



Student Handbook

2018-19

Irvington Campus

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PIMA VOCATIONAL HIGH SCHOOL

BOARD OF DIRECTORS

Albert Garcia	Ted Hartenstein
Mary Fellows	Dalila Perez
Juanita Garcia-Seiger	Jay Slaughter

ADMINISTRATIVE STAFF

Michele Ray.....	Director
Leslie Laird-Lynch.....	Program Coordinator
Irene Medina.....	Senior Admin Specialist
Cecilia Noperi.....	Admin Support
Joel Brown/Tria Aronow.....	Youth Specialists

PIMA VOCATIONAL HIGH SCHOOL MISSION

2017-18

Pima Vocational High School (PVHS) is an accredited 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 onsite 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.

A student whose primary language is other than English will be assessed and placed in an English Language Learning (ELL) program if needed.

Instructors will determine the depth and length of any remediation required. Courses could include: ELL Reading, Reading Comprehension, Spelling, Language Arts, Science, 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.

ENROLLMENT

A student enrollment packet must be completed and turned in at either PIMA VOCATIONAL HIGH SCHOOL site. A student MAY NOT be allowed to start school until the completed enrollment packet has been received and reviewed by the main office.

The enrollment packet MUST contain 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

b) A CERTIFIED (official) copy of the student's transcript. Enrolling transfer students must provide a withdrawal form from previous school attended, if the student was in attendance during the current school year.

c) Proof of immunization (shot records).

IMMUNIZATION

The parent or guardian or person in loco parentis of the student shall, prior to enrollment of the student, 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's immunization records must be submitted prior to attendance, although a student may be conditionally enrolled provided that immunizations are initiated within five (5) days. The Director shall suspend a student upon enrollment if the student does not have documentary proof of immunization and does not present evidence of exemption from immunization.

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 Principal 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.

The waiting list is comprised of two parts: Part A. for students needing five (6) or fewer credits to graduate; Part B. for students needing more than five (6) credits to graduate. Should two or more students enroll on the same date, a lottery will be conducted by the Director's office to determine the next student to be enrolled.

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.

A student currently enrolled at one site, who requests (after consultation) a transfer to another career site will be given priority, 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.**

ANNUAL REPORT CARD

In accordance with the Arizona Revised Statutes 15-746, Annual Report Card, PIMA VOCATIONAL HIGH SCHOOL will make available to all interested parties an Annual Report Card with the following information:

- A description of the school's curriculum and instructional program;
- A description of the current academic goals;
- The students attendance rate;
- The number of incidents that occurred on the school grounds that required law enforcement officers;
- The percentage of students who have graduated and advanced to the next grade level;
- A description of the social services available;
- The school calendar, length of day, and hours of operation;
- The total number of students enrolled during the previous year;
- Transportation services available;
- Parent responsibilities;
- School responsibilities for the report card.

All of the information on the Annual Report Card will be submitted to the PIMA VOCATIONAL HIGH SCHOOL Board of Directors and the Arizona Department of Education. Parents will also be provided a copy of the Annual Report Card upon request.

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		4.0 Credits
Mathematics		4.0 Credits
Pre-Algebra (Number Sense & Operation)	0.5 Credit	
Data Analysis/Probability/	0.5 Credit	
Algebra I	1.0 Credit	
Algebra II	1.0 Credit	
Geometry	1.0 Credit	
Science		3.0 Credits
Scientific Inquiry & History	.25 Credit	
Ecology	.25 Credit	
Biology 1A & 1B	.50 Credit	
Biology 2A & 2B	.50 Credit	
Global Change	.50 Credit	
General Science	1.00 Credit	
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/Dr. Ed.		0.5 Credit
School-To-Work (Voc. Ed.)		4.0 Credits
Electives		3.5 Credits
TOTAL		<u>22.0 Credits</u>

READING, WRITING AND MATH PROFICIENCY

Students needing additional assistance in reading may be required to take a reading improvement course or tutoring.

REQUIRED COURSES

English

Four Credits (4) are required

Each course will consist of Grammar, Expository Writing, Writing Skills, Reading and Literature. English classes taught at Pima Vocational High School, in keeping with the Arizona Essential Skills, help students understand the history and power of language, understand linguistics and grammar, develop study skills; experience and respond to a variety of literary forms, use literature as a basis for language development, gain insight into themselves and other; and develop a life-long habit of reading.

Mathematics

Four (4) Math credits are required for graduation

One credit will be Pre-Algebra or higher. Admission to state universities requires four (4) credits in mathematics at the integrated 3-4 or higher levels. Mathematics classes taught at P.V.H.S., in keeping with the Arizona Essential Skills, 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 situation.

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 Essential Skills, help students: develop a positive attitude and excitement about learning science; develop an understanding about the nature world; understanding 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 state essential skills 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, in keeping with the Arizona Essential Skills, develop knowledge and culture 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 Essential Skills, 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.

School to Work

Four (4) credits are required in Work/Technological Foundations

Additional elective credits may come from School-to-Work programming. Students enrolling with nine and one half (9.5) elective credits are waived from this requirement. The grade for this course will be derived from the completion of the competency-based program combined with experience for all off campus assignments and work programs.

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 (ELL)

All students enrolled in ELL shall, have on file, an Individual Language Learner Plan (ILLP). All students completing ELL classes shall receive credit in English.

Elective Credit

Skill level in English will be assessed for every student with a home language other than English. English Language Learners may be required to complete an ELL course of study. Special ELL courses can be applied toward electives credits.

ACADEMIC PROGRESS REQUIREMENT

Students are expected to earn at least three quarter ($\frac{3}{4}$) credits per session and one quarter ($\frac{1}{4}$) credits in one (1) core subjects. 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 eighteen (18) credits earned (combination of transferred credits and PVHS credits) at the beginning of their last semester, 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 VOCTIONAL HIGH SCHOOL.

ATTENDANCE

Students are expected to attend school on a regularly scheduled basis, Monday through Friday. A student who has **three (3) or more unexcused 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 LEARNERS (ESL) PROGRAM

PIMA VOCATIONAL HIGH SCHOOL will ensure that students who have limited English proficiency are provided instruction to become proficient in English. This will occur through a process of identification and engagement in a curriculum and instructional program to meet their needs. Instruction is provided by ELD (English Language Development) or bilingual instructors and /or instructional assistants, using the ELLP model for developing English proficiency. Students with limited English proficiency may be required to enroll in a special ELD Language Arts courses.

Pursuant to ARS 15-754, the ELD program, using the ILLP Model, will consist of daily instruction in English language development including:

- Listening and speaking skills, reading & writing skills, and cognitive and academic skill development in English
- A plan to develop an understanding of the history and culture of Arizona and the United States
- A plan to develop an understanding of the customs and values of the cultures associated with the primary home language of the student

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.

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 month 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 violates those rights and responsibilities;
- A standardize 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, 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, such as student government, clubs, programs, and extracurricular activities, 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, nationally, 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 sanctioned by PVHS;
- At times and places where the Director or other school officials or employees has 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 use 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

The forgery, falsifying or unauthorized alteration or misappropriating of 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

ABSOLUTELY NO SMOKING OR USE OF TOBACCO OR TOBACCO RELATED PRODUCTS INCLUDING, BUT ARE NOT LIMITED TO CIGARETTES, CIGARS, PIPES, SMOKELESS TOBACCO, WATER PIPES, HOOHAK, E-CIGARETTES, CHEWING TOBACCO, SNUFF AND OTHER PRODUCTS CONTAINING TOBACCO ON SCHOOL PROPERTY OR WITHIN PROXIMITY OF THE SCHOOL.

Dress Code

PVHS shirts are required on school premises and/or school related activities. Wearing hats are not allowed in class room. Midriff, tank tops, and clothing with drug/tobacco/alcohol slogans or obscenities are not acceptable attire.

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.

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-privates 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 Discipline Team		
Defiance of authority; Truthfulness	1 –1 conference	Meet with Administration Team	Possible suspension
Alcohol; Drugs; Drug Paraphernalia	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	Documented Warning & meet with Administration Team	Documented Parental Involvement	Automatic exclusion from PVHS Programs.
Obscenity; Vulgarity	Documented warning	Documented Parental Involvement	
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	Documented Parental Involvement	Automatic exclusion from PVHS Programs.
Closed Campus Violation	Documented Warning & 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		
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	Automatic exclusion from PVHS Programs.
Misuse of Computer or Internet	Documented warning & meet with Administration Team	Documented Parental Involvement	Automatic exclusion from PVHS Programs.

ADMINISTRATIVE PROCEDURES

Upon enrollment, a teacher shall review the PIMA VOCATIONAL High Schools 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 and 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