

**PIMA
VOCATIONAL
HIGH SCHOOL**



Student Handbook

2022-2023

Irvington Campus

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Tucson, AZ 85714
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Ina Campus

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PIMA VOCATIONAL HIGH SCHOOL

BOARD OF DIRECTORS

Mary Fellows Dalila Perez
Juanita Garcia-Seiger Donna Ruthruff
Michael Olguín

ADMINISTRATIVE STAFF

Leslie Laird-Lynch.....Director
Klara Everson.....Program Coordinator
Irene Moreno.....Education Services Coordinator
Kayla Walker.....Education Services Coordinator
Joel Brown.....Youth Specialist
Dustin Scott.....Youth Specialist

PIMA VOCATIONAL HIGH SCHOOL MISSION

2022-2023

Pima Vocational High School (PVHS) is a public charter school that welcomes youth ages 16 to 21 who want to meet Arizona State requirements for a high school diploma and obtain a sustainable job through career oriented work experience in an applied academic setting. Our program targets students who have previously dropped out of school or are at risk of not completing high school and provides on-site supportive social services to enable the students to take responsibility for their own education, career and life choices. Our comprehensive programs are provided within a small school learning community utilizing best practices for reconnecting out-of-school youth.

PROCEDURES FOR STUDENT PLACEMENT

Pima Vocational High School will assess the competency level of all students who enroll in classes. Each student must attend an Orientation Program (in which an academic assessment is made) and be interviewed before enrolling in school. The student's performance on our current researched based assessment program will determine their placement in the curriculum.

Instructors will determine the depth and length of any remediation required. Courses could include: ELA Skills and Math Skills. Small group or individual tutoring may be assigned.

A copy of the student's assessment will be placed in his or her school record.

All students enrolled at PIMA VOCATIONAL HIGH SCHOOL will have a personal graduation and career development plan. This plan will determine and direct the student's goals, objectives, activity and progress evaluation.

ADMISSION

Admission is open to all students ages sixteen (16) through twenty-one (21) with documentation that they have completed the eighth (8th) grade. Students unable to provide the eighth grade documentation shall be referred to the Director's office for review and consideration.

NOTE: A student who has been expelled or is in the process of being expelled from another educational institution may not be admitted to Pima Vocational High School.

REGISTRATION

A student registration packet must be completed using the online registration portal. Computers are available at either site for registration purposes. A student WILL NOT be allowed to start school until the completed registration packet has been received and reviewed by the main office.

Completed Registration MUST include the following:

a) **PROOF OF AGE FROM ONE OF THE FOLLOWING:**

- A certified copy of pupil's birth certificate
- Other certifiable proof of the pupil's identity and age, including the pupil's baptismal certificate, and or an application for a social security number or
- Original school registration records or
- Affidavit explaining the inability to provide a copy of the birth certificate.
- Proof of residency
- Withdrawal form from previous school
- All necessary signed registration documents
- Immunization records

IMMUNIZATION

The parent or guardian or person in loco parentis of the student shall submit to the school an immunization record of the student if such a record has not been previously submitted. This record shall be documentary proof that immunization has been provided or the student is exempted from immunization as provided in ARS 15-873, due to personal beliefs or medical reasons.

A student may be allowed to attend school if he/she has received at least one dose of each of the required immunizations prescribed pursuant to A.R.S 36-72 and has established a schedule for the completion of required immunizations.

EXEMPTIONS

In accordance with Arizona Revised Statutes 15-873 on Exemptions, documentary proof is not required for student to be admitted to school if one of the following occurs:

The parents or guardian of the pupil submits a signed statement to the Director stating that the parent or guardian has:

1. received information about immunizations provided by the department of health services and
2. Understands the risk, benefits of immunizations and the potential risks of non-immunization and that, due to personal beliefs, the parent or guardian does not consent to the immunization of the student.

Or, the Director receives written certification, signed by the parent or guardian, and by a physician, that states one or more of the required immunizations may be detrimental to the student's health and indicates the specific nature and probable duration of the medical condition or circumstance which precludes immunization.

An exemption pursuant to subsection A, paragraph 2 is only valid during the duration of the circumstance or condition that precludes immunization.

Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the department of health services or local health department. The department of health services or local health department shall transmit notice of this determination to the Director responsible for the exclusion of the pupils.

References: A.R.S 15-871 through 15-874

PIMA VOCATIONAL HIGH SCHOOL will cooperate with county and state health departments in programs of immunization. Parents' permission must be secured before a student under age 18 may participate in such immunization projects.

NOTE: If a student and/or the parent indicate an inability to obtain immunization because of the cost involved, then Pima Vocational High School will arrange for the immunization.

AFFIRMATIVE ACTION POLICY

PIMA VOCATIONAL HIGH SCHOOL provides equal opportunity to all persons without regard to race, disability, color, creed, religion, gender, national origin, ancestry, citizenship, veteran status, marital status, sexual orientation, or other non-job related factors. We also promote the full realization of this policy through a positive, continuing program of affirmative action. PVHS is committed to equal opportunity for all applicants, employees and volunteers in personnel matters including recruitment, hiring, benefits, training, promotion, compensation, transfer, layoff and termination. We strive for a staff that reflects diversity.

AMERICANS WITH DISABILITY ACT POLICY

PIMA VOCATIONAL HIGH SCHOOL welcomes applications from people with disabilities and does not discriminate against them in any way. PVHS complies with the Americans with Disabilities Act (ADA) of 1990 in the following ways:

- A. Consider all applicants with disabilities for admission and employment using the same criteria as are used for admission or the employment of persons without disabilities.
- B. Consider students and employees with disabilities for promotions using the same criteria that are used for the promotion of students and employees without disabilities.
- C. Take steps to make its facilities barrier free and accessible according to appropriate federal and state statutes.
- D. Make scheduling and other adjustments to reasonably accommodate students and employees with disabilities.
- E. Educate students and employees to the fact that individuals with disabilities should not be discriminated against.
- F. Pima Vocational High School shall post notices explaining the provisions of ADA, staff and student rights under the law.

A lack of English language skills shall not be a barrier to admission or acceptance into any program, including vocational education.

Admission is open to all students' ages sixteen (16) through twenty-one (21) who completed the eighth (8th) grade or received permission to enroll from the Director's office

WAITING LIST

PIMA VOCATIONAL HIGH SCHOOL will make every attempt to accommodate students seeking admission. However, a limited number of students can be enrolled at each campus. When that limit is reached, a waiting list is established based on the student's pre-enrollment date and program interest. Students are enrolled from the waiting list on a first-come first-served basis.

A student dropped for lack of academic progress, attendance or behavior problems MAY NOT be allowed to re-enroll in PIMA VOCATIONAL SCHOOL programs during the same session. The student may request re-enrollment for the following session through the Director's office, although there is no re-enrollment guarantee. Potential new students are given priority over returning students.

A student currently enrolled at one site, who requests (after consultation) a transfer to another site will be given that opportunity, provided the student is in "good standing".

PROGRESS REPORTS AND REPORT CARDS

The teachers will ensure that progress reports are given to each student at the end of each session, during the school year. Progress reports for students under the age of 18 will also be mailed home. The student's advisor will issue student transcripts, with grades, each session. Students are responsible for bringing any discrepancies to attention of the advisor. **After one session, the GRADES WILL STAND AS ASSIGNED.**

GRADUATION REQUIREMENTS

Graduation requirements for an Arizona High School Diploma from PIMA VOCATIONAL HIGH SCHOOL is twenty two (22) credits. The following courses are required to meet graduation requirements:

<u>COURSE</u>	<u>CREDITS</u>
English Language Arts	4.0 Credits
Includes:	
World Literature	1.0 Credit
American Literature	1.0 Credit
Senior Literature	1.0 Credit
Mathematics	4.0 Credits
Includes:	
Algebra I	1.0 Credit
Algebra II	1.0 Credit
Geometry	1.0 Credit
Science	3.0 Credits
Social Studies	3.0 Credits
World History/Geography	1.0 Credit
American/ AZ History	1.0 Credit
U.S. / AZ Government	0.5 Credit
Economics	0.5 Credit
Health/Driver's Education	0.5 Credit
Vocational Education	4.0 Credits
Electives	3.5 Credits
TOTAL	<u>22.0 Credits</u>

READING AND MATH PROFICIENCY

Students needing additional assistance in reading and/or math may be required to take reading or math improvement courses or tutoring.

REQUIRED COURSES

English

Four Credits (4) are required

Each course will consist of Literature, Informational Text, Writing, Speaking & Listening, and Language. English classes taught at Pima Vocational High School, in keeping with the Arizona College and Career Readiness Standards, help students understand the history and power of language, understand linguistics and grammar, develop study skills; experience and respond to a variety of texts, use literature as a basis for language development, gain insight into themselves and others; and develop a life-long habit of reading.

Mathematics

Four (4) Math credits are required for graduation

Admission to state universities requires four (4) credits in and one (1) credit beyond Algebra II. Mathematics classes taught at P.V.H.S., in keeping with the Arizona College and Career Readiness Standards, help students learn to apply a variety of problem-solving techniques and complex skills within the context of real life problems or situations; communicate with an understanding of essential mathematics skills; and use reasoning to demonstrate conceptual understanding of a variety of problem situations.

Pursuant to AZ R7-2-302.03, some students may qualify for a “Personal Curriculum,” which is a documented process that may be used to modify the high school graduation requirement for Algebra II and reduce the credit requirements for mathematics from four to three credits. This documented process consists of a development team who will verify that the student demonstrates a need to modify the Algebra II requirement and identify an appropriate alternative mathematics course/s.

Science

Three (3) Science credits are required

State university entrance requirements are three (3) years of a laboratory science. Science classes taught at PVHS, in keeping with the Arizona College and Career Readiness Standards, help students: develop a positive attitude and excitement about learning science; develop an understanding about the natural world; understand the historical contributions in science and the context in which they were made; develop integrated thinking skills and apply personal decision making using their science experiences; increase understanding of the limits, possibilities and interrelationships among science, technology, society and the environment; acquire skills for learning through concrete and manipulative use of instruments and materials of science.

Social Studies

Three (3) credits required in Social Studies

Students meet the Arizona College and Career Readiness Standards and graduation requirement in social studies by completing the required courses in World History/Geography, US/Arizona History/Geography, US/Arizona Government and Economics. Social Studies classes taught at

PVHS develop knowledge and understanding of historical, geographic, economic, political, cultural and ethical understanding of democratic principles, values and practices; provide for individual and group participation in social-political affairs and acquire skills for effective citizenship.

Health

One Quarter (0.25) credit is required in Health

Health classes taught at PVHS, in keeping with the Arizona College and Career Readiness Standards, help students develop life management skills, prevent abusing substances, learn about nutrition, growth, human sexuality, consumer health, community health resources, disease prevention and control, personal health and hygiene, and family health.

Driver's Education

One Quarter (0.25) credit is required in Driver's Education in keeping with the PVHS Vocational program. Learning how to operate a vehicle safely is not only a life skill but is beneficial for anyone wanting to get to and from work.

Vocational

Four (4) credits are required in Vocational.

PVHS offers three Employability Skills classes: Mod 1, Mod 2, and Mod 3. In addition, students have the opportunity to earn vocational credits through our Work Experience program, their own employment hours, and volunteer hours.

Elective Credits

Three and one half (3.5) electives credits

Elective credits are awarded for various courses including, but not limited to: Humanities, Fine Arts, Practical Arts, Employment and School- to-Work Programs.

English Language Learners (EL)

All qualified EL students shall be enrolled in the EL program. PVHS has elected to implement the Pull-Out SEI Model. EL Students will receive 250 minutes per week of integrated language instruction.

ACADEMIC PROGRESS REQUIREMENT

Students are expected to pass 4 out of 5 classes each session. Students not meeting the MANDATORY earned credit requirements may be dropped and may have to wait until the following semester to request re-enrollment.

Transfer Credits

Transcripts of students will be evaluated on an individual basis. Increments of .25 credits will be accepted. Credits earned at community colleges or universities must be approved by the Director. One half (.5) credit is awarded for every 3 semester hours of college or university credit. Courses must be approved by the Director.

Senior Grades

Seniors ARE required to finish all course work 2 weeks prior to the graduation in order to participate in the graduation ceremony. To be considered for graduation, seniors must have a total of twenty (20) credits earned (combination of transferred credits and PVHS credits) at the beginning of their last session, unless approved by the Director.

Grading Scale:

The grading of all students' work will be based on the following:

90% to 100% = A

80% to 89% = B

70% to 79% = C

Students scoring below 70% must repeat the course. Students must receive passing grades in all courses to graduate from PIMA VOCATIONAL HIGH SCHOOL.

ATTENDANCE

Students are expected to attend school on a regularly scheduled basis and maintain 92% attendance, Monday through Friday. A student who has excessive absences in a session may be dropped from the program and placed on the bottom of the waiting list. A student who has been dropped due to lack of attendance may request to be enrolled at the start of a new session, providing space is available.

An excused absence is one that has been approved by the Office and any absences NOT APPROVED by the Office will be considered un-excused.

Absences from school are expected to be reported by the parent/guardian or student (if older than 18) within the first two (2) hours of the beginning of the school day. Tardies may be counted as un-excused absences. Parents or guardians may or may not be contacted to report a student's absence.

ENGLISH LANGUAGE (EL) PROGRAM

All qualified EL students shall be enrolled in the EL program. PVHS has elected to implement the Pull-Out SEI Model. EL Students will receive 250 minutes per week of integrated language instruction. In addition, all core content instruction will integrate the English Language Proficiency Standards. If a student waives their participation in the EL program, they remain an EL eligible student and will be required to complete annual AZELLA testing.

SPECIAL EDUCATION

PIMA VOCATIONAL HIGH SCHOOL has the responsibility of providing programs and services to students who qualify as disabled under the Individuals with Disabilities Act (IDEA) and / or handicapped under Section 504 of the Rehabilitation Act. The following is a summary of the required procedures:

- Student Screening forms are filled out for every student enrolled at PVHS
- Any new Student with a current IEP will have an IEP meeting with the regular education teacher, a special education teacher, school administrator, and the parents of the student.
- Students not previously staffed, but in need of special services will be reviewed by the Multi-Disciplinary Educational Team. A short-term plan will be determined with a future review date to examine the student's progress. Students who previously participated in a special education program but are not currently eligible will also be reviewed.
- At the time of review, if the student has not made the progress expected, an evaluation will be conducted to determine eligibility for special education services.
- For more details refer to the Special Education Policies and Procedures Handbook.

EDUCATION and CAREER ACTION PLAN (ECAP)

In 2008, the State Board of Education approved ECAPs for all Arizona high school students. The goal of an ECAP is to guide students through a process that will help them to plan for a college and/or career path after graduation. The process at PVHS involves career exploration, planning and management activities, in which students learn about themselves and the options available to them upon graduation. This process allows students to connect academic courses and other activities to career goals that go along with their individual interests, skills, and values. The result of this process is a completed portfolio that contains academic and vocational course work, extracurricular activities, career research, and a plan for reaching career goals once they have graduated from high school. Graduating seniors are required to present their completed portfolios to a review panel that must include an administrator, a chosen teacher, a chosen student (under classman), a parent and/or other family member, and a community member, which can include a school board member, a workplace member or other. The ECAP process allows students and parents to work alongside PVHS teachers and youth specialists to personalize the education experience.

SCHOOL-PARENT COMPACT

Pima Vocational High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the Arizona's high standards.

This school-parent compact is in effect during school year 2022-2023.

School Responsibilities

Pima Vocational High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Hold parent-teacher conferences in conjunction with the fall Community Nights during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress through the online parent portal and at the end of each 6 week session.
4. Provide parents reasonable access to staff after school daily from 2:00 to 4:30 PM and also evenings by telephone.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as noted in the annual letter to families given out at the beginning of school each July or at the time the student enrolls if later in the year.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Asking my child about his portfolio and career plan.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on Pima Vocational High School's Improvement Team, the Title I Policy Advisory Committee, the Core Parent Advisory Council, or Arizona's Committee of Practitioners.

HOMELESS EDUCATION PROGRAM

If your family lives in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation.
- In a car, park, abandoned building, or bus or train station.
- Doubled up with other people due to loss of housing or economic hardship.

Then your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports for your preschool-age children.

Local Liaison: Joel Brown 520-724-9741 joel.brown@pima.gov

State Coordinator: Silvia Chavez 602-542-4963 silvia.chavez@azed.gov

If you need further assistance with your children's educational needs, contact the National Center for Homeless Education: 1-800-308-2145 homeless@serve.org <http://nche.ed.gov>

TEACHER QUALIFICATIONS

You have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification degree.
- Whether the child is provided services by paraprofessionals and if so their qualifications.

To obtain this information, contact Leslie Laird-Lynch at 520-724-9404.

TITLE I PROGRAM

PVHS receives school-wide Title 1 funding. This funding is given for students who are considered low-income, underperforming and homeless. Title 1 allows for PVHS students to benefit from having a Youth Specialist who assists with emergency needs and connect students with community resources through local agencies. These agencies include but are not limited to: Youth On Their Own, Tucson Urban League, Youth One Stop, and Sullivan Jackson Employment Center. The Youth Specialist is also responsible for meeting with students to develop graduation plans and overseeing the work placement program. All students receive personalized attention from teachers, tutors, and the Youth Specialist.

PVHS takes pride in successfully utilizing nationally recognized best practices that ensure the success of our students. These include:

- Small class sizes
- Individual and small group tutoring
- Highly qualified teachers
- Youth Specialist to assist with social services
- A mentoring school-to-work program
- Weekly meetings with an academic advisor
- Data driven instruction (academic assessments are used to determine student progress and adapt instruction accordingly)
- Multi-Tiered System of Support (early intervention system to identify needs in math, reading, and social-emotional domains and provide universal, small group, and individual interventions to meet student needs).

We encourage all parents/guardian to become involved by participating in the Title 1 Parent/School Site Team. Please contact Leslie Laird-Lynch at 520-724-9404 if you are interested in being part of a committee or would like more information on our school.

STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

PIMA VOCATIONAL HIGH SCHOOL complies with the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of educational records, establishes the rights to students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

PIMA VOCATIONAL HIGH SCHOOL hereby designates the following categories of information as directory information:

1. Students' names, addresses, telephone numbers, dates and places of birth;
2. Programs of study, full time or part-time status, dates of attendance;
3. Certificates received, honors received, most recent previous educational agency or institution and dates attended.

Other information i.e., academic transcripts, student assessments, daily student attendance, student evaluations, are not Directory Information.

Note: PVHS personnel may not release any PVHS students' records without written permission of the students and/or parents. (Other information and/or photos may not be released without prior approval from the Director's office.)

Currently enrolled students may direct PVHS to withhold disclosing any of the above public information by submitting a written request to the Director's office prior to the fifth day of regularly scheduled classes for each six months of enrollment.

PIMA VOCATIONAL HIGH SCHOOL assumes that failure on the part of any student to specifically request the withholding of public information indicates individual approval for disclosure.

MISSING STUDENTS

Arizona Revised Statutes 15-829 requires that when a parent notifies the police department that their student is missing, then the police are to notify the school. The school is then required to "flag" the student's records and notify local law enforcement agencies if the records have been requested by an in-state or out-of-state agency. Should a law enforcement agency notify any PVHS personnel that a student is missing, that person is required to immediately notify the Director. The Director or administrative designee will ensure that all records of the missing student are flagged and monitored.

GUIDELINES FOR STUDENT RIGHTS AND RESPONSIBILITIES

In order to provide and maintain an environment that is safe and positive for learning, PVHS adopted the following Guidelines for Student rights and Responsibilities that include:

- Specified rights and responsibilities of students;
- Descriptions of conduct which violate those rights and responsibilities;
- A standardized procedure which the school will use in responding to conduct problems; and
- The rights of students when disciplinary action is taken.

As students progress through school, it is reasonable to assume that an increase in age and maturity carries with it a greater responsibility for their actions. Differences in age, conditions and maturity are recognized in determining the type of disciplinary action to be taken. However, the procedures outlined in the Guidelines for Student rights and Responsibilities apply to all students in grades 9 through 12.

THE RIGHTS OF STUDENTS

A student has:

1. The right to a quality education;
2. The right to an education without undue interruption, disruption, fear, or inhibition;
3. The right to freedom of expression through first amendment rights as long as there is no interference with the orderly conduct of classes and activities, no forcing others to participate, and no violation of the rights of persons who may disagree;
4. The right to clear guidelines for rights and responsibilities conduct and to know the consequences of misconduct;
5. The right to receive respect from school staff and other students, and the right to tell the director and other school staff about persons who show disrespect;
6. The right to freedom of speech and symbolic expression, within the guidelines and policies of Pima Vocational High School, which does not include inflammatory dress, violating PVHS uniform dress code, speech, behavior, or publication;
7. The right of protection from unlawful search and seizure and to due process procedures which are clearly stated and accessible;
8. The right to appeal disciplinary action which results in suspension;
9. The right to receive, and obtain credit for homework and class assignments while on short-term and long-term suspension;
10. The right to privacy and safeguards of confidentiality dealings with student records;
11. The right to participate in school-sanctioned functions and programs, subject to meeting academic qualifications, other criteria and qualifications, and/or standards of behavior;
12. The right to full access of opportunities within the educational environment without discrimination by sex, sexual preference, religious beliefs, ethnic background, nationality, or disability. This includes the availability of all support services which promote the development of student potential;
13. The right to protection and confidentiality when fulfilling the responsibility to report violations of the guidelines.

PHILOSOPHY OF DISCIPLINE

Learning to control and manage oneself is one of the most important life processes. Discipline at PVHS relates directly to adjusting and coping successfully with society. Discipline is the process through which persons discover not only their rights and the rights of peers, but also the responsibilities for the proper functioning of the school and their community. Through this process of respect for the individual, regardless of race, color, sex, creed, intelligence, disability, or age, valuable insights are acquired in the relationships of people and the consequences of positive and/or negative behaviors.

Discipline, viewed in this sense, is the process of helping students learn to live and work together productively. This importance is reflected in the teaching – learning process of the school curriculum. It warrants the constant cooperative consideration of all the school personnel, especially teachers, the key agents of learning. Discipline must be learned by every student and is a basic objective of every classroom and consequently, every staff person.

All PIMA VOCATIONAL HIGH SCHOOL personnel administering discipline to students should always follow discipline procedures for disabled students in the Special Education programs, Section 504 disabled students, and for students who have a referral for evaluation pending.

These Guidelines are in force:

- During regular school hours;
- While being transported to sanctioned activities by PVHS;
- At times and places where the Director or other school officials or employees have jurisdiction over students;
- During school-sponsored events;
- During field trips;
- During athletic functions;
- When going to and from school;
- During other activities associated with the school in any way.

Additionally, the Director is authorized to begin disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process because the violation is directly connected to prior violations at school, or threatens to produce further violations at school.

DISCIPLINE POLICY

It is the policy of PIMA VOCATIONAL HIGH SCHOOL to provide students with a safe and secure learning environment. To ensure this policy is adhered to, the Board directs the Director to establish administrative procedures related to student discipline.

Prohibited Conduct:

Disruptive Behavior

A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt any school function, process or activity

Violation of Federal, State, or Local Law

A student shall not violate any federal, state, or local law.

Violation of School Policies and Rules

A student shall not violate any Board Policy, Administrative regulation, or school rule.

Defiance of Authority; Truthfulness

A student shall obey the reasonable orders of teachers, administrators, and other employees, and shall respond to requests for information from these persons in a truthful manner. A student shall not speak to or refer to teachers, administrators or other employees in a vulgar or profane manner.

Alcohol; Drugs, Drug Paraphernalia

A student shall not possess, sell, offer to sell, use, transfer, or be under the influence of alcohol, drugs, or medication (certain use of medication is allowable if prescribed by a physician and used in accordance with the prescription and Board policies). For the purpose of this policy, drugs include: any narcotic or dangerous drug, vapor-releasing toxic substance, marijuana, or other substance enumerated in ARS 13-3401. Drugs also mean anabolic steroids. The term medication means, patent or proprietary medicines as defined in ARS 21-1901(39).

If a student is suspected by any Pima Vocational High School Staff of being under the influence or in possession of any controlled substance or paraphernalia, an Administrator, after investigation, will make a determination and call the Police.

Vandalism; Littering; Destruction of Property

A student shall not damage, destroy, or deface any school property, or property belonging to any other person, and shall not litter on school property.

Possession of Weapons or Dangerous Items

A student shall not possess or use firearms, weapons, explosives, fireworks, or any other instrument capable of harming any person or property, or reasonably susceptible of creating

the impression of such harm. Possession of any weapon is grounds for immediate expulsion from PVHS.

Threats; Assaults; Fighting

A student shall not verbally or physically threaten, abuse, assault, or engage in a confrontation with any other student, employee, or any other person.

Defamation

A student shall not use defamatory words or phrases, or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, or are false and have a tendency to impugn a person's occupation, business, or office.

Obscenity; Vulgarity

A student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the school community, would find, taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population. A student shall not use vulgar language, material or gestures that depict sexual and/or excretory activities in a potentially offensive manner.

Sexual Harassment/Misconduct

A student shall not use unwelcome sexual advances, requests for sexual favors and other verbal, graphic, written, or physical conduct of a sexual nature, or targeted towards another student, employee, or anyone else because of his/her gender, which is sufficiently severe, persistent or pervasive with a person's learning or work environment. A student shall not be involved with any forms of indecent exposure or public sexual indecency. (Sec 27, Para A-D of the Personnel Manual)

Gang Activity

A student shall not engage in ANY gang or gang related activity such as wearing gang-related clothing and/or colors, hats, baggy or sagging pants or shorts, long hanging belts, graffiti (tagging), gestures, beepers, etc.

Damage to School Property

A student shall not damage books, materials or equipment. Students and/or their parent(s) will be assessed charges for damage to school property.

Loitering

A student shall not loiter in or out of vehicles while on the campus. Friends of students are not allowed to loiter in or around school property.

Cheating

A student shall not engage in cheating with materials and on tests.

Altering Official Documents/Communications

A student shall not forge, falsify, alter or misappropriate any official document including grades, permission slips, hall passes, transcripts, parent notes, other school/parent communications.

Gambling

A student shall not participate in illegal games of chance for money and/or other things of value.

Extortion

A student shall not obtain or give money, information, or anything of value from another student, employee or any other person by threat, intimidation, or misrepresentation.

Smoking/Tobacco Use

No smoking or use of tobacco-related products except in designated smoking areas. Absolutely no vaping or use of E-cigarettes on school property or within proximity of the school. Vaping on or near school property will result in an automatic suspension and possible expulsion from the school.

Dress Code

PVHS shirts are required on school premises and/or school related activities. Wearing hats is not allowed in the school building. Midriff, tank tops, and clothing with drug/tobacco/alcohol slogans or obscenities are not acceptable attire. All outerwear and/or undershirts must be black, gray, or white. Outerwear must zip or button in the front so that the Intern logo is visible.

Leaving Campus Without Permission

Both the Ina and Irvington campuses are closed campuses. Once students are on campus, they are not allowed to leave until released at the end of the day. This includes during the 15-minute break. There are vending machines and student breakrooms in both campuses. If a student must leave before the end of the day, they are required to check out with school administration, sign out, and not return for the rest of the day unless approved by administration.

Front Door

Students are not authorized to open the front door of the school for any person, known or unknown, including other students.

Parking Lot

Once a student has arrived on campus for the day, they are not permitted to return to the parking lot. For safety reasons, students are not allowed to sit in cars or hang out around cars during the school day, including during breaks.

NOTE: The above offenses may involve state law. For minor offenses, school officials may need to notify appropriate police authorities. For serious offenses, school officials are required to notify appropriate police authorities.

Arizona law makes it illegal to insult, abuse or assault a teacher or other school employees while they are engaged in the execution of any official duties.

Any student at any time is subject to random searches of clothing and/or backpack. Failure to allow a search will result in an automatic suspension and possible expulsion from the PVHS program.

CRIMES AND/OR BEHAVIOR VIOLATIONS

The following crime and/or behaviors **WILL** be reported to law enforcement. It is important for all staff, students, and parents to understand that, in addition to taking disciplinary action at the school level, certain criminal and/or disruptive behavior **WILL** be reported to appropriate law enforcement agencies.

School officials **WILL** report the following incidents:

- Homicide
- Rape
- Arson
- Kidnapping
- Aggravated Assault
- Possession of Weapon
- Bomb Threat and/or Setting of a False Alarm
- Possession, sale, or distribution of illegal drugs and dangerous substances, including alcohol and possession of paraphernalia
- Sexual misconduct
- Burglary/Breaking and entering
- Any involvement in illegally removing a student from the school or other places where Pima Vocational High School has jurisdiction
- Non-Accidental injuries

The director or director's designee MAY report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school.

Such incidents include, but are not limited to the following:

- Assault
- Demonstration by students which could create unsafe conditions
- Extortion
- Theft/Possession of stolen property
- Vandalism
- Any attempt to try to convince a student or a school employee to disrupt any school function or classroom
- Trespassing
- Under the Influence of or in possession of drugs or alcohol

INTERNET POLICY

The use of the Internet at PVHS is for the sole purpose of promoting educational excellence in the pursuit of resources and communication. The following outlines the conditions of its use.

Personal Responsibility

As an Internet user, I accept personal responsibility for reporting any misuse of the network to the System Administrator(s). Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography and/or obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language, and other issues described below.

Acceptable Use

The use of school Internet accounts must be in support of education and research and within the educational goals and objectives of PIMA VOCATIONAL High School. I am personally responsible for this provision at all times when using the electronic information service. Use of other organizations' networks or computing resources must comply with rules appropriate to the network. Transmission of any material in violation of any U.S. law is prohibited. This includes, but it is not limited to, copyright material threatening or obscene material, or material protected by trade secrets. Commercial activities by for-profit institutions are generally not acceptable. Use of product advertisement or political lobbying is prohibited.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who uses the Internet will participate in a discussion with faculty member as to proper behavior and use of the network. Lead teachers will decide what is appropriate use and the decision will be final.

Network Etiquette

You're expected to abide by the generally accepted rules of the network etiquette. These rules include, but are not limited to, the following:

- Be Polite! Never send, or encourage others to send, abusive messages.
- Use appropriate language. Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- Privacy! Do not reveal your home address or personal phone numbers or other students or colleagues' information.
- Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to mail. Messages relating to or in support of, illegal activities must be reported to a school official.
- Do not use the network in any way that would disrupt use of the network by others.

Services

PIMA VOCATIONAL HIGH SCHOOL makes no warranties of any kind, whether expressed or implied. PVHS will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. PVHS specifically denies any responsibility for the accuracy of information obtained through its service.

Security

Security on any computer system is a high priority. If you identify a security problem, notify the Lead Teacher at once. Never demonstrate the problem to the others. Any user identified as a security risk may be denied access to the information system, and may have to appeal to the Director.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action and legal referral.

Updating

The information service may occasionally require new registration and account information for you to continue the service. You must notify the information system of any changes in your account information.

Student

I understand and agree that, by allowing me the use of the Internet, the school does not create a property right and the school may revoke my access or privilege for any reason or no reason. I understand and will abide by the provisions and conditions of this contract. I understand any violations of the previous provisions may result in disciplinary action, the revoking of my user account, or/and appropriate legal action. I also agree to report any misuse of the information system to the Lead Teacher.

Parent/Guardian

Students under the age of eighteen (18) must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the school to restrict access on the system to controversial or inappropriate materials, and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information system to the school administrator. Misuse can come in many forms, but be viewed as any messages sent or received that indicate or suggest pornography and obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language, violence, and other issues described previously.

Administrative Discipline Profile/Disciplinary Action

PROHIBITED CONDUCT	FIRST OCCURANCE	SECOND OCCURANCE	THIRD OCCURANCE
Disruptive Conduct	1 –1 conference	Meet with Administration Team	Possible suspension
Violation of Federal state law or Local Law	Meet with Administration Team – possible suspension/exclusion		
Defiance of authority; Truthfulness	1 –1 conference	Meet with Administration Team	Possible suspension
Alcohol; Drugs; Drug Paraphernalia – Includes being around others who are engaging in illegal behavior	Automatic Suspension and possible exclusion	Automatic exclusion & a call to Law enforcement	
Vandalism; graffiti Littering; Destruction of Property	Documented parental involvement & reparation	Automatic exclusion from PVHS Programs	
Possession of Weapons or Dangerous Items	Automatic exclusion from the PVHS Programs & a call to Law enforcement		
Threats; Assaults; Fighting	Automatic exclusion from the PVHS Programs		
Bullying	Suspension and meeting with Administration Team	Automatic exclusion from PVHS Programs	
Obscenity; Vulgarity	Documented warning	Documented Parental Involvement & possible suspension	Possible exclusion
Gang Activity	Documented warning and removal from school until parent(S) meet with the administration	Automatic exclusion from PVHS Programs	
Significant damage to School Property	Documented Warning & meet with Administration Team	Automatic exclusion from PVHS Programs	
Closed Campus Violation	Parental Involvement/ Possible Suspension	Suspension/Documented Parental Involvement	Automatic exclusion from PVHS programs
Loitering	Documented warning	Documented Parental Meeting	Automatic exclusion from the PVHS Programs
Cheating	Documented warning	Possible Suspension	Suspension
Abuse or Assault or unwarranted accusations about Staff Members	Automatic exclusion from the PVHS Programs		
Sexual Harassment	Documented warning & meet with Administration Team	Documented Parental Involvement/Suspension	Automatic exclusion from PVHS Programs.
Misuse of Computer or Internet	Documented warning & meet with Administration Team	Documented Parental Involvement/Suspension	Automatic exclusion from PVHS Programs.

ADMINISTRATIVE PROCEDURES

Upon enrollment, a teacher shall review the PIMA VOCATIONAL High School Discipline Policies and Procedures with the parent(s)/guardian(s) and the student, and obtain their signatures on Form 9-2000.

Should a discipline problem occur, the lead teacher shall follow the discipline matrix in terms of the action to be taken and send the appropriate copy of the Student Discipline Referral Form DP-2/98 to the Director and to the parent(s) or guardian(s) within 24 hours of an infraction, if it is appropriate.

Appeals may be submitted IN WRITING to the Director's office. The Director and/or designee shall review all facts in the case and render a written decision within three (3) days of receiving the appeal. The decision will be disseminated to PVHS personnel and the parents within five (5) days.

Appeals of the Director's decisions may be submitted IN WRITING to the Executive Committee of the Board of Directors. The Executive Committee shall review all facts and render a decision within five (5) working days of receiving an appeal. The Executive Committee's decision shall be final.

NOTE: If the infraction is one where automatic exclusion is warranted, then the Teacher shall immediately notify the Director and/or designee who will be responsible for final disposition.

SIGNATURE PAGE

I have received a copy of the PIMA VOCATIONAL HIGH SCHOOL discipline policies and procedures. I understand the policies and procedures, including the misuse of the computer and the Internet.

The signature below indicates agreement to abide by these policies and procedures.

Student's Name: _____
(Please print)

PARENT/GUARDIAN NAME (Please Print)

DATE

PARENT GUARDIAN SIGNATURE

DATE

STUDENT SIGNATURE

DATE

STAFF MEMBER

DATE