

Student and Parent

# HIGH SCHOOL HANDBOOK



CACTUS  
COBRAS



CENTENNIAL  
COYOTES



IRONWOOD  
EAGLES



RAYMOND S. KELLIS  
COUGARS



LIBERTY  
LIONS



PEORIA  
PANTHERS



PEORIA FLEX  
ACADEMY FALCONS



SUNRISE MOUNTAIN  
MUSTANGS



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

**HIGH SCHOOL STUDENT/PARENT HANDBOOK**  
**Cactus High School**  
**6330 W Greenway Rd, Glendale, AZ 85306-3219**

**MISSION OF CACTUS HIGH SCHOOL**

The mission of Cactus 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 21st century.

**IMPORTANT PHONE NUMBERS**

Main Line.....	623-412-5000
Attendance.....	623-412-5005
Guidance.....	623-412-5007
Nurse .....	623-412-5008
Bookstore.....	623-412-5012
Athletic Office.....	623-412-5016
Student Records.....	623-412-5039
Safe School Line.....	623-486-6199
District Administration Center.....	623-486-6000

School website: <https://www.peoriaunified.org/Cactus>  
[Student Handbook Link](#)

**COUNSELORS**

Kim Youngs-Guidance Secretary.....	623-412-5007
Liz Vito-Lead Counselor .....	623-412-5027
Ebbe Lyss Weaver-Counselor.....	623-412-5026
Jennifer Negrete-Counselor.....	623-412-5029
Career Specialist.....	623-412-5037

**ADMINISTRATORS**

Kristi Hammer- Principal .....	623-412-5002
Adrienne Perry-Assistant Principal .....	623-412-5003
Chris Laughland-Athletic Director/Assistant Principal .....	623-412-5004
Dave Serafin-Assistant Principal .....	623-412-5034

*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: <https://www.facebook.com/peoriaunified/>*  
*Watch us on YouTube: <https://www.youtube.com/PUSDOfficialChannel>*  
[www.peoriaunified.org](http://www.peoriaunified.org)

***“Every Student, Every Day, Prepared to Shape Tomorrow”***

**PRINCIPAL’S MESSAGE**

Hello Cobras!

Welcome to Cactus High School. I hope your summer has been both relaxing and adventurous at times. It is that time of year when we begin gearing up for the next school year and let me tell you, we are EXCITED! We have hired phenomenal teachers to partner with our already stellar staff. I think you will find that this year will truly be amazing in our classrooms, with our activities, and in the athletic arena. This past year, we focused on our OHANA and ensuring that we, as a family, were giving the best of ourselves each and every day, and that vision hasn’t changed. In maintaining our commitment to excellence, we expect our staff and students to “set the world on fire” by positively impacting the lives of those around them and leaving a legacy worth following. Sometimes I think we buy into the lie that excellence is for other people; that we weren’t born with any amazing abilities, but I disagree. As Carol Dweck, a professor at Stanford and the author of *Mindset*, once stated, “We like to think of our champions and idols as superheroes who were born different from us. We don’t like to think of them as relatively ordinary people who made themselves extraordinary.” This year I challenge you to make a commitment to yourself to passionately pursue your goals and become all that you were truly meant to be in life because you are EXTRAORDINARY!



For those of you who are new to Cactus, you will hear the mantra, Inherit the Tradition, but what does that really mean? Cactus is a family who is committed to one another. Here, no student is invisible, so be prepared to be involved, to be active in the classrooms, and to become a part of something bigger than yourself. Everything we do is centered around the concept of "OHANA", which is Hawaiian for family, and family is a place where no one gets left behind. As a Cactus Cobra, you are a member of a community that expects you to become the best version of yourself. Here you will be supported, celebrated, and challenged as you prepare yourself to shape the world around you.

Kristi Hammer

## STUDENT BODY PRESIDENT'S MESSAGE

**Freshman-** Welcome to high school. Many of you may be nervous, excited, or even anxious for this new chapter in your life. As someone who has been in your shoes, my advice is to not let these fears and worries stop you from making the next four years something to remember. I recommend that if you're interested in sports, go out and join them. If you're interested in a club, go out and join it. Take the risk and meet new people. This is the year to make friends you'll have through your high school career and even further down the road in life. Take advantage of everything high school has to offer because you don't want to regret anything when you're a senior. Be sure to have fun and participate in school functions. Make the most of this year and make memoirs you can look back on as a senior.

**Sophomore-** You have finished one year of high school and now have a better idea of what the next three years will be like. This is the time to develop yourself. Find a role model you can look up to. It can be a parent, another family member, a teacher, or a friend in your life. You also must start thinking about what's next after high school. It's time to have those hard conversations to think about what your future looks like. Have those conversations with your counselors and teachers about your future. Also, don't stop making new friends. Continue to meet new people. Build memories with your friends that are in your circle. Keep joining new sports, clubs, and activities. These next few years are going to go by faster than you think they are. So don't forget to take in the moment and make lots of memoirs.

**Junior-** You are halfway done with high school and only have two years left. This year tends to be the most stressful year for a lot of students as well as the most academically challenging year. This year will be filled with lots of questions, hard conversation, and growth. You must focus on your academics while learning to juggle the sports and clubs you are involved with. This may be very intimidating, but it can be done; trust me, I've experienced it. As you go through these challenges, don't forget to take care of yourself. Ask for help from counselors, teachers, and parents. They are all here for you. This is also the year to start thinking more about your future after high school. Think about what college you want to attend, what you want to do after high school, etc. This may seem like a lot, but don't forget to have fun! Go out with friends to sporting events and participate in school functions at Cactus.

**Senior-** Finally, after three years, we made it. As kids, we thought about what our senior year would look like and what's in store for us. Now we are finally here, ready to experience it. My advice is to not hold anything back. Go out with friends, dress up for assemblies and events, and meet new people. Go to football games, dances, and activities. Make all the memoirs you can so you don't leave Cactus with any regrets. This is the time to have fun. Enjoy this year because this is our last, and there will be maybe next year. So, make this a year to remember, as you won't get it back. Make this year one you will never forget. While we still have the whole year ahead of us, I want to say I'm grateful for the memoirs and experiences I've had with all of you. I appreciate each of you, and I hope your last year is amazing and filled with memoirs.

Sincerely your Student Body President,

*Bryson Steward*



2024-2025 STUDENT BODY OFFICERS:

**Bryson Steward**-President    **Hailey Wells**-Vice-President    **Madeline Havir** -Secretary    **Kaylin Thompson**-Treasurer

# Cactus Specific



## Practices

**\*\*Note: All Cactus Practices are subject to change based on the needs of our campus.\*\***

## **Cactus High School Core Values**

### **\*WE VALUE education. Nothing disrupts the learning of our students.**

- No one has the right to interfere with the learning, safety, and well-being of others.
- No cell phones/Air Pods/Smart watches are to be used in class and expected to be in backpacks. If a student is seen with a phone in their possession during class, it will be turned into the front office for the rest of the day & remain inaccessible until dismissal.
- At all times, staff and students will wear & display school-issued IDs on an appropriate lanyard. (see school dress code)
- Students will all have a Pass Card to minimize classroom interruptions and loss of instructional time.

### **\*WE VALUE the well-being of others.**

- Check in regularly on the well-being of others.
- Foster an inclusive, encouraging, and respectful school environment.
- Guide students through challenges and goal setting.
- Encourage participation in extracurricular activities.
- Being mindful of how our actions impact the people in our school community.

### **\*WE VALUE being on time and ready to learn.**

- Students must be in the class when the bell rings; otherwise, they will be tardy.
- Students must come prepared with a charged laptop and all other materials needed for class.
- Students must be attentive, motivated, and open to new ideas, with a willingness to actively participate and tackle challenges with a positive attitude.

### **\*WE VALUE well-managed classrooms.**

- A well-managed classroom is organized, respectful, and focused, with consistent procedures. Students understand expectations, engage actively, and collaborate positively, allowing for effective teaching and learning.

### **\*WE VALUE our instructional time and practices.**

- Using the C.R.E.M.E. model, teachers will strategically use the entire class period to engage students.
- Check in regularly on academic progress
- Students are expected to be active participants in the learning process.

### **Further Explanation of Pass Cards:**

- Students will receive one Pass Card that encompasses ALL classes each semester.
- Restroom passes are not issued in the first 10 minutes and last 10 minutes of class.
- Restroom access is limited while 3<sup>rd</sup> and 4<sup>th</sup> hour lunches are active. During lunch, campus restroom access for all students will be funneled to the cafeteria.
- Students are allowed a total of 20 student-initiated passes per semester, i.e. bathroom, nurse, guidance, library, etc.
  - Teacher initiated passes out of class DO NOT count.
  - Students will need to ensure that their "Pass Card" is with them every day. If a student loses or misplaces their Pass Card, they will receive a replacement card with up to 5 passes available depending on previous passes used. The number of passes will be determined after speaking with teachers to ensure students are using their Pass Cards responsibly.
  - Any student who is out of passes or has lost their Pass Card, who still needs to use the restroom, will be issued a bright orange pass, and owe the teacher 10 minutes before/after school to make up for time missed.
  - Failure to make up the time will result in a referral.

## **Mandatory Use of School or District-Issued IDs for High School Students and Staff**

### **Policy Statement:**

Because we value the safety, security, and well-being of our Cactus community and promoting a positive school environment, all students and staff are required to wear school or district-issued identification badges during school hours. This policy is designed to enhance campus safety initiatives and facilitate effective identification of individuals while on school premises.

### **Policy Guidelines:**

#### 1. ID Distribution:

- a. The school or district will provide identification badges for all staff and students at the beginning of the academic year or upon joining the school.
- b. IDs should be visibly displayed and always worn while on school premises.
- c. Lost or damaged IDs must be immediately replaced in the Bookstore.

#### 2. ID Features:

- a. School or district-issued IDs will contain the student's or staff member's name, photograph, and role within the school community.
- b. IDs should be clearly legible, durable, and equipped with a secure attachment mechanism (e.g., lanyard, clip, or badge holder) for easy display and prevention of loss.

#### 3. ID Enforcement:

- a. School administrators, teachers, and staff members are responsible for enforcing the ID policy.
- b. IDs must be worn on a school appropriate lanyard and visible while on campus. Students must present their IDs upon request by any school personnel. (see dress code pgs. 21-22)
- c. Failure to comply with the ID policy may result in disciplinary actions, as determined by the school's administration.

#### 4. Visitor Management:

- a. Visitors to the school premises must sign in at the main office and obtain a temporary visitor's ID badge.
- b. Temporary visitor IDs should be clearly visible and returned to the main office upon leaving the school.

#### 5. ID Replacement:

- a. Lost or damaged IDs should be promptly replaced at the Bookstore for students and the district office for staff.
- b. Students will be required to pay a small fee for replacement IDs, as determined by the school or district.



**Implementation and Communication:**

This policy will be communicated to all high school students, staff, and parents/guardians through various channels, including but not limited to:

- Distribution of written policy documents at the beginning of the academic year.
- Inclusion of the policy in the student handbook and staff handbook.
- Announcements via school newsletters, school website, and social media platforms.

**Policy Review:**

This policy will be reviewed periodically to ensure its effectiveness in supporting campus safety initiatives. Amendments may be made as necessary, with consideration for changes in relevant laws or regulations. (pg 17)

## CACTUS HS ATTENDANCE & TARDY PRACTICE

**Definition of Attendance:** An absent student is defined as any student who is not in a period for instruction.

Purpose: According to research conducted by the National Center for Education Statistics, "Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance."

One of our Core Values is to provide daily quality instruction for all students to ensure they are prepared for the demands of life beyond high school.

Steps to maintaining an accurate account of each student's attendance are as follows:

1. Families please call to let us know when and why your child is going to be absent so the front office can code each instance appropriately. (i.e.-illness, religious purposes, vacation, bereavement, chronic healthcare related, etc.)

2. Any medical documentation/religious purposes should be brought to the front office or uploaded through ParentVue to be maintained in their attendance records file.

- **"Religious Purposes" is further explained as:** The statute specifically allows for absences due to religious holidays or religious instruction. Religious instruction will require written documentation with signature from church institution on letter head.

-**Religious Instruction is further explained as:**

- Attendance at religious services or ceremonies
- Participation in religious education classes

**Religious Holidays/Events is further explained as:**

- Observance of documented religious holidays and events
- Engagement in religious rites or rituals consistent with the doctrine of a practiced religion.

3. Classes missed due to school-approved activities, e.g., field trips, performing groups, student government, etc., are excluded from the attendance count. Documented bereavement, religious purposes, and chronic healthcare days, not to exceed the limitations of the form, are also excluded. Family vacations, club sports outside of school, excused illness, etc. are still part of the numbers used to calculate absenteeism. Therefore, families are advised to plan time away from school around the school calendar as much as possible.

4. For health conditions that may require your student to be absent more frequently, please contact the nurse to receive a Chronic Healthcare form. Please note that absences will be tracked per the district policy until the proper documentation is received. Once received, the healthcare form will affect absences from the date of the form and only excuse the number provided by the healthcare professional. Attendance will not be retroactively revised, and the form must be renewed each school year. **\*\*Please note- A parent cannot excuse an absence as a "chronic healthcare absence" until the official documentation is on file. \*\*** (pg 5)

## No Credit Status (NCS): Attendance Appeal Process

By state/district policy, 90% attendance is required to receive credit in each class. Should a student accumulate five (5) unverified or ten (10) total absences in a semester class, or three (3) unverified or five (5) total absences in a quarter class, credit may be denied. (ARS 15-803B)

1. Absences are reviewed by period and term/semester.
2. Students begin receiving attendance warning notification by the 2<sup>nd</sup> absence in a term class and the 6<sup>th</sup> absence for a semester class. This notification may be physically mailed, emailed, or posted as a personal notification through secured documents in Parent Square.
3. The second round of warning notifications are sent out by the 4<sup>th</sup> absence for term classes and the 9<sup>th</sup> absence for semester classes in the same manner as the 1<sup>st</sup> warning notification.
4. After the 4<sup>th</sup> and 9<sup>th</sup> absence, the student's information is given to the Attendance Administrator to track further instances.
5. The Attendance Administrator will meet with students that exceed (10+) total absences in a semester or (5+) total absences in a term class to initiate the attendance appeal process. Parents/guardians will be contacted during the meeting as well to answer any questions.
6. Students will need to complete and return the Attendance Appeal for Credit document to the Attendance Administrator by the specified deadline to remain eligible for the appeal process. Failure to do so will result in forfeiture of the appeal process and immediate denial of the appeal for not meeting the attendance requirements for credit.
7. Prior to the end of the term/semester, the Attendance Administrator will review all open appeals to determine if attendance and grades have improved.

\*If the student's attendance and grades have improved, the credit will be granted without further action needed.

\*However, if the student's grades have improved but attendance has not, they will be scheduled to meet with the Attendance Appeals Committee to discuss their situation further. It will be up to the committee to grant credit, grant credit with stipulation, deny credit, or deny credit with stipulation. The Attendance Administrator is not part of the committee but will issue the committee's decision to the student within (2) school days of the meeting.

### Committee Decision:

- Granted with no stipulations.
- Granted w/ stipulation of: (Check all that apply)
  - No more than 5 excused tardies/period and zero unexcused tardies in any classes for the remaining semester.
  - No additional absences.
  - Must pass all classes.

### Committee Decision:

- Denied
- Denied w/ stipulation that credit will be reinstated if student does not go in NCS next semester. If so, credits from this process will remain denied, and the student will lose the option to appeal credits from the new NCS semester. The student must wait until the following semester to utilize the appeal process should it happen for another consecutive time.

8. **Please note**-A student may only initiate (1) attendance appeal for academic credit per school year. If the student falls into NCS for a second time within a school year, the credit for the course may be lost

and other arrangements within the schedule will be made through guidance to keep the student on track for graduation. (see page 9)

### CACTUS HS TARDY POLICY

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 1<sup>st</sup> 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.

Our goal is to get students to class on time and respect the 90 minutes of course work our teachers have worked hard to prepare.

- A parent can **excuse up to 5 tardies** (1st hour), and the parent must physically SIGN the student into the attendance office to do so. After the 5th excused tardy, the consequences for 1st hour unexcused tardies will be put in place. If a student does not have a 1<sup>st</sup> hour class, this rule still applies to their 1<sup>st</sup> available class period of the day.
- Attendance is calculated per period. Unexcused tardies will count towards absences in a 2:1 ratio; every 2 unexcused tardies will be calculated as 1 unofficial absence when determining potential loss of credit. This becomes effective after the 4<sup>th</sup> classroom tardy consequence is served with the teacher.
- Students will be marked **ABSENT** for the entire class period if they are late for more than a 1/3 of the available class period which is (30) minutes for a 90-minute class and (20) minutes for a 60-minute class.

<u>Regular School Days (30 mins late)</u>	<u>Early Release Wednesdays (20 mins late)</u>
➤ 1 <sup>st</sup> hour-7:50am	➤ 1 <sup>st</sup> hour-7:50am
➤ 2 <sup>nd</sup> hour-9:25am	➤ 2 <sup>nd</sup> hour-8:47am
➤ 3 <sup>rd</sup> hour- 11:00am	➤ 3 <sup>rd</sup> hour- 9:56am
➤ 4 <sup>th</sup> hour-11:45am	➤ 4 <sup>th</sup> hour-10:31am
➤ 5 <sup>th</sup> hour-1:20pm	➤ 5 <sup>th</sup> hour-11:38am

- Students will be required to serve detention for tardies 1-4 with their classroom teacher before or after school, which will be further defined in each course syllabus. Students may request alternative times per their teacher’s approval; however, failure to serve will be deemed as defiance and result in escalated consequences

- 1<sup>st</sup> and 2<sup>nd</sup> hour Met students have a 10 min. grace period before they are considered “tardy” to their 3<sup>rd</sup> hour class. (on or before 9:41am) This is subject to change based on scheduling changes at the Met campus.
- West Mec students have 3 different session options, so the grace period time will vary. Teachers, students, and front office staff will be notified of this time by administration.

**Please review and discuss it in detail with your student. Your support on this is greatly appreciated.**

## Cactus High School

### Student Use Policy for Utilizing Artificial Intelligence as an Assisted Learning Tool

#### 1. Purpose

The purpose of this policy is to establish guidelines for a high school student's responsible and ethical use of artificial intelligence (AI) as an assisted learning tool. This policy aims to prevent the misuse of AI for plagiarism and encourage its appropriate application to enhance students' educational experiences. As a school, we do not promote or encourage the use of AI; however, we understand that it is available and seek to create positive and responsible guidelines for how students and teachers may choose to use it in the classroom. We do not promote any AI platform as the district has not formally partnered with any vendors for use.

#### 2. Definition

Artificial Intelligence (AI) refers to computer systems or programs designed to simulate human intelligence and assist in various tasks such as problem-solving, learning, and data analysis.

#### 3. Acceptable Use of AI as an Assisted Learning Tool

a. AI may be used as an assisted learning tool by high school students to support their educational endeavors, such as conducting research, enhancing critical thinking skills, and improving understanding of complex concepts; however, it should not be used for more than 50% of an assignment and/or for more than 50% of the total number of assignments given. (see Prohibited Activities-Excessive Use section for further information)

b. AI may be utilized to generate suggestions, provide insights, and assist in creating original content, if the student maintains an ethical approach and acknowledges the sources appropriately, which includes when AI has been incorporated in an assignment being submitted. Students must acknowledge and distinguish between their authentic efforts and AI supported material. (see Responsible Use Guidelines-Acknowledgement section for further information)

c. Students will not receive disciplinary consequences for using AI as a supplementary resource to complement their *own genuine efforts* and to develop their own skills; however, students will be expected to complete a companion learning assignment that will help them describe what they learned from the information provided through AI's contribution to their work. A supplementary resource is defined as content of materials that have not been provided by the teacher or through the curriculum.

d. Examples of acceptable use can be found in each teacher's class syllabus. Students wishing to use AI outside of what has been provided will need the expressed written permission of their teacher prior to moving forward. Without the expressed written permission, the submission will not be accepted.

#### 4. Responsible Use Guidelines

a. **Acknowledgement:** When utilizing AI-generated content, students must appropriately attribute and cite the sources in accordance with the school's academic integrity guidelines. **As an example, this should be done by highlighting or changing the color of the AI-generated content within the work and providing a parenthetical citation at the end. (AI-generated)**

- b. Critical Evaluation: Students must critically evaluate the information/insights provided by AI and cross-reference them with reputable sources to ensure the accuracy and validity of the contribution, in addition to, reducing the appearance of bias in applicable assignments.
- c. Learning Enhancement: Students should prioritize using AI to enhance their own learning process, deepen their understanding, and develop their skills, rather than relying solely on AI-generated content which would lack human originated thoughts or demonstrated skills, and be considered cheating.
- d. Privacy and Data Protection: Students must respect the privacy rights of others and comply with data protection regulations when using AI. They should avoid sharing personal information or engaging in activities that compromise the privacy of themselves or others.

## **5. Prohibited Activities**

- a. Plagiarism: Students must not use AI to copy or submit someone else's work, whether it is written material, multimedia content, or any other form of intellectual property, without proper credit to the original source.
- b. Cheating: Students must not employ AI to cheat on assignments, quizzes, exams, or any other academic evaluations. This includes using AI to gain an unfair advantage or access unauthorized information during assessments. If a student fails to acknowledge how much of the information was provided by AI, the assignment will be given a zero without any opportunity to redo for a lower grade.
- c. Malicious Use: Students must not engage in any activities that may harm or disrupt the AI systems or use AI for any malicious purposes, such as spreading misinformation, hacking, altering or creating false images, or unethical data collection that could be used to create a hostile school environment for another student or staff member.
- d. Excessive Use: Excessive Use is defined as an AI contribution of more than 50% of a given assignment and/or more than 50% of assignments having AI assistance at the time of determination. For instance, if a teacher has assigned 14 assignments 3 weeks into the term, and the student has acknowledged using AI on 9 of the assignments, then it would be determined that the student is excessively using AI to complete their assignments rather than to assist in their learning. The usage percentage would be 64% which is greater than the 50% allowed for the total number of assignments that had been given at the time. The student would no longer be able to use AI to assist them until they had tried to complete future assignments using their own skills. This would reduce the overall percentage of AI assisted use on assignments and allow the student to receive feedback from the teacher based on the merits of their own efforts. Students repeatedly using AI to support the same skill in classroom assignments or projects will result in submissions no longer being accepted. Excessive Use may be further described in each teacher's syllabus as it could look different depending on the content area.
- e. Prohibited Assignment Types: Students may not use AI to assist them on any assignments connected to mid-term or end-of-term final/projects assignments.

## **6. Consequences of Violation**

- a. Any violations of this AI use policy may result in disciplinary actions, such as academic penalties, loss of privileges, or other appropriate consequences, as determined by the school administration.
- b. Repeat offenses or severe violations may lead to more serious consequences, including but not limited to parental involvement or suspension, in accordance with the school's disciplinary policies.

## **7. Education and Awareness**

- a. The school shall provide students with guidance and educational resources on responsible AI use, including classroom demonstrations, informational materials, and discussions on ethical considerations as its use in our field is relatively new.
- b. Teachers and educators will play an active role in fostering a culture of responsible AI use, encouraging critical thinking, and helping students understand the limitations and potential biases of AI systems.

**By adhering to this policy, high school students can leverage AI as an assisted learning tool responsibly, ensuring academic integrity and promoting their personal growth through genuine engagement with their studies. Not only will this policy support a healthy relationship with AI, but it will also build on their 21<sup>st</sup> century skills which supports our commitment to the mission of the district to prepare students with the tools they will need to succeed beyond high school.**

### **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. If an assignment has not been submitted by the extended date, the work will be subject to the late work policy. (pg 5)

### **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.** Assignments turned in after the modified due date, but within the grading period (each 4 ½ weeks), may incur a penalty in connection with the district policy of **reducing the grade to 50% of the original score**, or be subject to the late terms specified in the teacher's syllabus which will never be more punitive than the district. (pg 5)



## **CACTUS HS Substance Intervention Session & Substance Deterrent Behavior Plan**

Purpose: State law prohibits the sale, possession, or use of alcohol or controlled substances on school grounds or at school-related events.

**Goal:** Because we value the safety and well-being of all students on campus, it is important that we ensure everyone is participating in safe, positive behaviors on campus so they can succeed in their classes.

**Substance Intervention Session-** For the 1<sup>st</sup> infraction of substance or vape, a student is given the option of reducing their out of school suspension time by attending this informational session. The session is designed to provide insight into the effects of using these devices and provide healthy alternatives for coping with stress. The session is recorded as an in-school suspension in conjunction with the out of school suspension days because it is still part of the initial consequence. (i.e.-Wax= 5 days OSS and 1 day ISS rather than 9 days OSS)

**Substance Deterrent Behavior Plan** -When implemented, this behavior plan will serve as an intervention for any student suspended for the 2<sup>nd</sup> time due to possession or use of an illegal substance on campus. At minimum, the behavior plan may include the following intervention strategies to assist the student as they develop healthier habits:

**Effective (suspension return date),**

- 1) ... will be allowed to have a clear backpack or choose not to bring one to school at all.**
- 2) ... will be subject to random searches at the discretion of administration. Refusal of a random search will result in a 9-day suspension for suspicious behavior and initiation of the long-term hearing process.**
- 3) ... may not park any vehicle on campus for the remainder of the year.**

If a student refuses to adhere to the behavior plan or continues to bring contraband on campus while on this plan, Cactus reserves the right to pursue a long-term suspension that will be conducted at the district level. The outcome of a long-term suspension hearing could result in withdrawal from Cactus, 45-day alternative placement, or other consequences deemed appropriate by the Long-term Hearing Officer overseeing the request.

## **CACTUS HS PARKING REGULATIONS AND EXPECTATIONS**

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

- **Pedestrians have the right of way at all times on campus.**
- **Loitering in the CHS parking lot is prohibited.**
- Students who drive are strongly encouraged to carpool as the parking lot has a limited number of spaces.
- Reserved student carpool spaces are available for students who register with the office.
- Students are to park **ONLY** in their designated student parking areas and numbered space. Failure to do so will result in administrative disciplinary action.
- Students are not to park in the designated visitor or faculty areas.
- 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.
- PUSD (Peoria Unified School District) and Cactus HS are not responsible for any theft or vandalism. 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 **always lock their cars.**
- **All** vehicles entering the CHS Student Parking Lot are subject to search by school authorities and/or law enforcement personnel. Search may be conducted without a warrant for any reasonable purpose. Following notice of intent to search, the vehicle will not be permitted to leave the premises without permission. Students will face disciplinary action for any real/toy weapons or contraband found during a search of their vehicle.
- Driving in a manner that is deemed unsafe or hazardous by the staff is grounds for immediate revocation of all campus driving/parking privileges.
- **Speed limit in the parking lot is 10 MPH, and students must use designated driving lanes to navigate through the parking lot. Cutting across empty spaces is neither safe nor permitted.**
- Drivers involved in accidents in the CHS parking lot are responsible for contacting local authorities, if the campus SRO is not available, and insurance companies.
- Please refer to the PUSD approved fee schedule for the parking permit fee.
- Space and availability will be factors to determine 2nd year student permit distribution for 2<sup>nd</sup> semester of the current school year.

### **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
6. Place the parking sticker on the driver's side rear window, top or bottom is acceptable. You **must** have a pass on a registered vehicle to park in the student parking area Monday through Friday between 6:30am-3pm. (pg 19)

**Failure to acquire a parking permit:**

**3-Strikes Rule:**



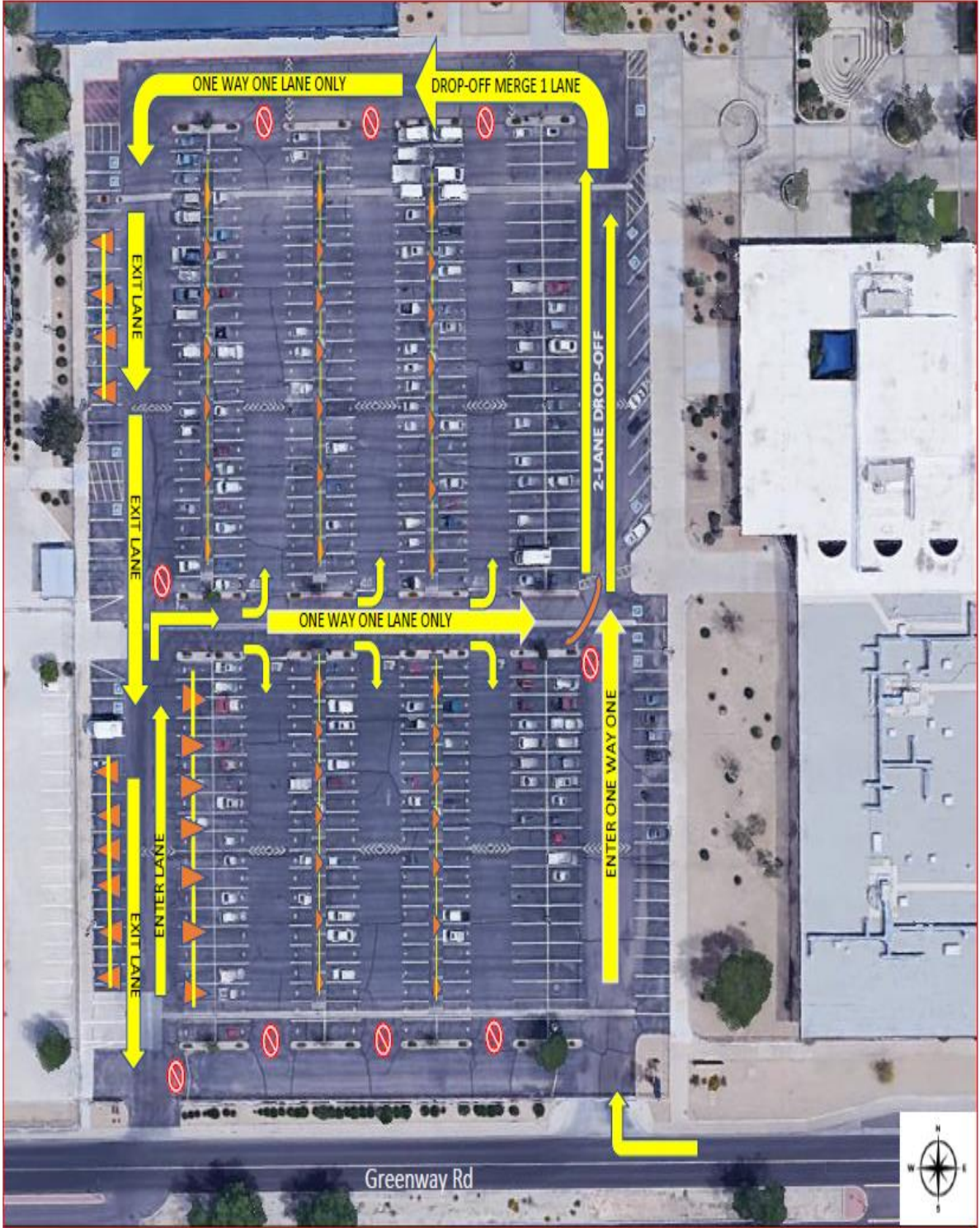
discipline.



- a) 1st strike= warning ticket
- b) 2nd strike= orange warning sticker
- c) 3rd strike= The car is booted, and the student will need to have it removed by security. The \$75 fee will be placed on their account, and parents notified; however, a permit will not be issued until the Bookstore receives all required documents and the fee has been paid.

d) If the student continues to park without the proper permit, they may be subject to tow at expense of the family and/or subject to suspension-based

CACTUS PARKING LOT: MORNING TRAFFIC FLOW MAP





Cactus High School  
Bell Schedule  
2024-2025



Regular Bell Schedule		IF YOU HAVE 3 <sup>RD</sup> Period Lunch
1 (91) 2 (97-Announcements) 3 (32-Lunch) 4 (91) 5 (91)		7:20am-8:51 am 8:57am-10:34am 10:34 am- 11:06 am 11:12 am -12:43 pm 12:49 pm-2:20pm
Regular Bell Schedule		IF YOU HAVE 4 <sup>TH</sup> Period Lunch
1 (91) 2 (97-Announcements) 3 (91) 4 (32-Lunch) 5 (91)		7:20 am-8:51 am 8:57 am-10:34 am 10:40 am-12:11pm 12:11 pm-12:43 pm 12:49 pm-2:20 pm
Period		Early Release
1 2 3(Lunch) 4 5		7:20am-8:22am 8:27am-9:31am 9:31am-10:11am 10:11am-11:13am 11:18am-12:20pm
Period		Early Release
1 2 3 4(Lunch) 5		7:20am-8:22am 8:27am-9:31am 9:36am-10:38am 10:38am-11:18am 11:18am-12:20pm
FINAL EXAM SCHEDULE		
Day #1		7:20am-8:45am Period 1 8:50am -10:20am Period 2
Day #2		7:20am-8:45am Period ¾ 8:50am-10:20am Period 5



Cactus High School  
Bell Schedule  
2024-2025



LATE START AIMS SCIENCE/ACT SCHEDULE	
9 <sup>th</sup> and 11 <sup>th</sup> grade students: ACT/Aspire  Lunch  10 <sup>th</sup> and 12 <sup>th</sup> grade students:	Day 1: 7:20am-12:35pm Day 2: 7:20-10:35am  Day 1: 11 <sup>th</sup> -11:10-11:35am 9 <sup>th</sup> -11:40-12:05am Day 2: Grab-n-Go lunch for all eligible students  Asynchronous at home
EARLY RELEASE SCHEDULE-10:20 A.M. RELEASE: MyLife/Graduation	
1 2 3/4 5	7:20am-8:00am 8:06am-8:48am 8:54am-9:35am 9:40am-10:20am
AM PEP ASSEMBLY SCHEDULE:	
1 (70) 2 (25) ASSEMBLY (90) 2 (45) 3 (90) 4 (90) 5 (90)	7:20am-8:30am 8:35-9:00 (NO ANNOUNCEMENTS) 9:00-10:30 10:30-11:15 11:20am-12:30class <b>or</b> 1 <sup>st</sup> lunch 11:15-11:50 (35 min) 11:55am-1:05 <b>or</b> 2 <sup>nd</sup> lunch 12:30-1:05 (35 min) 1:10-2:20

**2024-25 Cactus High School**  
Student Handbook Awareness Statement

Enrollment at **Cactus High School** requires that each student becomes familiar with ALL information contained in the **Cactus 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.

**Note: Closed Campus Policy:** PUSD maintains a closed campus during the lunch period at all District high schools and **does not accept outside food deliveries.** (See page 19 for more details)

**STUDENT and Parent/Guardian**

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 Cactus High School, to have reviewed and abide by the contents of the Handbook.

Initial next to the following policies to acknowledge that you have read and understand them as written.

\_\_\_\_\_ (Student) \_\_\_\_\_ (Parent)-Cactus Values  
\_\_\_\_\_ (Student) \_\_\_\_\_ (Parent)- Attendance & Tardy Practice  
\_\_\_\_\_ (Student) \_\_\_\_\_ (Parent)- Artificial Intelligence Policy  
\_\_\_\_\_ (Student) \_\_\_\_\_ (Parent)- Substance Intervention & Deterrent Behavior Plan

**(PLEASE PRINT) STUDENT NAME:** \_\_\_\_\_

**Perm ID:** \_\_\_\_\_ **Hmrm teacher:** \_\_\_\_\_ **Class Year:** \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# DISTRICT POLICIES



FOR ALL





August 2024

Peoria Unified Families,

It is my pleasure to welcome you to the 2024-25 school year! New school years bring so much opportunity and excitement for our students and staff. Beginnings are most often accompanied by an adjustment period, but I want to assure you that our team is here to support you, and your child, during this time.

As I joined the Peoria Unified family there was a whirlwind of listening, learning and leading alongside each of you and I am eager to continue this work as we head into the 2024-25 school year. Over the past three months, I have been energized as I learn more about the principles, people, purpose, progress and potential of the Peoria Unified School District.

Our mission as a school district is to prepare every student for a successful future as a responsible citizen who actively contributes to society, the community and the workforce. Our employees have the tools to help your child reach their fullest potential. We hope you use the many tools available to you to stay active in your child's educational journey.

ParentSquare is an app which allows you to receive updates from your child's teacher, coach, or principal. Most importantly, ParentSquare is how you will receive notifications in the event of a school emergency. ParentVue is what you can use to report absence, check your child's grades, or look for any missing work.

The Parent and Student Handbook is another valuable tool for families that helps to outline the expectations we have, and I encourage you to review it in its entirety. This handbook helps all members of Peoria Unified have productive dialogue and ensure that even when we are faced with challenging situations, we will always work to support positive behaviors and student growth.

Peoria Unified is committed to partnering with parents. If you ever have a concern regarding your child, I urge you to reach out to their teacher and principal. I believe that together we are stronger. When students, parents, teachers and staff have a voice in the decision-making process, we are truly prepared to fulfill our vision and make certain that every student, every day, is prepared to shape tomorrow.

Thank you for making Peoria Unified your choice for your child's education and for supporting public education.

Thank you and have a great school year.

Dr. K.C. Somers  
Peoria Unified Superintendent

6330 W. Thunderbird Road | Glendale, AZ 85306  
(623) 486-6000 | [www.peoriaunified.org](http://www.peoriaunified.org)

# HIGH SCHOOL 2024-2025 STUDENT HANDBOOK

## TABLE OF CONTENTS

ACADEMIC PLANNING .....	1
School Counseling.....	1
Education and Career Action Plan (ECAP) .....	1
Pre-Registration.....	1
Course Change/Withdrawal Policy .....	1
Course Credits.....	2
Graduation Requirements .....	3
Competency Requirement Transcripts .....	4
Community College Entrance Requirements.....	4
Transcripts .....	4
Make-up Work.....	5
Late Work .....	5
PARENTVUE .....	5
Academic Letters .....	6
Scholarship Information .....	6
SPECIAL INSTRUCTIONAL PROGRAMS .....	6
Individuals with Disabilities Education Act – IDEA CHILD FIND .....	6
Multidisciplinary Evaluation Process .....	6
Individualized Education Plan (IEP).....	6
Section 504 of the Rehabilitation Act of 1973 .....	7
HIGH SCHOOL GRADING AND ASSESSMENT GUIDELINES .....	7
General Guidelines .....	7
Assessment Guidelines .....	8
Grading Guidelines .....	8
Honor Roll Guidelines .....	9
ATTENDANCE .....	9
Tardy Practice .....	12
OPEN-ENROLLMENT AND RENEWAL PROCESS.....	12
SAFETY: STUDENT/SCHOOL .....	12

Emergency Preparedness Plan (EPP) .....	13
In the Event of an Emergency .....	13
Emergency Drills .....	13
Safe School Line .....	14
Communicating with Strangers .....	14
SOCIAL EMOTIONAL LEARNING PROGRAM .....	14
CAMPUS PROCEDURES & EXPECTATIONS .....	17
Closed Campus Policy .....	17
Leaving Campus During the School Day .....	17
Campus Pass Regulations .....	17
Student Identification Badges .....	17
Dances .....	18
Prom .....	18
Auditorium Conduct .....	18
Messages and Gifts .....	18
Personal Items .....	19
Driving and Parking Regulations .....	19
Trip Reduction Program.....	20
Student Relationships .....	20
Rollerblades, Roller shoes, Skateboards, Scooters and Bicycles .....	20
Visitors & Guest Passes.....	20
Student Publications.....	20
Abuse of Staff .....	20
Teacher/Staff Authority .....	20
Photo and Video Release.....	21
Loitering and Trespassing on Other School Campuses .....	21
Leaving Campus at the End of the Day .....	21
SCHOOL DRESS, CONDUCT AND APPEARANCE.....	21
STUDENT SERVICES.....	22
Student Records .....	22
Insurance .....	22
Bookstore.....	22
Lockers.....	23
Health/School Nurse.....	23

Food and Nutrition Program.....	24
Transportation .....	26
Activities .....	27
Clubs .....	28
Grad Night .....	28
Grad night activities are non-sponsored PUSD events.....	28
Senior Pranks, Ditch Days, Trips .....	28
Hazing .....	28
ATHLETICS.....	29
No Pass/No Play.....	29
Extracurricular Activity Eligibility .....	29
Victory with Honor, Sportsmanship and Citizenship .....	31
Sportsmanship/Honor First - Win or Lose .....	31
Athletic Schedules .....	31
Gifts/Donations Policy .....	31
Spectators with Disabilities.....	31
USE OF TECHNOLOGY RESOURCES .....	31
General .....	31
District Responsibilities.....	32
Personal Devices.....	32
Internet Use.....	33
Acceptable Use of School Digital Technology.....	33
ACADEMIC INTEGRITY .....	35
ANNUAL NOTIFICATION of NONDISCRIMINATION .....	36
Family Education Rights and Privacy Act (FERPA) .....	37
Notification of Rights Under FERPA.....	37
Protection of Pupil Rights Amendment (PPRA) .....	38
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) .....	38
Parental Involvement in Education .....	40
STUDENT DISCIPLINE RULES .....	42
Due Process Rights.....	42
Search and Seizure.....	42
Arizona Drug & Alcohol Law .....	42
Use & Possession of Tobacco/Vapor Products on School Campuses .....	43

Student Violence/Harassment/Intimidation/Bullying .....	43
Prohibitions and Discipline .....	44
Fighting vs. Rough or Inappropriate Play.....	45
Gang Association or Activity .....	45
The “Good Neighbor” Policy: Student Conduct Within the School Community .....	45
Sexual Harassment .....	45
Possession of Weapons, Knives, Loaded/Unloaded Firearms, Explosive Devices, other Dangerous Instruments..	46
Student Violations .....	46
Safety of the School .....	47
Detention.....	47
Peoria Unified Student Discipline Code .....	47

**This handbook has been provided so that parents and students are informed of procedures and policies of the district. We feel it is very important for you to review the contents of this handbook. A copy of this handbook is available under the Parents and Community Section on the district website <http://www.peoriaunified.org/>**

We encourage you to contact your school office if you have questions.

## **ACADEMIC PLANNING**

### **School Counseling**

Upon entering a Peoria Unified School District (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. Counselors may present information through large group, classroom instruction focused on academic and post-secondary planning. They may also meet individually with students to assist with planning and decision-making. Counselors work with students to establish a individualized plan using academic, social/emotional, and career goals to connect education with a successful future. Find additional information on the PUSD website: [MyLife Student Resources](#).

### **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. PUSD supports College and Career Readiness for every student by partnering with SchoolLinks, a digital academic and career planning platform designed to help students discover future careers. Every 7-12 grade student can access a personalized profile by logging in on the [Student Portal Resource Page](#). Utilize this site for academic planning and career exploration. All students 9-12 will have an electronic Education Career Action Plan stored in this platform.

### **Pre-Registration**

Students pre-register for courses annually. Based on the data collected from student course requests and graduation requirements, 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, teacher, counselor, and administrator 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, teacher,

counselor, and administrator permission is obtained. Level changes will occur only if seats are available in the requested course.

- **Withdrawal from a Course:**

Freshmen, 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: [COURSE DESCRIPTION GUIDE](#)

### **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 PUSD diploma.

## Graduation Requirements

### General 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. The class of 2025 must receive a score of 60% or better, and the class of 2026 and beyond must receive a score of 70% or better. Scores stating PASS or FAIL will be noted on the student's Transcript. 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 Student

Students transferring from a traditional six-period schedule to the four-period block schedule used in the district may have modified credit requirements. 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 PUSD shall be taken from a regionally accredited institution in order to meet graduation requirements and must be approved by administration in advance. **Awarding of academic/core credit will 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 PUSD course offerings matches 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 "General 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 (18) years of age.

### **Competency Requirement Transcripts**

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 [HIGH SCHOOL GRADUATION](#)

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. Students should check with their counselor for more information concerning the possibility of entering a community college.

### **Transcripts**

Students and parents may review; download UNOFFICIAL transcripts on [Student/Parent Vue](#). To be OFFICIAL, students can send official electronic transcripts to colleges and universities for free by using their [SchoolLinks](#) account. Electronic transcripts may also be requested from Parchment at PARCHMENT.COM for a fee: [PARCHMENT TRANSCRIPT](#)

### **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. (District Policy IKEA-R)

### **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 were turned in on the actual due date. (District Policy IKEA-R)

PUSD 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 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 PUSD website. For direct link [CLICK HERE](#)

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 after completion of freshman year. Recognition ceremonies are held in the Fall semester based on the previous year's cumulative GPA. Below are the criteria:

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

### **Scholarship Information**

PUSD 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. Students have access to search scholarships through their SchoolLinks account. Scholarship and Financial Aid information can also be found on the district [School Counseling - Scholarships & Financial Aid](#) page.

### **SPECIAL INSTRUCTIONAL PROGRAMS**

#### **Individuals with Disabilities Education Act – IDEA CHILD FIND**

PUSD, on an annual basis, creates public awareness of special education opportunities and advises parents of the rights of children with disabilities. Through Child Find, the district attempts to locate, identify, and evaluate preschool through 12<sup>th</sup>-grade students residing within the district boundaries who are suspected of having a disability. This includes children who are homeless, migrant children/highly mobile, and children who are wards of the state. K-12 students attending non-profit private/parochial schools located within the district boundaries or who are home schooled and in need of special education and related services are also included in the district's Child Find efforts. The district will ensure that district staff and the general public are informed of:

- The availability of special education services
- Student rights to a free appropriate public education
- Confidentiality protections
- The special education referral process

#### **Multidisciplinary Evaluation Process**

The evaluation process identifies the presence of possible educational disabilities and evaluates the impact of the disability on learning. A multidisciplinary team is formed to review the existing information for the student's functional and academic performance. At the end of this review, the team determines if additional data is needed for educational decision making. Assessments are completed within sixty (60) calendar days of a parent's informed written consent. The multidisciplinary team will review existing and new information from evaluation to determine if the student meets the criteria as a student with an educational disability and shows the need for specially designed services.

#### **Individualized Education Plan (IEP)**

The Individualized Education Plan (IEP) is both a process and a written document whereby teams develop a written plan for a student with disabilities, monitor the student's educational progress, and make needed changes in the student's program as circumstances change. An IEP must be based on the individual needs of the student, must enable the student to receive educational benefit, and must meet

state educational standards. PUSD shall ensure that an IEP is developed and implemented for each eligible child served by the district and for each eligible child placed in or referred to a private school or facility by the district.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination based on disability. Section 504 requires the provision of appropriate educational services: services that are designed to meet the individual needs of qualified students to the same extent that the needs of students without a disability are met. Essentially, Section 504 was designed to “level the playing field,” to ensure full participation by individuals with disabilities.

To qualify under Section 504, a student must:

- Be determined to have a physical or mental impairment that substantially limits one or more major life activities including learning and behavior,
- have a record of having such an impairment, or
- be regarded as having such impairment.

Section 504 ensures that a qualified child with a disability has equal access to education. The child may receive appropriate accommodations and modifications tailored to the child’s individual needs. During the process of determining evaluation, eligibility, or the implementation of your student’s Section 504 Plan, if there is a disagreement without resolution at the school level, please be advised that there is a district appeal process you can initiate.

PUSD pledges that the district complies with Section 504 regulations and no discrimination based on disability is permitted. If you believe discrimination has occurred against your student, please complete a district Section 504 Complaint Form and submit it to your school principal or District Section 504 Coordinator. Refer to your Parent’s Rights and Safeguards Under Section 504 in the Parent Guide of Peoria Unified Section 504 Policy and Procedures Manual.

## **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 60% or better. Schools will take a proactive approach to ensuring that students earn a 60% 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: [COURSE DESCRIPTION GUIDE](#)

**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**

**(Board Policy JE)**

**Attendance**

*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 Policy**

Separate from each high school's course credit attendance policy, PUSD adheres to Arizona Revised Statute §15-802 pertaining to excessive absences from school. PUSD recognizes that good attendance leads to successful academic achievement and a fulfilling school experience. (Board Policy JE; JE-R)

### **Extenuating Circumstances**

1. Death in the family
2. Chronic illness
3. Surgery
4. Contagious illnesses (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 those 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**

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 the 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.

***(See Site-based Tardy Practices)***

### **OPEN-ENROLLMENT AND RENEWAL PROCESS**

PUSD schools will enroll students in accordance with the open enrollment provisions set forth in state law and Governing Board Policy JFB.

1. Families currently on open enrollment will not need to re-apply each year for open enrollment status. Schools will review students’ open enrollment status annually for readmittance for the following year.
2. Eighth-grade students currently enrolled/open enrolled in a district elementary school wishing to attend a district high school out of their attendance area must fill out an open enrollment application by December 1 of their eighth-grade year for priority deadline. The application must be submitted directly to the high school of the student’s choice.
3. New applicants must submit open enrollment applications December 1 for priority deadline to be considered for open enrollment during the following school year.
4. Capacity estimates for grades 1 through 12 will be made available to the public in September of each year on the website.
5. Open enrollment applications will be accepted throughout the school year and will be approved based on capacity at a school site and capacity in a special program in which a student may be enrolled.

If the pupil has an Individualized Education Plan (IEP) or a Section 504 Plan, and non-renewal is being considered, a meeting must 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**

PUSD’s first priority is the safety and well-being of all students. PUSD 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. PUSD works closely with local agencies in Glendale and Peoria to ensure the safety of our students, staff, and patrons.

## Emergency Operations Plan (EOP)

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

All sites practice and review the school's Emergency Operations Plan throughout the school year. If anyone in the community sees or hears something suspicious, please call local police/911, then contact the school, the district office, the district's safe school line (623-486-6199). The site and/or District will investigate and mitigate the potential for disruption based on the reported concern. (Board Policy EBC; EBC-RA)

## In the Event of an Emergency

The district's communication plan involves social media platforms for real time messaging to families. In addition, the District School Messenger System will be utilized to send automated voicemail, email, and text message to guardians. **It is important to notify the front office of any changes in your students' 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 Operations 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. (Board Policy EBC-RB)

During an emergency drill:

- Follow the directions of the teacher.
- Leave all work and line up immediately to exit the classroom.
- 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.

**24-Hour PUSD Safe School Line: 623-486-6199**

### **Communicating with 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** follow safe social media practices
- **DO** report, immediately, any problems with strangers. Tell an adult whom you know or call the police if an adult cannot be reached

**SEE SOMETHING...SAY SOMETHING**

### **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 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 12<sup>th</sup> grade. More information about this model can be viewed at <https://www.peoriaunified.org/domain/4012>. (Board Policy IJJ-R)

### **Threat Management Process**

**Every threat of violence to others, school/district buildings will be taken seriously.** In support of maintaining a safe and welcoming environment for all, administrators and staff will investigate reports of, or evidence regarding, student behavior on or off school grounds that could pose a threat to the safety or welfare of other students or staff.

Parents need to discuss with their children the ramification of making any type of threat. Every infraction that impacts the safety and well-being of students and staff will be addressed to maintain a safe and secure learning environment.

In general, a threat situation will be deemed to exist when, following investigation by school administration, a student has been determined by admission or by reliable informant(s)/evidence to

have communicated a death threat against others, a threat of mass violence, a threat involving weapons or explosive device, a threat against school property, or exhibited behaviors that suggest a substantial risk of lethal violence, or predatory behavior. Threats may be direct, indirect, conditional, or veiled. Threats may be communicated in person, electronically, through third party, or by other intentional or unintentional means.

In assessing the potential level of danger of student's behavior, administrators will consult with their Executive Director/Supervisor regarding the evidence and if necessary, will send a referral to the district's threat management team for further investigation and support. For the safety and security of our campuses, an administrator may elect to have a student removed from campus until the threat management team completes the investigation which will involve an interview with the student and parent named in the threat. However, family refusal to assist the threat management team or administrator in completing the assessment by participating in interviews, will not prevent the team from completing those parts of the assessment which the team has obtained knowledge.

The intention of the threat assessment process is to assess the threat and reduce the potential for future violence toward others. It is not a disciplinary process. The following is a summary of steps that are followed during a threat assessment:

**NOTE: THIS PROCESS WILL BE FOLLOWED FOR ANY THREAT, REGARDLESS OF STUDENT WITHDRAWAL, LAW ENFORCEMENT INVOLVEMENT, ETC.**

**Step 1**

- Site administration is made aware of a student who has made a threat against others or an entity (e.g., school building).
- Site administration completes investigation to determine veracity of report.

**Step 2**

- If a threat is verified, site administrator completes Threat Management Referral Form and initial student interview and submits it to their Executive Director/ Supervisor.
  - If the site administrator believes the threat is not substantive, the student does not pose a threat, and that the district Threat Management Team is not required, they will send a copy of the initial referral to the executive director with no further action indicated on the form. They will keep a copy of the referral form in the secure filing cabinet with bullying incidents.
- The Executive Director/Supervisor reviews TMT Referral Form and initial student interview with Site Administration and together they complete the Threat Management Decision-Making Guidelines and makes decisions/recommendations regarding appropriate next steps.
- If a student/staff is a target of the threat, the Site Administrator should alert that person and, if a student, his/her parent/guardian.

**Step 3**

- If the Site Administrator and Executive Director/Supervisor determine a referral to the District Threat Management Team (TMT) is appropriate:
  - Executive Director/Supervisor forwards the completed TMT Referral Form, initial student interview, and Decision-Making Guidelines to the TMT using the link on the Decision-Making Guidelines.

- District TMT will respond to the Executive Director/Supervisor that they have received the referral.
- Site administrator sends Teacher/Staff Questionnaire to appropriate staff members, for them to return it.
- Prior to the district TMT convening, site administrator can work with social worker and/or counselor to complete initial student interview prior to district TMT convening.
- Site administrators can work with school psychologists, behavior specialists, social worker and/or counselor to complete initial student interview prior to district TMT convening.
- District TMT determines which members will respond; those members work with site administration to identify the date/time TMT will convene, and the approximate time interviews might start.
  - Site administration alerts the parent/guardian as appropriate for them to ensure the student and parent/guardian are available for follow-up interviews.
- When District TMT arrives, site administration should have the following available:
  - Room to complete additional interviews and assessment (e.g., conference room)
  - Student cumulative file; health file; special education records; discipline history; attendance; grade history, documents, pictures, etc., related to threat; any other information pertinent to the student/situation.
  - Completed Initial Student Interview and Teacher/Staff Questionnaire.

**Step 4**

- District TMT reviews initial referral with school team (e.g., site administration, psych/BI, etc.).
- District TMT completes follow-up interviews with student, parent, teachers, and student witnesses (when necessary).
- District TMT reviews documents described above.

**Step 5**

- District TMT completes Threat Assessment and Summary/Recommendations.
- If site administrator was not part of discussion during Assessment and Summary/Recommendations, TMT reviews those documents with site administration and/or other appropriate staff.

**Step 6**

- Site Administrator reviews Summary/Recommendations that will be implemented with student, parent, and appropriate staff.
- This site team completes the Student Supervision Plan by identifying recommendations that are appropriate and feasible to implement.
  - If necessary, complete the Targeted Student Protection Plan and/or Student Safety Plan.

**Step 7**

- Site Administrator shares results of Threat Assessment with their Executive Director/Supervisor.
- Site Administrator ensures final page of District TMT Protocol is placed in the student's cumulative file.
- All other pertinent pages (Referral, Decision-Making Guidelines, Assessment, Summary/Recommendations, Student Supervision Plan, Offended Student/Staff Supervision Plan, Safety Plan) should be maintained in secure filing cabinet with Bullying Incidents for future reference.

A.R.S. 15-841  
District Policy JK; JIC  
Code of Federal Regulations:  
34 CFR §§ 99.31(a)(1)(i)(B)(3) and 99.33(a)(2)  
34 CFR §§ 99.31(a)(10) and 99.  
34 CFR § 99.33(a)  
34 CFR §99.36

## **CAMPUS PROCEDURES & EXPECTATIONS**

### **Closed Campus Policy**

PUSD 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 parents, 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. (Board Policy JHCA)

### **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. (Board Policy JHCA)

### **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 always worn and clearly visible 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. (Board Policy ECABA)

### **Clear Bags**

It is a requirement that only clear bags may be used at all after-school sports and extracurricular events held at any Peoria Unified high school. Using clear bags enhances safety measures which is a shared responsibility for everyone who attends district's events at our high schools. Guidelines can be found on the district website <https://www.peoriaunified.org/clearbag>.

### **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 the 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 spaces
- 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 always have the right of way 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 always lock their cars
- 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

(Board Policy JLIIE-R)

***(See Site-based Parking Practices)***

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



### **Trip Reduction Program**

PUSD 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 the 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.

### **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.

### **Student Publications**

The 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.

(Board Policy JICE; JICE-R)

### **Abuse of Staff**

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.

### **Photo and Video Release**

During the school year, students may be photographed, recorded, or filmed by PUSD 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.

### **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).

### **Leaving Campus at the End of the Day**

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.

***(See Site-based Procedure & Expectation Practices)***

## **SCHOOL DRESS, CONDUCT AND APPEARANCE**

Peoria schools are places of learning where students can express themselves while also promoting each school’s behavior expectations. We value that student dress can highlight the cultural and religious diversity and the individuality of our students. Appropriate student dress contributes to a safe workplace and educational atmosphere and the success of the entire community. Clothing students might wear in social settings or outside of school may not be appropriate to wear to school. We want all students to be dressed appropriately for a successful and safe learning environment. (Board Policy JICA; JICA-R)

Please wear the following:

- Clothing that is not see-through and covers a student’s undergarments, chest and torso when standing or sitting. Clothing should have a back and straps and should fit closely under the arms.
- Clothing that is of adequate length to always cover the student’s bottom.
- Clothing that has appropriate language. Clothing should be free from references to violent images, guns or weapons, tobacco/vaping, drugs, alcohol, sexual references, profanity, or language that demeans others.
- Appropriate footwear for a safe learning environment. When selecting footwear, students should be responsive to the specific safety needs of each school and/or classroom, as determined by the teachers and administration.

Headwear may be worn on campus but should be removed in the building or classroom if asked by a staff member. Students will not be asked to remove headwear that is worn for cultural and/or religious reasons.

The administration and staff will enforce this dress code consistently and fairly. If there is a concern regarding the student dress, a staff member will ask the student to go to the front office to address the issue. The student and front office staff member will discuss the concern, and if deemed necessary, the student will be provided appropriate clothing to change into or may wait in the office for appropriate clothing to be brought to them. The administration will have a discussion with the student regarding how to create an environment for success as well as potential consequences if there are further dress code concerns. School dress is expected at school and all school functions. Requests for exceptions to the dress code should be brought to the school administration.

## **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 is not 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

(Board Policy JR; JR-R)

### **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.

### **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 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 students' 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.

### **Health Office Nurse**

The services of the health office 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 health office 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 chronic 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.***

### **Communicable Diseases**

The control of communicable disease during the school year is a difficult task. Please keep your child at home if he/she shows any of the following signs of illness:

- restlessness during night
- undiagnosed rash, with or without fever
- red or itchy eyes or drainage from eyes
- swelling of face/glands
- excessive fatigue
- fever (100 degrees or higher)
- congestion or runny nose with discolored nasal drainage
- coughing
- sore throat
- nausea/vomiting/diarrhea
- shortness of breath or difficulty breathing
- muscle or body aches/chills

Please refer to the Health Services tab under the Families tab on the [peoriaunified.org](http://peoriaunified.org) website, [FAQ's](#), for a complete list of different illnesses and when your child can return to school. For any questions, please call your health office team. Your Health Office Nurse has the discretion to send your child back home for the day. If you feel your child is healthy enough to come to school ahead of time, please contact your Health Office Nurse.

### **Food and Nutrition Program**

Breakfast and lunch are offered to all students at the following 2023-2024 meal prices:

Breakfast:	Paid - \$1.75, Reduced - \$0.40
Lunch:	Paid - \$2.75, Reduced - \$0.40

If a child would like to purchase a second breakfast or lunch, the cost is \$1.75 for breakfast and \$2.75 for lunch. Second meals can be purchased by funding the child's account using [www.myschoolbucks.com](http://www.myschoolbucks.com), cash or check. Students may charge up to \$8.00. If a student does not bring money, they will be limited to the cheese sandwich meal that includes milk, fruit and vegetable.

Milk is available with each lunch or breakfast or may be purchased separately for 35 cents. A fruit or vegetable must be taken with each meal. Students must have their ID cards to purchase lunch to meet USDA regulations.

Students may choose one of several entrees, including a variety of hot entrees, fresh entrée 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 food at the snack bar but are not valid at the student store.

Students with food allergies must have the district’s food allergy form completed by their doctor 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. Write the phone number on the check. Please make the check out to Peoria Lunch Fund. Students may purchase with cash each day, but prepayments are encouraged to speed up serving lines and avoid lost or stolen money. Cash check and Myschoolbucks.com are available through the end of the school year.

Completing a new free and reduced application is required each year. Many programs depend on the applications submitted and students may receive waivers for Advanced Placement tests and program fees. For faster processing and notification, parents are encouraged to apply online starting July 20<sup>th</sup> at [Peoria.SchoolLunchApp.com](http://Peoria.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.

An email is sent every Thursday with your student’s current amount, whether this is negative, positive, or zero. This keeps 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 the school year for withdrawn students and seniors. 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. However, a parent may request that the remaining funds be transferred to a student in need. Refunds may be requested through your cafeteria manager or by emailing [foodandnutrition@pusd11.net](mailto:foodandnutrition@pusd11.net) with 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 mealtimes 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>.

Students may apply to be student workers 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**

PUSD 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.

(Board Policy EEAEC)

## Cameras on Buses

PUSD 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 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 PUSD 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. Alcohol, Drugs, Tobacco
4. Vandalism
5. Indecent Exposure
6. Weapons
7. 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.  
(Board Policy JJA)

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 PUSD events.

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

PUSD 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. (Board Policy JICFA)

## **ATHLETICS**

PUSD provides the opportunity for students to participate in interscholastic competitions 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. (Board Policy JJIB)

PUSD 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 PUSD. 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 is 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. (Board Policy JJJ)

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. PUSD’s policy requires the following:

1. A student must be enrolled in a minimum of three block classes except for the semester in which they will graduate. A senior must have a minimum of 1 class during the second semester to be eligible.
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. Athletic secretary runs an athletic grade report of each in-season roster.
2. A list is provided to each teacher of athletes that are currently not passing their course.
3. It is the teacher’s responsibility to confirm if the student is not passing the course by the time assigned by the athletic director.
4. Grades are continuous through each 18-week grading block. If a student completes work that puts them in a passing position, they can be eligible at that time.

5. Once a teacher has confirmed a student-athlete is not passing, 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 website: [AIA](#)

### **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 question.
- 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, [peoriaunified.org](http://peoriaunified.org) Click on Our District, Athletics, and then the high school you are searching. Other high school athletic information may be obtained at [azpreps365.com](http://azpreps365.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. (Board Policy KCD)

### **Spectators with Disabilities**

A person with a disability may request reasonable accommodation 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.

## **USE OF TECHNOLOGY RESOURCES**

### **General**

Technology greatly enhances education and instructional programs. All technology provided by the PUSD is to be used to facilitate and support the education, research, and operational goals of the

district. Technology resources include, but are not limited to, computers, electronic information systems, digital equipment, the Internet, and the district network. (School District Policy IJNDB)

It is important that students understand their responsibilities regarding use of the district's technology resources.

### **District Responsibilities**

The Chief Technology and Operations Officer, acting under the authority of the Superintendent, will serve as the coordinator to oversee all district technologies and will work with district, regional, and state organizations, as necessary. The Chief Technology and Operations 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 network and information system administrators. (IJNDB-R)

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

Access for students will be provided as necessary to support instructional program standards. Students will access district network resources through a password authentication system. Students may be required to change passwords on occasions when a student's account has been compromised. 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 Peoria teacher or administrator.
- Personal devices must only connect to the Internet via the district Wi-Fi (PUSD-XNET) while on district property.
- 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 network identified for personal devices is PUSD-XNET and requires students and adults to authenticate, or log in, using their PUSD usernames 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., data plans).

Finally, students and parents are reminded that students are personally responsible for their use of any personal technology devices they choose to bring onto a PUSD 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 district technologies and may be subject to disciplinary action. A canceled account will not retain its email 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 any district technologies.

Details of the user agreement shall be discussed with each potential user of district technologies. When the signed agreement is returned to the school, the user may be permitted use of district technologies, and will be provided their district authentication credentials (username and password).

The following is PUSD's Acceptable Use Policy which must be signed by students and parents annually.

### **Acceptable Use of School Digital Technology**

Introduction: PUSD believes technology in the 21st century greatly enhances instruction and is a critical tool for learning and, preparing our students to not only succeed but to also "shape tomorrow".

Therefore, our district provides students and teachers with a variety of digital technologies, tools, and resources. However, with the benefits technology brings, there are also risks to the safety of our students, especially as they use the Internet. Those concerns lead to not only a classroom emphasis on digital citizenship and responsible use, but also require the district to provide users with administrative rules, as you will see in the following terms and conditions.

Acceptable use of PUSD's digital technologies requires that the use of these resources be in accordance with the following rules and supports the educational goals of the district. You will be held responsible for your actions, which may be monitored and tracked while using district technology resources of any kind.

I agree to the following rules, whether using district technologies or my own personal device(s) while on any district property.

1. I will use all PUSD technology (hardware, software, and the network) for educational or school business purposes only.

2. I will not share, publish, display, or retrieve/download or provide links to any inappropriate material, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, deliberately inaccurate, or encourages the use of a controlled substance.
3. I will not download, archive, distribute or share any software or digital file, (such as movies, music, or text) that would constitute a violation of copyright laws, including any trademark and/or license restrictions.
4. I will not plagiarize anyone's work or ideas.
5. I will not harm or modify system files or data belonging to other users.
6. I will not attempt to gain unauthorized access to district systems, software, or hardware.
7. I will only access the PUSD network with my personal PUSD username and password.
8. I will never share my password.
9. I will notify my teacher if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system or to my personal account.
10. I will only use technology devices as directed by the teacher.
11. I will use the PUSD email system respectfully and appropriately. Further, I understand that...
  - e-mail should not be considered secure or private.
  - any communication in the district e-mail system is the property of the district.
  - computer activities, including e-mail, are monitored, and tracked by the district.
12. I will not share my personal information, or that of others, without the permission of a teacher or administrator.
13. I will not use any district technologies to make any unauthorized purchases or to conduct any non-approved school or district business.
14. I will use games and/or simulations for educational purposes only and not for entertainment, unless authorized by a teacher or administrator.
15. I will follow all [district policies](#) and the [Student Handbook](#) as written.
16. I will use Microsoft 365 OneDrive to store all my school-related documents and files, unless otherwise directed by my teacher.
17. I will notify my teacher, or administrator if I suspect I have discovered a security problem on any PUSD technologies or system. I will not share the problem with peers or exploit the problem in any way.
18. I will only connect to the Internet while on district property via the district Wi-Fi when using my personally owned technology devices.

Student use of all district technology systems, devices and the network is acknowledged to be a privilege. You must adhere to these agreements to earn that privilege and acknowledge their understanding by signing this agreement. Administrator(s) will deem what is appropriate and inappropriate use of district technology. Any action determined to constitute an inappropriate use, subjects you to disciplinary action. Depending on the seriousness of the offense, consequences will be administered as stipulated in the [Student Handbook](#) and/or [District Policy](#). You will also be subject to all applicable state and federal laws. (Board Policy JK-RA F.)

Students, and parents/guardians of students, must understand that their child may have access to the Internet. Using filtering software and supervision, PUSD limits 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 should they encounter any inappropriate materials.**

### **ACADEMIC INTEGRITY**

It is the practice of PUSD 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.

(Board Policy JK-RA D.2,3)



## **ANNUAL NOTIFICATION of NONDISCRIMINATION**

### **Annual Public Notice of Nondiscrimination**

The Peoria School District Governing Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business. The following employee has been designated to handle inquiries regarding the nondiscrimination policies:

Jason Nuttall  
Chief Student Services Officer  
District Administration Center  
6330 W. Thunderbird Rd.  
Glendale, AZ 85306  
623-486-6010  
jnuttall@pusd11.net

### **Student Directory Information**

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 secretary at the school's Guidance Office. (Board Policy JR)

### **Family Education 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. (Board Policy JRR-R)

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 with 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. (Board Policy KB)

### **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, which 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.

(Board Policy KB-EB)

**SURVEYS; PUPIL INFORMATION; PARENTAL PERMISSION AND INFORMED CONSENT  
(A.R.S. § 15-117)**

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.

## **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 a 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**

PUSD'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 only need 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. (Board Policy JIH)

PUSD 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: (Board Policy JICH)

- 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.

## **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. (Board Policy JICG)

### **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. (Board Policy JICG)

## **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. (Board Policy JICK)

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 in every school office and are available to be downloaded from our district Internet portal site, [www.peoriaunified.org](http://www.peoriaunified.org). (Board Policy JICK-EA)

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. (Board Policy JICF)

### **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. (Board Policy ACA)

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**

PUSD 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, rounds, recreation area, athletic field, vehicle, or any other property that PUSD owns, uses, or operates.

(Board Policy JICI)

**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, paintball, 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. PUSD 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. (Board Policy JKB)

### Peoria Unified Student Discipline Code

BEHAVIOR	DEFINITION	RANGE	CONSEQUENCE
<b>ABUSE OF STAFF</b>	Verbal or physical disrespect or injury to staff members acting in their capacity as district employees.	Min.	Short-Term Suspension
		Max.	Expulsion
<b>ALCOHOL</b>	Use, possession, or being under the influence of alcohol on school property or at school events is prohibited.	Min.	Short-Term Suspension
		Max.	Expulsion
<b>ALCOHOL</b>	Sale or distribution of alcohol, on school property or at school events is prohibited.	Min.	Short -Term Suspension
		Max.	Expulsion
<b>ASSAULT/ AGGRAVATED ASSAULT</b>	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
<b>BULLYING</b>	Negative verbal, physical or psychological actions toward another student.	Min.	Conference
		Max.	Long-Term Suspension
<b>BUS VIOLATIONS</b>	Failure to comply with rules established for the use of school transportation.	Min.	Conference
		Max.	Loss of Bus Privileges
<b>COMBUSTIBLE</b>	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.	Conference
		Max.	Expulsion
<b>CONTRABAND</b>	Items stated in school policy as prohibited because they may disrupt the learning environment.	Min.	Conference
		Max.	Long-Term Suspension
<b>CUMULATIVE VIOLATIONS</b>	Documented misconduct which occurs frequently enough to show a lack of intent to abide by school rules.	Min.	Short-Term Suspension
		Max.	Expulsion

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
<b>DEFIANCE / DISRESPECT / NON-COMPLIANCE / INSUBORDINATION</b>	Failure/refusal to comply with the reasonable rules or requests of school personnel. Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	Min.	Conference
		Max.	Long-Term Suspension
<b>DISORDERLY CONDUCT/ ENDANGERMENT</b>	Behavior disruptive to school climate or the educational process.	Min.	Conference
		Max.	Long-Term Suspension
<b>DRESS CODE</b>	Inappropriate attire.	Min.	Conference
		Max.	Short-Term Suspension
<b>DRUGS</b>	Use, possession, or being under the influence of non-prescribed/prescribed drugs or paraphernalia associated with drug use on school property or at school events is prohibited.	Min.	Short-Term Suspension
		Max.	Expulsion
<b>DRUGS</b>	Sale or distribution of non-prescribed/prescribed drugs or paraphernalia associated with drug use on school property or at school events is prohibited.	Min.	Short-Term Suspension
		Max.	Expulsion
<b>FIGHTING</b>	Mutual participation in an incident involving physical violence, where there is no major injury.	Min.	Conference
		Max.	Expulsion
<b>FIREARMS</b>	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 projective by the action of an explosive or other propellant; the frame or receiver of any such weapon.	Min.	Short-Term Suspension
		Max.	Expulsion
<b>GAMBLING</b>	Possession of equipment or materials associated with gambling; participating in games of chance for the purpose of gain.	Min.	Conference
		Max.	Long-Term Suspension
<b>HARASSMENT/VERBAL ABUSE</b>	Statements or actions which intimidate or demean others.	Min.	Conference
		Max.	Long-Term Suspension

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
<b>HARASSMENT, SEXUAL</b>	Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	Min Max	Short-Term Suspension Long-Term Suspension
<b>HAZING</b>	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
<b>INAPPROPRIATE LANGUAGE</b>	Vulgar, profane, obscene, or disrespectful behavior or language; possession or display of vulgar, profane, or obscene material.	Min. Max.	Conference Long-Term Suspension
<b>LEAVING SCHOOL GROUNDS</b>	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
<b>MINOR AGGRESSIVE ACT</b>	Non-serious but inappropriate physical contact or pushing that demonstrates low level hostile behaviors.	Min Max	Conference Short-Term Suspension
<b>NEGATIVE GROUP AFFILIATION</b>	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/Conference Expulsion
<b>NETWORK INFRACTION / INAPPROPRIATE USE OF TECHNOLOGY</b>	Inappropriate use/failure to comply with Peoria Unified Acceptable Use Policy and Governing Board Policy IJNDB-R.	Min. Max.	Conference Long-Term Suspension
<b>OTHER TECHNOLOGY / ELECTRONIC DEVICES</b>	Possession or use of electronic devices likely to disrupt the school environment or educational process. 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
<b>OTHER VIOLATION OF SCHOOL POLICIES / “GOOD NEIGHBOR” VIOLATIONS</b>	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
<b>PARKING LOT / VEHICULAR VIOLATION</b>	Unsafe/inappropriate operation or use of vehicle; transfer of vehicle to unauthorized persons; parking violation.	Min. Max.	Conference Long-Term Suspension

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
<b>PLAGIARISM</b>	Presenting work done (in whole or in part) by someone else as if it were one's own.	Min. Max.	Conference Long-Term Suspension
<b>PUBLIC DISPLAY OF AFFECTION</b>	Holding hands, kissing, sexual touching or other displays of affection in violation of school policy.	Min Max	Conference Short-Term Suspension
<b>SEXUAL MISCONDUCT</b>	Sexual abuse, sexual conducts with a minor, child molestation, sexual assault.	Min. Max.	Short-Term Suspension Expulsion
<b>TARDY / OTHER ATTENDANCE VIOLATION</b>	Arriving at school or class after the scheduled start time and/or other attendance violations.	Min Max	Conference Short Term Suspension
<b>THEFT/BURGLARY</b>	Stealing or concealing school property or the property of others or participating as an accomplice, including copying copyrighted software.	Min. Max.	Conference and/or Restitution Expulsion
<b>THREAT OR INTIMIDATION</b>	Verbal or written statements or conduct that may be construed as threatening to the safety of students or staff.	Min. Max.	Short-Term Suspension Expulsion
<b>TOBACCO/VAPOR PRODUCTS</b>	Use, possession, or distribution of tobacco/vapor products on or within 300 feet of school property or at school events.	Min. Max.	Conference and Detention Long-Term Suspension
<b>TRESPASSING</b>	Unauthorized presence on district property and/or refusal to leave district property upon request of school authorities.	Min. Max.	Conference Long-Term Suspension
<b>TRUANCY</b>	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
<b>VANDALISM</b>	Willful destruction or defacement of school or personal property.	Min. Max.	Conference and/or Restitution Expulsion

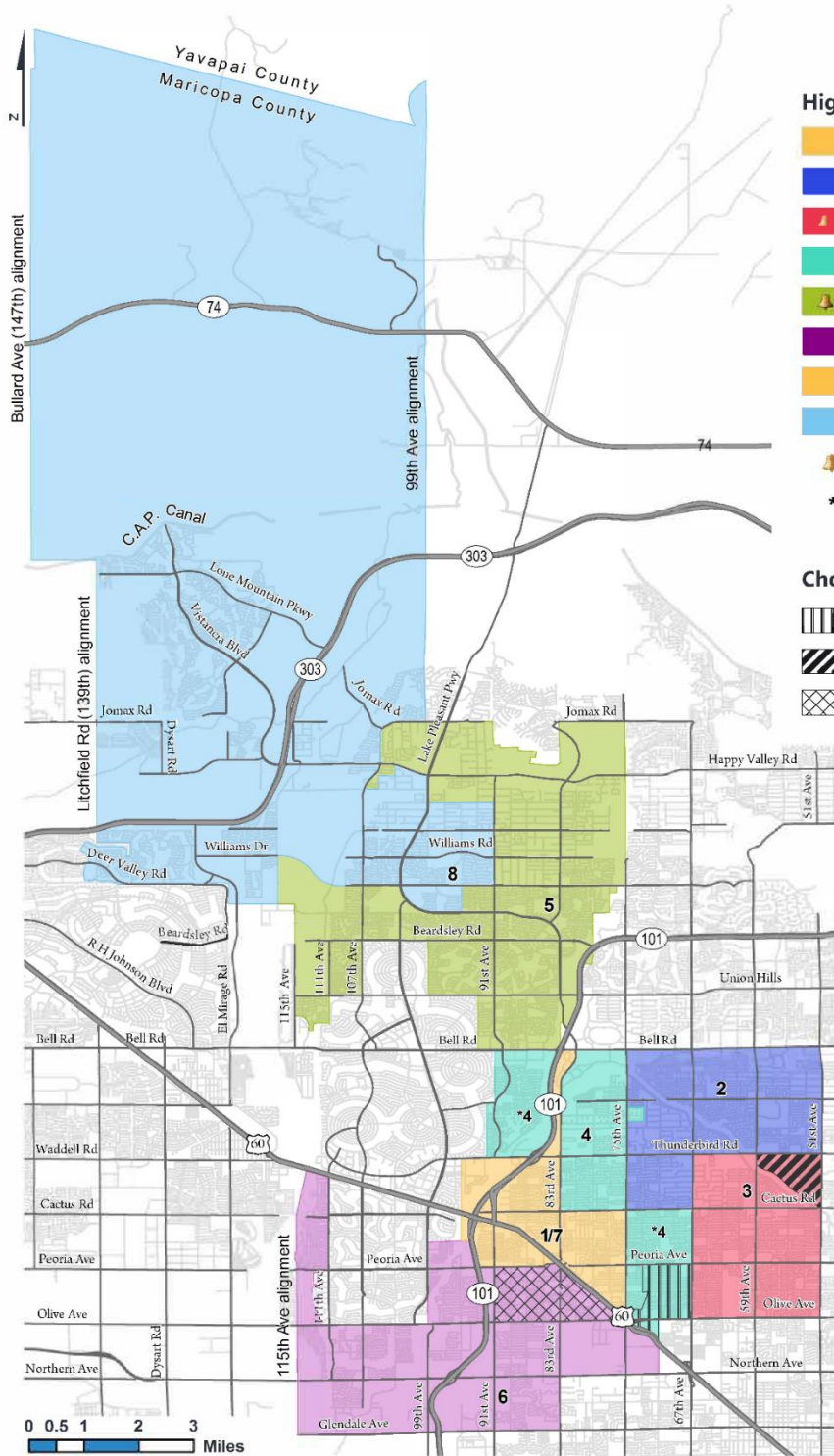


BEHAVIOR	DEFINITION	RANGE	CONSEQUENCE
<b>WEAPONS, DANGEROUS INSTRUMENTS</b> <i>pages 14-15</i>	Possession of, but not limited to: 1) Any device that (a) is designed as a weapon and capable of causing bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce 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, paintball, 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); and 4) Look-alike weapons, including, but not limited to, toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles.	Min.          Max.	Short-Term Suspension          Expulsion

*Students attending a Peoria school on an open enrollment are subject to a review of academic performance, attendance, and behavior. Revocation of an open enrollment is a site-based decision.*



# Peoria Unified School District No.11 High School Boundaries



## High Schools:

- 1. PEORIA HIGH SCHOOL - (623) 412-6300  
11200 N. 83rd Ave., Peoria, AZ 85345
- 2. CACTUS HIGH SCHOOL - (623) 412-5000  
6330 W. Greenway Rd., Glendale, AZ 85306
- 3. IRONWOOD HIGH SCHOOL - (623) 486-6400  
6051 W. Sweetwater Ave., Glendale, AZ 85304
- 4. CENTENNIAL HIGH SCHOOL - (623) 412-4400  
14388 N. 79th Ave., Peoria, AZ 85381
- 5. SUNRISE MOUNTAIN HIGH SCHOOL - (623) 487-5125  
21200 N. 83d Ave., Peoria, AZ 85382
- 6. RAYMOND S KELLIS HIGH SCHOOL - (623) 412-5425  
8990 W. Orangewood Ave., Glendale, AZ 85305
- 7. PEORIA FLEX ACADEMY - (623) 412-5475  
Located at (1) Peoria High School
- 8. LIBERTY HIGH SCHOOL - (623) 773-6525  
9621 W. Speckled Gecko Dr., Peoria, AZ 85383

Signature Program at School

\* Indicates a non-contiguous elementary school attendance boundary.

## Choice Areas:

- CENTENNIAL or PEORIA H.S.
- CACTUS or IRONWOOD
- PEORIA H.S. or RAYMOND S KELLIS

\* This map is for illustrative purposes only. The Peoria Unified School District shall not be held liable for improper or incorrect use of the data.

By: T. Harris Date: 01/16/2018 Time: 12:08PM

Peoria Unified School District  
2024-2025 Governing Board



**Melissa Ewing**  
Term 2023-2026



**Becky Proudfit**  
Term 2023-2024



**Heather Rooks**  
Term 2023-2026



**David Sandoval**  
Term 2021-2024



**Vacant**



**Dr. K.C. Somers**  
Superintendent