



**WEST
PHOENIX
HIGH SCHOOL** 

**2018-2019
Student
Handbook**

MANAGED BY  THE LEONA GROUP, L.L.C.

A new kind of public school®

Accredited by North Central Association

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West Phoenix High School Vision and Mission Statements

The vision of West Phoenix High School is to create a community of learners prepared for success as citizens of a competitive, global society.

The mission of West Phoenix High School is to:

- Build positive, nurturing relationships with students.
- Provide a rigorous curriculum and high expectations.
- Promote critical thinking and literacy in all content areas.
- Promote a sense of student empowerment, ownership of learning, responsibility, and citizenship.
- Model enthusiasm for intellectual curiosity and lifelong learning.

School Directory

Administration

Alex Horton, Principal

Armando Briones - Office Manager
Sue Bullen - Exceptional Student Services and ELL Coordinator
Jacqueline Garcia - Administrative Assistant, Graduation Coordinator
Efrain Hernandez - Bus Driver
William Quiñones - Dean of Students
Lisa Reyes - Executive Assistant, Homeless Liaison
Veronica Rojo - Administrative Assistant, NSLP Coordinator
Victor Roman - Data Specialist, Instructional Coach
Casey Zordani - Assistant Principal, Instructional Coach

Faculty

Shannon Armijo - CBE
Jessica Ashley - Fine Arts, Youth Entrepreneurs, AVID
Kaila Bara - Science, AP Biology
Vanessa Beaver - English, SEI
John Chamberlain - Social Studies, Athletics
Annabelle Galang - Math
Mario Giron - Math
Breanna Johnson - English, Electives
Ashleigh Leddy - Wellness, AVID
Sreedhar Pallath - CBE
Benjamin Papia - English, AVID
Ashley Park - Science
Vernon Powell - CBE
Sujatha Rajagopal - Math
Mitch Solomon - English, Theater
Peter Swanson - English



2018-2019 Student's School Calendar

<u>First Block</u>		
August 7	Tuesday	First Day Block 1
August 24	Friday	No School
September 3	Monday	No School, Labor Day
September 6	Thursday	Mid-term
September 13	Thursday	Parent/Teacher Conference
September 14	Friday	No School
October 8	Monday	Finals
October 9	Tuesday	Finals/Last Day Block 1
October 10-15	Wednesday – Monday	Fall Break
<u>Second Block*</u>		
October 16	Tuesday	First Day Block 2
November 9	Friday	No School
November 12	Monday	No School, Veterans Day
November 15	Thursday	Mid-term
November 22-23	Thurs – Fri	No School, Thanksgiving
December 18	Tuesday	Finals
December 19	Wednesday	Finals/Last Day Block 2
Dec 20 – Jan 7	Inclusive	Winter Break
<u>Third Block</u>		
January 8	Tuesday	First Day Block 3
January 21	Monday	No School, MLK Jr., Day
February 7	Thursday	Mid-term
February 14	Thursday	Parent/Teacher Conference
February 15	Friday	No School
February 18	Monday	No School, President's Day
March 13	Wednesday	Finals
March 14	Thursday	Finals/Last Day Block 3
March 15 - 24	Inclusive	Spring Break
<u>Fourth Block**</u>		
March 25	Monday	First Day Block 4
April 23	Tuesday	Mid-term
April 26	Friday	No School
May 21	Tuesday	Graduating Senior Finals only
May 22-23	Weds - Thurs	Finals/Last Day Block 4
May 28	Tuesday	Graduation
*Nov 6 - Nov 30	Specific dates TBD	AzMERIT Testing
**Apr 2 - Apr 26	Specific dates TBD	AzMERIT Testing

Revised 05/18/18

Class Schedule

AM Program

Monday - Thursday

1 st Hour	8:15 AM	-	9:53 AM
2 nd Hour	9:58 AM	-	11:36 AM
Lunch	11:36 AM	-	12:06 PM
3 rd Hour	12:11 PM	-	1:49 PM
4 th Hour	1:54 PM	-	3:32 PM
Tutoring/Activities	3:32 PM	-	4:00 PM

PM Program

Monday - Thursday

Tutoring/Activities	3:32 PM	-	4:00 PM
5 th Hour	4:00 PM	-	5:38 PM
6 th Hour	5:43 PM	-	7:21 PM
Dinner	7:21 PM	-	7:51 PM
7 th Hour	7:56 PM	-	9:34 PM

AM and PM Program

Freedom Friday (Late Start)

1 st Hour	9:00 AM	-	10:00 AM
2 nd Hour	10:05 AM	-	11:05 AM
Lunch	11:05 AM	-	11:25 AM
3 rd Hour	11:25 AM	-	12:25 PM
4 th Hour	12:30 PM	-	1:30 PM

CBE available in room 114.

Admission and Enrollment Process

Arizona Student Enrollment

Thank you for your interest in attending a Leona Group managed school. As a manager of public charter schools, we are pleased to offer you a free and quality educational choice in a safe, caring and respectful environment. Leona Group schools offer a rigorous education, taught by highly qualified teachers. Once families complete online enrollment steps, they will be contacted by school personnel. We look forward to meeting your family to answer any other questions you might have.

The following documentation is required for enrollment:

Proof of age and identity (A.R.S. §15-828)

Any person enrolling a student (except a homeless student) must provide the school with one of the following:

- A copy of the child's government-issued birth certificate; or
- Other reliable proof of identity and age, such as a student's baptismal certificate, hospital-issued birth certificate, application for a Social Security number, passport, or original school registration records from another public or private school; or
- A letter from an authorized representative of an agency having custody of the student.

Proof of residency (ARS 15-802(b))

A person can prove his or her physical residence by completing an Affidavit of Arizona Residency (available at school offices) and submitting an original or legible copy of one of the following documents that indicates the person's name and residence address:

- Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- Real estate deed, mortgage documents or property tax bill
- Residential lease or rental agreement
- Water, electric, gas, cable, or phone bill
- Bank or credit card statement
- State income tax return, W-2 wage statement or payroll stub
- Certificate of tribal enrollment or other identification, issued by a recognized American Indian tribe, that contains an Arizona address
- Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

The residency documentation received by the school will be maintained in accordance with Arizona Department of Education guidelines and must be updated annually.

Immunizations (ARS 15-872)

All students entering Arizona public schools are required by law to be immunized. If the student has a medical condition or personal belief that conflicts with this law a waiver may be signed and presented at the time of registration.

Arizona School Withdrawal Form (ARS 15-827 (A), (B))

A student who enters a school shall present a properly executed withdrawal form if such student previously attended another school in this state.

Enrollment Policy

West Phoenix High School has an open-enrollment policy in accordance with A.R.S. § 15-184. A copy of the full open-enrollment policy is available for your review upon request from the school office. West Phoenix High School does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, age, religion, gender, income level, disability, English proficiency or athletic ability.

Failure to disclose accurate, complete, and truthful information on the enrollment application may result in revocation or removal from enrollment.

Pursuant to A.R.S 15-184(F), West Phoenix High School may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Block Schedule

West Phoenix High School's program uses a unique Block Schedule system. During the regular school year, we offer four, 9-week blocks as reflected on the school calendar. During each block, each student takes and completes three or four courses, but all students have the option of taking more classes for an additional half-credit per block. At the end of the block, each earned half-credit is then applied to the transcript.

This system offers the student the motivational advantage of being able to earn a positive reward in a shorter amount of time. It also allows the student who has fallen behind to catch up and have the opportunity, based on credits earned, to graduate before the end of the school year.

Parent Involvement

West Phoenix High School welcomes and encourages parent involvement. We recognize and value a variety of ways that parents can be meaningful partners in the education of their children. There are many opportunities for you to be involved in your student's education. Meaningful parental involvement is achieved when parents participate in supporting student learning at home, are involved in school-related decision making, and parents support school-related activities. West Phoenix High School continuously works to achieve this goal in order to meet Federal and State requirements. West Phoenix High School has developed a Parent Involvement Policy in collaboration with parents. This policy is available for your review upon request at the school office and on the school website.

Opportunities for meaningful parent involvement are provided at West Phoenix High School through:

- Annual Title I Advisory meetings
- Opportunities to volunteer to serve on school councils/committees
- Communication vehicles such as school newsletter, school website, written description of programs, and information from annual Title I meetings.
- Seeking parental input through parent surveys
- Annual recommitment by parents, students, and teachers to the Parent-Student-School Compact
- Athletics, AVID parent committees

If you would like additional information on how you can participate in any of the committees, please contact the School Leader, front office staff, or your child's teacher.

As part of the Title I Parent Involvement Policy, West Phoenix High School has developed a compact outlining how parents, school staff, and students will share responsibility for improving student achievement. School compacts will be reviewed and revised annually, as necessary.

Parent-School-Student Compact

The following Parent/School Compact, developed through the combined efforts of the parents, students, and staff of West Phoenix High School, outlines the goals, expectations, and shared responsibilities for the success of all our students. This compact is in effect during the current school year.

School Environment

The School will:

- provide a safe, secure environment on a closed campus with law enforcement
- employ a staff that is well trained and certified in maintaining a safe educational environment.

The Parents will:

- contact the school with any concerns over attendance, behavior or academic completion.
- contact their individual student through the school office only.

The Students will

- accept the responsibility of maintaining a safe, secure learning environment by accepting this code of conduct.
- not use, sell or participate in any illegal use of drugs, tobacco or alcohol.
- avoid and refrain from all gang related activities: hand signs, clothing, jewelry, graffiti, or any other actions or behavior.
- not gamble in any way shape or form - playing cards, dice, or any other gambling material.
- not carry weapons or any look-alikes or replicas of weapons.
- not fight or participate in any confrontational behavior at any time.
- attend classes on time and be permitted to leave campus with parent/guardian permission only

Behavior and Participation

The School will

- maintain a safe environment, with a positive atmosphere suitable for learning for all students.

The Parents will:

- reinforce mutual respect for all teachers, staff and other students.
- reinforce appropriate dress for a learning environment (including clothing and jewelry)
- monitor their student's attendance ensuring full attendance - 100%.
- reinforce positive student behavior and participation involving any and all school activities.

The Students will:

- show proper respect to all teachers, all staff and all students at all times, including: language, gestures, attitude, and behavior.
- use appropriate language at all times.
- show positive behavior at all times, including: attendance, participation, respect, attitude, gestures, and posture.
- will dress appropriately for a learning environment at all times.

Academics and Curriculum

The School will

- provide a challenging curriculum that is aligned to the Arizona Academic Standards.
- promote student achievement and success addressing all learning styles and accommodations.
- will employ highly trained professionals (teachers, administrators, and staff) who promote the highest quality in education.

The Parents will:

- support students in their learning and completion of all classes, all assignments and all class activities.
- assist their students in seeking and receiving any additional help in order to achieve.
- have access to all curricular materials and their student's class work in order to monitor his or her progress.

The Students will:

- put in 100% effort in all class activities and assignments at all times in order to meet the requirements for graduation.
- ask for help on any assignment they do not understand in order to achieve to their best ability.
- attend any extra help or additional classes provided by the school in order to achieve to their best ability.

Goals and Achievement

The School will:

- provide every opportunity for students to achieve academic success.

The Parents will:

- provide every opportunity for their student to achieve academic success.

The Students will:

- take responsibility: to learn and achieve in every class and every course of study, to monitor their own grades and credits, and positively work towards graduation.

This will be provided as a separate document for signatures of the student (as applicable), the parent, and an administrator.

Parent's Right to Know

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

- Whether your child's teacher has met state qualification and certification/licensing criteria for the grade levels and subject area in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which state qualification or certification/licensing criteria has been waived.
- The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of study/discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on your child's achievement level in each of the state tests

If you would like to receive this information, please contact the contact the school office at 602-269-1110 to schedule an appointment with Alex Horton, **school leader**.

School Volunteers

Parent and Community Volunteers

Parent and Community Volunteers are required to have a valid AZ Fingerprint Clearance Card prior to volunteering in our programs. For more information on becoming a community volunteer, contact the school leader.

Conduct of Visitors/General Public on School Property

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors. All visitors must be escorted by a staff member at all times.
- No person shall visit or audit a classroom or other School activity, nor shall any person come upon or remain upon School premises, without prior approval by the Principal or the Principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on School premises without prior approval by the Principal or Principal's authorized representative.
- Any member of the general public considered by the Principal, or a person authorized by the Principal, to be in violation of these rules shall be instructed to leave School property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the School.
- No person shall possess or engage in the use of medical marijuana on School property or at school-sponsored events.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the School by either:
 - Threatening to cause physical injury to any employee or student of the School or any person on the property of the School.
 - Threatening to cause damage to the School, the property of the School, or the property of any student or employee of the School.
- Intentionally or knowingly entering or remaining on the property of the School for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal, Director of Operations, or another person designated to maintain order at the School.

The above identified acts need not be directed at a specific individual, the School, or specific property of the School to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the School by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the School or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of School officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a School rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.

Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator. All visitors must check in at the administrative office immediately upon arrival in order to receive a visitor pass.

Student Records and Confidentiality

(Annual Notification of Confidentiality Rights Regarding Education Records of Students with Disabilities and Their Parents)

West Phoenix High School has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents'/guardians' and students' rights to privacy. These policies and procedures are in compliance with federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. These rights are as follows:

Right to Inspect and Review

Parents have the right to inspect and review a student's education records within 45 days from the day the school receives a request for access. Requests should be submitted in writing to the school leader and identify the records to be inspected. The school leader will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Right to Amend Education Records

Parent may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the school leader, clearly identifying the part of the record the parent(s) want changed and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested, the parent(s) will be notified of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedure will be provided to the parent(s) when notified of the right to a 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 regarding the contested information.

Right to Consent to Disclosure

Parent(s) or eligible students have the right to require their consent to disclosure of personally identifiable information contained in the student's education records by the prior written consent of the parent(s) or eligible student(s), except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Right to File a Complaint

A parent or eligible student has the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington D.C., if they believe that the district has violated the provision of FERPA. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the school leader. If a reasonable solution is not made at the school level the complainant has the right to file a complaint with the U.S. Department of Education.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Notice for Release of Student Directory Information

The Family Educational Rights and Privacy Act or “FERPA” requires that the School obtain your written consent to release any personally identifiable information or educational records concerning your child. FERPA provides many exceptions to the written consent requirement; one of which is an exception for information designated as “directory information.”

Directory information is information that is that is generally not considered harmful or an invasion of privacy if released. Directory information can include items such as, but not limited to, names, addresses, phone numbers, honors and awards, participation in school activities and sports, and other similar information. Before the School may release directory information without your written consent, it must first inform you of those items that the School will designate as directory information, and provide you an opportunity to opt-out. It is important to the School that it balances safeguarding your child’s information with ensuring that your child is informed of various opportunities and activities. Therefore, the School has decided to designate the following information as “directory information” (information that can be released without your written consent):

- Student's name
- Student's photograph
- Student's grade level
- Student's honors and awards received
- Student's participation in officially recognized activities and sports within the School

If you opt-out of having your child’s directory information released, your child may also miss opportunities to be on vendor lists for graduation announcements, yearbook opportunities, or other student lists for participation in clubs and activities, or his/her achievements may not be publicized in School announcements. Another item to consider is that State and Federal law require that if directory information is released to persons or organizations who inform students of educational or occupational opportunities, then, the School is also required to provide the same access to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them in the military. However, you can request in writing that the School not release the student’s directory information without your prior signed and dated written consent. If you do not object in writing to the release of any or all directory information, then the School must provide military recruiters, upon request, directory information containing the student’s name, address, and telephone listing.

If you do not want any or all directory information about your student to be released to any person or organization (including School groups) without your prior signed and dated written consent, you must notify the School in writing using the opt-out form located at the end of this Handbook and returning it to your student’s school, within two (2) weeks of receiving this form, or by October 31st, whichever occurs first. If the School does not receive notification from you on the form found at the end of this Handbook within the prescribed time, the School will assume that your permission is given to use the directory information as described above.

Notification of Rights Under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

West Phoenix High School has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. West Phoenix High School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. West Phoenix High School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. West Phoenix High School will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, S.W.
 Washington, D.C. 20202-8520

Service Animals

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or

other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

West Phoenix High School does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the School if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the School, services or activities provided.
- The animal poses an undue burden.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be under the handler's control. The School shall not be responsible for the training, feeding, grooming. The School must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the school leader at least three (3) school days prior to bringing the service animal to school or to a school function. Forms are available by contacting the school office.

Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) bordatella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinoneumonitis, influenza, and strangles.

All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

Health Information

Immunizations

Arizona law ARS §15-872 requires that parents provide an up-to-date record of immunizations prior to enrolling in school. The record must include the month, date, and year of your student's immunizations. Students without proof of immunization will be excluded from school. The following immunizations are required for enrollment at West Phoenix High School, contingent on age:

- Diphtheria/Pertussis/Tetanus (DPT, DTaP, Tdap)
- Polio
- MMR #1 and MMR #2
- Haemophilus Influenzae B (HIB)
- Hepatitis A Series
- Hepatitis B Series
- Chickenpox (Varicella) or history of disease

- Meningococcal

Please inform the school of any immunizations that your student receives throughout the year so that immunization records are kept current.

Arizona law ARS §15-872 provides exemptions from immunization requirements for the following:

- Medical reasons—permanent or temporary
- Personal beliefs
- Documentation of adequate immunity

Although the law allows exemptions, if an outbreak of any of the diseases covered by required immunizations occurs, the Maricopa County Health Department may require that students who are not immunized be excluded from school for the duration of the outbreak.

Medication

Students are not permitted to carry prescription or over-the-counter medication to and from school or to keep it on their person while at school or when participating in any school-related activities. The front office will administer over the counter medicines with signed parental permission and prescription drugs only if given signed 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 front office.

Hearing and Vision Screenings

Hearing and Vision screenings are given to selected groups of students per Arizona mandate under the guidelines of the Arizona Department of Education and Arizona Department of Health Hearing Conservation Program. For more information on these screenings, please contact the school office.

Chronic Health Condition

A chronic health condition is one that is not curable and/or requires continuous treatment. If your student has a chronic illness or health condition that will cause him/her to miss school, please inform the school office. Documentation is required from the medical provider. Upon acceptance of documentation the school staff will develop a Chronic Illness Plan to ensure that absences due to the chronic condition are not subject to school attendance policies and to provide ways to furnish missed work or instructional materials during your student’s absences.

Instruction and Learning Assessment of Learning

Students at West Phoenix High School are assessed to ensure that they are acquiring skills and being challenged academically. To measure the achievement of all students, school-wide assessments are administered throughout the year. Each student’s performance on the school-wide assessments is measured against his/her own previous performance. Results of these assessments in language arts and mathematics are used to make needed programming changes and provide additional support to students through intervention programs. Results are also made available to teachers, parents, and students so that everyone can work together to help ensure that all learning goals are met for every student. Students with disabilities participate in all state and school assessments and may be administered more individualized evaluations or assessments by appropriate professionals for the purpose of determining eligibility and providing specialized instruction under the Individuals with Disabilities Education Act (IDEA).

The state of Arizona requires AzMERIT testing at the end of all 9th, 10th, and 11th grade English and math courses.

The following outlines our school-wide assessments:

TEST:	WHO IS TESTED:	WHAT IT IS USED FOR:
AzMERIT	Students enrolled in: <ul style="list-style-type: none"> • Algebra 1 • Geometry 	<ul style="list-style-type: none"> • To complete West Phoenix High School’s performance-based teacher and leader evaluations

	<ul style="list-style-type: none"> Algebra 2 English 9 English 10 English 11 	<ul style="list-style-type: none"> To demonstrate growth to AZ Charter Board
AZELLA	<ul style="list-style-type: none"> All English language learners 	<ul style="list-style-type: none"> To identify students for English language services, measure their growth, and exit them out of the program
ATI/GALILEO (reading and math)	<ul style="list-style-type: none"> All enrolled students Grades 9-11 for all three benchmark test dates 	<ul style="list-style-type: none"> To predict how students will perform on AzMerit and provide targeted interventions to increase AzMerit achievement To measure growth of students in our school compared to other schools in Arizona
EDULASTIC	<ul style="list-style-type: none"> All enrolled students Grades 3 through 12 	<ul style="list-style-type: none"> To provide targeted interventions to increase student mastery of state academic standards To measure individual student growth towards mastery of state academic standards
Additional Formative Assessments	<ul style="list-style-type: none"> Targeted students are tested regularly to measure progress and guide intervention efforts. Classroom teachers can test their classes at will to drive whole-class, small-group, and individual instruction 	<ul style="list-style-type: none"> To guide instructors and interventionists toward benchmark growth in GALILEO and AzMERIT To measure classroom learning and inform re-teaching and tutoring

Grading Policy

West Phoenix uses the following grading scale for all courses. Please note that no core credit is given for classes with a grade of D. Core courses are those classes taken to meet one of the following criteria: English, Math, Science, History, Fine Arts, Government, and Economics. All students must achieve a C grade or higher in all classes.

A= 90-100

B= 80-89

C= 70-79

D= 60-69 (No Core Credit Received, Elective Credit Only)

F= 0-59 (No Credit Received)

West Phoenix requires all classes to use the following gradebook categories:

- Formative Assessments
- Opening Review/Enrichment Activity
- Student Activity
- Student Agency
- Summative Assessments

Each teacher will provide students with a syllabus with the weights of each category and descriptors used within their department. Additionally, all students must keep a binder throughout the course and submit it periodically for a grade. In order for student to be eligible to receive a grade they must complete all major assessments, projects, and final exam.

Students and family members have the right to question grades and grading procedures. The student should first consult with his or her teacher and attempt to resolve the matter. If a resolution is not made, the student should address the matter with the **school leader**.

Issuance of grades and grading procedures are local school matters, and every attempt to remedy the situation at the school level should be made.

GPA and Class Rank Determination

GPA is determined by core and elective grades including weighted classes. Weighted classes include: AP, college dual enrollment, and honors classes. Transfer grades are reviewed and transfer credits are honored.

Students must be enrolled by January 1 of the current school year to be eligible for Salutatorian or Valedictorian. The cut-off date to determine the standing for Salutatorian and Valedictorian is May 3, 2019.

Report Cards

Parents and students can access student grades at any time via the Synergy portal to see how the student is doing in classes. Progress reports will be sent via email to all parents/guardians. At the end of each block, report cards will be mailed home the week following the close of the block to the address on file. If you do not receive a mailed copy of your report card or an email of the student's progress report, please contact the school office to update your email and mailing address and bring in a new proof of residency.

Graduation Requirements

West Phoenix High School requires a minimum of 22 credits to receive a high school diploma. The following list of requirements is set forth by the Arizona State Board of Education (Standard Diploma) and the Arizona universities (Academic Diploma), respectively.

SUBJECT	STANDARD DIPLOMA	ACADEMIC DIPLOMA
ENGLISH	4	4
MATHEMATICS	4	4
SCIENCE	3	3
SOCIAL STUDIES	3	3
FINE/PRACTICAL ARTS	1	1
FOREIGN LANGUAGE	0	2
ELECTIVE	7	5
TOTAL	22	22

Students are required to earn: four credits of math and English, three credits of science, three credits of social studies, and one credit of fine and practical arts in addition to either seven credits of electives, or two credits of foreign language and five credits of electives, in order to receive a diploma. Credit will only be issued with grades of 'C' or better in each non-elective class.

Dual Enrollment

Students may elect to take more than 22 credits and may choose to participate in courses for high school and college credit. These courses will be weighted for the purpose of class rank. Students with a 3.0 GPA or higher are considered to be graduating with honors. Students with a 3.5 GPA or higher are considered to be graduating with highest honors.

Work Credit and Service Learning

West Phoenix students are given the opportunity to gain elective credit for working while excelling in school. Working students must submit pay stubs from their workplace or a signed acknowledgement of work hours on letterhead. Students earn 0.5 elective credits for 123 hours of work, for a maximum of 2 credits. In order to be eligible, students must be attending full-time and pass all classes.

Attendance Policy

Attendance and academic success are highly correlated. Therefore, West Phoenix High School adheres to strict attendance policies that **are correlated with the Arizona truancy laws**.

By law, students are expected to attend school at least **ninety percent of the time (90%)** in order to receive credit for their class. This means that a student **with five (5) or more absences may not receive credit for the class**.

Students must be in classroom before the tardy bell rings. If a student shows up late for class, they must get a pass from the office. Students with 2 or more tardies must attend Friday classes. If a student does not attend school for ten (10) *consecutive* days, that student *will* be subject to *withdrawal* from school. Anytime a student misses school, a parent or guardian of that student must call the school and let us know the reason for the absence. The student is required to come in on Friday to make up any work missed that week. If a parent or legal guardian does not call, the absence is considered unexcused, and the student must attend Friday classes.

Supervision of Students

The campus is open for students to be here from 7:00am - 9:40pm.

Transportation

West Phoenix High School provides a school bus for students. Please refer to page 39 of the Student Handbook to see the school bus route. Students may also qualify for discounted city bus tickets. For more information please contact the school office.

AVID Program

Advancement Via Individual Determination (AVID) Mission Statement

The mission of AVID is to ensure that all students will:

- succeed in the most rigorous curriculum;
- enter the mainstream activities of the school;
- increase their enrollment in four-year colleges, and
- become educated, responsible participants and leaders in a democratic society.

What is AVID?

AVID is a program designed to help students prepare for and succeed in colleges and universities. Students in the program commit themselves to improvement and preparation for college. AVID offers a rigorous program of instruction in academic “survival skills” and college level entry skills. The AVID program teaches the student how to study, read for content, take notes, organizational skills and manage time. Students participate in collaborative study groups or tutorials led by tutors who use skillful questioning to bring students to a higher level of understanding.

The high school AVID program is ideally a four-year program for students who have the potential to succeed in college prep courses. Such students demonstrate a desire to attend college. Upon acceptance into AVID, students must also enroll in college prep courses which will result in fulfilling entry requirements for most stateside colleges and universities. AVID is an elective class which meets during the regular school day.

Athletic Policy

All students must complete the appropriate paperwork to participate in athletics. Each athlete must undergo a physical once per year as well as concussion training in order to be eligible to practice and play. All student-athletes must maintain a minimum of C grades in all classes to be eligible to participate

in the week's athletic games. Any student-athlete with chronic failing grades will be subject to removal from the team.

School Technology

Technology is a wonderful tool to assist our students in learning, researching, and preparing to participate fully in a technology rich society. While the internet and other technology resources provide significant opportunities for teaching and learning, they must be used responsibly. West Phoenix High School provides protection from harmful material through filtering software but the teacher and student have the ultimate responsibility for using the Internet and technology according to school policy and guidelines.

The following assurances are made when the Internet is in use during instruction:

- Supervision will be provided at all times
- Internet safety and etiquette rules will be introduced to students prior to beginning an Internet project
- Activities using the Internet will have a curriculum focus and well-defined purpose
- Teachers will provide instruction necessary for students to use age-appropriate search engines and research ethically
- "Free Surfing" will not be allowed
- Direct electronic communication will be filtered by the school and closely monitored by the teacher
- Information or student work published or submitted through the Internet is not private and student's names/addresses will not be published on school web pages

Technology Use Guidelines

The use of technology at West Phoenix is welcomed and encouraged. Students must however never use school technology for the following:

- Accessing inappropriate materials (obscene, pornographic, illegal ,etc)
- Network etiquette
- Vandalism and harassment (e.g., "cyberbullying")
- Copyrights and plagiarism
- Access to social networking or chat room Web sites.
- Downloading (e.g., music files)

Consequences of violations include, but are not limited to:

- Parent notification
- Restitution to repair/replace intentionally damaged equipment
- Suspension or revocation of Internet access
- Suspension or revocation of computer access
- School suspension
- School expulsion Legal action and prosecution by the authorities

West Phoenix High School has the right to restrict or terminate information network access. West Phoenix has the right to monitor network activity to ensure school policy for acceptable use is followed. If you do not want your student to have access to the internet, please notify the school office in writing.

Exceptional Student Services

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, West Phoenix High School is required to locate and provide a free and appropriate public education (FAPE) for all enrolled students with disabilities.

The following child find activities are conducted by West Phoenix High School to locate enrolled students with disabilities:

1. Review of school records (from prior schools and school of current enrollment).
2. Screening within 45 days of enrollment in the following areas: vision, hearing, motor skills, speech, language, cognitive ability, academic, and social emotional development.

3. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program and children age three to five years (not yet enrolled in school) to the appropriate state or community agencies.
4. Provide information about concerns and student progress to parent(s) in writing.
5. If appropriate, refer the child for evaluation and/or other appropriate services.

All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

A free appropriate public education with a full continuum of services is available for eligible students with disabilities. If you suspect that your child has a disability and is eligible for services under ADA Section 504 or IDEA or have questions about child find activities, please contact the school's exceptional student services coordinator or the school leader. You may also contact the Heidi Sinkovic, Director of Exceptional Student Services at 602-953-2933.

ADA Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, West Phoenix High School has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to students with disabilities. For additional information about the rights of parents of eligible students, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the school leader or Heidi Sinkovic, Director of Exceptional Student Services at 602-953-2933.

Grievance Procedure under ADA Section 504

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under the grievance procedure outlined in this handbook. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; and failing to make non-fundamental, reasonable modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

West Phoenix High School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The school leader will be responsible for such arrangements.

Special Education Services

West Phoenix High School makes available special education and related services to all students. Our teachers are trained to teach to diverse learning styles and ability levels. West Phoenix High School believes in close collaboration between general education teachers, special education teachers, staff, and parents. This produces the best possible learning outcomes for our exceptional students. For more information about our special education programs, please contact the school's special education department.

Special Education Records Retention Notice

Pursuant to A.R.S. 41-1351, special education records including placement records, referrals, evaluations, and testing data, will be destroyed seven years after the student's last fiscal year of enrollment. A permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed, may be maintained without time limitation.

Procedural Safeguards

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected

through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office and on the school's website.

Referral and Evaluation

Students suspected of having a disability may be referred to the school's exceptional student services coordinator, school leader, or the Director of Exceptional Student Services by the parent or school staff for further evaluation. Evaluations will be conducted pursuant to the requirements under ADA Section 504 and/or IDEA.

For information on the school's evaluation procedures under Section 504 or IDEA, contact the school leader or Heidi Sinkovic, Director of Exceptional Student Services at 602-953-2933.

English Language Acquisition Services

West Phoenix High School offers programs that meet the diverse needs of English Language Learners by offering programs that meet the Arizona requirements under A.R.S.15-756.01. The programs are designed to provide equal educational opportunity and access to curriculum while developing English language skills to students for whom English is not the primary language. Parents have the right to refuse participation in these services. For more information, contact the school ELAS coordinator, school leader or Stacy Hoffman, Director of ELAS at 602-953-2933.

Rights of Homeless Students under the McKinney-Vento Homeless Assistance Act

This school shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of the homeless children, youth, applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act eligible students have rights to:

As a charter school, West Phoenix High School has the obligation to enroll homeless students as a "school of origin." The school of origin is defined as the school that the student last attended before experiencing homelessness or the school where the student was last enrolled. The school of residency is defined as the neighborhood school identified by the attendance area in which the student is currently residing. Therefore, only homeless students for whom the last school of attendance or enrollment was West Phoenix will be immediately enrolled. All other homeless students will be referred to their school of residency or their last school of origin for enrollment.

When West Phoenix High School is the school of origin, the School will keep students in homeless situations to the extent feasible, unless it is against the parent/guardian wishes. Students will be allowed to stay in the School the entire time that they are homeless, Participate in programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc., and remain enrolled until the end of the academic year in which they move into permanent housing.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to www.ade.az.gov/asd/homeless or contact:

Lisa Reyes
Homeless Liaison
West Phoenix High School
3835 W. Thomas Rd.
Phoenix, AZ 85282
(602) 269-1110
lisa.reyes@leonagroup.com

Alexis Clermont
Homeless Education Coordinator
Arizona Department of Education
1535 W. Jefferson St.
Phoenix, AZ
(602) 542-4963
Alexis.Clermont@ade.az.gov

Equal Educational Opportunity

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. West Phoenix High School provides a nondiscriminatory learning and work environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the school leader.

In the event a student experiences discrimination, the student should report the incident to the school leader within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

The following individual has been designated to handle inquiries regarding the nondiscrimination policies:

Alex Horton
3835 W. Thomas Rd.
Phoenix, AZ 85019
602-269-1110
alex.horton@leonagroup.com

Procedures for Filing Complaints

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school leader. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witness discrimination or harassment, shall immediately inform the school leader of the report or complaint and complete a Statement of Facts form.

Procedures for Investigation of the Report/Complaint

The school leader will investigate the incident personally, or designate another school employee to conduct the investigation at the school leader's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The school leader shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the school leader.

Investigative Findings

In all cases, regardless of whether a violation of school policy is found or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

National School Lunch and Breakfast Program

We are pleased to inform you that all children attending West Phoenix High School will receive [breakfast/lunch] at no charge during school year 2016-2017 unless otherwise notified. West Phoenix High School will be participating in a special provision set up by the United States Department of Agriculture (USDA) that affects the traditional operating procedures of the National School Lunch Program (NSLP). Under this provision, it is not necessary to distribute household applications among families with children in attendance. We appreciate your cooperation in previous years and will notify you of any changes to the program in future years.

If you have other questions, call Veronica Rojo at (602) 269-1110.

Si tiene preguntas, por favor llame a Veronica Rojo al (602) 269-1110.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Student Code of Conduct

Respect and mature conduct in school 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.

West Phoenix High School'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 right of others.

In addition to appropriate behavior at school, students are expected to exhibit proper behavior on and off campus, including but not limited to: on their way to school, on their way home, and when participating in school activities.

Student Expectations

- **Respect to teachers, staff, other adults and students** is required at all times. This includes language, gestures, actions, and attitude. If a student anticipates a problem the student is expected to **seek the advice or counseling from staff personnel.**
- **Closed Campus Policy-** Students must remain on campus at all times. Students who become ill or have an emergency must report to the office and sign out or have a parent sign them out before leaving (if under age of 18). No student may come back to school after signing out unless permission is granted from administration. **If a parent or guardian needs to contact a student during school hours the parent or guardian must call the main office at 602-269-1110 and leave a message for the student or speak to an administrator in an emergency situation.**
- **Electronic Devices-** No personal electronics allowed out in the classroom unless permission is given by the teacher for the entire class. If use of electronic devices is abused by a student, then the student device may be confiscated. **West Phoenix High School staff is NOT responsible for those devices if they are lost, stolen, or misplaced.**
- **West Phoenix Student Identification Card-** All students on campus must have West Phoenix High School ID cards around their neck where it can be seen. This is for campus safety as well as to participate in the school lunch program. If a student does not have an ID the student is required to pay two (\$2) dollars immediately to receive a new one.
- **Appropriate Clothing is Required-** Students are expected to wear appropriate attire during the school day and at school sponsored activities. These guidelines should be followed:

- No hats, no headwear, no scarves, no sunglasses in a classroom (unless permission is given by the administration)
- No tank tops, spaghetti straps, muscle t-shirts, or similar tops with straps.
- No exposed cleavage, stomach/midriffs, undergarments.
- No see-through clothing of any type.
- No pajamas or sleepwear.
- Skirts and Shorts of mid-thigh length (fingertips) at a minimum; including exposed areas of ripped clothing.
- No drug, violence, gang, weapon, or socially offensive oriented clothing, jewelry or accessories.
- Pants must be pulled up to the waist line. No sagging.
- No vulgar pictures, writing, or logos on clothing.
- Appropriate shoes or footwear at all times. No slippers.

West Phoenix High School has the right to ask any student to replace any clothing deemed inappropriate at any time.

- **Bathroom Break/ Leaving Class Policy-** A student may use the bathroom at the times deemed by West Phoenix High School. **A student must receive permission from the teacher of his/her class in order to leave class for any reason, as well as be in possession of a pass from that teacher.** Any student that leaves class for the bathroom or any other reason must tend to the business at hand and return to class in a timely manner. Only one student is allowed out of class at a time. If a student is found without a pass, in another classroom, at the lunch tables, or any other place deemed inappropriate by administration or teacher, that student may lose privileges associated with leaving the classroom, and may receive additional discipline if necessary.
- **Classroom Rules-** West Phoenix High School general rules above must be followed at all times. All teachers may have individual classroom rules that must be followed as well. Teachers will clearly post these general rules as well as individual classroom rules and students must comply with all rules provided to them by the school as well as individual teachers.
- **Outside Beverages-** Outside beverages are not allowed on campus that are in a cup or an unsealed container. Water bottles are allowed and may be refilled at the water fountain.
- **Behavior and Language-** Behavior and language in the classroom should be professional and appropriate. Inappropriate unprofessional behavior and/or language will result in disciplinary action.

Failure to meet expectations will result in the following:

1. Teacher verbal warning
2. Teacher communication with parent and documentation in the student information system.
3. Teacher write up and documentation in school's student information system.
4. Student conference with administration and documentation in student information system.
5. Parent, student, and teacher conference and contract with administration and documentation in student information system.
6. In-School Suspension (ISS) and/or temporary removal from class
7. Off-Campus Suspension (OS)
8. Schedule change/withdrawn from current block
9. Permanent removal from class
10. Withdrawal
11. Expulsion

*West Phoenix High School administration reserves the right to add any consequence (i.e. Friday community service, removal from extracurricular activities, verbal/written apology to teacher/class, etc.) it deems necessary to address and/or resolve the problem.

Student Discipline

Drug Free School

A Drug Free School Zone is defined in A.R.S. 3411 as “the area within 300 feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any bus contracted to transport students.”

West Phoenix High School is designated as a Drug Free School Zone. Any person who violates this designation by possession, distribution, solicitation, manufacturing, or sale of drugs is subject to school disciplinary action and criminal prosecution in accordance with Arizona Revised Statutes.

The use, possession, distribution, manufacturing, or sale of drugs on or near school property, on the way to and from school, at a bus stop, or on a bus is prohibited. This includes an individual defined in section 36-2801 as a cardholder or any other individual lawfully possessing or using marijuana as outlined in A.R.S 15-108.

For the purposes of this policy, drugs shall include, but not be limited to:

- Marijuana
- Prescription only drugs
- Narcotic drugs
- Inhalants/vapor-releasing substances
- Dangerous drugs – including, but not limited to the following: Hallucinogens, Stimulants, Depressants, Barbiturates, and Anabolic steroids
- Alcoholic beverages
- Drug “look alikes” or substances represented as drugs
- Any student in possession of, selling or distributing dangerous drugs or narcotics will be recommended for long-term suspension or expulsion.

Any student in possession of, selling or distributing any other substances specified in this policy will be subject to disciplinary action.

Bullying, Harassment, and Intimidation Policy

West Phoenix High School is committed to providing all students with a safe learning environment where everyone is treated with respect. West Phoenix expressly prohibits any acts of bullying, harassment, or intimidation. Additionally, soliciting others to engage in bullying, harassment, or intimidation is also expressly prohibited by West Phoenix.

All students, teachers, parents, and staff of West Phoenix High School have a right and responsibility to take reasonable measures within the scope of their individual authority to prevent violations of the bullying and hazing prevention policy and report incidents of bullying, harassment, or intimidation.

Definitions

Bullying is defined as a real or perceived imbalance of power with the more powerful student or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual’s property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time; occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law

Cyberbullying is, but is not limited to, any act of bullying or harassment committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Confidential Reporting

Students and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15-341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

Reporting Incidents of Bullying or Hazing

Students and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident. The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the student complete a Student Concerns, Complaints, and Grievances Form. An adult may assist the student in completing the Student Concerns, Complaints, and Grievances Form if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

Procedures for Investigation of the Report/Complaint

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Vice President of Academic Support. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Student Discipline Referral form if the student is found to have violated the bullying policy.

Any student who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation,

proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences in accordance with the school's code of conduct and ARS 15-341(37).

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be filed within 30 calendar days of the original incident.

Categories of Misconduct and Range of Possible Consequences

Misconduct or Violation /Definition	Consequence
<p>Assault Intentionally, knowingly or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult or provoke the person</p>	<p>Minimum: Short-Term Suspension, Criminal Charges Maximum: Expulsion</p>
<p>Aggravated Assault/Assault on a Staff Member An assault in which a person causes serious physical injury to another or an assault on a peace officer, teacher, or other employee of the school district - could be considered as a Threat to an Educational Institution</p>	<p>Minimum: Short-Term Suspension, Criminal Charges Maximum: Expulsion</p>
<p>Arson/Reckless Burning Attempting to or intentional burning of a building, structure, or property</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion, Criminal Charges</p>
<p>Bomb Threats Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device – could be considered as a Threat to an Educational Institution</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Bullying Bullying is a real or perceived imbalance of power with the more powerful child or group showing either passive or direct aggression toward those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name calling); psychological (e.g., social exclusion, spreading rumors, manipulating social relationships); or through the use of electronic devices or other social media communication.</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Burglary The act of entering a building or other premises with the intent to commit theft</p>	<p>Minimum: Long-Term Suspension, Criminal Charges Maximum: Expulsion</p>
<p>Cell Phone Disturbance Any use of cellular phone during the school day (e.g. incoming/outgoing phone calls, text messaging, taking photos, music, etc.)</p>	<p>Minimum: Personal Conference/Confiscation of Item Maximum: Long-Term Suspension</p>
<p>Cheating</p>	<p>Minimum: Personal Conference/Parental Involvement</p>

Wrongfully securing and/or using information or assisting another to do so	Maximum: Short-Term Suspension
Chemical or Biological Threat Threatening to cause harm using dangerous chemicals or biological agents – could be considered as a Threat to an Educational Institution	Minimum: Short-Term Suspension, Criminal Charges Maximum: Expulsion
Classroom Disturbance Any act which disrupts the normal educational process or violates any rules or procedures of a classroom	Minimum: Personal Conference/Loss of Privileges Maximum: Long-Term Suspension
Combustible Items Possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid	Minimum: Personal Conference Maximum: Expulsion
Contraband/Inappropriate Items Items which may disrupt the learning environment	Minimum: Personal Conference/Confiscation of Item Maximum: Long-Term Suspension
Criminal Involvement Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members, or impair the normal educational process or educational climate	Minimum: Personal Conference Maximum: Expulsion
Dangerous Situation, Failure to Report Failure to report any knowledge or suspicion of a potentially dangerous situation	Minimum: Personal Conference Maximum: Long-Term Suspension
Defiance/Disrespect Towards Authority, or Non-Compliance Student engages in refusal to follow directions, talks back, or delivers socially-rude interactions	Minimum: Personal Conference, Short-Term Suspension Maximum: Long-Term Suspension
Disorderly Conduct Behavior which is disruptive to the orderly educational process of the school; this includes disruptive behavior in a class or activity, unreasonable noise, offensive language or gestures, horseplay, roughhousing, sustained out-of-seat behavior, refusing to obey a request	Minimum: Personal Conference, Short-Term Suspension Maximum: Expulsion
Dress Code Violations Failure to comply with school's dress and grooming guidelines	Minimum: Personal Conference Maximum: Long-Term Suspension
Endangerment Recklessly endangering another person with a substantial risk of imminent physical injury	Minimum: Short-Term Suspension, Criminal Charges Maximum: Long-Term Suspension
Ethnic/Racial Slurs/Hate Speech Any communication which disparages a person or group on a basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation	Minimum: Short-Term Suspension Maximum: Long-Term Suspension
Extortion	Minimum: Short-Term Suspension Maximum: Expulsion

Demanding money or something of value in return for protection or in connection with a threat to inflict harm	
Fighting Mutual participation in an incident involving physical violence, where there is no major injury	Minimum: Short-Term Suspension Maximum: Expulsion, Criminal Charges
Fire Alarm, Dialing 911 Setting off the fire alarm or dialing 911 when no indication of emergency	Minimum: Short-Term Suspension Maximum: Expulsion
Forgery Falsely and fraudulently making or altering a document, writing or using the signature or initials of another person	Minimum: Parental Involvement/Restitution Maximum: Long-Term Suspension/Restitution
Gambling To play games of chance for money or to exchange money or property	Minimum: Personal Conference/ Confiscation of Items Maximum: Long-Term Suspension
Gang Activities or Associations Gang-related dress, verbal or written language, or behavior	Minimum: Personal Conference Maximum: Long-Term Suspension
Graffiti or Tagging Writing on walls, drawing or words that are written scratched, painted, or sprayed on walls or other surfaces	Minimum: Personal Conference, Restitution, Criminal Charges Maximum: Expulsion/Restitution
Harassment, Nonsexual Non-sexual harassment includes communication with another person anonymously or by verbal, electronic, mechanical, telegraphic, telephonic or written means with the intent to harass	Minimum: Short-Term Suspension Maximum: Expulsion
Inappropriate Language Verbal or written messages or physical gestures that include swearing, name calling, or use of words in an inappropriate manner	Minimum: Personal Conference Maximum: Long-Term Suspension
Indecent Exposure or Public Sexual Indecency The intentional exposure of one's private body parts to others	Minimum: Short-Term Suspension Maximum: Expulsion
Hazing/Initiation Any activities that can be considered any type of initiation of another student	Minimum: Short-Term Suspension Maximum: Expulsion
Incitement Transmission of information with the intent to inflame a situation	Minimum: Personal Conference Maximum: Long-Term Suspension
Interference with the Peaceful Conduct of an Educational Institution Disrupting the lawful use of any school property, including uninvited student presence on campus	Minimum: Personal Conference Maximum: Long-Term Suspension
Leaving School Grounds without Permission Leaving school grounds or being in an unauthorized area during regular school hours without permission of the principal or principal designee	Minimum: Personal Conference Maximum: Short-Term Suspension

<p>Lying To make an untrue statement with the intent to deceive, to create a false or misleading impression</p>	<p>Minimum: Personal Conference Maximum: Long-Term Suspension</p>
<p>Minor Aggressive Act Non-serious but inappropriate physical contact, i.e., hitting, biting, spitting, poking, pulling or pushing a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors</p>	<p>Minimum: Short-Term Suspension Maximum: Long-Term Suspension</p>
<p>Misconduct Failure to comply with any school rules</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Negative Group Affiliation Specific attitudes and actions of a student affiliated with a negative group typically include some of the following: <ul style="list-style-type: none"> • Involve themselves in other's problems • Confront authority as a group when one member has been disciplined • Act in an uncooperative and/or hostile manner as a group </p>	<p>Minimum: Personal Conference/Loss of Privileges Maximum: Short-Term Suspension</p>
<p>Plagiarism To steal and pass off the ideas or words of another as one's own</p>	<p>Minimum: Personal Conference/Parental Involvement Maximum: Personal Conference</p>
<p>Pornography Possession, distribution, or sale of any pornographic materials</p>	<p>Minimum: Minimum: Short-Term Suspension Maximum: Long-Term Suspension</p>
<p>Public Display of Affection Holding hands, kissing, sexual touching or other displays of affection</p>	<p>Minimum: Personal Conference Maximum: Short-Term Suspension</p>
<p>Recklessness Unintentional, careless behavior that may pose a safety or health risk for others</p>	<p>Minimum: Personal Conference Maximum: Short-Term Suspension</p>
<p>Selling/Trading The selling, buying, or trading of any item on school property that is not sponsored by the school (for example, gum, money or candy, etc.)</p>	<p>Minimum: Personal Conference / Confiscation of Items and/or Money Maximum: Short-Term Suspension/ Confiscation of Items and/or Money</p>
<p>Sexual Harassment <i>Contact District Compliance Officer.</i> Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including unwanted physical contact. Does not include legitimate nonsexual touching or other non-sexual conduct</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Sexual Conduct Engaging in sexual conduct</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Solicitation/Facilitation/Conspiracy Encouraging, requesting, commanding or assisting another person in the violation of a</p>	<p>Minimum: Personal Conference Maximum: Expulsion</p>

school rule or in the commission of a criminal act	
Tardiness Unexcused lateness to class	Minimum: Personal Conference Maximum: Short-Term Suspension
Technology Violations Failure to comply with laws, rules, or guidelines for use of technology resources	Minimum: Parental Involvement/Loss of Privileges Maximum: Expulsion
Theft Taking property, items, or services from another person or from the school without permission, copying of copyrighted material	Minimum: Personal Conference/Restitution Maximum: Expulsion/Restitution
Trespassing To enter or remain on a school campus or District property without authorization or invitation and with no purpose for entry	Minimum: Personal Conference Maximum: Short-Term Suspension
Truancy/Unexcused Absence Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission)	Minimum: Personal Conference Maximum: Referral to Outside Agency
Unauthorized Areas Being in any area considered off-limits to students, including teachers' lounge, teachers' work areas, off-limits campus areas, etc.	Minimum: Personal Conference Maximum: Short-Term Suspension
Vandalism of Personal or School Property Willful destruction or defacement of personal or school property	Minimum: Personal Conference /Restitution Maximum: Expulsion/Restitution
Verbal Provocation Use of language or gestures that may incite	Minimum: Personal Conference Maximum: Long-Term Suspension
SUBSTANCE ABUSE	
Alcohol Being under the influence of, and/or the use, possession, manufacture, distribution or sale of an alcoholic substance	Minimum: Short-Term Suspension Maximum: Expulsion
Look-A-Like/Over-The-Counter Possession The distribution, sale or use of imitation, look-a-like, prescription or over-the-counter medicine or drugs	Minimum: Short -Term Suspension Maximum: Expulsion
Drug Violation – Possession The unlawful use or possession of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation	Minimum: Short-Term Suspension Maximum: Expulsion, Criminal Charges
Drug Violation – Distribution The unlawful cultivation, manufacture, distribution, sale, transportation or importation of any controlled drug or narcotic substance	Minimum: Long-Term Suspension, Criminal Charges Maximum: Expulsion
Tobacco including Electronic Pipes The possession, use, distribution, or sale of tobacco products	Minimum: Personal Conference Maximum: Long-Term Suspension
THREATS	

<p>Threats/Intimidation/Verbal Abuse of a Staff Member Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARSS 15-507: a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties is guilty of a class 3 misdemeanor). <i>Could be considered as a Threat to an Educational Institution</i></p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Threats or Intimidation Communication by word or conduct the intent to cause physical injury or serious damage to a person or their property – could be considered as a Threat to an Educational Institution</p>	<p>Minimum: Personal Conference Maximum: Long-Term Suspension</p>
<p>Threatening An Educational Institution To interfere with or disrupt an educational institution through threatening statements 1. Threatening to cause physical injury to any employee of an educational institution or any person attending an education institution 2. Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution 3. Going upon or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property of others 4. Refusing to obey a lawful order to leave the property of an educational institution</p>	<p><i>A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion of at least one year except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student's parent(s) or guardian(s) participate in the mediation, community service restitution or other programs in which the parent or guardian takes the responsibility with the student for the threat.</i></p>
<p>WEAPONS</p>	
<p>Deadly Weapon The possession, sale, use or distribution of a deadly weapon. A deadly weapon is anything designed for lethal use, including a firearm or destructive device – <i>could be considered as a Threat to an Educational Institution</i></p>	<p>Minimum: Long-Term Suspension, Criminal Charges Maximum: Expulsion</p>
<p>Dangerous Instrument Anything that, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury – <i>could be considered as a Threat to an Educational Institution</i></p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Simulated Firearm Possession of “look-alike” items, which have the appearance of or are represented to be a</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>

real weapon – <i>could be considered as a Threat to an Educational Institution</i>	
Threatening or Intimidating Threatening or intimidating another person with a deadly weapon, dangerous instrument or simulated weapon – <i>could be considered as a Threat to an Educational Institution</i>	Minimum: Long-Term Suspension Maximum: Expulsion
Destructive Device The possession, sale, use or distribution of any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow – <i>could be considered as a Threat to an Educational Institution</i>	Minimum: Long-Term Suspension Maximum: Expulsion
Other Weapon The possession, sale, use or distribution of other weapons such as a Billy Club, Brass Knuckles, knife, or Nun chucks, etc. – <i>could be considered as a Threat to an Educational Institution</i>	Minimum: Short-Term Suspension Maximum: Expulsion

Student Discipline and Due Process

Short-term Suspension

Short-term suspension means the temporary withdrawal of the privilege of attending school for a period of ten (10) or fewer consecutive school days. The authority to impose short-term suspensions rests with the school leader or designee. There is no right to appeal a short-term suspension.

Informal Due Process

1. The student is told what he/she is accused of doing and the evidence that exists to support the allegation. The student is then given the opportunity to explain his/her version of the situation.
2. The School Leader will make reasonable efforts to verify facts and statements prior to making a decision regarding the discipline.
3. The School Leader may immediately suspend a student whose presence creates a danger to self or others.

Decision Regarding Discipline:

1. After the informal due process, the School Leader may:
 - a. Immediately impose a short-term suspension
 - b. Proceed with a recommendation for a long-term suspension or expulsion;
 - c. Choose another alternative;
 - d. Exonerate the student.
2. A written record of the decision will be kept in the student's discipline file.
3. The parent/guardian will be notified of the decision to impose the short term suspension including the terms of and reasons for the suspension.
4. No appeal is available from the imposition of a short-term suspension.

Long-Term Suspension

Long-term suspension means the withdrawal of the privilege of attending school for a set period of time of ten (10) or more consecutive school days. While a school leader may recommend a long-term suspension, the authority to impose a long-term suspension or expulsion rests with the governing board or board-appointed hearing officer.

Notice of Intent to Impose Long-Term Suspension:

If a long-term suspension is recommended by the school leader, a written Notice of Intent to Impose a Long-Term Suspension will be mailed via First Class Mail with Certificate of Mailing and Certified Mail with Return Receipt Requested; or Hand Delivered to the parent(s).

The following procedures will be followed for all long term suspensions:

1. Informal due process procedures as outlined under short-term suspensions above
2. The governing board will designate a board member to serve as the hearing officer or identify a hearing officer which may include another district Administrator in the Leona Group network as designated by the governing board.
3. A formal notice of hearing will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) to the parent/guardian at least five (5) working days prior to the suspension hearing. A copy of this letter will remain on file, and the letter will contain the following information:
 - a. The violation(s) of student code of conduct and the rule(s) violated.
 - b. The extent of the disciplinary action to be considered.
 - c. The date, time, and place of the formal hearing.
 - d. A designation of the School's witnesses.
 - e. That the student may present witnesses.
 - f. That the student may be represented by counsel, at his/her own expense.
 - g. The name of the hearing officer or Administrator assigned to act as a hearing officer.
 - h. Copies of this policy and A.R.S. § 15-840 and 15-843
5. A formal long term suspension hearing will be held, including the following minimum requirements:
 - a. The student will be informed of the misconduct and the rules or regulations that he/she is alleged to have violated.
 - b. The student and/or parent(s)/guardian(s) may testify and introduce evidence.
 - c. The student may be represented by counsel.
 - d. The student may present witnesses and introduce documentary evidence.
 - e. The student or his/her counsel may cross-examine witnesses presented by the administration.
 - f. The administration may cross-examine the student's witnesses and introduce documentary evidence.
 - g. The hearing officer may ask questions of the witnesses.
 - h. The administration will bear the burden of proof for the offenses alleged.
 - i. The hearing will be recorded either on tape or other appropriate manner. The student may tape-record the meeting at his/her own expense.
 - j. The student shall be allowed to remain in school pending the outcome of the hearing, unless the student's presence in school constitutes a danger to the student or others or unless a short-term suspension has been imposed and is in effect.
6. The hearing may be rescheduled: (1) upon request of the parent(s)/guardian(s) or the administration, if good cause is shown; (2) upon written agreement of the parties; or (3) as deemed necessary by the hearing officer.

Decision

1. The Hearing Officer shall prepare a written decision within five (5) working days after the hearing. Copies of the decision shall be provided to the parent(s) and School Leader.
2. The Hearing Officer's decision is binding upon the parties, subject to appeal to the Governing Board. The decision shall take effect upon verbal or written notification of the decision, whichever occurs first.
3. The suspension shall be reported to the Governing Board within five (5) working days.

Appeal for Long-Term Suspension Decisions

1. The decision of long-term suspension may be appealed to the Governing Board. The appeal must be in writing and submitted to Mr. Ted Frederick, Governing Board President, 7878 N. 16th Street, Suite #150, Phoenix, AZ 85020 within five (5) working days after the decision has been hand-delivered or within (10) working days of the date the decision was mailed to the parent(s).
2. The notice of appeal shall indicate the specific factual and/or legal basis for the appeal.
3. The Governing Board shall review the appeal in executive session at its next regularly scheduled board meeting or within 14 working days, whichever is more appropriate.
4. The parent(s)/guardian(s) shall be provided notice of the date, time, and place of the executive session at which the appeal is to be considered by the Board; notice of their right to attend; and

notice of their right to the minutes and testimony or to record the session at their own expense. The parent(s)/guardian(s) may object to having the review of the appeal considered in executive session. Such objections must be made in writing to the Board at least thirty-six (36) hours prior to the Governing Board meeting. Upon receipt of the objection, the review will be held in an open meeting once it is appropriately noticed on the Board agenda, but in no event later than the next regularly scheduled Board meeting after the objection is received.

Governing Board Decision:

1. The Governing Board may affirm the decision of the Hearing Officer, schedule another hearing, modify the recommended disciplinary action, or take other appropriate action.
2. If the Governing Board affirms the long-term suspension, the suspension shall become effective the day after the Governing Board makes its decision. The Governing Board's decision is final.
3. Written notice of the decision shall be provided to the parent(s)/guardian(s).

Expulsion

Expulsion is the permanent exclusion of a student from school unless the governing board reinstates the student's privilege to attend the school. While a school leader may recommend an expulsion, the authority to impose an expulsion rests with the governing board and the governing board decision is final. A recommendation for expulsion may be made before, after, or in conjunction with a long-term suspension hearing, if one is to be held. There is no appeal of an expulsion decision.

The following procedures will be followed for all expulsions:

1. The parent will receive notice, written or verbal, of the reason for the recommendation and the evidence the school authorities have of the alleged misconduct.
2. The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.
3. A formal notice of hearing will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) to the parent/guardian at least five (5) working days prior to the expulsion hearing. A copy of this letter will remain on file, and the letter will contain the following information:
 - a. The violation(s) of student code of conduct and the rule(s) violated.
 - b. The extent of the disciplinary action to be considered.
 - c. The date, time, and place of the formal hearing.
 - d. A designation of the School's witnesses.
 - e. That the student may present witnesses.
 - f. That the student may be represented by counsel, at his/her own expense.
 - g. The name of the hearing officer or that the governing board will serve as the hearing officer.
 - h. Copies of this policy and A.R.S. § 15-840 and 15-843
7. A formal expulsion hearing will be held, including the following minimum requirements:
 - a. The student will be informed of the misconduct and the rules or regulations that he/she is alleged to have violated.
 - b. The student and/or parent(s)/guardian(s) may testify and introduce evidence.
 - c. The student may be represented by counsel.
 - d. The student may present witnesses and introduce documentary evidence.
 - e. The student or his/her counsel may cross-examine witnesses presented by the administration.
 - f. The administration may cross-examine the student's witnesses and introduce documentary evidence.
 - g. The hearing officer may ask questions of the witnesses.
 - h. The administration will bear the burden of proof for the offenses alleged.
 - i. The hearing will be recorded either on tape or other appropriate manner. The student may tape-record the meeting at his/her own expense.
 - j. The student shall be allowed to remain in school pending the outcome of the hearing, unless the student's presence in school constitutes a danger to the student or others or unless a suspension has been imposed and is in effect.

8. The hearing may be rescheduled: (1) upon request of the parent(s)/guardian(s) or the administration, if good cause is shown; (2) upon written agreement of the parties; or (3) as deemed necessary by the governing board.

Decision

Upon conclusion of a hearing on expulsion conducted by the Governing Board, the decision of the Board is final.

Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the recommendation may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed, within five (5) working days of receipt of the hearing officer's recommendation, by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- The time and place of the Board meeting at which the recommendation will be made.
- That the recommendation may be appealed at the time the recommendation is made to the Board.
- That the appeal shall be in writing and delivered to the Superintendent 48 hours prior to the time of the Board meeting.
- That the written appeal shall indicate a spokesperson on behalf of the student.
- That only the spokesperson will be given time to speak to the Board on appeal.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary.

If the Board decides to expel the student, the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.

Discipline of Students under ADA §504 and/or IDEA 2004

The long term suspension or expulsion of students with disabilities shall be in accordance with the Individuals with Disabilities Education Act (IDEA) and federal regulations issued pursuant to the IDEA, as well as the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

Student Rights

Students shall have the right to receive annually, at the opening of school, a publication listing the rules and regulations to which they are expected to comply. Student behavior expectations shall be clearly defined, reasonable and relevant to the educational process.

Although an attempt has been made to include all rules and expectations, this handbook should be viewed as a guide since it would be impossible to list all situations.

Child Abuse Reporting

Per state law, school employees must report reasonably suspected cases of child abuse, neglect, non-accidental injury, or sexual offenses against children to the Department of Child Safety (DCS) and/or local law enforcement agencies. (A.R.S. §13-3620)

Use of Restraint and Seclusion

Restraint

The term "restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices.

The term "restraint" does not include any of the following:

- Methods or devices (e.g. a weighted vest) implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
- The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
- The brief holding of a student by one adult for the purpose of calming or comforting the student.

- Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

Seclusion

The term "seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented (i.e. the student is prevented from leaving the room).

The term "seclusion" does not include the use of a voluntary behavior management technique, as part of a student's education plan, individual safety plan, behavioral plan or the use of an individualized education program that involves the student's separation from a larger group for purposes of calming.

Persons Authorized to Use Restraint or Seclusion Techniques

Restraint or seclusion techniques must 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.

Use of Restraint and/or Seclusion

Restraint and/or seclusion shall not be used as punishment for misconduct. Restraint or seclusion techniques may only be used on a student if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- School personnel must maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use.
- The restraint or seclusion technique ends when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed must not impede the student's ability to breathe.
- The restraint technique must not be out of proportion to the student's age or physical condition.

Reporting and Documentation Requirements

School personnel must follow the reporting and documentation requirements set forth below when a restraint or seclusion technique has been used on a student. The procedures shall include the following requirements:

- 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 (24) 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.
- School personnel 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 must include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment (FBA).

Law Enforcement

If school personnel summon law enforcement instead of using a restraint or seclusion technique on a student, school personnel shall comply with the reporting, documentation and review procedures established in this Policy. Notwithstanding this Policy, 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.

School Safety or Crisis Intervention Plans

The school leader is authorized to establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan.

Notice of Nondiscrimination

This notice is provided as required by Title IV 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.

West Phoenix High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. West Phoenix High School also does not discriminate in its hiring or employment practices. The lack of English skills shall not be a barrier to admission or participation in the school's activities and programs.

Questions, complaints, or requests for additional information regarding these laws may be directed to the appropriate compliance officer designated by West Phoenix High School.

The following individuals have been designated as the Leona Group of Arizona's Compliance Officers for Title IV, Title IX, Section 504 and ADA and to handle inquiries regarding the nondiscrimination policies:

Title II, Title IV, Title IX:

Mary Berg, Vice President of Academic Support
7878 N. 16th St., Ste. 150
Phoenix, AZ 85020
602.953.2933
mary.berg@leonagroup.com

Section 504:

Heidi Sinkovic, Director of Exceptional Student Services
7878 N. 16th St., Ste. 150
Phoenix, AZ 85020
602.953.2933
heidi.sinkovic@leonagroup.com

National School Lunch Program:

Heather Williams, Food Service Manager
7878 N. 16th St., Ste. 150
Phoenix, AZ 85020
602.953.2933
heather.williams@leonagroup.com

Grievance Procedure

This grievance procedure applies to complaints or grievances under ADA or Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of race, color, national origin, sex, disability or age by a student, staff member, or third party may file a grievance under this procedure.

Students or parents may also present a complaint or grievance regarding the following:

- Discrimination on the basis of disability under ADA or Section 504
- Violation of a student's constitutional rights
- Harassment of the student by another person
- Intimidation by another student
- Bullying by another student (see definition of Bullying)
- Concern for the student's personal safety

West Phoenix High School prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure

- Grievances should be submitted to the Compliance Officer within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the Complainant is unable to put the complaint in writing, West Phoenix High School shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although we encourage individuals to submit complaints in writing, West Phoenix High School will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.

- The Compliance Officer (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Compliance Officer (or her/his designee) will maintain the files and records of West Phoenix High School relating to such grievances.
- The Compliance Officer (or her/his designee) will complete the investigation and issue a written decision on the grievance no later than 30 days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Compliance Officer (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Compliance Officer (or her/his designee) by writing to the Governing Board within 15 days of receiving the Compliance Officer's decision. The Governing Board shall issue a written decision in response to the appeal no later than 30 days after its filing.
- If it is determined that discrimination occurred, West Phoenix High School shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- West Phoenix High School shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of race, color, national origin, sex, disability or age with the U. S. Department of Education, Office for Civil Rights.

West Phoenix High School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Compliance Officer (or her/his designee) will be responsible for such arrangements. Furthermore, the inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

Sexual Harassment

All members of the school community are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Any staff member violating the personal rights of another through sexual harassment is subject to discipline, including but not limited to, written reprimand, suspension without pay, reassignment or dismissal.

Students engaging in sexual harassment of a staff member and/or another student are subject to discipline under the student code of conduct. Any student seeking relief under this policy should make a timely oral or written report of the incident to any administrator or other staff member. Under this policy, sexual harassment is defined as follows:

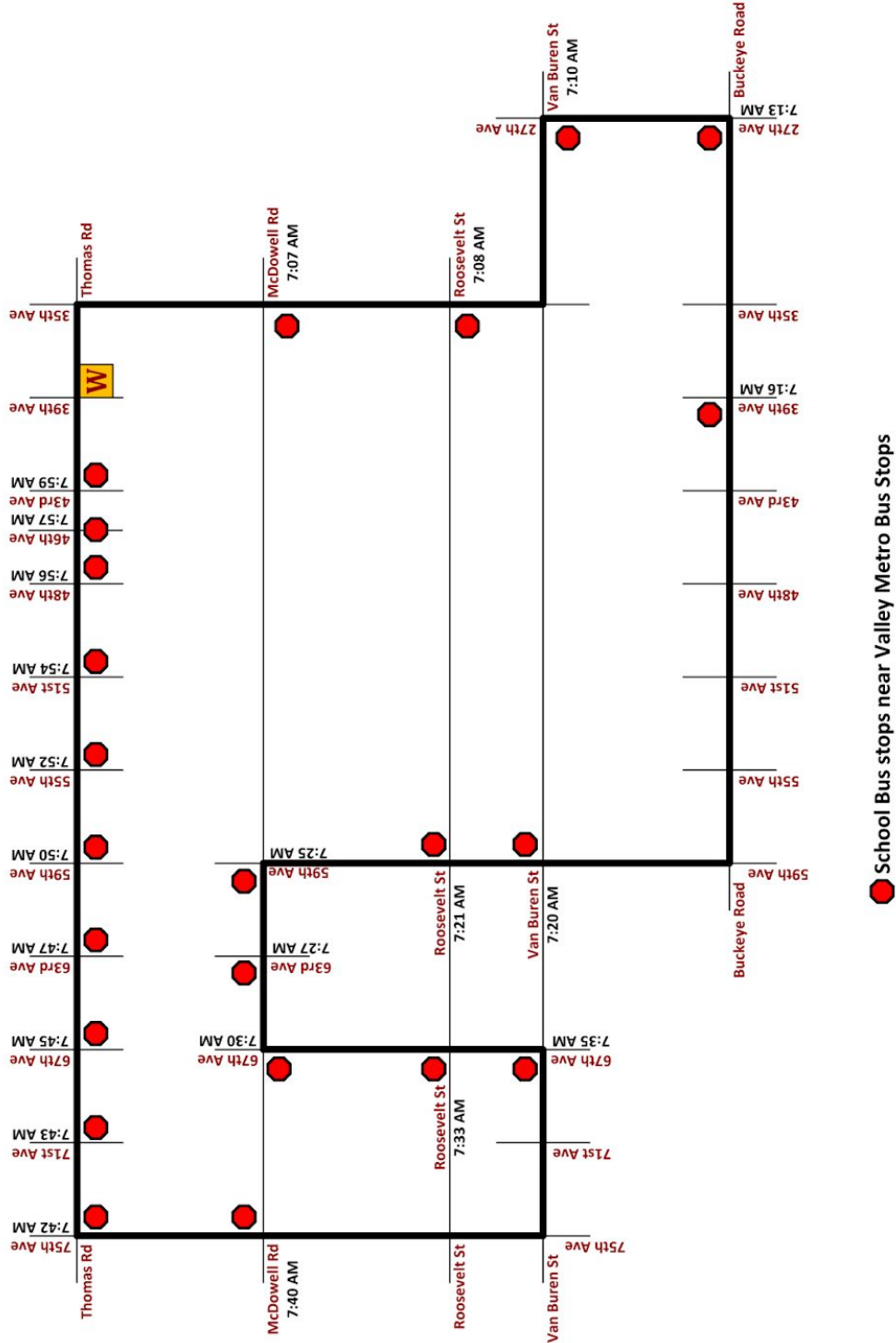
Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constituting sexual harassment when such conduct has the purpose or effect of interfering with a student's academic experience or creating an intimidating, hostile or offensive environment.

Any person who believes she or he has been subjected to sexual harassment by a student, staff member, or third party may file a grievance under the procedure discussed above.

Bus Route



West Phoenix High School Bus Route



Acknowledgement and Agreement

This is to acknowledge that I have received a copy of the West Phoenix High School 2017-2018 Student Handbook. I understand that the 2017-2018 Student Handbook sets forth the terms and conditions of my enrollment as well as the duties, responsibilities, and obligations of being a student at West Phoenix High School. I understand and agree that it is my responsibility to read the Student Handbook and to abide by the rules, policies, and standards it sets forth. I also understand that West Phoenix High School reserves the right to revise, delete, and/or add to the provisions of this Student Handbook. No oral statements or representations can change any provisions of this Student Handbook.

I have read the Internet Use and Policy Agreement and agree to abide by the policies.

I agree to pay for any repair or replacement costs of equipment or software damaged by myself. I understand the school is not responsible for damages to personal disks, flash drives or any other media due to system malfunction, or any other reason.

I understand copyright laws restrict duplication of copyrighted software and I will follow copyright laws.

I understand failure to abide by the Internet Policy will result in loss of eligibility for use of the school computers.

Date _____

Student Name [printed] _____

Parent/Guardian's Name if under 18 [printed] _____

Student (Parent/Guardian if under 18) Signature _____

TO BE PLACED IN STUDENT'S PERSONAL FILE



Home of the EAGLES!!!