



DUAL IMMERSION ACADEMY

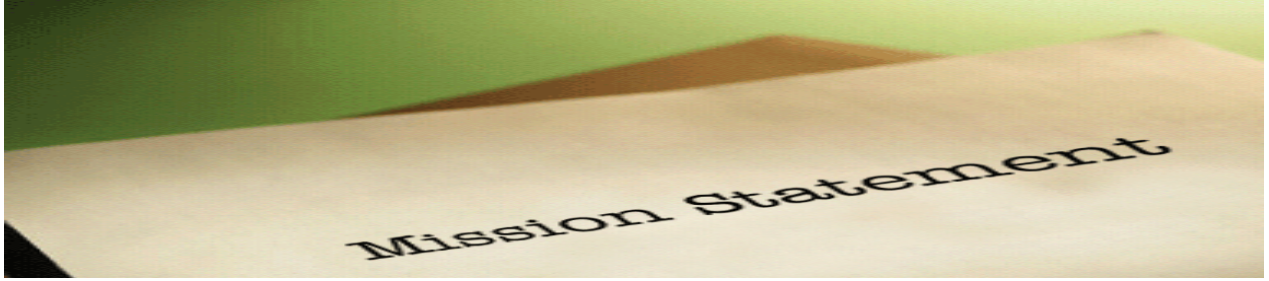


Family Handbook 2022-2023

Dual Immersion Academy
1155 S. Glendale Dr
Salt Lake City, UT 84104

www.diacharter.org

Main Phone Number (801) 972-1425



Mission Statement

The mission of Dual Immersion Academy (DIA) is to provide an academically rigorous curriculum in a supportive, nurturing environment to prepare students to become Spanish-English bilingual, bi-literate, and bicultural so students have the tools to be successful in higher education, the workforce, and life.

Vision Statement

DIA graduates have the knowledge, talents and qualities to flourish and make meaningful contribution to our diverse global society.

History of D.I.A.

Dual Immersion Academy, DIA, is a public charter school meeting the needs of the community of Salt Lake City. DIA was chartered by the state of Utah in March 6th of 2006. The motivation behind the conception of DIA was to increase the opportunity for parents to provide for their child an educational foundation necessary to become bi-literate adults.

Non-Discrimination Statement

DIA does not discriminate on the basis of race, color, national origin, sex, disability, age or other protected factor.

Board of Directors

Dual Immersion Academy's Board of Directors is currently a seven-member governance board that establishes and administers the policy and procedures at DIA. The Board consists of five to seven members including, a parent advocate (elected by VIA) and the director of the school as an *ex-officio*, or non-voting member. The board meets on the 2nd Tuesday of each month. The public is welcome to attend any board meeting, unless the meeting is specifically closed. For complete details about the structure of the board and procedures for speaking at board meetings please refer to the bulletin board in the main office.

School Staff and Faculty

Each member of DIA wants to see everyone succeed. If there are any concerns please contact your child's teacher or administration. Please keep the following information handy for quick reference if you need to contact the school or refer to the calendar.

The main school number is (801) 972-1425; each teacher and administrator has an individual extension, which is listed below. Please do not call teachers during class time.

DIA Executive Director:

Angela Fanjul angela.fanjul@diacharter.org

Principal:

Suzi Ramos suzi.ramos@diacharter.org

Assessment/Title III Director:

Gloria Tapia gloria.tapia@diacharter.org

Director of Operations:

Jazmeen Gonzalez jazmeen.gonzalez@diacharter.org

Afterschool Director:

Tatiana Mira tatiana.mira@diacharter.org

Business Director:

Nate Adams, Red Apple nate@redapplefinance.com

Social Worker:

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Kindergarten teachers:

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Daniela Sanchez daniela.sanchez@diacharter.org

Second grade:

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Domitilia Rivera domitilia.rivera@diacharter.org

Third grade:

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Jennifer Jimenez jennifer.jimenez@diacharter.org

Fourth grade:

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Anna Sagan anna.sagan@diacharter.org

Fifth grade:

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Sixth/Seventh/Eighth Social Studies:

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Sixth/Seventh/Eighth Language Arts:

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Sixth/Seventh/Eighth Science:

Stuart Campos

stuart.campos@diacharter.org

Sixth/Seventh/Eighth Spanish:

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enoc.tapia@diacharter.org

Librarian:

Estefania Gonzales

estefania@diacharter.org

Art (elementary & secondary):

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P.E. /Health/CTE:

Nellie Ramirez

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Special Education:

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Admissions Policy:

Any student is welcome to apply for enrollment at DIA regardless of race, class, national origin, special needs, religion, gender or any other protected factors provided there is an opening. To be eligible for Kindergarten, a child must be five (5) on or before September 1st of the admission year.

Submission of an Enrollment Application does not guarantee that a child will be accepted. Should there be more students wishing to attend than openings, students will be selected by lottery. In order to attain a balance of Spanish-dominant and English, or other language-dominant students, DIA will hold two lotteries and maintain two waiting lists.

Children of Teachers may be given preference for enrollment. Returning students will be given preference for re-enrollment for subsequent years, provided that they complete and return the necessary documentation required within the defined timeline. Siblings of enrolled students will be given preferential enrollment.

Students not selected will be placed on the appropriate waiting list and offered enrollment as it becomes available. Dual Immersion Academy will not discriminate in its admission policies or practices.

Enrollment Procedures:

Documents needed for enrollment are birth certificate, immunization records or exemption letter as provided for in section 53A-11-302. Parents/Guardians must turn in the Intent to Enroll form by the specified date. Open Enrollment begins January 1st. After the lotteries are held, parents/guardians will be notified by February 1st. If their student was selected.

Parents/Guardians must notify the school within 48 hours to confirm their placement at the school.

Lottery:

Lottery applications will be accepted during a predetermined enrollment window each year. The dates of the enrollment period will be posted on our website and at the school. The lottery drawing to be held within five (5) days after the enrollment window closes. Parents of accepted children will be notified within 10 days of the lottery. Parents are expected to return a signed commitment card, stating that they have read DIA's policies and agree to the terms explained, within 7 calendar days of notification. Once a child is drawn in the lottery his/her siblings will be automatically added to the list of enrolled students, provided there is a spot within the class for them. Parents will be notified if there is no room in the class for a sibling, at which point the

parent will be given the opportunity to accept or decline the position. Children in this circumstance will be moved to the top of their respective waiting list.

Registration:

To **fully register** your child at DIA the following documents are required:

1. Health Exam
2. Eye examination
3. Dental examination (kindergarteners)
4. Proof of age i.e. birth certificate, passport or other official government issued document
5. **Immunization record.** The following immunizations are required by law (53A-11-301) for a child entering school:
 - a. 4 DPT
 - b. 3 Polio
 - c. 2 MMR (measles, mumps and rubella)
 - d. 3 Hepatitis B
 - e. 2 Hepatitis A
 - f. 1 Varicella (chicken pox)
 - g. TB test should also be included

Your doctor should be able to print out this information and fax it to the main office at 972-9482. If your family opts out of immunizations for religious, health or other reasons an exemption letter must be attached to the student's immunization record form. (53A-11-302)

Withdrawing a student:

If you are moving or withdrawing your student for any other reason, please notify the office in advance so that there is enough time to complete the proper paperwork.

Class Assignments:

Class assignments are made by a uniform procedure in order to ensure a balanced mix of Spanish dominant children and children dominant in English or another language. Based on state funding there will be approximately twenty-five (25) students in each class with two or more classes for each grade.

Attendance Policy:

Regular attendance has a direct correlation with learning and achievement. Parents are urged to have children in school except for illness and emergencies.

Under Utah state law, parents or guardians are obliged to enforce compulsory school attendance laws, which means parents/guardians having control of a minor between six (6) and eighteen (18) years of age are responsible for sending the minor to school.

Definitions:

Absence is defined as student non-attendance for one or part of one day.

Excused absence is when the office is notified of the absence for a reason defined by the State as:

1. Illness:
2. Medical appointment
3. Family emergencies
4. Death of family member or close friend
5. Family activity or travel with pre approval of the administration

Unexcused: Any reason not listed above

Absences:

When a student is absent, a parent/guardian must call the front office with an explanation of the absence. Call (801) 972-1425 when your child is absent. Absences of 3 or more days due to illness require a note from the doctor upon returning to school.

According to Utah Administrative Rule, a student **must** be withdrawn after ten (10) consecutive days of unexcused absences ([R277-419-5](#)).

It is the responsibility of the student to obtain make-up assignments. For each excused absence, three days will be given to complete make up assignments.

If a prolonged absence due to sickness is anticipated contact your child's teacher to arrange for missed work.

Tardy and Attendance Procedure: Please note that students will be marked tardy up to 10 minutes late after the bell rings at 8:15 a.m. (and secondary students who have multiple classes need to transition and make it to their various classes on time). Students who are tardy 3 times will receive notification from the school, and parents may be required to meet with administration to create an attendance plan. Students with 5 tardies or more **will be** required to meet with administration. Failure to meet the specifics of a plan or continued tardies may result in expulsion. Students who arrive to class more than 10 minutes late will be marked absent and will need a parent note to be cleared through the office before being sent to class. Please make it a priority to get your students to school on time so classes can start promptly at 8:15 a.m. (and help us remind our secondary students to get to each of their classes on time).

Tardiness:

Students should attend class daily and on time. Student attendance and tardiness is recorded daily. Students arriving after 8:25 a.m. must report to the front office for an admittance slip.

Unacceptable reasons for being late include but are not limited to: baby-sitting, sleeping in, lack of transportation, helping with housework, running errands, visiting relatives, trouble with the alarm clock, or a bad morning.

Being on time to school is important in allowing each student to get off to a good start each day, an important skill for school as well as life. Tardiness and entering the classroom after the start time is disruptive to the entire class and robs others of important instruction time.

A parent, teacher, or a school administrator may request a conference to discuss the attendance of a student whom they deem to have an excessive number of absences. The proposed conference would consider steps that might be taken to improve attendance. A request for such a conference would precede a referral to juvenile court for truancy.

Testing Days:

Parents will be notified of testing days. They will be posted on the calendar and sent home with students during the month of testing. We strongly encourage you to avoid any planned absences, such as a vacation, during important testing times.

Student Sign-in and Check-out Procedures:

Removing a student prior to the 3:00 p.m. (1:00 p.m. on Fridays) release time is a disruption to the child, a loss of valuable instruction time, and an interruption for the entire class. Students will not be released to parents or guardians early for the convenience of the parent. If early release is necessary be prepared to show the secretaries a doctor's appointment card.

If it is necessary for a student to leave school during the school day, a parent/guardian or designated person on the emergency card must sign the child out at the front office. In the interest of student safety, please be ready to show photo identification when requesting to have contact with a student.

Note: Students will not be called down to leave early after 2:45 pm Monday through Thursday and 12:45 pm Friday. Parents will need to wait until dismissal to pick up their student.

Truancy Prevention Policy:

It is the policy of Dual Immersion Academy to empower students to develop skills necessary to function in modern society through regular attendance of school. DIA's truancy prevention policy is consistent with Utah codes 53A-11-101 through 53a-11-105.

Truancy is defined as any time a student out of class, missing part of or a full day, without the proper permission.

When a student is truant, the director or other authorized personnel shall issue a truancy citation for each truancy. [53A-11-103]

The administration and staff shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall include, as reasonably feasible:

1. Counseling of student by school authorities;
2. Enlisting parental support for attendance by the student;
3. Requiring the student to attend additional hours of school outside of regular school hours;
4. Meeting with the student and parents or guardian;
5. Adjusting the curriculum and schedule if necessary to meet special needs of the student;
6. Monitoring of attendance by parents and school authorities;

7. Enlisting the assistance of community and law enforcement agencies as appropriate.[53A-11-103(1)]

Student Health Policy:

Students perform best academically when they are feeling healthy and well. If your child is sick please take the time to call the front office.

Before sending your children to school please make sure they are well enough to be in school. Do not assume they will get better at school. Understand that we have no way of caring for sick children.

Illness

If your child has any of the following symptoms please do not send them to school and we urge you to seek a professional medical diagnosis:

- | | |
|-------------------------------------|----------------------------------|
| *Fever | *nausea or vomiting |
| *Abdominal pain | *fatigued or unusual drowsiness |
| *Diarrhea | *sore throat |
| *Persistent cough | *non allergy runny nose |
| *Non allergy eye discharge | *suspected head lice |
| *Skin rash of unknown origin | *any skin sore oozing with fluid |
| *Swollen glands around ear and neck | *suspected impetigo |

Please keep your child home if he/she has symptoms of acute illnesses such as:

- | | | |
|------------------|-----------------|---------------------------|
| *Diphtheria | *Mumps | *Measles |
| *Strep infection | *Whooping cough | *Ringworm |
| *Pink eye | *Scabies | *Infectious mononucleosis |

Children who have the chicken pox are not allowed back in to school until all sores have healed.

Illness at school:

If your child becomes ill at school we will make every effort to reach a parent/guardian who should be available to check the sick child out and take them home. Please keep your emergency numbers up to date with the front office. It can be very distressing to a sick child to not be able to reach a family member when they are needed. Sick children will not be allowed to walk home alone.

Chronic or serious conditions such as diabetes, epilepsy, asthma and similar conditions that could require emergency treatment should be brought to the attention of school personnel immediately and recorded on their registration card. This is very important for the safety of your child.

First Aid/Accidents and Injuries: Please keep all emergency contact information current on the registration card. In the case of an accident or injury the following procedures will be followed:

1. The student should report the injury to his/her teacher.
2. If the injury is minor it will be treated in the office.

3. In a more serious situation the parents will be notified immediately.
4. School personnel cannot take a child to the doctor unless it is an absolute emergency.

Medications—dispensing and storing: (53A-11-601) Teachers cannot administer any medications. A designated medication administrator under certain conditions can administer medication at the front office:

1. Students who need to take any medication must have a signed note from his/her parent/guardian and a signed note from the doctor. (Forms available in the front office)
2. Prescription medications should be brought in to the main office in the original prescription container.
3. Records of administered doses will be kept on file in the front office.
4. It is the parent's responsibility to maintain an adequate supply of the medication.
5. For safety reasons medication will not be sent home with the child, we request that a parent/guardian retrieve medication from the office.
6. For short-term medications such as antibiotics, please make arrangements to administer the dose yourself.
7. Students may carry a daily dose of necessary medications and multi doses of medication for diseases such as diabetes and asthma provided that parents and health care providers have completed and submitted the Student Medication Form (available in the front office).

Vision Screenings:

Vision screenings are mandated by the state of Utah. Students under the age of 7 must have a certificate signed by a licensed physician, optometrist, or other licensed health professional approved by the division, stating that the child has received vision screening to determine the presence of amblyopic or other visual defects (53A-11-203). DIA will routinely screen children in kindergarten, first grade, second grade, third grade and sixth grade. At the request of parents or teachers, students will also be screened. DIA will report to the Division of services of the Blind and Visually impaired any child that fails the vision screening. At any time a parent may request that their child be exempt from screening.

Code of Conduct:

DIA embraces the philosophy of positive discipline as our primary source of guidance in the classroom. Kind words, encouragement and affirmation motivate children much better than embarrassment and harsh words.

This method of discipline nurtures and empowers students to behave positively in the classroom. We want to teach students to be motivated by the successful outcome from being part of the solution rather than being part of the problem. It is our goal to teach students how to resolve conflict in a constructive way and to grow into responsible, contributing adults.

DIA faculty receive instruction and training on the philosophy and implementation of this approach and we will be guided by:

- Treating all students with respect, dignity, and by example; showing the students how individuals learn to get along with others

- Taking the opportunity to have students practice solving problems independently by providing appropriate guidance if necessary
- Being active in the supervision of students both in the classroom and throughout the school site

Teachers will extend these behavioral expectations in the classroom with modification for age and circumstances. Most minor problems will be handled at the classroom level implementing the warning system as necessary. If serious infractions occur or the safety of any student is threatened, the student will be escorted to the administration immediately for further discipline and the parent/guardian will be contacted as necessary. Further discipline may include suspension. For a complete viewing of the DIA School-wide Behavior Management Plan please refer to Appendix D.



Dual Immersion Academy Table of Consequences

| | | | |
|---|---|---|--|
| Minor Discipline [same class/situation] | Parent Note & 1 Day Detention | Parent Email & 2 Days Detention | Parent Email & 3 Days Detention |
| Serious Discipline [same class/situation] | Parent Phone Call & 4 Days Detention | Parent Phone Call & 5 Days Detention | Parent Conference & 1-3 Days Out-of-school Suspension |
| Major Discipline [same class/situation] | Parent Conference & 1-3 Days Out-of-school Suspension | Parent/Staff Conference & 4-6 Days Out-of-school Suspension | Parent/Staff Conference & 7-10 Days Out-of- school Suspension <i>or</i> Recommended Expulsion |
| Infraction | 1st Offense | 2nd Offense | 3rd Offense |

Offense

“Discipline” Classifications:

1. “Minor Discipline” (teachers typically handle these issues 1st) – includes, but is not limited to:
 - Chewing Gum (3rd violation = 1st offense)
 - Disrespect to adults and/or other students (3rd violation = 1st offense)
 - Disrupting Class (3rd violation = 1st offense)
 - Dress Code Violation (3rd violation = 1st offense)
 - Tardies (3rd violation = 1st offense)
 - Unexcused Absences – more than 10 minutes late to class (1st violation = 1st offense)
 - Not working in class, no homework, or late homework

2. “Serious Discipline” – includes, but is not limited to:
 - Cheating (the student will also receive a 0 on the assessment)
 - Inappropriate Language/Swearing
 - Verbal harassment
 - Physical harassment
 - Sexual harassment/Public Display of Affection
 - Written or Cyber harassment
 - Chronic issues with not working in class and/or not turning in homework

3. “Major Discipline” – includes, but is not limited to:
 - Fighting
 - Physical assault
 - Sexual assault
 - Substance abuse
 - Theft
 - Vandalism
 - Refusal to do work in class and/or homework
 - Inappropriate use of school property

Note: Law enforcement officers *may* be notified.

4. Expulsion will be recommended for the following behaviors:
 - Arson
 - Assault on a school employee or a volunteer
 - Being under the influence or the consumption of alcohol, drugs, illegal substances, or legal substances (if used for illegal purposes)
 - Distribution and/or sale of an illegal substance or a legal substance (if used for illegal purposes)

- Rape
- Weapons

Note: Law enforcement officers *will* be notified.

Notes:

- Due process will be afforded all students.
- Fair and age-appropriate discipline will be administered to all students.
- The director or assistant director may modify consequences as deemed appropriate.
- Alternate consequences may be available upon parent/guardian request to a school administrator.
- Students who fail to attend detention(s) and/or comply with suspension(s) will be given additional consequences, and a parent/guardian will be notified.
- “Suspension” is defined as a temporary removal of all school-related privileges. This includes, but is not limited to, the loss of the following privileges: attendance in class, lunch with friends, and attendance at school assemblies or other school-related activities.

Grievance Policy and Procedures

The purpose of this policy is to clarify for parents and employees a process by which concerns and complaints against school employees are to be addressed. The Board of Directors believes in encouraging parents to assume their rights and responsibilities to positively influence the education of their children. At Dual Immersion Academy, we hope parents always feel comfortable expressing their concerns and complaints. We also hope that parents will seek and find ways to volunteer both in and out of the classroom so we can work together in providing students with a superior educational experience.

A simple procedure has been outlined to address any grievance with a Dual Immersion Academy administrator, teacher, or staff member. Please see the “Investigative Appeals Process” below for handling disability, discrimination, Section 504, Special Education, and/or any other concerns or complaints with a school employee. The Executive Director is the ADA/Section 504 Coordinator and the IDEA LEA Representative. As such, the Executive Director shall investigate and reply to all complainants.

Investigative Appeals Process

A complainant must either be a student or a parent/guardian of a student. A parent/guardian can only be a complainant for student issues regarding his/her own student(s). If parents/guardians have an issue with a student other than their own student, they must address the problem directly with the Executive Director.

The following steps shall be followed if you have a specific concern with a Dual Immersion Academy administrator, teacher, or staff member:

- Step 1: Concerns involving administration, teachers, or staff members should first be addressed with the individual(s) directly involved.
- Step 2: If the issue is not resolved to the complainant’s satisfaction, the complainant should address the concern with the Executive Director.

- Step 3: If the issue is still not resolved to the complainant's satisfaction (or if the specific issue concerns the Executive Director), a written complaint may be filed with Dual Immersion Academy's Board President.

The following steps shall be followed if you have a specific concern with a policy, procedure, or practice at Dual Immersion Academy:

- Step 1: Contact a school administrator with the specific concern(s), providing possible solutions to help address the problem.
 - a. If the concern is directly related to administrative practices or procedures, you should address your concern directly to the Executive Director.
 - b. If your concern deals specifically with school policy, you should address your concern with the Executive Director. She may request that your concern be added to the next Board meeting agenda. The Board President has discretion over Board Meeting Agenda items.
- Step 2: If the issue remains unresolved (or if the specific issue concerns the Executive Director), a written complaint may be filed with Dual Immersion Academy's Board President.

The following procedure applies if you feel you or your student has been treated unfairly, been the victim of discrimination, or received treatment in a manner which is in violation of state or federal law:

- Step 1: A complainant shall complete, sign, and submit the written grievance form (see attached) to the Executive Director. The Exec. Director shall investigate the matter and reply in writing to the complainant within 10 business days of the receipt of the complaint.
- Step 2: If the complainant wishes to appeal the Executive Director's decision he/she may submit a signed statement of appeal to Dual Immersion Academy's Board President within 10 business days after receipt of the Exec. Director's response. The Board President may meet with some or all of the parties involved, formulate a conclusion, and respond in writing to the complainant within 10 business days of receipt of the appeal.
- Step 3: If the complainant is unsatisfied with the Board President's decision, he/she may appeal through a signed written statement to the Board of Directors. The following chain of command after the local Board of Directors is as follows:
 - Utah State Charter School Director
 - Utah State Charter School Board Chair
 - Utah State Charter School Board
 - Utah State School Board Chair
 - Utah State School Board

If any person believes that the school or any of its staff has inadequately applied the regulations of Section 504 of the Rehabilitation Act of 1973, he/she may initiate a complaint with the Utah State Office of Education's Education Equity Coordinator or through the US Department of Education's Office of Civil Rights (OCR) at any time before, during, or after the local grievance procedures. The contact information for both offices are as follows:

Utah State Office of Education
Education Equity Coordinator
250 East 500 South | PO Box 144200
Salt Lake City, UT | 84114-4200

Office for Civil Rights, Denver Office
U.S. Department of Education,
Cesar E. Chavez Memorial Building
1233 Speer Boulevard, Suite 310
Denver, CO 80204 – 3582

Student Behavior Policy:

The purpose of discipline within the school setting is to provide a safe and positive learning environment. Discipline means to teach and is used as a positive way of guiding children to learn self-control. In order for discipline to be a teaching experience each discipline issue will be handled on an individual basis. Because each issue will be handled separately the consequences will not always be equal for similar infractions but rather the goal will be to be fair so that teaching can occur.

Prohibited conduct is forbidden at school, on school grounds and at school functions

A. Prohibited conduct that **may** result in a student being removed from the school includes:

1. Will-full disobedience or violation of a school rule
2. Defying authority
3. Disruptive behavior
4. Assault/battery
5. Abusive language (foul, profane or vulgar)
6. Destroying, defacing or vandalizing school property
7. Burglary or theft
8. Posing a significant threat to harm self or other students
9. Posing a threat to the welfare and safety of students, personnel or the operation of the school.
10. Possessing, using or being under the influence of alcohol, drugs, imitation drugs, drug paraphernalia or misusing any substance (including inhaling).
11. Possessing or using tobacco products
12. Bullying-aggressive, verbal or physical, intimidating behavior towards students of staff.
13. Sexual or other harassment
14. Inappropriate exposure of body parts
15. Gang related activity or attire
16. Chronic abuse of school policies

B. Prohibited conduct that **will** absolutely result in a student's removal from the school:

1. Possession or control of a real weapon, explosive or noxious/flammable material.
2. The actual or threatened use of a look-alike or pretend weapon.
3. Possession, control, sale or use of alcohol, drugs or controlled substances.

Students will sign a contract with DIA stating they have read and understand the policies of DIA and these offenses, if committed, will lead to suspension of the student or expulsion from the school. Contract can be found at the back of this handbook.

Suspension Policy:

Serious violations will be referred to the office where the administration will determine the consequence. All staff members will be trained before school begins regarding the procedures for an office referral and what types of behavior require such a referral.

Parents will be called for a parent conference to assess the behavior. After-school detention, in-school suspension, out-of-school suspension and expulsion are other options, which will be left to administration's discretion.

Short-term suspension procedures:

If the administration decides to suspend for less than 10 days the following procedures will be followed:

1. Parents and Student will be notified immediately of the schools intent to suspend
2. Student will hear a brief explanation of the reason(s) for suspension prior to the actual suspension
3. The student will have an opportunity to tell his/her side of the story
4. The student/administrator meeting will be entered into the written record or permanent computer file

Long-term suspension procedures:

If the student is to be suspended for more than 10 days DIA will provide for the following minimum standards:

1. Written notice to student and parents/guardians
2. Notice of opportunity for timely hearing
3. At the request of parents/guardians a hearing will be scheduled no more than 5 days from the suspension at which time parents/guardians shall receive notice of:
 - a. Names of witness against him/her and the opportunity to present witnesses*
 - b. Reasonable time to prepare the case
 - c. The opportunity for counsel if DIA uses an attorney
 - d. The right to notice of procedures for the hearing in writing form the student handbook or form the school's website
 - e. The right to have the hearing recorded
 - f. A fair hearing officer (a credible and objective person or panel-not necessarily uninformed)
4. The decision must not be based solely on hearsay
5. The student has no official protection against self-incrimination (unless criminal charges are pending in which case there will be consultation with local law enforcement)
6. A decision will be made only on the evidence presented at the hearing
7. Student or parent/guardian has the right to written findings
8. Decision is made by a preponderance (>50%) of the evidence
9. Student will have at least one level of appeal

If the student or parent/guardian refuses the opportunity given them to explain or have a hearing or waives that right then due process has been satisfied.

Make-up work will be allowed during the suspension however the work may not be exactly what the student missed.

School holidays and professional development days shall not impede the due process.

Suspension is measured in school days not calendar days.

Expulsion

The permanent dismissal of a student is an extreme measure to be taken only as a last resort:

1. After all other efforts of motivation and counseling have failed or
2. Where circumstances of crime, scandal or disruption constitute a threat to the welfare of others

Students with disabilities: There are procedural safeguards under the Individual with Disabilities Education Act or section 504 of the Rehabilitation Act that may apply to students with IEPs. Parents are encouraged to speak with a SpEd teacher, SpEd Director, or school administrator in regards to any questions and concerns.

Bullying and Harassment

Bullying happens when someone continually hurts, frightens, threatens, or excludes someone on purpose. Bullying will not be tolerated whether perpetrated by students or parents. DIA reserves the right to discipline any child, according to procedures in this handbook, for bullying. Any parent who participates in bullying behavior will be asked to leave school grounds.

Cyberbullying: is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites that: deliberately threatens, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the school.

Drug, Alcohol and Tobacco Policy:

No tobacco, alcohol or drugs are allowed on school property.

Students possessing, using or being under the influence of alcohol, drugs, imitation drugs, drug paraphernalia or misusing any substance (including inhaling) are subject to immediate consequences including expulsion, see table of consequences.

Possessing or using tobacco products by students may result in suspension/expulsion.

Sale or use of alcohol, drugs or controlled substances is completely forbidden among staff and students and shall be cause for suspension/expulsion or termination of employment.

Locker Policy

Secondary students at DIA will be assigned a personal or shared locker with a combination. DIA reserves the right to search any locker if there is a suspicion that there might be evidence of inappropriate activity.

Uniform policy (Updated July, 2011)

The purpose of DIA's uniform policy is to simplify our students' mode of dress in order to focus attention and time on their education. At DIA we want to minimize the attention paid to clothing and to promote the idea that students are defined by who they are and not what they wear. Uniform policies are also important for (1) a decrease in violence and gang association (2) improve school safety and discipline and (3) decrease theft from other students. The director will make the final determination regarding appropriate school, dress, and appearance.

We ask that parents/guardians at DIA have their children dressed in uniform clothing each morning when they leave for school. Parents of students who are out of uniform will be notified. Anytime a student is out of uniform, parents will be called to bring in appropriate clothing or the student will be given clean uniform attire from school supplies before attending class at a cost to parents.

Consequences for continual issues with uniform are defined in the 'DIA Table of Consequences'. All clothing must fit properly and be in good condition with no rips, tears, or holes. No advertising or writing except for DIA issued wear.

Hair - Hair must be neat, clean, and well-groomed. Hair should not draw unnecessary attention to itself. As such, extreme hair colors and/or styles are not permitted.

Hair Accessories - Hair accessories are to be small (no larger than the size of the student's fist) and not extreme in color, style, or form. Any item should not draw unnecessary attention to itself.

Make up - Make up is only permitted on girls in grades 7 and 8. Make up should be tasteful and not draw attention to itself. Extreme colors and/or styles are not permitted.

Shorts and Pants

Boys and girls may wear neat and clean knee-length shorts or neat and clean full-length pants in either khaki or dark brown colors. No other colors or shades of brown are permitted. Pants are not to be excessively baggy or tight. Pants are to be worn around the waist/hips and not lower.

Skirts and Dresses

Girls may wear neat and clean khaki skirts or dresses instead of pants. Skirts and dresses must fall to at least the top of the knee.

Tops

All tops are to be neat and clean at all times. Only DIA logoed, short- and long-sleeve tops in one of the 3 school colors are required (white, green, or pink). Other approved tops, such as DIA sports team shirts, student council sweaters, and event shirts (i.e., DIA Walk-a-thon shirts) are permitted, as approved by school administration.

Sweaters, Sweatshirts, and Jackets

DIA sweatshirts and hoodies are permitted in the classrooms, but hoods or hats are not to be worn indoors.

Non-DIA sweaters, sweatshirts, and jackets may be worn in the classrooms if they are accompanied by a DIA logo shirt underneath and are in one of the official DIA colors: white, pink, or forest green.

All non-DIA sweaters, sweatshirts, and jackets MUST button or zip up the front to allow visibility of the official DIA uniform. Non-DIA *pullover* sweaters, sweatshirts, and jackets will NOT be allowed inside the classroom.

Socks

Students must wear solid white, black, or dark brown socks. Girls may wear tights of the same solid colors or hose, as appropriate.

Shoes

Students must wear primarily solid white, black, or dark brown shoes. Very small logos and/or colors on shoes are permitted as long they are minimal and not distracting. Shoes should not draw attention to themselves.

Outerwear

Any offensive or inappropriate outerwear, determined by the director, will not be allowed and parents will be notified.

Shorts, pants, skirts, and dresses required to conform to uniform policy may be purchased at a variety of stores (i.e. Target, Old Navy, Sears) generally in stock from July –October or online all year long. Many of these clothing items may be found at the Deseret Industries or other thrift stores. All other uniform items may be purchased in the front office.

Not Acceptable

- Denim or jean style slacks or shorts
- fishnet stockings
- Warm-up or athletic pants or shorts of any kind
- Bib overall slacks
- Gym shorts, biking shorts, and other athletic pants
- Flip-flops or other open toed shoe
- Heelys or other shoes with wheels
- Hats worn indoors
- Exposed underwear or T-shirts larger and longer than outer shirts
- Oversized pants or shirts

Jewelry, Cosmetics, etc:

Jewelry worn to school must be kept to a minimum. Dangling earrings, chains and bracelets, etc. can be restrictive and hazardous as well as distracting in the classroom and on the playground. Body piercing jewelry must be limited to the ears. Students may be asked not to wear some jewelry to school. Students may not wear or bring cosmetics or make up of any kind to school. Body paint, tattoos, etc. are not permitted.

Jewelry and other accessories are not to be extreme in color, style, or form. Any item should not draw unnecessary attention to itself.

Administration maintains the right at any time to make judgment calls regarding the appropriateness of hair, hair accessories, jewelry, make-up, clothes, shoes, etc. Students who are determined to be out of uniform will be required to come into full compliance to remain in class/school. Students who lack appropriate clothing will be allowed to call home to have a parent/guardian bring the necessary item(s) to school for the student to be compliant to the uniform policy.

Exceptions to the Uniform Policy:

Some field trips and special events may call for appropriate, non-uniform clothing such as hiking clothes or dress clothes. Parents are informed in advance of such occasions. At the discretion of the director, an exemption to the uniform policy may be made.

Transportation:



DIA will not be able to provide transportation. Transportation will have to be arranged by the student's family. For carpooling information please refer to the appropriate committee in the volunteer organization, VIA.

School Meals Program

DIA participates in the Federal School Breakfast and Lunch Program. This program provides eligible students to receive meals at a free or reduced price. Applications for this program may be found in your registration packet and are also available at the main office. All information provided on this form will be kept confidential.



Please note the following details about the meal program:

- If your child is not allowed to eat or is allergic to certain foods please contact the school cafeteria manager for assistance
- Meal money may be paid yearly, quarterly, monthly or weekly. Meals must be paid for in advance. Children will not be allowed to charge their meals. Please pay at the front office and include the names of your child/ children.
- Students not buying lunch are expected to bring lunch from home. Please, no glass containers.

Emergency Preparedness Plan

Drills: Fire, earthquake, intruder and other emergency drills will be held at regular intervals. Teachers will provide safety instructions at the beginning of the year and will be reviewed periodically. Each classroom will have a copy of procedures to follow during an emergency as well as some emergency supplies. It is critical that when an emergency signal is given every one in the building obeys orders, and clear the building as quickly as possible according to the emergency plan. If students are evacuated one of two predetermined sites will provide safe housing of the children until parents can retrieve students. The volunteer organization, VIA, will activate the phone tree to notify parents of unusual situations. Please make sure the information you provide to VIA is correct and that you understand your role in the phone tree. (See Appendix V for phone tree procedures)

Family plan:

It is encouraged that each family have an emergency plan that each child can follow in the event of an emergency. If you would like help in creating a plan, please seek assistance from the VIA organization, where families help each other.

School Closure, early dismissal and delayed start:

DIA will be open on all school days unless circumstances create health or safety concerns for the students or faculty.

Severe weather conditions may force school closures, delayed start times or call for an early dismissal time. Calling the main office (801) 972-1425 a pre-recorded message will notify of a closure. Parents should also monitor television and radio stations (Fox 13 news and Telemundo among others) for information.

No announcements will mean that school is open.

Emergency Procedures:

The following are procedures that the children will be given in the event of an emergency.

- | | |
|--------------|---|
| Bomb Threat: | Personnel will note any suspicious packages and the school will be evacuated if deemed necessary by the person in charge. |
| Earthquake: | Drop, cover and hold. Evacuate when told to outdoor open space away from power lines: drop and cover neck and head. |
| Fire: | Students will exit in an orderly way, along assigned routes. Remain on school grounds awaiting further instructions. |
| Flood: | Students will be moved to the highest elevation. |

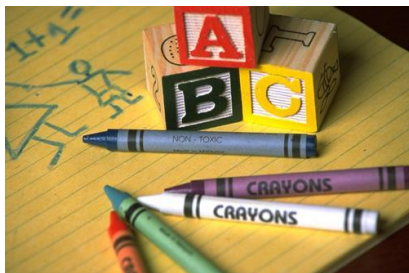
Hazardous Spill: Close windows and await further instructions.
Inclement weather: At the Director's discretion, school may be closed due to bad weather. Parents should listen to radio stations or calls from the "phone tree"
Evacuation: Parents are required to claim their children according to procedures normally followed by the school as soon as possible. Children may be relocated to the LDS Church across from the school or the Sorenson Multicultural Center.

A campus exit route map is posted in each classroom. In case of an emergency evacuation, the only people DIA will release students to, will be the people listed on the emergency cards.

A copy of the complete Emergency Plan is available at the office.

Academic Parent Teacher Teams (APTT):

Academic Parent Teacher Teams (APTT) meetings will be held three times per year. APTT meetings give parents and teachers the opportunity to work together to discuss student progress and to make individualized student goals. While attendance is not mandatory, DIA requests the attendance of every parent. If you need to meet with your teacher more often than this or if a problem arises; please contact the teacher to set up an appointment. Parents may ask for a meeting at any time, and are always welcome to visit the school or classrooms. Attendance at APTT meetings can be used as part of your 40 hours of volunteer service.



Communications:

DIA uses ClassDojo for direct communication with parents, as well as for sharing class and school-wide information. Families will need to download the ClassDojo app to ensure that they receive class and school communications regularly. In addition, DIA may send text messages or emails through an automated system.

DIA has designated Thursday as home correspondence day. Please look for information, newsletters, and notes from the school and your child's teacher every Thursday.

Cumulative records

Parents/guardians who would like to examine their student's cumulative file should request an appointment with the front office. Copies of the cumulative file can be requested but may take up to 48 hours.

Communications with non-custodial parents

DIA will abide by the Buckley Amendment with respect to the non-custodial parents. Unless provided with a court order that states otherwise, DIA will provide the non-custodial parent with access to academic records and to other related school information.

Drop off and pick up procedures

Student safety is a priority at DIA and drop off and pick up procedures at school can be a confusing time. We ask that parents please show patience, respect and consideration for other parents and their children. DIA expects parents to model the good behavior we expect your children to follow.

For the safety of all children please refrain from using cell phones during drop off and pick up times.

Drop off:

The first entrance (marked with an arrow) is for entrance only. Vehicles should enter the property from Glendale Drive. Drop off children at the main entrances only. Children should exit the vehicles on the right hand side onto the sidewalk. Vehicles should then proceed off school grounds through the marked exit onto Glendale Drive. For the safety of all children, please refrain from using cell phones during drop off and pick up times.

Parents wishing to walk their child into school should park in a designated parking spot. Leaving vehicles parked in the through traffic lane is a fire violation and may result in vehicle removal. Once children are with their teachers and lined up for school all parents must leave school grounds or sign in at the main office for a volunteer badge.

DIA Morning Policy:

In order to ensure that all our DIA students are safe under the supervision of a teacher and/or staff person at all times, we ask that all parents, teachers, staff members, and students abide by the following DIA morning policy:

- Upon arriving at school ALL students must go immediately to the cafeteria for breakfast, the computer lab to do homework or computer work and/or outside (or gym due to bad weather) until the first bell rings at 8:10 a.m. Parents who sign in at the front desk are welcome to accompany their children to the cafeteria or outside (or gym). Students may not be in hallways by classrooms unless they are with a parent/guardian. A parent should not take his/her child to the classroom hallway and leave the child there alone.
Exception #1: The parent/guardian and student have an appointment with a teacher.
Exception #2: A student has come early to work with a teacher and has a note from the teacher or is actually with the teacher.
- Before the first bell rings students need to use the bathrooms by the cafeteria
- Neither parents or students should use the doors at the end of classroom hallways to exit
- When the first bell rings, all students whether in the cafeteria or outside, are expected to go outside to line up with their class.

Pick up:

School is dismissed at 3pm and parents are expected to retrieve their children by 3:10. Any student remaining after 3:15 will be entered into the after school program and all fees will apply.

Kindergarteners must be picked up at the gate to the small playground.

Hallway 2 will be released through the double doors closest to the driveway entrance.

Hallway 3 will be released through the main office doors.

Hallway 4 will be released through the gated breezeway.

6th- 8th grade students will be released from their hallway.

Older siblings who need to pick up younger siblings must first exit with their class then use the covered outside sidewalk to retrieve siblings.

Waiting outside for your children is the best way to connect with them.

If your child has left items inside the school you may re-enter the building at 3:15 with your child to retrieve the items.

Special Services:

After School Program:

DIA's after school program will run from 3:00 - 6:00pm Monday through Thursday and 1:00 - 4:30pm on Fridays.

A limited number of students may qualify for free after program. Signed parent permission forms are required before participation. This form is available at the main office.

Neighborhood House and the Sorensen Center also provide after school programs. Busing is provided by these centers from DIA. Please register with the appropriate center.

Fine Arts Instruction:

An art specialist has been hired to teach art. If you are interested in helping with any extracurricular education please inform your child's teacher or the room parent coordinator.

Library/Media center:

DIA has a library and computer labs with a full time librarian. The computer lab will provide children with access to software designed to teach students the basics of computer technology. All students must sign the acceptable use policy before being allowed to use the computers.

Physical education:

Children are expected to participate in outdoor and physical education activities with their class under the direction of the teacher and/or the P.E. Specialist. Consideration will only be given to children who have a medical excuse with a doctor or parent's note for not participating.

Special Education:

DIA employs Special Education Teachers who will provide the services required on IEPs, support regular classroom teachers in providing specialized services, and supervise assistants to help students with IEPs as students remain in their regular classrooms. External services may be contracted as needed.

Speech Services:

Speech services will be available during specified school hours to meet the needs of speech or hearing impaired students. These services will be contracted out as deemed necessary by the child's IEP and the school director.

Pre-School Services:

DIA maintains a private-pay preschool run by a DIA employee. For rate information please contact the front office at 801-972-1425.

Additional Policies:

Donations

DIA greatly appreciates donations from parents, extended family and friends. We are very grateful for monetary donations or donations of educational materials, software, games, books, puzzles and equipment for our office and classrooms. You can discuss a need with your student's teacher or the Director. DIA is incorporated as a non-profit organization so donations may be tax deductible.

Food/Drink Policy

Food and drink are permitted only in designated areas. All food products brought into school to be shared must be prepackaged (i.e. not made at home) Please consult your child's teacher for any allergies in the classroom. DIA encourages students to bring a water bottle with them so that they can hydrate continually during the day. Gum is not allowed on campus.

Birthdays

DIA encourages families to celebrate student birthdays in their home. If bringing in treats please talk with your student's teacher to determine the best time of day or send the item with your student in the morning. All treats must be prepackaged from the store and be sure to check for allergies. We will allow one treat per birthday. If additional treats are brought in, they will be sent home with the student. This is in accordance with Utah state law. We at DIA ask that birthday invitations be handed out at the end of the day or by phone so that some children don't feel left out.

Student Cell Phones

No student is allowed to have a cell phone. Cell phones found in the possession of students will be confiscated and held until a parent or guardian can pick up the phone in person and speak with an administrator or the teacher. Any cell phone brought to school with or without written permission is the responsibility of the student. DIA will not be held responsible for any damage or loss. Students who need a cell phone to contact parents after school, may check it in with the receptionists before school starts and retrieve it after school is out and they are leaving campus.

Textbooks

Textbooks and other materials will be issued by DIA to each student at no cost. If a book/material is lost or damaged, it is the responsibility of the student and parents/guardians to pay for the book and notify the appropriate teacher or administrator.

Closed Campus

DIA operates on a closed campus system. Once children are on school grounds they are not permitted to leave without following proper checkout procedures. Children are not allowed to go to the store or to a friend's house during school hours.

Lost and Found

Please bring any found items to the main office. Lost and found items are kept in the cafeteria. Lost clothing (jackets, sweaters and backpacks) will be kept until the end of each semester. In December and June, any uncollected items in the lost and found will be donated to charity.

Items from home

Items such as: skateboards/roller blades, electronic equipment, cell phones, toys (especially toy guns), pets and expensive items should not be brought onto school grounds. DIA is not responsible for replacing any stolen or broken items brought from home.

Games, Toys and Outdoor Equipment

Students are not to bring any items from home except for those things directly related to classroom use, school projects or approved school wide activities. **That means that no student should bring marbles, fidget toys, cards (Pokemon, etc.), stuffed animals, dolls, etc.**

Complaints

Should any parent have a grievance with another parent an incident report (available at the main office) should be filled out and put on file with the VIA organization within 72hrs. If problems arise and no incident report is filed then all communication about it will be considered gossip and not tolerated. Complaints or problems needing to be resolved between parents and teachers should be discussed directly with the teacher or other staff person directly. If problems are unable to be resolved satisfactorily in a personal conversation with the two people involved, parents can then take the problem to the director, following the proper grievance policy. If a parent is having a problem with the director, they should try to resolve the problem personally with the director. After first speaking to the

director, if they are unable to come to a satisfactory solution they can place a complaint against the director with the board of directors.

School Property

Students are expected to treat school property with respect. Students are expected to maintain a clean desk and any damage should be reported to the main office.

Parent Involvement:

DIA encourages each family to provide **40 hours** of school service. Hours can be done at school or from home. Classroom teachers or front office staff can provide ideas for service. Attendance at APTT meetings can be counted toward these 40 volunteer hours.

For children to be successful in school, parents and families need to be actively involved in their children's learning. They need to become involved early and stay involved throughout the school year. In fact, many studies show that what the family does is more important to a child's school success than how much money the family makes or how much education the parents have. Every child has the power to succeed in school and in life and every parent, family member, and caregiver can help.

What we say and do in our daily lives can help children to develop positive attitudes toward school and learning, and to build confidence in themselves as learners. Showing our children that we both value education and use it in our daily lives provides them with powerful models and contributes greatly to their success in school.

Charter Schools rely heavily on parental involvement. If you do not know how to go about getting involved, please attend a School Community Council meeting, ask the front office for more details. We have many volunteer opportunities that can be done from home or involve tending young children of another family while they are on campus.

Every family at DIA is provided the opportunity to participate in and vote on matters that pertain to school life through the School Community Council. New members are chosen yearly in August. Meetings are held monthly on the last Tuesday of each month.

Student Discrimination and Harassment Policy

I. Administration Policy

Dual Immersion Academy is committed to providing an educational environment that is free from illegal harassment and other forms of discrimination based upon sex, race, color, ethnic background, national origin, religion, gender, creed, age, citizenship, or disability.

No student, employee, nor volunteer of Dual Immersion Academy may engage in illegal harassment that creates a hostile learning environment for students or staff. It is the policy of

Dual Immersion Academy to provide fair, expeditious and uniform procedures for investigation and resolution of claims of illegal harassment or discrimination.

II. Definitions

A. Clearly Offensive Conduct: That conduct, be it verbal or nonverbal, which when perceived in its overall context, would be taken by a reasonable person, similarly situated, to be strongly objectionable.

B. Complainant: A person who files a written or oral complaint about illegal harassment.

C. Compliance Officer: Person, or persons, designated by the Administration to receive and process complaints of discrimination.

D. Confront: To have a face-to-face discussion and/or contact regarding specific claims of harassment.

E. Demeaning or Derisive Behavior: Behavior which substantially lowers the status, dignity or standing of another individual, or which insults or otherwise belittles or shows contempt for another individual.

F. Disability: An individual's physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

G. Discrimination: Conduct, including words or gestures and other actions, which adversely affects a student's learning environment or results in disparate treatment based upon their immutable characteristics such as sex, race, color, ethnic background, national origin, religion, gender, creed, age, citizenship, or disability.

H. Harassment: Unwelcome conduct of an offensive nature that is demeaning or derisive or occurs substantially because of the race, color, ethnic background, national origin, religion, gender, creed, age, citizenship or disability and which creates a hostile educational environment. Harassment shall include one or more of the three levels described below. If conduct is clearly offensive only one incident may be necessary to establish harassment:

1. Level One—Generalized Harassment: Includes intentional behavior directed at an entire group which is based on demeaning or derisive stereotypes, and is so severe or pervasive that it creates a hostile learning environment. Examples include comments or jokes, physical gestures or visual displays such as posters, etc.

2. Level Two—Individually Targeted Harassment: Includes intentional, non-criminal behavior which is targeted at an individual or particular members of a group, which can be verbal, physical or visual that is so severe or pervasive that it adversely affects the learning environment.

Examples include negative or offensive comments, jokes, suggestions or gestures directed to an individual's or group's race, ethnicity or national origin.

3. Level Three—Criminal Harassment: Harassing behavior which violates state or federal criminal statutes.

Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, stalking, arson or trespass.

I. Respondent: A person named in a discrimination complaint as having engaged in or being responsible for, a discriminatory act.

J. Retaliation: Any form or sanction, restraint, coercion, discrimination or adverse treatment against a person because that person has asserted, or has assisted another person to assert, a discrimination complaint in either a formal or informal manner with the district, or with any state or federal agency, or because that person has testified, assisted or participated in any manner in an investigation, proceeding or hearing related to a discrimination complaint.

K. Sexual Harassment: A form of sex (gender) discrimination. It consists of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature that is based on one or more of the following conditions.

1. Submission to such conduct is made either explicitly or implicitly as a term or condition to educational benefit.

2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student's educational program.

3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive learning environment.

There are two types of sexual harassment:

a. Hostile Environment: The three levels of hostile environment are the same as those listed for other harassment; e.g., generalized harassment, individually targeted harassment, and criminal harassment.

b. Harassment that culminates in a tangible action which alters the conditions of the educational programs (previously called *quid pro quo*).

III. Complaint Procedure

A. Any student or employee who knows of a violation of this policy is obligated to report such conduct to a teacher, staff, administrator or the Compliance Officer(s).

B. The initial allegation of harassment may be submitted either orally or in writing.

C. Complaints must be made to the immediate supervisor/administrator or the Compliance Officer(s) within *45 calendar days* after the date of the alleged act of discrimination.

IV. Complaint and Investigative Procedures

A. The following procedure is available for those who believe they are victims of harassment or discrimination, or who witness such acts:

1. Report incidents of harassment to a teacher, staff, or Administration.
2. Register a formal complaint with the Compliance Officer(s) who will initiate an investigation.

B. If an investigation reveals evidence of criminal conduct, the matter will be referred to local law enforcement. *The Administration will conduct its own internal investigation independent of law enforcement officials.*

C. All investigations will be treated with discretion to protect the privacy of those involved. All efforts will be made to treat the information confidential; however, absolute confidentiality of all information obtained through an investigation cannot be guaranteed. I

In matters of sexual harassment, the complainant has the right to be informed of the status and process of the investigation, including information regarding the person or persons who are the alleged harassers, but only as it pertains to the complaint and investigation.

D. The accused may not contact the alleged victim during an investigation without intervention by the Administration and with the permission of the complainant.

E. When conducting investigations, the Compliance Officer(s) shall disclose his/her role as a neutral investigator rather than an advocate for any party. The extent of the investigation will be determined, among other factors, by the nature and severity of the charges.

F. An investigation shall be completed as quickly as possible, but within *30 days of receipt* of the complaint, unless extenuating circumstances require a longer period. All parties shall be notified of the extension of time.

G. Within *10 working days* of the conclusion of the investigation, the Compliance Officer(s) shall provide all parties a written disposition of the complaint.

H. The parties will then have *10 working days* to provide written responses to the report and have them considered by the District Compliance Officer.

V. Retaliation

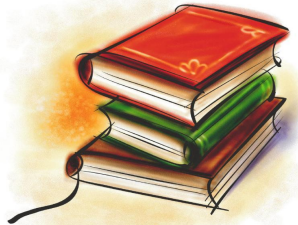
Retaliation under this policy is strictly prohibited. Individuals found to have engaged in retaliatory conduct will face disciplinary action, up to and including termination, suspension, or being expelled.

VI. Records

Records of all discrimination or harassment complaints shall be maintained by the Compliance Officer(s). The records will be kept in a separate and confidential file as required by GRAMA. Information gathered, developed and documented in the investigation will be regarded as a protected record.

VII. Outside Reporting Procedures

Nothing in this policy shall prohibit a person from filing an education discrimination claim with the Office of Civil Rights: Department of Education, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite #310, Denver, CO 80204-3582.



These policies have been developed and approved by the Dual Immersion Academy Board of Directors and Administration for exclusive use within Dual Immersion Academy. Any use by a person or organization outside of Dual Immersion Academy is not authorized by the Administration or Board. Dual Immersion Academy bears no responsibility for such unauthorized use or adaptation of the policies of Dual Immersion Academy. Any party copying or revising these policies for its own use does so at its own risk and responsibility as to applicability and legal sufficiency



After reviewing this handbook you will need to sign the next page and return it to the main office. There are many places to have questions answered or specifics explained. The administration, the staff, board members and other parents are available if you have any questions.

Computer Use Acceptable Use Agreement and Procedures

Terms and Conditions

1. Acceptable Use. The use of electronic information resources must be consistent with the educational objectives of Dual Immersion Academy (DIA). Internet accounts shall be used by only the authorized owner of the account. No attempt to gain unauthorized access to accounts on the Internet is permitted.

Transmission or receipt of any inappropriate material is in violation of law or school policy: This includes, but is not limited to repeated attempts to access filtered sites; copyrighted material; threatening or obscene material; material protected by trade secrets; commercial activities by for-profit institutions; use of product advertisement or political lobbying, including lobbying for student body office; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language. Illegal or inappropriate activities, including games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations and policies of DIA, are forbidden. Chat rooms are forbidden, as is the use of instant messaging (i.e., MSN, ICQ, Net-messaging) at DIA

Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

2. Privileges. The use of electronic information resources is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrators will close an account when necessary. An administrator or faculty member may request the system administrator to deny, revoke, or suspend specific user access and/or user accounts.
3. Netiquette. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities, or any other language inappropriate in a school setting. DIA prohibits acts of cyber-bullying by students through the use of any school owned, operated, and supervised technologies.

Cyberbullying is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites that: Deliberately threatens, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the school.

4. Services. DIA makes no guaranties or warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer while on this system. These damages include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Accessing and using any information obtained via the Internet is at your own risk. Dual Immersion Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security. Security on any computer system is a high priority because of multiple users. Do not use another individual's account nor log onto the system as the systems administrator. If you identify a security problem, notify the principal, a teacher, a staff member, or the Technology Director.
6. Updating. If any information on your personal school account changes (i.e., phone number, location, address), it is your responsibility to notify the school to make the necessary adjustments.

Parent signature line: _____

Date _____

Student signature line: _____

Date _____



DUAL IMMERSION ACADEMY

School Handbook

Parent Student Agreement

Effective learning requires cooperation among parents/guardians, students and educators. For my part of the agreement I have read and discussed with my child, the DIA school handbook. We understand and are committed to supporting the mission, principles and policies outlined in the handbook.

You have some time to review DIA's Policies and ask questions for clarification.

Please sign and return to the your child's teacher
A signed copy of this document must be on file in the main office by **Sep. 30th**

Student Signature

Date

Parent Signature

Date