



## **Desert Canyon Middle School**

10203 E. McDowell Mountain Ranch Road

Scottsdale, Arizona 85255

School: (480)484-4600

*Engaging all students in world-class, future-focused learning*


**School Mascot:** Mountain Lion

**School Colors:** Denim & Silver

**Principal:** Mr. Robert Akhbari

**Assistant Principal:** Mrs. Crystal Holmes

**Guidance Counselors:** Mr. Nick Pasco & Jill Weller



### Desert Canyon Middle School Mission Statement

**DCMS** is a safe, inspiring, and supportive learning environment where students are prepared to succeed and challenged to persevere in an ever changing global world...a place where learning differences are valued and all students are empowered to achieve their greatest potential.

**School Mascot's Name:** "Melvin" the Mountain Lion

**Motto:** **D**eveloping **C**reative & **M**otivated **S**tudents for the future.

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Welcome to Desert Canyon Middle School! Home of the Mighty Mountain Lions!

Desert Canyon's school day begins at 7:45 a.m. The gates open to students at 7:20 a.m. It is important that students arrive at school between 7:20 a.m. and 7:40 a.m. School begins promptly at 7:45 a.m. Homeroom begins at the conclusion of second period. Student Announcements and other student-produced media are broadcast during this time.

The District has a Gate-to-Gate policy. This policy states that gates are to be locked when the first bell rings (7:40 a.m.). All gates will remain locked during school hours. Students who arrive after 7:40 a.m. will need to report to the front office.

**Attendance Line: 480-484-4604**

**Attendance Email: [lseubold@susd.org](mailto:lseubold@susd.org)**

**When reporting your student's absence or tardy please:**

- Speak clearly and slowly.
- Report students first and last name.
- Grade Level.
- School ID Number.
- Reason for the absence or tardy.

## **ATTENDANCE POLICY**

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### **District Policies:**

School attendance is the responsibility of the student and his/her family. Students should be absent from school only when necessary, as many class activities are unable to be made up outside of the school day. Regular attendance is the key for student success in their educational program.

### **Procedures:**

It is the obligation of the parent to contact the school attendance office prior to or on the actual day of their student's absence. If the school does not receive a phone notification within twenty-four hours of the missed day, the absence is unexcused.

- Parents who need to have their student excused from class before the end of the school day, are required to come into the office with a valid ID and sign out their student.
- **Students are not dismissed from their classroom until a parent/guardian is present in the office.**
- **PLEASE DO NOT TEXT YOUR CHILD TO GO TO THE OFFICE.**
- **ONLY** a parent/guardian or an adult listed on the student's emergency contact list, with a valid ID, can pick-up a child from school.

### **Student Attendance is taken each class period and is as follows:**

**Tardy-** DCMS defines tardy as arriving after the bell rings at the start of the school day or any class period.

**Absent:** DCMS defines absences as a student not being present in his/her assigned classroom during the assigned period.

**Single Period Absence:** is missing one period during the school day. There are no excused absences without the student first checking out at the school office and returning with written verification of an appointment (medical, dental etc.)

**Unexcused Absence:** is any absence from one or more classroom periods or day without the parent or guardian's permission. **A.R.S. 15-901 A-2 mandates that 10 consecutive unexcused absences constitute a mandatory withdrawal from school retroactive to the last day attended.**

**Excused Absence:** is an absence that a parent/guardian has excused. Excused absences also include events that occur on campus such as, field trips, early dismissals for athletics, etc. Students may not be excused from class by a parent and remain on campus.

**Middle School Tardy and Absence Policy Information is available in the SUSD UNIFORM CODE OF CONDUCT Article B-Behavior, Attendance Policy violation.**

The District will publish attendance and excessive tardiness, with the discipline procedures and disseminate them to all parents via the SUSD website.

Unacceptable patterns of attendance will be cause for revocation of open enrollment admission status. Unexcused absences and/or excessive tardiness may result in the student receiving disciplinary action. Actions taken by each site may include, but are not limited to the following:

1. Phone and/or written notification to parents
2. Exclusion from extra-curricular activities i.e., sports, clubs
3. School detentions, morning, lunch and/or after school.
4. In-school suspension
5. Withdrawal and re-enrollment process
6. Citation by a law enforcement officer (School Resource Officer) in accordance with the Arizona truancy laws.
7. Alternative placement, adjustment of student schedule.

*Arizona State law states it is unlawful for any child who is between the ages of 6 and 16 years of age to fail to attend school during the hours school is in session. If a child is habitually truant or has excessive absences, you and/or your child could receive a citation for a violation of the Arizona Revised Statute: A.R.S. 15-802 or 15-803. The citation could require that both you and your child appear in court regarding this matter.*

**Make-Up Work**

Excused absences will receive the same amount of time the student was absent to complete make-up work. Full credit is received if it is earned based upon the content and the standards being assessed. Students are encouraged to log in to teacher's websites/Google Classroom and Student-View while absent.

## **AVOIDING CLASSROOM DISRUPTIONS**

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DCMS has a bell-to-bell policy, giving teachers and students full advantage to teach and learn without disruptions. Parents and students should have after school plans, or other arrangements made prior to the school day.

It is disruptive to call students out of their classroom to retrieve items such as school assignments, sports equipment, lunches, and sport uniforms. The office will not call a student out of class to retrieve lunch.

Please make sure your child has all the tools he/she needs for a successful day at school. Messages will be limited to those of an emergency nature. Please phone the office with this information.

**Please do not TEXT your child while they are in class or during the school day. (See Cell Phone policy)**

## **Bell Schedule 2022-2023**

(Subject change)

Warning Bell	7:40am		
	<u>6th Grade</u>	<u>7th grade</u>	<u>8th grade</u>
Period 1	7:45 - 8:40	7:45 - 8:40	7:45 - 8:40
Period 2	8:44 - 9:39	8:44 - 9:39	8:44 - 9:39
Homeroom	9:39 - 9:45	9:39 - 9:45	9:39 - 9:45
Period 3	9:49 - 10:44	9:49 - 10:44	9:49 - 10:44
Period 4	<b><i>Lunch 10:48 - 11:23</i></b>	10:48 - 11:43	10:48 - 11:43
Period 5	11:27 - 12:22	<b><i>Lunch 11:47 - 12:22</i></b>	11:47 - 12:22
Period 6	12:26 - 1:21	12:26 - 1:21	<b><i>Lunch 12:26 - 1:21</i></b>
Period 7	1:25 - 2:20	1:25 - 2:20	1:25 - 2:20

## **Early release schedule**

Warning Bell 7:40	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Period-1	7:45-8:29	7:45-8:29	7:45-8:29
Period-2	8:33-9:05	8:33-9:05	8:33-9:05

Homeroom	9:05-9:13	9:05-9:13	9:05-9:13
Period-3	9:17-9:51	9:17-9:51	9:17-9:51
Period-7	9:55-10:29	9:55-10:29	9:55-10:29
Period-4	10:33-11:06 LUNCH	10:33-11:06	10:33-11:06
Period-5	11:10-11:44	11:10-11:44 LUNCH	11:10-11:44
Period-6	11:48-12:20	11:48-12:20	11:48-12:20 LUNCH

**BICYCLES / SKATEBOARDS / SCOOTERS**

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Bicycles and Scooters are to be locked-up individually with a strong lock and chain in the bike rack provided by DCMS. Bike racks are located at the front of the



school and on the west side of the campus next to the 600 building. All skateboards must be locked-up and secured to the skateboard rack located on the patio area of the cafeteria. Students are not to ride bikes, skateboards, and scooters, through campus.

Students who do not abide by district policy are subject to disciplinary action including loss of privilege of bringing their bikes, boards, or scooters to school. Students may not drive to or from school with motorized scooters or motorized bicycles.

**The school is not responsible for theft or vandalism.**

## **BUS**

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Riding the bus to and from school is a privilege. The first responsibility of the bus driver is to drive safely and obey all traffic rules. **All students are required to wear their Official School ID when boarding the bus.**

Students who ride the bus must follow the District Code of Conduct. Inappropriate behavior at the bus stop or while riding the bus is sufficient cause for a bus referral completed by the bus driver. Consequences will follow the guidelines outlined in the District Code of Conduct. Multiple referrals will result in a short or long-term loss of bus privileges.

## **CAFETERIA**

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The cafeteria is available for students buying breakfast or buying their lunch. Students are required to wear and present their ID card to purchase lunch. The cafeteria serves breakfast and hot/cold nutritional lunches every day. They open each morning for breakfast at 7:20am.

The cafeteria serves lunches that include an entrée, vegetable, fruit, milk, and juice. The middle school lunch menu is accessible on the SUSD website. Students may purchase lunch or bring their own. Additional snacks are also available for purchase.

### **Lunch Prices for 2022-2023 (Price Subject to Change)**

- **Student Paid Breakfast - \$1.75**
- **Adult Breakfast - \$2.50**
- **Student Paid Lunch - \$3.10**
- **Student Reduced Lunch - \$0.40**

- **Adult Lunch - \$3.75**

For more information about food services including Free/Reduced meals, go to the SUSD Website, Parents, and Free and Reduced page.

Misbehavior in the cafeteria during the lunchtime may result in students cleaning up the cafeteria or other consequences within the PBIS model and Code of Conduct.

## **CELEBRATIONS / SPECIAL OCCASIONS**

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We understand that parents and friends like to celebrate various occasions. However, balloons, cakes, candies, flowers etc. cause classroom distractions and are not permitted on campus or on the bus. These items are disruptive and are a safety concern on the bus. Please do not send these items to school. Items brought on campus are held in the front office until the end of the school day. It is the student's responsibility to retrieve these items.

## **CELL PHONE POLICY**

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Cell phones, smart watches, and earbuds have become a way of life, a technological convenience that impacts all our lives in one way or another. However, in the school environment, these devices have become a distraction, interruption, a means of bullying, and a method of illegal exchange of information. The ringing of devices during class or a text-message takes away from the valuable time needed for instruction and most importantly, student learning. We do recognize these devices can be a safety/security tool; however, they can be a detriment to the learning environment. Parents must call the school's office to relay any messages that may be urgent. We will relay any urgent information to your child.

No student will be allowed to use a cell phone/smartwatch/earbuds between the hours of 7:20 a.m. and 2:20 p.m., this includes during lunch. **Students are permitted to use their devices during class time if a teacher invites the class to**

**use them for academic purposes only.** Cell phones must be off and secured in the students' backpacks, not in their pocket. Of course, the best security for the cell phone is to leave it at home.

If a student is using a device at school outside of the scope described above, the device may be confiscated, placed in a labeled envelope, and delivered to the office.

Parents: Please do not text your child during the school day. Contact the front office if you need a message brought to your child.

Additional consequences may follow including:

Confiscated and returned at the end of the day, confiscation and parent pick up, Behavior Adjustment Plan, detention, and suspension.

**Our goal is to create a safe environment, conducive to learning, and free of social media distractions that hinder the learning process.**

## **COMPUTER/TECHNOLOGY USAGE POLICY**

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Scottsdale Unified School District and DCMS have issued our students a laptop computer. **These laptop computers are to be used in their academic pursuits.** While computers can be a valuable tool for learning, it also can be used inappropriately. This includes but is not limited to the use of social media, gaming, chatting and/or non-academic webpages.

Students are expected to have laptop computers fully charged at the start of each day. Consequences may be issued for multiple violations.

As with cell phones, laptop computers must be safely stowed in the student's backpacks. Student will be allowed to use a laptop computer outside of the classroom between the hours of 7:20 a.m. and 2:20 p.m., this includes before class, lunch and commons (recess).

This policy is intended to have teachers monitor appropriate learning use of the computer. As well as reducing the need to charge the computers during the class period. Please review the SUSD Uniform Code of Conduct's TECHNOLOGY AND NETWORK RESOURCE POLICY.

*Students are responsible for damage or loss of laptop computers. It is strongly encouraged that families purchase the "Optional Device Protection Plan" to safeguard the laptop computer and prevent expensive costs of repair and replacement.*

## **DISCIPLINE POLICY**

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The Governing Board of the Scottsdale Unified School District No. 48 has adopted a Uniform Code of Conduct for all students enrolled in Scottsdale Schools. Parents can access this information on the SUSD School Website.

### **DCMS -(PBIS) Positive Behavior Intervention System.**

PBIS is a school-wide approach to discipline that is proactive and teaches school expectations. It recognizes those students able to model these positive behaviors and expectations. Support is also available for students who have a difficult time or may present challenging behavior.



**CR<sup>2</sup> = Caring, Respect and Responsibility.**

### **Behavior Adjustment Form**

Teachers and staff may issue a student Behavior Adjustment Form for infractions that interfere with the educational process.

### **Bullying / Harassment**

Desert Canyon Middle School's administration and faculty have the philosophy that all students should have the ability and opportunity to learn without fear of being harassed. To achieve that opportunity, the faculty trains yearly on how to provide a safe environment and how to address issues of bullying and harassment. The topic of bullying is an ongoing discussion at the middle school and talked basis. Please refer to the SUSD Student Code of Conduct for further information.

## **DRESS CODE**

**Purpose:** The DCMS dress code promotes a focus on rigorous academics, respectful behavior, and safety. Our dress code is a way to teach students the importance of appropriate appearance for learning--a lesson that can positively affect their self-respect and self-esteem. The DCMS dress code allows for student choice and individual expression within defined boundaries, while remaining in compliance with district dress code regulations. This includes, but is not limited to

<b>Students Must wear</b>	<b>Students may wear</b>
<ul style="list-style-type: none"><li>● Bottoms</li><li>● Clothing that covers private body parts (genitals, buttocks, chest, and navel) with non-see-through material</li><li>● School ID</li><li>● Shoes, must have hard soles *</li><li>● Tops</li></ul>	<ul style="list-style-type: none"><li>● Clothing with images/logos that adhere to dress code guidelines</li><li>● Dresses, pants, shorts, sweatpants</li><li>● Fitted or tight pants including skinny jeans, non-see-through leggings or yoga pants</li><li>● Hats and any other head covering that allows the face and ears to be visible to school staff</li><li>● Hoodies sweatshirts (no hoods worn inside classroom or buildings)</li><li>● Religious headwear and other religious head/face coverings</li><li>● Ripped jeans, as long as underwear is not exposed</li><li>● Strpless/sleeveless tops or dresses, if worn under a non-see-through garment</li></ul>

	<ul style="list-style-type: none"> <li>● Tank tops, including those with spaghetti straps and/or off-the-shoulder sleeves</li> </ul>
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<b>Students CANNOT wear</b>
<ul style="list-style-type: none"> <li>● Gang-identifying clothing or tattoos</li> <li>● Hate speech, profanity, nudity, or pornography</li> <li>● Images or language depicting alcohol, drugs, drug paraphernalia (or any illegal item or activity), weapons</li> <li>● Violent images or language</li> <li>● Visible underwear</li> <li>● Sunglasses**</li> <li>● Air/ear pods and headphones</li> </ul>

**Footnotes:**

\*According to state law, everyone on campus must wear shoes. Appropriate athletic footwear must be worn for all P.E. classes. Open toed footwear is highly discouraged as they expose students to potential safety hazards and have been known to break without warning. Platform shoes and Crocs are unsafe.

\*\*Sunglasses block eye contact with the instructor, preventing instructors from assessing attention, learning, and potential medical or emotional needs. This barrier creates distrust between students and school staff as well as their peers.

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## **EXTRACURRICULAR ACTIVITIES - ATHLETICS**

All Athletic information is located on the District and School Website.

All students participating in Athletics will need to meet and maintain a 2.0 grade point average, no “Fs” in any subject, and meet behavior eligibility requirements. Behavior Expectations are addressed in the District Code of Conduct and the Athletic Code of Conduct. Both are located on the District Website. Before a student is eligible to fully participate in any athletic sport, he/she must pass a physical examination and turn in the required medical forms to the school each year. Physical exams are only valid for one school year. Students must acquire a

new medical exam each school year. SUSD is now utilizing an online registration tool for athletics called **RegisterMyAthlete.com**. The platform is best if used in Chrome as a web browser. There is more information about registration on our school's website under Athletics or contact the DCMS Athletic director Mr. Leinonen: zleinonen@susd.org.

**The Middle School Sports Seasons consist of the following:**

**Quarter 1** – August to October – Boys Baseball and Girls Volleyball.

**Quarter 2** – October to December – Girls Softball, Boys Basketball and Boys and Girls Soccer.

**Quarter 3** – January to March – Girls Basketball, Boy Flag Football, Boys and Girls Cross Country.

**Quarter 4** – March to May - Boys and Girls Track.

Each sports season is divided into Tiers. Tier I is four weeks of practice and workouts culminating in a Saturday District-wide Sports Festival. Tier II is also four weeks but with competitive play with each Middle School choosing a traveling team from its Tier I participants. Cross Country and Track are the only sports that are all inclusive without Tiers.

**FEES:** The fees for the program will be \$60.00 for Tier I and an additional fee of \$30.00 for the students who are invited to the competitive Tier II. Cross Country and Track have a one-time fee of \$75.00. *(Fees are subject to change.)*

Students who participate, receive a sports T-Shirt with the school's name and sport. Students selected for Tier II competition will be issued school uniforms for their sport; the uniform should be returned laundered to the coach upon the conclusion of the season.

## **FOOD**

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Food is not permitted outside of designated areas. The sale of any items, food or otherwise, is prohibited on campus without administration approval. Students and parents/guardians may not order food for delivery to the school. Parents, please do not drop off fast food at the office for your children. Do not bring food to share with other students. We will not accept any food from a delivery service. Gum is NOT allowed on campus. Our school has filtered water bottle filler



stations/drinking fountains throughout campus. Students must bring their own water bottles.

It is disruptive to call students out of their classroom to retrieve lunches and water bottles. The office will not call a student out of class to retrieve lunch. Make plans ahead of time.

## **MIDDLE SCHOOL GRADING POLICY**

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SUSD Middle Schools are committed to providing an environment, which expands personal and academic success, focusing on the unique learning needs of young adolescent students. All Scottsdale Middle Schools provide curriculum that is relevant, rigorous, support meaningful relationships, and ensure assessment, prepares students for high school, and evaluation processes that promote quality learning.

### **Guidelines for Determining Grades:**

Academic grades recorded on report cards represent a balance of students' work, reflecting students' learning and progress over time.

Academic Grades on report cards are determined by the following values:

- Homework/Coursework: Homework, classwork, progress checks, short quizzes and other checks for understanding represent 20-30% of student grades. (30%- 6<sup>th</sup> & 7<sup>th</sup> grade and 20%- 8<sup>th</sup> grade)
- Assessment: Unit and course assessments, performance tasks, portfolios, presentations, projects, essays, products, and other demonstrations of learning represent 70-80% of students' grades. (70%- 6<sup>th</sup> & 7<sup>th</sup> grade and 80%- 8<sup>th</sup> grade)

Grade representation on report cards:

A – Highest Grade	D – Below Average
B – Above Average	F - Failure
C – Average	

*\*\*\*I – Incomplete - will be considered an “F” if work is not completed within 2 weeks. \*\*\**

**Conduct grades** are based on student behaviors. Conduct grades and attendance are reflected in the conduct area of the SUSD report card. Teachers are to provide

conduct grades of O, S, N, or U for each student each quarter. Indicators of N and U require comments of explanation.

**Indicators for conduct include:**

O – Outstanding    N – Needs Improvement    S – Satisfactory    U – Unsatisfactory

**Qualification for Principal’s List and Honor Roll**

Academic grades and conduct grades are both indicators to determine honor roll and principal’s lists. To qualify for Honor Roll, students must earn at least a 3.5 grade point average with no conduct marks indicating a “U” and no more than one “N”. To qualify for Principal’s List, students must earn a 3.8 grade point average with no conduct marks indicating a “U” and no more than one “N”. Students who receive grades lower than “C” in any subject area or earn a “U” comment mark will not earn placement on the Principal’s List or Honor Roll.

Check **ParentVue** and/or **StudentVue** often to view grades and assignments.

**PLAGIARISM**

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DCMS values student thoughts and ideas. According to the SUSD Code of Conduct-Article B, Section 6D plagiarism is defined as:

*“To steal and pass off the ideas or words of another as one's own. Plagiarism is a specific type of cheating. Plagiarism is the written representation on of another’s words, thoughts, or ideas as one’s own. While it is expected that a student who is writing will use information on from sources other than personal experience, appropriate acknowledgement of such sources is required. Plagiarism includes: using a direct quotation on without citing the source; paraphrasing the ideas, interpretation on, or expressions of another without giving credit; failing to acknowledge or document sources.”*

**SCHOOL SAFETY - ID Badges**

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**District Policy requires all students, faculty, and staff to wear their ID badges at all times while on campus, on the bus and field trips for the safety of all people on the campus.**

ID badges and lanyards will be issued at no cost to all students at the Back to School event prior to the start of the school year. Those students who miss that

opportunity will be issued an ID through the school library at the start of the school year.

**Students who lose or break/deface their ID/lanyard will be responsible for purchasing a new one. IDs may be purchased for \$5.00 in the school library. Parents or students will be responsible for purchasing a new lanyard on their own.**

Students who forgot or lost their ID must report to the office for a temporary ID. The expectation is that no student should need a temporary ID and have no more than 3 temporary IDs issued per semester. Students who repeatedly fail to have their ID/Lanyard will face discipline procedures. **Please help keep our campus safe and support the SUSD requirement by making sure your student wears their ID.**

## **STUDENT SERVICES**

### **Counselor**

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SUSD Guidance Counselors recognize that high school leading to college and career readiness begins as early as 6<sup>th</sup> grade. The Middle School Guidance teams play a key role in fostering this preparation by providing a strong academic, emotional, and social foundation that supports students' growth as they transition between elementary school and high school. Middle School Guidance Counselors offer strategies and resources for successful completion of middle school, which includes:

Academic skills (organization, time management, self-advocating with teachers, student skills, etc.), discussion regarding course selection to meet future high school, college and career goals, and ECAP-Educational Career Action Plan to introduce career exploration, college investigation and personal strengths. The counselor also oversees the Intervention Planning Team (IPT) committee.

If a student or parent/guardian wishes to meet with the Guidance Counselor, he or she should call or e-mail the counselor to schedule an appointment. The counselor is available to students during the day.

### **School Psychologist**

DCMS has a school psychologist that is on campus several days per week, depending upon schedules. The school psychologist works collaboratively with our teachers in developing classroom strategies for students with educational needs. Parents who wish to meet with the psychologist will need to schedule an appointment.

### **Social Worker**

The DCMS Social Worker is on campus most days to provide students and families resources for social emotional needs. Their goals are to help students cope with the challenges in their lives through advocacy and referrals to other agencies and professionals.

### **Prevention Coach**

We are happy to have a Prevention Coach on campus a few times a week from the Trauma Informed Primary Prevention (TIPP) grant. “The Trauma Informed Primary Prevention (TIPP) Program is federally funded through the United States Department of Health and Human Services (HHS) Substance Abuse and Mental Health Services Administration (SAMHSA) through the Substance Abuse Prevention and Treatment Block Grant (SABG) distributed by the Arizona Health Department.” Our coach will offer support groups, as well as evidence-based prevention curriculum. By working closely with the administration, counseling and psychology team, and teachers we will decipher what areas of support our students are needing. Including providing school-wide-in-service education programs for staff and students.

## **STUDENT DROP-OFF / PICK-UP**

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DCMS has two designated areas for student drop-off and pick-up both before and after school. Please try to arrange pick-up/drop-off at one of these designated areas:

- 1) WEST PARKING LOT - near the basketball courts.
- 2) SOUTH PARKING LOT - behind the cafeteria.

### **PLEASE DO NOT DROP OFF STUDENTS AT THE FRONT OF THE SCHOOL.**

This prevents visitors from parking and creates congestion for the buses and other motorists.

Students should be prepared to exit or enter the vehicle quickly. They can do this by having their bags with them at their seat and not in the trunk. For safety, students should enter and exit the vehicle using the passenger side only. Please move up to fill in any gaps in the line. Students should exit their vehicle as soon as they reach the sidewalk. Please don't wait to drive to the front of the line. This will make drop-off and pick-up faster.

Gates open at 7:20 am and 2:20 pm for release. Early release at 12:20 pm.

To maximize instructional time, students will be called from class once parents provide ID to the office. Please avoid picking up students during lunchtime, or instruct your student to go to the office prior to going to the cafeteria. Searching for students at recess reduces the staff effectiveness to monitor the student.

## **STUDENT HEALTH OFFICE**

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The Health Office services both Desert Canyon Middle School and Desert Canyon Elementary School.

**Office hours are 7:30 a.m. to 2:20 p.m.**

**Closes for lunch - 1:40 p.m. to 2:15 p.m. - (Except in an emergency).**

Students will not be admitted to the Health Office without a pass. This includes between class periods unless it is an emergency.

### **Scheduling Appointment for Child with Medical Concerns**

The Health Office staff wants to be able to schedule uninterrupted priority time to address your child's health condition or concerns. There are frequent interruptions in the Health Office, and this is the best way to serve you. If you need to schedule an appointment, please call us at (480) 484-4611 or (480) 484-1711.

### **Medications**

The Health Office does not provide stock medications to students. All medications must be provided by the parent/guardian. All medications must be in the original sealed container, age appropriate and not expired. We are not able to deviate from the prescription or over-the-counter label directions. The Health Office staff is not able to administer homeopathic medications. A "Parent/Guardian Request for Administration and Release of Information" form must be completed by the parent/guardian before school personnel can administer medications. Due to limited space in the Health Office, please only bring travel size containers of medications. All medications must be picked up at the end of the school year or they will be discarded.

### **Field Trip Medications**

The Health Office cannot transfer medications to an envelope or any other container. The Health Office must have a separate current prescription label bottle for each individual medication, or the medication cannot be taken on field trips.

### **Epinephrine Auto-Injectors and Inhalers**

Students are not permitted to carry medications on their person without correct medication forms completed. Students that need to carry an epinephrine auto-injector or inhaler must have their healthcare provider annually complete a specific care plan and “Consent to Carry” medication form. It is the parent/guardian responsibility to make sure the medication is not expired. If needed, please stop by the Health office to discuss this in further detail.

### **Immunizations Requirements**

Per Arizona state law, all students must be compliant with immunizations or will not be permitted to attend school. Please contact the Health Office if you have further questions.

**Call Students Out** - Please do not communicate with your student via cell phone during school hours. The proper procedure for students who feel they need to go home is to obtain a pass from the teacher and report to the Health Office. The student will be assessed by the Health Office staff and you will be notified if the child wants to go home.

**Injuries** - Students who sustain an injury on campus should immediately report the injury to the teacher. The teacher will notify the Health Office staff and send the student to the Health Office to be evaluated.

## **LIBRARY**

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The DCMS library is open daily from 7:20 a.m. to 3:30 p.m. for our students. The library is open to students with a pass by their classroom teacher any time during the school day. Food is not allowed in the library. Students who wish to use the

library during lunch must have a pass from a classroom teacher. Students will be dismissed to the library after they have eaten lunch and shown the pass to Security, Aide or Administration in the cafeteria.

## **SECTION 504 NOTICE**

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Notice of Parent and Student Rights under Section 504 The Rehabilitation Act of 1973 commonly referred to, as “Section 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provide to nondisabled students. An eligible student under Section 504 is a student who (a) has (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

**Section 504 of the Rehabilitation Act and Americans with Disabilities Act**  
APPLICANTS FOR ADMISSION AND EMPLOYMENT, STUDENTS, PARENTS, PERSONS, WITH DISABILITIES, EMPLOYEES, AND ALL UNIONS OR PROFESSIONAL ORGANIZATIONS HOLDING COLLECTIVE BARGAINING OR PROFESSIONAL AGREEMENTS WITH THE SCOTTSDALE UNIFIED SCHOOL DISTRICT ARE HEREBY NOTIFIED THAT THIS SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, NATIONAL ORIGIN, AGE, OR DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES. ANY PERSON HAVING INQUIRIES CONCERNING THIS SCHOOL’S COMPLIANCE WITH THE REGULATION IMPLEMENTING TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT (ADA) OR SECTION 504 IS DIRECTED TO THE ASSISTANT PRINCIPAL.

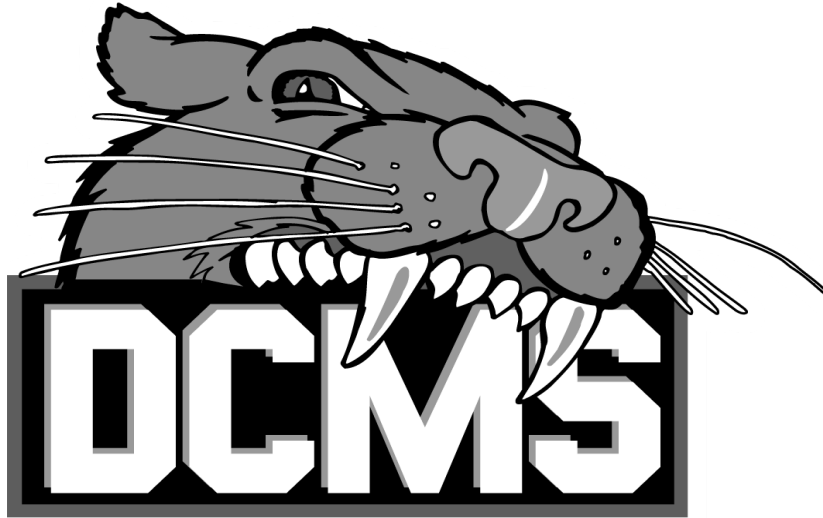
## **VISITORS /VOLUNTEERS**

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We do ask that you observe the following guidelines:

- All visitors are required to check in through the office upon arrival and wear a visitor badge while on campus.

- Student visitors are not permitted on campus during school hours.
- Parents are invited to volunteer for field trips. Volunteer/Chaperone application and approval is required.



## **THE DCMS SPIRIT SONG!**

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*D! DC! M! MS!  
DCMS! DCMS! DCMS! DCMS!  
Roar!*

*We Are Mountain Lions  
The Best All Around  
We Never Stop Tryin'  
We All Wear the Crown*

*It Shows off In All That We Do (alt. We Shine Bright in all that we Do)  
We're Breaking Ground  
The Rest Run Away When They Hear Us Roar!  
We're the Mountain Lions!  
We're the Mountain Lions*

*D! DC! M! MS!  
DCMS! DCMS! DCMS! DCMS!  
Roar!*



**Campus map here**

# HOW TO USE YOUR AGENDA

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1. Bring the agenda to school every day.
2. Bring the agenda to every class.
3. Write down all homework and assignments.
4. Bring the agenda home every night.
5. Take it out of the schoolbag and open to today's page.
6. After all work is completed, put it back into the school bag.
7. Repeat every day.

(Excerpt from: <https://www.oxfordlearning.com/using-agendas-101>)