

# PHS

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## **Student Handbook**

**2021 - 2022**

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# Table of Contents

Who We Are	5
Parent Involvement	7
Communication with the School	7
Visitors	7
Communication on Safety Issues	8
Admission	8
Student Registration/Enrollment Process	9
Re-enrollment Process	10
Student Records	10
Transcript Requests	11
Withdrawing a Student	11
Student Placement, Class Selection and Change Request	11
Annual Public Notification of Nondiscrimination	11
Protection of Pupil Rights Amendment	13
Confidentiality of Student Records	14
Child Find	15
Media Release Policy	16
Parents Right to Know	16
Child Custody Records	17
Law Enforcement/Department of Child Safety	17
Compliance with Required Insurance	18
Daily Class Schedule	18
Wednesday (Early Release) Class Schedule	18
Building Access and Hours	18
Arizona State Attendance Policies	19
Attendance Policy	19
Reporting Student Attendance	20
Tardy Policy	20
PASSES	21
Student Code of Conduct	21
S.O.A.R	22

All students at Providence High School will demonstrate the following academic habits:	22
Academic Probation Policy	29
School Rules and Student Expectations	30
The “Good Neighbor” Policy	30
Behavior Intervention for Students	30
Disciplinary Hearing	31
Long Term/Expulsion hearing	32
Detention Policy	32
School Community Service Policy	32
Suspensions and Expulsions	32
Public Display of Affection (PDA)	33
Academic Integrity	33
Anti-Bullying Policy	33
Tobacco	34
Vape	34
Searches	34
Seizures	34
“10 Minute Rule”	35
School Property	35
Dress Code	35
Friday Spirit Days	36
DRESS CODE FOR SEMI-FORMAL & FORMAL DANCES	36
Dance Rules	37
Guests Attending Dances and School-Sponsored Activities	37
SOAR Bucks Store	37
Closed Campus Policy	37
Ordering Outside Food	38
Student Information System (SIS)	38
Uninterrupted Instructional Time	38
Mandatory Tutoring	38
Homework	38
Grading Scale	39
Progress Reports	39

Grade Reports	39
Final Exhibitions	39
Assessment of Learning	40
AZM2 State Standardized Assessment	40
Student Fees:	40
Special Education	40
University Level/Dual Enrollment	41
Grade Point Average (GPA)	41
Principal’s List and Honor Roll	42
Transfer credit	42
Regulations and Procedures for High School Graduation	42
Graduation Requirements	42
Service Learning	43
Valedictorian/Salutatorian	44
High School Grading System-Rank-in-Class	44
Graduation/Commencement	44
Textbooks and Materials	44
Student Calculators	45
Academic Advisor	45
Campus Security (Surveillance Cameras)	45
Solicitation	46
School Visitors	46
Transportation	46
Bus passes	47
Bikes, Scooters, and Skateboards	47
Student Parking Policy	47
Assembly Conduct	48
Personal Property	48
LOCKERS	49
Telephone Policy	49
Electronic Devices	49
Medicine at school	50
LEAVING CAMPUS	51

Off Campus Events	51
Field Trip Policies and Procedures	51
Extracurricular Activities	52
DISCIPLINE: LIST OF VIOLATIONS AND CONSEQUENCES:	52

## Who We Are

Providence High School is a tuition free public charter high school. We have identified a significant need in our community to better serve students who have struggled to achieve academic success in traditional High Schools due to behavioral and emotional obstacles. All students have their own unique challenges that may have created academic barriers in the past. However, our curriculum and expertise concentrate on developing and strengthening students through a holistic, trauma informed approach.

PHS combines instructional rigor and relationship focused interventions to achieve an environment where students feel safe and welcomed as they continue to grow and achieve their goals. Our school professionals ensure our students' growth by providing support academically, behaviorally, socially, and emotionally. We measure our success through test scores and graduation rates, but truly achieve success through helping our students reach their full potential.

**Desire.**

**Discipline.**

**Development.**

## Mission Statement

Our mission is to enable our students to realize their unique talents while mastering core academic skills and developing the social-emotional strengths required for student success in the 21st century.

## Vision Statement

Providence High School will embrace student diversity; support the development of skills students need to make responsible choices; teach the 21st century skills students need to succeed academically, personally, and professionally; empower students with the knowledge and confidence necessary to transfer academic knowledge to the real world; and inspire lifelong leaders to develop a commitment to serve in their communities.

## Vision of the Providence High School Graduate (S.O.A.R)

A Providence High School graduate is one who demonstrates an understanding of **self-awareness, optimism, advocacy, and respect**. These four pillars will be supported through the various learning activities and experiences across all disciplines. The vision of the graduate will serve as a foundation for work and decision-making at Providence High School.

## Motto

*Per Angusta Ad Augusta*

Through difficulties to great things.

## Belief Statements

- We believe all students are responsible for the choices they make, and we will help our students develop skills to make responsible choices.
- We believe in students' individuality and celebrate the diversity they bring to our school.
- We believe all students can learn to respect one another and themselves and transfer this respect to their personal and professional lives.
- We believe that students should understand the practical purposes of what they are learning and understand how to apply their knowledge and skills throughout their lives.

## Our Values

**DESIRE.** We acknowledge that personal growth must begin from within. PHS seeks to foster a strong passion for lifetime learning in all our students. We provide the foundation that will empower individuals to discover their own sense of purpose. Individuals will be able to identify their own challenges in an effort to create a personal commitment to evolve.

**DISCIPLINE.** PHS implements structure and consistency to foster the development of self-discipline, integrity, and strong moral character. Students are taught to utilize their own strengths to determine their own futures. PHS creates a safe and nurturing learning environment where will demonstrate perseverance that will empower them to have a positive impact within their families and communities.

**DEVELOPMENT.** Through the process of building relationships and overcoming obstacles, individuals will achieve self-sufficiency and establish a positive sense of self-worth. By utilizing a holistic approach, individuals will be challenged to grow mentally, emotionally, and spiritually.

## Parent Involvement

For Providence High School to be effective, it is essential that a spirit of cooperation, trust, and support exist between the school and the parent. It is for this reason that we ask the family to become familiar with the philosophy, policies, and procedures developed and enforced by Providence High School.

Providence High School considers parent involvement an important element in the development of the Providence community. Special organizations exist to enable parents to take an active part in our school.

- School Site Council
  - Providence Schools supports an advisory committee called a School Site Council. This council consists of a group of parents dedicated to supporting student learning and the overall success of the school. The School Site Council meets once every quarter during the school year.
  - Parent volunteers: Parent volunteers are essential as they provide a more community approach to our students' learning environment. Parent volunteers may be utilized in various areas of the school such as, lunch aides, academic supports, or field trip chaperones. Parents interested in volunteering at Providence High School ,must undergo a screening application and fingerprinting process.
  - Parent Conferences
  - Parents and families can set up individual conferences and can be scheduled on an as needed basis through the front office or by contacting the teacher.

## Communication with the School

Parents may contact teachers and school administrators through school voicemail or by email. Parents may expect a return call within 48 hours (excluding holidays and weekends). If you do not receive a response within this time frame from the teacher, please contact school administration.

## Visitors

Providence High School maintains an open door policy. We are happy to have parents, prospective students and community members come and tour the campus. Visitors are required to sign in and out at the office when they arrive at the school. Arrangements should be made directly with the classroom teacher prior to classroom visits. Informal conferences or conversations may be scheduled with teachers or school leaders throughout the year. Parents need not wait for a formal parent conference to talk to teachers. In resolving disputes that stem from activities on the school grounds, parents should contact the teacher to discuss the matter. If that does not resolve the issue, please request a meeting with school administration.

## Communication on Safety Issues

If a safety issue arises on the school campus, the administration will determine the best way to provide information to parents. This communication might be through email, a letter sent home with students, or a recorded message via the school's telephone system. Events that are practiced throughout the year include fire drills, lockdown drills, and bus evacuation drills. If any of these emergency events actually occur, the administration will contact parents and guardians via our phone blast system and/or email. The school will have at least one fire drill per month during school hours. Lockdown drills will be held at least quarterly. Specific signals and procedures have been established for all types of disaster drills and safety areas have been designated. Teachers are equipped with instructions and all drills will be practiced with students on a regular basis. If a parent is on school grounds during a practice event, the parent is also expected to participate in the drill. If a parent should arrive during a practice event, they will not be permitted on school grounds until the drill is complete.

## Admission

Providence High School is open to all students on a space available basis within each grade level. PHS does not limit admission on the basis of ethnicity, national origin, gender, income level, disability, English language proficiency, athletic ability, immigration status or any other basis prohibited by law.

Providence shall enroll all eligible students who submit a timely application, so long as there is capacity in the specific grade, class, building or program to which the student is applying. Enrollment deadlines are set yearly by the Administration and are available in the front office and on the schools website. If there are more student applications than there is capacity, admission will be determined by a lottery. After the enrollment period, students will be placed on a wait list in the order that they were received. An applicant will be offered a spot only after an opening occurs in the respective grade and after meeting the eligibility requirements of the school.

Preference is given to

- Returning students
- Siblings of admitted students
- Children, grandchildren or legal wards of employees of the School, employees of the charter holder, members of the Governing Body of the School or directors, officers, partners or Board members of the charter holder
- Students who attended another charter school or are the siblings of that student if the charter school previously attended by the pupil has the same charter holder, governing body and governing body membership as the enrolling charter school or is managed by the same educational management organization, charter management organization or educational service provider as determined by the charter authorizer
- Children who are in foster care, and Children who meet the definition of unaccompanied youth in the McKinney-Vento Homeless Assistance Act.

Students transferring from an Arizona school will need to submit a properly executed ADE Official Notice of Pupil Withdrawal form prior to his/her attendance. Admission to Providence High School is open to all students with documentation that they have completed the eighth grade or who meet other state guidelines for admission to High School.

Providence High School shall not collect or use information about whether a prospective student is, or may be, eligible for special education services under federal law, for the purpose of making admissions decisions, except to the extent necessary to determine whether or not there is capacity in the program for which the student is applying. To the extent any such information is obtained during the application stage, PHS shall ensure that it is not used in the admission-decision process, but only to better serve the student promptly and appropriately, following admission. Providence High School reserves the right to not admit a pupil who has been expelled or is in the process of being expelled by any Arizona public or private school. Failure to disclose this information on the application may result in revocation of the student's acceptance.

The School will provide translated documents and translation services from appropriate and competent individuals, as necessary, for all enrollment documents.

## Student Registration/Enrollment Process

Students/Guardians must complete the Student Enrollment Packet (in office or on website) and return it to the main office at Providence High School. Students and parents are responsible for obtaining all proper documentation when enrolling. Once a student has submitted all enrollment requirements and is fully enrolled, a meeting will be scheduled with a school administrator to acquaint the student and the parent with the policies and expectations set forth for Providence High School students. Enrollment procedures will only be considered complete when all enrollment forms are complete.

1. Completed Enrollment Packet
2. Proof of Identity

The School must obtain proof of age and identity from students when they enroll. Within 30 days of enrollment, the individual enrolling a student (except homeless students) in the School for the first time will be asked to produce proof of ONE of the following:

1. A certified copy of the student's birth certificate; or
  2. Other reliable proof of age and identity, (i.e., baptismal certificate, social security card application, original school registration record) and an affidavit explaining the inability to provide a copy of the birth certificate; or
  3. A letter from the authorized representative of an agency having custody of the pupil pursuant to a juvenile court proceeding, certifying that the pupil has been placed in the custody of the agency as prescribed by law.
3. Current immunization record
    - The School must obtain and maintain a student's immunization record prior to attendance, unless the student is exempted from immunization by law. A student

may be conditionally enrolled provided that the necessary immunization has been initiated and a schedule has been established for the completion of the required immunization. Arizona law requires that a student shall be suspended and not allowed to attend school if the required immunizations have not been obtained.

4. Copy of custodial or guardian papers, if necessary
5. Residency paperwork
  - Providence High School must obtain and maintain verifiable documentation of a student's Arizona state residency upon enrollment and must reaffirm residency in connection with a student's subsequent attendance at the School in future years. PHS shall comply with the Arizona Department of Education's Residency Guidelines and applicable Arizona law in determining who meets the residency requirements for the purposes of attending school without payment of tuition. PHS shall not request or require documentation regarding a student's citizenship or immigration status in connection with enrollment or at any other time. PHS shall maintain a copy of all required residency documents in students' educational files.
  - Providence High School shall comply with and provide services under the McKinney-Vento Homeless Assistance Act, which ensures that homeless children and youth have access to a free, appropriate public education, comparable to that provided to the children of any Arizona resident and consistent with Arizona's mandatory school attendance laws.
  - Enrollees that meet the definition of "homeless students" shall be excused from providing certain enrollment documentation that is otherwise required by law, and the School shall immediately enroll a homeless student, even if the student is unable to produce the records normally required for enrollment.

It is the responsibility of the parent/guardian to keep the school informed of their current address, phone number, and email. Please notify the school immediately with any changes in address, phone number, or email.

## Re-enrollment Process

To secure your student's place at Providence School for the next school year, you must officially complete the "intent to return", a document which will be provided to the student in February. In February, re-enrollment packets will be sent home along with the spring deadline for re-enrollment. If there are more applicants than openings, all applicants are subject to a lottery.

## Student Records

A student's education records are located in the student file, which consists of two major areas: (a) permanent records, such as grade and attendance reports and health records, and (b) discipline records. Providence High School complies with all Federal and State laws concerning

student records. Information regarding a student's progress will be shared only with parents/guardians, appropriate members of school faculty and staff, and any professional consultants retained for the purpose of measuring or improving instructional quality. Student records can be obtained from contacting the front office

## Transcript Requests

Students may request a copy of their official transcript at the front office. Students may request up to five copies of their official transcripts at no cost per school year. Thereafter the cost for each copy is \$2.00. Alumni (a student 12 months after graduation) will have a charge of \$5.00 per copy. Students may request a copy of their unofficial transcript at the Providence High School front office.

## Withdrawing a Student

Parents/guardians requesting to withdraw their student are asked to complete an official withdrawal form, an exit interview form, and arrange the return of all schoolbooks and materials. All accounts must be paid in full before completion of withdrawal. Providence High School has 24 hours (excluding weekends and holidays) to process withdrawals for any and all students.

If you plan to move, let the school know at least three days in advance. The school will prepare transfer materials to help you get started at a new school. Transfer materials will be ready 24 hours (excluding weekends and holidays) from the date the school is notified.

## Student Placement, Class Selection and Change Request

Upon enrollment in the high school, each student may be asked to take a Common Formative Assessment in each course to ensure proper placement and content knowledge. The benchmark assessment and the student's most recent transcript will be evaluated to determine credits and courses that are still needed for graduation. Once the transcript and exam are evaluated, the student will be enrolled in the classes best suited to meet his or her individual needs. Students may request alternative courses or specialized electives during the registration process or with Administration once they receive their schedule.

## Annual Public Notification of Nondiscrimination

It is the policy of Providence Schools to maintain a nondiscriminatory learning environment and to ensure that students are free from discrimination in any school program or activity. Providence High School does not discriminate on the basis of race, color, sex, national origin, gender, age, sexual orientation or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

Providence Schools does not discriminate against any applicant for employment on the basis of sex, handicap, race, sexual orientation, color, religious, and national and/or ethnic origin.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990

Inquiries or complaints concerning discrimination, harassment, hostile environment, and the like, should be referred to the School's Compliance Officer:

Principal  
Edwin Ramos  
PO BOX 2156 Chandler, AZ 85244  
480-284-5999  
[edwinramos@providencehighschool.org](mailto:edwinramos@providencehighschool.org)

If the Principal is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board. Questions, complaints, or requests for additional information regarding these laws may be sent to PO Box 2156 Chandler, AZ 85224 Attn: PHS Compliance. Individuals are encouraged to discuss their complaint with an appropriate site administrator to determine if the matter can be resolved through informal discussion. Any person who believes she or he has been subjected to discrimination, harassment, or retaliation based on one of the protected categories listed herein may file a complaint under this procedure. PHS prohibits retaliation against anyone who files a complaint or cooperates in the investigation of a complaint.

**Complaint Procedure:**

To ensure the availability of witnesses, documents, and the like, complaints should be submitted within thirty (30) calendar days of the date the person filing the complaint becomes aware, or reasonably should have become aware, of the alleged discriminatory action. Notwithstanding the foregoing, complaints may be submitted at any time.

A complaint should be in writing and contain the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy requested. If a complainant is unable to submit their complaint in writing, a verbal complaint may be made by contacting the Compliance Officer listed above (or one of the alternative contacts listed above if the compliance officer is the one who is alleged to have engaged in the discriminatory behavior], and scheduling an appointment with the Officer or his/her designee. If a complaint is received by any PHS Staff Member, it shall be promptly forwarded to the compliance officer listed above (or one of the alternative contacts listed above if the compliance officer is the one who is alleged to have engaged in the discriminatory behavior).

The compliance officer, designee, or alternative shall conduct an investigation of the complaint. This investigation will be thorough, and shall include, as appropriate, a review of documentary evidence and interviews with relevant witnesses. Interested persons shall have the opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses.

While an investigation is being conducted, measures shall be taken as are appropriate to remove the Complainant from the alleged discrimination, until a written decision on the complaint is issued. These interim measures shall be determined by the Principal and/or the Investigator.

The Investigator will issue a written decision on the complaint no later than thirty (30) working days after it is filed, unless extenuating circumstances require an extension of the 30 day timeline.

If the decision finds that discrimination occurred, remedial action at the School level shall be initiated within ten working days of issuance of the decision.

The school shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) in the course of investigations pursuant to this regulation.

The availability and use of this complaint procedure does not prevent a person from filing a complaint of discrimination with the U. S. Department of Education, Office for Civil Rights.

The School will make appropriate arrangements to ensure that disabled persons and persons who do not speak English are provided accommodations, if needed, to participate in this complaint process. Such arrangements may include, but are not limited to, providing interpreters, providing recorded material for the blind, providing a scribe for submission of the complaint, assuring a barrier-free location for the proceedings, and the like. The Principal and Investigator will be responsible for making such arrangements.

## Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) gives parents and eligible students (emancipated minors, or students who are 18 years of age or older) certain rights regarding protected personal information, instructional materials, physical exams and health screenings. These include the right to:

1. Provide written consent before a student participates in any survey funded by the U.S. Department of Education that requests protected information: political affiliations; family, mental or psychological problems; sexual behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of family members; privileged relationships recognized by law such as with attorneys, doctors and ministers; family religious practices, affiliations or beliefs; and income, unless required by law to determine program eligibility.
2. Be notified and choose to opt out of certain activities, surveys and exams including: activities involving collection, disclosure or use of personal information obtained from students to market, sell or otherwise distribute information to others; surveys requesting protected information, regardless of funding; and any non-emergency, invasive physical exam or screening required for attendance, administered by the school and not necessary to protect students' health and safety – except for hearing, vision, or scoliosis screenings, or any exam or screening permitted or required by state law.

3. Inspect the following material, upon request, before the school administers or uses: surveys and instructional material involving protected information; documents to collect students' personal information for marketing, sales or other distribution purposes; and instructional material in educational curriculum.
4. Receive notification at the start of each school year, and after substantive changes are made, about the school's policy for complying with the Protection of Pupil Rights Amendment.

Parents who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave S.W., Washington, DC 20202-4605.

## Confidentiality of Student Records

### ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their student's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest. A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A legitimate educational interest means that the review of records is necessary to fulfill a professional responsibility for the school;

2. Other schools to which a student is seeking to enroll;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

Parents who believe their rights under FERPA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave S.W., Washington, DC 20202-4605.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for students with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. In addition, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the student is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must ensure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a student with a disability must be in accordance with IDEA regulatory requirements.

## Child Find

Providence High School actively seeks students, grades 9-12 and up to age 21, that may benefit from special education services. We use this notice as one means of annually informing our school staff, the public, and all parents/guardians within the school's boundaries of our responsibility to make a free, appropriate public education (FAPE) available to all middle and high school age students with disabilities.

In order to provide FAPE:

Screening for possible disabilities will be completed within 45 calendar days after notification to the responsible public agency by the parents/guardians of the student, or after any student enrolls in our school without appropriate records of screening, evaluation, and progress in

school. The Child Study Team (CST) will look at the student's ability in the areas of academics, vision, hearing, adaptive living, communication, social/emotional and motor skills.

For students who have not been involved in special education services previously, this CST may then suggest modifications and accommodations to be implemented in the general education setting for a period of time. The CST will reconvene after these pre-referral interventions have been in use to determine their effectiveness.

- If, after consultation with the parents/guardians, the responsible public agency determines that a full and individual evaluation is warranted, the public agency will provide required notices to the parents/guardians within 60 calendar days.
- An initial, comprehensive evaluation of a student being considered for special education will be completed, at no cost to the parents /guardians, as soon as possible, but time may not exceed 60 calendar days from receipt of informed written parents/guardians consent.
- In the case of a student who is identified with a special education need, a reevaluation of that need is conducted every 3 years, or more frequently if requested by the student's parents/guardians or teacher. The re-evaluation process need not include formal assessments.
- Some students who are not eligible for special education services may be eligible for support under Section 504 of the Rehabilitation Act of 1973. If eligible, school staff and the parents/guardians may develop a written plan to assist the student.
- If you have knowledge of a student, aged 13 through 21 years of age - including those attending private schools and home schools - who may require special education services, please call the school.

## Media Release Policy

Providence High School is frequently approached with requests for interviews and pictures by print and broadcast media outlets. Providence High School reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, web site, videotape, photograph, as well as print student's first name only, grade, voice, picture, likeness, and actions as an individual in connection with school activities.

When information regarding a student performance is made public, it will be presented in such a way as to avoid the identification of specific individual students. People and groups interested in our program may visit the school. The media release form is located in the student enrollment packet.

## Parents Right to Know

In accordance with the Every Student Succeeds Act/ PARENTS' RIGHT-TO-KNOW, this is a notification from Providence High school to every parent of a student that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student's classroom teachers.

The information regarding the professional qualifications of your student's classroom teachers

shall include the following:

1. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - a. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - b. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
  - c. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
2. Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)] c)

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)] If you have questions or concerns, please feel free to contact the school principal at 480-284-5999.

## Child Custody Records

In cases where custody/visitation affects a student at Providence High School, the school will take reasonable measures to follow the most recent court order on file with administration. It is the responsibility of the custodial parent, or of parents having joint custody, to provide PHS with the most recent court order.

## Law Enforcement/Department of Child Safety

School officials are not required to initiate or complete due process procedures prior to contacting law enforcement. If law enforcement is contacted, parents will be contacted by telephone or certified letter. Any action taken by law enforcement officers will be separate from disciplinary action taken by Providence High School.

Interviews by the Department of Child Safety workers and law enforcement officers may be conducted at Providence High School. Except under certain circumstances related to child abuse allegations, the school administrator will make a reasonable effort to notify the student's parent of the interview.

If a student is arrested or taken into temporary custody on school property during the school day, the school no longer has jurisdiction over the student. The school will make a reasonable effort to notify the parent when an arrest is made or a student is taken into temporary custody, unless directed otherwise by law enforcement.

Students and Parents are advised that the School personnel have a mandatory duty to report any suspicion of child abuse or neglect to law enforcement and/or to the Department of Child Safety.

## Compliance with Required Insurance

The school does not offer insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance.

For the protection of the student and his/her family, we strongly suggest that some type of accident insurance that covers every student is purchased. Brochures for low cost medical and dental insurance are available in the front office.

## Daily Class Schedule

1st Period: 8:20am - 9:20am

2nd Period: 9:23am - 10:23am

3rd Period: 10:26am - 11:26am

4th Period: 11:29am - 12:29pm

**1st Lunch: 11:29am - 11:59am**

5th Period: 11:59pm - 12:59pm

**2nd Lunch: 12:29pm - 12:59pm**

6th Period: 1:01pm - 2:01pm

7th Period: 2:04pm - 3:04pm

## Wednesday (Early Release) Class Schedule

1st Period: 8:20am - 9:00am

2nd Period: 9:03am - 9:43am

3rd Period: 9:46am - 10:26am

4th Period: 10:29am - 11:09am

**1st Lunch: 10:29am - 10:59am**

5th Period: 10:59am - 11:39am

**2nd Lunch: 11:09am - 11:39am**

6th Period: 11:42pm - 12:22pm

7th Period: 12:25am - 1:05pm

## Building Access and Hours

The school will be open 30 minutes before the start of the school day. Unless students have official business and are under the direct supervision of school personnel, they are not allowed to enter school buildings until 8:00 a.m. In addition, students should leave the campus at the end of the school day, unless they are involved in afterschool programs. For students being transported by PHS transportation, students will be required to enter the school building once transportation arrives and follow closed campus policy.

## Arizona State Attendance Policies

### Title 15 - Education

#### 15-803. School attendance; exemptions; definitions

A. It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:

1. The child is excused pursuant to section 15-802, subsection D or section 15-901; subsection A, paragraph 5, subdivision (c).
2. The child is accompanied by a parent or a person authorized by a parent.
3. The child is provided with instruction in a homeschool.

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.

C. For the purposes of this section:

1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
2. "Truant" means an unexcused absence for at least one class period during the day.
3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

## Attendance Policy

Arizona truancy laws will be enforced. It is important that parents and students recognize the direct relationship that exists between academic success and regular school attendance. Students should remain out of school only when absolutely necessary. Most classroom activity cannot be replicated; class discussion and participation is lost forever to those who are absent. Providence High School operates on a Block Schedule. Core and elective courses are generally scheduled for a single semester. During the regular school year, we offer four quarters as reflected on the school calendar.

In order to receive credit for a course, the student must attend class and complete all work required at a level that is acceptable by the teacher. The schedule for make-up work is outlined in each class syllabus and is determined at the discretion of the teacher.

Chronic illness or an emergency situation causing excessive absences will be dealt with on an individual basis through the school Administration. If an illness or emergency occurs that keeps the student from attending school, the parent or guardian must contact the school and explain the reason for missing classes and provide any corresponding documentation. When the student returns, they are responsible for completing all work and time missed according to the teacher's syllabus. In the event of a hospitalization or doctor's appointment, Providence High School requires an original signed note from the healthcare provider. Students must make up all tests, quizzes, assignments and time before credits are given.

If it is necessary for a student to be dismissed from school before the end of the day, the parent must report to the office to request the dismissal of their student. Only adults who are listed on the school's records as being authorized will be allowed to take students from the school. Each student must be signed out by the parent/guardian.

Students should not be signed out early during the last week of each semester. This is the time when final exhibitions are completed. Missing class or leaving early can jeopardize a student's ability to receive a passing grade in a course.

It is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. If a student is unable to attend school, he/she should contact a classmate for that information, or visit the teacher pages for homework assignments.

An absence on the due date of a major assignment (essay, lab report, project, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make-up the exam on the day of his/her return. Absences during the preparation time of a major assignment may not extend the due date.

## Reporting Student Attendance

State law requires that a parent or guardian authorize your student's absence and notify the school at the time or in advance of the absence. Please contact your school office to report any absence issues. If the school does not hear from you, a call will be placed home. If there is no answer the absence will be deemed unexcused. You will have 24 hours from the time your student returns to school to provide documentation as to the reason for the absence, such as a doctor's note, medical release, hospital discharge, etc. If the school office does not receive proper documentation within 24 hours, your student's absence will remain unexcused. We encourage you to bring any documentation to the office and to not send notices of absence to your student's teachers. By following this process, the record of attendance will remain accurate and timely.

## Tardy Policy

Being late to school is a disruption to the learning environment for both the teacher and the students. It also puts the student who is tardy at a disadvantage because they may miss valuable learning opportunities.

Students arriving after the start of class must sign in and will not be permitted to class without a late pass from the office. Additionally, students who frequently arrive late may be required to assist with campus or breakfast cleanup before or after school, which is a form of community service codified under ARS15-841 (I) prior to reporting to class. Students arriving late to school may or may not be permitted to attend class based on the discretion of administration. Persistent tardiness interrupts the instruction and weakens the morale that benefits all students, and may result in disciplinary action.

## PASSES

Students must have a pass from the period teacher to which they are assigned, in order to be out of class. Students must check-in and receive permission from the period teacher in order to leave for any other activity including the restroom. Students outside of a classroom during instruction time without a pass are subject to disciplinary action.

## Student Code of Conduct

### Discipline Philosophy

In order to offer an outstanding learning experience for all students at Providence High School, the school expects students to follow their teacher's classroom rules as well as the student Code of Conduct and Honor Code. The school recognizes that students do not come to us as perfect people – they need to grow and mature. Discipline is meant to help in that process and not to be a punitive measure. Part of personal growth involves making positive academic and ethical choices. In the event that students' choices are contrary to Providence's expectations and standards, students will be held accountable and consequences may be imposed. Respect and mature conduct by students is of primary importance to staff members, parents/guardians, and other students. The maintenance of orderly conduct of students is necessary in every school situation to ensure the health and safety of all and to maximize learning. Effective discipline is a necessity for quality education. Providence's fundamental philosophical basis of effective discipline is that students are responsible for their own actions and are expected to show respect and consideration for the rights of others. In addition to appropriate behavior on school grounds, the Administration may discipline students for misconduct that takes place on the way to school, on the way home, when participating in school-sponsored activities, and any other misconduct that impacts the school environment, including but not limited to those infractions listed in this handbook.

### Bill of Rights and Responsibilities

- Everyone has the right to learn in a safe environment.
- Everyone has the responsibility to be polite and respectful.
- Everyone has the right to their individuality
  - Respect physical, philosophical and cultural differences amongst others.
- Everyone has the responsibility to be honest.
- Everyone has the responsibility to be trustworthy.
- Everyone has the responsibility to demonstrate integrity.

### Honor Code

Providence High School maintains an Honor Code because we believe that all students should be responsible for upholding the values of the Providence School community. The Honor Code is an affirmation of our commitment to high standards of conduct inside and outside the classroom.

The purpose of this Honor Code is to communicate the meaning and importance of integrity to all members of the school community and to articulate and support the interest of the community in maintaining the highest standards of conduct in student learning.

Providence High School embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the school community. The core values underlying and reflected in the Honor Code are:

- **Academic honesty:** Academic honesty is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately,
- **Respect:** Respect for others and the learning process to demonstrate honesty in one's conduct,
- **Trust:** Trust in others to act with honesty as a positive community-building force in the school,
- **Responsibility:** Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks, and to behave as model members of the school community,
- **Fairness:** Fairness and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of dishonesty, and
- **Integrity:** Integrity of all members of the school community as demonstrated by a commitment to honesty and support of our quest for authentic learning

## S.O.A.R

All students at Providence High School will demonstrate the following academic habits:

- **Self-Awareness:** I recognize how my actions affect others. I recognize how my actions affect my learning. I recognize how my feelings affect my thoughts and actions.
- **Optimism:** I am hopeful in the face of challenge or adversary. I use a positive mindset to focus on tasks I need to complete.
- **Advocacy:** I focus on identifying my own learning style. I communicate my needs. I ask for help. I seek ways to grow and evolve. I show courage by sharing my thoughts and ideas.
- **Respect:** I am prepared for class. I take ownership of my behavior. I use appropriate tone and language to communicate my thoughts. I value myself. I honor other people's needs. I show kindness. I follow expectations.

For a list of violations and consequences please refer to the end of the handbook.

## Athletics and Extracurricular Activities

### Code of Conduct

The interscholastic Athletic program at Providence High School facilitates the personal growth and education of students through their participation in CAA sports. As an integral part of the school, the Athletic program actively promotes fair equity and diversity. In addition, the Athletics Department has adopted a standard of ethical conduct and behavioral expectations for all athletes here at Providence High School. Student athletes are required to follow the requirements of this code and avoid any action(s) or the participation in activity outside of school, which may reflect negatively upon the athlete, his/her teammates, coaches, family, school and community.

The Athletic Code of Conduct will go into effect upon students' signature, and will be applicable for the entire school year. With the approval of the Athletic Director, coaches may add additional guidelines that are specific to their team as long as they don't minimize the criteria already set forth.

Any alleged violation(s) will be subject to review by the Athletic Director, coaching staff, and principal, which may result in suspension from participation in interscholastic athletics.

**PROHIBITED CONDUCT:**

Prohibited conduct includes any violation of the standards established. Suspendable activities include but are not limited to the following:

1. The possession or use of illegal drugs, tobacco (includes electronic cigarettes and vapes), and alcohol is strictly forbidden. This includes distribution of alcohol, drugs, drug paraphernalia, synthetic narcotics, or non-prescribed medications. The following consequences
2. Hazing: PHS coaches will not allow, nor will student-athletes stage or participate in hazing of athletes on any level. Hazing in connection with membership is strictly prohibited.
3. Bullying of any kind (physical, emotional, or cyber) is prohibited.
4. Social Media Policy
  - a) No offensive or inappropriate pictures posted
  - b) No offensive or inappropriate comments
  - c) Any information posted should not violate Providence High School district policies, the student-athletes code of ethics and all other applicable laws on the federal, state, and local level.
5. Violence/Sexual Assault:
  - a) Providence High School is dedicated to providing and maintaining an environment where it's students are free from all forms of harassment, exploitation, intimidation, and violence. Student-athletes are prohibited from engaging in violent acts including assault (sexual or physical) on a person, hate crimes, hazing, or any other conduct prohibited by law.

- b) Providence High School department of athletics will not tolerate sexual harassment, intimidation, stalking, sexual assault, domestic violence, or any other forms of

### **Sportsmanship Rule (Player/Coach Ejections)**

1. Ejection from a Contest - If a CAA contest official determines that a coach or player has acted in an unsportsmanlike manner during either a period or intermission, the coach or player may be ordered to leave the contest.
2. When a coach or player is ejected from a contest, his/her member school should complete the CAA Ejection Form and submit it to the CAA.
3. A coach or player ejected from a contest for any reason shall be subject to the following **without appeal**:
  - First Ejection** - The coach or player will be ineligible for the next contest at that the level of competition and all other contests during that interim at any level, including all contests and events on the day of ejection.
  - Second Ejection** - The coach or player will be ineligible for the next two contests at the level of competition and all other contests during that interim at any level, including all contests and events on the day of ejection.
  - Third Ejection** - A similar infraction of Article 11.2 of the CAA Constitutional Guidelines by the same player or coach during the same season will result in cessation of the season for the player or coach concerned.
4. If an ejection is imposed at the end of the sport season and no contest remains, the consequence from Article 11.2 of the CAA Constitutional Guidelines shall be enforced at the beginning of the subsequent season of competition in which the coach or player participates, regardless of the sport.
5. When two or more persons (including coaches, non-playing contestants and nonparticipating school personnel) leave their team's bench area to initiate or participate in a confrontation or an altercation in progress, the following shall occur without appeal:
  - The contest officials shall eject any person they determine to be an infraction of Article 12.
  - The contest officials may terminate the contest.
  - If the contest is terminated, the team(s) that left the bench area must forfeit the contest and record a loss.
  - If the contest is terminated during a tournament or post-season play, the offending team(s) will be removed from further tournament or post-season competition.

Academics(refer to [www.azcaa.com](http://www.azcaa.com) for CAA article 5)

1. Each school must maintain and enforce an academic eligibility policy with a minimum of all passing academic grades
  - If a player that is not academically eligible participates in a CAA game/contest, that game/contest is declared a forfeit.
2. Players must take no less than 51% of their schooling through the school's curriculum.
  - Students must be enrolled in three core curriculum classes at their school to be considered eligible for that school.
  - In a student's last year of high school, they are only required to take as many classes as necessary to complete their graduation requirements in order to be considered eligible.
3. Once a student has met the Arizona State Department of Education requirements for graduation, they lose eligibility to compete in the CAA, even if they still meet age requirement

**NOTE: PHS REQUIRES ATHLETES TO MAINTAIN A 2.0 GPA IN ORDER TO REMAIN ELIGIBLE**

#### **HIGH SCHOOL STUDENT-ATHLETE/TEAM**

1. High school students cannot be 19 on or before September 1<sup>st</sup>
2. Students are limited to four years of high school eligibility from 9th-12th grade per sport. Eligibility starts when a student enrolls as a freshman (8 semesters). No 5th year seniors.
3. Junior Varsity athletes can be in 7th – 11th grades only
4. Varsity athletes can be in grades 7-12. Exception: Varsity football, players must be in 9-12 grades.
5. Student-athletes in 6th grade or below may not compete on varsity level teams.

#### **JUNIOR HIGH STUDENT-ATHLETE/TEAM**

1. Student-athletes in grades 7-12 may compete on a varsity team. A JH student-athlete playing on a varsity team does **NOT** affect the student's high school eligibility.
2. Student-athletes in 6th grade or below may not compete on varsity level teams.
3. Once a 7th or 8th grade student has played in three (3) or more regular season games with the varsity or junior varsity team during the same season, he/she may not return to the junior high team.

#### **HOME SCHOOLED STUDENT ATHLETES**

Due to the unique structure of homeschool curriculum, the grade level of a homeschool student shall be of no consequence and age will be the sole determining factor.

1. Once a homeschool student has met the Arizona State Department of Education requirements for graduation, they lose eligibility to continue to compete in the CAA, even if they still meet age requirements.

2. Home school athletes who want to compete at a member school must submit a letter stating that 51 percent of their curriculum is received from home schooling. This letter must be signed by the student's parent or guardian.
3. A homeschool student who participates on a CAA member school's team, is now considered a student for that school and thus cannot play on another CAA member school's team unless the school does not offer that team/sport. (See By-Law 5.6)

### **Transfer Students**

1. JH Student Transfer Rule. A student-athlete transferring into a school AFTER the official start date of a CAA season (first official day of practice) must sit out that season unless student:
  - Did not play that particular sport the year before; or
  - Change in address or domicile to a location closer to the school the student is transferring to.
2. High School Student Transfer Rule. Any student-athlete who transfers after August 1, the athlete would not be eligible for that sport (regardless of season for the first 50% of that teams' Regular Season games unless student: (2019)
  - Did not play that particular sport the year before; or
  - Change in address or domicile to a location closer to the school the student is transferring to

### **SCHOOL DOES NOT OFFER A SPORT**

1. Students who attend a CAA member-school (either a CAA member-school that does not offer a particular sport and who request to compete for a current CAA member school must submit the **General Appeal Form or Combining of Schools Petition** prior to the start of that sport season. The student must submit the following items to the school's AD:
  - Letter from parent
  - Copy of Birth Certificate (2019)
  - Letter from non-CAA Administrator verifying school does not offer that sport
  - Current copy of transcripts which will indicate cohort year, birthdate and other important information to help ensure student-athlete is eligible. (2019)
2. If a CAA member school receives more than 1 student from more than one school, the receiving school will be placed in the highest division for that sport.
3. If a CAA member-school does not offer a sport, and, if 2 or more of their students play for a CAA member school, the Receiving school will be placed in the highest division for that sport
4. ON-LINE SCHOOLS. Students who attend an on-line school (either a CAA member-school or Non-CAA school) who request to compete for a current CAA member school must

submit the **CAA Hardship Form** prior to the start of that sport season. The student must submit the following items to the school's AD:

- Letter from parent
- Letter from the On-Line School Administrator
- Birth Certificate
- Schedule of classes
- Current Grades

## **UNIFORM AND EQUIPMENT REPLACEMENT**

1. Students will be required to pay for any equipment that is signed for during the check-out process and not returned at the end of the season.
2. You will be held responsible for abuse or loss of equipment.
3. Students failing to turn in all equipment issued to them or failing to pay for lost items shall not receive any honors or award for that sport or be permitted to take part in any other sport until satisfactory clearance is made.
4. School uniforms are to be used or worn only under these conditions.
  - Practice
  - Competition
  - Approval by coaches

### **High School Participation Fee**

A \$35 athletic fee (\$20 for each additional sport played) will be required to participate in any of the following PHS sports for the 2020-2021 school year:

### **Guidelines For Athletes With Disabilities**

Federal law prohibits any discrimination against students with disabilities, and requires reasonable accommodation of such students to allow for them to be included as broadly as is reasonably possible in all school programs, including extracurricular activities. The following guidelines will be applicable to participation of students with disabilities

- If they are cleared to participate through the athletic participation clearance process, reasonable accommodation must be made for the participation of athletes with disabilities. For example, an athlete with hearing loss must be allowed to have a qualified "interpreter" available during practices, games and team meetings to assure effective communication with that athlete.
- Other than making reasonable accommodations for their participation, athletes with disabilities must not be treated differently than any other athlete out of concern for their well-being.

- Athletes with disabilities and their parents/guardians will not be subjected to more stringent requirements pertaining to risk warning and informed consent than is the case with all other student athletes.

**Transgender Policy (CAA Stands in Support of AIA Policy)**

All students should have the opportunity to participate in activities in a manner that is consistent with their gender identity, irrespective of the sex listed on a student’s eligibility for participation in interscholastic athletics or in a gender that does not match the sex at birth, via the following procedure below. Once the student has been granted eligibility to participate in interscholastic athletics consistent with the athlete’s gender identity, the eligibility is granted for the duration of the student’s participation and does not need to be renewed every sport season or school year. All discussion and documentation will be kept confidential, and the proceedings will be sealed unless the student and family make a specific request.

NOTICE: The school administration will assign a facilitator who will assist the school and student in preparation and completion of the PHS Gender Identity eligibility appeal process.

Appeal Process – the appeal student should provide PHS with the following documentation and information:

- a) A letter from the student requesting to participate on an athletic team that differs from their sex assigned at birth:
  - The letter should state their intent to participate on an athletic team of their identified gender;
  - A description of the student’s gender story, including age at emerging awareness of incongruence between sex assigned at birth and gender identity and where the student is in the gender transition process;
  - If they have participated in sports previously and if so, where they were allowed to participate in their identified gender and what that experience was like
  - Any additional information the student feels is important.
- b) A letter of support from the student’s parent or guardian
- c) A letter of support from a school administrator
- d) A letter of support from a qualified health care provided
  - PHS may request an in person meeting with the student and parents and/or guardian if there are any additional questions or concerns by administration after review of above documentation. If administration, upon review of the above documentation, finds that the student’s request is appropriate and is not motivated by an improper purpose and there are no adverse health risks to the athlete, then a supportive recommendation shall be made by the committee to the CAA Executive Board for the athlete’s participation in sex-segregated activities consistent with the student’s gender identity.

## Academic Probation Policy

Providence High School strives to create a strong foundation for its learners by challenging their aptitude and developing their character. We believe that both components must be developed for a student to become successful in college, career, and life. All students of Providence High School are required to meet certain academic standards.

It is our hope that Providence High School graduates will model high standards and become positive contributors within their own communities. Providence High School is open to all types of learners and we recognize that not all students learn at the same pace and in the same manner. We do believe that students placed in a structured environment with high standards, a system of accountability, and parental support will succeed regardless of their background. In order to uphold the ideals of the school, student academic achievement is closely monitored.

Regulations regarding academic probation, suspension, and withdrawal are designed to provide close supervision of the student's progress and their program of study. The minimum satisfactory standard of achievement is a grade point average of 2.00. Failure to meet standards will place students on academic probation or suspension.

If a student is placed on Academic Probation, the student will be monitored and evaluated when both progress reports and grade reports are distributed. Failure to meet the academic standards of Providence High School and failure to meet all of the requirements of academic probation established in one quarter, constitutes noncompliance of the academic policies of Providence High School which may result in expulsion from the school pursuant to A.R.S 15-843. A student who is on academic probation for two or more quarters within an academic school year may be considered for expulsion from Providence High School for noncompliance of the academic policies.

### **Issuance of academic probation/academic contracts:**

Students are placed on academic probation for the following reasons:

- a. Student grades fall below a 2.0 GPA for any marking period.
- b. The student has a "D" or a failing grade of an "F" in two or more subjects for any quarter.
- c. Student is failing one subject and receiving two or more D's in other subjects for any quarter.
- d. Student is exhibiting a serious deterioration in academic performance as evidenced by falling grades, failure to complete homework assignments, negligence in seeking extra help, or a general indifferent attitude toward academics.

### **Consequences of academic probation:**

Students on probation are required to participate in all of the following as part of his/her probation:

- a. Increased levels of intervention and accommodation from school staff.
- b. Higher learning levels of accountability at school and at home.
- c. Removal from extracurricular activities, including sports

d. Required remediation (before, during and after school) as determined by school administration and faculty.

#### **Removal from academic probation:**

The student is removed from academic probation when he or she is making satisfactory progress at the end of a probationary marking period. Removal from academic probation requires the following:

- a. Student G.P.A. for the marking period is at or above 2.0.
- b. The student has a passing grade of “C” or better in all subjects for any quarter.
- c. The student has demonstrated improvement in academic performance as evidenced by passing grades, completing homework assignments, seeking extra help, displaying a positive attitude towards academics.

### **School Rules and Student Expectations**

The following rules and procedures are enforced at Providence High School for the purposes of maintaining a safe, nurturing environment:

1. Zero-Tolerance for Fighting, Harassment, Threats and Intimidation
2. Zero-Tolerance for Gang Association and Gang Activity
3. Zero-Tolerance for Illegal Substances and Weapons
4. Zero-Tolerance for Theft
5. Zero-Tolerance of Abuse of Staff

In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of verbal, physical, or electronic abuse of staff will be treated as a serious offense. If concern about a staff member’s exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

### **The “Good Neighbor” Policy**

Student conduct within the school community School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others while going to and from school. Failure to act as a good neighbor within the school community may result in disciplinary action (ARS 13-201).

### **Behavior Intervention for Students**

Providence High School strives to provide the best quality education for all students. Providence High School uses a variety of behavioral techniques to make sure that the educational environment promotes positive behavior and strong academic performance and is safe and secure for all students and staff.

Staff are provided training and continuous support in behavior modification and crisis intervention methods. An attempt is made to approach all behavioral interventions in the least

intrusive way. Students are always given an opportunity to refocus their behaviors and to rejoin the education environment. When a student becomes a danger to self, others or property, staff may employ CPI (Crisis Prevention Institute) physical interventions and/or therapeutic holds. CPI physical interventions and therapeutic holds are designed to physically manage a student safely, until they can regain control of their behavior. CPI physical interventions and holds are never used as a form of punishment and are considered only as a last resort in behavior management when a student presents an imminent danger of bodily harm to self or others and when less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a pupil: 1) School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use; 2) The restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the pupil or others; 3) The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel; 4) The restraint technique employed may not impede the student's ability to breathe; and 5) The restraint technique may not be out of proportion to the student's age or physical condition.

School personnel shall provide the student's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four hours after the incident. Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use. The school shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review shall include a review of the incidents in which restraint or seclusion techniques were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment. If law enforcement is contacted instead of using a restraint or seclusion technique on a student, the school shall comply with the reporting, documentation and review procedures established above. Notwithstanding this section, school resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

## Disciplinary Hearing

Major or repeat disciplinary infractions at Providence Schools will be referred to the Disciplinary committee, which is made up of members of the administration, teachers and other staff. The committee will determine what consequences are appropriate for any infractions that are referred to them.

## Long Term/Expulsion hearing

If a student is referred to a long term/expulsion hearing because there has been a serious violation of the Code of Conduct, the school will contact the parent/guardian of the student in order to inform them of

- Specific charges including applicable facts.
- Specific school rules or policies that were violated
- Punishment being considered
- Date, time and location of hearing.

A parent/guardian must accompany the student to the hearing on the scheduled date and time, and then a decision will be made to determine if the student will be suspended or expelled. If a parent/guardian is unable to attend the hearing by the scheduled date, a phone call to the school should be made to reschedule the appointment prior to the date on the hearing letter. The hearing will take place in front of an impartial hearing officer selected by the school.

## Detention Policy

In the event a student is assigned detention for any reason, it shall be served on the day(s) designated by the staff who assigned it. Detention is not assigned to be served at a student's convenience. If a student is serving an after school detention, parents/guardians may be required to pick the student up if the detention exceeds past the late bus. Notification of an after-school detention will be given to the parent/guardian in advance.

## School Community Service Policy

Providence High School can choose to assign school community service to a student in lieu of a suspension or other disciplinary actions. Community service will be conducted on campus and can include but is not limited to: sweeping, garbage pick-up, pulling weeds or other gardening activities as needed, emptying recycling bins, etc. However, if the student does not complete the assigned community service by the required date, that student may be suspended.

## Suspensions and Expulsions

In-School Suspensions (ISS) will be assigned when students do not show up for detentions or for other appropriate situations. Out-of-school (OSS) suspensions may also be given as consequences for serious infractions, and are subject to disciplinary committee review. Students on OSS are not permitted in the building or on school grounds. Suspended students will not participate in any school programs, athletic events, extracurricular activities, the Prom, or field trips. In-school and out-of-school suspended students are responsible for assignments given by their teachers and make-up work must be turned in within the regular time frame.

## Gang Affiliation

Gangs and gang activity is prohibited at Providence High School. The school utilizes the State of Arizona's Gang Membership Identification Criteria (GMIC) to determine if an individual is

involved with a gang. If an individual meets two of the six criteria, then they will be considered a gang member.

1. Self-Proclamation
2. Witness testimony or official statements
3. Correspondence, written or electronic
4. Paraphernalia, photographs or nicknames
5. Tattoos
6. Clothing and/or colors

A gang is defined as a group of three or more who have a name, claim a territory, have rivals/enemies, interact together to the exclusion of others and/or who exhibit anti-social behavior, often associated with crime or a threat to the community. Gang behavior that initiates, advocates, or promotes activities that threaten the safety or well-being of persons or property on school grounds or disrupts the learning environment is not allowed. Any student meeting the GMIC criteria, exhibiting behaviors, languages or gestures that symbolize gang membership, causing and/or participating in activities that intimidate or adversely affect the educational pursuits of another student or the operation of the school shall be subject to disciplinary action.

### Public Display of Affection (PDA)

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors or excessive touching on campus or at school related activities. Students are expected to show good taste and conduct themselves in an appropriate manner at all times. Lewd and/or inappropriate displays of public affection such as will not be tolerated and will result in disciplinary action.

### Academic Integrity

Providence High School takes very seriously the willful misrepresentation of another individual's work as their own. This includes, but is not limited to, plagiarism (intentional or unintentional), cheating on exams and copying the work of other students.

Every effort will be made by the teacher to discern intentional plagiarism from unintentional plagiarism. In the case of the latter, remediation will take place between student and teacher in order to review how to properly cite others' work. This is not a punitive measure, rather an opportunity for the student to understand and correct their citation skills. Any instance of cheating or plagiarism will be referred to school administration and will result in disciplinary action up to and including a zero on the assignment, suspension, removal from extra-curricular activities or leadership positions held in the school and, in the case of repeat offenders, expulsion.

### Anti-Bullying Policy

Providence High School maintains a zero-tolerance policy towards bullying, harassment, and intimidation. Bullying or harassment is defined as the physical or psychological abuse of another student using verbal threats, physical threats, electronic threats, intimidation, insults, abuse, or

any of the above based upon race, ethnicity, gender, religion, disability, personal relationships, and/or personal feelings or attitudes.

All students, faculty or parents/guardians should notify administration immediately in the event of any incident of bullying, harassment, or intimidation. Any incident of bullying, harassment, and intimidation brought to the attention of school will be looked into and addressed. Any student found to bully, harass, or intimidate another student from the school will face disciplinary action, up to and including suspension or expulsion from Providence Prep. (A.R.S. 15-841) Students who intentionally make a false report of bullying, harassment, or intimidation may also face disciplinary action. (A.R.S. 15-341) Cyber bullying of any kind shall not be tolerated whether on or off campus.

## Tobacco

Possession of tobacco products on the school campus, buildings, parking lots, playing fields, vehicles, and off campus school sponsored events is a petty criminal offense. Tobacco products include but are not limited to: smoking tobacco (e.g. cigarettes, cigars, electronic cigarettes, vaporizers, and hookah), smokeless tobacco (e.g. snuff, dip, twist), cigarette papers, lighters, and pipes. A person who violates this section is guilty of a petty offense and a maximum fine of \$300. (A.R.S. 36-798-03) Parents will be notified. Students may be disciplined. Cumulative violations could result in a formal hearing and long-term suspension recommendation.

## Vape

The possession, use, and/or distribution of vapor modules, electronic cigarettes, juices, and other related accessories are prohibited on campus and at all school-related functions. These items pose serious health and safety concerns, and when confiscated by school personnel, they will not be returned to the student, parent/guardian, or other person who attempts to claim the contraband. The items will be destroyed and discarded upon the issuance of administrative action.

## Searches

Administration need not obtain a warrant before searching a student or their belongings (backpack, purses, cars, and the like). Searches on school property or at school-sponsored events may be conducted at any time for the health, safety, and welfare of the school. Under ordinary circumstances, a search of a student by a teacher or other school official will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules and policies of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. If a student is searched, administration will contact the student's guardian.

## Seizures

School authorities shall seize illegal items or other possessions reasonably determined to be a threat to the safety and security of others or that may interfere with the learning environment.

Items seized may be held by the school, returned to the parents, or turned over to the police. School records should reflect all items seized.

### “10 Minute Rule”

Students are not to leave any classroom for the first 10 minutes or the last 10 minutes of class with or without a pass. Reasonable accommodations may be made on an individualized basis and with appropriate documentation.

### School Property

Providence Schools is the owner of and has control over all school property, which are provided as a convenience to students. School officials may inspect school property without notice, at any time, and for any reason, including but not limited to checking for cleanliness and order, when reasonable suspicion exists that the student has violated a school rule and/or the law, or to ensure the health, safety or welfare of students or staff. Additionally, students who deface or damage any school property may be suspended or expelled from school. Under Arizona law, parents are liable for damage done to school property by their children.

### Dress Code

Students are expected to arrive at school in appropriate attire as described in the handbook. Any attire including jewelry, makeup and hair styles, which is inappropriate or distracts from learning, is derogatory, profane, disrespectful, offensive, or vulgar or which promotes violence, drug use or illegal activities is strictly prohibited and is subject to confiscation and/or disciplinary action.

Dress code enforcement is at the discretion of administration. School administrators will make the final decision regarding the appropriateness of any student’s appearance. Any apparel which the administration determines to be unacceptable in light of community standards is prohibited. This includes but is not limited to clothing which offends or disrupts the educational process. Any student out of dress code will be sent to the office to contact a parent or guardian. Appropriate clothing may be available from the Student Store. If appropriate attire is not available, and if a parent/guardian is unable to bring appropriate clothing, the student will not be permitted to return to the classroom and will be placed in in-school suspension (ISS).

- Shorts and skirts should be appropriate in length, no shorter than 3 inches above the knee. We abide by a basic fingertip rule. When standing straight with arms to the side, the clothing should at least meet the fingertips.
- Bottoms that are not permitted include, but are not limited to, yoga pants, leggings, athletic shorts, sweat shorts, pajama pants.
- As a rule of thumb, pants should have a button and zipper to be considered in the dress code.
- Pants, shorts and skirts must be pulled up to the waist and still be of appropriate length.
- All shoes must have backs that cover the heel.

- Flip-flops, slippers, heelys, slides, casual sandals, and heels over 2 inches are not acceptable foot attire on campus at any time.
- Head coverings are not allowed, except for religious or medical reasons or on those days as designated by the administration.
  - Non-school hats are not permitted on campus.
  - Hats are not allowed to be worn while inside any buildings on campus.
  - Bandanas are not permitted on campus at any time, whether they are being worn or not.
- Sunglasses should not be worn inside the school unless medically prescribed.
- Visible tattoos that are considered inappropriate must be covered.
- Students will not wear any attire, including clothing, jewelry, hair styles or other accessories that present a risk to the health, safety or general welfare or which may cause a substantial disruption to the learning environment.
- Athletes and club participants may be permitted to wear approved attire on specific days at the discretion of administration.
- Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.
- Students will not wear sagging or excessively baggy clothing.
- Clothing should not be torn, frayed, ripped, shredded or deliberately damaged
- Students will not wear any attire that is deemed to be vulgar, profane, racially offensive, sexually suggestive, or obscene or that promotes violence, threats or intimidation.
- Students will not wear clothing or patches that advertise, display, or encourage the use of alcohol, tobacco (in any form), drug paraphernalia, weapons, violence and/or illegal substances of any type.
- Students will not wear any attire that creates a threat, intimidation, or undue pressure.
- The body shall be adequately covered: short shorts, short dresses/rompers/skirts, bathing suits, cleavage, bare chests, halter tops, tube tops, tank tops, undershirts, muscle shirts, bare midriffs, mesh or sheer garments that do not provide coverage, etc. are not considered adequate coverage. The shoulders and back must be covered for male and female students while on campus.
- Tops must cover the shoulders and must overlap the pants or skirt waistband when arms are raised.

## Friday Spirit Days

Students may wear shirts and outerwear that display official Colleges or Universities on Fridays, as long as they also conform to the rest of the dress code.

## DRESS CODE FOR SEMI-FORMAL & FORMAL DANCES

- Collared shirt required.
- Shirts must have sleeves.
- Dresses may not be cut below the bust line (armpits) in the front OR the back.
- Dresses/skirts must be no shorter than 3 inches above the kneecap.
- Slits are not permitted above the knee.

- The body shall be adequately covered, care should be taken with sheer/see-through material that clothing still abides by all other parts of the dress code.

## Dance Rules

- Once a student leaves the facility, they must immediately leave the property. There will be no re-admittance.
- School rules apply to school activities. The student code of conduct will govern the conduct of all activity participants.
- Students on suspension or who are expelled are not eligible to attend any activity.
- No person will be admitted if he/she appears to be under the influence. Use, possession, sale or distribution of alcohol, tobacco or drugs is against school policy and students will be subject to appropriate school discipline.
- Students with guests are responsible for the behavior of their guests and will serve the consequences of the student code of conduct if they do not ensure the proper conduct of their guests. Pre-approval is required for any guest attending a dance who is not a Providence High School student.
- Students are responsible for their own transportation to and from the dance. If not picked up in a timely manner students may not be able to attend the next dance.

## Guests Attending Dances and School-Sponsored Activities

Students may invite guests to designated school dances and school activities. Prior approval must be secured from school administration. Guests are subject to the same dance and school regulations as students. Guests must not exceed 20 years of age and must bring a current photo ID with birth date. Students must show their guest passes and I.D. card at all dances.

## SOAR Bucks Store

The SOAR Bucks Store is run by the Providence High School Student and will be open at those times designated by administration. Students will be able to purchase school supplies, spare school uniforms, school branded merchandise and food items.

## Closed Campus Policy

For the safety of the students, Providence High School has a closed campus. Students must remain on school grounds at all times, including the break between classes. Students who become ill or have an emergency must report to the Office, receive parent/guardian (if under the age of 18) and administrative permission, and sign out before leaving the campus. The Office may deny permission to leave campus. Failure to obtain permission to leave campus will be considered truancy and will result in an unexcused absence and disciplinary action.

## Ordering Outside Food

Students are not permitted to order food for delivery, unless they have received specific permission from the administration. Parents are permitted to bring students their lunch during the designated lunch times and drop it off at the front office.

## Student Information System (SIS)

Students will receive login information to the Student Information System and the Learning Management system at the beginning of the school year. If account information is lost, students will be able to get the information from the front office. Parents will be able to get login information from the front office.

## Uninterrupted Instructional Time

We believe in providing the student the gift of uninterrupted learning time. During class time Providence High School requires the student to concentrate on academics and not be distracted. When you have messages, materials, lunch money, etc., for a student, please bring them to the school office and school personnel will deliver these to the student when appropriate. Please schedule any appointments outside of the instructional day.

## Mandatory Tutoring

Students whose grades fall below a “C” level may be required to stay for mandatory tutoring at the convenience of the teacher. This policy applies to all core and elective courses offered at Providence High School.

Teachers will place the students who are deficient on a Tutoring Contract. The students will be required to complete tutorials with their teacher until their grade is back to the “C” level. Transportation for after-school tutoring is the responsibility of the parent.

## Homework

Homework is assigned to aid each student in time management, personal responsibility, strengthening of basic skills, practicing of skills for concepts taught in class, developing initiative, and fostering independent learning. All assignments given outside of school will be done purposefully and with the intention to assist students learning or carryover from classroom coursework.

Daily homework may be assigned for each class in accordance with the following guidelines. Abilities and study habits vary greatly from student to student. Therefore, it is difficult to estimate the amount of homework that each student will have on a given night. A good deal of success with homework depends on a student’s study strategies, such as planning, goal setting, time-management, self-monitoring and the like. Students who struggle do not, generally, employ these strategies effectively, even though they may, in fact, spend a significant amount of time studying.

Students are required to complete all homework assignments. Students that do not complete all homework assignments will be disciplined on the guidelines set forth by the teacher's syllabus. If a class uses an online textbook, it is the student's responsibility to access the textbook. Please discuss accommodations with your teacher if you have questions.

## Grading Scale

The following grading scale has been established:

A (93% - 100%)	A- (90% - 92%)	
B+ (87% - 89%)	B (83% - 86%)	B- (80% - 82%)
C+ (77% - 79%)	C (73% - 76%)	C- (70% - 72%)
D+ (67% - 69%)	D (63% - 66%)	D- (60% - 62%)
F (59% and below)		

## Progress Reports

The primary function of a progress report is to communicate information to parents/guardians about their student's current achievement status in regard to specific learning objectives in each curriculum area.

Each student's progress is reported to parents/guardians every 5 weeks in a narrative form with the semester final grade report card available through ParentVue. Hard copies of final report cards and/or progress reports are available upon request from the parent/guardian. The dates for the progress reports and semester final grades can be found on the school calendar.

It is the belief of Providence High School that an open line of communication between home and school should be maintained at all times to increase the likelihood of student growth and success. Parents may request a conference or email a teacher at any time. Feel free to contact your student's teachers if you would like a progress report sent home more frequently. Grades are updated weekly, so families can also check grades via the Student Information System/ParentVue more frequently.

## Grade Reports

Final semester grades are released two times (2X) a year, at the end of each semester. This grade report will reflect the grade and credits earned for the courses that the student completed in that semester. Students and family members have the right to question grades and grading procedures. Students who wish to appeal their final grades must meet with their Academic Advisor. If a resolution is not made, the student may address the matter with administration.

## Final Exhibitions

- All courses at Providence High School require comprehensive semester exhibitions that demonstrate student mastery in the content area.
- Exhibitions are an integral part of the learning process and may be weighted heavily within each course.

- Students will be given the 2 weeks of exhibition preparation prior to the scheduled exhibition week. During the exhibition preparation period, students will have the opportunity to build their presentation and receive assistance from their content teachers.
- All students are required to participate in the final exhibitions during the designated pre-arranged times; unless, other arrangements are made with the teacher and/or administration.
- It is the student's responsibility to initiate scheduling if there is a reason they cannot make their scheduled exhibition time.
- Parents are encouraged to participate in exhibition week as a testimony to their child's learning and progress.
- Students that are absent during their assigned exhibition time without prior notice or approval from administration may be issued a zero (0) for the exhibition which will be calculated into their final semester grade.

## Assessment of Learning

In order to ensure that Providence High School students are being challenged academically, their performance in reading, writing, mathematics, and science is assessed continuously using a variety of measures. In addition, the State of Arizona requires the following tests:

- Local Common Formative Assessments (CFAs)
- AZSci
- AZM2 (English and Math)
- Civics Test (Required for graduation)

## AZM2 State Standardized Assessment

The AZM2 is an Arizona statewide achievement assessment in English Language Arts and Mathematics.

All sophomores (10th graders) completing a full credit in ELA and Math in English 9, 10, 11, Algebra, Geometry, and Algebra II are tested. These tests are essential for measuring the success of the students' growth, progress, and achievement during the school year. Therefore, it is expected that students give their utmost effort on standardized tests and all preparation for those tests. Attendance during the assigned dates of assessment is mandatory.

## Student Fees:

Certain classes may require additional fees to cover extra materials or field trips within the course. Students will be informed of these fees through the course syllabus. Students may have the fee reduced or waived by the Administration on a case-by-case basis.

## Special Education

The Individuals With Disabilities Education Act Amendment of 1997 (IDEA) is a federal special education law that requires school districts, charter schools and other public education agencies

(hereafter referred to as the “school”) to provide a free, appropriate public education (FAPE) to eligible children with disabilities.

FAPE refers to special education and related services, described in an Individualized Education Program (IEP) and provided to the child in the least restrictive environment.

Children with disabilities and their parents are guaranteed certain educational rights, known as procedural safeguards, from birth through age 21. IDEA and its implementing regulations also provide methods to help you assure that your input is considered. If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed. If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the school administrator if you wish to make a referral personally.

If special education disabilities are suspected, we reserve the right to evaluate your child to identify and document whether your child has any disabilities which may affect his/her learning and, if so, may determine what special education and related services are required. The evaluation will be done only after we have explained what we plan to do during the evaluation. We will use tests and procedures selected specifically for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school. This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you the complete results within 60 calendar days of your written consent, unless you and the school have agreed to an extension

Parents have the right to inspect and review all education records, and are entitled to all other rights guaranteed by the Family Educational Rights and Privacy Act. Providence High School holds all psychological and special education records of students in permanent storage after those students have been removed from special education, have been withdrawn from the school, or have graduated.

### University Level/Dual Enrollment

In the fall, spring, and summer terms, qualified high school juniors and seniors may enroll in courses at Chandler/Gilbert Community College, Central Arizona College, or other colleges as approved by the administration. Off-campus college coursework may be accepted for high school credit with prior approval from administration. Students must continue to maintain a full time schedule of Providence High School classes. For credit, the student must submit a transcript of the completed work to the office.

Arrangement for transfer of this credit is the responsibility of the student.

### Grade Point Average (GPA)

Un-weighted GPA: The cumulative unweighted grade point average includes all courses taken for credit.

A = 4.00 grade points

B = 3.00 grade points

C = 2.00 grade points

D = 1.00 grade points

F = 0.00 grade points

## Principal's List and Honor Roll

All students who meet the high academic standards described below will be eligible for academic recognition.

Principal's List: 3.5 GPA or higher

Honor Roll: 3.00 - 3.40 GPA

Additionally, students must meet the following high academic and good citizenship standards described below to be eligible for the recognition.

1. Cannot have any D's or F's on report cards.
2. Teacher assistant or tutor grades will not count toward academic recognition.
3. Incomplete grades must be cleared from the record in order to qualify for academic recognition.
4. Cannot have any in-school or out of school suspensions.

Awards will be presented at the end of the 1st and 2nd semester each school year.

## Transfer credit

Transfer credits from sources outside of Providence High school are subject to review and generally will only be accepted from accredited institutions. The Administration will determine if the academic rigor of said course meets PHS standards for transfer credit as an elective or core and whether the credit will be used to calculate a student's GPA. It is recommended that students meet with their Academic Advisor before enrolling in outside courses to clarify whether the credit will be granted as an elective or core and to determine what process must be followed.

## Regulations and Procedures for High School Graduation

A student's program of study should be cooperatively planned by the student and parent with assistance from school personnel to meet the individual needs of the student. An individualized program, Personalized Education Plan (PEP), will be established for each student.

## Graduation Requirements

### Credits Required:

22 Credits

### Course Requirements:

Providence High School operates on a semester schedule system. Students must complete and receive a passing grade in all of their coursework in order to be eligible for graduation. The curriculum is demanding, and many courses are required.

### **Course of Study**

#### Language Arts 4.0 credits

- English 4.0 credits

#### Mathematics 4.0 credits

- Algebra I 1.0 credit
- Geometry 1.0 credit
- Algebra II 1.0 credit
- Additional math Class 1.0 credit

#### Science 3.0 credits

- Biology 1.0 credit
- Chemistry 1.0 credit
- Advanced High School Science 1.0 credits

#### Social Studies 3.0 credits

- World History 1.0 credit
- US/Arizona History 1.0 credit
- Government 0.5 credit
- Economics 0.5 credit
- Foreign Language 1.0 credits

#### Fine Arts/CTE 1.0 credit

#### Electives 4.0 credits

\*\*The Arizona Legislature passed House Bill 2064, The American Civics Act, requiring students to pass a Civics Test for graduation.\*

### **Service Learning**

Students are encouraged to perform community service as part of their service learning at Providence High School. While there are many opportunities to perform community service in school through advisory, clubs, athletics and school organizations, students are encouraged to seek opportunities outside of school to also perform service. Community service forms are due at various times throughout the year as designated by Administration. Failure to complete service learning hours will affect a student's ability to participate in co-curricular and extracurricular activities.

#### **Yearly service hour requirements**

- 9<sup>th</sup> Grade – 10 hours
- 10<sup>th</sup> Grade – 10 Hours
- 11<sup>th</sup> Grade – 8 Hours
- 12<sup>th</sup> Grade – 5 Hours

## Valedictorian/Salutatorian

Any student with a minimum of a 3.50 cumulative G.P.A. at the end of the first semester during the year prior to graduation shall be declared an honor graduate provided that the student maintains a comparable level of performance during the second semester. All high school course grades earned in grades 9-12 are to be included in the grade point average for the determining valedictorian/salutatorian. Valedictorian and salutatorian are those students who have the highest G.P.A. in the graduating class and who demonstrate good character.

## High School Grading System-Rank-in-Class

Rank-in-class shall be for the purpose of college admissions and scholarship applications. The release of individual student information shall be in accordance with school policy. Rank-in-class shall be computed on a cumulative G.P.A. Upon student or parent request, for purposes of admissions to colleges and universities, the rank-in-class procedures utilizing only academic core subjects on a weighted basis may be used.

## Graduation/Commencement

Seniors who fall under any of the following conditions may not be eligible to participate in the graduation/commencement ceremony.

- Seniors with a combination of 50 or more tardies and unexcused absences
- Seniors with 5 or more official suspensions within their senior year
- Seniors who have not completed their community service hours
- Seniors who have not returned or paid for all their textbooks, locks, athletic equipment, or any other fees owed to the school.

**Participation in the Providence High School Commencement is not a right - it is earned!** Any student not attending the commencement ceremony may pick up their diploma the day after graduation. In order for seniors to participate in all senior week activities and events, they must pay their senior dues to Providence High School Senior Class Advisor by the designated date. If there are extenuating circumstances regarding payment, the student must see the Senior Class Advisor.

## Textbooks and Materials

Textbooks are the property of Providence High School and are expected to be kept in reasonable repair, not to deteriorate beyond normal wear and tear for one year. If a student loses a book, he or she will be charged for the full price of the book. Replacement fees range from \$15 - \$200 depending on the subject. The replacement book is still the property of the school even if a replacement fee has been paid and is to be returned to the school at the end of the year.

To do well in school, a student must come to school each day with the necessary materials. Backpacks or book bags may be used to carry books, binders and notebooks to and from school. Each student should be prepared with several pencils and blue or black ink pens and white, blue-lined, loose-leaf notebook paper. Spiral-bound notebooks are to be used only for note taking, journaling, or other coursework as directed by the teacher. Assignments will only be accepted in compliance with teacher expectations.

Individual teachers may require additional specific tools for school use, such as rulers, compass, calculator, sketchbook, subject notebooks, binders, and the like. Students should wait to purchase such items until their teacher has specified them.

A set of consumable books is the responsibility of the parent(s). A list of books and ISBN numbers are provided at the start of each year.

## Student Calculators

Students are recommended to purchase their own calculators for all high school math courses. Providence High School recommends that students purchase Texas Instrument 83 or 84 graphing calculators. Purchasing calculators is the responsibility of all students enrolled in high school math courses.

Please feel free to contact your student's math teacher for assistance with questions regarding the purchase of these calculators. Students who are unable to purchase calculators should contact the administration.

## Academic Advisor

Providence High school Academic Advisor offers services to students in three major domains: academic advice, career guidance, and personal/social development. Academic Advisement Services include assistance with high school registration, placement, four-year planning, and progress monitoring.

Further, each student will have access to information about post-secondary opportunities, including college selection, admission procedures and financial aid applications. If you are interested in a scholarship, or other financial aid, contact your academic advisor as soon as possible.

The Academic Advisor will focus on helping students to identify their career interests and aptitudes, providing information on the entire spectrum of career options, and suggesting course selections that will prepare students for chosen career areas. All students will be required to complete an Education Career Action Plan (ECAP). Additionally, students interested in attending a college, university, or technical/trade school are encouraged to take advantage of assistance in this area.

### **Students may be:**

- Advised of school entrance requirements and necessary paperwork to begin the admission process.
- Assisted with preparing for entrance exams (SAT/ACT/Accuplacer).
- Given financial aid information.
- Assisted with financial aid forms.
- Taken on field trips to various school campuses to help students with making informed decisions about where to obtain post-secondary education and training.

## Campus Security (Surveillance Cameras)

Providence High School utilizes surveillance cameras to ensure the safety of students, personnel, visitors, and building structure.

## Solicitation

Solicitation, of or by any student, parent, staff member, or school visitor on school property for any cause except those authorized by the administration, is strictly prohibited.

## School Visitors

To ensure a safe and secure learning environment for your student, all visitors are required to sign in at the school office, show identification and wear a visitor's guest pass. Faculty and staff have been instructed to immediately escort anyone not having a pass to the Office for identification.

## Transportation

Providence High School will provide transportation via bus or school van on specifically designed routes which will be determined prior to the start of the school year based on need and at the discretion of administration. Service will be limited to the seating capacity of the school bus and the specific designed routes. Transportation will only service specific scheduling options and pickup locations. Students will sign a bus contract with their driver and the administration.

All students who ride the Providence High School bus are required to abide by the following regulations:

- Respect the driver, other passengers, and their property
- Follow all directions
- Sit in assigned seats
- Keep all parts of the body inside the bus at all times
- Speak quietly and keep their hands to themselves--absolutely NO FIGHTING
- Display courtesy to those around them--no profanity, vulgar language, or obscene gestures.
- No eating, chewing gum, or drinking (anything other than water)
- Remain seated until the bus comes to a complete stop
- Exit the bus at their assigned stop ONLY
- No littering or destruction of the bus
- Personal belongings are the responsibility of the student
- No hats are allowed to be worn inside the bus
- No scooters, bikes, skateboards or other similar objects will be permitted on the bus
- In the case of an emergency, parent must notify the office immediately to arrange an alternative stop
- Parents must provide the office 24 hour notice for a student to be dropped off at a stop other than their designated stop

Minor Infractions may be handled as follows:

1st Offense: Verbal Warning

2nd Offense: 1 Day Bus Suspension

3rd Offense: 1 Week Bus Suspension

4th Offense: Permanently Removed from Bus Privileges

Major Infractions could lead to immediate and permanent removal from bus privileges.

All Providence High School rules apply to the bus. Failure to follow rules or the regulations outlined above may result in loss of privilege to utilize the Providence High School transportation system.

Arizona law requires that, with respect to the authority of bus drivers, “Passengers shall comply with all instructions given to them by a school bus driver. A passenger or non-passenger who has boarded the school bus and refuses to comply with the bus driver’s instructions may be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or non-passenger.” (A.A.C. R17-9-104). Bus drivers are required to report student discipline issues to school administrators.

## Bus passes

Providence High School will provide bus passes on a monthly basis to those students who apply in the front office. Bus schedules and route maps are in the front office for student use. Providence is served by bus route 112, which gives access to the rest of the Valley Metro transportation system, included the Light Rail, which is roughly 5 miles north of the school

## Bikes, Scooters, and Skateboards

Bicycles, scooters and skateboards or similar modes of travel are not allowed inside the school building. Violation of this rule will result in confiscation. Those students who bring personal conveyances to school will secure them in the racks provided. Students must supply their own locks. Providence High School is not responsible for any damage to personal conveyances that occurs on school property.

## Student Parking Policy

Driving on the campus of Providence High School is a privilege to all students. Students must follow basic rules to drive on campus. There is a limited number of parking passes. 12th grade students will be sold parking passes first during the summer registration, and 11th grade students may purchase the remaining parking permits until all spaces are sold out. If there are any additional parking permits, 10th grade students may purchase them. There will be no additional parking permits available once the yearly allotment is sold out.

- All student-driven motor vehicles, including motorcycles, must be registered with the school office and parked in their designated parking places. Students may not park in any other lots on campus during the school day without permission from administration or security. Registration of vehicles needs to be completed prior to parking on campus.
- The parking permit is \$75 for the school year. If a parking hanger is lost, the cost to replace it is \$10.
- All students wanting to park on campus must come to the office with the following documentation to receive their parking permit: valid driver’s license, current vehicle registration, and current proof of insurance. Before a student is issued a parking permit, he/she must register the vehicle in the student store, pay a \$75.00 registration fee, and meet with administration to complete a parking contract.

- All vehicles are to maintain a 5 mph speed limit and not play music at high volume while on campus.
- Students are issued a vehicle tag. This vehicle tag must be displayed on the rear view mirror so that it is visible to school officials. If a car does not have the proper permit, it can be towed at the owner's expense
- Students may not be in the parking areas or vehicles during the school day without SPECIFIC WRITTEN PERMISSION from the Administrative Office. This includes lunch hours and breaks.
- Student-driven vehicles are not allowed in bus-loading areas.
- Students who drive trucks are not permitted to have passengers in the bed of the truck while on school grounds.
- Parking privileges may be revoked if, but not limited to one of the following occurring: reckless driving, failure to drive courteously, failure to provide adequate seating/seat belts for passengers, failure to respond to school rules and authorities, intentionally damaging other vehicles, excessive tardies to school, excessive absences from school and/or classes, and leaving school grounds without approval.
- The school is not responsible for vehicles or a vehicle's contents parked on school grounds. VEHICLES PARKED ILLEGALLY MAY BE TOWED or Booted at the owner's expense.
- Vehicles should not be used for lockers. Thus, once a student has begun school, he/she shall not return to the vehicle until his/her school day is over. Students are not permitted to sit in cars and loiter in the parking lot.

## Assembly Conduct

Students must sit in their assigned areas in the gym. Students who do not conduct themselves appropriately may be removed from assemblies, both present and future.

## Personal Property

Any personal property including instruments (music, electronic, etc.) or other materials for classroom use or demonstration, brought on, or left on the school premises is at the risk of the owner. The school is not responsible for personal property brought on to the Providence High School campus or at a school event.

Personal belongings that are not directly related to the educational process are NOT allowed to be used during class time. This includes but is not limited to:

- Electronic devices such as cell phones, iPods, MP3 players, CD players, etc.
- Recording with cameras, video cameras, or cell phones are not permitted without prior written administrative approval.
- No electronic devices of any kind are permitted during state assessments.
- Skateboards, scooters and bicycles must be secured in the racks provided
- Items that are deemed inappropriate and interrupt the educational setting will be confiscated. These items will be returned at the end of the school day or parent/guardian pick up may be required as per teacher discretion.

## LOCKERS

PE lockers are issued to students involved in PE and athletics. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume responsibility for the security of their personal items. Students should protect their property by keeping their locker locked and by keeping any locker combinations confidential. In order to ensure all locks are consistent, Providence High School will assign locks to all students involved in PE and athletics.

Administration may not investigate the theft of items from an unlocked locker. School authorities may conduct inspections of lockers at any time, for any reason without notice, without student consent, and without a search warrant. Students should not plan on storing books in PE lockers because lockers are limited in use to PE classes.

## Telephone Policy

Students may NOT receive phone calls and/or text messages during class hours. If parents/guardians need to contact their child, the front office should be contacted at (480) 284-5999, and the office personnel will get a message to the student's classroom teacher. Emergency calls from parents will be taken by the office and the student will be informed immediately. Teachers are available for phone calls before or after school time.

Cell phones can be disruptive in an educational environment. We realize that many parents are choosing to have their child carry a cellular telephone as a means of before and/or after school communication and for safety purposes. If you, as a parent or guardian, have decided that it is necessary for your child to carry a cell phone, we ask that you and your child be aware of the following: Providence High School does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone or electronic device on campus or on the bus and it is damaged or stolen, we will not be able to utilize administrative time to investigate the incident, nor will the school be able to take any financial responsibility for the cell phone or cell phone charges.

## Electronic Devices

To prevent disruption of the learning environment, cameras, cell phones, laptops, tablets, personal electronic games, portable radios, recorders or music players, and/or headphones, must be turned off and stored away in backpacks during class time unless otherwise specified by the teacher for a specific classroom activity. It is at the teacher's discretion whether electronic devices may be used within the classroom for instructional purposes. Teachers may have students place cell phones in a storage area during class time. Examples are cell phone walls, a box at the front of the class, or in a student's bag in the front or back of class. Electronic devices are to be used for academic purposes only. There is no exception to this rule. Violations of this rule will result in the following consequences:

- **1st offense:** Confiscation of the device by the administration with student pick up at the end of the school day.
- **2nd offense:** Confiscation of the device by administration, 2 office detentions, parent pick up.

- **3rd offense:** confiscation by administration, parental pick-up, 2 Saturday detentions

Additionally, according to ARS 13-3019 it is unlawful for any person to knowingly photograph, videotape, film, digitally record or by any other means use a device to secretly view or record another person without that person's consent. In addition, it is unlawful to disclose, display, distribute and/or publish a photograph, videotape, film or digital recording made in violation of the above statute without the consent of the person depicted. Violation of this statute is a Class 5 felony and requires mandatory school reporting to a police agency.

## Medicine at school

The office will not administer medicines and prescription drugs unless given permission and instructions by the parent/guardian of the student. If the student is required to take prescription medicine at school, please provide written instructions and the medicine in its original container to the office. All unclaimed medications will be disposed of at the end of the school year

All medications (except prescribed inhalers and Epi-pens) will be secured in the office and administered by designated school personnel. Students may not carry any medication, or keep medicine in their vehicle or backpack, with the exception of cough drops and antacids. Inhalers and/or an Epi-pen can be carried (with a completed Parent/Physician Request for Medication form). Students may not share medications with other students.

Parents must notify the school of any medication (over-the-counter or prescribed) to be taken by a student. All medications supplied from home on a temporary or long-term basis must be sent to school in the original container or it may not be administered by any staff. If it is not in the original container the parent or legal guardian will need to come to school and administer the medication if absolutely necessary for the health of the student. A Parent/Physician Request for Medication form must be completed by the parent and prescribing physician and kept on file in the office for the duration of treatment. A new form must be completed each school year, if necessary. All student medications brought to school must be picked up at the end of the school year or they will be discarded.

## Illness and Accidents at School

Parents/guardians will be notified if your student becomes ill enough to be sent home from school, sustains more than a minor injury, or has an emergency. It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible.

A staff member will administer initial treatments for minor injuries. The student's emergency contact will be notified by phone whenever medical treatment is administered to a student. In such cases, it is especially crucial that the school has working telephone numbers for students' parents and alternate contacts in the event the parent is not available. In the event of an emergency, the student will be transported to the nearest hospital. The school offers information regarding the purchase of student accident insurance. The school is not responsible for reimbursement of medical expenses.

## LEAVING CAMPUS

Students are to remain on campus until they have completed their class schedule. A parent/guardian must sign out their student with the Office prior to their child leaving campus during the school day. A phone call during the day is not sufficient. Photo ID is required for verification of guardianship.

Once school has started any student needing to leave school, without a parent/guardian present to sign them out, will need to have a written and signed note from parent/guardian. Any student leaving campus, without first being signed out through the Office, will not be excused for the classes they have missed and may be subject to disciplinary action.

Excuses are as follows:

- Students with doctor and dental appointments may leave in time to meet appointments, provided they check out through the Office and the school has received parental permission.
- Students may be given permission by the principal or designee to leave campus for special needs, with parental approval.
- When a class or groups of students are scheduled to leave campus to participate in a school-sponsored activity, such students must have signed parental permission slips on file in the attendance office.
- Students are not permitted to transport themselves to off-campus school activities without prior administrative approval, except for off-site school sponsored dances.

## Off Campus Events

Off campus events are considered an extension of the Providence High School campus and any violation at an off campus event will be treated as if the violation occurred on campus.

## Field Trip Policies and Procedures

Well-planned field trips are a part of the instructional program.

Students taking part in a field trip must:

1. Have the Notice of Field Trip form signed by all teachers at least five days in advance.
2. Have a form signed by a parent/guardian giving permission for the trip.
3. Return signed form to the sponsoring teacher no later than three school days prior to the actual field trip.
4. Adhere to all school rules and policies while on the field trip.
6. Show their teachers/classes their signed field trip form after participating in the field trip.

A teacher/administrator may deny permission for a student to go on a field trip if:

1. The student is not receiving a satisfactory grade in their classes.
2. The student has excessive absences.
3. Students have shown poor character through excessive detentions or who have been suspended in the quarter.

## Extracurricular Activities

Providence High School encourages students to participate in a variety of extracurricular activities, but not at the expense of academics. Participation in extracurricular activities is a privilege that requires students to be passing all courses, or at teacher discretion, in order to participate in activities. Extracurricular activities include field trips, clubs, intramural sports, etc. If a student is not able to participate in extracurricular activities due to disciplinary actions or inability to maintain the standards required, there will be no refunds for prepaid student activities.

**NOTE:** Providence High School offers a variety of non-curricular clubs. Students who are interested in developing a new club offering must find a teacher to sponsor the club and then complete paperwork that administration will review for final approval before club meetings may begin.

## DISCIPLINE: LIST OF VIOLATIONS AND CONSEQUENCES:

We have attempted to describe the behaviors which follow in specific terms that can be interpreted similarly by different people. As it is not necessary, or even desirable, to specify a particular punishment for every possible type of offense, the misconducts and their relative disciplinary actions are descriptive of the kinds of behaviors that should be avoided and the range of consequences which could be applied allowing consideration for the extent, severity, and impact of misconduct on the school community.

**Alcoholic Beverages Possession and/ or use of alcoholic beverages, including non-alcoholic beer or near beer, on school grounds, while representing the school, or attending any school function:**

1. First offense: Ten days suspension; police notified; referral to guidance
2. Second offense and beyond: Ten days suspension; police, and Academic Advisor notified; possible review by the principal and/or the Governing Board for further consequences.

**Under the influence of alcohol on school grounds, while representing the school, or attending any school function:**

1. First offense: Ten days suspension; police notified; referral to guidance
2. Second offense and beyond: Ten days suspension; police, and guidance notified; possible review by the principal and/or the School Committee for further suspension or expulsion

**Selling or supplying alcoholic beverages and nonalcoholic beer or near bear**

First offense: Ten days suspension; police notified; possible review by the principal and/or the School Committee for further suspension or expulsion; court action.

Use of alcohol screeners by school personnel may be utilized to help determine us of or under the influence. Additional consequences apply to all members of the athletic teams, student activities, NHS, class officers, and E-Board officers. Refer to each pertinent section in this handbook for complete details.

**Arson: Deliberately setting a fire in a school building or on a school bus, or any school property:**

First offense: Suspension; possible psychological/risk assessment; mandatory review by School Committee for suspension or expulsion; police, and guidance notified; possible court action

**Assault on a Principal, Teacher, or Other Educational Staff Assault on a principal, assistant principal, teacher, teacher's aide, or other educational staff:**

First Offense: Ten-day external suspension pending review by the principal for further suspension or expulsion; parents and police notified

**Assault and Battery Any willful and unlawful attempt or use of violence on another person:**

First offense: One to ten days suspension; possible police notification

**Assault and battery resulting in severe or serious bodily injury:**

First Offense: Ten day external suspension; parents notified, police notified, possible review by the principal for further suspension or expulsion

**Bomb Threats:**

First offense: Ten days suspension; police and guidance notified; mandatory review before School Committee for suspension or expulsion; court action

**Cell Phone and Electronic Device Violations Refer to the cell phone regulations (outlined in the General Information section of this handbook):**

First offense - One detention; cell phone confiscated and returned at the end of the day  
Second offense: Two detentions; cell phone confiscated and returned at the end of the day  
Third offense: detention; cell phone confiscated and returned at the end of the day  
Fourth offense and beyond: detention; cell phone returned to parent only

**Unauthorized use of recording device (audio or video):**

First offense: one office detention  
second offense: two office detentions, parent notified  
Third and subsequent offenses: one - ten days suspension

**Cheating Any use or attempted use of information or materials obtained from another, submitted or to be submitted as one's own work—to include any form of communication during testing situations, including use of portable electronic devices Students:**

First offenses: may receive a grade of zero on the material without opportunity to resubmit the assignment or make up the material; parents notified.  
Second and subsequent offenses: may result in after-school detentions and possible suspensions of up to 10 days.

**Class Cutting and Unauthorized Presence on School Premises/Grounds:**

First Offense: One class cut in a day will result in two lunch detentions and a zero for that class's work with no makeup

Second Offense: One class cut in a day will result in one after-school detention and a zero for classes' work missed with no makeup.

1st offense: **Two or more class cuts in any specific class** will result in a detention

1st offense: **Three or four class cuts in a day** will result in two detentions and zero for classes' work missed with no makeup

**Unauthorized presence in gym, locker areas, pool, parking lots, core areas and offices, staff/visitor bathrooms:**

1st offense: zero on missed work, no makeup work

2nd offense: One detention, parent conference

3rd offense: one to two suspensions

**Out of Bounds Class cutting off school grounds:**

1st offense: two after school detentions, parents notified, possible police involvement

2nd offense: One detention

3rd and subsequent offenses: 1-3 days suspension

**Note: Students present on school grounds and leaving prior to the start of school are considered out of bounds.**

**Computers (inappropriate use of) Inappropriate use of computers and/or Violation of the PHS Responsible Technology Use Policy for Students:**

1st offense: Two office detentions to ten-day external suspension, possible police action, and possible restitution. **Refer to the Responsible Technology Use Policy for Students outlined in this handbook.**

**Defiance of Authority:**

**Failure to successfully serve assigned office detention:**

**1st offense:** Additional detention and/or Saturday detention.

**Failure to report to principal or assistant principal's office when directed:**

1st offense: One Saturday detention

2nd offense: 2 Saturday detentions

3rd offense 1-3 days suspension

**Owing five office detentions at any one time:**

**1st and subsequent offenses:**

**Office detentions cancelled failure to successfully serve assigned Saturday detention**

- Loss of the privilege to park at the school until Saturday is served

- Students will be required to assist the lunch monitors with cafeteria tasks until the Saturday is served
- One day suspension and the missed Saturday will be rescheduled for the following Saturday
- Two consecutive missed Saturdays will result in a three-day, external suspension

**Owing two Saturday detentions at any one time:**

1st offense: Further Saturday-detention-level infractions

2nd and subsequent offenses: 1-10 day suspension

**Continued willful disobedience and/or continued disciplinary problems:**

**1st offense:** One Saturday detention to ten days suspension and possible review by the principal long term suspension

**Insubordination:**

1st offense: 1 office detention, parent conference

2nd offense: Two detentions to a Saturday detention

3rd and subsequent offenses: 1-3 days suspension

**Open defiance of the authority of a teacher, or gross insubordination or flagrant disregard of a verbal instruction or direction:**

1st offense: 2 office detentions

2nd offense: One Saturday detention

3rd and subsequent offenses: 1- 10 ten days suspension

**Student search Failure to comply with administration's request to search person, personal belongings:**

1st and subsequent offenses: may result in immediate ten day suspension, parent contact, and police notification for further investigation

**Discrimination, Violation of Civil Rights Discrimination, violation of other students civil rights:**

This refers to the right of all members of the school community to be free from discrimination based on race, national origin, religion, sex, disability, sexual orientation, or gender identity. Such discrimination may include verbal or physical attacks on any or all protected groups as specified above.

**Spontaneous verbal/non-verbal attacks:**

**Usually without intention to discriminate:**

1st offense: incident documented, 1 office detention, parent notified

2nd offense: 2 office detentions

3rd offense: One to two Saturday detentions

4th and subsequent offenses: 1-10 day suspension

**Discriminatory harassment directed at a person or group of people with intent to discriminate:**

1st offense: 1 Saturday detention, parent notified

2nd offense: 1-3 days suspension, educational requirement at no cost to the student

3rd and subsequent offenses: 5-10 days suspension; parents notified; possible police notification; review by the principal for further consequences. Note: If the student does not meet the educational requirement, they will be assessed a \$100 fine.

**Harassment, bullying, or cyber-bullying:**

1st offense: Saturday detention, parent notified, education requirement on bullying and harassment.

2nd and subsequent offenses: 1-10 day suspension; possible police and parent notification

**Dismissal Procedure (failure to follow) Students who fail to follow dismissal procedures as outlined in the Discipline section of this handbook will receive:**

1. Two office detentions up to a Saturday detention
2. Class cut consequences
3. Grade of "0" for the work missed

**Disruption and Disturbance**

**Disruption to specific class and teacher:**

1st offense: 1 office detention; parent notified

2nd offense: two office detentions to two Saturday detentions

3rd and subsequent offenses: 1-3 days suspension

**Continued disruption to specific class and teacher:**

1st offense: One Saturday detention to five-day suspension

**Inciting other students to create a disturbance which disrupts the operation of the school:**

1st offense: 2 office detentions; parent conference

2nd offense: Saturday detention

3rd and subsequent offenses: 1-3 days suspension; possible police involvement

**Note:** Use of electronic devices to record school related disturbances, including fights, may be viewed as inciting and consequences will be applied.

**Disrupting school activities and/or the educational process, including school-sponsored activities off campus:**

1st offense: Two days office detention; parent notified

2nd and subsequent offenses: 1-10 days suspension; possible police involvement

**Dress Code Violations Refer to the complete Dress Code section outlined in this handbook.**

1st offense: the student will be required to change attire and may be sent home to do so; guardian notified.

2nd offense: One detention  
3rd offense: Two detentions  
4th and subsequent offenses: Saturday detention - 3 days suspension

**Explosives Possession or use of fireworks, explosives or incendiary devices that have potential to do bodily or physical damage:**

1st offense: 1- 3 days suspension, parent notified, possible police involvement  
2nd offense: 5-10 days suspension, police notified  
3rd and subsequent offenses: 10 days suspension, possible review by Governing Board for long term suspension; police notified

**Extortion:**

1st offense: 1-3 days suspension, guardian notified, police notified  
2nd and subsequent offenses: 5-10 days suspension; police notified

**Falsifying Documentation Falsifying or refusing to give identification to staff members:**

1st offense: 2 office detentions, parents notified  
2nd offense: One Saturday detentions  
3rd and subsequent offense: 1-3 days suspensions

**Falsifying signatures and/ or altering notes, excuses, or other school documents:**

1st offense: 2 office detentions, parents notified  
2nd offense: 1-2 Saturday detentions  
3rd and subsequent offenses: 1-3 days suspension

**Inappropriate Physical Contact:**

1st offense: 2 office detentions  
2nd offense: 1-2 Saturday detentions  
3rd and subsequent offenses: 1-5 days suspensions

**Fighting on School Property**

- 1. Spontaneous incident** - 1 Saturday detention to 5 days suspension, attend anger management
- 2. Incident with evidence of prior motivation and/or ill feelings** - 2 Saturday detentions to 5 days suspension, attend anger management
- 3. Incident with clear evidence of provocation** - Up to ten days suspension. (The student may be provoked, but does not have to be suspended), attend anger management.
- 4. Prearranged fight incident** - Up to ten days suspension; police notified, attend anger management.
- 5. Fighting on school property:**  
**2nd offense** – 3-10 days suspension; mandatory parental/ guidance/administration conference, attend anger management

**Fire Alarm and Fire Extinguisher**

**Misuse of a fire alarm system or fire extinguisher:**

1st offense: 2 office detentions, parent notified

2nd offense: One Saturday detention

3rd and subsequent offenses: 1-10 days suspension; parent conference, and possible police involvement

**Setting off a false fire alarm:**

1st and subsequent offenses: 3- 10 days suspension; police, and guidance notified; possible review before Governing Board for further suspension or long term suspension

**Fireworks Possession, use, and/or distribution of fireworks:**

1st offense: 2 Saturday detentions, parent notified

2nd offense: 1-3 days suspension

3rd and subsequent offenses: 5-10 days suspension

**Forcing Entry Forcing entry into any locked room or area on school grounds, including hall and gym lockers:**

1st offense: 1-3 days suspension, parent/guardian notified

2nd and subsequent offenses: 5-10 days suspension; restitution; possible police involvement

**Harassment Policy Willful and malicious engagement in an act directed at a person, which seriously alarms that person and would cause a reasonable person to suffer emotional distress:**

1st offense: One Saturday detention to 3 days suspension, parent/guardian notified

2nd and subsequent offenses: 5- 10 days suspension; possible police involvement, parent conference

**Intimidation: is to force into or deter from action by inducing fear, usually by threat:**

1st offense: 1 Saturday detention to 3 days suspension, parent/guardian notified

2nd and subsequent offenses: 5-10 days suspension; possible police involvement, parent conference

**Sexual Harassment Refer to the Types of Discriminatory Harassment:**

1st offense: 2 office detentions to 1 Saturday detention, parents notified

2nd offense: 1-3 days suspension, possible police involvement, parent conference

3rd and subsequent offenses: 5-10 days suspension; possible involvement of Office of Civil Rights; review by the principal and Governing Board for further actions to include possible long term suspension

**Hazing**

**Organizing:**

1st offense: 1-3 days suspension; parent notified

2nd and subsequent offenses: 5-10 days suspension, possible police

**Participation:**

1st offense: 1-2 Saturday suspension, parents notified

2nd offense: 1-3 days suspension, parent conference, possible police involvement

3rd and subsequent offenses: 5-10 days suspension

**NOTE:** Students who are victims of harassment or bullying may seek a Harassment Prevention Order through the courts.

**Illegal Substances**

**Possession is defined:** when any testable or measurable amount is present.

**Dangerous drugs defined:** any medication, including over the counter, which is used improperly and for its unintended purpose

**Possession, and or use of dangerous or illegal drugs (including products that contain THC) on school grounds, while representing the school or attending any function:**

1st offense: 1-3 days suspension, parent notified, attend substance abuse course

2nd and subsequent offenses: 5-10 days suspension; possible police involvement, removal from any extracurricular activities/clubs

**Under the influence of dangerous or illegal drugs (including products that contain THC) on school grounds, while representing the school or attending any function**

1st offense: 1-3 days suspension; police notified; referral to guidance, parent/guardian notified, attend substance abuse course

2nd Second offense: 5-10 days suspension, police and guidance notified;

3rd and subsequent offenses: 10 days suspension, submission to random searches, review by principal and/or the Governing board for further action to include possible long-term suspension

**Selling or possible supplying dangerous or illegal drugs (including products that contain THC) to other persons on PHS school grounds:**

1st offense: 1-3 days suspension, parents notified, possible police involvement

2nd and subsequent offenses: 5-10 days suspension, review by the principal for further suspension or possible long term suspension; parent conference, police notified

**Possession of drug paraphernalia on PHS school grounds or at any school function:**

1st offense: 1-3 days suspension, parent notified, attend substance abuse course

2nd and subsequent offenses: 5-10 days suspension; possible police action

**Possession, and/or misuse, of over the counter medications (including but not limited to allergy, cold medicine, etc.) while on school grounds:**

1st offense: 1-2 Saturday detentions, parent/guardian notified, attend substance abuse course

2nd offense: 1-3 days suspension, parent conference

3rd and subsequent offenses: 5-10 days suspension, parents notified, referral to a counselor

**Selling or supplying over the counter medication to other individuals on PHS school grounds:**

1st offense: 1-3 days suspension, parent/guardian notified, possible police involvement  
2nd and subsequent offenses: 5-10 days suspension, parent/guardian conference, police notified, referral to a counselor

**NOTE:** Additional consequences apply to all members of the athletic teams and extracurricular clubs.

### **Internet Use Policy Violation**

#### **Violation of the PHS Responsible Technology Use Policy for Students:**

1st offense: 2 office detentions, parent/guardian notified

2nd offense: 1-2 Saturday detentions, parent/guardian conference

3rd and subsequent offenses: 1-5 days suspension; possible police action; possible restitution

**Parking Violations Failure to follow the parking procedures and guidelines as outlined in this handbook include: Any unsafe and/or non-compliant behavior involving driving/parking on school grounds including but not limited to: Improper parking in bus lanes, on lawns, and sideways Parking in faculty or Superintendent's parking lots Parking without a permit:**

#### **Motor Vehicle improper use of a motor vehicle such as reckless driving, speeding, or violation of traffic signs:**

1st offense: 1 Saturday detention, revocation of parking privilege for 1 week

2nd offense: 2 Saturday detentions, revocation of parking privileges for 2 weeks

3rd offense and subsequent offenses: revocation of parking permit, and possible police involvement, must attend driving safety course.

**Plagiarism defined: failure to give credit to another person's original ideas, research, or wording when contained in one's own material. Change in the wording but still using another author's ideas is also plagiarism. Students are especially cautioned regarding the appropriate use of Internet sources.**

1st offense: will receive a grade of zero on the material without opportunity to resubmit the assignment or make up the material; parents notified for the first offense.

2nd offense: 1-2 Saturday detentions

3rd and subsequent offenses: 1-3 days suspension

#### **Profanity, Vulgarity, Obscenity Profanity, vulgarity, or offensive language not specifically directed toward another person:**

1st offense: 1 office detention

2nd offense: 2 office detentions

3rd and subsequent offenses: 1-2 Saturday detentions

#### **Use of vulgar acts, gestures, or words directed toward another person:**

1st offense: 2 office detentions, parent notified

2nd offense: 1 Saturday detention

3rd and subsequent offenses: 1-3 days suspension

**Possession, sale, and/ or distribution of obscene books, magazines or other material:**

1st offense: 12 Saturday detentions, parent notified

2nd offense: 1-3 days suspension, possible police involvement

3rd and subsequent offenses: 5-10 days suspension; possible review by Principal and Governing Board for further action

**School Bus Violations School bus violations of conduct as outlined in this handbook will result in:**

1st offense: 2 office detentions, parent notified, 1 week revocation of bus privileges

2nd offense: 2 Saturday detentions; 2 weeks revocation of bus privileges; parent conference

3rd and subsequent offenses: 1-3 days suspension, revocation of bus privileges, possible police involvement

**Smoking and Tobacco Free Policy Violation**

1st offense: 2 office detentions, parent/guardian notified, smoking education course

2nd offense: 1 Saturday detention, issue the violator a ticket for one hundred dollars (\$100) payable within twenty-one (21) calendar days to Providence High School

3rd and subsequent offenses: 1-3 days suspension, issuance of \$200. fine payable to Providence High School

**Tampering with Security**

**Tampering with security/compromising security:**

1st offense: 2 office detentions, parent/guardian notified

2nd offense: 1-3 days suspension, parent conference, possible police involvement

3rd and subsequent offenses: 5-10 days suspension; police notification

**Tardiness Refer to the complete tardiness policy as outlined in this handbook.**

1st offense: The sixth (6th) through the tenth (10th) unexcused tardiness will result in the student being assigned one office detention for each additional tardy

2nd offense: The eleventh (11th) unexcused tardy and subsequent: 1 Saturday detention, parent conference

Note if driving: possible loss of driving privileges

**Theft Petty theft:**

1st offense: Two office detentions, parent notified, possible police involvement

2nd offense: 2 Saturday detentions, police notification, restitution

3rd and subsequent offenses: 1-3 days suspension, restitution

**Larceny Possession of stolen property and/or any theft of money or personal or public property of significant value and/or any theft involving breaking in and/or entering unauthorized areas, including lockers:**

1st offense: One Saturday detention, possible police involvement, parent/guardian notified  
2nd offense: 1-3 days suspension; police notification; restitution paid to the victim  
3rd offense: 5-10 days suspension, police involvement, possible review by the PHS Governing Board for further consequences to include possible long term suspension

**Threats Verbal or written threats towards members of the school community:**

1st offense: 1-3 days suspension, parent/guardian notified, possible police involvement  
2nd and subsequent offenses: 5-10 days suspension; review by the principal and PHS Governing Board for possible further action to include long term suspension.

**Throwing Objects Throwing objects in school, including the cafeteria or on school grounds that are potentially dangerous to other people or causes a disturbance within the school:**

1st offense: 2 Saturday detentions, parent/guardian notified  
2nd offense: 1-3 days suspension, possible police involvement  
3rd and subsequent offenses: 5-10 detention to five days suspension

**Vandalism Cutting, defacing, or otherwise damaging in any way property belonging to the school or members of the school community:**

1st offense: 2 Saturday detentions, parent/guardian, possible police involvement  
2nd offenses: 1-3 days suspension, possible restitution  
3rd and subsequent offenses: 5-10 days suspension; restitution for repair or replacement of damaged property; police involvement; possible review before PHS Governing Board for further possible consequences

**Weapons (possession of) Possession or use of a dangerous or deadly weapon: the term “dangerous or deadly weapon” is used to include knives, chains, sections of pipe, tire irons, razor blades, guns, and any other object used by a student to intimidate or to inflict bodily harm to another person**

1st and subsequent offenses: 5-10 days suspension; further pending review by the PHS Governing Board for further suspension or possible long term suspension; parents and police notified

## ANNUAL CHROMEBOOK AGREEMENTS

**Check-Out Policy:**

- PHS Students will be issued one Chromebook and one power cord.
- If the device and/or power cord are lost or damaged, the student will be required to create a Chromebook Service request form.
- Parents can purchase a \$25 Device Protection Plan for the year to minimize the potential repair and/or replacement costs associated with the device.

- Parents and students who choose NOT to purchase the Device Protection Plan are responsible for 100% of all repair and replacement costs for the device. Repair prices are estimates, as the exact cost for each repair will be made upon further inspection of the damaged device.
- If the Chromebook has been stolen, a police report must be filed by the parent/guardian within 24 hours upon discovery of the theft. A copy of the police report needs to be turned in to the school. The student will not be issued another Chromebook until the issue has been resolved.

### **Repair Procedures:**

When a student's device is defective, damaged, or needs repair, a similar device will be issued to the student from the front office while the device is evaluated. Receiving a second "loaner" device does not absolve the student from liability for the original damaged device and they are responsible for any damage to the loaner.

### **Receiving and Returning Your Device**

If a parent wishes to have their student opt-out of receiving a student device, they will need to contact their school administration.

The device must be returned to the school:

- At the end of the school year.
- Upon withdrawal or transfer to another district school
- At the request of the school
- Summer School Chromebook procedures will be determined each year

It must be returned in working order with all parts and accessories included or the appropriate fees will be assessed.

### **Caring for Your Device**

Proper use and care of your student device are essential. This includes caring for the power cord.

Please follow these guidelines:

- Protect your device from damage due to food, liquids, or extreme hot and/or cold temperatures.
- Do not place items on top or inside of your device.
- Do not leave your device unattended.
- Secure your device properly in your bag or backpack when not in use.
- Keep your power cord at home.
- Charge your device every night (students are expected to arrive at school with a fully charged device).
- Store your power cord in a safe place with your device.
- Do not leave your device unattended where it could be accidentally damaged by food, liquids, pets, or small children.
- Do not leave your device in a vehicle or on the school bus.
- Secure your device properly in your bag or backpack while traveling.
- Use a soft, dry microfiber or lint-free cloth to clean your device screen.
- Report any issues with your device promptly to a parent, or teacher.
- Do not remove the district barcode or school identification sticker from your device.
- Do not deface the device exterior.
- Do not attach unauthorized stickers.
- Do not eat or drink around your device.

**Device Protection Plan (DPP)**

Parents have the option to enroll in the Device Protection Plan (DPP). Enrollment in the plan will minimize the potential repair and/or replacement fees associated with the device. By selecting this plan you agree to pay a fee of \$25 to be enrolled in the DPP. If a device becomes damaged, parents will need to notify the front office. PHS IT Services repair department will repair the device. If the device is lost, a fee of \$300 will be assessed. If the device is stolen while at school, the incident must be reported by the student to their teacher, or front office within 24 hours. If the device is stolen outside of school, the parent/guardian must file a police report within 48 hours. A copy of the report must be turned in to the school's front office. The protection plan is an annual plan and will need to be renewed each year. Devices will be periodically inspected to ensure the device is in good working condition and a claim is not being avoided. There will be no refunds given on the protection plan purchase if a student leaves PHS or at the time of graduation. Enrollment in the Protection Plan does not begin until the \$25 payment has been received.

**What is covered under the plan?**

- Accidental damage, such as cracked screens or cases, broken keyboards, etc.
  - Battery replacement (if it is determined that the battery is malfunctioning)
  - Replacement of stolen device with an official police report. If the device is stolen, a police report must be filed within 48 hours. A copy of the report must be sent to the school's front office
  - Hardware issues (video cable, broken ports, speakers)
- A lost device and intentional damage to the device and/or AC adapters are NOT covered under the plan.

**Repair/Replacement Costs**

Parents and students who choose NOT to purchase the Device Protection Plan are responsible for the device if the repair or replacement cost is not due to a manufacturer issue. The following prices are estimates, as exact costs for each repair will be made upon further inspection of the damaged device. Should the student's device become damaged, the student will be provided a loaner device, while their assigned device is being repaired. Once the assigned device is repaired, the loaner will be collected. All repairs must be made by a PHS technician or authorized vendor.

	With Protection Plan	Without Protection Plan
Device Replacement (lost)	\$300	\$300
Device Replacement (stolen)	\$0	\$200
AC Adapter	\$0	\$25
Battery	\$0	\$31
Base enclosure	\$0	\$26
Touchpad board	\$0	\$16
Power connector cable	\$0	\$14
Display panel (screen)	\$0	\$30
Display bezel (front cover)	\$0	\$14
Display back cover	\$0	\$30
Display video cable	\$0	\$12
Keyboard / top cover	\$0	\$36
Wifi card	\$0	\$43
Webcam	\$0	\$29
System Board	\$0	\$85

### Acceptable Use Policy

At Providence High School are pleased to be able to offer our students access to computer technology, including access to the Internet, and certain online services. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

- Using only assigned accounts.
- Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

- Observing all school Internet filters and posted network security practices.
- Reporting security risks or violations to a teacher or network administrator.
- Not destroying or damaging data, networks, or other resources that do not belong to them, without the clear permission of the owner.
- Conserving, protecting, and sharing these resources with other users.
- Notifying a staff member or administrator of the computer or network malfunctions.

Users must respect and protect the intellectual property of others by:

- Following copyright laws (not making illegal copies of music, games, or movies).

- Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of the community by:

- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher or administrator.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct or honor code (such as messages/content that is pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not using the resources to further other acts that are criminal or violate the school's code of conduct or honor code.
- Not accessing social media sites for personal use such as Facebook, Instagram, Snap Chat, Twitter, etc.
- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

- Communicate electronically via tools such as email, chat, text, or videoconferencing.
- Use the resources for any educational purpose during school hours.

**Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed by the school's code of conduct and honor code up to and including suspension or expulsion depending on the degree and severity of the violation.

The school reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The school also reserves the right to limit the time of access and use.

PHS LAPTOP # \_\_\_\_\_  
 Make: \_\_\_\_\_  
 Serial Number: \_\_\_\_\_  
 Product ID: \_\_\_\_\_  
 Accessories: \_\_\_\_\_  
 User Information: \_\_\_\_\_ Password: \_\_\_\_\_

Please print your first and last name on the statements below.

I, \_\_\_\_\_, understand that this property has been loaned to me and is the sole property of PHS. I am expected to exercise due care in my use of this property and to utilize such property only for school-related purposes. Negligence in the care and use will be considered cause for disciplinary action, which may result in discharge.

I, \_\_\_\_\_, also understand that this property must be returned to PHS at the time of my departure. I Understand that I may be charged for any PHS property issued to me that is not returned to PHS, loss, or damages.

I, \_\_\_\_\_, acknowledge that I have received a copy of the PHS computer, e-mail, and internet usage policy.

I, \_\_\_\_\_, acknowledge that I have read and will follow the PHS Device Care policy.

\_\_\_\_\_  
Students Signature Legal Guardian Signature

Date

Form of payment: cash check other: \_\_\_\_\_

Payment received on: \_\_\_\_\_

date

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For Student:

User Information: \_\_\_\_\_ Password: \_\_\_\_\_