



PARENT-STUDENT HANDBOOK

2021-2022

Welcome to Desert Trails! As your principal, it is important to me that everyone who steps through our doors - teachers, students, and parents - are excited to be at Desert Trails! Together, we will embrace the highest level of academic excellence, while focusing on ensuring that school is a safe place to grow academically, socially, and emotionally. This handbook contains important information about our district, academic and behavioral expectations. Please take a few moments and review it with your child. While this is an unusual time for our school community, we remain committed to ensuring the health, safety, and well-being of our students, staff, and community. Thank you for your patience and support as we continue to collectively navigate the COVID-19 pandemic. For more information on other aspects of our mitigation plan, visit <https://www.pvschools.net/reopening>. We are looking forward to a positive, engaging and successful school year!

Smiles,
Mrs. Sarah Torrilhon, Principal



GENERAL INFORMATION

Desert Trails Elementary School Principal: Mrs. Sarah Torrilhon 4315 E. Cashman Drive Asst.
Principal: Shelly Richardson Phoenix, Arizona 85050 Administrative Asst.: Suzanne Tossell (602)
449-4100 Psychologist: Skyler Cordova (602) 449-4001 Attendance Line Nurse: Cate Walter
(602) 449-4105 Fax Records Secretary: Beth Starkel
(602) 449- 4103 Nurse Social Worker: Meryl Warda
Front Office Hours: 8:00 a.m. - 4:00 p.m.

The Desert Trails Parent and Student Handbook is to be used as guidance and direction for school procedures and policies. This handbook is a supplement to the Paradise Valley Unified School District's Parent/Student Handbook.

Revised 7/29/2021

MASCOT AND COLORS

Desert Trails mascot is a Hawk. Our school colors are teal and black. Every Friday is School Spirit Day and school colors or school T-shirts are worn. Desert Trails Spirit shirts may be purchased through our PTO.

SCHOOL DAY

Regular bell schedule: 8:45 a.m.- 3:15 p.m. Kindergarten 8:45 a.m.- 3:00 p.m.

1st - 2nd grade: 8:45 a.m.- 3:05 p.m. 3rd-6th grade: 8:45 a.m.- 3:09 p.m.

Early Release schedule: 8:45 a.m.- 12:30 p.m. Kindergarten Early Release 8:45 a.m.- 12:15 p.m. Pre-K schedule: 9:00 a.m.- 3:00 p.m. Pre-K SunKids AM 8:45-11:15 / PM 12:45-3:15

- All gates are locked until 8:25 a.m. each morning. Any adult entering campus at any time must sign in at the front office.
- Parents of students who arrive too early on a regular basis will be contacted to resolve the situation.
- Please carefully review our drop off and pick up procedures.

ADMISSION TO SCHOOL

A child must reach five years of age prior to September 1st to be eligible for kindergarten. Likewise, a child must be six years old prior to September 1st to be eligible for first grade. Under Arizona Law ARS 15-830, a child will not be allowed to enroll until a record of immunizations or a statement of exemption is submitted to the Records Secretary. A copy of the proof of immunization will be kept in the child's health file.

ARRIVALS AND DEPARTURES

Classes begin at 8:45 a.m. Students should arrive no later than 8:40 a.m. as teachers bring the children in at 8:45 a.m. Students are welcomed on our campus after 8:25 a.m. Supervision will not be available until that time, and student safety is our primary goal.

Students arriving after 8:45 a.m. must have a guardian escort and sign them in at the front office prior to going to their assigned class.

Children in grades one through six are dismissed at 3:15 p.m. For safety reasons, we request that students leave school immediately, unless they have written parental permission to be involved in a school sanctioned activity after hours.

We ask parents to schedule student appointments outside the school day so that children do not miss instructional time. We also realize that, on occasion, you may need to take your child out of class for a short period of time or for an early dismissal. The front office will call the classroom to dismiss the student from the class **when the parent has arrived** to sign them out.

****Students will not be called to the office until the parent has arrived in the office. Parents/guardians will be asked to sign-out their child and at that time the student will be called to the office. Only a parent or those listed on the emergency cards may sign-out a student during school hours, unless a written note or email is presented to the office, giving permission for the student to be signed out by a specific person, designated by the parent.**

ATTENDANCE AND PROCEDURES

Regular attendance is a key to academic success. Students should be absent only when absolutely necessary as much of classroom activity cannot be made up and the benefit of discussion and participation is lost to those who are absent. Any absence due to illness, death in the family, religious observance or other unusual circumstance will be excused.

Arizona state law defines absences as excessive when the number of absent days exceeds 10 percent of the number of required attendance days (18 days) whether the absence is excused or unexcused. It is important for a student to attend class regularly to receive a passing grade. If your child has a medical condition that could result in frequent absences, you are encouraged to discuss the matter with the principal and/or school nurse.

When a student is going to be absent from school, **a parent is expected to call the attendance line (602-449-4101) on the day of the absence, before 9:00 a.m.** When leaving a message, please be sure to be detailed and give a reason for the absence such as stomach ache, flu, fever, etc. If no contact is made to the school within 24 hours of the start of the absence, the absence will be considered unexcused. A reasonable effort will be made to notify the parent by phone when a student is absent.

****It is essential that parents contact the school immediately if there is a change in any telephone numbers, address and/or emergency contact information.**

****Fever or vomiting require a 24 hour period in the absence of those symptoms *without* the use of medication before they may return to school.**

****Please refer to the PVSchools Prepared Health Screening Checklist at [PVSchools Prepared](#) and make sure you have [read the Maricopa County Department of Public Health's \(MCDPH\) guidance](#) if your child is sick.**

BICYCLE SAFETY POLICY & PROCEDURES

Bicycle Safety Policy & Procedures For safety reasons, Governing Board Policy and the Phoenix Police Department advise that only students in grades three through six ride a bicycle to school. Students who are eligible to ride bicycles to school are responsible for following common bicycle safety practices. We encourage all bicycle riders to wear helmets while riding to and from school. No skateboards, go-peds, motorized scooters, roller blade shoes or rollerblades are allowed on campus. Students who are eligible to ride their bicycles to school are responsible for practicing the following safety practices:

- Obey all traffic rules, coming and going to school.
- Walk a bicycle from the edge of school property and across crosswalks when coming and leaving school.
- One rider per bike.
- Park in racks provided. Lock your bike.
- Wear a helmet.
- Bicycles are ridden to and from school at the owner's risk.
- Bicycles must not be ridden on school grounds or parking lots BEFORE or AFTER school.
- Students should not loiter or ride bicycles around the rack area.
- A bicycle rider should have received bicycle safety instruction.

BIRTHDAYS, GIFTS, CELEBRATION, ETC.

We understand that friends and parents like to celebrate various occasions, however, **balloons and bouquets cause many distractions and are not allowed on the bus or on campus.** Classroom treats that are store bought may be distributed if pre-approved by the classroom teacher. In an effort to comply with the Maricopa Department of Environmental Services, food brought into the classroom for snacks and parties must be from a commercial source and cannot be homemade.

BUILDING CONDUCT

The Desert Trails School-Wide PBIS Plan is designed to support students and staff in understanding a common set of expectations for our entire campus. The purpose is to positively promote and recognize behaviors that align with our four school-wide rules (S.O.A.R. - **Safe, Open-Minded, Always Kind, Responsible**). Positive recognition helps to

support students and create an environment where ALL students feel successful. Behavioral expectations include: using walking feet, using materials and equipment correctly, respecting others, being a good listener, playing fair and following rules, and treating others with respect,

Students, staff and visitors to Desert Trails are expected to respect the rights of others and are not to interfere with the educational process. Verbal or physical abuse to any student or adult will not be tolerated. We will consistently encourage students to take responsibility for their own behavior and consistently SOAR.

BUS SAFETY AND BEHAVIOR EXPECTATIONS

Bus transportation will be available for eligible students; Kindergarten students who live beyond ½ mile and first through sixth grade students who live beyond one mile from school. Students open-enrolled at a school are not eligible for district transportation to and from school. Buses will pick up and drop off students at their designated stops. The school bus is an extension of the school day and the same rules apply regarding discipline and general conduct.

**All kindergarten students will need to have a parent waiting at the bus stop in the morning with the student and after school when the school bus drops off. If a parent/guardian is not at the bus stop at the end of the day, the kindergarten student will be brought back to Desert Trails and the parent will be contacted to pick the student up from school.

- Ride your assigned bus.
- Arrive at the bus stop 10 minutes early.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Enter and leave the bus in an orderly manner.
- Treat the bus respectfully; keep it clean.
- Obey the bus driver's instructions and directions.
- Stay properly seated with back against the seat back, legs facing forward and all parts of the body out of the aisle.
- Keep your head, hands, feet and objects to yourself and inside the bus.
- Talk quietly and use respectful language
- Water bottles are acceptable, however, no other eating on the bus
- Animals, insects, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol or drugs are not permitted on the bus

The school bus is an extension of the school day and the same rules apply regarding discipline and general conduct. Student misconduct is reported to the school office and to parents through a Bus Misconduct Report. Violations of rules and/or safety are grounds for denial of bus transportation privileges or other discipline.

CHANGE OF ADDRESS OR PHONE NUMBER

It is imperative that our files contain accurate information so that we can locate you should an emergency arise. If a change in any information should occur, please update the Online Registration as soon as possible.

COMPUTER, TELECOMMUNICATION, CELL PHONES & NETWORK RESOURCES

The District Office does not recommend that students in elementary schools have cell phones (watches that function as cell phones/electronics) in their possession during school hours. If parents feel it necessary for their child to have a cell phone (Smartwatch), it **MUST be turned off and placed in the student's backpack during the day**. If the student is using the phone (Smartwatch) during the school day or if it disrupts the classroom, the student will call the parent to have the phone picked up. The school will not be liable for any lost, damaged or stolen cell phones and/or Smartwatches.

Network access, including the Internet, is available to students. Official PVUSD student email accounts, complete with internet services are also provided upon enrollment to enable more effective and efficient teacher/administrator communication with students and parents. Official student accounts utilize the Google Suites applications, which includes, but is not limited to email, Google Documents, YouTube, Chat, Blogger and Hangouts. Access to the following applications is restricted at the elementary grades: No access to Chat, Blogger and Hangout. PVUSD also maintains contact information (home phone, email, cell phone, address, etc.) for appropriate communication business and to promote instruction and learning. The district has taken technical and organizational precautions to restrict access to controversial materials; however, on a shared network it is impossible to control all controversial materials. The district believes the valuable information and interaction available on our network and the internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

Guidelines for acceptable use

- Only devices (computers, phones, drivers, etc.) approved by PVUSD administration may be connected to the PVUSD network.
- Computers, telecommunications and network resources are to be used for educational purposes only. ● Students shall not submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
- Students shall abide by all copyright and trademark law and regulations.
- Students shall not reveal personal identifiable data unless authorized to do so by designated school authorities.
- Students shall not reveal their personal logins/passwords, allow others to work using their login/passwords, or attempt to discover the logins/passwords of others.
- Students shall not use the network in any way that would disrupt the use of the network by others. ● Students shall not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication or network resource.
- Students shall regularly read and respond to communication received via district-provided email accounts according to the timeline expectations established by their school authorities.

Privileges and Responsibilities

The use of Paradise Valley Unified School District computers, telecommunication and network is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies.

Parents may prohibit their student from the use of certain types of technology and the internet by notifying school administration in accordance with state statute 15-1046.

Services

The Paradise Valley Unified School District reserves the right to monitor the use of district computer, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. Should it become necessary, files may be deleted. The Paradise Valley Unified School District is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the district. The Paradise Valley Unified School District may make rules, as needed; for the operation of the system.

Digital Etiquette and Digital Privacy

The use of digital devices and social media during the school day must be approved by your teacher or school administration. Unless specifically authorized by school administration, the following guidelines should be followed when photographing, creating video, and/or posting to social media any PVUSD student or staff member.

Parents, protect the privacy rights of children when photographing/recording your own child's school experience. Parents and students protect the privacy of others by: framing your photo/video in such a way as to exclude others, shoot classroom photos or video from behind so that faces are not visible, crop photos to exclude others before posting them online or otherwise sharing them.

CONFERENCES - PARENT/TEACHER

Conferences are formally scheduled for parents twice during the school year. This is a special opportunity to share and celebrate the progress of each of our students. Parent participation and involvement is highly valued and can be very significant in the success of your child. It is our hope that the communication between teacher and parent will occur on an ongoing basis throughout the year, and the parents will meet and/or confer with their child's teacher to discuss concerns whenever necessary.

DRESS, CONDUCT AND APPEARANCE - STUDENT, STAFF AND PARENT

Keeping in mind that our manner of dress is often a reflection of the respect and attitude we have about ourselves and those around us, we ask parents and students to support us in the belief that you need to dress appropriately for the situation. Clothing students might wear in social settings or outside of school may not be appropriate to wear to school. Appropriate student dress contributes to a safe workplace and educational atmosphere and the success of the entire school community. We want all students to be dressed appropriately for a successful and safe learning environment.

In addition, for reasons of safety and modesty, please follow these guidelines:

- Appropriate footwear for a safe learning environment. (flip-flops, open-toed shoes or shoes with wheels may not be worn due to safety insurance liability issues).
- Clothing that is not see-through and covers a student's undergarments, chest and torso when standing or sitting. Clothing should have a back and straps and should fit closely under the arms.
- Clothing that is of adequate length to cover the student's bottom at all times
- Clothing that has appropriate language. Clothing should be free from references to violent images, tobacco/vaping, drugs, alcohol, sexual references, profanity, or language that demeans others.
- Hats may be worn to and from school and at recess as long as they are worn correctly. (i.e., baseball visors should shade the face) All headwear should be removed from the head when entering the building. Students will not be asked to remove headwear that is worn for cultural and/or religious reasons.
- When earrings are worn, they should be the post type.

Dress code concerns will lead to the following (depending on the severity of the infraction):

1. Staff member will ask the student to go to the front office to address the issue
2. Student and a front office staff member will discuss the concern
3. If deemed necessary the student will be provided appropriate clothing to change into and/or call home and wait for appropriate clothing to be brought to them.
4. Administration will have a discussion with the student regarding how to create an environment for success as well as potential consequences if there are further dress code concerns.

HAWK CLUB

Mascot Clubs (Hawk Club at Desert Trails) assist families in the school district by providing a safe and fun environment for students before and after school. The hours of operation are 6:30 a.m. - 8:15 a.m. AND 3:15 p.m. - 6:30 p.m.. Specific information regarding the Mascot program may be obtained through the Community Education Department of the Paradise Valley School District at (602) 449-2000.

FOOD SERVICE - BREAKFAST/LUNCHES

Breakfast will be served starting at 7:45 a.m. Hot lunches are free this year and are served to students pre-kindergarten through sixth grade. The lunch includes one entree, deli-bar items and milk and/or juice. Students may bring their lunch from home and purchase milk or juice for \$.25.

In order to establish a regular, predictable and positive eating environment, these are the expectations in the cafeteria:

- Use walking feet
- Only eat your own food
- Stay seated forward facing at your assigned table
- Make healthy food and drink choices
- Say “please” and “thank you”
- Raise your hand for help
- Clean up your trash
- Use your time to eat
- Keep your hands and feet to yourself
- Use good table manners
- Talk at an appropriate voice level
- Food and beverages are to remain in the cafeteria
- Based on the recommended State Nutritional Recommendations, *sodas/carbonated beverages are not to be brought to school.*
- Remain seated until dismissed by staff member

According to the Maricopa County Department of Environmental Services, food brought into the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food.

HEALTH CENTER

Our registered nurse is Cate Walter and our nurse assistant is Nikki Callies. The office hours are from 8:45 a.m. - 3:15 a.m.

Our Health Center is eager to work with Desert Trails families on many health and education related issues. In addition, we will teach students lifelong habits that will promote healthy lifestyles. Please remember to notify the nurse’s office of any health problems or concerns your child may have. If your child is on any medication, even if only at home, remember to notify our nurse so that she may help monitor the medication for any adverse reactions. Our primary purpose is to evaluate and/or treat any child who becomes ill or injured at school. If it is necessary for the child to leave school, the parent will be contacted and requested to pick up the child. The Health Center tries first to locate a parent before calling the emergency numbers listed. Always keep in mind no child will be sent home alone or released without an adult to accompany the child.

Communicable Disease/Illness

For the well-being of all students, parents are expected to contact the school nurse when their student has contracted a communicable disease. Students who have been diagnosed by a physician to have a communicable disease or who have been assessed by the school nurse to have symptoms that may indicate a communicable condition must be excluded from school and school activities until the physician releases the student to return or the period of contagion has been passed and the following criteria are met;

- If the student is sent home ill, student should be fever-free for 24 hours (temperature below 100°F without fever reducing medications)

- Student must be free of diarrhea and vomiting for 24 hours before returning to school
- If antibiotics were prescribed by a physician, student must have completed the initial 24-hour dosage of medication.

We request that you do not send an ill child to school to be diagnosed by our nurse due to health and legal factors. If you feel your child is ill, please keep him/her home.

All sick students are to be sent home through the nurse's office. Students will not be allowed to call parents from the classroom phones/ cell phones to be picked up by a parent if they are not feeling well. If it is necessary for the student to leave school, the parent will be contacted by our nurse's office and requested to pick up the child. The nurse tries first to locate a parent/guardian before calling the emergency numbers listed on the Emergency Card. No child will be sent home alone or released without an adult to accompany them.

Medication: State Law rigidly controls dispensing medication to children by a school nurse. These requirements are made for the protection of all children. When students must take medication at school, either by a physician's order (prescription medication) or by parent/guardian request (non-prescription medication) the following steps will be required:

- All medications administered by school personnel must be approved by the U.S. Food and Drug Administration (FDA).
- A medication form provided by Paradise Valley School District must be completed and signed by the parent/guardian prior to dispensing any medication.
- Medication must be delivered to the nurse in the original prescription bottle or over the counter container. ● The prescription label must have the student's name, prescribing physician's (MD,DO), nurse practitioner's (NP) or physician's assistant (PA) name (only MD, DO, NP, PA prescriptions accepted), prescription number, name of medication, dosage and number of times a day to be administered.
- If dosages should change while the child is on the medication, such changes need to be faxed to the nurse from the doctor or a new prescription bottle provided with the changes listed prior to the new dose being administered.
- FDA approved non-prescription medications, including FDA-approved food grade dietary supplements, must also be in the original, labeled container with information from the parent/guardian as to the dates, times and amounts to be given, not to exceed label recommendations. All medications and dietary supplements must be supplied by the parent/guardian and will be kept in the school health office.
- Herbal remedies will not be administered by school personnel. Parent/guardian must come to school and administer such remedies to the student.
- During the school day, the application/diffusing of essential oils is not permitted.
- Permission may be granted for students to carry their inhalers, diabetic supplies/insulin or epinephrine injectors during the school day.
- Teachers only keep and administer medication on field trips. **NO CHILD MAY CARRY MEDICINE TO ADMINISTER TO THEMSELVES** without a doctor's order on file in the nurse's office.

It is expected that parents will transport all medications, including throat lozenges and cough drops to and from the health office. At the end of the year parents must pick up any unused medication.

COVID-19 We all must work together to make our school campus as safe as possible for students and staff. While PVSchools is taking measures to reduce the risk of spreading COVID-19, we need your help as well. Please refer to the PVSchools Prepared Health Screening Checklist at [PVSchools Prepared](#) and make sure you have read the Maricopa County Department of Public Health's (MCDPH) guidance if your child is sick. If the school is notified of a

student who has tested positive the school nurse will inform the parent that the student must remain isolated and be 24 hours fever free without the use of fever reducing medication and have improved symptoms and had 10 days elapsed since the student first had symptoms before returning to school.

LIBRARY/MEDIA CENTER

Our library is very versatile. It contains a selection of non-fiction, fiction and reference books. Students have the opportunity to visit the library with their teacher. Students will receive a library account for check out privileges. Any books and/or materials charged to their account are their responsibility. Library books that are lost, stolen or destroyed must be paid for.

LOST AND FOUND

Lost and found is located in the Cafeteria. Valuable items should be brought to the office when found. Please be sure your child's name is marked on all apparel, lunch boxes, water bottles and other personal items which are brought to school. Lost, stolen and/or damaged personal property cannot be replaced at District expense. **At the end of each quarter, unclaimed items will be donated to charity.**

MAKE-UP WORK - FOR ABSENCES OF 3 OR MORE DAYS

It is the student's responsibility to ensure that all work is requested and made up upon return from any absence. Teachers will cooperate with students and work together to make the assignments available to the student. Parents assisting in picking-up work (on the third day of an absence or later), need to email the teacher by 9:00 a.m. If work is available to do at home, it will be in the blue basket in the office no earlier than 3:15 p.m. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to complete their assignments.

PETS/DOGS ON CAMPUS

Insects, reptiles, or pets may not be brought on campus or transported on the school bus. Domestic animals, such as dogs, are unpredictable. It is difficult to tell what triggers an animal to react. In order to prevent an accident, please keep all dogs off campus.

PROHIBITED ITEMS AT SCHOOL

Non-school related items can be disruptive in the classroom and on the playground. Personal items that are not considered necessary for the student's educational experience should be left at home, as school cannot assume responsibility for these items. The use or possession of electronic devices that may interfere with the orderly operation of the school may be prohibited during the school day. Examples include but are not limited to cell phones, iPods, audio music devices, electronic games, laser pointers or any other electronic devices. The use of school property after hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited. Therefore, the following items are prohibited at school:

- Radios
- MP3 Players
- iPods
- Cell Phones
- Personal Laptop Computers
- Walkie-Talkies
- Video Games
- Skateboards
- Roller Blades
- Roller Shoes
- Heelys
- Scooters
- Trading Cards

- Firecrackers
- Pop Caps
- Matches
- Stink/Smoke Bombs
- Knives
- Squirt Guns
- Gum
- Hard Balls
- Bats
- Toys

If necessary, the items will be confiscated by the administration or teacher and returned to the parent.

Drugs and alcohol are not permitted on campus. The discipline policy regarding possession, use or sale of drugs and alcohol is strictly applied. Students who provide drugs and/or alcohol in the school are recommended for expulsion on the first offense. Students who are found in possession, or under the influence of drugs and/or alcohol on the first offense are suspended. A second offense of use or possession will result in a motion for expulsion of the students.

PARENT TEACHER ORGANIZATION (PTO)

All parents and students attending Desert Trails Elementary are urged to become members of the Desert Trails PTO. Our goal is to provide support to our faculty, staff and to enrich our students' learning environment and experience. The PTO organizes many fun family activities and student programs as well as fundraising events to support these programs. EVERY parent's support and efforts are crucial to the success of these programs.

The PTO bulletin board is located in the front lobby. Please check it for upcoming events and meetings. The PTO general meetings are held throughout the school year. Exact dates and times of the general meetings will be posted on the Desert Trails and Desert Trails PTO websites.

PHYSICAL EDUCATION

Physical education is required of all students in grades K-6, as mandated by state law and district policy. Students are required to wear tennis shoes or rubber-soled shoes that have been approved by the P.E. teacher. Students wearing inappropriate shoes will not be allowed to participate in class and may not receive credit for achieving class goals. 10 Students may be excused from P.E. if a physical problem exists. If an excuse is necessary, the following procedure is to be followed:

- A parent must send a signed note requesting that a child be excused from P.E. the note should state the reason for the request, and the dates for which the child should be excused. The note may be honored for three consecutive days.
- After receiving a note from the parent, the nurse will give the student a pass that will excuse the student from not more than three classes.
- Students needing an excuse for more than three consecutive P.E. classes must bring a note from a physician stating the reason for the excuse and the length of time the student will need to be excused. ● Students who have been out with a doctor's excuse shall require a written release from the attending physician before returning to activities unless the original physician-written request provides a return to activity date.

STUDENT DROP OFF/PICK UP

An informational memo and map regarding drop off/pick up and parking procedures are included, herein. Student safety is of the highest priority at Desert Trails. Please take the time to familiarize yourself with the drop off and pick up procedures at the following link, [DTES Parent Drop-Off Pick Up Procedures](#).

****A signed note should be sent to the office in the morning if your student will be taking any alternate route home, or to be picked up by anyone other than those listed on the emergency card during the school day.**

TELEPHONE

We want all students to feel safe at Desert Trails. The school telephone is for business purposes and should not be used by students for personal arrangements. These arrangements should be made at home or the day before. Messages from home will be taken and given to students as needed and when appropriate. Phone calls to individual students will not be put through to the classroom. A message will be taken and delivered to the student.

TEXTBOOKS

All books are on loan to students. They are expected to respect and care for them properly. Students are responsible for replacement or damage costs.

VISITOR/VOLUNTEER GUIDELINES FOR SCHOOL OPERATIONAL HOURS

Volunteers may be used as needed to support the educational interests of our students. All visitors and volunteers are to report to the administration office as follows:

- All visitors, including parent/guardian, must sign in and out at the administration office
- All visitors are to wear an identifiable visitor badge while on campus to be returned when signing out
- Administration may refuse a visitor that may cause additional supervision or raise a safety concern
- Visitors, unless for a scheduled meeting, are not to enter the campus before or after school and may be directed to leave the interior of the campus

WITHDRAWAL FROM SCHOOL

Parents are asked to notify the school office in writing or by telephone at least **two** days prior to the student's last attendance day. The Records Secretary will then prepare a withdrawal form for the parent to sign and take to the new school.