

IRONWOOD HIGH SCHOOL
2008-2009
STUDENT HANDBOOK
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SUNRISE MOUNTAIN HIGH SCHOOL 2008-2009 STUDENT/PARENT HANDBOOK

IMPORTANT PHONE NUMBERS

Main Line.....	623-487-5125
Principal.....	623-487-5126
Assistant Principal.....	623-487-5130
Attendance.....	623-487-5131
Guidance.....	623-487-5133
Nurse.....	623-487-5134
Bookstore.....	623-487-5135
Safe School Line.....	623-486-6199
District Web Site.....	www.peoriaud.k12.az.us

As always, we invite communication from home as well as parent involvement both inside and outside the classroom. We do recommend that you call for an appointment when a conference with a teacher, counselor or administrator is needed.

Administration

Mr. Jerry Nunez
Principal

Mr. Nick Battaglia
Athletic Director

Mr. Clay Carpenter
Assistant Principal

Mrs. Donna Short
Assistant Principal

GUIDANCE DEPARTMENT

Mr. Wade Meyers, Head Counselor
Mrs. Cherry Coats, Counselor
Mrs. Jennifer Dyer, Counselor
Mrs. Genna Laird, Counselor
Mrs. Julie Selbach, Counselor
Mr. John Lahman, Student Advisor

Your counselor is experienced and trained to help you with your problems, whether they are personal or academic in nature. If you want to see your counselor, go to the guidance center and request an appointment. Your counselor will send for you as soon as possible. The guidance center will be open before and after school and during lunch. During that time, you may come in to request an appointment.

PEORIA UNIFIED SCHOOL DISTRICT NO 11
www.peoriaud.k12.az.us
GOVERNING BOARD
2008



Diane Douglas - President



Kathy Knecht - Clerk



Pat Galbraith



Rick Murphy



Debra Raeder

Peoria Unified School District #11
District Administrative Center
6330 W. Thunderbird Road
Glendale, Arizona 85306

Message from Administration

Welcome to the Sunrise Mountain High School experience! The beginning of each school year represents an opportunity for you to reflect upon personal goals and experiences. As you meet the various challenges of the year, we want you to consider the following:

- ◆ Great works are performed not by strength, but perseverance.
- ◆ Accept responsibility for your learning, your decisions, and your actions.
- ◆ We are what we repeatedly do. Success, therefore, is not an act but a habit.
- ◆ The level of school spirit is not determined by what the school gives you, but what you give back.

We would like to wish you the very best for a happy and successful year. We are proud to have you with us and we encourage you to commit to giving the best effort in everything you do.

Jerry Nunez
Principal

Nick Battaglia
Assistant Principal

Clay Carpenter
Assistant Principal

Donna Short
Assistant Principal

Mission Statement

The mission of Sunrise Mountain High School is to foster the development of lifelong learners, who through high expectations acquire social, emotional, physical, intellectual and creative skills which demonstrate themselves through tolerance, adaptability and participation as citizens of the 21st century.

Core Values

- ◆ We believe that student success is achieved through responsible choices in learning and in life.
- ◆ We believe that each student is a valued member of our school community and will make a difference.
- ◆ We believe that all decision making will be made with the welfare of the students as the highest priority.
- ◆ We believe that everyone can learn.

STUDENT BODY PRESIDENT'S MESSAGE

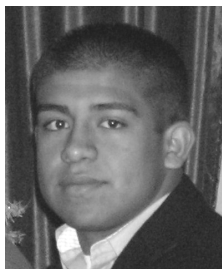
Dear Mustangs,

Welcome everyone to another year of our journey called high school. A special welcome to all our new friends called "freshman". High school is a special part of our lives because this is the time where we find ourselves and find our core system of beliefs. In high school we get the opportunity to make great academic achievements which can determine our path in life. This time is also challenging because as young people we are presented with many different obstacles and when faced with these obstacles we must strive to get to the finish line. At the end of these obstacles we find ourselves stronger and find out that we have great friends by our side. So never give up because you never know how close to the finish line you are.

High school is very exciting place to be because every where you turn there is a game, dance show, choir concert, a play, and club field trips. The way we make it enjoyable is by getting involved and going to those activities. Looking for the activities makes it easier. In the process we find teachers and students who are interested in the same things. Making friends with these people is what makes high school an everlasting memory. Also by going to these school functions it gives us a positive outlet causing us to make better decisions in the end. So if we want to have fun in high school let's get involved. Never think it's too late either upper classmen; this year is the year to get involved. Get involved by going to games, concerts, shows, plays and participating in traditions like spirit weeks. Have fun and enjoy another year as a Mustang.

Your Student Body President,

Joshua Martinez



Student Body Positions

President- Josh Martiez

Vice President- Anthony Durfey

Treasurer- Ashlyn Saenz

Secretary- Alyssa Ellard

Athletics Commissioner- Bryan J. Gatti

Historian- Ashley King

Inter-Club Commissioner- Mallory Yost

Traditions- Michael Bolligar

Public Relations- Isaac Lee

PUSD DISTRICT CALENDAR 2008-2009

August 11, 2008	Student Start
August 21, 2008	Professional Development Day
September 1, 2008	Labor Day
September 18, 2008	Professional Dev. Day
October 2, 2008	Professional Dev. Day
October 10, 2008	First Term Ends
October 13, 2008	Columbus Day
November 11, 2008	Veteran's Day (Observed)
November 20, 2008	Professional Dev. Day
November 27-28, 2008	Thanksgiving
December 4, 2008	Professional Dev. Day
December 18, 2008	Second Term Ends
December 22-January 2, 2009	Winter Recess
January 5, 2009	School Resumes
January 15, 2009	Professional Dev. Day
January 19, 2009	Dr. Martin Luther King Jr. Holiday
February 12, 2009	Professional Dev. Day
February 16, 2009	Presidents' Day
March 5, 2009	Professional Dev. Day
March 13, 2009	Third Term Ends
March 16-20, 2009	Spring Break
April 16, 2009	Professional Dev Day
April 24, 2009	Testing Break
May 7, 2009	Professional Dev. Day
May 21, 2009	Fourth Term Ends
May 21, 2009	Students' Last Day
May 21-22, 2008	H.S. Graduation

DIRECTORY INFORMATION

The Title IX No Child Left Behind Act of 2001, Section 9528, and PUSD Board Policy section 5.1.6.6, 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.

FERPA/PPRA

The No Child Left Behind Act of 2001 (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that the local educational agencies notify annually every child's family of their rights as they pertain to PPRA and Family Educational Rights and Privacy Act (FERPA). Please be advised that both amendments are sent annually to every high school family in the Peoria Unified School District in the summer information packet. Initially, first time enrollees will receive this information in their registration packet at their local high school.

HIGH SCHOOL TESTING SCHEDULE 2008-2009

Fall Testing Dates:

October 28-30, 2008	HIGH SCHOOL AIMS (11 th and 12 graders retesting to meet or exceed standards)
October 28, 2008	Writing
October 29, 2008	Reading
October 30, 2008	Mathematics

Spring Testing Dates:

Feb. 24-25, 2009	HIGH SCHOOL AIMS Writing/Reading (All 10 th graders, 11 th and 12 th graders retesting to meet or exceed standards)
February 24, 2009	Writing (Late Start)
February 25, 2009	Reading (Late Start)
March 3-4, 2009	HIGH SCHOOL AIMS Make-up Writing/Reading
March 3, 2009	Writing
March 4, 2009	Reading
April 1, 2009	HIGH SCHOOL AIMS Mathematics (All 10 th graders, 11 th and 12 th graders retesting to meet or exceed standards) (Late Start)
April 2, 2009	HIGH SCHOOL AIMS Science Test (All 10 th graders) (Late Start)
April 2, 2009	TERRANOVA (All 9 th graders) (Late Start)
April 7, 2009	HIGH SCHOOL AIMS Make-up Mathematics (All 10 th graders, 11 th ad 12 th graders retesting to meet or exceed standards)

STATEWIDE MANDATORY TESTING

NORM REFERENCE Testing - All students in the 9th grade are required by state law (A.R.S. 15-741) to take the NRT test that will be administered on April 2, 2009.

AIMS Testing - All students in the 10th grade are required by state law (A.R.S. 15-701) to take and pass the AIMS (Arizona's Instrument to Measure Standards) Writing, Reading and Mathematics tests in order to graduate from high school. If a section of the test is not passed, the student will have additional opportunities to pass the section: during the fall and spring of his/her junior and senior years. A student who does not pass all sections of the AIMS test will not graduate nor receive a diploma.

ACADEMIC PLANNING

GUIDANCE

Upon entering a Peoria Unified School District high school, a counselor will be assigned to you. Your counselor is experienced and trained to help you with your problems, whether they are personal or academic in nature. The Guidance Office will be open before and after school and during lunch. During that time you may go to request an appointment.

PRE-REGISTRATION

Students pre-register for courses when they meet with their counselor to develop or revise the individual graduation plan (I.G.P.). 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.

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, the following options are available:

- A) Summer School
- B) Correspondence Courses (max. 4 credits)
- C) PASS Classes (max. 2 credits)
- D) Community Service (max. 2 credits)
- E) Credit Recovery Opportunities

CLASSIFICATION OF STUDENTS

Freshman	Less than 6 credits
Sophomore	6 credits
Junior	13 credits
Senior	19 credits

GRADUATION REQUIREMENTS

High school required courses are as follows: High school students will be required to complete the minimal requirements for graduation as outlined by Arizona Revised Statutes as well as the amounts of credits outlined in the current High School Course Description Guide. Freshmen, sophomore, and junior students must take classes equal to four credits per semester which fulfill requirements towards graduation.

PUSD Credit Requirements for Graduation

English	4	Arizona/US Government	1/2
Integrated Beginning Algebra	1*	American Economics OR Economics and the World of Finance OR Applied Free Enterprise	1/2
Integrated Intermediate Algebra	1*	World History/Geography	1
Integrated Geometry	1*	Fine Arts or Career & Technical Ed.	1
Science	2**	Total	14
Physical Education	1***	Electives	14
Arizona/US History	1	Total Credits Required for Graduation	28****

*Peoria Unified School District's Integrated Beginning Algebra course is a prerequisite to the 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, Integrated Beginning Algebra credit will be transferred to high school, but will not affect high school GPA. In effect, students must successfully complete three required math courses in order to fulfill PUSD's math graduation requirements.

**Must include one lab science course. Two credits of Agriculture may be substituted for one credit of lab science.

***Band/Marching or A.J.R.O.T.C. may be substituted for one credit of required Physical Education. (Personal Fitness/Adaptive PE) Credits earned through correspondence courses shall be taken from a regionally accredited institution in order to meet graduation requirements.

****In accordance with Arizona Administrative Code – Title 7.Education R7-2-302.02, starting with the graduating class of 2013, students must complete a fourth credit of math, and a third credit of science to fulfill state graduation requirements.

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 who wish to graduate at mid-term are urged to visit their counselor well in advance of completing their graduation requirements. All high school students must comply with the following minimum requirements:

- A. Students must take four classes per semester that provide credit toward graduation. The principal may allow a graduating senior to enroll in less than four credit classes per semester.
- B. Students must meet the graduation requirements of the Peoria Unified School District and the State of Arizona.
- C. Students new to the District in grades 11 and 12 may meet the graduation requirements of the school from which they transfer. However, all 11th and 12th grade transfer students must also satisfy the State of Arizona's graduation requirements. They may then participate in Peoria District commencement exercises and be awarded a diploma as long as Arizona requirements are met.

COLLEGE ENTRANCE REQUIREMENTS

Admission requirements to colleges and universities vary greatly. Students should consult the catalog of the college or university they are interested in attending to determine the exact requirements. Catalogs may be obtained from the college. Applicants to Arizona universities must meet the following requirements:

I. General Aptitude

Unconditional in-state students must:

- Rank in the upper 25% of their high school graduating class; or
- Have a 3.0 GPA on a 4.0 scale; or
- Have a score of 22 or more on the American College Test (ACT); or
- Have a score of 1040 on the Scholastic Aptitude Test (SAT).

Conditional in-state students must:

- Rank at least in the upper 50% of their high school graduating class; or
- Have a 2.5 GPA on a 4.0 scale; or
- Lack no more than one credit in two curriculum areas; however, not in both mathematics and laboratory sciences. Deficiencies must be made up within one calendar year of admission. Conditional admission may require participation in special programs.

II. A minimum of a 2.0 average in each competency area is required for entrance.

English	4
Math	4
Lab Sciences	3
Social Sciences (One credit of U.S. History and one additional credit of another designated social science)	2
Foreign Language	2
Fine Arts	1

NOTE: The A.C.T. or S.A.T. examination is recommended for admission to all state universities in Arizona. It is highly recommended that this exam be taken during the spring of the junior year.

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 mailed directly from the Records Office. Transcripts will be provided to the student without cost.

PUSD HIGH SCHOOL MAKE-UP AND LATE WORK POLICY

Rationale: 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.

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.

The District make-up and late work policy can be found in Governing Board Policy Section 9.

GRADE REPORTS

All report cards and progress reports are mailed home. All grades are considered grades in progress until the final course grade is given. Parents are encouraged to communicate directly with their student's teachers about grades. INTOUCH On-Line also provides parents with access to an assortment of data for their student.

ACADEMIC LETTERS

Criteria for an academic letter:

Freshmen require a 4.0 GPA or 4.0 CRI

Sophomores require a 3.9 GPA or 3.9 CRI

Juniors require a 3.8 GPA or 3.8 CRI

CAREER DEVELOPMENT

The Peoria Unified School District believes in the value and importance of career planning. Students who engage in the process of career development learn a skill that will serve them for a life time as they change jobs and careers.

Career Centers

Career centers are available at every campus. Career specialists operate these centers and provide assistance with interest and aptitude testing, postsecondary education planning and placement testing, scholarship searches, and part-time employment.

Scholarship Website

The Peoria Unified School District maintains a scholarship website. The scholarship specialist researches available opportunities and provides guidance on scholarship timelines and applications. There are scores of listed scholarships and summer enrichment and volunteer programs. Visit <http://portal.peoriaud.k12.az.us/sites/GuidanceandCounseling/default.aspx>

Bridges Planner

The district provides each student with a career planning program. This online program provides students with a broad range of career development information including aptitude and interest surveys, occupational demand data, career educational requirements, college offerings, and specialized scholarship opportunities. Visit <http://www.bridges.com>

"My Life" Website

Visit <http://mylife.peoriaud.k12.az.us> to gather additional information about careers and career development.

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 postings 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.)**

1. 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.
2. Students must meet prerequisite criteria listed in the *High School Course Offering and Description Guide*.

STUDENTS WHO FAIL A COURSE OR WHO DO NOT MEET COMPETENCY REQUIREMENTS TWO TIMES

Students may retake a required course they have failed one time. If a student fails (or does not meet competency in) a required course a second time, a review team will determine the best method for the student to follow to recover credit for that course.

GRADING SCALE LEGEND FOR HIGH SCHOOL

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.

ATTENDANCE POLICY

Attendance Office – (623-487-5131)

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. Those absences that the parent does not authorize 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.

STATE TRUANCY LAW. School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason. If a parent fails to ensure that the child attends school, the law states that he/she is guilty of a class 3 misdemeanor. When the parent does not provide a valid excuse for the child's absence, district truancy personnel may cite the student, parent or custodian directly into court for violating the state truancy law.

1. Combination of 18 absences (excused OR unexcused), the minor child and the minor child's parent or legal guardian is in violation of the statute and subject to prosecution.
2. Prior to the state filing charges against the student and/or parent for the truancy violation, the parent is sent an advisory letter setting forth the allegation and the consequences.

If a subsequent truancy occurs after the advisory letter, truancy personnel may issue a citation to the parent and/or student for violation of the state truancy law.

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 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 RESPONSIBILITIES

It is the parents' 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 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, or
 - B. Calling on the day of the absence before 3:00 p.m., or
 - 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 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.

OPEN ENROLLMENT

Students who are attending Peoria Unified School District high schools on an open enrollment will be evaluated daily. Open enrollment is contingent upon academic performance, attendance and behavior. Open enrollment issuance and revocation are site-based decisions.

TARDY/SWEEP POLICY

DEFINITION

A tardy student is defined as any student who is not inside the classroom when the tardy bell stops ringing. To address this occurrence, especially at the start of first hour, the Tardy-Sweep Procedures has been established.

PURPOSE

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

Excused Tardies: Tardy students carrying a legitimate pass from a school staff member are to be excused. Only staff members or an administrator may excuse students tardy from one activity on campus to another.

Unexcused Tardies: Unexcused tardies are dealt with under a procedure herein referred to as the TARDY SWEEP. Its purpose is:

Students will be permitted into class with a doctor's note, with a parent signature in the attendance office, or with administrative permission/**five per semester**. **Parent phone calls or notes will not be accepted to permit students into class.**

Tardy Sweep Procedure:

With ninety-minute class periods and the increased academic demands that are being placed on students, we feel that spending class time in sweep is counterproductive to the educational success of some of our students.

1. A sprint bell will ring exactly one minute prior to the tardy bell.
2. When the tardy bell stops ringing, any student not in his/her assigned class, will report to the sweep room .

Consequences of Unexcused Tardiness

1st TARDY – All unexcused tardy students will report to the OCS/SWEEP room; get a pass and report to class.

2nd TARDY – Student reports to the OCS/SWEEP room. Student is to spend class period in sweep.

3rd & FUTURE TARDIES – Student reports to OCS/SWEEP room; gets a pass and reports to class. Sweep instructor will assign a detention or refer the student to an administrator.

NEWSPAPER

Sunrise Mountain High School's newspaper will be published on a regular basis by the students enrolled in the newspaper class. It serves to keep the school and community informed of positive school activities, accomplishments, and points of student interest.

STUDENT GOVERNMENT

The Sunrise Mountain High School Student Council serves students in a variety of ways. The council consists of student body officers, class officers, and club officers. All student activities including those of a fund-raising nature must be submitted to the Student Council for consideration.

YEARBOOK

The yearbook is published at the end of each school year and gives a pictorial account of the year's activities at Sunrise Mountain High School. The book is put together by students enrolled in the yearbook class.

CAMPUS PROCEDURES & EXPECTATIONS

CLOSED CAMPUS POLICY

The 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.

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. **Students are required to have the identification badge clearly visible while at school.** I.D. badges are required for admittance to many school activities, checking out library books, voting, etc. There is no charge for the initial badge but replacements for lost I.D. badges are \$5.00. **Any PUSD employee may request that a student present/surrender his/her I.D. badge at any time.** If a student does not have an I.D., they will be issued a new I.D. badge and charged.

DANCES

Dances are usually held in the cafeteria 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.**
- **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 must be under the age of 21 and have parent permission before a pass may be issued.

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.

STUDENT PERSONAL ELECTRONIC/COMMUNICATION DEVICES

Unless authorized by staff for a specific school activity, students' personal electronic/communication devices such as radios, recorder/players, CD/DVD players, I Pods, MP3 players, laser pointers, pagers and cellular telephones are to remain off and concealed inside school buildings and during the students' instructional time. Student misuse of such devices, or if use of such devices disrupts the educational environment, may result in loss of this privilege and/or disciplinary action. Disciplinary action will be taken against anyone who violates this policy from a minimum of conference/confiscation to a maximum of long-term suspension. The school is not responsible for the loss/theft of any electronic devices. Students will bring these items to school at their own risk. (Governing Board Policy 12.4.3)

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 and not keep them pre-set.**

DRIVING AND PARKING REGULATIONS

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

- Students who drive are strongly encouraged to carpool as the parking lot has a limited number of spaces.
- All vehicles **MUST** be registered and display a valid parking sticker.
- To be registered and to receive a parking sticker a student must:
 - 1) Show the vehicle registration.
 - 2) Be a 3rd or 4th year high school student.
- Pedestrians have the right of way at all times on campus.
- Students are to park only in the areas designated for student parking.
- Students will be required to park in designated areas determined by their on/off campus lunch status.
- 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 Sunrise Mountain High 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 (School) High School staff is grounds for immediate revocation of all campus driving/parking privileges.
- The parking sticker fee is \$75 per parking sticker.

A VIOLATION OF ANY OF THE ABOVE MAY RESULT IN THE LOSS OF DRIVING AND PARKING PRIVILEGES.

1. Senior parking will be in the front main parking lot.
2. Junior parking will be at the back lot by the SMHS swimming pool.

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

Rollerblades, rollershoes, skateboards, and scooters are NOT allowed on campus. Bicycles must be walked, not ridden on campus and parked in the designated bike racks.

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 there is 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 will occur (A.R.S. 13-1502).

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 ON SCHOOL CAMPUSES

ARS36-601.01 Tobacco Possession Prohibition

Possession of tobacco products 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, cigars), smokeless tobacco (e.g. snuff, twist) and cigarette papers.

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:

Special Education Coordinator
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) 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.

LIBRARY - SCHOOL HOURS

The library will be open each morning before school and will remain open during the day, including lunch hour, until the end of the school day. The main campus library is open to the public from:

1:00 p.m. - 9:00 p.m. Monday through Thursday

1:00 p.m. - 6:00 p.m. on Friday

10:00 a.m. - 6:00 p.m. Saturday

1:00 p.m. - 5:00 p.m. Sunday

Improper behavior will be cause for suspension of library privileges. Books may be checked out for a three-week period. They may be renewed if not already overdue. The fine on overdue books is ten cents a day. If a student cannot pay the fine immediately, he/she should turn in the book so the fine will not increase. Students will be expected to clear accounts in the library before school credit is entered on the permanent record card. Students are expected to pay for laser printing.

TELEPHONE

For the convenience of students, public telephones are located conveniently on campus. School office phones are to be used for school business only and those calls should be limited to 3 minutes. Students are not to use phones without permission. If a public phone is out of order, please report it to the Principal's Office.

ASSEMBLIES

Assemblies and pep rallies are held periodically for all students. With approval of the Assistant Principal, pep rallies are held at the beginning of each season of sport and prior to significant contests or post-season competition. All students are expected to conduct themselves in an orderly fashion. Loud outbursts or rude gestures will not be tolerated.

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. Basic rules of modesty, neatness, sanitation and safety must be observed. The following are specific guidelines to assist you and your student in making good decisions about what to wear to school.

1. Student attire should be neat and clean.
2. Students are not to wear or carry symbols that endorse or imply the use of drugs, alcohol or tobacco.
3. Students are prohibited from wearing any clothing, hats, or jewelry that has profane, sexual or violent connotations.
4. Footwear is required on campus by state law, which prohibits bare feet in any public place.
5. Tops must be long enough to be tucked in – **the midriff cannot show.**
6. Jackets/sweaters are not options for “covering up” inappropriate clothing.
7. Clothing shall not be transparent, distracting or disruptive to the school environment.
8. Halter tops, tube-tops, spaghetti strapped shirts may not be worn. Straps must be 2 inches or wider.
9. No night wear including pajamas and slippers.
10. No cleavage is to be showing.
11. Garments that reveal the sides of the body are inappropriate. This includes ribbed white undershirts, tank top shirts and muscle shirts.
12. Bibbed overalls must be worn with appropriate shirts underneath.
13. Pants cannot reveal undergarments or skin.
14. Undergarments that are visible, i.e. bra strap, sleeveless undershirts, and underpants, are inappropriate.
15. Ragged and cut-up pants or shirts – or low cut jeans are not allowed. Slacks with large holes in them will not be allowed.
16. Bandanas, sweatbands, hairnets, beanies and “do rags” may not be worn on campus. Hats, visors, sunglasses and hoods may not be worn in school buildings.
17. Students will not wear overcoats, trench coats, or similar styled clothes.
18. Clothing that is gang related is not allowed.
19. Spiked jewelry, wallet chains, chain belts or extremely long belts are not allowed.
20. Shorts and skirts are to be of an appropriate length. They should not be revealing.

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.

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. To obtain a copy of Governing Board Policies 5.1.5, Student Records, or 5.1.5.2, Inspection of Records, by requesting a copy from the principal. Copies of these policies are located at each school and the district office. 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

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.

Students who become ill or injured during the school day **may not** use a school phone or cell phone to call a parent to come pick them up. 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.

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 both lunches daily. All students will be loaned 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

School lockers may be assigned to students upon request. Lockers are rented through the Bookstore for a fee. Students are to use **ONLY THE LOCKER THAT** they have been assigned. **The school in no way implies that it will be responsible for the safety of articles that may be lost or stolen from these lockers.** The lockers are provided for student convenience, at the student's own risk. For security reasons, students should spin the locker dial after each use. Students are responsible for keeping their own lockers free of graffiti or other markings. Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. 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

FOOD SERVICE

The cafeteria provides lunch for any student who may wish to have a meal at school. The snack bar has available a variety of hot foods, snacks, cold drinks, milk and milk shakes. Students may also bring their lunches. Students are asked to cooperate with the cafeteria staff by displaying good manners and keeping the dining area clean. We believe our students take a tremendous amount of pride in our campus. Trash receptacles and aluminum can recycling bins are provided throughout our campus. Please use them. **Food or drinks are not allowed in our 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 good sanitation.

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 presented upon request.**
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 pick up 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.

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

CONSEQUENCES MAY INCLUDE:

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

Any student is 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. All 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. All 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 a non-sponsored event.

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 AND INTIMIDATION

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

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. 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. Parents consent release.
4. Activity insurance or waiver.
5. 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. 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.

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 the District web page, peoriaud.k12.az.us, click on Departments, Athletics, and High School Athletic Schedules. Other high school athletic information may be obtained at www.aiaonline.org.

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 SCHOOL COMPUTERS - STUDENTS

Acceptable use of the 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 computers or computer network. Do not download inappropriate or copyrighted material. Do not disclose personal information about you or your family. Notify your teacher 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 computer activities, 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. **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.**

COPYRIGHT GUIDELINES FOR STUDENTS

Copyright provides protection for creative individuals and commercial companies. It is a student's responsibility as a citizen to uphold the copyright laws. Significant fines can be imposed for copyright violations. Here are a few copyright laws that pertain to students.

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.

Videotapes

- Videotapes recorded at home, whether off-air, satellite broadcast, or cable, are for home use only and cannot be used at school.
- Videotapes cannot be used at school for entertainment purposes. Fair-use guidelines state that videotapes 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.

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

Students can use portions of lawfully acquired copyrighted works, (see Limitations below) in their academic multimedia projects, with proper citations, and can keep these in personal portfolios as examples of academic work for later appropriate uses such as part of a job application.

LIMITATIONS

Motion Media: Up to 10% of a copyrighted motion media work (movie, animation, etc.) can be used as part of a multimedia program produced by a student for educational purposes.

Text Material: Up to 10% of a copyrighted work consisting of text material can be used for education purposes.

Poems: Students can use the entire poem if it is 250 words or less, or 250 words of a longer poem. Use no more than one poem per poet or five poems from an anthology.

Music: Students can use up to 10% (30 seconds maximum) of a copyrighted musical composition as part of a larger multimedia program.

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 obtaining prior 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.

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. Student publications include school-sponsored publications, classroom publications, flyers, posters, etc. Student publications shall recognize that trust, fairness, accuracy and responsibility are essential to the practice of journalism. Publications that disrupt the operations of the school will not be allowed.

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 Governing Board Policy 5.2, 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. Copies of Governing Board policies are available through the Principal's Office at the school or the Public Relations Office at the District Administrative Center. The Student Discipline Code will be reviewed each year and modified as necessary to maintain a fair, effective, and consistent system of rules for student conduct throughout the district.

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. Reasonable suspicion may also be prompted by the behavior or affect 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.

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.

BULLYING/HARASSMENT/RACIAL-ETHNIC INSULTS/INTIMIDATION

A healthy school environment must be free from racial/ethnic/gender insults and/or intimidation. Under the heading of "Harassment and Verbal Abuse", any behavior intended to intimidate or demean others violates school rules. Behavior that intentionally intimidates or demeans another person or group on the basis of sex, race or ethnic background has a uniquely destructive effect on school climate, often eroding an entire group's feeling of safety and well being. For this reason, intentional racial/ethnic/gender insults or intimidation will never be tolerated in the school environment.

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be in multiple forms:

- Physical – pushing, hitting, kicking, spitting, stealing
- Verbal – making threats, taunting, malicious teasing, name calling
- Psychological – social exclusion, extortion, intimidation, spreading rumors manipulating social relationships

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). The PUSD Safe School Line (623-486-6199) is also available twenty-four hours per day a week to report incidents (PUSD Policy Section, 5.1.7.6.2) ARS 15-341, ARS 15-2301)

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 effect 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 (Governing Board Policy 5.1.8.5).

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 inside vehicles on school premises, on school buses, and at activities sponsored by the District and/or District schools.

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); and
4. Look-alike weapons, including, but not limited to, toy guns, water guns, replica nonguns, and air-soft guns firing nonmetallic projectiles.

Firearms are loaded or unloaded firearms, 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;
2. The frame or receiver of any such weapon.

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); and
2. Fireworks of any kind.

School premises include, but are not limited to, any school building, grounds, recreation area, athletic field, bus, vehicle, or any other property that the Peoria Unified School District owns, uses, or operates.

If any student or District staff member is aware of any violation of this policy, he or she 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

Any persons 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.

DETENTION

Detention is held before or after school, during lunch, or on Saturday morning. The administration will 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 staffs 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

BEHAVIOR	DEFINITION	RANGE	CONSEQUENCE
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 school property or at school events.	MIN. MAX. MIN. MAX.	Short-term suspension Expulsion Long-term suspension Expulsion
ASSAULT	Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any non-consenting person.	MIN. MAX.	Short-term suspension Expulsion
BULLYING	Repeated 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
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
DESTRUCTION OF PROPERTY	Defacing or damaging school property or the personal property of others.	MIN. MAX.	Detention and/or Restitution Expulsion
DISORDERLY CONDUCT	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

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, recorder/players, CD/DVD players, iPods, 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
EXPLOSIVE DEVICES	Possession of any destructive device, including but not limited to, explosive, incendiary or poison gas devices (i.e. bombs, grenades, or similar devices); and fireworks of any kind.	MIN. MAX.	Short-term suspension Expulsion
FIGHTING	Physical contact with another person intended to cause injury.	MIN. MAX.	Conference 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 projective 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
GANG ASSOCIATION, SYMBOLS	Gang-related behavior, association, apparel, symbols, paraphernalia, and/or activities. (See Board Policy 5.1.8.6)	MIN. MAX.	Parent Involvement Expulsion
"GOOD NEIGHBOR" VIOLATIONS	Failure to obey school rules, traffic/pedestrian laws, and act as a good neighbor in the community. (See Board Policy 5.1.8.5)	MIN. MAX.	Conference Long-term suspension

HARASSMENT/ VERBAL ABUSE	Statements or actions that intimidate or demean others. This especially includes any form of sexual harassment.	MIN. MAX.	Conference Long-term suspension
INAPPROPRIATE USE OF TECHNOLOGY RESOURCES	Inappropriate use/failure to comply with electronic information services guidelines.	MIN. MAX.	Conference Long-term suspension
INSUBORDINATION / NON-COMPLIANCE	Failure/refusal to comply with the reasonable rules or requests of school personnel.	MIN. MAX.	Detention Long-term suspension
INAPPROPRIATE USE OF TECHNOLOGY	Failure to follow school personnel's guidelines regarding use of technology.	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
REASONABLE STANDARD OF "RIGHT/WRONG"	Other behaviors that a reasonable person would consider to be wrong. (See <i>Board Policy 5.2.1</i>)	MIN. MAX.	Conference Expulsion
THEFT	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	Verbal or written statements or gestures that may be construed as threatening to the safety of students or staff.	MIN. MAX.	Short-term suspension Expulsion
TOBACCO	Use, possession, or distribution of tobacco products including lighters and matches on or within 300 feet of school property or at school events.	MIN. MAX.	Conference and detention Long-term suspension
TRESPASSING	Unauthorized presence on district property and/or refusal to leave district property upon request of school authorities.	MIN. MAX.	Conference Long-term suspension
TRUANCY	Absence from one or more classes which has not been excused by parent or guardian and confirmed by school personnel in accordance with guidelines. All students under the age of 16 must abide by city truancy ordinances.	MIN. MAX.	Conference Loss of credit

VEHICULAR VIOLATION	Unsafe/inappropriate operation or use of vehicle; transfer of vehicle to unauthorized persons; parking violation.	MIN. MAX.	Conference Long-term suspension
VULGARITY, PROFANITY, OBSCENITY, DISRESPECT	Vulgar, profane, obscene, or disrespectful behavior or language; possession or display of vulgar, profane, or obscene material.	MIN. MAX.	Detention Long-term suspension
WEAPONS, DANGEROUS INSTRUMENTS	<p>Possession of, but not limited to:</p> <ol style="list-style-type: none"> 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 4) look-alike weapons, including, but not limited to, toy guns, water guns, replica nonguns, and air-soft guns firing nonmetallic projectiles. 	MIN. MAX.	Short-term suspension Expulsion

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

