

**PEORIA HIGH SCHOOL  
2020-2021 STUDENT HANDBOOK  
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**2020-2021 STUDENT/PARENT HANDBOOK**  
**PEORIA HIGH SCHOOL**  
11200 North 83rd Avenue  
Peoria, AZ 85345

***IMPORTANT PHONE NUMBERS***

Main Line.....623-486-6300  
Attendance.....623-486-6306  
Attendance -voice mail only 623-486-6305  
Guidance.....623-486-6307  
Nurse .....623-486-6309  
Bookstore.....623-486-6318  
Athletic Office.....623-486-6317  
Safe School Line..... 623-486-6199  
District Administration Center 623-486-6000  
<https://www.peoriaunified.org/domain/501>

***COUNSELORS***

Mr. Babb.....623-486-6334  
Ms. Davis.....623-486-6332  
Mrs. Hudson.....623-486-6353  
Mrs. Olivas..... 623-486-6300  
Mrs. Stoffey.....623-486-6331

***ADMINISTRATORS***

**Mr. Paul Bower**.....Principal  
**Mr. Jacob Holiday**.....Assistant Principal/Athletic Director  
**Mrs. Cedricia Hester** .....Assistant Principal  
**Mrs. Rosa McCollum**.....Assistant Principal

***MISSION OF PEORIA HIGH SCHOOL***

The mission of Peoria High School is to create an optimal learning environment to prepare students to become competent, responsible, self-disciplined individuals prepared to successfully meet the challenges of the Twenty-First Century.

*Peoria Unified School District #11, District Administrative Center  
6330 W. Thunderbird Road Glendale, Arizona 85306  
Follow Peoria Unified on Twitter @peoriaunified11  
Like us on Facebook.com/peoriaschooldistrict  
Watch us on YouTube.com/pusdofficialchannel*

[www.peoriaunified.org](http://www.peoriaunified.org)

***"Every Student, Every Day, Prepared to Shape Tomorrow"***

**Peoria Unified School District  
2020-2021 Governing Board**



**Judy Doane**  
Term 2017-2020



**Monica Ceja Martinez**  
Term 2017-2020



**Beverly Pingerelli**  
Term 2019-2022



**David Sandoval**  
Term 2017-2020



**Cory Underhill**  
Term 2019-2022



**Jason Reynolds, Ed. D.**

Superintendent



August 2020

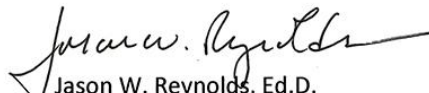
Dear Students and Unified Parents of Peoria,

I am excited to welcome families to the 2020-2021 school year. Clearly, this is going to be a unique year in which we will be challenged to support each of you in ways that will stretch our creativity, professional skills and resources. I am confident that our teachers and staff are willing and prepared to do what we need to make sure every student will build the necessary skills to be engaged and productive citizens in our community.

The *Parent/Student Handbook* is a valuable tool for our families and I encourage you to review the document to be better educated as to the supports and expectations we have for our staff, parents and, most importantly, our students. It is important to understand that one aspect of our mission is to take full advantage of teachable moments and work with families to use these moments to repair any damage that we experience in our relationships. Although we strive to nurture positive relationships, there are times in every relationship that can become strained. This handbook can help students, parents, and staff to prepare to have restorative dialogue to ensure that even when we are faced with challenging situations, we will always work to encourage positive and constructive behaviors and take ownership in the role each of us play to restore damaged relationships.

The 2020-2021 school year is going to be our best year ever. I am confident that we have what your child needs to be successful and comfortable with his or her learning environment. Thank you for making Peoria Schools your choice for your child's education and for supporting public education. We believe that together we are stronger and when students, parents, teachers, and staff have a voice in the decision-making process we are truly prepared to fulfill our mission of Every Student, Every Day, Prepared to Shape Tomorrow.

Sincerely

  
Jason W. Reynolds, Ed.D.  
Superintendent

Agosto de 2020

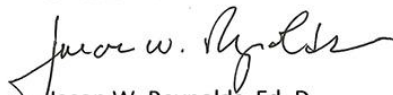
Estimados estudiantes y padres unificados de Peoria,

Estoy emocionado de dar la bienvenida a las familias al año escolar 2020-2021. Claramente, este va a ser un año único en el que seremos desafiados a apoyar a cada uno de ustedes de maneras que extienda nuestra creatividad, habilidades profesionales y recursos. Estoy seguro de que nuestros maestros y personal están dispuestos y preparados para hacer lo que necesitamos para asegurarnos de que cada estudiante desarrolle las habilidades necesarias para ser ciudadanos comprometidos y productivos en nuestra comunidad.

El *Manual de Padres/Estudiantes* es una herramienta valiosa para nuestras familias y los animo a revisar el documento para ser mejor educado en cuanto a los apoyos y expectativas que tenemos para nuestro personal, padres y, lo más importante, nuestros estudiantes. Es importante entender que un aspecto de nuestra misión es aprovechar al máximo los momentos enseñables y trabajar con las familias para utilizar estos momentos para reparar cualquier daño que experimentemos en nuestras relaciones. Aunque nos esforzamos por fomentar relaciones positivas, hay momentos en cada relación que pueden llegar a ser tensas. Este manual puede ayudar a los estudiantes, los padres y el personal a prepararse para tener un diálogo restaurador para asegurar que incluso cuando nos enfrentamos a situaciones difíciles, siempre trabajaremos para fomentar comportamientos positivos y constructivos y asumir el papel que cada uno de nosotros desempeña para restaurar las relaciones dañadas.

El año escolar 2020-2021 va a ser nuestro mejor año. Estoy seguro de que tenemos lo que su hijo necesita para tener éxito y sentirse cómodo con su entorno de aprendizaje. Gracias por hacer de Peoria Schools su elección para la educación de su hijo y por apoyar la educación pública. Creemos que juntos somos más fuertes y cuando los estudiantes, los padres, los maestros y el personal tienen voz en el proceso de toma de decisiones estamos verdaderamente preparados para cumplir con nuestra misión de Cada estudiante, Todos los días, Preparados para dar forma al mañana.

Sinceramente



Jason W. Reynolds, Ed. D.  
Superintendente

# Peoria High School



Dear Peoria Panther:

Welcome to THE Peoria High School – The First and Best School in the Peoria Unified School District! You will find that you have joined an extraordinary school with tremendous traditions, excellent achievement and filled with exemplary people. We have never encountered a start of a school year quite like the start of this one. Thank you for your patience, perseverance, and dedication to excellence as we all work together to overcome that challenges that have been set before us. Although our start has been different and difficult at times, remember, it is not how you start a race, but how you finish!

Generations of families have sent their children to our school. You will find that many current staff members graduated from Peoria High and have returned to our school to train the next generations that will impact our world. These instructors could work anywhere but they chose to work and serve at THE Peoria High.

This school year has already provided opportunities to reinvent yourself and to develop and refine the skills and talents that you have been given. Please take advantage of all the opportunities that will come your way this school year. Make sure you take time to determine your WHY. Knowing your WHY will help you determine HOW you should live your life and WHAT goals you should set. Knowing your WHY will help define WHO you are as a person and knowing your WHY will help determine your WAY.

One way to help you discover/develop your ‘why’ is to get involved in all that Peoria High has to offer. Get Involved! Join a club, participate in athletics, learn to play a musical instrument. Participate in our award-winning band or choral programs. Dance and choir are excellent ways to increase your talents and meet new people. Express yourself in one of our art classes or join our theater program. Peoria High offers more CTE classes than any other high school. You will find that the more involved you are in all that PHS has to offer the more rewarding, and enjoyable, your time here will be.

Students and alumni of The Peoria High have shaped our school, city, region, nation and world. As we begin another year of opportunities, look for the opportunities to have a significant impact in our school and our community. The impact you have will be directly related to the effort you expend.

On behalf of the faculty and staff of Peoria High School we stand ready to help you have a significant impact on our world. A wise man once said, “Everyone in a race runs, RUN TO WIN!”

On behalf of the faculty and staff of THE Peoria High School, I hope you have a rewarding and joyful school year.

Sincerely,  
*Paul Bower*  
Principal

## STUDENT BODY PRESIDENT'S MESSAGE

Welcome back Panthers!

I hope you and your families had a great summer and have stayed safe through this whole pandemic! I know this year is a little different from most. There are many changes occurring, but together we will get through it! I, along with the rest of your student body, am thrilled to have you all back and are beyond excited to see and experience all the memories we are bound to make with you Panthers this year! At Peoria, you are destined to come across the values that we hold at high standards. Our values include respect, responsibility, dignity and most importantly, tradition. These values are just some of the many that make us the first and best high school in the Peoria Unified School District.

Here at Peoria, you will find yourself in a different environment. Peoria is not only known for its tradition, Peoria is known for friendly, loving and caring staff. The PHS staff works hard everyday not only to teach their students within the subject area, but also the values and life lessons to hold onto for a lifetime. Our teachers are here to guide us and help us in any way they can, so do not be afraid or shy to reach out to them.

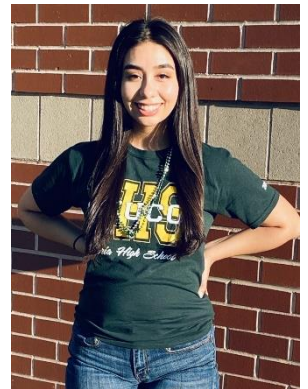
As a senior, I can say that these past three years at Peoria have gone by so fast but have also been the best three years of my life. Peoria has become my home and a place where I have built long-lasting friendships that are destined to last a lifetime. If I could think of one of the many life lessons Peoria has taught me, it would be to never take a day for granted and to make the most out of everything. In other words, get involved! Join a sport, join or create a club, come support home games, participate in Green and Gold Fridays, and most importantly, put yourself out there. Don't be afraid to try something new and get out of your comfort zone. There are endless opportunities here at Peoria, so please don't hesitate to take advantage of them. With this I can say, we are destined to have a wonderful year!

Sincerely,

Marisela Gomez Rojas

### 2020-2021 STUDENT BODY OFFICERS

Marisela Gomez	President
Kyle Vonnahme	Vice President
Suzzanne Bigelow	Secretary
Traditions Commissioner	Cierra Foster



# School Year Calendar | 2020-21



## August

S	M	T	W	T	F	S
				30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	18
20	21	22	23	24	25	26
27	28	29	30			

## December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
24	26	27	28	29	30	

## July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Federal Holiday/No School

- Sept. 7 Labor Day
- Oct. 12 Indigenous People's Day
- Nov. 11 Veterans Day
- Nov. 26 Thanksgiving Day
- Dec. 25 Christmas
- Jan. 1 New Year's Day
- Jan. 18 ML King, Jr. Day
- Feb. 15 Presidents' Day
- May 31 Memorial Day
- July 5 Independence Day (observed)

First Semester 89 days  
 Second Semester 91 days  
 Total 180 days

- Federal Holiday/ No School
- Teacher Work Day/No School
- First Day of Semester
- Last Day of Semester
- Parent/Teacher Conferences
- April Break/No School
- Modified Monday

Approved 10/12/17

Calendars are subject to change



### **Directory Information**

The Title IX No Child Left Behind Act of 2001, and Section 9528, and District Policy JR states that high school principals are required to give out information to universities, colleges, and U.S. Armed Services recruiters when such release is clearly in the student's best interests. This information includes names, addresses, and telephone listings. Parents may request in writing that such information not be released for their child without prior written parental consent. Any such notice must be given to the guidance director at the school's Guidance Office.

### **Family Educational Rights and Privacy Act (FERPA)**

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that the Department of Education notify annually each state educational agency and each local educational agency of their obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA). The general requirements placed on each local educational agency by law are required to notify parents and students of their rights.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.  
Parents or eligible students should submit to the school administration a written request that identifies the record(s) they wish to inspect. The administration will arrange access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school administration and clearly identify the part of the record they want to change, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without parent consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Peoria Unified School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

#### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) requires that the Department of Education notify annually each state educational agency and each local educational agency of their obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA). The general requirements placed on each local educational agency by law are required to notify parents and students of their rights.

#### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of:*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involved collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect, upon request and before administration or use:*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The Peoria Unified School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Peoria Unified School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Peoria Unified School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Peoria Unified School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**PARENTAL INVOLVEMENT  
IN EDUCATION  
PARENTS' BILL OF RIGHTS  
(Enacted by the 49th Arizona Legislature,  
2nd Regular Session (2010)  
Session Law SB1309, Chapter 307  
Arizona Revised Statutes 1-601 and 1-602)  
Parents' Rights Protected**

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right. This state, any political subdivision of this state or any other governmental entity shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

**Parents' Bill of Rights; definition**

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

- The right to direct the education of the minor child.
- All rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.
- The right to direct the upbringing of the minor child.
- The right to direct the moral or religious training of the minor child.
- The right to make health care decisions for the minor child, including rights pursuant to sections 15-873, 36-2271 and 36-2272, unless otherwise prohibited by law.
- The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
- The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.

- The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.
- The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, during or as part of a forensic interview in a criminal or child protective services investigation or to be used solely for any of the following:
  - Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
  - A purpose related to a legitimate academic or extracurricular activity.
  - A purpose related to regular classroom instruction.
  - Security or surveillance of buildings or grounds.
  - A photo identification card.
- The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.
- The right to obtain information about a child protective services investigation involving the parent pursuant to section 8-807.
- This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law.
- Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel.

- Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied.
- For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child.

## **ACADEMIC PLANNING**

### **School Counseling**

Upon entering a PUSD high school, a School Counselor will be assigned to students. The School Counseling departments will provide a comprehensive school counseling program that focuses on what all students should know to be college and career ready. Students will receive lessons that will help them make decisions based on these three domain areas: academic, social/emotional, and college and career readiness. Counselors work with students to establish a plan using academic, social/emotional, and career goals to connect education with a successful future.

### **Education and Career Action Plan (ECAP)**

#### **Arizona Education and Career Action Plan for Students in Grades 9-12**

Schools shall complete for every student in grades 9-12 an Arizona Education and Career Action Plan ("ECAP") prior to graduation. Schools shall develop an Education and Career Action Plan in consultation with the student, the student's parent or guardian, and the School Counselor. Counselors shall monitor, review, and update each Education and Career Action Plan individually with the student(s) annually.

### **Pre-Registration**

Students pre-register for courses when they meet with their counselor to develop or revise the Education and Career Action Plan (ECAP). Based on the data collected from the Individual Graduation Plan, the school does the necessary detailed planning to support student needs.

### **Course Change/Withdrawal Policy**

It is extremely important that the course selections be made only after careful and complete consideration. All students are expected to remain with the schedule received prior to the start of the new school year. ***Changes in a student's schedule following registration and prior to the school year will only be made when it is considered by the counselor to be advisable and there is course availability.*** In addition to obtaining counselor approval, parental approval is also necessary.

- **Course Level Placement Changes:**

Students who request an AP course, IB course, or Honors course are accepting the rigor that comes with these advanced academic courses. Once students and parents agree to the requirements, they will be enrolled in an advanced academic course. No level changes will be considered for students in advanced academic classes

before the 5th day of class and after the 20th day of class. Students must request the level change in writing and receive parent and teacher permission to do so. If approved, all earned grades will transfer to the new class. Students may request a level change from a regular level course to an honors level course within the first 10 days of the semester, provided there is enough data that such a change is merited, and parent and teacher permission is obtained. Level changes will occur only if seats are available in the requested course.

- **Withdrawal from a Course:**

Freshman, sophomores, and juniors must maintain a full schedule with no release periods. Seniors must maintain progress toward high school graduation. Student athletes should ensure their course load meets district eligibility requirements. Any withdrawal prior to the 20th day (8th day in a nine-week class) will not show on the transcript. Any student who withdraws after the 20th day (8th day in nine-week course) will receive a grade of "W", if passing the course, or an "F" if failing the course. The W or F will be posted to the transcript. Students who receive a F will be ineligible for extra-curricular and AIA participation for the remainder of the semester and the F will be factored into their GPA and class rank. Requests for class withdrawals will not be allowed after the 50th day of the semester or 20th day in a nine-week class. Dropped or failed classes may be retaken, and the higher grade will be used for Grade Point Average purposes. Parent approval must be in writing with the understanding that replacing a dropped class with a student assistant position will negatively impact a student's class rank. Students choosing to withdraw from a course will have limited options; student assistant, continue in the course for no grade, or in some cases a Term class can be added for .5 credit. See the assigned counselor for additional options and deadlines.

- **Audit:**

A student may request to change a class from credit to audit status anytime between the start of the semester until the 20th day (8th day in a nine-week class). A change to audit status must have the approval of the parent, student, administrator, and counselor. Any student who changes a class from credit status to audit status during the term will be ineligible under the No-Pass / No-Play regulations for the remainder of that athletic season. The student must continue to actively participate in the course.

For more information about our high school courses and requirements, you can visit the following link: <https://isapps.peoriaud.k12.az.us/CourseDescriptionGuide/Home>

### **Course Credits**

Freshmen, sophomores, and juniors are expected to enroll in a full day of classes. Seniors are permitted to enroll in the equivalent of three block classes as long as they enroll in enough classes to meet the graduation requirements. Any senior student participating in extracurricular activities must be enrolled in the equivalent of three block classes, except for the semester of his or her graduation.

If credit deficiencies exist, there are options for credit recovery. See your School Counselor for more information.

Students have the opportunity to earn 8 credits per year (4 credits per semester) to earn a total number of 28 credits to obtain a Peoria Unified School District Diploma.

## **GRADUATION REQUIREMENTS**

### **REGULAR EDUCATION**

A minimum of twenty-eight (28) units of credit are required for graduation. Each student shall demonstrate accomplishment of the standards in reading, writing, science, social studies, and mathematics adopted by the State Board of Education.

The American's Civics Act (HB2064) requires all students to pass a civics test **in order to graduate from high school**. The test is comprised of 100 questions identical to the United States Immigration and Naturalization Test. Once students pass the test with a score of 60% or above, it will be noted on their official transcript. Students graduating in 2017 and subsequent years must meet this requirement. It is the responsibility of all high school students, who did not pass the test during the previous school year, to review materials and ensure that they are signed up to take the test. Opportunities for testing are provided throughout the school year.

Graduation requirements may be met as follows:

- By successful completion of subject area course requirements.
- By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accord with A.A.C. [R7-2-302-02](#) and rules established by the Superintendent.
- By passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. [15-701.01](#).
- By the transfer of credits as described in Policy JFABC.

### **TRANSFER STUDENTS**

Students transferring from a traditional six-period schedule to the four-period block schedule used in the District may have modified credit requirements.

Modification should only be used for students who have not had the same credit opportunities as PUSD students. The principal shall have the final approval on graduation requirements for transferring students.



Transfer students may have their graduation requirements modified upon enrollment in the District. The requirements must meet the State of Arizona's graduation criteria and be related to the number of credit opportunities that have been available to the student.

Credits earned through online courses taken outside Peoria Unified School District shall be taken from a regionally accredited institution in order to meet graduation requirements and must be approved by administration in advance. **Awarding of credit may be contingent upon the student earning a passing score on a district exit exam. Passing score is defined as the acceptable passing cut off for the course.**

The District will determine which class in the Peoria Unified School District (PUSD) course offerings match the class taken. Once the matching class is identified, the student must demonstrate proficiency on the corresponding PUSD course assessment, according to the guidelines in the PUSD Course Description Guide. In the case where a student is emancipated or has reached eighteen (18) years or older, or the student's parent or guardian determine that it is not in the best interest of the student to take a course assessment, or should the student fail to pass a course assessment, the previous online credit shall be counted as elective credit(s) toward graduation.

#### **SPECIAL EDUCATION**

Listed above, under "Regular Education," are the requirements that must be completed before a student may receive a high school diploma. Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student. Graduation requirements established by the Governing Board may be met by a student as defined in A.R.S. [15-701.01](#) and A.A.C. [R7-2-302](#).

Pupils who receive special education shall not be required to achieve passing scores on the test that is identical to the civics portion of the naturalization test under section [15-701.01](#) in order to graduate from high school, unless the pupil is learning at a level appropriate for the pupil's grade level in a specific academic area and unless a passing score on the test that is identical to the civics portion of the naturalization test under section [15-701.01](#) is specifically required in a specific academic area by the pupil's individualized education program, as mutually agreed on by the pupil's parents and the pupil's individualized education program team or the pupil, if the pupil is at least eighteen years of age.

**Competency requirements.** Any student who is placed in special education classes, grades nine (9) through twelve (12), is eligible to receive a high school diploma without meeting state competency requirements

For more detailed information and to view the complete requirements as outlined in State Boards of Education administrative rule, please click here <http://www.azed.gov/hsgraduation/>

Students placed in special education classes, grades 9-12, are eligible to receive a high school diploma. The individual education plan that is developed for each student will document the student's eligibility to receive a diploma. Reference to special education may be placed on the student's transcript and permanent file.

### **COMMUNITY COLLEGE ENTRANCE REQUIREMENTS**

Generally, entrance into any of the state community colleges is based upon graduation from high school. You should check with your counselor for more information concerning the possibility of entering a community college.

### **TRANSCRIPTS**

To be OFFICIAL, all transcripts must be sent directly from the Records Office. Electronic transcripts may be requested from Parchment at [www.parchment.com](http://www.parchment.com) for a fee.

### **MAKE-UP WORK**

Make-up work is defined as any assignments or tests students need to complete due to an excused absence. Students will be allowed the same amount of days equal to the number of excused absent days to make up assignments for full credit.

### **LATE WORK**

Late work is defined as any work completed and turned in after a designated due date. Work becomes late when an absence is unverified, for truancy, or when a student turns in assignments after the equal number of days allowed for verified absences. Late work will be accepted up to the day prior to the last day of the grade-in progress period (each 4 ½ weeks). Students will receive a grade equal to 50% of the grade the student would have originally earned if the assignment was turned in on the actual due date.

### **PUSD HIGH SCHOOL MAKE-UP AND LATE WORK POLICY**

The Peoria Unified School District established a High School Make-up and Late Work policy in order to provide consistency across the district with regard to the acceptance and credit awarded for work that is turned in by students beyond a prescribed deadline. The expectation is that all students turn in assignments on time. But, when this does not occur, we need to encourage students to show responsibility for their learning by completing the assignments. The philosophy of awarding partial credit for late work takes into account the following assumptions:

1. The teacher had a valid reason for assigning the work.
2. The assignment is aligned to the curriculum.
3. The assignment is designed to help inform the student and teacher of the student's level of mastery of the course objectives.

### **PARENTVUE**

Parents and guardians of PUSD students may access personal and academic information about their students through the secure, online ParentVUE software program. Types of student information included in the program include: attendance,

transcripts, graduation status, grades, assignment, schedules, and much more. Parents and guardians also may use ParentVUE to set up automatic notifications about school events attendance, discipline incidents, or when a student performs below a specified grade.

Access to ParentVUE requires registration and account activation. All of the steps required to register, activate, and use ParentVUE are thoroughly explained in the ParentVUE User Guide, which is found by clicking on ParentVUE under the Families Menu on the Peoria Unified website. The direct link is:  
<https://peoriaunified.org/parentvue>.

For those who may wish to access ParentVUE via their mobile devices, there are apps available for download for both Apple (iOS) and Android devices. Links to download the apps are found at the same website indicated above.

### **ACADEMIC LETTERS**

Students are eligible to receive an academic letter the fall of their sophomore year. Below are the criteria:

- Freshmen require a 4.0 Grade Point Average or 4.0 Classroom Rank Index
- Sophomores require a 3.9 Grade Point Average or 3.9 Classroom Rank Index
- Juniors require a 3.8 Grade Point Average or 3.8 Classroom Rank Index

### **SCHOLARSHIP INFORMATION**

The Peoria Unified School District provides some scholarship information. Students have access through their StudentVue account under High School Student Resources. Students can edit their profile and review scholarships of interest.

## **HIGH SCHOOL GRADING AND ASSESSMENT GUIDELINES**

### **GENERAL GUIDELINES**

#### ***The awarding of credit:***

- Full credit will be awarded at the end of the course.
- Note: Nine-week courses, such as government and economics, will have credit awarded at the end of nine weeks.
- Note: Full-year A/B courses will be an exception to the rule. In a full-year A/B course, ½ credit grade in progress will be awarded at the end of the first semester, and ½ credit grade in progress will be awarded at the end of the second semester.
- Grades will be reported in both percentage and letter form (i.e., 84%, B.)

- Approved policies must be communicated in writing to teachers, students, and parents through appropriate class handouts and posting on the district and school web sites.
- Individual, district-wide, department grading and assessment guidelines have been developed. The guidelines for each department are the same at all District high schools.
- Principals will request the grading guidelines that teachers develop for each of their courses. These guidelines must be approved by the principal and may be expanded as far as types of assignments and number of aligned tasks.
- Individual guidelines must be developed that adhere to the minimal parameters of the District-wide H. S. Grading & Assessment Guidelines for each department.

### **PUSD ASSESSMENT PHILOSOPHY**

Assessments are given to determine where individual students are in terms of achieving the course objectives. The goal is to have teachers use the results of each assessment when designing their lesson plans.

#### **Assessment Guidelines**

1. In a standard one-credit, 18-week block class, there will be three reports of academic progress and one final report of academic achievement indicating a cumulative coursework grade, a course assessment grade, and a final grade earned.
2. A summative district course assessment that measures each student's knowledge of the approved curriculum and course objectives must be administered. The district course assessment must be worth 20% of each student's final grade.
3. Documentation of student progress toward mastery of course outcomes should occur regularly and frequently. A minimum number of aligned tasks (i.e., benchmark assessments, tests, projects, and portfolio) must be given during the course. The minimum number of tasks required will follow course guidelines and be consistent district-wide.

#### **PUSD Grading Philosophy**

The purpose of grading is to inform students, parents, and others of the students' progress toward the achievement of educational objectives. Grades are to reflect learning, i.e., student achievement toward mastery of standards-aligned course outcomes. Grades and credit are not to be awarded for any other purpose.

#### **Grading Guidelines**

1. The 80% of the student's grade determined by coursework should be divided into task categories of appropriate type and weight for each course and be consistent within district departments.
2. All grades must represent learning (student academic achievement).
3. No individual task (i.e., benchmark assessment, test, project, portfolio) may be worth more than 20% of a student's final grade. Extra credit (additional points) may be made available if it is offered equally to all students only as a demonstration of academic achievement above and beyond the expected level of performance in a

- lesson or unit. (Example: an additional challenge problem on a math test worth points above and beyond the regular points possible).
4. Documentation of student progress toward mastery of course outcomes should occur regularly and frequently. A minimum number of aligned tasks (i.e., benchmark assessments, tests, projects, and portfolio) must be given during the course.
    - The expectation is that all students complete and turn in work on time. Any work that is turned in past a prescribed deadline will be awarded partial credit only. The amount of partial credit awarded to assignments will be consistent district-wide.
  5. Beginning with the first “grade in progress” report, and continuing until the end of the course, each student’s current grade will be available by directly requesting the grade from the teacher, or through electronic means.

### **Earning Credit/Eligibility to Move to the Next Level**

All efforts should be made while a student is enrolled in a course to help that student achieve 70% or better. Schools will take a proactive approach to ensuring that students earn a 70% or better in core courses. In order to earn credit in the course AND be eligible for enrollment in the next course a student must meet the following criteria detailed in the Course Description guide:

<https://isapps.peoriaud.k12.az.us/CourseDescriptionGuide/Home>

### **HONOR ROLL GUIDELINES**

**Eligibility** Students who meet the high academic and citizenship standards described below will be eligible for honor roll recognition.

**Requirements** Honor roll shall be computed each semester according to the following criteria:

1. Semester G.P.A. of 3.2 or better
2. Must be enrolled in three or more classes that count toward honor roll
3. Cannot have any Ds or Fs on term/semester report card
4. Student aide grades will not count toward honor roll
5. Special Education classes will not count toward honor roll but may be recognized for special effort independent from honor roll
6. Incomplete grades must be cleared from the record before a student can qualify for honor roll

### **ATTENDANCE POLICY**

#### **Attendance Office 623-486-6306**

#### ***NINETY PERCENT (90%) ATTENDANCE REQUIREMENT***

In order to receive credit for the term, 90% attendance is required in each assigned class (ARS 15-803B). Classes missed due to school approved activities, e.g., field trips, performing groups, student government, etc., are excluded. Administrators are authorized to excuse additional absences for extended illness, injury, or extenuating

circumstances upon satisfactory verification. In such cases, to receive credit, students are expected to make up missed work in a timely manner. Should a student accumulate 5 unverified or 10 total absences in a semester class, or 3 unverified or 5 total absences in a term, credit may be withheld.

### **Attendance Loss of Credit Appeal**

If a student loses credit due to excessive absences, a letter will be mailed home explaining the reason for loss of credit as well as the procedure to appeal for credit reinstatement. Students and parents must sign and return the appeal form. A parent conference may be required to develop a plan for a successful appeal. Students should continue to attend class and complete assigned work. Attendance and grades will be considered in granting appeals. The principal will make the final decision.

### **Verified Absences**

Absences that the parents/guardians excuse by phone or note (authorized school activities are not absences) within one day of the student's return to school. Should a student receive 5 total absences in a term class, or 10 total absences in a semester class, credit may be withheld.

### **Unverified Absences**

Absences not authorized by parents within 24 hours of the student's return to school OR absences that an administrator has confirmed as unauthorized OR absences that are for any reason other than illness or family emergency. If a student receives 3 unverified absences in any term class or 5 unverified in a semester class, loss of credit may occur. If an appeal conference is requested, student, parent, teacher, and administration shall confer to determine future action.

## **DISTRICT ATTENDANCE STANDARDS**

Separate from each high school's course credit attendance policy, the Peoria Unified School District adheres to Arizona Revised Statute §15-802 pertaining to excessive absences from school. The Peoria District recognizes that good attendance leads to successful academic achievement and a fulfilling school experience.

## **COURT UNIFIED TRUANCY SUPPRESSION PROGRAM (C.U.T.S)**

The Peoria Unified School District participates in the C.U.T.S. Program and will continue to implement the program district wide. When a high school student has missed seventy-two (72) class period absences, the parent or legal guardian is in violation of the statute. The student may be cited through the C.U.T.S. Program and referred to the Juvenile Court. The parent or legal guardian may also be criminally cited and is subject to prosecution. If convicted, the parent or legal guardian could be fined or incarcerated. The procedural details can be found on the State of Arizona website: <http://www.superiorcourt.maricopa.gov/JuvenileProbation/Probation/CUTS.asp>. (District Policy JAB)

## **TRUANCY – PARENT NOTIFICATION**

At the start of the school year, a letter is sent home to notify parents of the truancy program. When a student has accrued ten (10) absences/ (40) class period absences,

the second letter of truancy notification is sent to the parent or legal guardian. A third letter is sent home of truancy notification if a student has accrued fifteen (15) absences/sixty (60) class period absences. If truancy continues, a fourth letter is sent home after eighteen (18) absences/seventy-two (72) class period absences. The fourth attendance letter will be the last official letter sent from the school prior to a referral to district truancy personnel.

### **Extenuating Circumstances**

1. Death in the family
2. Chronic illness
3. Surgery
4. Contagious illness (pink eye, strep throat, mononucleosis, etc.)
5. A car accident

Extenuating circumstances must be accompanied by acceptable documentation.

### **Acceptable Documentation**

1. Chronic illness form, completed by doctor at the beginning of each school year. Only absences pertaining to that chronic illness will be excused. This form is only available through the school nurse. (illness)
2. Airline tickets or parent letter (death in the family)
3. College visits (tour itinerary)
4. A copy of an accident report or citation
5. Physician's note

### **STUDENT RESPONSIBILITIES**

Students are obligated to attend classes for which they are scheduled. Students are to:

1. Be prompt to all classes.
2. Check out with the attendance office prior to leaving campus. Students must have prior permission to leave campus. Absences from students leaving without permission from attendance, the nurse, or administration will remain unverified.
3. Report to class first and obtain permission from the teacher to leave class for any reason.
4. Report directly and immediately to the attendance office upon arriving late to school. Students are not to loiter in cars or around campus.
5. Have all absences excused by parent/guardian no later than one day upon returning to school.
6. Request and complete any work missed for verified absences.
7. Ninety percent (90%) attendance does not imply that a class will be automatically passed. Students must attain a passing grade to receive credit.

### **PARENT/GUARDIAN RESPONSIBILITIES**

It is the parents'/guardians' responsibility to ensure that students attend school regularly and inform the school of any absence. By law, students under the age of 16 are required to attend school.

Parents/guardians shall be responsible for:

1. Assuring that students under the age of 16 enroll in school and attend regularly.
2. Excusing student absences by:

- A. Contacting the attendance office prior to an absence
- B. Calling on the day of the absence before 3:00 p.m.
- C. Sending a note.
- 3. Absences not excused within 24 hours will remain unverified
- 4. Initiating conferences with:
  - A. Teachers to discuss excessive absences or loss of credit
  - B. School administrators to discuss unverified absences or to appeal teacher action

### **SCHOOL RESPONSIBILITIES**

It is the school's responsibility to:

- 1. Maintain accurate attendance records
- 2. Make a reasonable effort to inform students and parents/guardians of the attendance policy and procedures (auto dialer, summer mailer, handbook, student meetings)
- 3. Make a reasonable effort to communicate with parents regarding excessive absences, (electronic phone calls, direct calls, mail and report card, e-mail)
- 4. Meet with parents upon request
- 5. Inform parents by mail after a student's third (3rd) absence
- 6. Notify student and parent of loss of credit
- 7. Provide attendance summaries to parents upon request
- 8. Explain the attendance policy and procedures at the beginning of school

### **TEACHER RESPONSIBILITIES**

- 1. Take attendance daily and keep accurate records
- 2. After three absences per term in daily block class, discuss reasons for absences and warn students of consequences
- 3. Contact parent when absences interfere with academic performance
- 4. Consult with student regarding possible loss of credit, and provide make up work for students with verified absences
- 5. Teachers will determine whether students will receive credit based upon academic performance and attendance

## **TARDY PRACTICE**

### **Definition**

A tardy student is defined as any student who is not inside the classroom when the tardy bell rings. To address this occurrence, especially at the start of first hour, the Tardy Practices have been established.

### **Purpose**

- 1. To reduce classroom interruptions caused by students arriving late to class.
- 2. To reduce the number of students loitering on campus.
- 3. To teach the "lifelong" skills of promptness.



**Tardy:** Defined as when a student arrives into the classroom after the last bell has rung – without a pass.

**Excused Tardy:** Defined as a student who has an excused pass to class from the Attendance Office.

### **1<sup>st</sup> HOUR TARDIES**

Students who arrive after the final bell – with an unexcused tardy – will be sent to first hour suspension. First hour suspension will be held in the Library. Students will remain in there for the duration of 1<sup>st</sup> hour. Once a student reaches his/her sixth 1<sup>st</sup> hour suspension, an off-campus suspension will result with each following tardy.

### **2<sup>nd</sup> – 5<sup>th</sup> HOUR TARDIES**

#### **Consequences for Unexcused Tardies - Per Semester:**

- Tardies 1-5 No Consequence
- Tardies 6-14 Lunch Detention
- Tardies 15+ Off Campus Suspension

These tardies are CUMULATIVE per Semester, regardless of class period.

### **OPEN ENROLLMENT AND PARENTAL CHOICE**

District schools will enroll students in accordance with the open enrollment provisions set forth in State law and Governing Board Policy J-1050. The District requires that parents submit a request for open enrollment for the following year, which is then reviewed by the school based on the student's attendance, academic effort, appropriate school behavior, and available space.

If the pupil has an Individualized Education Plan (IEP) or 504 plan, a meeting will be held with the parents prior to a decision about the student's open enrollment status. This review process will include a district representative (knowledgeable in IDEA and/or Section 504) and the site administrator. The purpose of this review is to ensure that the reason for consideration of non-renewal does not violate the student's rights under IDEA or Section 504. The outcome of this meeting will signal either an IEP/504 review or allow for the non-renewal of the open enrollment.

### **SAFETY: STUDENT/SCHOOL**

Our first priority is the safety and well-being of your children. The Peoria Unified School District has developed, initiated, and implemented safety procedures in the event of a school emergency to secure, evacuate, or relocate students and staff within our facilities. Peoria Unified works closely with local agencies in Glendale and Peoria to ensure the safety of our students, staff, and patrons.

The purpose of an Emergency Preparedness Plan (EPP) at each school site is to support the school's approach to emergency operating procedures.

Emergency plans:

- Empower employees in an incident to act quickly and knowledgeably.
- Inform students, faculty, and staff in their roles and responsibilities before, during, and after an incident.
- Provide our parents and community members with assurances that our schools have established procedures and policies to respond to incidents in an effective way.
- Establish inter-agency coordination and provide guidance for everyday operations.

We practice and review each school's Emergency Preparedness Plan throughout the school year as the best defense is always a good offense. If you see or hear something that is out of the ordinary, please contact your local school, the district office, the districts' safe school line (623-486-6199), or local police. We will investigate and mitigate the potential for disruption based on the reported concern. Safety is everyone's responsibility.

### **IN THE EVENT OF AN EMERGENCY**

The district's communication plan involves social media conduits for real time messaging to families. In addition, we will communicate via our School Messenger System, which allows us to send an automated voicemail, email, and text message to parents. It is important to notify the front office of any changes in your child's emergency contact information.

**It is critically important to follow the direction of school staff or local agencies in the event of an emergency.**

### **Emergency Drills**

Each site will practice the following emergency response drills with students and staff during the school year.

1. Fire Drill (One per month)
2. Bus Evacuation (Two per year)
3. Lockdown (Two per year, minimum)

An emergency drill is signaled by a loud, continuous sound and/or specific directions given over the public-address system. Fire drills are held monthly to teach students the safest, quickest route from school buildings. Whenever a class leaves a room for any emergency, students stay with their teachers until they hear the signal that means "time to return." In addition, each school site has an Emergency Preparedness Plan on file that details student and staff procedures in the event of a school emergency. It is important to follow the teacher's instructions quickly and quietly in an emergency drill.

During an emergency drill:

- Follow the directions of your teacher.
- Leave all work and line up immediately to exit from your room.
- Know the emergency exit route from each room in which you have a class. Your teacher will have the route posted in the classroom.
- Walk in line until your group has reached its designated area.
- Remain in line until your teacher directs you to return to the classroom.

- Return to your room in a quiet and orderly fashion.
- If an actual fire or lockdown situation occurs, the fire department and/or police department, in conjunction with the district, will be in control of the situation.

### **Safe School Line**

Students may call the Safe School Line to report any concern, which may include: weapons, drugs, theft, vandalism, graffiti, suicide, or abuse. A recording prompts the students to provide specific details, possible students involved, which school is involved, and the time and location of the incident. The messages are picked up at 8:00 a.m. and 1:00 p.m. Monday through Friday by the Public Relations Department and reported directly to the school administration.

**The 24-Hour Peoria Unified School District Safe School Line is 623-486-6199.**

### **Talking to Strangers**

- **DO NOT** get into an automobile with a stranger.
  - **DO NOT** accept gifts, food, or anything else from a stranger.
  - **DO NOT** follow a stranger anywhere, no matter what he or she says or what sort of treat is promised.
  - **DO NOT** stop to talk with strangers.
- DO** report, immediately, any problems with strangers. Tell an adult whom you know, or call the police if an adult cannot be reached.

### **Social Emotional Learning Program**

As a part of the District strategic plan under the area of safety and well-being, the goal of Peoria Unified School District has been to develop a district-wide social emotional learning model that is functional, sustainable and evidence-based, culturally sensitive, diverse, and family and community oriented to meet the needs of every student every day in Pre-K through 12th grade.

This model is comprised of a multi-tiered system of support that allows every student access to social-emotional learning consisting of the following:

**Tier I:** Proactive, foundational strategies that will be a part of every student's learning, every day. **(The Foundation)**

*Ex: Safe Environment, Behavioral Expectations, Caring Adult, Social Emotional Learning Curriculum*

**Tier II:** School-based support services designed to assist students with social, emotional, behavioral needs that impede learning. **(The Heart)**

*Ex: Referral to Student Support Team (SST)*

**Tier III:** Outside resources to assist families with increased social, emotional, behavioral concerns that are beyond the scope of the school. **(The Safety Net).**

*Ex: Referral to physician or mental health professional, CST*

As part of the model, a Student Support Team was established on all 42 campuses that will be supported by our District Level Student Support Team (MTSS/PBIS Coordinator, Student Support Services Coordinator, Lead Counselor, and Lead Nurse). All Student Support Teams:

- Are trained in the PUSD Social-Emotional Learning Model.
- Guide faculty and staff through processes that address social emotional learning and intervention.
- Promote social emotional learning and intervention at school, with parents, and with the community.
- Assist with providing community resources and supports to parents when there is a need.

## **CAMPUS PROCEDURES & EXPECTATIONS**

### **Closed Campus Policy**

Peoria Unified School District maintains a closed campus during the lunch period at all District high schools. High school students may not leave campus for lunch unless they have their parent, legal guardian, or authorized emergency contact person sign them out of school in the attendance office for their assigned lunch period. All students are to remain only in designated areas during lunch. To ensure a safe school environment, the school will not accept food delivery services such as Uber Eats, Doordash, Grubhub, Postmates, or pizza delivery.

### **Leaving Campus During the School Day**

High school students may not leave the school grounds during the school day unless they have an approved shortened class schedule, attend classes at another District high school, attend classes at an approved educational institution, or are assigned to a District approved internship/work program. Requests for release of students during the school day, for reasons not noted above, will be recognized from parent, legal guardian, or authorized emergency contact person only.

### **Campus Pass Regulations**

Students are expected to be in class when the tardy bell rings. Students should rarely need to leave class until the dismissal bell rings. For those rare occasions when teachers grant a student permission to leave class, a campus pass must be issued to the student, and all information on the pass must be completed. **NO STUDENT SHOULD BE OUT OF CLASS WITHOUT A SIGNED CAMPUS PASS.** Only staff members or an administrator may excuse a student who is tardy from one activity on campus to another.

### **Student Identification Badges**

I.D. badges are available through the Bookstore. I.D. badges are required to be worn and clearly visible at all times during the school day. I.D. badges must be worn during bus transportation. I.D. badges are required for admittance to many school activities, checking out library books, voting, etc. There is no charge for the initial badge, but there will be a fee for the replacement of I.D. badges. Any PUSD employee may request that a student present/surrender his/her I.D. badge at any time. If a student does not have an I.D., they will be issued a new I.D. badge and charged.

## **Dances**

Dances are usually held on campus and are always well chaperoned and held only with administrative approval. School and district guidelines will be enforced at all dances.

- Current I.D. badges must be presented at the door.
- Students are expected to remain at the dance. Anyone who leaves cannot be readmitted.
- Students are not to loiter at the door or on the grounds outside.
- Students who exhibit unacceptable or disruptive behavior will be asked to leave.
- Student accounts must be current prior to purchasing dance tickets.
- Guests will only be permitted to attend the Homecoming dance, the Prom formal dance, and other formal dances as approved by administration.
- Student guests will not be admitted without proper identification and a guest pass issued and approved by the administration.

Guests attending dances must have been promoted from 8<sup>th</sup> grade and be under the age of 21; photo identification must be attached to all dance guest passes.

## **Prom**

- Only current junior or senior cohort students may bring guests to the prom.
- Co-enrolled students may only purchase tickets for their home school/school of graduation.
- All dance guidelines apply.

## **Auditorium Conduct**

Live performances (band, chorus, drama, guest speakers, etc.) are different from movies. They require a different response from their audiences. Loud talking, cheering, whistling, or other inappropriate behavior is not acceptable. Movement during these activities is distracting and disrespectful, and should be discouraged. The auditorium is a place to be respected and enjoyed by all. This is difficult if some are distracting while others are showing attention. It is the student's responsibility to show courtesy and respect to those who take the stage to inform, entertain, or lead us in specific functions. Supportive behavior is strongly urged. Courteous, efficient, and quiet transfer to and from one's seat in the auditorium is always expected and appreciated. Inappropriate behavior would include, but not be limited to, putting feet on the back of seats or climbing over the seats.

## **Messages and Gifts**

In order to reduce disruptions to the educational environment, only emergency messages will be delivered. An emergency is an accident, illness, or serious family problem. We cannot accept deliveries for students. Items such as flowers, balloons, stuffed animals, food deliveries, etc., should be sent to the student's home, not the school. School items left at home and delivered by parents will be kept until the student picks them up at the end of the day.

## **Personal Items**

The school is not responsible for money or personal items that are lost or stolen. Students are advised to bring only enough money to school to cover lunch expenses.

Students are also reminded to lock their lockers/P.E. lockers and not keep them pre-set.

### **Driving and Parking Regulations**

In order to ensure safe and orderly use of the school parking lot, the following procedures will be observed:

- Students who drive are strongly encouraged to carpool, as the parking lot has a limited number of space
- All vehicles must be registered and display a valid parking permit if a student is enrolled in one or more classes
- All points of the registration agreement must be followed
- Parking permits are non-transferrable
- To be registered and to receive a parking permit a student must:
  - 1) Possess a valid Arizona driver's license
  - 2) Show proof of insurance
  - 3) Show the vehicle registration
  - 4) Be a 3rd or 4th year high school student
  - 5) Be current on student accounts
- Space and availability will be factors to determine 2<sup>nd</sup> year student permit distribution
- Pedestrians have the right of way at all times on campus
- Students are to park only in the areas designated for student parking
- Reserved student carpool spaces are available for students who register with the office
- Students are not to park in the designated visitor or faculty areas
- Loitering in the parking lot during the school day is not permitted
- The parking lot is a facility provided by the school. Students use it at their own risk. The school is not responsible for theft or damage. Students are encouraged to lock their cars at all times
- Driving in a manner that is deemed unsafe or hazardous by the staff is grounds for immediate revocation of all campus driving/parking privileges
- Please refer to the PUSD approved fee schedule for the parking permit fee

### **Trip Reduction Program**

Peoria Unified School District is required to participate in the Maricopa County Travel Reduction Program, which aims to reduce single-occupancy vehicles on the roads. Students are strongly encouraged to carpool, bike, walk, or ride Valley Metro whenever possible. High schools will offer incentives such as preferred parking for carpool vehicles and emergency transportation home for students who bike, walk or ride Valley Metro transportation. Please contact the school's Trip Reduction Coordinator for details.

**A VIOLATION OF THESE MAY RESULT IN THE LOSS OF DRIVING AND PARKING PRIVILEGES.**

**Student Relationships**

Companionship and friendship in good taste are encouraged. Behavior which lacks appropriate restraint may necessitate a parent-school conference or other more serious form of discipline. Anything beyond holding hands is considered an inappropriate display of affection.

**Rollerblades, Roller shoes, Skateboards, Scooters and Bicycles**

Hoverboards, rollerblades, roller shoes, skateboards, scooters, and bicycles are NOT to be utilized on campus and must be walked, not ridden, on campus, and parked in the designated area.

**Visitors & Guest Passes**

Student guests are welcome for extracurricular activities only. No student may have a guest on campus DURING THE SCHOOL DAY. All visitors must report to the front office. Visitors must check in and obtain a pass for school business.

**Loitering and Trespassing on Other School Campuses**

Students are not to be on any other school campus unless attending a scheduled class, a public event, or contest between schools. Any personal visit must be cleared by reporting to the administrative office to request permission. No loitering or trespassing will be tolerated. Violators will be reported to police and suspension may occur (A.R.S. 13-2905).

Students need to leave campus at the end of their academic day. For the safety of students, parents need to ensure students have a ride home at the end of the school day. The only students allowed on campus after school hours are those students who are involved in club activities. All students staying after school need to be supervised by a coach or teacher. Students who violate this policy will be referred to the office for disciplinary action.

**Photo and Video Release**

During the school year, students may be photographed, recorded, or filmed by Peoria Unified School District staff or other approved individuals, including the news media, while participating in school programs and activities. Students may also create schoolwork and/or other intellectual property, such as artwork, essays, and poetry ("creative work") as part of the education process.

**USE & POSSESSION OF TOBACCO/VAPOR PRODUCTS ON SCHOOL CAMPUSES****ARS §36-6798.03 Smoking and Use of Tobacco Products**

ARS §36-798-03 prohibits the possession of tobacco products on all school grounds, buildings, parking lots, playing fields, buses, and at off-campus school sponsored events. This law applies to all students, staff, and visitors. Violations of this law are a "petty" criminal offense, punishable by a fine of up to \$300. Smoking or possession of

tobacco products is not permitted on or within 300 feet of school property (school grounds, inside school buildings, in school parking lots or playing fields, in school vehicles) or at off-campus school sponsored events.

**ARS §13-3622B Vapor Products**

ARS §13-3622B states it is illegal for a minor to buy, have in their possession, or knowingly accept/receive from any person, tobacco product, a vapor product or any instrument or paraphernalia that is solely designed for the smoking or ingestion of tobacco or shisha, including a hookah or water pipe. "Shisha" includes any mixture of tobacco leaf and honey, molasses, or dried fruit or any other sweetener. "Tobacco product" means any of the following: A. Cigars, B. Cigarettes, C. Cigarette papers of any kind, D. Smoking tobacco of any kind, and E. Chewing tobacco of any kind. "Vapor product" means a noncombustible tobacco-derived product containing nicotine and/or THC that employs a mechanical heating element, battery or circuit, regardless of shape or size that can be used to heat a liquid nicotine solution contained in cartridges.

***Annual Public Notice of Nondiscrimination***

*Peoria Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities and provides equal access to the Boy Scouts and other designated youth groups. The Peoria Unified School District's Career and Technical Education (CTE) department does not discriminate in enrollment or access to any of the CTE programs available, such as Business, Marketing & Management, Communication & Information Systems, Environmental & Agriculture Systems, Health Services, Human Services & Resources, and Industrial, Manufacturing & Engineering Systems. For more information on program prerequisites, please see the Course Description Guide [here](#). The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Peoria Unified School District also does not discriminate in its hiring or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies:*

Mr. Shawn Duguid, Chief Operations Officer  
Peoria District Administration Center  
6330 West Thunderbird Road  
Glendale, Arizona 85306  
623-486-6000

***Notificación Pública Annual de No Discriminación***

*El Distrito Escolar Unificado de Peoria no discrimina en base a raza, color, origen nacional, sexo, edad o discapacidad en la admisión a sus programas, servicios o*



actividades y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados. El Departamento de Educación Profesional y Técnica (CTE) del Distrito Escolar Unificado de Peoria no discrimina en la inscripción o el acceso a cualquiera de los programas de CTE disponibles, tales como Negocios, Marketing y Gestión, Sistemas de Comunicación e Información, Sistemas Ambientales y de Agricultura, Servicios de Salud, Servicios y Recursos, y Sistemas Industriales, de Manufactura e Ingeniería. Para obtener más información sobre los prerrequisitos del programa, consulte la Guía de descripción del curso aquí. La falta de habilidades en el idioma inglés no será una barrera para la admisión o participación en las actividades y programas del distrito. El Distrito Escolar Unificado de Peoria tampoco discrimina en sus prácticas de contratación o empleo. La siguiente persona ha sido designada para manejar las consultas relacionadas con las políticas de no discriminación:

Shawn Duguid, Chief Operations Officer  
Peoria District Administration Center  
6330 West Thunderbird Road  
Glendale, Arizona 85306  
623-486-6000

### **SCHOOL DRESS**

Arizona Law and District policy provide for a safe, positive school campus that is conducive to learning. *Appropriate dress is critical to this effort.* General guidelines to be observed are student's attire should be neat, clean, and modest. Clothing shall not be transparent/sheer, distracting, or disruptive to the school environment. The following are specific guidelines to assist you and your student in making good decisions about what to wear to school:

1. Footwear is required on campus by state law, which prohibits bare feet in any public place.
2. No night wear including pajamas, slippers, and blankets.
3. Tops must be modest and non-revealing as to not show: midriff, cleavage, bare backs, the sides of the body, or bra straps. Tops must be sufficient in length to fully cover the waistband of the bottoms. Undergarments such as sleeveless undershirts, tank tops, muscle shirts, halter tops, strapless tops, bralettes, and spaghetti straps are inappropriate. Garments with straps must be 2 inches or wider; jackets/sweaters are not options for "covering up" inappropriate clothing.
4. Pants, shorts and/or skirts must be reserved and appropriate length as to not reveal undergarments or skin through large holes, ragged or cut off garments. Shorts and skirts must be long enough to cover buttocks even when seated.
5. To promote positive school culture, students are *prohibited* from wearing any clothing or accessories that have or endorse profanity, drugs/alcohol/tobacco, sexual or violent connotations, or are gang related.
6. Other items that are prohibited, but *not limited* to that which is stated, to maintain a safe, positive, and learning culture at school are as follows:

1. Bandanas, sweatbands, hairnets, "do rags", overcoats, trench coats, or similar styled clothes may not be worn on campus.
2. Spiked jewelry, wallet chains, chain belts or extremely long belts are not allowed.
3. Hats, beanies, visors, sunglasses and hoods may not be worn in school buildings.

The administration and staff will enforce this dress code consistently and fairly. A student whose mode of dress is deemed to be unsuitable or inappropriate may be asked by the administration to make necessary corrections in personal appearance. Students may receive consequences for violation of any part of the dress code.  
***School dress is expected at school and all school functions.***

### **Cloth Face Coverings**

In compliance with local, state and/or federal mandates, all persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a cloth face covering while indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District. (District Policy JICA-RB)

En cumplimiento con los mandatos locales, estatales y/o federales, todas las personas, incluyendo, pero no limitado a, personal, estudiantes, vendedores, visitantes y voluntarios, usarán una cara de tela cubriendo mientras estén en interiores o al aire libre, y en cualquier vehículo del Distrito, incluyendo autobuses del Distrito o vehículos alquilados o arrendados por el Distrito. (Política de Distrito, JICA-RB)

## **STUDENT SERVICES**

### **Student Records**

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Parents and students 18 years of age or older have the following rights in connection with educational records:

1. To inspect and review the student's educational records
2. To request amendment of the student's educational records to ensure that the records are not inaccurate, misleading, or in violation of student rights, including the right to a hearing, if necessary
3. To consent to disclosure of personally identifiable information contained in the student's educational record, except information deemed "directory information", may be disclosed without consent unless the parent/eligible student communicates in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA
4. To file complaints with the U.S. Department of Education
5. Non-custodial and divorced parents have equal right relating to student records unless the school has been provided a court order to the contrary

## **Insurance**

The District does not carry insurance for students' medical or dental costs if they are injured during school activities. For the protection of the student and his/her family, we strongly suggest some type of accident insurance. Students may purchase school time coverage, 24-hour coverage, and/or dental accident coverage through the school. Football coverage is also available. Information regarding insurance will be made available at registration and from the school office.

## **School Nurse**

Services of the school nurse are available to students throughout the day. Students who are ill should report to class and ask their teacher for a pass to go to the nurse's office. **In those cases where the student is too ill to remain in school, the parents will be notified. Under no circumstances should an injured or ill student go home without permission.** Anyone who must take medication during the day should report to the nurse.

Ill or injured students should only leave the school campus at the discretion of the professional school nurse after an appropriate assessment of the illness or injury. It is important that the nurse be able to communicate with the parent regarding the student's needs.

Students are encouraged to communicate with the nurse regarding all serious health concerns. Treatment plans from your doctor should be on file with the nurse for these conditions and renewed annually.

## **Administration of Medication Prescribed by a Physician**

The law (A.R.S. §15-344) requires medication must be delivered to the nurse in the prescription container as prepared by the pharmacist. The school nurse may document the number of pills upon receipt.

- The prescription label must bear the student's name, current date, and name of medication, dosage, and the time to be given. This cannot be adjusted per parent request. Nurses will follow the time on the prescription bottle. Inhalers must be properly labeled as well, or the nurse cannot administer or allow the student to administer themselves. Nurses cannot administer expired medications.

## **Administration of Non-Prescription Medications**

The law (A.R.S. §15-344) requires medication must be delivered to the health office in the original container as packaged by the manufacturer.

- The container must be labeled with the student's name. Dosage must be in keeping with the manufacturer's recommendations and printed on the label. The school nurses may request a medical evaluation and may require a physician's order giving permission to administer non-prescription medication. The nurses cannot administer non-FDA approved medications such as essential oils and herbal supplements.

***ALL STUDENTS ENROLLED IN HIGH SCHOOL ARE REQUIRED BY LAW TO HAVE AN UP-TO-DATE IMMUNIZATION RECORD ON FILE IN THE NURSE'S OFFICE.***

**Bookstore**

The student bookstore is open before school and during lunches daily. All students will be issued textbooks free of charge. Bookstore charges for all students may include class fees when required and paperback books. Each textbook has an identification number. Students must return the **SAME BOOK** they were issued or be charged the present value of the missing book. Lockers are assigned in the bookstore. "Lost and Found" is located in the bookstore.

**Lockers**

Lockers are available through the bookstore for a fee. School lockers may be assigned to students upon request. Students are to use ONLY THE LOCKER THAT they have been assigned. Students are responsible for keeping their own lockers free of graffiti or other markings. The lockers are provided for student convenience and their use is at the student's own risk. For security reasons, students should spin the locker dial after each use. Students are expected to assume full responsibility for the security and contents of their lockers. Student lockers are school property. Inspections of lockers may be conducted by school authorities at any time for any reason without notice, without student consent, and without a search warrant. The school is not responsible for items lost or stolen from the lockers.

**Food and Nutrition Program**

Our cafeterias serve nutritionally balanced meals each school day. The cost of the lunch is \$2.75 per day. Breakfast is \$1.75 per day. Milk is available with each lunch or breakfast or may be purchased separately for 35 cents. A bottle of water or a fountain drink is also included with their meal.

Students may choose one of several entrees, including several fresh salads, sandwiches, and wraps. They also must choose from a variety of vegetables, fruits, and milk as part of their lunch. USDA regulations require each student to take a half cup of fruit or vegetable. A vegetarian option is available every day and is noted on the menu with a "v." Students also have a snack bar available to them. Student accounts may be used to purchase foods at the snack bar as well.

Students with food allergies must have the District's food allergy form completed by their doctor in order to receive alternate meals. The form is on the District's website under the Food and Nutrition Department.

Each student has an account at the school that is linked to their student ID card. Parents may prepay for meals using [www.myschoolbucks.com](http://www.myschoolbucks.com), cash or check. Checks must have the phone number written on the check. Please make the check out to Peoria Lunch Fund. Students may purchase meals daily as they enter the cafeteria. However, prepayments are encouraged in order to speed up serving lines and avoid lost or stolen money.

To continue benefits, free and reduced lunch applications must be completed each year. Previous applications will expire 30 days after school starts. For faster processing and notification, parents are encouraged to apply online starting July 20<sup>th</sup> at [www.schoollunchapp.com](http://www.schoollunchapp.com). Printed free and reduced lunch applications are available in the school's front office, cafeteria, or the District Administration Office. Upon completion of the application, please return it to the school cafeteria. Do not turn it in to the teacher or front office. Students are not able to receive a free meal until the application is approved.

High school students are allowed two charges at breakfast and lunch. After the second charge, students are given the alternative meal. All charges are to be paid promptly to the cafeteria. Students must have their ID cards to purchase a lunch to meet USDA regulations.

Cash check and Myschoolbucks.com is available through the end of the school year.

An email is sent every Saturday with your student's current amount, whether this is negative, positive, or zero. This is designed to keep the parent current of money needed or if a refund is needed. Any remaining money on student accounts will roll over to the next year.

Refunds are automatically mailed at the end of each month for withdrawn students and the end of the year for any non-returning students. If the balance is less than \$5.00 and no other siblings are receiving a refund, a parent may request a refund but may be required to pay \$5.00 for the cost to the District to process the refund. Refunds may be requested through your cafeteria manager or by emailing [mingram@pusd11.net](mailto:mingram@pusd11.net) your name, student name, address, and phone number.

### **Smart Snacks Standards (HHFKA 2010)**

Regulations state that no exempted fundraisers foods or beverages may be sold in competition with school meals in the food service area during the meal services. Fundraisers may be conducted at any time if the items meet Smart Snack requirements. Visit [www.healthiergeneration.org/productcalculator](http://www.healthiergeneration.org/productcalculator) for help determining if an item meets the standards. Fundraisers that do not meet Smart Snack requirements may not be sold during breakfast or lunch.

If an item is sold outside of meal times and an exemption request is completed, the sale will be permitted. Soda and diet soda are not allowed as saleable items. A school principal or designated representative of the school is permitted to submit an exemption request online at <https://www.surveymonkey.com/s/fundraiserexemption> or by contacting Health and Nutrition Services Division at 602-542-8700.

Students may apply to be a student worker for the cafeteria. Students generally work 10-15 minutes during lunch, which allows them ample time to still eat lunch with their friends. They will be paid minimum wage and receive a free meal. Please see your cafeteria manager for details.

Students are expected to clean up their areas and keep the dining room clean, showing pride in the campus. Trash receptacles are provided throughout the campus. Food and drinks are not allowed in the classrooms, hallways, or gymnasiums, unless prior arrangements have been made with the administration. Students are not to be in hallways during their lunch period. There are established eating areas on campus. Food and drinks are limited to these areas in the interest of keeping a clean campus.

## **TRANSPORTATION**

The Peoria Unified School District provides bus transportation as a privilege for any student who lives more than 1.5 miles from their school of attendance. You must have an I.D. badge stamped appropriately in order to board the bus.

### **School Bus Rules**

Students being transported are under authority of the bus driver and shall observe the following standards:

1. I.D. badges must be clearly visible at all times.
2. Follow the instructions of the bus driver.
3. Be courteous to driver, to other pupils, and to passers-by.
4. Be at the bus stop five minutes before the pickup time in the morning and be on time in the afternoon for the ride home.
5. Practice good safety rules at the bus stop.
6. Get in line as the bus approaches without crowding or pushing.
7. Keep hands, arms, heads, or objects inside the bus.
8. Do not throw objects in the bus or out the bus windows.
9. Do not eat or drink on the bus. Bottled water is allowed.
10. Do not litter on the bus.
11. Do not mark, scratch, or deface the bus.
12. Talk quietly. Loud or vulgar language is not allowed.
13. Dangerous objects (knives, matches, etc.) are not to be carried on the bus.
14. Remain seated while the bus is in motion.
15. Keep your hands to yourself at all times.
16. Do not place books, musical instruments, or other objects in the aisles.

### **Cameras on Buses**

The Peoria Unified School District approves the use of video cameras on school buses and in non-classroom areas of campus for the primary purpose of enhancing the safety of our students and staff. Parents/guardians shall be notified once a year by the district that video cameras are in use.

The video cameras on buses will help reduce disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our students. Buses will have a sign placed at the front of each bus indicating that video cameras are in use. Transportation department administration, bus drivers, bus assistants, principals, and district administration may

view the video in an effort to document an incident and to determine who may or may not be involved.

The cameras are not to be tampered with in any way, which may include, intentionally damaging/vandalizing, repositioning, or any form of theft related to the camera system. Any individual found in violation of this standard will be subject to disciplinary consequences as outlined in the Peoria Unified School District Discipline Code.

State law forbids the following items to be brought onto the bus: dangerous items/weapons, glass, animals, insects, drugs, prescription drugs, alcohol, or tobacco.

**FAILURE OF STUDENTS TO ADHERE TO THESE STANDARDS MAY RESULT IN LOSS OF BUS PRIVILEGES OR OTHER DISCIPLINARY ACTION.**

**CONSEQUENCES MAY INCLUDE:**

- 1<sup>st</sup> Offense: Warning; Student/Driver Conference
- 2<sup>nd</sup> Offense: Assigned Seat; Bus Driver Conferences; Referral to Principal/Parent
- 3<sup>rd</sup> Offense: One Week Suspension from Bus
- 4<sup>th</sup> Offense: One Semester or One Year Suspension from Bus

**SEVERE CLAUSE – Direct Referral – No Warning**

1. Disrespect to Driver
2. Fighting
3. Vandalism
4. Indecent Exposure
5. Weapons
6. Profanity or Vulgar Language

**ACTIVITIES**

Students may be eligible for the many clubs and organizations on campus. A Club Fair may be held early in the school year to introduce students to all the organizations on campus. Assemblies and pep rallies are held periodically for all students. Students are expected to conduct themselves in an orderly fashion. Loud outbursts or rude gestures will not be tolerated.

**Clubs**

Various clubs and organizations operate for the benefit of interested students. Students are encouraged to become involved and to actively participate in the clubs of their choice. To begin as a new club, the minimum requirements for a student organization are as follows:

- Potential membership of at least 10 students
- Adoption of constitution
- Establish by-laws
- Keep minutes
- Elect officers
- State purpose

- Have a faculty advisor
- All new organizations should have the approval of the Student Council or student government and the principal. Once a club is organized, it must follow the guidelines set down by district policy.

There are many clubs on campus. Please consider making one a part of your high school career.

National Honor Society membership is extended to students who maintain high standards of scholarship, citizenship, leadership, character, and service to the school and community. A faculty council selects the members and the principal gives final approval. For additional information, contact the advisor or visit your club website. A Class Rank Index (CRI) of 3.7 is required to be considered for membership.

**Grad Night** Grad night activities are non-sponsored by PUSD events.

### **Senior Pranks, Ditch Days, Trips**

The Peoria Unified School District does not sponsor nor approve of any type of Senior Prank, Senior Ditch Day, or Senior Trip.

### **Hazing**

Hazing of any type will not be tolerated, whether it is gender based, racial, or in the form of initiation. Such behavior disrupts the education process and climate of the school and must be reported to the Administration.

## **SURVEYS**

### SURVEYS; PUPIL INFORMATION; PARENTAL PERMISSION AND INFORMED CONSENT (A.R.S.)

Notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one year and that solicits personal information about the pupil.

## **ATHLETICS**

Peoria Unified School District provides the opportunity for students to participate in interscholastic competition in many sports at the varsity, junior varsity, and freshman levels. Participation on an athletic team is a privilege and it carries certain responsibilities. Students are expected to always exhibit high standards of behavior, leadership, and sportsmanship.

Peoria Unified School District high schools are members of the Arizona Interscholastic Association. All student athletes must satisfy the eligibility requirements set forth by the



A.I.A. and pay any associated fees as required by the Peoria Unified School District. The minimum requirements include the following:

1. Must be enrolled full time and receiving credit during the first seven semesters, and enrolled and making satisfactory progress toward graduation in semester eight.
2. A successful physical exam.
3. Parent consent release.
4. A record of birth on file in the office.

For more information, check with your coach or the athletic director.

### **No Pass/No Play**

State Board of Education Rule R7-208 as mandated by the Arizona State Legislature requires that each school district must have in place a "No Pass/No Play" policy

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY**

All interscholastic activities in grades seven (7) through twelve (12) that are 1) of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined and 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit. All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.
- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
  - Ineligibility is determined to be necessary.
- Every school shall offer a wide range of support services and remedial options for students who fail to make appropriate academic progress. These include

adult or peer tutoring, specially designed remedial homework, make-up opportunities, and special assistance before or after the regular school day. When students are notified of pending or established ineligibility under this rule, the teacher is responsible for initiating remedial action.

- Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.
- The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.
- The Superintendent shall consult with and invite comment on this policy from parents and teachers and shall make recommendations to the Board regarding this policy, as necessary, after considering such comments.

The Superintendent shall establish regulations to ensure that:

- Necessary documents in support of this document are maintained.
- Necessary data related to ineligible students are collected as reported as required by law.
- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

Athletics, Speech, Theatre, Music, Spiritline, and ROTC are all defined as extracurricular activities that fall under the "No Pass/No Play" policy. The Peoria Unified School District's policy requires the following:

1. A student must be enrolled in a minimum of three classes during the first seven semesters, and enrolled and making satisfactory progress toward graduation in semester eight.
2. A student must have received a passing grade in all enrolled classes during the weekly grading period preceding the contest or performance.
3. The ineligibility period is one week or until the failing grade is brought to a passing grade.
4. Ineligibility is declared on Friday and the student is ineligible Monday through Saturday of the following week.

### **Procedure**

1. A list of participants is provided to each teacher. The teacher will fill out a yellow warning card if a student is in jeopardy of being ineligible. This will be sent to

the office the week prior to notice of failure. (Only one warning will be sent per term.)

2. It is the teacher's responsibility on a weekly basis to fill out a notice of failure card on any student who is not passing.
3. The card(s) must be turned in to the Athletic Director's Office at a time determined by each campus, but no later than noon on Friday.
4. Grades are cumulative through each term.
5. The Athletic Director's Office will notify coaches whose students have become ineligible for the following week.
6. The coach will notify the student of his/her ineligibility.
7. A letter notifying parents of their student's ineligibility will be mailed on Friday. Remediation will be available through the classroom teacher.

### **Victory with Honor, Sportsmanship and Citizenship**

The information listed above contains portions of the bylaws, not the actual bylaws. Please refer to the bylaw references for the complete statement of the bylaws in their entirety. The Athletic Director in your school has a complete copy of all AIA eligibility requirements. Bylaws are also posted on the AIA web site – [www.aiaonline.org](http://www.aiaonline.org).

### **Sportsmanship**

#### **Honor First - Win or Lose**

Sportsmanship refers not only to the athletes who participate against other schools but to all spectators as well. The following code is a good summary of a true sportsman. He/she will:

- Consider all opponents as guests and treat them with courtesy.
- Accept all decisions of officials without questions.
- Never hiss or boo a player or official.
- Never utter abusive or irritating remarks from the sidelines.
- Applaud opponents who make a good play or show good sportsmanship.
- Seek to win by fair means, according to the rules of the game.
- Love the game for its own sake and not for what winning may bring.
- Remember: Honor First - Win or Lose.

### **Athletic Schedules**

Athletic schedules are posted on each school's web page, [peoriaud.k12.az.us](http://peoriaud.k12.az.us). Click on Departments, Athletics, and High School Athletic Schedules. Other high school athletic information may be obtained at [www.aia365.com](http://www.aia365.com).

### **Gifts/Donations Policy**

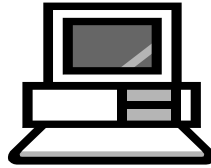
All gifts and donations to athletic teams must be approved by the Principal to ensure Title IX equity. The approval form for Athletic Gifts and Donations may be obtained from the Athletic Director. Final approval will be made by the Governing Board.

### **Spectators with Disabilities**

A person with a disability may request reasonable accommodations prior to an athletic event by contacting the Athletic Office of the hosting school. Requests should be made as early as possible in order to ensure adequate time to arrange for the accommodations.

## **STUDENT CONDUCT**

### **STUDENT GUIDELINES FOR APPROPRIATE USE OF TECHNOLOGY RESOURCES**



### **Use of Technology Resources**

#### **General**

Technology greatly enhances education and instructional programs. All technology provided by the Peoria Unified School District is to be used to facilitate and support the education, research, and operational goals of the district. Technology, for the purposes of this handbook, will be referred to as Electronic Information Services (EIS), and includes, but is not limited to, computers, laptops, tablets, electronic equipment, Internet, and the World Wide Web. (School District Policy IJNDB)

It is important that students understand their responsibilities regarding use of the District's Electronic Information Services. As access to technology resources on school campuses, both district-provided and personal, becomes more ubiquitous, it is equally important to focus on the District's and students' positive responsibilities for promoting the learning of effective and safe technology practices and to promote positive digital citizenship.

#### **District Responsibilities**

The Chief of Strategic Planning and Technology, acting under the authority of the Superintendent, will serve as the coordinator to oversee the EIS and will work with district, regional, and state organizations as necessary. The Chief Technology Officer will also establish a process for setting up individual and class accounts, provide training, establish cyber-security and privacy protection processes, establish the necessary content filtering process, and determine EIS (network) and information system administrators.

Building principals will serve as site-level coordinators for the District system, and will approve site-level activities, ensure teachers and staff receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students and staff using the system, maintain executed user agreements, and be responsible for interpreting the district Acceptable Use Policy at the site level.

Access for students will be provided as necessary to support instructional program standards. Students will access district EIS (network) resources through a password authentication system. Students may be required to change passwords at regular intervals. Sharing of passwords is expressly forbidden.

### **Personal Devices**

Use of personal devices while on campus is permitted and encouraged, under the supervision and direction of administrators and teachers. The following are specific directions regarding student use of personal devices:

- Student owned devices may be used throughout the instructional day for educational purposes only, and only at the direction of a school teacher or administrator.
- Devices that include phone and texting features should be in the "silent" or off mode during the instructional day and while riding to/from school on district transportation. Students may not use their devices for personal calls/texts during instructional time.
- Under no circumstances should personally owned devices be used to take photos/videos in any school location other than when directed to do so by a Peoria teacher or administrator, for instructional purposes or a public event.

To further enhance the safety and productivity of students using personal devices, the district EIS (network) identified for personal devices is the "PUSD-XNET" and requires students and adults to authenticate, or log in, using their Peoria Unified School District user names and passwords. When using personal devices on campus, students must use PUSD-XNET and are specifically prohibited from using other means to access the Internet (e.g., 4G, etc.).

Finally, students and parents are reminded that students are personally responsible for their use of, and held accountable for, any personal technology devices they choose to bring onto a Peoria Unified School District campus.

### **Internet Use**

Each user will be required to sign an ACCEPTABLE USE AGREEMENT, (Peoria Unified School Board Policy IJNDB-EB). A user who violates the provisions of the agreement may be denied access to the EIS and may be subject to disciplinary action. A canceled account will not retain its mail or files. The District does not assume liability for any information lost, damaged, or unavailable due to technical and/or other difficulties; nor does the District assume liability for a user's inappropriate use of the District EIS.

Details of the user agreement shall have been discussed with each potential user of school computers and the EIS. When the signed agreement is returned to the school, the user may be permitted use of computers and electronic resources through the District EIS and equipment.

The following is the Peoria Unified School District's Acceptable Use Policy, which must be signed by students and parents annually.

### **Acceptable Use of Electronic Information Services**

Acceptable use of the District's EIS requires that use of these resources be in accordance with the following guidelines and support the educational goals of Peoria Unified School District.

**Summary:** You will be held responsible for your actions. Your actions may be monitored and tracked while using school computing devices or the district EIS (network). Do not download inappropriate or copyrighted material. Do not disclose personal information about yourself or your family. Notify your teacher immediately if you receive a communication or access a website that you feel is inappropriate.

The student must:

- Agree to use the EIS for educational or District business purposes only.
- Agree not to submit, publish, display, or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, encourages the use of controlled substances, or is deliberately inaccurate material; nor shall students provide direct links to such materials.
- Agree not to download, archive, distribute, or share any software or digital file(s) (such as movies, music, or text) that would constitute a violation of copyright laws, including any trademark and/or license restrictions.
- Agree not to plagiarize any material found using technological resources.
- Agree not to attempt to harm or modify system files or data belonging to other users.
- Agree not to attempt to gain unauthorized access to district systems or data, destroy software, or interfere with system operation or security.
- Agree not to use any password other than their own, unless given specific direction by a staff member.
- Agree to keep password private.
- Agree to notify teacher if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system.
- Agree not to use the EIS (network) in a way that would disrupt the use of the EIS (network) by others.
- Understand that e-mail should not be considered absolutely secure or private.
- Understand that e-mail in the District e-mail system is the property of the District.
- Understand that any use of the District EIS (network), including e-mail, may be monitored and tracked.
- Agree not to reveal anyone else's personal information without the proper permission or authority.
- Agree not to use the system to make any unauthorized purchases or to conduct any non-approved business.

- Follow all District Policies and Student Handbooks as written.
- Understand that the system administrators reserve the right to set quotas for disk usage on Peoria Unified School District EIS (network). Students who exceed their quota will be advised to delete files to return to compliance.

Student use of information systems is acknowledged to be a privilege, not a right. Students must adhere to strict District guidelines. Administrator(s) will deem what is appropriate and inappropriate use of information systems. Any action by a student determined to constitute an inappropriate use subjects the student to disciplinary action. Depending on the seriousness of the user's offense, consequences will be administered as stipulated in the Student Handbook and/or District Policy. Students will also be subject to all applicable state and federal laws.

### **Electronic Information Systems (network) Access and Content Filtering**

Students and parents/guardians of students must understand that students will have access to the Internet while engaged in normal academic activities. Through the use of filtering software and supervision, Peoria Unified School District blocks access to inappropriate materials on the Internet.

Students and parents should be aware that no filtering system is completely effective in preventing access to all inappropriate materials, and it is the student's responsibility to follow the above regulations and the directions of staff. Important Reminder: When accessing and/or viewing the Internet at school on personal devices, students must use only the PUSD-XNET Wifi so they are unable to access sites that are otherwise blocked to students at school.

Parents/guardians will be able to address with their children any additional boundaries of what is considered acceptable use by members of their own family.

### **Copyright Guidelines for Students**

Copyright provides protection for individuals, organizations, and companies from unlawful copying or use of their original works. It is a student's responsibility as a citizen to uphold copyright laws. Significant fines can be imposed for copyright violations.

The following are copyright guidelines under the law for "Fair Use" that pertain to students. For further clarification, refer to the U.S. Copyright Guidelines for Fair Use, 2009. (<http://www.copyright.gov/fair-use/more-info.html>)

### **Print**

- One copy of an item can be made for research or study purposes.
- It is not permissible to copy comics, comic strips, or cartoon characters.
- Up to 10% of the total, or 1,000 words, whichever is less, of a copyrighted work consisting of text material can be used for education purposes.
- Students can use the entire poem if it is 250 words or less, or 250 words of a longer poem. Use no more than one poem per poet or five poems from an anthology.

### **Digital Recordings**

- Digital recordings cannot be used at school for entertainment purposes. Fair-use guidelines state that digital recordings can only be used for face-to-face instruction.

### **Music**

- A recording from an album, CD, radio broadcast, streaming service, app, or the Internet cannot be reproduced.
- It is permissible to copy without permission up to 10% (30 seconds maximum) of a piece of music to be used in a class project and/or a larger multimedia program.

### **Software**

- It is always illegal to copy software programs other than for archival or backup purposes. The only exception is shareware or freeware where the author has granted specific permission.
- It is illegal to download, store, distribute, or share any copyrighted digital files such as movies, music, pictures, or text.

### **Educational Multimedia**

- "Fair Use" permits students to use portions of lawfully acquired copyrighted works (see Limitations below) in their academic multimedia projects, with proper citations, and when these projects are kept in personal portfolios as examples of academic work for later appropriate uses such as part of a job application.
- Up to 10% or 3 minutes, whichever is less, of a copyrighted media (movie, animation, etc.) can be used as part of a multimedia project produced by a student for educational purposes.

### **Illustrations and Photographs**

- A photograph or illustration can be used in its entirety in a student project, but no more than five images by an artist or photographer can be incorporated into any one multimedia project.
- When using photographs and illustrations from a collection, no more than 10% or 15 images can be used in the project.

**CAUTION** Students are advised to exercise caution in using digital material downloaded from the Internet. Access to works on the Internet does not automatically mean that the information can be freely reproduced and reused. Furthermore, some copyrighted works may have been posted to the Internet without authorization of the copyright holder.



**NOTE: Copies of copyrighted material or of projects containing any copyrighted material cannot be distributed by CD, DVD, videotape, broadcast, or the Internet without prior legal documented permission from the copyright holders.**

If a student is in doubt about whether a work, or part of a work, can be used, the teacher should be contacted before incorporating it into a project. It is always best to seek permission of the copyright holder if there are any doubts about the "Fair Use" of copyrighted materials.

### **ACADEMIC INTEGRITY**

It is the practice of the Peoria Unified School District to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable. Examples which violate academic integrity are:

- Cheating – giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information.
- Fabrication and Falsification – unauthorized alteration or invention of any information or citation in an academic exercise.
- Plagiarism – presenting the work of another as one's own (i.e., without proper acknowledgement of the source). This includes the use of Internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- Facilitating Academic Misconduct – giving or attempting to help another commit an act of academic misconduct. (i.e. screenshots or airdropping of work/tests, programing into a calculator)
- Tampering with Materials, Grades, or Records – interfering with, altering, or attempting to alter school records, grades, or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records.
- Copyright Laws – all applicable copyright laws will be in effect as related to both computer software and printed books and materials.

### **Student Publications**

Distribution of student publications on school property is not permitted unless previously authorized by the administration and does not disrupt the operations of the school. Student publications will:

- Include school sponsored or classroom pamphlets, flyers, posters, etc.
- Recognize that trust, fairness, accuracy, and responsibility are essential to the practice of journalism.

### **ABUSE OF STAFF**

In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form

of verbal or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion. Any person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties, is guilty of a class 3 misdemeanor. (A.R.S. § 15-507) If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

#### **TEACHER/STAFF AUTHORITY**

Teachers and staff have the responsibility and authority to correct the behavior of any student, especially if it is of such nature as to bring discredit to the individual, the school, or the student body. Disrespect directed at staff will not be tolerated.

#### **STUDENT DISCIPLINE RULES**

Rules for student conduct are established by law, by District Policy JIC, and by the Student Discipline Code set forth on the following pages. Within the Code, a chart showing minimum and maximum consequences is provided as a communications tool for all who share in the educational process. At times, consequences not set forth in the Code may be developed if the proposed alternatives are viewed by the school official and parent as useful and appropriate. Several problem areas represented on the chart are discussed in greater detail because they have unusual importance in maintaining positive school climate.

#### **Due Process Rights**

Students referred for discipline are guaranteed the following due process rights: (1) the right to be informed of accusations against them, (2) the opportunity to admit or deny accusations, (3) the right to hear evidence on which accusations are based, (4) an opportunity to present an alternative factual position, and (5) the right to appeal a disciplinary decision in accordance with district policy.

#### **Search and Seizure**

The Peoria Unified School District's number one concern is maintaining a safe, positive learning environment for our students and staff. There are occasions when the student receives information that this may be jeopardized in some fashion and a search must be conducted. School officials need only reasonable suspicion to initiate a search. Reasonable Suspicion is based on information received from students or teachers that is considered reliable. It may also be prompted by the behavior or demeanor of the student. Consequently, certified school officials may search if reasonable suspicion is established as the primary basis for the search. Searches may include, and are not limited to, the student's person, desks, locker, backpacks, automobiles, purses, cell phones, wallets, etc.

The Peoria Unified School District may use canine detection services without prior notice to canvas a campus in pursuit of illegal contraband on campus. It is the District's intent to be vigilant in utilizing numerous strategies to strive for a drug-free campus.

### **Arizona Drug & Alcohol Law**

Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the District's "good neighbor" policy will result in disciplinary action by school officials, notification of parents, and possible involvement of police. The following provisions of Arizona's Drug Law are offered as a warning. Arizona judges have no discretion to impose less than mandatory prison sentences and fines. Here is what could happen if a student possesses, uses, or sells non-prescription drugs on or within 300 feet of school property:

- If 18 or older, he/she will be tried as an adult.
- If convicted as an adult, the crime will be classified as a felony carrying a minimum mandatory prison sentence of three years and nine months and a minimum fine of \$2,000. (If convicted as a minor, he/she may be placed in the custody of the Department of Corrections until the age of 18.)
- If convicted of a drug offense, his/her driver's license will be suspended until age 18; if he/she does not have a driver's license, he/she may be denied a license until the age of 18.

### **Student Violence/Harassment/Intimidation/Bullying**

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

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

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation as defined by this policy will not be tolerated.

### **Definitions:**

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

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property;
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm;
- Occurs when there is a real or perceived imbalance of power or strength; or
- May constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- Verbal, written/printed, or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying;
- Exposure to social exclusion or ostracism with malicious intent;
- Physical contact, including but not limited to, pushing, hitting, kicking, shoving, or spitting; and
- Damage to or theft of personal property.

*Cyber bullying:* Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social EIS (networking) and other Internet communications, on school computers, EIS (networks), forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs, and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

**Prohibitions and Discipline:**

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, EIS (networks), forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students are encouraged to immediately report these types of incidents to a school official. It is required that the school official follow procedures to investigate a student bullying claim and resolve incident(s) with appropriate sanctions. Such behavior

disrupts the education process and climate of the school and must be reported to school administration immediately.

Any parent who suspects their child is a victim of bullying or harassment shall notify school officials and make a report. Forms to report these incidents are located in every school office and are available to be downloaded from our district Internet portal site, [www.peoriaunified.org](http://www.peoriaunified.org).

The ***PUSD Safe School Line (623-486-6199)*** is also available twenty-four hours per day, seven days a week to report incidents. (District Policy, JII)

### **Fighting vs. Rough or Inappropriate Play**

Fighting, defined as physical contact with another person intended to cause harm, is never appropriate on a school campus. This is distinguished from the type of play—especially that of younger students—in which participants may exceed the bounds of good judgment without intending to injure one another. Response to inappropriate play must be measured by the age of students and type of endangerment that results.

### **Gang Association or Activity**

For disciplinary purposes, a gang is defined as a group of three or more who (1) have a name, (2) claim a territory, (3) have rivals/enemies, (4) interact together to the exclusion of others, and/or (5) exhibit anti-social behavior, often associated with crime or a threat to the community. Gang behavior that initiates, advocates, or promotes activities that threaten the safety or well-being of persons or property on school grounds, or which disrupts the educational environment is strictly forbidden. Any student wearing, carrying, or displaying gang clothing, symbols, or paraphernalia; exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to discipline.

### **The “Good Neighbor” Policy: Student Conduct Within the School Community**

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour and release periods. Failure to act as a good neighbor within the school community may result in disciplinary action (District Policy JIC).

### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- verbal, written/graphic harassment or abuse
- subtle pressure for sexual activity
- intentional brushing against the individual's body
- any unwelcome touching of a sexual nature

Sexual harassment or sexual abuse will result in disciplinary action and possible police notification.

**POSSESSION OF WEAPONS, KNIVES, LOADED/UNLOADED FIREARMS, EXPLOSIVE DEVICES, OR OTHER DANGEROUS INSTRUMENTS**

Peoria Unified School District prohibits any person from possessing, storing, or using weapons, knives, firearms, explosive devices, and/or other dangerous instruments on school premises, including any school building, grounds, recreation area, athletic field, vehicle, or any other property that the Peoria Unified School District owns, uses, or operates.

**Weapons** include, but are not limited to, the following:

1. Any device that (a) is designed as a weapon and capable of causing bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, switchblades, knives, chains, clubs, and pepper spray
2. Any BB, paint-ball, pellet-firing, dart, or any other air gun that expels a projectile through the force of air pressure or expanding gases
3. Any electric weapon (i.e. any device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current)
4. Look-alike weapons, including, but not limited to, toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles

**Firearms** loaded or unloaded, including, but not limited to:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive or other propellant

**Explosive Devices** include, but are not limited to:

1. Any destructive device, including, but not limited to, explosive, incendiary or poison gas devices (i.e. bombs, grenades, or similar devices)
2. Fireworks of any kind

Student or District staff member must report the violation to the District administration immediately.

### **Student Violations**

Any student who violates this policy is subject to disciplinary action, including long-term suspension from the District. Building Administrators will determine the appropriate disciplinary action to take against a student who violates this policy by possessing, storing, or using a weapon, knife, explosive device, and/or other dangerous instrument. In determining the appropriate disciplinary action, Building Administrators will consider various factors, including, but not limited to, the age and developmental stage of the student, the nature of the violation, the type of weapon possessed, the student's disciplinary history, and whether the student used the weapon, knife, explosive device, and/or other dangerous instrument to harm or threaten harm toward another person. If a student possesses a firearm on school premises and/or at activities sponsored by the District or school, the Building Administrator will suspend the student for up to nine (9) days and recommend long-term suspension. The Peoria Unified School District will hold a long-term suspension hearing in front of a District Hearing Officer. If the Hearing Officer determines that the student possessed a firearm on school premises and/or at activities sponsored by the District or school, the District will suspend the student for one year, unless it decides to modify the term of the suspension on a case-by-case basis. The District will comply with all applicable state and federal laws regarding the discipline of students with disabilities under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

### **Safety of the School**

Students engaging in behavior or actions that threaten the safety or security of the campus will be disciplined accordingly. This includes any verbal/written statements or gestures that may be construed as threatening to the safety of the school.

Students engaged in disruptive behavior that presents an imminent danger of bodily harm to pupils or others may be restrained or secluded to mitigate the danger to the safety and wellbeing of the educational environment. In the event that seclusion or restraint is used, parents will be notified within 24 hours.

### **Detention**

Detention is held before or after school, during lunch, or on Saturday morning at the discretion of the school site. School personnel may assign students to detention when attendance or tardy policies are violated. Detention may also be assigned when a student's behavior or conduct has been inappropriate. Failure to serve detention may result in additional consequences.

### **Law Enforcement Agencies to Notify PUSD of Sex Offenders**

Legislation calling for community notification of sex offenders took effect June 1, 1996. The legislation requires that law enforcement agencies, not schools, be responsible for notification of the neighborhood when a known sex offender resides in the area. The guidelines provide levels of notification based on the risk a particular sex offender poses

to the community; there are three levels as determined by law enforcement officials. Level two and three sex offenders may present a danger to the community.

When a level two sex offender moves into a community, the law enforcement agency may notify the school district. In the case of level three sex offenders, the agencies shall inform the school district. Peoria Unified School District will cooperate with law enforcement agencies by ensuring that principals and school staff members are notified as necessary.

The Superintendent's office will maintain a file of the notifications, which may be reviewed by community members. Principals and school staff will have access on site to a copy of the notification and any other pertinent information. Copies of the neighborhood notifications may be obtained from the local school. In an effort to maintain trust and better inform the greater school community, Peoria Unified School District may send letters home with students.

### **PUSD STUDENT DISCIPLINE CODE**

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
ABUSE OF STAFF	Verbal or physical disrespect or injury to staff members acting in their capacity as district employees	MIN.	Short-term suspension
		MAX.	Expulsion
ALCOHOL, DRUGS	Use, possession, or being under the influence of alcohol or non-prescribed drugs on school property or at school events; possession of paraphernalia associated with drug use  Sale or distribution of alcohol, non-prescribed or prescribed drugs on school property or at school events	MIN.	Short-term suspension
		MAX.	Expulsion
		MIN.M AX	Long-term suspension
ASSAULT, AGGRAVATED ASSAULT	Physical attack upon another person who does not indicate willingness to engage in the conflict and/or participation in an incident involving physical violence which causes serious physical injury to another	MIN.	Short-term suspension
		MAX.	Expulsion
BULLYING	Negative verbal, physical or psychological actions toward another student	MIN.	Conference
		MAX	Long-term suspension
BUS VIOLATION	Failure to comply with rules established for the use of school transportation	MIN.	Conference
		MAX.	Loss of bus privileges



<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
COMBUSTIBLE	Possession of any substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline and lighter fluid	MIN.  MAX.	Short-term suspension  Expulsion
CONTRABAND	Items stated in school policy as prohibited because they may disrupt the learning environment	MIN.  MAX.	Conference  Long-term suspension
CUMULATIVE VIOLATIONS	Documented misconduct which occurs frequently enough to show a lack of intent to abide by school rules	MIN.  MAX.	Short-term suspension  Expulsion
DEFIANCE/ DISRESPECT/ NON-COMPLIANCE/ INSUBORDINATION	Failure/refusal to comply with reasonable rules or requests of school personnel. Student engages in refusal to follow directions talks back or delivers socially rude interactions	MIN.  MAX.	Detention  Long-term suspension
DISORDERLY CONDUCT, ENDANGERMENT	Behavior disruptive to school climate or the educational process	MIN.  MAX.	Conference  Long-term suspension
DRESS CODE	Failure to comply with the school dress code	MIN.  MAX.	Conference/ Compliance Short-term suspension
FIGHTING	Mutual participation in an incident involving physical violence, where there is no major injury	MIN.  MAX.	Short-term  Expulsion
FIREARMS	Possession of loaded or unloaded firearms, including but not limited to, any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon	MIN.  MAX.	Short-term suspension  Expulsion
GAMBLING	Possession of equipment or materials associated with gambling; participating in games of chance for the purpose of gain	MIN.  MAX.	Conference  Long-term suspension

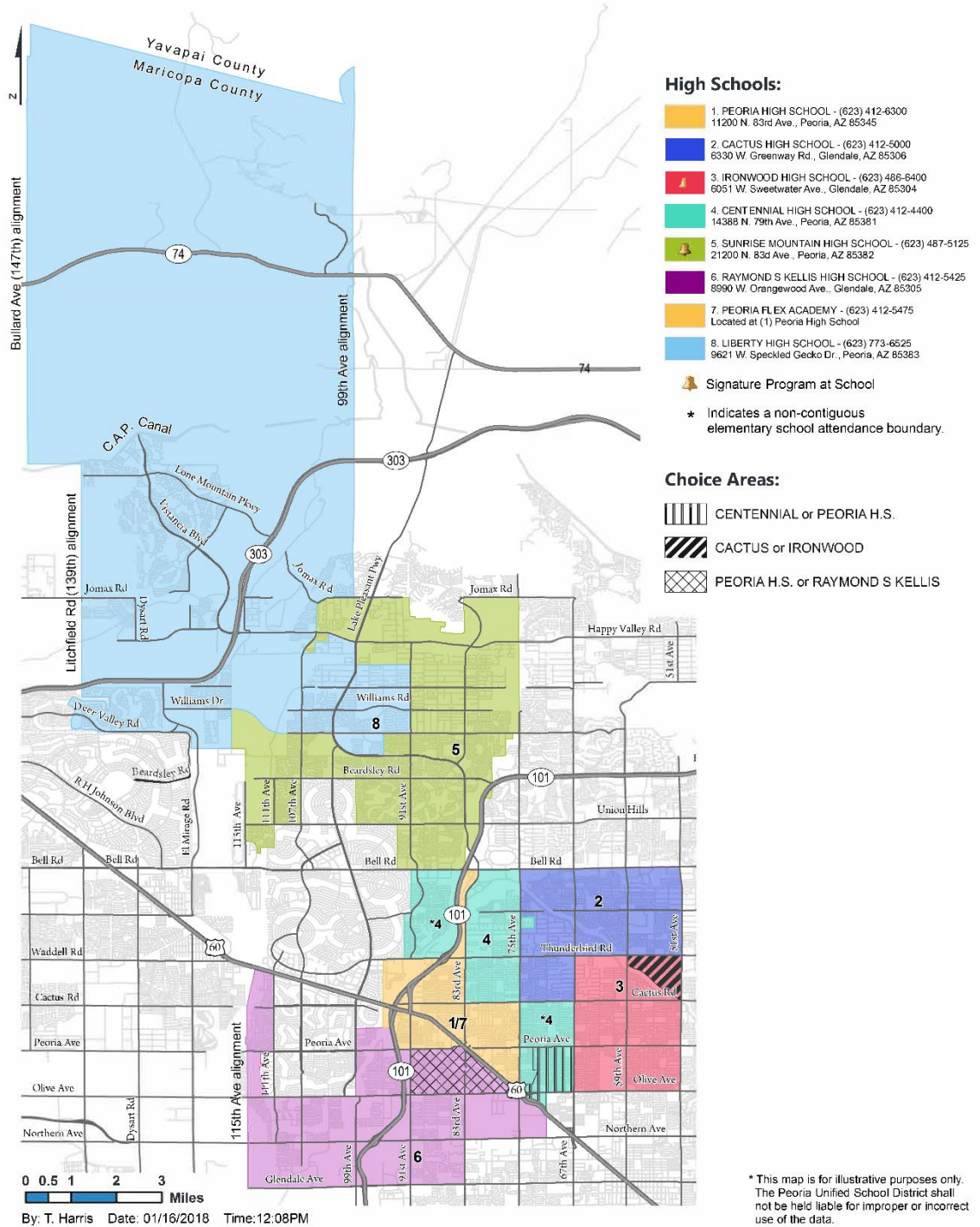
<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
HARASSMENT/ VERBAL ABUSE	Statements or actions that intimidate or demean others	MIN. MAX.	Conference Long-term suspension
HARASSMENT, SEXUAL	Unwelcome sexual advances requests or sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature	MIN. MAX.	Conference Long-term suspension
HAZING	Intentional, knowing or reckless act committed by a student in connection with an initiation into any organization that is affiliated with an educational institution	MIN. MAX.	Conference Expulsion
INAPPROPRIATE LANGUAGE	Vulgar, profane, obscene or disrespectful behavior or language; possession or display of vulgar, profane or obscene material	MIN. MAX.	Detention Long-term suspension
LEAVING SCHOOL GROUNDS	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee	MIN. MAX.	Conference Short-term suspension
MINOR AGGRESSIVE ACT	Non-serious but inappropriate physical contact or pushing that demonstrates low level hostile behaviors	MIN. MAX.	Conference Short-term suspension
NEGATIVE GROUP AFFILIATION	Specific attitudes and actions of a student affiliated with a negative group or gang including gang-related behavior, association, apparel, symbols, paraphernalia and/or activities	MIN. MAX.	Parent involvement Expulsion
Electronic Information Systems (network) INFRACTION/ INAPPROPRIATE USE OF TECHNOLOGY/ RESOURCES	Inappropriate use/failure to comply with PUSD Governing Board Policy IJNDB Use of Technology Resources in Instruction, IJNDB-R Use of Technology Resources in Instruction, IJNDB-EB User Agreement-Students	MIN. MAX.	Conference Long-term suspension

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
OTHER TECHNOLOGY/ ELECTRONIC DEVICES	Possession or use of electronic devices likely to disrupt the school environment or educational process. This includes but is not limited to all radios, CD/DVD players, iPods, laser pointers, and amplified sound devices . Cellular phones, camera phones, and text messaging devices are to remain off and concealed inside school buildings and during the students' instructional time.	MIN.  MAX.	Conference/ Confiscation  Long-term suspension
OTHER VIOLATION OF SCHOOL POLICIES/"GOOD NEIGHBOR" VIOLATIONS	Failure to obey school rules and district policies, traffic/pedestrian laws, and act as a good neighbor in the community	MIN.  MAX.	Conference  Long-term suspension
PARKING LOT/ VEHICULAR VIOLATION	Unsafe/inappropriate operation or use of vehicle; transfer of vehicle to unauthorized persons; parking violation	MIN.  MAX.	Conference  Long-term suspension
PLAGIARISM	Presenting work done (in whole or in part) by someone else as if it were one's own.	MIN. MAX.	Conference Long-term suspension
PUBLIC DISPLAY OF AFFECTION	Kissing, sexual touching or other displays of affection in violation of school policy.	MIN. MAX.	Conference Short-term suspension
REASONABLE STANDARD OF "RIGHT/WRONG"	Other behaviors that a reasonable person would consider to be wrong (District Policy JIC)	MIN. MAX.	Conference Expulsion
SEXUAL MISCONDUCT	Sexual abuse, sexual conduct with a minor, child molestation, sexual assault.	MIN.  MAX.	Short term suspension  Expulsion
TARDY/OTHER ATTENDANCE VIOLATION	Arriving at school or class after the scheduled start time and/or other attendance violations	MIN.  MAX.	Conference  Short-term suspension
THEFT, BURGLARY	Stealing or concealing school property or the property of others or participating as an accomplice, including copying copyrighted software	MIN.  MAX.	Detention and/or Restitution  Expulsion
THREATS OR INTIMIDATION	Verbal or written statements or conduct that may be construed as	MIN.	Short-term suspension

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
	threatening to the safety of students or staff	MAX.	Expulsion
TOBACCO/VAPOR PRODUCTS	Use, possession, or distribution of tobacco/vapor products including lighters, matches, electronic cigarettes and associated accessories on or within 300 feet of school property or at school events	MIN.  MAX.	Conference  Long-term suspension
TRESPASSING	Unauthorized presence on district property and/or refusal to leave district property upon request of school authorities	MIN.  MAX.	Conference  Long-term suspension
TRUANCY	Absence from one or more classes which has not been excused by parent or guardian and confirmed by school personnel in accordance with guidelines. All students under the age of 16 must abide by city truancy ordinances	MIN.  MAX.	Conference  Loss of credit
WEAPONS, DANGEROUS INSTRUMENTS	Possession of, but not limited to: 1) Any device that (a) is designed as a weapon and capable of causing bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, switchblades, knives, chains, clubs, and pepper spray; 2) Any BB, paint-ball, pellet-firing, dart, or any other air gun that expels a projectile through the force of air pressure or expanding gases; 3) Any electric weapon (I.E. any device that is designed, redesigned, used or intended to	MIN.  MAX.	Short-term suspension  Expulsion

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
	be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current); and look-alike weapons, including, but not limited to, toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles.		

# Peoria Unified School District No.11 High School Boundaries '20 - '21



**Peoria High School**

Student Handbook Awareness Statement  
2020-2021

Enrollment at Peoria High School requires that each student becomes familiar with ALL information contained in the Peoria High School Student Handbook.

The school has provided each student and his/her parent a link to the Student Handbook and school personnel/officials have discussed school policy and procedures.

Specific information discussed with the total student population includes:

- Attendance Policy
- Tardy Policy
- Closed campus Policy
- Student conduct/dress
- Parking regulations
- Weapons Policy
- Computer / Technology usage
- Electronic Devices
- Good Neighbor Policy
- Make up / Late work Policy
- Grading / Assessment Policy
- Peoria Unified School District will not be responsible for lost, stolen or damaged personal items.
- Use of cameras on campuses and buses for student safety purposes

**THIS FORM MUST BE RETURNED TO YOUR 2<sup>ND</sup> HOUR TEACHER BY FRIDAY, OCTOBER 2, 2020.**

**STUDENT**

My signature acknowledges that I have received the link to Student Handbook, and that I am aware it is my individual responsibility, as a student at Peoria High School, to have reviewed and abide by the contents of the Handbook.

PLEASE PRINT

STUDENT NAME \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_