

**RAYMOND S. KELLIS HIGH SCHOOL  
2016-2017 STUDENT HANDBOOK  
TABLE OF CONTENTS**

Page 2 .....Important Phone Numbers

Page 3 .....PUSD Governing Board

Page 4 .....Superintendent’s Message

Page 5 .....Principal’s Message

Page 6 .....Student Body President’s Message

Page 7.....District Calendar/Testing Schedule

Page 14.....Academic Planning/Graduation Requirements

Page 20 .....Late Work

Page 22.....Grading/Assessment Guideline

Page 28.....Attendance

Page 32.....Campus Procedures and Expectations

Page 34.....Driving/Parking Regulations

Page 38.....School Dress

Page 39.....Student Services

Page 44.....Activities

Page 45.....Athletics

Page 48.....Student Conduct

Page 55.....Student Discipline

Page 66.....Student Handbook Awareness Statement

**2016-2017**  
**STUDENT/PARENT HANDBOOK**  
RAYMOND S. KELLIS HS 8990 W. Orangewood, Glendale AZ 85305

**IMPORTANT PHONE NUMBERS**

Main Line.....	623-412-5425
Attendance.....	623-412-5431
Guidance.....	623-412-5432
Nurse .....	623-412-5446
Bookstore.....	623-412-5441
Athletic Office.....	623-412-5430
Safe School Line.....	623-486-6199
District Administration Center	623-486-6000

[WWW.PEORIAUNIFIED.ORG/KELLIS](http://WWW.PEORIAUNIFIED.ORG/KELLIS)

**COUNSELORS**

Regina Olivas - Head Counselor	623-412-5449
Cindy Davis-Moore	623-412-5435
Leslie Deeg	623-412-5455
Steve Evans	623-412-5451
Lysette Gibson	623-412-5437

**ADMINISTRATORS**

Jeff Wooten - Principal  
Scott Hollabaugh – Assistant Principal/Athletic Director  
Monique Molina - Assistant Principal  
Stanley Patterson - Assistant Principal

**MISSION OF RAYMOND S. KELLIS HIGH SCHOOL**

*RSK is a collaborative community that champions COUGAR PRIDE values,  
high academic achievement, positive relationships, dedication to citizenship,  
and enthusiasm for the future.*

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

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

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

## 2016 Governing Board & Administration



**Matt Bullock**  
Term 2013-2016



**Judy Doane**  
Term 2015-2016



**David Jonagan**  
Term 2015-2016



**Kathy Knecht**  
Term 2015-2018



**Beverly Pingerelli**  
Term 2015-2018



**Darwin Stiffler, Ed.D.**  
Superintendent



**Ken Hicks**  
Chief Financial Officer



August 2016

Dear Peoria Unified Students,

Welcome to the start of the 2016-17 school year! I hope your summer was filled with exciting adventures.

Your teachers and principals have been hard at work planning to make sure you not only learn and grow this year, but also have fun along the way. I hope you will take an active role in learning and make the best of what your school has to offer.

On behalf of the entire Peoria Unified School District, I wish you a wonderful 2016-17 school year!

Respectfully,  
Dr. Darwin Stiffler  
Proud Superintendent  
Peoria Unified School District

## **PRINCIPAL'S MESSAGE**

The Kellis staff and I welcome you to the 2016-2017 school year. This year will prove to be a very exciting beginning for some, continuation for others and a pinnacle high school experience for the class of 2017.

We will continue to focus on the Peoria Unified School District's vision of "Every student, every day, prepared to shape tomorrow." Our diverse population challenges students with acceptance and tolerance, while providing a rigorous curriculum in a variety of courses. We can meet the ultimate goal of preparing students for tomorrow's challenges when students and staff have a positive attitude and perseverance for success every day.

We believe what makes our educational process a success is the partnership between students, staff, parents/guardians, and the community. To capitalize on their educational experience, students are encouraged to participate in athletics, clubs, school events, and a variety of other activities. Staff members will provide an enriched learning environment with support in all content areas. We will strive to offer parents/guardians and community members opportunities to become active participants in the education of all of our students.

Excitement is in the air for the new school year! There have been many changes to the look of the school and the faces that exist here, but one thing remains. COUGAR PRIDE! Thank you for joining us at Raymond S. Kellis High School as we take this journey together.

COUGAR PRIDE—Is it in you? OWN IT!

Have a great year,

Sincerely,

Jeff Wooten  
Principal



## STUDENT BODY PRESIDENT'S MESSAGE



Welcome Kellis Cougars to the 2016-2017 school year! I'm excited to serve as your student body president. I plan on working hard in order to for us to have an extraordinary, memorable school year for all. For some of you, this is a start of something new; a new chapter in this big book titled *Your Life*. But for others, you are coming close to the end of this chapter. Whether this is your first year or your last, I hope you take advantage of every opportunity and get involved. Create memorable moments and meet new, exciting people on our campus. What I've learned from my Kellis experience so far is that Kellis is one of the most diverse schools out there. Kellis has a lot of opportunities to offer and the best part is that RSK is so accepting! Whether you are into sports, painting, playing an instrument or even playing video games, you can always find someone with a common interest. So take advantage of all Kellis has to offer. Although it's important to have fun, it is more important to work hard in the classroom. So always take care of your schoolwork first.

To the freshmen, be prepared for the fastest and best four years of your life. Don't be scared to step out of your comfort zone and get involved! To the sophomores, you got a little taste of what it's like to go to RSK, so keep pushing forward and continue to thrive. To you juniors, you're halfway there! This school year might be the toughest of them all, but don't give up. Keep working hard. Now for you seniors, we are almost done! This is our year, so let's finish strong and leave our mark Class of 2017! I hope you all have a great year and treasure every moment of your high school experience.

Sincerely,

Pedro Salazar  
Student Body President

### 2016-2017 STUDENT BODY OFFICERS

Pedro Salazar	President
Erza Gashi	Vice-President
Cindy Nguyen	Secretary
Olivia Veneracion	Treasurer
Yaneli Camargo-Vargas	Historian
Peyton Figger	Senator

**PUSD DISTRICT CALENDAR 2016-2017**

<b>August 10</b>	<b>Student Start</b>
<b>September 5</b>	<b>No School/Labor Day</b>
<b>September 6</b>	<b>No School/Professional Development Day</b>
<b>October 10</b>	<b>No School/Columbus Day</b>
<b>November 11</b>	<b>No School/Veterans' Day</b>
<b>November 21-25</b>	<b>Fall Break/Thanksgiving</b>
<b>December 22</b>	<b>First Semester Ends</b>
<b>December 23-January 6</b>	<b>Winter Break</b>
<b>January 16</b>	<b>No School/Martin Luther King, Jr. Day</b>
<b>January 17</b>	<b>No School/Professional Development Day</b>
<b>February 20</b>	<b>No School Presidents' Day</b>
<b>February 21</b>	<b>No School/Professional Development Day</b>
<b>March 17</b>	<b>No School/Professional Development Day</b>
<b>March 20-24</b>	<b>Spring Break</b>
<b>April 14</b>	<b>April Break</b>
<b>April 17</b>	<b>No School/Professional Development Day</b>
<b>May 25</b>	<b>Last Semester Ends</b>
<b>May 25</b>	<b>Students' Last Day</b>

Late start times for the high schools are 8:50 a.m., (the Peoria Flex Academy will begin at 9:00 a.m.) and will occur monthly: August 22, September 26, October 24, November 7, December 12, January 30, March 6, April 24, May 8

Early release for Cactus, Centennial, Liberty and Sunrise Mountain is November 17 at 10:20 a.m.

Early release for Ironwood, Peoria, Raymond S. Kellis and Peoria Flex Academy is December 1 at 10:20 a.m.

**STATE TESTING WINDOWS – 2016/17**

**AzMERIT**

**FALL 2016 – High School End of Course (EOC) Assessments only**

- **Computer-Based Testing Window: October 24 – December 2 (Writing must be completed by Friday, November 18)**
- **EOC testing schedules will be set by individual schools in late August.**
- **All high schools (including PFA and Peoria eCampus) will test CBT.**

### **AzMERIT**

#### **SPRING 2017 – Grades 3-8 and High School EOC**

- **Computer-Based Testing Window: March 27 – May 4 (Writing must be completed by April 21)**
- **NEW! Last day of testing for 3rd graders – April 28, 2017**
- **Testing schedules will be set by individual schools by February 1, 2017.**
- **All high schools and elementary schools will be computer-based testing AzMERIT in 2016-17.**

### **AzMERIT**

#### **SUMMER 2017 – High School EOC Assessments (for summer school classes) only**

- **These dates are yet to be determined by ADE.**

#### **AIMS Science – Grades 4, 8, and Sophomores**

- **Testing Date – Tuesday, April 11, 2017 (High Schools will run a late start schedule on April 11, 2017)**
- **Makeup Day – Wednesday, April, 12, 2017**
- **AIMS Science Return Dates – April 17, 18 & 19**

#### **Spring 2017 ACT – (Juniors only)**

- **Testing Date – April 19, 2017**
- **Makeup Testing Date – May 3, 2017**
- **High Schools will run on a late start schedule on April 19th only.**

### **Directory Information**

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

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

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



## **NOTIFICATION OF RIGHTS UNDER FERPA**

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.  
Parents or eligible students should submit to the school administration a written request that identifies the record(s) they wish to inspect. The administration will make arrangements for 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 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 THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of:*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involved collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

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

Parents will also be provided an opportunity to review any pertinent surveys.

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

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

Parents who believe their rights have been violated may file a complaint with:

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

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

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

**Parents’ Bill of Rights; definition**

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

- The right to direct the education of the minor child.
- All rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.
- The right to direct the upbringing of the minor child.
- The right to direct the moral or religious training of the minor child.
- The right to make health care decisions for the minor child, including rights pursuant to sections 15-873, 36-2271 and 36-2272, unless otherwise prohibited by law.
- The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
- The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.
- The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.
- The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, during or as part of a forensic interview in a criminal or child protective services investigation or to be used solely for any of the following:
  - Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.

- A purpose related to a legitimate academic or extracurricular activity.
  - A purpose related to regular classroom instruction.
  - Security or surveillance of buildings or grounds.
  - A photo identification card.
- The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.
  - The right to obtain information about a child protective services investigation involving the parent pursuant to section 8-807.
  - This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law.
  - Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel.
  - Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied.
  - For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child.

## ACADEMIC PLANNING

### GUIDANCE

Upon entering a PUSD high school, a School Guidance Counselor will be assigned to you. The School Guidance departments will provide a comprehensive school counseling program that focuses on what all students should know to be College and Career ready. Students will receive lessons that will help them make decisions based on these three domain areas: academic, career, and personal/social. The emphasis is on academic success for all students, so that they can achieve success in school and develop into contributing members of society.

### 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 Guidance Counselor. School Guidance Counselors shall monitor, review and update each Education and Career Action Plan individually with the student(s) annually.

### PRE-REGISTRATION

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

### COURSE CHANGE POLICY/AUDIT STATUS

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 cannot be made except in those cases where it is considered by the counselor to be advisable.*** In addition to obtaining counselor approval, parental approval is also necessary. Schedule changes from one elective class to another elective class may not be made after the fifth class of any term unless a change is a result of an error in placement.

A student may request to change a class from credit to audit status anytime between the start of the semester until two weeks after the first grade in progress. 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.

Any student may request to drop a class two weeks after the first grade in progress without that class appearing on the student's transcript. Students enrolled in A/B courses may request to drop a class two weeks after the second grade in progress. Any student who is receiving a failing grade and drops a class after that time period will

receive a failing grade for that course. The failing grade will remain on the transcript and the student will be ineligible under the No-Pass / No-Play regulations for the remainder of that semester. If a student is passing and drops a class after that time period, the grade will appear as a W on the transcript. Dropped 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 grade point average and class rank.

For more information about our high school courses and requirements you can visit the following link: <https://www.peoriaud.k12.az.us/dept/CI/Pages/HSInfo.aspx>

### **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 Guidance Counselor for more information.

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

### **GRADUATION REQUIREMENTS**

Students are required to demonstrate competency of Arizona State Standards in reading, writing, and mathematics. These tests will be given in the spring of a student's sophomore year with additional opportunities available during their junior and senior years should students fail to demonstrate competency at the end of their sophomore year.

*Meeting the standard on all portions of the State mandated tests is a State requirement for graduation.*

## **GRADUATION REQUIREMENTS**

### **Regular Education**

A minimum of twenty-eight (28) units of credit are required for graduation. Listed below are the units that must be completed before a student may receive a high school diploma. Each student shall demonstrate accomplishment of the standards in reading, writing, science, social studies, and mathematics adopted by the State Board of Education and pass each of the sections of the required competency test. A student not successfully passing the competency test shall graduate with a recognized diploma if the student meets the alternative graduation requirements established by A.R.S. [15-701.02](#). The

Superintendent shall prepare regulations to implement the alternative graduation requirements and appoint a hearing officer for appeals.

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 earning credits through correspondence courses (limited to one [1] in each of the four [4] major subject areas) and/or 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.
- An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the State Board Adopted Academic Standards.

Graduation requirements as determined by the Arizona State Board of Education ([R7-2-302.02](#)) and the District Governing Board are as follows:

English	4.0 credits
Algebra I or equivalent	1.0 credits*
Algebra II or equivalent	1.0 credits*
Geometry	1.0 credits*
Additional Math (beyond Algebra II)	1.0 credits
Science	3.0 credits**
Arizona/U.S. History	1.0 credits
Arizona/U.S. Government	0.5 credit
Economics	0.5 credit
World History/Geography	1.0 credit
Fine Arts or Career and Technical Education	1.0 credit
Physical Education	1.0 credit
Electives	<u>12.0 credit</u>
<b>Total</b>	28.0 credits

\* Peoria Unified School District's (PUSD) Algebra I course is a prerequisite to other required math courses above which may be completed prior to high school or once enrolled in high school. If completed in a PUSD elementary school,



Algebra I credit will be transferred to high school, but will not affect high school grade-point-average (GPA).

\*\* Must include one (1) lab science course.

Beginning in the 2016-2017 school year, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a pupil must correctly answer at least sixty of the one hundred questions listed on a test that is identical to the civics portion of the naturalization test used by the United States citizenship and Immigration Services. The District school shall document on the pupil's transcript that the pupil has passed a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services.

The Governing Board may determine the method and manner in which to administer a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. A pupil who does not obtain a passing score on the test that is identical to the civics portion of the naturalization test may retake the test until the pupil obtains a passing score.

#### **Civics Test Requirement for Graduation**

The American Civics Act (House Bill 2064) requires all students to pass a civics test in order to graduate from high school. The test is comprised of 100 questions identical to the United States Immigration and Naturalization Test. Once students pass with a score of 60% or above, it will be notated on their official transcript. Students graduating in 2017 and subsequent years must meet this requirement. It is the responsibility of all high school students, who did not pass the test during the previous school year, to review materials and make sure they are signed up to take the test.

The official list of 100 civics questions included on the naturalization test and free study materials are posted on the U.S. Citizenship and Immigration Services web site: <http://www.uscis.gov/citizenship/learners/study-test/study-materials-civics-test>

Credits earned through correspondence courses shall be taken from a regionally accredited institution in order to meet graduation requirements.

Students must meet all requirements before they will be permitted to participate in the commencement ceremonies.

Students must meet the graduation requirements of the District and the State of Arizona.

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.

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

Principals will have the final decision to approve graduation requirements for transferring students.

### **Special Education**

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

Pupils who receive special education shall not be required to achieve passing scores on the Arizona instrument to measure standards or 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 Arizona instrument to measure standards test or the test that is identical to the civics portion of the naturalization test under section [15-701.01](#) is specifically required in a specific academic area by the pupil's individualized education program as mutually agreed on by the pupil's parents and the pupil's individualized education program team or the pupil, if the pupil is at least eighteen years of age.

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

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

**GRADUATION REQUIREMENT MODIFICATION**

# of Semesters Completed Outside of PUSD	1	2	3	4	5	6	7	8
Credits Needed to Graduate	27	26	25	25	24	24	23	23

Students who transfer from other types of credit systems will have their graduation requirements determined based upon the number of credit opportunities, curriculum considerations, and credit reciprocation. Modification should only be used for students who have not had the same credit opportunities as PUSD students. The Principal shall have the final approval on graduation requirements for transferring students.

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.

**ARIZONA TRI-UNIVERSITY ADMISSION STANDARDS**  
 ABOR Policy 2-102: Undergraduate Admission Requirements

**Assured Admission for Residents of Arizona**

FRESHMEN (Less than 24 transfer credits)	TRANSFER STUDENTS (24r more transfer credits)
<ul style="list-style-type: none"> <li>Class Rank: Top Quarter (25%) and</li> <li>Satisfactorily complete all core competency areas</li> </ul> <p style="text-align: center;"><i>Core Competency Areas</i>            English, Mathematics, Laboratory Science, Social Science, Foreign Language and Fine Arts</p>	<ul style="list-style-type: none"> <li><u>Complete the Arizona General Education Curriculum (AGEC)</u> with a 2.5 cumulative GPA</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>An associate degree with a 2.0 cumulative GPA</li> </ul>

**Delegated Admission for Resident and Non-Resident Students**

FRESHMEN	TRANSFER STUDENTS
<ul style="list-style-type: none"> <li><b>Class Rank:</b> Second Quarter (26-50%) <i>or</i></li> <li><b>GPA:</b> have a 2.5 GPA on a 4.0 scale <i>and</i></li> </ul>	<p style="text-align: center;">Residents</p> <ul style="list-style-type: none"> <li>Complete an AGECE with a 2.0 cumulative GPA; OR</li> </ul>

<p><b>Core Competencies:</b> No more than one deficiency in two areas, except both not in mathematics and laboratory sciences</p>	<ul style="list-style-type: none"> <li>• 25-59 credits in academic courses with a -2.5 GPA; OR</li> <li>• 60 or more credits with a 2.0 cumulative GPA</li> </ul> <p style="text-align: center;">Non-Residents</p> <ul style="list-style-type: none"> <li>• <b>GPA:</b> Minimum 2.0 on 24 transferable credits <b>and</b></li> </ul> <p><b>Core Competencies:</b> No more than one deficiency in two areas, except both not in mathematics and laboratory sciences</p>
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### **ACADEMIC COMPETENCY REQUIREMENTS**

- Competency may be demonstrated by 16 core courses from high school or the appropriate college courses within each subject area. In some cases, ACT or SAT scores may be used to satisfy competencies. Please refer to ABOR Policy 2-1-2:
- A minimum GPA of 2.0 is required for each competency (subject) area.
- FIRST YEAR and TRANSFER students with a combination MATH/LABORATORY SCIENCE deficiency and not admissible.
- For additional information refer to ABOR 2-121

### **COMMUNITY COLLEGE ENTRANCE REQUIREMENTS**

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

### **TRANSCRIPTS**

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

### **MAKE-UP WORK**

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

### **LATE WORK**

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

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

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

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

## **ParentVUE**

Parents and guardians of PUSD student may access personal and academic information about their students through the secure, online ParentVUE software program. Types of student information included in the program include: attendance, transcripts, graduation status, grades, assignment, schedules, and much more. Parents and guardians also may use ParentVUE to set up automatic notifications about school events attendance, discipline incidents, or when a student performs below a specified grade.

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

<https://peoriaunified.org/parentvue>.

There is also a helpful video located on the same page. For those who may wish to access ParentVUE via their mobile devices, there are apps available for download for both Apple (iOS) and Android devices. Links to download the apps are found at the same website indicated above.

## **ACADEMIC LETTERS**

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

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

**MY LIFE COLLEGE AND CAREER READINESS** My Life College and Career Readiness is a lifelong process. It begins in the earliest years of school as students build awareness of career possibilities and continues throughout high school as they begin to select programs/courses and prepare for careers of interest. It extends into the post-secondary years as students attend college or other specialized training and enter the

workforce. School Guidance Counselors, Teachers and Career Center Specialists are available to assist in future planning.

<http://mylife.peoriaud.k12.az.us>

### **SCHOLARSHIP WEBSITE**

The Peoria Unified School District maintains a scholarship website. The career center specialists and guidance counselors are available to provide guidance on scholarship timelines and applications. Go to the following website for information:

<https://www.peoriaud.k12.az.us/ProgServ/Guidance/Pages/Scholarships%20and%20Other%20Opportunities.aspx>

### **Arizona Career Information System (AzCIS)**

Arizona Department of Education, Career and Technical Education is pleased to offer AzCIS (Arizona Career Information System) to Arizona residents. AzCIS is designed to provide educational, career, and occupational information to help students in making better-informed career and school choices. Every student will have an opportunity to create their own student portfolio in AzCIS to help them plan for post-secondary experiences: <http://www.azcis.intocareers.com>

## **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 awarded at the end of the second semester.
- Grades will be reported in both percentage and letter form (i.e., 84%, B.)
- Approved policies must be communicated in writing to teachers, students and parents through appropriate class handouts and posting on the district and school web sites.
- Individual, district-wide, department grading and assessment guidelines have been developed. The guidelines for each department are the same at all District high schools.

- Principals will request the grading guidelines that teachers develop for each of their courses. These guidelines must be approved by the principal and may be expanded as far as types of assignments and number of aligned tasks.
- Individual guidelines must be developed that adhere to the minimal parameters of the District-wide H. S. Grading & Assessment Guidelines for each department.

### **PUSD ASSESSMENT PHILOSOPHY**

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

### **ASSESSMENT GUIDELINES**

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

### **PUSD GRADING PHILOSOPHY**

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

### **GRADING GUIDELINES**

1. The 80% of the student's grade determined by coursework should be divided into task categories of appropriate type and weight for each course and be consistent within district departments.
2. All grades must represent learning (student academic achievement).
3. No individual task (i.e., benchmark assessment, test, project, portfolio) may be worth more than 20% of a student's final grade. Extra credit (additional points) may be made available if it is offered equally to all students only as a demonstration of academic achievement above and beyond the expected level of performance in a lesson or unit. (Example: an additional challenge problem on a math test worth points above and beyond the regular points possible.)
4. Documentation of student progress toward mastery of course outcomes should occur regularly and frequently. A minimum number of aligned tasks (i.e., benchmark assessments, tests, projects, and portfolio) must be given during the course.
  - The expectation is that all students complete and turn in work on time. Any work that is turned in past a prescribed deadline will be awarded partial

credit only. The amount of partial credit awarded to assignments will be consistent district-wide.

5. Beginning with the first "grade in progress" report, and continuing until the end of the course, each student's current grade will be available by directly requesting the grade from the teacher, or through electronic means.

### **EARNING CREDIT/ELIGIBILITY TO MOVE TO THE NEXT LEVEL**

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

- **Non-Core Courses**
  1. Students must achieve a grade of 60% or higher as a final course grade.
  2. Students must meet prerequisite criteria listed in the *High School Course Offering and Description Guide*.
- **Core Courses (This applies only to Language Arts, Mathematics, Science and Social Studies. A list of the core courses can be found on the PUSD website [www.peoriaud.k12.az.us](http://www.peoriaud.k12.az.us) under "Curriculum and Instruction".)**
  1. Some courses do require a 70% to move onto the next class.
  2. Students must achieve a grade of 70% or higher as a final course grade or on the course assessment in courses included in the Core Course List Addendum. This list may be reviewed annually and updated as appropriate. If a student who has earned a 60-69% in a course scores a 70% or higher on the course assessment, the original course grade will be changed to a 70% to reflect competency.
  3. Students must meet prerequisite criteria listed in the *High School Course Offering and Description Guide*.
  4. In accordance with district policy, non-PUSD Core Courses (any and all of the Language Arts, Mathematics, Science and Social Studies) taken from an online accredited school while enrolled with our district; students will be required to take our district's course assessment for that academic class in order to receive the academic credit towards graduation requirements. Students who do not pass the course assessment with a 60% or higher, will be awarded an elective credit. The student will receive the grade that is on the official transcript sent by the online school. Please contact the district office's curriculum department for testing dates and information.



## **GRADING SCALE**

The following percentage scale will be used to calculate grades:

90% - 100%	A	Excelling
80% - 89%	B	Highly Performing
70% - 79%	C	Performing
60% - 69%	D	Under-Performing
0% - 59%	F	Failing

- I Incomplete
- NC Audit
- W Withdrawal
- P Pass
- IP In Progress

Grades received as a student aide are not figured in GPA.

## **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 D's or F's 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

## **CLASS RANK/WEIGHTED GRADING**

The Class Rank Index (CRI) model for calculation of GPA and class rank portrays a complete, holistic picture of student achievement. Students receive incentives for taking rigorous courses and are rewarded for taking maximum course loads. The index reflects the Peoria Unified School District's commitment to provide opportunities for all students to achieve and demonstrate academic excellence.

**Grade Point Average (GPA)**

Grade Point Average is calculated for each student for the purpose of reflecting a student’s academic achievement over his/her high school experience. The GPA is calculated on a non-inflated basis. Grade points are provided for each grade as follow:

<b>Grade</b>	<b>Grade Points</b>
A	4
B	3
C	2
D	1
F	0

To calculate the GPA, you add the sum of the grade points and divide by the number of credits taken. The calculation is as follows:

$$\text{GPA} = \frac{\text{sum of grade points}}{\text{number of credits taken}}$$

Credits taken after the eighth grade promotion will be reflected on the high school transcript and will be figured into the student’s GPA with the exception of Special Education courses, student assistant, the P.A.S.S. program, the alternative program, pass/fail courses and community service credit. Regular high school courses taken at the elementary level, prior to eighth grade promotion, will be noted on the student’s transcript, but will not be figured into the student’s high school GPA.

**Cumulative Difficulty Weight**

The Cumulative Difficulty Weight (CDW) is a measure of the overall rigor of a student’s course load compared to that of other students and is utilized to determine class ranking for college entrance and scholarship opportunities.

To determine the CDW, the following weights are given:

$$\begin{aligned} \text{Honors credits} &= 1.33 \\ \text{Regular credits} &= 1.00 \end{aligned}$$

The prescribed load for students is four credits for the first six semesters completed, two credits for semester seven, and two credits for semester eight. The prescribed load for each grade level is as follows:

<b>1<sup>st</sup></b>	<b>semester freshman</b>	<b>4</b>
<b>2<sup>nd</sup></b>	<b>semester freshman</b>	<b>8</b>
<b>1<sup>st</sup></b>	<b>semester sophomore</b>	<b>12</b>
<b>2<sup>nd</sup></b>	<b>semester sophomore</b>	<b>16</b>
<b>1<sup>st</sup></b>	<b>semester junior</b>	<b>20</b>
<b>2<sup>nd</sup></b>	<b>semester junior</b>	<b>24</b>
<b>1<sup>st</sup></b>	<b>semester senior</b>	<b>26</b>
<b>2<sup>nd</sup></b>	<b>semester senior</b>	<b>28</b>

To calculate the CDW for a student who takes the prescribed number of credits, you multiply the number of regular credits times 1.0 plus the number of honors credits times 1.33 and divide by the prescribed load. The formula will be:

$$\frac{1.33 (\# \text{honors credits}) + 1.0 (\# \text{ regular credits})}{\text{prescribed load}}$$

For students who take more than the prescribed load, the following slide scale weight times the number of credits is added to the numerator:

For the 1 <sup>st</sup> additional credit over the prescribed load	.25
For the 2 <sup>nd</sup> additional credit over the prescribed load	.125
For the 3 <sup>rd</sup> additional credit over the prescribed load	.0625

The formula would be:

$$\frac{1.33 (\# \text{ honors credits}) + 1.0 (\# \text{ regular credits}) + .25 (1) + .125 (1) + .0625(1)}{\text{prescribed load}}$$

Only credits taken after eighth grade promotion will be used when calculating the student's CDW. Special Education courses, student assistant assignments, the P.A.S.S. program, the alternative program, as well as high school courses taken at the elementary level will be noted on the transcript, but will not be used when calculating a student's CDW.

### **The Class Rank Index**

The purpose of ranking students according to academic standing is to provide information requested by post-secondary institutions to determine acceptance and scholarship opportunities.

To determine ranking the Grade Point Average (GPA) is multiplied by the Cumulative Difficulty Weight (CDW).

$$\text{CRI} = \text{GPA} \times \text{CDW}$$

Students are ranked by percentile rather than individual slots in an effort to maximize the number of students eligible for admission and Regent Scholarships. In a graduating class of 400, the top 4-6 students will be ranked as the top 1% rather than 1, 2, 3, 4 out of 400; the next 4-6 students will be ranked as the top 2%, and so on. Percentile rankings align with the information requested by most universities. Colleges and universities that require specific numerical ranking may also request that data.

## **HONORS GUIDELINES**

### **PUSD's Accelerated Integrated Model (AIM)**

Students who wish to be candidates for the AIM program may be placed in the screening pool by any of the following means:

1. Teacher/counselor nomination
2. Successful participation in an elementary program for gifted students
3. Evidence of giftedness consistent with legal definition
4. Academic rank in the top 10% of class
5. Self-nomination

All students identified in the screening process will be given the Cognitive Abilities and/or Differential Aptitude Test(s). Those who score at or above the ninety-seven percentile (97%) on the verbal section will be eligible for placement in the English/Global Humanities program; those who score at or above the ninety-seven (97%) on the quantitative section will be eligible for placement in the science program. Students who were placed into elementary gifted programs based on state approved aptitude tests may use those scores for placement.

## **ATTENDANCE POLICY**

### **ATTENDANCE OFFICE 623-412-5431**

#### *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. Should a student have 18 or more verified absences in a school year, the student and/or parent may receive a truancy citation. Physician's documentation of illness may be required.

### **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 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. If a student receives 5 or more unverified absences in a school year, student and/or parent may receive a truancy citation.

### **Court Unified Truancy Suppression Program (C.U.T.S)**

The Peoria Unified School District participates in the C.U.T.S. Program and will continue to implement the program district wide. When a student has five (5) or more unexcused or unverified absences or eighteen (18) excessive absences (excused or unexcused) the parent or legal guardian is in violation of the statute. The parent or legal guardian may then be cited by the C.U.T.S Program through the Juvenile Court, and is subject to prosecution. If convicted, the parent or legal guardian could be fined or incarcerated. The procedural details can be found on the State of Arizona website: [http://www.superiorcourt.maricopa.gov/Juvenile\\_Probation/Probation/CUTS.asp](http://www.superiorcourt.maricopa.gov/Juvenile_Probation/Probation/CUTS.asp).

(District Policy JAB)

### **Truancy – Parent Notification**

At the start of the school year a letter is sent home to notify parents of the truancy program. When a student has accrued three (3) unexcused and/or ten (10) excused absences the second letter of truancy notification is sent to the parent or legal guardian. A third letter is sent home of truancy notification if a student has accrued five (5) unexcused absences and/or fifteen (15) or more excused absences. If truancy continues, a fourth letter is sent. At this point, further absences will be considered unverified unless acceptable documentation is provided. The fourth attendance letter will be the last official letter sent prior to a citation being issued. An official referral to our district truancy personnel will be made.

### **STUDENT RESPONSIBILITIES**

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

1. Be prompt to all classes.
2. Check out with the attendance office prior to leaving campus. Students must have prior permission to leave campus. Absences from students leaving without permission from attendance, the nurse, or administration will remain unverified.
3. Report to class first and obtain permission from the teacher to leave class for any reason.
4. Report directly and immediately to the attendance office upon arriving late to school. Students are not to loiter in cars or around campus.

5. Have all absences excused by parent/guardian no later than one day upon returning to school.
6. Request and complete any work missed for verified absences
7. Ninety percent (90%) attendance does not imply that a class will be automatically passed. Students must attain a passing grade to receive credit.

### **PARENT/GUARDIAN RESPONSIBILITIES**

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

Parents/guardians shall be responsible for:

1. Assuring that students under the age of 16 enroll in school and attend regularly.
2. Excusing student absences by:
  - A. Contacting the attendance office prior to an absence
  - B. Calling on the day of the absence before 3:00 p.m.
  - C. Sending a note.
3. Absences not excused within 24 hours will remain unverified
4. Initiating conferences with:
  - A. Teachers to discuss excessive absences or loss of credit
  - B. School administrators to discuss unverified absences or to appeal teacher action

### **SCHOOL RESPONSIBILITIES**

It is the school's responsibility to:

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

### **TEACHER RESPONSIBILITIES**

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

## **TARDY PRACTICE**

### **DEFINITION**

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

### **PURPOSE**

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

All students who are late to class must check in and receive a pass through the attendance office.

### **Excused Tardy**

Definition: Students who are tardy for class but are checked in by their parent/guardian. These will be marked in the computer with a "T"

### **Unexcused Tardy**

Definition: Students who are late for class. These will be marked in the computer with an "X"

1. Student reports to the Attendance office for a pass to class
2. Students who accumulate more than four excused or unexcused tardies over the course of a semester will be subject to disciplinary consequences:
  - a. The fifth tardy will result in one day of on-campus suspension (ISS)
  - b. Additional tardies will result in off-campus suspension

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

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

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

## **CAMPUS PROCEDURES & EXPECTATIONS**

### **CLOSED CAMPUS POLICY**

Peoria Unified School District maintains a closed campus during the lunch period at all District high schools. High school students may not leave campus for lunch unless they have their parent, legal guardian or authorized emergency contact person sign them out of school in the attendance office for their assigned lunch period. All students are to remain only in designated areas during lunch.

### **LEAVING CAMPUS DURING THE SCHOOL DAY**

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



## **CAMPUS PASS REGULATIONS**

Students are expected to be in class when the tardy bell rings. Students should rarely need to leave class until the dismissal bell rings. For those rare occasions when teachers grant a student permission to leave class, a campus pass must be issued to the student and all information on the pass 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 BADGE**

I.D. badges are available through the Bookstore. I.D. badges are required to be worn and clearly visible at all times during the school day. I.D. badges must be worn during bus transportation. I.D. badges are required for admittance to many school activities, checking out library books, lunch, 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.

We have given each student one free I.D. and lanyard to start the school year. We will give them one additional I.D. for free. Students will be charged \$5.00 for each additional I.D. and \$1.00 if they want a lanyard. Parent contact will be made after any charge of \$10 or more.

If a student does not have an I.D. the following protocol will be followed:

1. If a student arrives without an I.D., they may pick one up in the bookstore until 7:15 am.
2. If a student reports to class without an I.D., they must receive a pass and report to the bookstore. The student will return to class with an I.D. and be marked tardy for that class period. This tardy will be counted as other tardies and consequences will follow those outlined in the Tardy Policy.

## **DANCES**

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

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

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

**PROM**

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

**AUDITORIUM CONDUCT**

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

**MESSAGES AND GIFTS**

In order to reduce disruptions to the educational environment, only emergency messages will be delivered. An emergency is an accident, illness, or serious family problem. We cannot accept deliveries for students. Items such as flowers, balloons, stuffed animals, cookies, 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 which are lost or stolen. Students are advised to bring only enough money to school to cover lunch expenses. Students are also reminded to lock their lockers/P.E. lockers and not keep them pre-set.

**DRIVING AND PARKING REGULATIONS**

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

- Students who drive are strongly encouraged to carpool as the parking lot has a limited number of space
- All vehicles must be registered and display a valid parking permit if a student is enrolled in one or more classes
- All points of the registration agreement must be followed
- Parking permits are non-transferrable
- To be registered and to receive a parking permit a student must:
  - 1) Possess a valid Arizona driver's license
  - 2) Show proof of insurance
  - 3) Show the vehicle registration

- 4) Be a 3rd or 4th year high school student
- 5) Be current on student accounts
- Space and availability will be factors to determine 2<sup>nd</sup> year student permit distribution
- Pedestrians have the right of way at all times on campus
- Students are to park only in the areas designated for student parking
- Reserved student car pool spaces are available for students who register with the office
- Students are not to park in the designated visitor or faculty areas
- Loitering in the parking lot during the school day is not permitted
- The parking lot is a facility provided by the school. Students use it at their own risk. The school is not responsible for theft or damage. Students are encouraged to lock their cars at all times
- Driving in a manner that is deemed unsafe or hazardous by the staff is grounds for immediate revocation of all campus driving/parking privileges
- Please refer to the PUSD approved fee schedule for the parking permit fee
- **The Faculty Parking Lot** is located directly south of the Administration Building and is for staff and visitors with school business.
- **The Student Parking Lot** is located north of the main campus adjacent to the Football Field and is only for students with a valid Raymond S. Kellis Parking Permit.
- **The designated student drop off/pick up** is located on the far east end of the Faculty Parking Lot off Orangewood in front of Building 3-Cafeteria and north of the Student Parking Lot off 91<sup>st</sup> Ave.
- **The Special Education Loading Zone** is located in the exit lane directly north of Building 2.

#### **TRIP REDUCTION PROGRAM**

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

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

#### **STUDENT RELATIONSHIPS**

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

### **ROLLERBLADES, ROLLERSHOES, SKATEBOARDS, SCOOTERS AND BICYCLES**

Hoverboards, rollerblades, rollershoes, skateboards, and scooters 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. A parental visitor's pass must be obtained from the administration before the parent visits classrooms. Parents are requested to notify the school prior to classroom visitation.

### **LOITERING AND TRESPASSING ON OTHER SCHOOL CAMPUSES**

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

Students need to leave campus at the end of the academic 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.

### **USE & POSSESSION OF TOBACCO/VAPOR PRODUCTS ON SCHOOL CAMPUSES**

#### **ARS §36-601.01 Tobacco Possession Prohibition**

Possession of tobacco products of any kind on K-12 public, charter or private school grounds, building, parking lots, playing fields and vehicles and at off-campus school sponsored events is a petty criminal offense. 'Tobacco products' includes smoking tobacco (e.g. cigarettes of any kind, cigars), smokeless tobacco, (e.g. snuff, twist) and cigarette papers. All electronic smoking devices and/or accessories are prohibited.

#### **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 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.

### **NON-DISCRIMINATION STATEMENT**

The Peoria Unified School District does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex-equity), Section 504 of the Rehabilitation Act of 1973 and the ADA-Americans with Disabilities Act (pertaining to handicap), Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the district's programs and activities, including vocational education. Students, parents or guardians, employees, or members of the community who have any concerns about these regulations or who wish to file individual grievances should contact the following district staff person:

Ms. Laura Vesely– Special Education Director  
Section 504  
PO Box 39  
Peoria, Arizona 85380-0039

A copy of the grievance procedure may be obtained from the local school, the District website ([www.peoriaud.k12.az.us](http://www.peoriaud.k12.az.us)) or the District office. The Peoria Unified School District recognizes its obligation to provide overall program accessibility throughout the District for handicapped persons. For additional information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons, please contact the PUSD Section 504 Coordinator.

### **NON-DISCRIMINATION STATEMENT (SPANISH VERSION)**

El Distrito Escolar Unificado de Peoria no practica la discriminación en base a la raza, color, nacionalidad, sexo, discapacidad o edad. Esta política está en cumplimiento con el Acta de Derechos Civiles de 1964 Título VI (pertinente a raza, color, nacionalidad) El título IX de la Enmienda Educativa de 1972 (pertinente a igualdad de los sexos) Sección 504 del Acta de Rehabilitación de 1973 (pertinente a discapacidad), el Acta de Discriminación por Edad de 1975 (pertinente a la edad) y cubre admisión, acceso, trato y empleo en las actividades y programas de distrito incluyendo educación vocacional.

Los estudiantes, padres de familia o guardianes, empleados y miembros de la comunidad que tengan preguntas acerca de estas regulaciones, o desean presentar una queja individual deben contactar a la siguiente persona encargada en el distrito:

Ms. Laura Vesely– Special Education Director  
Sección 504  
P.O. Box 39  
Peoria, Arizona 85380-0039

Se puede pedir al coordinador una copia del procedimiento de quejas. El Distrito Escolar Unificado de Peoria reconoce su obligación de proveer acceso a los programas en el distrito para personas discapacitadas. Contacte al coordinador de la Sección 504 para obtener información acerca de los servicios, actividades, y facilidades que son accesible y están a disposición de las personas discapacitadas.

## **SCHOOL DRESS**

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

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

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

***School dress is expected at school and all school functions.***

## **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 that information deemed "directory information" may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA
4. To file complaints with the U.S. Department of Education
5. Non-custodial and divorced parents have equal right relating to student records unless the school has been provided a court order to the contrary

### **INSURANCE**

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

### **SCHOOL NURSE**

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

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

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

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

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

- The prescription label must bear the student's name, current date, and name of medication, dosage and the time to be given. This cannot be adjusted per parent request. Nurses have to 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.

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

### **BOOKSTORE**

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

### **LOCKERS**

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

### **FOOD AND NUTRITION PROGRAM**

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

Students may choose one of several entrees, including several fresh salads, sandwiches, and wraps. They also must choose from a variety of vegetables, fruits and milk as part of their lunch. USDA regulations require each student to take a half cup of fruit or vegetable. A vegetarian option is available every day and is noted on the menu with a



"v." Students also have a snack bar available to them. Student accounts may be used to purchase foods at the snack bar at some high schools, but not all of them.

Students with food allergies must have the district's food allergy form completed by their doctor in order to receive alternate meals. The form is on the district's website.

Each student has an account at the school that is linked to their student ID card. Parents may prepay for meals using [www.myschoolbucks.com](http://www.myschoolbucks.com), cash or check. Checks must have the phone number written on the check. Please write them out to Peoria Lunch Fund. Students may purchase meals daily as they enter the cafeteria. However, prepayments are encouraged to speed up serving lines and if money is lost or stolen, the school cannot replace it.

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

Students are allowed one charge at lunch only. After the first charge, students are given a sandwich and beverage. All charges are to be paid promptly to the cafeteria. Students must have their ID cards to purchase a lunch to meet USDA regulations.

Students may not charge meals after April 21st and no checks accepted after April 21st.

Cash prepayments can be made or [Myschoolbucks.com](http://Myschoolbucks.com) is available through the end of the school year.

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

Refunds are automatically mailed at the end of each month for withdrawn students and the end of the year for any non-returning students. If the balance is less than \$5.00 and no other siblings are receiving a refund, a parent may request a refund but may be required to pay \$5.00 for the cost to the district to process the refund. Refunds may be requested through your cafeteria manager or by emailing [mingram@peoriaud.k12.az.us](mailto:mingram@peoriaud.k12.az.us) 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.

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

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

### **TRANSPORTATION**

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

#### **School Bus Rules**

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

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

#### **Cameras on Buses**

The Peoria Unified School District approves the use of video cameras on school buses and in non-classroom areas of campus for the primary purpose of enhancing the

safety of our students and staff. Parents/guardians shall be notified once a year by the district that video cameras are in use.

The video cameras on buses will help reduce disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our students. Buses will have a sign placed at the front of each bus indicating that video cameras are in use. Transportation department administration, bus drivers, bus assistants, principals and district administration may view the video in an effort to document an incident and to determine who may or may not be involved.

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

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

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

**CONSEQUENCES MAY INCLUDE:**

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

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

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

## **ACTIVITIES**

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

### **CLUBS**

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

- Potential membership of at least 10 students
- Adoption of constitution
- Establish by-laws
- Keep minutes
- Elect officers
- State purpose
- Have a faculty advisor
- All new organizations should have the approval of the Student Council or student government and the principal. Once a club is organized, it must follow the guidelines set down by district policy.

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

### **NATIONAL HONOR SOCIETY**

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

### **GRAD NIGHT**

Grad night activities are non-sponsored by PUSD events.

### **SENIOR PRANKS, DITCH DAYS, TRIPS**

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

### **HAZING**

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

## **SURVEYS**

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

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

## **ATHLETICS**

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

Peoria Unified School District high schools are members of the Arizona Interscholastic Association. All student athletes must satisfy the eligibility requirements set forth by the A.I.A. and pay any associated fees as required by the Peoria Unified School District. The minimum requirements include the following:

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

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

### **NO PASS/NO PLAY POLICY**

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

### **JJJ**

#### **EXTRACURRICULAR ACTIVITY ELIGIBILITY**

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

will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.
- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
  - ~Ineligibility is determined to be necessary.
- Every school shall offer a wide range of support services and remedial options for students who fail to make appropriate academic progress. These include adult or peer tutoring, specially designed remedial homework, make-up opportunities, and special assistance before or after the regular school day. When students are notified of pending or established ineligibility under this rule, the teacher is responsible for initiating remedial action.
- Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.
- The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.
- The Superintendent shall consult with and invite comment on this policy from parents and teachers and shall make recommendations to the Board regarding this policy, as necessary, after considering such comments.

The Superintendent shall establish regulations to ensure that:

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

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

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

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

### **Procedure**

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

### **VICTORY WITH HONOR, SPORTSMANSHIP AND CITIZENSHIP**

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

### **SPORTSMANSHIP**

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

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

- Consider all opponents as guests and treat them with courtesy.
- Accept all decisions of officials without questions.
- Never hiss or boo a player or official.
- Never utter abusive or irritating remarks from the sidelines.
- Applaud opponents who make a good play or show good sportsmanship.

- Seek to win by fair means, according to the rules of the game.
- Love the game for its own sake and not for what winning may bring.
- Remember: Honor First - Win or Lose.

### **ATHLETIC SCHEDULES**

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

### **GIFTS/DONATIONS POLICY**

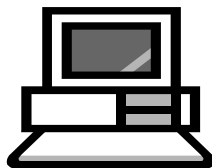
All gifts and donations to athletic teams must be approved by the Principal to ensure Title IX equity. The approval form for Athletic Gifts and Donations may be obtained from the Athletic Director. Final approval will be made by the Governing Board.

### **SPECTATORS WITH DISABILITIES**

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

## **STUDENT CONDUCT**

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



**ACCEPTABLE USE OF – ELECTRONIC INFORMATION** Acceptable use of the District's Electronic Information Services requires that the use of these resources be in accordance with the following guidelines and support the educational goals of Peoria Unified School District.

#### **Summary**

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

The student must:

- Use the electronic information system for educational or district business purposes only.
- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or deliberately



inaccurate material; nor shall students provide direct links to such materials or encourage the use of controlled substances.

- Agree not to download, archive, distribute or share any software or digital file(s) (such as movies, music, or text) that would constitute a violation of copyright laws, including any trademark and/or license restrictions.
- Agree not to attempt to harm, modify system files or data belonging to other users.
- Agree not to attempt to gain unauthorized access to district systems or data, destroy software, or interfere with system operation or security.
- Keep password private.
- Notify teacher if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system.
- Agree not to use the network in a way that would disrupt the use of the network by others.
- Understand that e-mail should not be considered absolutely secure or private.
- Understand that e-mail in the district e-mail system is the property of the district.
- Understand that any use of the District Network, including e-mail, may be monitored and tracked.
- Agree not to reveal anyone else's personal information without the proper permission or authority.
- Agree not to use the system to make any unauthorized purchases or to conduct any non-approved business.
- Follow all District Policies and Student Handbooks as written.
- Understand that the system administrators reserve the right to set quotas for disk usage on PUSD network system. Students who exceed their quota will be advised to delete files to return to compliance.

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

Students and parents/guardians of students must understand that their student may have access to the Internet. Through the use of filtering software and supervision, Peoria Unified School District limits access to inappropriate materials on the Internet. When accessing and /or viewing the Internet at school on personal devices, students must only use the PUSD XNET Wifi so they are unable to access sites that are otherwise blocked to students at school.

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.

When accessing and/or viewing the Internet at school on personal devices, students must only use the PUSD-XNET Wifi so they are unable to access sites that are otherwise blocked to students at school.

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.

The parental/guardian responsibility will be to address with their children any additional boundaries of what is considered acceptable use by members of their family.

Each user will be required to sign an ACCEPTABLE USE AGREEMENT. A user who violates the provisions of the agreement may be denied access to the Electronic Information Services and may be subject to disciplinary action. A canceled account will not retain its mail or files. The district does not assume liability for any information lost, damaged, or unavailable due to technical and/or other difficulties; nor does the district assume liability for a user's inappropriate use of the district Electronic Information Services.

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

## **USE OF TECHNOLOGY RESOURCES**

### **General**

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

In particular, a significant change in this year's handbook is allowing student use of personal devices while on campus, under the supervision and direction of administrators and teachers. Following are specific directions regarding student use of personal devices:

- Student owned devices may be used throughout the instructional day for educational purposes only at the direction of the teacher or administrator.
- Devices that include phone and texting features should be in the "silent" mode during the instructional day and while riding to/from school on District transportation. Students may not use their devices for personal call/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 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 is identified for personal devices is the "PUSD-XNET" and requires students and adults to authenticate or log in using their Peoria user names and passwords. When using personal devices on campus, students must use PUSD-XNET and are specifically prohibited from using other means to access the Internet (e.g., 4G, etc).

Finally, students and parents are reminded that students are personally responsible for their use of and accountability for personal technology devices they choose to bring onto a Peoria campus.

### **District Responsibilities**

The Superintendent, or designee, will serve as the coordinator to oversee the Electronic Information Services (EIS) and work with district, regional and states organizations as necessary.

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

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

The Administrator for Information Management and Technology will establish a process for setting up individual and class accounts, provide training, establish a district firewall and virus protection process, establish the necessary proxy server process, and determine network and information system administrators.

### **COPYRIGHT GUIDELINES FOR STUDENTS**

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

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

#### **Print**

- One copy of an item can be made for research or study purposes.
- It is not permissible to copy comics, comic strips, or cartoon characters.
- Up to 10% of the total, or 1,000 words, whichever is less, of a copyrighted work consisting of text material can be used for education purposes.

- Students can sue the entire poem if it is 250 words or less, or 250 words of a longer poem. Use no more than one poem per poet or five poems from an anthology.
- **Digital Recordings**
  - Digital recordings cannot be used at school for entertainment purposes. Fair-use guidelines state that digital recordings can only be used for face-to-face instruction.

### **Music**

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

### **Software**

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

### **Educational Multimedia**

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

### **Illustrations and Photographs**

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

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

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

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

### **ACADEMIC INTEGRITY**

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

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

### **STUDENT PUBLICATIONS**

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

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

### **ABUSE OF STAFF**

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

of verbal or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

**TEACHER/STAFF AUTHORITY**

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

## **STUDENT DISCIPLINE RULES**

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

### **DUE PROCESS RIGHTS**

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

### **SEARCH AND SEIZURE**

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

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

### **ARIZONA DRUG & ALCOHOL LAW**

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

- If 18 or older, he/she will be tried as an adult.
- If convicted as an adult, the crime will be classified as a felony carrying a minimum mandatory prison sentence of three years and nine months and a minimum fine of \$2,000. (If convicted as a minor, he/she may be placed in the custody of the Department of Corrections until the age of 18.)

- If convicted of a drug offense, his/her driver's license will be suspended until age 18; if he/she does not have a driver's license, he/she may be denied a license until the age of 18.

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

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

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

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

#### **Definitions:**

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

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

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

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

*Cyber bullying:* Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic



devices, social networking and other Internet communications, on school computers, 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, networks, forums, or mailing lists.

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

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

Any parent who suspects their child is a victim of bullying or harassment shall notify school officials and make a report. Forms to report these incidents are located in every school office and are available to be downloaded from our district internet portal site, ([www.peoriaud.k12.az.us](http://www.peoriaud.k12.az.us)).

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

### **FIGHTING VS. ROUGH OR INAPPROPRIATE PLAY**

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

### **GANG ASSOCIATION OR ACTIVITY**

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

### **THE "GOOD NEIGHBOR" POLICY: STUDENT CONDUCT WITHIN THE SCHOOL COMMUNITY**

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

### **SEXUAL HARASSMENT**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may include but is not limited to:

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

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

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

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

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

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

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

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

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

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

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

**STUDENT VIOLATIONS**

Any student who violates this policy is subject to disciplinary action, including long-term suspension from the District. Building Administrators will determine the appropriate disciplinary action to take against a student who violates this policy by possessing, storing, or using a weapon, knife, explosive device, and/or other dangerous instrument.

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

### **SAFETY OF THE SCHOOL**

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

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

### **DETENTION**

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

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

Legislation calling for community notification of sex offenders took effect June 1, 1996. The legislation requires that law enforcement agencies, not schools, be responsible for notification of the neighborhood when a known sex offender resides in the area. The guidelines provide levels of notification based on the risk a particular sex offender poses to the community; there are three levels as determined by law enforcement officials. Level two and three sex offenders may present a danger to the community.

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

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

### **PUSD STUDENT DISCIPLINE CODE**

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

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

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
	verbal, nonverbal or physical conduct of a sexual nature		Long-term suspension
HAZING	Intentional, knowing or reckless act committed by a student in connection with an initiation into any organization that is affiliated with an educational institution	MIN. MAX.	Conference Expulsion
INAPPROPRIATE LANGUAGE	Vulgar, profane, obscene or disrespectful behavior or language; possession or display of vulgar, profane or obscene material	MIN. MAX.	Detention Long-term suspension
LEAVING SCHOOL GROUNDS	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee	MIN. MAX.	Conference Short-term suspension
MINOR AGGRESSIVE ACT	Non-serious but inappropriate physical contact or pushing that demonstrates low level hostile behaviors	MIN. MAX.	Conference Short-term suspension
NEGATIVE GROUP AFFILIATION	Specific attitudes and actions of a student affiliated with a negative group or gang including gang-related behavior, association, apparel, symbols, paraphernalia and/or activities	MIN. MAX.	Parent involvement Expulsion
NETWORK INFRACTION/ INAPPROPRIATE USE OF TECHNOLOGY/ RESOURCES	Inappropriate use/failure to comply with PUSD Governing Board Policy IJNDB Use of Technology Resources in Instruction, IJNDB-R Use of Technology Resources in Instruction, IJNDB-EB User Agreement-Students	MIN. MAX.	Conference Long-term suspension
OTHER TECHNOLOGY/ ELECTRONIC DEVICES	Possession or use of electronic devices likely to disrupt the school environment or educational process. This includes but is not limited to all radios, CD/DVD players, I Pods, MP3 players, laser pointers and pagers. Cellular phones, camera phones and text messaging devices are to remain off and concealed inside school buildings and during the students' instructional time.	MIN. MAX.	Conference/ Confiscation Long-term suspension
OTHER VIOLATION OF SCHOOL POLICIES/"GOOD	Failure to obey school rules and district policies, traffic/pedestrian	MIN.	Conference

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
NEIGHBOR" VIOLATIONS	laws, and act as a good neighbor in the community	MAX.	Long-term suspension
PARKING LOT/ VEHICULAR VIOLATION	Unsafe/inappropriate operation or use of vehicle; transfer of vehicle to unauthorized persons; parking violation	MIN. MAX.	Conference Long-term suspension
PLAGIARISM	Presenting work done (in whole or in part) by someone else as if it were one's own.	MIN. MAX.	Conference Long-term suspension
PUBLIC DISPLAY OF AFFECTION	Kissing, sexual touching or other displays of affection in violation of school policy.	MIN. MAX.	Conference Short-term suspension
REASONABLE STANDARD OF "RIGHT/WRONG"	Other behaviors that a reasonable person would consider to be wrong (District Policy JIC)	MIN. MAX.	Conference Expulsion
SEXUAL MISCONDUCT	Sexual abuse, sexual conduct with a minor, child molestation, sexual assault.	MIN. MAX.	Short term suspension Expulsion
TARDY/OTHER ATTENDANCE VIOLATION	Arriving at school or class after the scheduled start time and/or other attendance violations	MIN. MAX.	Conference Short-term suspension
THEFT, BURGLARY	Stealing or concealing school property or the property of others or participating as an accomplice, including copying copyrighted software	MIN. MAX.	Detention and/or Restitution Expulsion
THREATS OR INTIMIDATION	Verbal or written statements or conduct that may be construed as threatening to the safety of students or staff	MIN. MAX.	Short-term suspension Expulsion
TOBACCO/VAPOR PRODUCTS	Use, possession, or distribution of tobacco/vapor products including lighters, matches, electronic cigarettes and associated accessories on or within 300 feet of school property or at school events	MIN. MAX.	Conference Long-term suspension
TRESPASSING	Unauthorized presence on district property and/or refusal to leave district property upon request of school authorities	MIN. MAX.	Conference Long-term suspension



<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>RANGE</b>	<b>CONSEQUENCE</b>
TRUANCY	Absence from one or more classes which has not been excused by parent or guardian and confirmed by school personnel in accordance with guidelines. All students under the age of 16 must abide by city truancy ordinances	MIN.  MAX.	Conference  Loss of credit
WEAPONS, DANGEROUS INSTRUMENTS	Possession of, but not limited to: 1) Any device that (a) is designed as a weapon and capable of causing bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, switchblades, knives, chains, clubs, and pepper spray; 2) Any BB, paint-ball, pellet-firing, dart, or any other air gun that expels a projectile through the force of air pressure or expanding gases; 3) Any electric weapon (I.E. any device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current); and look-alike weapons, including, but not limited to, toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles.	MIN.  MAX.	Short-term suspension  Expulsion

**Raymond S. Kellis High School**

Student Handbook Awareness Statement  
2016-2017

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

THIS FORM MUST BE TURNED IN WITH REGISTRATION MATERIALS BY AUGUST 1ST.

**STUDENT**

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

PLEASE PRINT

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

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

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

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