students, preparing them not only for higher education, but for the rest of their lives. We will require and use an active partnership of teachers, families and the community, as well as a continued affiliation with the world-wide Waldorf movement to achieve the following goals:

1. To ensure each child's excellence in core academic skills by providing a curriculum enlivened with the arts of painting, music, drama, movement, singing, sculpture and hand work.
2. To educate according to age and development, so that learning and growth are united.
3. To present the curriculum in multiple and integrated ways, so students have many different opportunities to learn concepts, as well as see the relationship to the larger whole.
4. To nourish the spirit of curiosity so that students continue to learn long after the end of formal training.
5. To encourage fundamental values and life skills, including responsibility, perseverance, integrity, self-discipline, trustworthiness, craftsmanship, friendship and compassion.
6. To make available this quality of education for all ethnic and socioeconomic sectors in our community.

The History of Our School

DMS and HS School Biography

Since 1994 the Desert Marigold School (DMS) has served students and families in the metro Phoenix area by working to bring alive the deep principles underlying Waldorf Education. First as a developing member of the Association of Waldorf Schools of North America (AWSNA) and then as a member of the Alliance for Public Waldorf Education (APWE), DMS has grown from a tiny kindergarten initiative into a thriving K – 12 school. Throughout our entire history, DMS has also been a key member of the Arizona Council for Waldorf Education (ACWE), a trailblazing organization that models collaboration and mutual support between private and public endeavors. Here are some brief highlights in the unique history of DMS:

- 1994 – DMS opens in central Phoenix as an independent, tuition-funded mixed-age kindergarten
- 1996 – Families raise money to purchase a 5 acre campus on 28th Street with the help of our lender RSF Social Finance
- 1997 – The pioneer first grade class begins with six students
- 2001 – DMS completes construction of the first permitted commercial straw-bale structure in Phoenix

- 2002 – DMS transitions to operating as a public charter school while still offering private pre-k and parent/child classes
- 2005 – First 8th grade graduation; the DMS campus expands to 10 acres
- 2009 – The high school begins with 10 students in 9th grade
- 2010 – The campus expands to 12 acres and the building on the new parcel is remodeled to accommodate high school classrooms and a eurythmy/music/community gathering space
- 2013 – The Class of 2013 – the first senior class – graduates on May 25
- 2014 – DMS partners with the Center for Anthroposophy in Wilton, New Hampshire to provide the southwest regional community a Foundations Studies Program
- 2016 – The Desert Marigold School recognizes its 21st Birthday

The Desert Marigold School is the only comprehensive K – 12 Public Waldorf School in the United States, with a dedicated and experienced staff serving over 350 students. We celebrate the diversity of our amazing community, so rich in different cultural, family and faith traditions, and so generous in its support of our beloved school.

High School Methods

As a high school student, you are expected to actively participate in and contribute to your own education. Therefore, it is important that you begin to gain an understanding of the goals of this education as we, your teachers, see them. What follows is our attempt to articulate the educational ideals that we aspire to. Our purpose is to prepare you to meet the challenges of the rapidly changing world of the 21st century.

Through these means we strive to attain the goal set forth by Rudolf Steiner in 1919 at the founding of the first Waldorf school: “Our highest endeavor must be to develop free human beings, who are able of themselves to impart purpose and direction to their lives.”

In the high school, our first task will be to help you to develop a keen interest in the world and a delight in your capacity for thought. A healthy development of such capacities for thought, one that puts you into a right relationship with the world, is grounded in direct experience and observation. In the sciences, which are taught primarily in the laboratory and in the field, observation and experimentation with the phenomena are the basis for the development of the laws and theories that modern scientists use to make sense of their observations. Similarly, in the humanities and social sciences, you will be taught using primary source materials: the original versions of the great works of literature, and original historical documents. Starting from observation of the contents of a text, it is then possible to delve beneath the surface to ask what lies beyond the observable. How did this character become who he is? How have the events of ancient history shaped our current time? Is there an order, a lawfulness to the way things behave in nature and in society?

Writing is an important part of the curriculum in all subject areas as you keep notes, laboratory records and journals of your observations and use them to write reports, essays and poetry, creating in each case a document summarizing not only the content of the course but also your own understanding of it. You are thus engaged in constructing your own knowledge rather than being asked to learn and reflect back the contents of standard textbooks.

Work in the arts supports the academic curriculum by developing the capacity to solve problems creatively. Through the creative arts (such as drawing, modeling, painting and ceramics) we aim to help you cultivate imaginative thinking, perseverance, and attention to detail. Practicing the performing arts (including music, eurythmy and drama) develops self-discipline, focus and the ability to work effectively in a group. The practical arts (for example blacksmithing, woodworking, bookbinding and metal work) are intended to enable you to understand the world in a concrete way.

Academic Guidelines

Students are expected to take responsibility for their education and their schoolwork. High school students of DMHS want to learn and are active participants in their own educational process. They are expected to be full participants in classroom discussions, activities and field trips.

Course Expectations

The requirements to receive credit for any given course will be outlined by the teacher of that course. These requirements will consist of some combination of the following:

- Mastery of subject material
- Completion of assigned work, on time
- Participation in classes
- Proper citation of work that is not your own

In the event that a teacher finds that you are not meeting some or all of these requirements, the following steps will be taken in order to help you to succeed:

1. The teacher will work with you to try to remedy the problems. This may include meeting with a teacher during the school day, at lunch, or after school. Once a teacher has indicated remediation is necessary, you must make definite arrangements for remediation within one week to complete assignments.
2. The teacher will inform your parents via a Notice of Concern and/or a phone call to enlist their help in supporting you.
3. If necessary, a meeting will be convened with you, your parents and the High School faculty to try to find ways to support you.

If a teacher concludes that you did not meet the requirements of the course, despite the efforts to help, this will be reflected in poor grades. This becomes part of your permanent record and may require repetition of the course. Additionally, this can jeopardize your qualification for a High School diploma.

Plagiarism and Cheating

Students are responsible for submitting their own work. Citations are required when using another person's ideas or words. Plagiarism is an illegal act, and cheating violates the respect, honor and trust developed between the students and teachers. Students will receive an incomplete or an F for all repeated offenses of plagiarized work and may

receive a failing grade for the block/skills class. In-school suspension is assigned to re-do any plagiarized work. A meeting will be held between the teacher, student, class sponsor, and parent or guardian.

Main Lesson Books

The main lesson book is one of the key elements of the curriculum. It is assumed that you will make your best effort to present well written material in an artistically pleasing presentation under the guidance of the teacher. Considerable freedom is generally given to express oneself within this context, but the following guidelines are mandatory unless otherwise specified by the teacher:

- Text written in cursive as determined by individual class instructor
- Same color ink throughout the book
- Margins or illustrated borders on every page
- No spelling errors
- Title page

Electronic Submissions and Use of School Resources

Students may, at their teacher's discretion, prepare and/or submit assignments electronically, however, students are solely responsible for handing work in on time, regardless of the lack of availability or the failure of electronic devices either at home or on campus.

Community Service

Students in grades nine through twelve are required to serve a minimum of thirty hours in service to the community each year (July 01-June 30) for $\frac{1}{4}$ (0.25) credit each year. Twenty of these thirty annual hours will be fulfilled through school-assigned functions such as annual All-HS Community Service trip, community gardening, service with partnering entities, and miscellaneous school-based service to the neighborhood during the course of the school day/school year. The remaining ten of these thirty annual hours are to be arranged and served by the student outside of the instructional school day. To guard against performing/submitting service that does not comply with DMHS-criteria, all student-arranged service ARE TO BE APPROVED by individual class sponsors prior to service. The school will assist any student to find placement in an appropriate community service program.

Work Experience

Over the course of the school year, each grade works in various internship opportunities and settings. It is the intention in the High School that all students in the ninth-eleventh grades work for a variable number of full school days in placements that are relevant, appropriate, and meaningful with school partners who are exemplary representatives of the vocational fields they are part of. Field placements range from organic farms, small factories or with craftsmen, tradesmen, artists, or artisans, non-profit entities and human service agencies. In the twelfth grade, students design their own individual experience as part of their Senior Project class, with faculty approval.

DMHS Endorsed Diploma Program of Study

Freshman Program of Study:

9th Grade Language Arts and Literature 1 Credit

Algebra I 1 Credit

Biology 1 Credit

Visual Arts 1 Credit

Spanish I 1 Credit

Music/Physical Education/Eurythmy 1 Credit

Community Service 0.25 Credit
6.25 Credits

Junior Program of Study:

10th Grade Language Arts and Literature 1 Credit

Algebra II 1 Credit

Physics/Sustainability/Dual ASU Credit 1 Credit

Visual Arts 1 Credit

US and AZ History 1 Credit

Music/Physical Education/Eurythmy 1 Credit

Community Service 0.25 Credit
6.25 Credits

Senior Program of Study:

12th Grade Language Arts and Literature 1 Credit

Pre-Calculus/Calculus 1 Credit

Sustainability Sciences/Dual ASU Credit 1 Credit

Government 0.5 Credit

Economics 0.5 Credit

Visual Arts 1 Credit

Music/Physical Education/Eurythmy 1 Credit

Community Service 0.25 Credit
6.25 Credits

Adjustments to a Student’s Program

As a public, college-preparatory Waldorf high school, with the exception of designated options, students are required to take all courses listed in the school’s graduation requirements/program of study above. The school may choose to support a petition via a DMHS Course/Schedule Change Request Form to alter a student’s course of study in extraordinary circumstances, or special needs.

ECAP

“Our highest endeavor must be to develop free human beings who are able of themselves to impart purpose and direction to their lives. The need for imagination, a sense of truth, and a feeling of responsibility—these three forces are the very nerve of education.”

Rudolf Steiner

Throughout the school year, students will meet with an individual ECAP advisor/Class Sponsor. An ECAP (Education and Career Action Plan) “reflects a student’s current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student’s individual academic and career goals.” More information on ECAP is available at <http://www.azed.gov/ecap/>

College Planning Resources

The Desert Marigold High School is a college preparatory program, and as such, every staff member is committed to offer extensive college counseling services to students throughout each of their high school years. Regardless, students should begin exploring post high school options as soon as possible by making an appointment with their class sponsor, their ECAP advisor, the high school administration, or any of their teachers. Additionally, every student is encouraged to regularly visit our growing high school library of college and career resources – this

collection holds career and vocational trades inventories and processes, college application and scholarship information, college catalogs, web page listings and more useful guidance materials.

Reporting and Evaluations

Conferences

High school faculty will schedule individual parent-student-teacher conferences when student academic performance indicates a clear danger of failing a course. These conferences may be scheduled throughout the school year on an as-needed basis, and may include one or more class teachers, class sponsor, and administration. Conferences generally follow communicated Notice of Concern below.

Additionally, Class Sponsors schedule two parent-student class meetings each academic school year to cover a variety of topics, including general, non-specific information about the status of the academic program, how the class is performing overall, and what supports are available to all students in the class.

Teacher Notice of Concern

The Teacher Notice of Concern is designed to keep parents informed about their son's or daughter's progress. It is hoped that these NOCs will help parents become aware, as early as possible, of any area in which a son's or daughter's school performance is causing concern for a teacher and where additional support on the parent's part may be needed. NOCs are generally sent when a chronic pattern of tardiness (which may impact a student's grade), missed homework or non-participation is noticed by a teacher, when a student fails a quiz, test or main lesson book check, or when there is a precipitous change in a student's performance. Receiving a C, a satisfactory grade by Desert Marigold High School, does not necessarily warrant a NOC. When you receive a NOC you are free to either contact the teacher via phone or email (Contact information is provided on the NOC.) and discuss how the situation of concern can be remedied. NOCs, it is important to note, are not part of a student's permanent record but rather a tool for stronger student support.

Interim Progress Reports

Not every student will receive an interim progress report. These reports are to inform parents and students when a student is earning a D or an F after the first and third quarter.

DMHS Grading Procedures for 2017-2018

Cumulative quarter and semester "end of course" reports as posted on DMS' FamilyLink*, along with "Notice of Concern/In Danger of Failure Alerts" ** communicate student achievement status to the student and their parents. These documents, combined with direct communication between teachers-parents-students, promote the understanding of a student's progress and work to support optimal student achievement and success. These reports constitute Desert Marigold High School and the State of Arizona legal record of high school competency and are the basis for the student's official high school transcript record.

In order to clearly convey the most vital information about a student's progress, the school's reporting system should possess the following characteristics:

- The reporting system is easily understood.
- Each student's achievements and needs are presented in an objective, clear and concise manner.
- Academic achievement is a composite of the student's mastery of content and skills in relation to the expectations established in the DMHS curriculum.
- Opportunities are provided for teachers and/or parents to include anecdotal and unique comments.
- Grades should be based on both formative and summative assessment activities.
- The reporting system is not punitive in nature.

*** FamilyLink**

24/7 home access to real-time records of student grades, transcripts, attendance, and discipline record are available at <http://dmsfamilies/arizonawaldorf.org/FamilyLink/>. Please be aware that these online records are the primary source of communication of student grades and other records. Paper reports will only occur upon specific parent or student request.

****NOTICE OF ACADEMIC CONCERN or IN DANGER OF FAILURE ALERTS**

When any high school student nears, or abruptly enters a condition of nearing academic failure in any one or more classes, all high school subject teachers of that student are required to provide an anecdotal narrative that describe and comment on the student's academic status in that current seminar, art block, and/or track class. Letter or numeric grades may or may not to be included with these reports. A regular and consistent progress reporting for each class/each student that has received "Notice Of.../In Danger Of.." in any class is to be created and sent home and to all of the student's current teachers until such time as the student has improved their academic status in all classes.

REPORT CARDS

All high school subject teachers are required to provide alpha/numeric grades that describe each student's cumulative academic attainment at the following benchmarks in the school year (and to be distributed according to the yearly schedule of grading periods)

1st Quarter August 09-October 06 (41 days)

2nd Quarter October 16-December 22 (48 days)

Fall Semester August 09-December 22 (89 days)

3rd Quarter January 08-March 09 (42 days)

4th Quarter March 19-May 25 (49 days)

Spring Semester January 04-May 26 (91 days)

GRADING

All high school teachers are required to maintain grades and grade records that reflect an appropriate documentation of each student's academic performance throughout the duration of the course. Grades may be entered in either alpha or numeric, but shall result in cumulative letter grades that conform to the following grading scale:

“A” = 90-100 %

“B” = 80-89 %

“C” = 70-79 %

“D” = 60-69 %

“F” = < 59 % (no credit)

“I” = Incomplete or missing assignments, tests, or work. Please see addendum.

“NG” = No Grade entered, no credit awarded

FINAL EXAMS

Comprehensive and/or cumulative end-of-semester course exams may be administered to students in any class upon the discretion of the class teacher. Special final exam schedules may be implemented to support this occurrence.

QUARTER REPORT CARD PERIODS (2016-2017 SY ONLY)

1st Quarter Report Card Period: August 09-October 06.

Reporting available on FamilyLink after October 11.

2nd Quarter/1st Semester Course Report Card Period: October 16-December 22.

Reporting available on FamilyLink after December 27.

3rd Quarter Report Card Period: January 08-March 09.

Reporting available on FamilyLink after March 14.

4th Quarter/2nd Semester Course Report Card Period: March 19-May 25.

Reporting available on FamilyLink after May 30.

NOTE:

Procedures for Assigning and Receiving a Grade of “Incomplete”

When course assignments are incomplete or missing, teachers may choose to assign the grade of “I” for a grade of incomplete.

Expectations for each DMHS student:

1. DMHS students do not have the option to simply not turn in work as assigned.
2. Late work is just that – late – but it must be completed.
3. Students may receive an Incomplete on any assignment that is not turned in by the conclusion of the grading period. One or more missing or late assignment in any course may result in an “I” for the grading period.
4. Students will be provided extra help opportunities:
 - Before school, after school, or during lunch (please see “Academic Probation” procedure)
5. Consequences for students who have incomplete or late work:

- a) Student must turn in work within four weeks (two weeks at end of year)* of the date of receiving report cards and “Notice of Incomplete” to change the grade.
 - b) If work is *still not* submitted within the four-week period, grades of “I” will be changed to “F” or “50%” for numeric/percentage calculation purposes.
 - c) All incomplete assignments must be revised until they are of at least “C” quality.
 - d) The student will only be able to replace the “I” with “B” or “C” on their permanent record and transcript. A grade of “A” is not allowed when replacing a grade of “I”.
 - e) Teachers will communicate with the student and provide the parents with a “Notification of Incomplete”, a clear report of assignments missing, incomplete, or not yet turned in, *simultaneously* with the distribution of the grade reports.
6. Exams are excluded from the policy. If a student fails an exam, the numerical grade will be recorded and averaged as usual. Teachers may choose to give the student the opportunity to retake any test they have failed.
 7. Teachers have discretion to decide if certain assignments are NOT allowed as “I” assignments and this distinction will be printed in their syllabus.

Unusual circumstances such as serious or prolonged illness, etc will be considered when applying the provisions of the above policy.

* Incompletes must be made up within four weeks after each quarter; first, second, and third, except the fourth quarter, where the student shall only have *two* weeks to make up the incomplete. Note: all efforts will be made to communicate the existence of incomplete projects and grades and distribute the “Notification of Incomplete” as early as possible prior to the end of the school year/4th quarter.

Extracurricular Activities

Participation

We encourage you to participate in after-school activities either at the school or in the community, but expect you to remain current with your class work. Desert Marigold High School is best viewed as a “no-pass, no-play” school in terms of after school activities and sports.

Sports

We are committed to assisting students in their athletic development and interest and will develop our sports program as interest and enrollment allows. There will be a fee charged for sports participation to offset costs to the school.

Desert Marigold School is a member of the Arizona Charter Athletic Association. All athletic activities will abide by their regulations described on their website at www.azcaa.com and our own Athletic Code of Conduct. All students participating in school sponsored athletics will receive a copy of our Code of Conduct, and are expected to abide by its rules.

You must have a current physical examination form on file (dated on or after April 15 of the previous school year). Students who are not passing classes for academic or other reasons may not be eligible to participate on a school athletic team for the duration of the period they are not passing all classes.

Clubs

In addition to athletic activities, the school strives to facilitate your other interests and activities. Depending on interest and availability of adult sponsors, we will host a variety of clubs. These may include drama, yearbook, science club, circus, poetry, etc. You are encouraged to be active in organizing other students around your common interests, and in recruiting adult sponsors. Club activities should be organized in cooperation with the school office.

Class Trips

At the Desert Marigold High School, we consider the natural world as our classroom and school field trips are an integral component of our educational program. All classes engage in both day-long local, and longer overnight curricular trips throughout the year. These trips correspond to the current topic of study. The locations of these trips may vary from year to year, but follow specific themes and pedagogical alignments. All field trips are arranged in advance and each requires a completed and signed field trip permission form, and a completed and signed medication and emergency release form. All students must have an *Emergency Information* form signed by a parent or guardian. Students are expected to follow the school guidelines for respect and courtesy on all off-campus trips.

Student Council

Student Council meets at least once a week at lunchtime. Representatives are elected from each class, as well as a President and a Vice President. This group works with a faculty mentor to oversee many of the student activities on the high school campus.

The Student Council represents the entire high school student body on issues pertaining to student life, organizes and runs various festivals and fairs, brings student issues to the high school faculty and administration when necessary, determines how their funds will be spent, and sponsors school dances, various luncheons, and numerous fundraising initiatives.

The Student Council works to create and maintain a healthy relationship with the faculty and administration, and on occasion sends representatives to various school meetings to discuss high school student issues. The Student Council also helps students to develop skills in communication and working in groups.

Class Sponsors

We as teachers and administrators see ourselves as facilitators of YOUR education and we want you to be totally involved in it. Our role is to help create the structure necessary to support a lively learning atmosphere where students can gain self-confidence and competence. We also wish to foster a sense of individual responsibility and community. To that end, we hope to set an example for healthy social interactions between students by maintaining a respectful attitude towards students and towards one another, and by expecting the same of you. We want to create a safe space where the ideals of the community can manifest.

Under the general direction of the High School Administrator and the High School Steering Committee, the class sponsor is responsible for both the social life and is an educational advocate for the student. The Sponsor leads the students in class meetings, holds parent evenings, acknowledges birthdays, organizes class functions, helps fundraise, and arranges for the Senior Trip.

Class sponsors:

- Is each student's primary point person for student support, status, performance, progress, and graduation.
- Are responsible for developing, with the students, a healthy social organization within the class, with a focus on the social life and the needs of the class as a whole to help the class meet the challenges of each year.
- Work to establish good communication and a spirit of collective cooperation with class, parents and the school.
 - Plan and lead class meeting
 - Plan and hold parent meetings
 - Plan and manage fundraising activities
 - Plan class trips
 - Plans and organizes a social calendar in conjunction with the other class sponsors
- Follow the class' progress and oversee and settle social issues that may arise.
- Serve as the adult resource/advocate for students' concerns regarding school life, such as homework, relationships with other teachers and students, etc.
- Maintain a consciousness of and participation in disciplinary issues as needed and time permitting.

Campus Use and Safety

Visitors/Guests

Desert Marigold School is a closed campus. If a student wishes to bring a guest to school during school hours, he/she must obtain approval from the HS administration 48 hours before the visit takes place. If an unapproved guest comes on campus during school hours he/she will be asked to leave immediately.

Driving Guidelines

Any student who is driving a vehicle to or from school and wants to park their vehicle on campus at any time MUST apply for a DMHS Student Parking Permit . Any DMHS student in the junior or senior class, or any sophomore in the second half of the school year, and who hold a valid Arizona Driver's License (either a Graduated class "G" or Operator's class "D") and proof of insurance is eligible to apply for a student parking permit. Any student driving with a graduated instructional permit, and/or only drives with a parent in the car at all times, is excluded from this requirement. Unless otherwise directed on your parking permit, reserved/designated student parking spaces are located at the southern-most parking row of the main parking lot. The parking spaces are clearly designated for student parking.

This permit is a privilege, not a right, and may be revoked for failure to adhere to any of the specific rules listed below or for any significant violation of school rules.

Student drivers are responsible for their own timeliness. Therefore, parking privileges will be revoked after a student receives four unexcused absences or five unexcused tardies.

This policy does not address special family emergency conditions, but in the case of an emergency situation, students/parents must notify the office in the morning that they have driven/parked that day.

Student drivers are expected to:

- complete all required student parking forms and permissions and file with the school office
- park only in specifically designated student parking spaces
- obey the parking lot speed limit and refrain from driving in a reckless manner in the parking lot and when exiting onto 28th Street.
- Refrain from using headphones while driving in the school parking lot; nor can radios or CD players be played at any volume heard from outside of the vehicle.
- not leave the school campus during the school day without permission from office and parents,
- not transport any other students during the school day,
- refrain from lingering in the parking lot; proceed directly to the high school after parking;. do not sit in cars during school hours,
- be courteous and safe drivers at all times.

This policy is strictly enforced, as the safety of our students must be a top priority.

School Hours

The high school day begins each morning at 8:15 am and all students should be *in class* and ready for verse by this time. The high school day ends at 3:10 p.m. On one Fridays of each month, the school day will end at 12:35 p.m. for school-wide staff development. The Desert Marigold School is a Pre-kindergarten through 12th grade

community, and as such requires its high school students to exhibit and model decorum and respect for those younger children in our community. Students are to remain within the high school area and grounds until 3:25, unless immediately leaving the campus. After 3:25, high school students are permitted to join the younger students at the K-12 pick-up area and parking lot at the south end of the campus.

Bicycles/Skateboards on Campus

Students riding bicycles and skateboards to and from school must dismount their bikes/get off their skateboards once on campus grounds. For safety reasons, bicycles must be walked and skateboards carried at all times while on campus. No skateboarding is allowed anywhere on both the lower and upper school grounds. Skateboards must be checked in with the HS office at the start of the school day.

Campus Use and Boundaries

Students are expected to respect the physical property, condition, and appearance of the school by treating all classrooms and outside areas and their furnishings with respect. All personal litter must be disposed of properly. Please understand that Desert Marigold School is not responsible for damages to, or theft of personal property left on school grounds.

Students are to remain on designated high school campus unless they have explicit permission from a teacher or staff member giving the high school student permission to go to the main school office. The grade school and kindergarten campuses are to be considered off-limits to high school students, except for scheduled classes and events.

Technology Use

Misuse of technology may result in disciplinary action, loss of computer privileges and the confiscation of the electronic device/s. Item confiscated can be held overnight. Items held on Friday will be returned on Monday.

Computers may be used in classes that use computers, during breaks, lunchtime and before/after school only by permission of the class teacher. Computers are to be used for academic work only (no Facebook, non-teacher-authorized email communications, chatting, instant messaging, game playing, movies, or music, etc.) during school hours. The school reserves the right to monitor the activities of the computer users, any information stored and/or transmitted over its network. As other students, etc. share the computers, there is no guarantee of privacy. Tampering with another person's material stored on a computer or the network is prohibited.

Accessing internet sites that endorse/promote pornography, violence, or illegal acts is strictly prohibited and may result in disciplinary action toward the student. Appropriate use of the internet is the student and parent's responsibility and the school cannot be held liable for unacceptable use. Parents should review and communicate both their expectations and the school's with their child. MP3 player, iPods. These devices are not allowed during school hours, either inside or outside of the buildings. They are allowed on field trips only at the discretion of the teacher.

Photocopying

The school's copy machines are available for student use on a limited basis with faculty/staff approval. However, faculty and staff have priority for the use of the copy machine/printers.

Lunch, Morning Break and Passing Periods

Students should bring a sack lunch unless they have ordered food that is sold at the school. Information about lunch options is sent out at the beginning of each school year, and online information and ordering is available on our school's website. Students may not drive to off-campus locations at lunchtime. Students may not walk off campus during school hours.

There is a *morning break* every day from 10:00-10:15; this time may be used by students to speak with teachers or socialize.

There is a five minute *passing period* between classes that allows students ample time to go to their next classroom; it is NOT intended as a social period.

Medication

You and your parents/guardians will be responsible for any prescription medication that you may need during the day. If you need to take over-the-counter medication, and you request it from the office, you must have a note on file indicating your parents/guardians' permission. You MUST bring any prescribed OR over-the-counter medication into the office, where it will be labeled with your name and stored safely for your use.

Illness

Please do not come to school if you are too sick to attend classes. If you become sick during the day your parents will be notified and asked to pick you up. Please refer to the illness absences section of this handbook for more information.

School ID Cards

All students will receive one permanent photo Student ID in the beginning of the school year. Students are expected to keep and care for them all four years. Replacement ID's are available at a cost of \$8.50 and it is the responsibility of the student to cover any replacement fees.

Conflict Resolution

If you are having difficulty with another student or a faculty member, you may pursue several options. You and/or your parents are encouraged to first speak with the student or faculty member directly. You are also encouraged to speak to any faculty or staff member privately. Any concerns not resolved by one of the above pathways should be brought to the attention of the High School Administrator of your Class Sponsor who will actively work with you to address the problem. This may include presenting the situation to the Director of Curriculum and Instruction, the Education Council, or class sponsors for review and appropriate action. Asking for help to resolve conflicts is always appropriate. In the 2017-2018 school year, the HS will be implementing the No Place for Hate and A World of Difference programs with our community. See Ms. Tobin for further information.

Sexual & Other Unlawful Harassment Policy

Prohibition

Desert Marigold School prohibits discrimination including harassment on the basis of race, color, sex, religion, weight, national origin, or disability. Desert Marigold School prohibits abusive conduct directed towards anyone, including derogatory comments, slurs, statements, jokes, or other objectionable behavior, based on discrimination. Anyone who violates this policy will be subject to prompt disciplinary action, up to and including suspension at the sole discretion of the school.

Complaint Procedure

Anyone who believes he or she has been the subject of any harassment should report the alleged act as soon as possible. Complaints should be made to the high school administration. If the response of the administrator is unsatisfactory, or if the HS administrator was involved in the misconduct, or if the harassment continues after notifying the administrator, the Executive Director of the school should be contacted. Desert Marigold School not only prohibits harassment but also strictly prohibits any retaliation against anyone who, in good faith, has registered a complaint under this policy.

Student Conduct

Approach

Our ideal is that you be left as free and independent as you are capable of being. We teachers do not wish to be separate and removed from you, and we will provide structure and guidance as needed. Our goal is to lead you into freedom and responsibility. To that end we will do our best to assist you in becoming clear about your goals and the consequences of your choices with the intention of helping you achieve them and/or helping you to find realistic alternatives.

This means that when there is a question about your behavior and/or choices, we will start by asking you to place your behavior and/or choices within the context of our common ideals as a learning community. Among these ideals are respect for self and others, appreciation and tolerance of differences, and a commitment to participating in the learning process. In joining this school, you are affirming that you are committed to these ideals. If your behavior repeatedly falls short of this commitment we will ask for a conference with you and your parents to understand the reason for this and to confirm that this school is really where you want to be.

The specific points discussed below are examples of the application of our ideals. It is our intention to keep our written rules to a minimum, with the understanding that all of our behavior at school, whether or not covered by a written rule, should be consistent with these ideals.

Tardies

Because of the interactive and experiential nature of Waldorf education, it is essential that everyone be present and on time for each class. Arriving late is disruptive and discourteous to your classmates, your teacher and yourself. Students are expected to remain in class for the duration of the period unless given permission to leave. The flow of a lecture, the understanding of a concept, and the mood of a class is disrupted when someone enters or leaves the classroom.

- If you are going to be late or absent for any part of the day, your parents **MUST** notify the high school office at (602) 243-6909, Ext. #116 before 8:00 am
- Tardy students will report directly to class and notify their class teacher of the reason for being late.
- A pattern of frequent tardiness is cause for concern and will result in a conference to discuss and remedy the difficulty.
- **Upon being late 3 times to classes during the school day/or 5 times arriving late to school, the student will be assigned a 30 minute after-school work session.**
- **Any student who is habitually late to a course may be in danger of losing credit for the course.**

Special Note:

Nothing in this handbook is intended to circumvent or in any way limit an individual teacher from assigning unique, individual, and immediate consequences for being late to class; e.g., reviewing missed material, or making up work or time, after class or at break/lunch that same day, the next day, etc.

Attendance

Again, specifically because of the interactive and experiential nature of Waldorf education, it is essential that everyone be present for *each* class. It is the student's responsibility to make up any missed work due to absences. Prolonged absences (for whatever reason) may severely impair your ability to attain the objectives of your courses, and may result in loss of credit.

- **If a student is absent for more than 3 days in a typical main lesson block, 5 days in a quarterly skills class, 10 days in a semester-long skills class, the student may lose credit for the course.**
- A student who knows in advance that he or she will be absent for three or more days should notify the front office at (602) 243-6909, Ext. #116 *at least* one week before the absence.
- Ten consecutive days of **unexcused** absences will result in automatic withdrawal of a student from Desert Marigold High School.
- We ask that you and your parents to schedule medical appointments and family vacations so that you do not miss school.

Excused Absences

Only sickness/illness, religious holidays, college visits (limited days), or an extraordinary circumstance such as a family emergency or extended funeral, may qualify as an excused absence. Excused absences will not be granted for

the extension of vacation times. Parents may call, send an email message to hsoffice@arizonawaldorf.org, or leave a voice mail including the student's name, your name, date/s and or periods of absence and the reason for the absence at (602) 243-6909 Ext. #116 the night before. Students are responsible for making up all schoolwork assigned during all absences.

Un-Excused Absences

Unexcused absences include all reasons other than those identified as excused above. Such absences should be reported to the high school office as soon as possible. Parents must still call, send an email message to hsoffice@arizonawaldorf.org, or leave a voice mail including the student's name, your name, date/s and or periods of absence and the reason for the unexcused absence at (602) 243-6909 Ext. #116 the night before. If a student is absent and a parent has not called or emailed by 9:00 a.m., a call will be made to the home in the interest of the student's safety. Students may have some limitations placed upon them in regard to making up schoolwork missed for unexcused absences.

- In some certain circumstances, consideration shall be given to the above definitions of excused vs. un-excused absences.

Sign-Out and Sign-In Guidelines

Students who need to leave school during the school day are required to provide documentation from parents or guardians that permission has been given to leave. This documentation must be in one of the following forms:

1. A signed and dated note from that student's parent or guardian stating the time of and reason for student's departure.
2. The parent or guardian directly signs the student out from the high school office or the main office.
3. A phone call to (602) 243-690, Ext. #116 notifying the high school office of the students' early departure. The parent or guardian and/or student is still required to sign-out and, if necessary, sign-in again upon their return.
4. Reminder: any student who arrives late to campus for any reason must immediately notify their appropriate class teacher upon entry to the room.

Early Dismissal of HS Students – DMHS students may ONLY leave school after a phone call has been made to the home/parent by the HS Office or other attendant AND ONLY AFTER the student has been excused to the office by a class teacher for health concerns or the student's well being. Once a general health evaluation by the School's Front Office personnel has occurred and been recorded, then the Front Office *may* call the parent to request the HS student be sent home, allowed to leave school for the remainder day, or be picked up. Students are not to call or text parents themselves to request being excused or "signed out" for the day until a class teacher sends the student to the office and the above general health evaluation has occurred.

- This procedure insures that the school is supporting parents toward informed decision-making, and the school acting responsibly in regard to student health, well-being, and getting the most out of their education at DMHS.
- DMHS DOES NOT allow 18 year old and older students to sign themselves out of school. 18 year old and older students MUST adhere to the same policies and procedures above as they relate to documented parental consent for leaving campus.

Protecting Reputation

The reputation of our school is important to all of us. It affects how we are viewed in the Phoenix area as students, teachers, and as a school. Whether we realize it or not, all members of the school community are always representatives of the school, even when we are not on campus. Things we say or do, in public or online, that reflect back on the school are the responsibility of all of us. Students should be aware that anything they say in public or post on the internet is their responsibility, and such acts may result in disciplinary consequences at school, even when it is said or posted off campus and outside of school time, and even when it is posted in a semi-private forum.

Respect and Courtesy

It is vital that we cultivate an attitude of respect through our awareness and consideration of each other, and by manifesting our tolerance of diversity. People with differing views, strengths and weaknesses create a rich, diverse community. We expect to have differences of opinion and to have energetic discussions carried out in an atmosphere of civility. In order to create this atmosphere and to promote our general safety and well-being, abusive language, angry outbursts, etc., are not acceptable. Pranks and other forms of behavior that might be deemed hurtful are not acceptable.

Public Displays of Affection

Since the high school is first and foremost, an educational environment, demonstrative physical affection is considered inappropriate. High school students are to refrain from public displays of affection such as kissing and intimate touching which are inappropriate in this setting, at any and all off-campus functions or events, or anywhere on campus. Repeated inappropriate public displays of affection will result in consequences for the students involved.

Electronic Devices and Mobile Phones

We believe that technology can assist our students in their education when used appropriately. It is our intent that the educational process in the classroom not be disadvantaged or interrupted by the inappropriate use of technology by student or teacher.

Misuse of technology may result in disciplinary action, loss of computer privileges and the confiscation of the electronic device/s. On the first offence, confiscated devices may be returned to the student at the end of the school day. On the second offence, the parent must pick up the item in the High School Office at the end of the day. Items confiscated can be held overnight. Items held on Friday may be returned on Monday.

Students who are unable to follow these expectations will be required to check their devices in the office every morning and pick them up at the end of the day.

- ***Mobile Phone Use***

Mobile phone use is prohibited on DMS property during school hours. Use of mobile phones before or after school is permitted only in the designated HS area. Phones that are evident or audible at any other

time during school instructional hours will be confiscated. Devices should remain silenced and kept out of sight, such as in your backpack.

- ***Personal Computers***

Computers may be used in classes that use computers ***only by permission*** of the class teacher. Computers are to be used for academic work only (no Facebook, non-teacher-authorized email communications, chatting, text messaging, game playing, movies, or music, etc.) during school hours.

- ***MP3 Player, iPods, Headphones***

These devices are not allowed during school hours, either inside or outside of the buildings. They are allowed on field trips only at the discretion of the teacher; please ask for permission.

- ***EBooks***

Electronic books may be used at the discretion of the teacher. Students must ask, and receive, permission from the teacher to read an eBook in class.

- ***Digital Decorum***

Our intention to provide a safe, positive environment for all members of our community and our commitment to cultivating respect of each other extends to the digital realm. Digital technology can be a powerful tool and it should not be misused. Acts of cyber-bullying and other forms of intimidation are not acceptable by any member of our community at any time.

Smoking and Use of Illegal Substances

Our goal is to create a healthy academic and social environment. Use of tobacco, alcohol, marijuana or other psychoactive substances are also injurious and potentially addictive. They are also illegal. The school grounds are a drug free environment. The following administrative procedure also covers after school events such as school trips, performances, and festivals/fairs as well. The promotion, possession, use or being under the influence of alcohol or drugs is strictly prohibited.

For purposes of this procedure, "mind altering substances" shall include, but not be limited to:

- Controlled substances prohibited by law.
- Alcoholic beverages.
- Any substance used to alter a psychological or physiological state.
- Prescription or over-the-counter medication except those for which permission to use in school has been granted pursuant to school policy
- Hallucinogenic substances.
- Inhalants.

Suspected Use of Mind Altering Substances

- All school employees and students are responsible for reporting suspected instances of mind altering substances use to administration.

- A student who appears to be under the influence of mind altering substances shall be checked by a school administrator.
- Law enforcement may be contacted.
- The parent will be contacted.

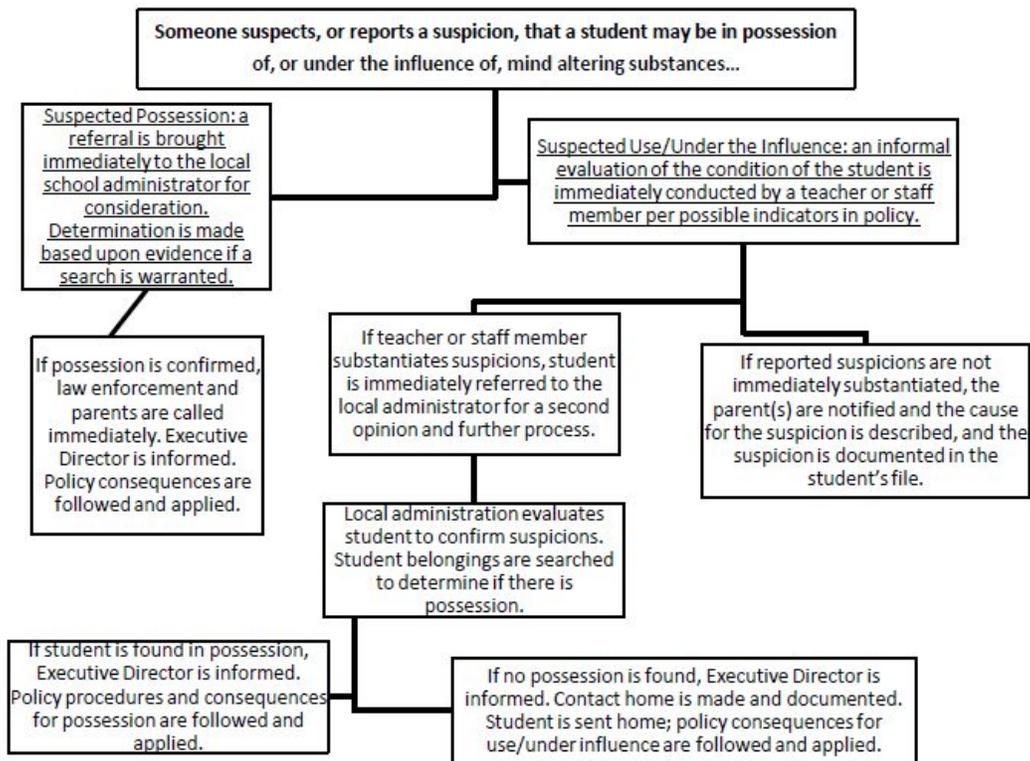
Medical Prescription Drugs and Over-the-Counter Medical Drugs

- A student who needs over-the-counter and/or prescription medication in school must leave them with the front office.
- The parent must deliver the medication in its original container to the front office.
- Permission and written directions from a parent or physician concerning the medication must be left with the school.

Consequences

- Students who use, are in possession of and/or under the influence of prescription or over-the-counter drugs, and who have not followed the directions described above, may be suspended for up to ten days.
 - More serious consequences could result when it is determined that a student who is in possession of and/or under the influence of prescription or over-the-counter drugs is participating in a situation where there is a higher degree of involvement or distribution (e.g., quantity of drugs, type of drugs).
- Students who use/under the influence of, or are in possession of (including drug paraphernalia) of any of the mind altering substances will result in the following:
 - A minimum ten-day suspension by school administration.
 - The school administrator may impose the following additional consequences, which include, but are not limited to:
 - Behavior contract
 - Community service
 - Drug testing
 - Counseling
 - Assignment to an appropriate educational setting
 - Reassignment
 - Long-term suspension
- Students who demonstrate intent of the above are subject to the same disciplinary consequences.
- A second violation involving the use, possession, including mind altering substances paraphernalia, and/or being under the influence of mind altering substances will result in a long-term suspension up to one year or referred to the VSWEA Board of Directors for expulsion.
- A student apprehended for selling, distributing, or purchasing mind altering substances will be long-term suspended up to one year or referred to the VSWEA Board of Directors for expulsion.
- A second violation involving the sale, distribution, or purchase of mind altering substances will be referred to the VSWEA Board of Directors for expulsion.

DMHS Procedural Actions



Dress and Personal Appearance

You are coming together to learn, to work, and to bring out the best in one another. Your choices in clothing should support this. Come dressed in a way that is practical, comfortable and appropriate for the day's activities, be they academic, artistic, movement or in the lab sciences classes.

- Appropriate student dress and personal appearance (neat, modest, clean clothing) are integral factors in creating a healthy social environment and an academic atmosphere. Parents are requested to assist by making certain that their son(s) or daughter(s) respect this policy.
- The school dress standards apply to any and all school events, whether the events happen during the school day, in the evening, on the weekends, or off-campus.
- Students failing to meet the Desert Marigold High School standards of dress will not be allowed to participate in classes, assemblies, and other school events and may lose credit accordingly.
- Students in violation of this policy will be subject to disciplinary action.

Desert Marigold High School Student Dress Code

Section 1.

This dress code has been revised specifically for the high school student only. It is not to be construed to apply to any Desert Marigold students except those in the high school. There are purposeful variations in the policy for the maturing adolescent. Please take the time before the start of the school year to clarify with your high school student what portion of his/her wardrobe is school compliant or non-compliant. Questions can be directed to your child's high school class sponsor or the administrative office.

The Desert Marigold School expects that all its high school students exercise common sense in their dress as appropriate to their age and environment. Off campus events organized by the school are seen as extensions of the classroom and students should dress appropriately. School-wide "Assembly Dress" still applies to high school students for performances and assemblies. Dress must not interfere with the educational process nor present a safety hazard. High School Teachers reserve the right to determine what is appropriate, including deciding that a student's appearance is attracting undue attention or poses a safety risk. No warning will be given for a dress code violation, and consequences will be immediate. When a dress code issue arises or an infraction occurs, the student will be required to change out of the offending garment(s) immediately per Section 2 of this policy. Turning shirts inside out is not encouraged. Disregard for any part of this policy expectation may result in the student not being allowed into class and parents/guardian and/or emergency contacts being required to pick up student and/or bring an appropriate change of clothes.

The expectations for high school student dress are as follows:

1. Letters, words, designs, graphics, or styles considered vulgar, derogatory, suggestive, or in any manner considered distracting to the educational process by the high school teacher are not allowed
2. No clothing or article that references tobacco, alcohol, drugs, violence, weapons, or gang affiliation is allowed on campus.
3. Midriffs must be covered.
4. All tank tops must have straps at least three fingers wide.
5. Shorts, dresses, and skirts must extend to at least the tip of the student's middle finger when arms are at their side.
6. All clothing must be of the appropriate size, fitting and covering appropriately, no see-through shirts, nothing baggy or sagging (e.g. the crotch at the knee look) or excessively tight fitting/form revealing, such as wearing "leggings" as outerwear/pants.
7. Footwear: No flip-flops. No shoes with more than a 2½ inch tall heel. No "stilettto-style" or wedges.
8. Appropriate shoes (closed-toe tennis, leather work boots, etc.) for movement, sports, and practical work/arts (wood, blacksmithing, metals, ceramics, etc.) must be worn during these activities and classes. Closed-toe footwear will be required during all laboratory experiences.
9. Hats and sunglasses are not to be worn in classrooms, regardless of the season.
10. Hair will be clean, neat, and tied or clipped back out of the face.
11. Permanent tattoos are not permitted on students unless their incidence conforms to Arizona Revised Statutes 13-3721 regarding minors and documented parental consent/presence.

12. Piercing is allowed on the ears, and on the sides of the nose. Earrings must not extend more than 1½ inch below the ear lobe. No gauges or bolts over 1/2” diameter. Nose decorations must be of modest size and design, and not distract from the educational process.
13. Fingernails and nail polish must not distract from the educational process. Nail polish must be applied prior to the high school student’s arrival at school, and not during class.
14. Makeup shall not distract from, nor interfere with the educational process. Makeup should be applied in moderation and not excessively.

Section 2.

If a staff member, teacher, or administrator deems the high school student’s dress to not meet the expectations of the policy, or to be distracting, unsafe, or otherwise interfering with the educational process, the student will be required to check-out and change into appropriately compliant dress/or cover up non-compliant dress, as provided by the HS front office. The student will be required to leave as a deposit for the checked-out clothing either a) their cell phone, or b) their non-compliant clothing. The student will wear the provided compliant clothing for the duration of the entire school day. The student’s cell phone/clothing will remain in the possession of the HS front office until the return of the checked-out clothing at the end of the school day.

Being Prepared for Class

It is your responsibility to be physically, emotionally and mentally prepared to participate in class. This includes being organized, completing and returning homework, and having pencil and paper. At minimum, you should bring the appropriate notebook for class, textbooks if required, and a pencil or pen to every academic class. Being prepared also includes getting a good night's sleep and eating breakfast. When you arrive at class we want you to be able to give your attention to the material presented.

Respect for School Property

Many people have worked very hard to create our school. We need to treat it like a home, rather than an impersonal “institution.” As we live in our school we all will help to define its character. There have been and will be opportunities for students to contribute to decisions about the design and use of the school and its grounds. Careless or malicious acts which deface or destroy property challenge and jeopardize our community. Please be conscious of the impact that you have on our property. Some of the ways in which you may do this are to:

- be where you are supposed to be,
- keep your personal belongings organized and in your backpack,
- not eat or drink in your classes without teacher permission with the exception of water in a water bottle,
- be sure to recycle or throw away your trash,
- return borrowed school items to the classroom or office from which you got them,
- maintain a noise level that respects others’ activities,
- no rough-housing,
- respect the school’s furniture; do not sit on classroom tables,
- notice and appreciate the contributions of each other to the well being of the community.

Conduct at Off-Campus Facilities

As a part of our school programs, on occasion, students have the opportunity to go off-campus for field trips. Please be aware that when you go to these locations, you are still in school. All school rules and expectations of conduct remain in force. You are ambassadors for the school, and the school reputation depends on your conduct.

If Your Conduct Falls Short

Please refer to our statement of guiding principles at the beginning of this section. It is our assumption that in choosing to attend the Desert Marigold High School you have expressed a commitment to our common ideals as a learning community. If it should happen that your conduct falls short of this commitment, there are a number of corrective steps that may be put in place. In the first instance, your teachers will speak with you about your behavior and help to remind you of your commitment and a work session may be assigned.

Work Sessions (Detentions)

Work Sessions are given for tardies and minor policy infractions. It is expected that all work sessions will be completed as scheduled.

Situations Warranting a Work Session

- Disrupting a class by having to be asked to leave a class.
- Dress and personal appearance standards infractions.
- Tardies: on 3rd tardy during the course of the school day; on 5th tardy to school in the morning.
- Littering.
- Use of electronic devices, texting, etc. during instructional hours without permission.
- Inappropriate Public Displays of Affection.
- Arriving late to class repeatedly
- Use of abusive or foul language
- Failure to comply with the directions of faculty or staff
- Other situations that break the student's connection to the academic and social working of the school.

Procedure and Scheduling

Upon being assigned a Work Session, notification of this session will be given and emailed to the student, and emailed to the parents.

Work sessions will be scheduled after school from approximately 3:10 to 3:45 p.m., and an email will be sent informing the parents of the upcoming work session. Any student who cannot attend a scheduled Work Session must reschedule with the high school office prior to the day of the Work Session.

Discipline Code

The following discipline code applies to high school students only. Prior to the start of the school year parents and students in the high school are to review this document thoroughly to clarify the behavioral expectations and consequences contained in this code. Questions can be directed to your child's high school class sponsor, class teacher, or to the HS administrative office.

At the Desert Marigold School we believe that students have a right to a quality education delivered in a safe and respectful environment. The Desert Marigold High School expects every high school student to exercise control and courtesy in their behavior and action as appropriate to their age and environment. For the purposes of this code, off-campus events such as field trips, public performances, internships, etc. organized by the school are viewed as extensions of the classroom setting and students are expected to behave and act accordingly, and appropriately. Behaviors and actions must not interfere with the educational process nor present a safety hazard. The school reserves the right to vary and apply consequences per unique circumstances and incidents: consequences may be less or more severe than those recommended herein.

Suspension

Suspension is defined as the temporary short-term or long-term removal of a student from the Desert Marigold School and all classes. When a student's act, behavior, or repeated offenses warrant a suspension from DMHS, the parents are notified directly by the School Administrator that the student may be suspended for up to ten days (short-term suspensions) or longer (long-term suspensions). When a suspension is being assigned, a DIR (Disciplinary Incident Report) of the event or culmination file of DIRs/events is completed by the High School Administrator and/or teacher(s), and is provided to the Executive Director with a recommendation for suspension. Copies of all DIRs are provided to the parents and student at a suspension meeting between the parents, student, and the Executive Director, High School Administrator, or an official designee. An original electronic DIR will be completed and entered and on FamilyLink. For suspensions of one to ten days, a follow-up conference that includes the student, the class sponsor and the High School Administrator may be required prior to the student being allowed to return to classes. Depending upon the seriousness and context of the behavior/infraction, a suspension may last for any number of days. The suspended student's parents may request a due process hearing for suspensions of more than ten days (see Expulsion procedures below).

When the student's actions cause a significant danger to self, others, or property, whether a student has been previously suspended or not, a suspension may be immediate and instantaneously imposed.

Suspension behaviors may include, but are not limited to:

- Leaving campus without permission
- Fighting, bullying or harassment
- Use or possession of drugs, alcohol, or tobacco
- Cheating and or plagiarism
- Destruction/vandalism of school or personal property
- Frequent detentions
- Previous short-term suspensions

Expulsion

Expulsion is defined as the permanent withdrawal of a student's privilege of attending Desert Marigold School. In the case of a particularly and specifically egregious act, recurring disciplinary issues, or any consistent inability to follow rules and guidelines, expulsion may be deemed necessary by the school. When these conditions present themselves, the Desert Marigold School Administrator shall make a recommendation for expulsion to the Board of Directors. The Board of Directors possesses sole authority for the expulsion of a student from the Desert Marigold School, and all due process requirements. Due process requires that school officials must follow certain notice and

hearing procedures before a student can be expelled. In some situations, there are also procedures that students/parents may follow if they do not agree with the school's actions. In the case of expulsion, certified written notice shall be sent to the student and parent that a recommended has been made to the Board of Directors that the student be expelled. The notice will state the date, time and place for the hearing at least five (5) working days prior to the hearing. The parent and student shall be given notice of applicable due process procedures and instructions, including the right to a hearing. A hearing officer may be appointed by the Board of Directors to hear evidence, prepare a record, and bring a recommendation to the Board for action. The hearing shall be closed to protect the privacy of the student unless the parent requests that it be open to the public. Expulsion does not become effective until due process procedures have been completed.

If a student's behavior is so extreme that it threatens his or her immediate safety, or the immediate safety of others, a parent or guardian will be immediately called. DMS retains the right to call 911 if the parent is unable to, refuses to pick up the student, or for any circumstance where the well being of the student or others is at risk.

Expulsion conditions include, but are not limited to:

- Weapons possession
- Violent acts or behaviors
- Severe destruction or theft of school or personal property
- Previous suspensions
- Possession with intent to sell or distribute drugs, alcohol, or tobacco

Special Education Students

When a special education student engages in misconduct that could result in suspension or expulsion, Desert Marigold School shall follow the State Board of Education rules governing suspension and expulsion of special education students. Pursuant to the rules, if the misconduct is not a manifestation of the student's disability, standard school discipline procedures shall apply.

2017-2018 DMHS Faculty and Staff Directory

Academic Faculty

Ms. Sahsha Tobin, English Language Arts	stobin@desertmarigold.org
Ms. Paula Cummings, ELA/Social Studies	pcummings@desertmarigold.org
Ms. Lorie Miller, History and Social Studies	lmiller@desertmarigold.org
Ms. Manny Aroz, Mathematics	maroz@desertmarigold.org
Mr. Michael Ghazal, Mathematics	mghazal@desertmarigold.org
Ms. Janet Halligan, Mathematics	jhalligan@desertmarigold.org
Ms. Linda Roessler, Mathematics and Science	lroessler@desertmarigold.org
Ms. Christie Martin, Science	cmartin@desertmarigold.org
Mr. Michael Deleo, Science	mdeleo@desertmarigold.org
Senora Maria Cardenas, Spanish	mcardenas@desertmarigold.org

Arts Faculty

Ms. Narsingh Khalsa, Painting and Drawing	nkhalsa@desertmarigold.org
Mr. Luis Camacho, Woodwork	lcamacho@desertmarigold.org
Ms. Nathalie St. Hilaire, Sculpture	nsainthilaire@desertmarigold.org
Ms. Lind Roessler, Yearbook	lroessler@desertmarigold.org
Mr. Matagi Sorensen, Metals	msorensen@desertmarigold.org
Mr. Josh Dopp, Glass Arts	jdopp@desertmarigold.org
Mr. Dave Hymas, Blacksmithing	msobrado@desertmarigold.org

Student Support Services

Ms Millie Harkins, HS Student Support Services	mharkins@desertmarigold.org
Ms. Shannon Quigley, Assistant	squigley@desertmarigold.org
Mr. Michael Ghazal, Assistant	mghazal@desertmarigold.org
Ms. Janet Halligan, Assistant	jhalligan@desertmarigold.org

Movement and Physical Education

Ms. Rachel Schmid, Eurythmy

rschmid@desertmarigold.org

Mr. Kirk Slagel, Physical Education

kslagel@desertmarigold.org

Music and Drama Faculty

Ms. Lorie Miller, Choir and Musical Theatre

lmiller@desertmarigold.org

Mrs. Joanna Alpizar, Music Appreciation

jalpizar@desertmarigold.org

Ms. Kim Snyder-Vine, Speech, Drama

ksnydervine@desertmarigold.org

Mrs. Linda Roessler, Music Appreciation

lroessler@desertmarigold.org

Class Sponsors

Ms. Christie Martin, 9th Grade Sponsor

cmartin@desertmarigold.org

Ms. Maria Cardenas, 10th Grade Sponsor

mcardenas@desertmarigold.org

Ms. Lorie Miller, 11th Grade Sponsor

lmiller@desertmarigold.org

Ms. Pax Piper, 12th Grade Sponsor

ppiper@desertmarigold.org

Administration and Faculty Support

Ms. Barb Cunningham, High School Office

hsoffice@desertmarigold.org

Ms. Meghan Kelsey, High School Office

hsoffice@desertmarigold.org

Mr. Michael Martin, High School Administrator

mmartin@desertmarigold.org

Ms. Piper, Director of Curriculum and Instruction

ppiper@desertmarigold.org

Mr. Charles Burkam, Executive Director

cburkam@desertmarigold.org

Ms. Laura Alvarado-Cody, Director of Support Svcs

lacoady@desertmarigold.org

