



**Student Handbook
2018-2019**

**Irvington Campus
175 W. Irvington Rd.
Tucson, AZ 85714
(520) 724-9740**

**Ina Campus
5025 W. Ina Rd.
Tucson, AZ 85743
(520) 724-9400**

Pima Vocational High School

Mission Statement

2017-18

Pima Vocational High School (PVHS) is an accredited public Charter School that welcomes youth ages 16-21, 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. PVHS 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.

Pima Vocational High School Student Handbook

Enrollment

- A student enrollment packet must be completed and turned in at either PVHS Campus.
- 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
 - Baptismal Certificate
 - Tribal Identification
 - Original school registration records
 - B. Proof of Residency (address)
 - C. Immunization (shot records) Records
 - D. Transcripts and Withdrawal Form

Pima Vocational High School Student Handbook

Affirmative Action Policy

- Pima Vocational High School provides equal opportunity to all persons, without regard to race, disability, color, creed, religion, gender, national origin, 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. **We strive for a staff that reflects diversity.**

Americans with Disabilities Act of 1990

- Pima Vocational High School is in full compliance with the ***Americans With Disabilities Act of 1990***. PVHS welcomes applications from people with disabilities and does not discriminate against them in any way. A lack of language skills shall not be a barrier to admission or acceptance into any program, including vocational education.

Pima Vocational High School

Student Handbook

Progress Reports

- 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.***
- **Grading Scale** – Grading of all students' work is based on the following:
 - 90% to 100% = A**
 - 80% to 89% = B**
 - 70% to 79% = C**

Students scoring below 70% receive an NC (no credit) and must repeat the course.

Attendance – Students are expected to maintain 92% attendance, Monday through Friday. A student who has three (3) or more unexcused absences in a session may be dropped from the program. A student who has been dropped may request to be enrolled at the start of a new session, providing space is available.

Pima Vocational High School Student Handbook

Student Rights

- The right to a quality education
- The right to an education without undue interruption, disruption, fear from bullying, or inhibition
- The right to know the consequences of misconduct
- The right to receive respect from school staff and other students
- The right to privacy and confidentiality with student records

Pima Vocational High School Student Handbook

Student Rights cont...

- The right of protection from unlawful search and seizure and to due process procedures which are clearly stated
- The right to appeal disciplinary action which results in suspension
- The right to receive and obtain credit for classwork while on short-term and long-term suspension.
- The right to protection and confidentiality when fulfilling the responsibility to report violations of the guidelines

Pima Vocational High School Student Handbook

- **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. The guidelines are in force during:

- ✓ **Regular school hours.**
- ✓ **PVHS sanctioned field trips, functions, and/or events.**
- ✓ **School sponsored events.**
- ✓ **When being transported to and from school.**
- ✓ **Any other activities associated with school in any way.**

Pima Vocational High School Student Handbook

- **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	Violation of Federal, State, or Local Law
Violation of School Policies and Procedures	Defiance of Authority; Truthfulness
Alcohol, Drugs, Drug Paraphernalia	Possession of Weapons
Vandalism, Littering, Destruction of Property	Threats, Assaults, Fighting, Bullying
Defamation	Obscenity, Vulgarity
Sexual Harassment/Misconduct	Gang Activity
Damage to School Property	Loitering
Cheating	Gambling
Altering Official Documents/Communications	Extortion
Smoking/Tobacco Use	Dress Code

Pima Vocational High School Student Handbook

- **Crimes and/or Behavior Violations** The following crimes/behaviors **WILL** be reported to law enforcement. In addition to taking disciplinary action at the school level, they will be reported to the appropriate law enforcement agencies.

School officials will report the following incidents:

Homicide

Arson

Bomb Threats/Setting False Alarms

Burglary/Breaking and Entering

Rape

Kidnapping

Sexual Misconduct

Non-Accidental Injuries

Possession, sale, or distribution of illegal drugs and dangerous substances, including alcohol and possession of paraphernalia.

Any involvement in illegally removing a student from the school or other places where PVHS has jurisdiction.

Pima Vocational High School Student Handbook

- **Crimes and/or Behavior Violations** The above offenses may involve state law. For minor offenses, school officials may need to notify police authorities. For serious offenses, school officials are required to notify proper law enforcement authorities. Arizona 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.
- The director or director's designee will report to law enforcement agencies other potentially disruptive incidents occurring within the regular operation of school. Such incidents include, but are not limited to the following:
 - Assault
 - Theft
 - Vandalism
 - Extortion
 - Possession of Stolen Property
 - Trespassing
- Demonstration by students which could create unsafe conditions. Any attempt to convince a student or school employee to disrupt any school function or classroom. Under the influence of, or in possession of drugs or alcohol.

Pima Vocational High School Student Handbook

- **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 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).
- **Acceptable Use** The use of school internet accounts must be in support of education and research and within the goals and objectives of PVHS.
- **Privileges** **The use of the information system is a privilege, not a right.** Inappropriate use will result in a cancellation of those privileges. Each person who uses the internet will participate in a discussion with PVHS staff as to proper behavior and use of the network.
- **Network Etiquette** You are expected to abide by the generally accepted rules of the network etiquette. These rules include the following:
 - Be polite!** No abusive messages or bullying.
 - Use appropriate language.**
 - Privacy!** Home addresses and phone numbers may not be private.
 - Email** is not guaranteed to be private.
 - Network** do not use/disrupt the network in any way.

Pima Vocational High School Student Handbook

Acknowledgement

- **Services** PVHS makes no warranties of any kind, whether expressed or implied. PVHS will NOT be responsible for any damages you incur and/or cause while you are on this system.
- **Security** on any computer is a high priority. If you identify a security problem, notify PVHS staff at once.
- **Vandalism** is defined as any malicious attempt to harm or destroy data of agencies, users, or the network connected to the system.
- **Updating** The information system may require new registration and account information to continue your service.
- **Student** I understand 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 of privilege for any reason or no reason. I understand and will abide by the provisions and conditions of this contract.
- **Parent/Guardian** Students under the age of 18 must also have the signature of a parent/guardian who has read this contract. As the parent/guardian, I understand that it is impossible for the school to completely restrict access to inappropriate material. I will not hold the school responsible for such materials acquired on this network.

Pima Vocational High School

Student Handbook

Non-Negotiables

- **Vaping** – While cigarette smoking is allowed outside in the designated area, vaping is NOT allowed anywhere on or near the school campus. If vaping devices are found on a student, he/she will be suspended.
- **Use of Electronics** – No electronics, including cell phones allowed in the classroom
- **Food & Drink** – No food or drink (except water) allowed in the classroom...no food, drink (including water) allowed near computers
- **Profanity** – Not allowed
- **Hats/Hoodies/Headgear/Sunglasses** – Not allowed in the building
- **Dress Code** – All students must be in proper intern shirts. Only black, gray, or white are acceptable shirts to wear underneath intern shirt; only black, gray, or white zip-up or buttoned jackets may be worn over intern shirt. PVHS logo must be visible. Neither red nor royal blue pants, shorts, etc. are allowed. Midriffs, tank tops, short short, and clothing with drug/tobacco/alcohol slogans or obscenities are not acceptable attire.