



**Paradise Honors High School  
Student Handbook  
2017-2018**

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***This Student Handbook belongs to:***

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(name)

*Please note: The student handbook is subject to change with written notification.*

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*Paradise Honors High School*

12775 N. 175<sup>th</sup> Avenue  
Surprise, AZ 85388  
(623) 455-7400

Dear Students,

The 2017-2018 school year is starting and we are excited to begin this journey together. Your teachers and administrators have worked tirelessly during your absence to create innovative ways to inspire and lead you as you start this new year. We are looking forward to new adventures in academic excellence and personal growth, all while continuing to maintain a safe learning environment in which all of you can thrive. We cannot wait to share memorable experiences with you both inside and outside of the classroom environment. Your decision to be a Panther will be one of the most important decisions of your young adult life.

As this journey begins, please be certain to read the handbook carefully. Upon signing the student acknowledgement and verification form, you are accountable for knowing and abiding by the Student Code of Conduct at all times. This includes the knowledge that *cell phone usage is not permitted during school hours*, absences can affect whether or not you receive credit (9 days maximum per semester), mandated community service hours must be completed with a non-profit charitable organization, and the dress code will be enforced. With that being said, you spoke, and we listened. Students will now be permitted to wear sleeveless shirts that are four fingers length in width, and leggings will be permitted with a skirt, dress, or shirt at least arm's length (to the tip of the middle finger). You can read in more depth about each of the aforementioned scenarios in the handbook; but, we hope to continue to work collaboratively with you to make your learning experience at PHHS some of the best memories of your life.

Your teachers and administrators care about you and your well-being as a student on our campus. At PHHS, you have the opportunity to learn and thrive in an environment where you are accepted as an individual, challenged as an individual, and recognized as an individual. We all want you to be successful and we will work diligently to plan and implement engaging lessons and high-quality assignments so that we maximize your opportunities for growth and achievement. Please ask questions, be curious and seek out support when you need assistance. We are here to help.

We are excited for your return and ready for a great school year. Thank you for choosing to be part of our Paradise Panther community and family. The adventure is just beginning!

Sincerely,

Jessica Alessio

Principal  
Paradise Honors High School

## Vision & Mission Statements and Beliefs

### Vision

Every student, everyday, prepared to meet life's challenges.

### Mission Statement

A safe learning community committed to fostering personal growth and academic excellence.

### Beliefs

Paradise Schools has six core beliefs that create a challenging and enriching environment for all students.

We believe...

Students learn in a school atmosphere that is safe, respectful, and maintains high academic and behavior expectations.

In implementing rigorous student-centered curriculum focused on preparing students for their future.

In developing authentic relationships built on trust, communication, and a common goal.

In establishing a professional learning community enriched with on-going staff development and collaboration.

In recruiting and maintaining highly effective staff members that are capable and advocate for the betterment of the school rather than self.

In creating a leadership team that guides and governs our school community through sound judgment and best practices.



# Paradise Honors High School Calendar for School Year 2017-2018

July 2017							August 2017							September 2017							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
						1			1	2	3	4	5						1	2	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	
30	31																				

  

October 2017							November 2017							December 2017							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7				1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							

  

January 2018							February 2018							March 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

  

April 2018							May 2018							June 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

August 2-3, 2017	☐	Student Orientation Days
August 7, 2017	☐	School Starts
August 30, 2017	☐	Curriculum Night
September 4, 2017	☐	Labor Day
October 9-17, 2017	☐	Fall Break
November 10, 2017	☐	Veteran's Day
November 22, 2017	☐	Early release at 11:30am
November 23-24, 2017	☐	Thanksgiving Holiday
December 18-19, 2017	☐	Midterms-1:00pm Release
December 20, 2017	☐	Midterms Makeup/Early release at 11:30am
Dec. 21-Jan. 5, 2018	☐	Winter Break

January 9, 2018	☐	Prospective Panther Night
January 15, 2018	☐	Martin Luther King Jr. Day
February 19, 2018	☐	President's Day
March 12-20, 2018	☐	Spring Break
March 30, 2018	☐	Good Friday
April 2, 2018	☐	Easter Monday
May 16-18, 2018	☐	Senior Final Exams
May 18, 2019	☐	Senior's Last Day
May 22-23, 2018	☐	Final Exams-1:00pm Release
May 24, 2018	☐	Make up finals/Student's Last Day-1:30pm
TBD	☐	Commencement Ceremony

**2017-2018 Schedule**  
**Classes held: 7:55 AM to 2:20 PM**  
**School Office Hours: 7:30 AM to 4:00 PM**

7:55 - 8:46	1 <sup>st</sup> period
8:50 - 9:41	2 <sup>nd</sup> period
9:45 -10:36	3 <sup>rd</sup> period
10:40 -11:33	4 <sup>th</sup> period/lunch (see table below)
11:37 -12:30	5 <sup>th</sup> period/lunch (see table below)
12:34 - 1:25	6 <sup>th</sup> period
1:29 - 2:20	7 <sup>th</sup> period

Lunch Schedule	
<b>4a</b>	<b>4b</b>
10:40 - 11:05	11:08 - 11:33
<b>5a</b>	<b>5b</b>
11:37 - 12:02	12:05 - 12:30

**Please note:** Attendance and promptness are mandatory. Please see the tardy policy.

**Lunches:** In order to ensure all students are safe during the school day, outside visitors including parents/guardians will not be permitted on campus to attend lunches.

Students, parents and guardians are not permitted to “order delivery” to the PHHS campus.

**Supervision after Hours**

Paradise Honors High School does not supervise students on campus before 7:45 AM or after 2:20 PM unless they are with a teacher or staff member. We encourage parents to make alternative arrangements for after-school supervision. Students are not allowed to stay on campus unless they are with an assigned teacher.

**Exam Schedules**

*There will be no regularly scheduled class on exam days. There will also be no lunch or afternoon bus service on winter and final exam days.*

**Winter Exam Schedule**

12/18/2017 & 12/19/2017  
 12/20/2017 (make-ups)

1:00 PM release  
 11:30 AM release

**Arizona Proficiency Testing**

TBA when State publishes dates

**Final Exam Schedule**

5/22/2018 & 5/23/2018  
 5/24/2017 (make-ups)

1:00 PM release  
 11:30 AM release



## Parking Policy

Paradise Honors High School has established a dedicated parking area for both students and staff. We have a very limited number of parking spots available for students and are unable to allow every student to drive a car to school.

### Eligibility

In order to park on campus, the student must

- Have no level 2, 3 or 4 violations of school policy; have no more than two level 1 violations
- Have no more than 5 tardies
- Have no more than 5 unexcused absences
- Be a senior or junior
- Have up-to-date community service hours approved and on file

\* If student parking spaces remain available two weeks after the start of the school year eligible sophomores will be considered.

**Students who are eligible to park pay a \$100.00 non-refundable parking permit fee** and must display their permit in the front window at all times while parked on school property. Students who park without permission may be subject to being towed as well as further disciplinary actions deemed necessary by the administration.

Students meeting the eligibility requirements should submit the following to the Principal's office before or after school:

- Completed Student Parking application signed by the student and parent
- Driver's license
- Proof of insurance – it is the student's responsibility to provide current proof of insurance on the vehicle of record during the school year; if insurance expires, the student must update to keep parking at PHHS
- \$100 annual fee

### Rules for parking on school grounds:

- All Paradise Honors High School rules and student conduct responsibilities apply.
- Vehicles shall be parked only in areas designated for student parking.
- Leaving school grounds without permission and not checking out with the Principal's office will result in a 30-day suspension of your parking permit for the first offense and permanent revocation of your permit with no refund of money for the 2<sup>nd</sup> offense. Additional discipline may be imposed by school administrators.
- Students may not go to their cars during the school day; have all of belongings before you leave your car.
- Vehicles must display a valid parking permit.
- Vehicles parked on school property are under the jurisdiction of the school.
- Students are responsible for following all State of Arizona Motor Vehicle Laws. Violations of these laws may lead to revocation of parking privileges and referral to the Surprise Police Department.
- Reckless or dangerous driving as determined by administrator will result in a loss of parking privileges.
- Any referral regardless of level may result in a 30-day parking suspension or removal of parking privileges.
- Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists. Students have full responsibility for the security of their vehicles and will make certain they are locked and their keys are not given to others. Students will be held responsible for any prohibited objects or substances found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted any time there is reasonable cause, with or without the presence of the student.

**Driving privileges and parking permits will be revoked without a refund, as a result of violating the parking regulations or no longer meeting the requirements for parking privileges, which includes student discipline referrals.**

### **Vehicles in the following areas may be towed:**

- AREAS INDICATED AND MARKED AS "FIRE ZONES"
- AREAS BLOCKING ROADWAYS, DRIVEWAYS, OR INTERSECTIONS
- AREAS BLOCKING ENTRANCES FOR DELIVERY AND/OR MAINTENANCE VEHICLES
- AREAS INDICATED BY "NO PARKING TOW AWAY" SIGNS
- AREAS MARKED "RESERVED"
- AREAS FOR TEACHERS AND VISITORS ONLY

It shall be the responsibility of the student and/or owner of the vehicle to pay for towing and storage charges.

**The student should notify the principal's office of any lost or missing parking pass immediately. A replacement pass will be issued for a non-refundable charge of \$5.00. Parking passes are non-transferrable. Further, parking passes must be returned to the office at the end of each year or a \$5.00 fee will be assessed.**

## Transportation

**PLEASE NOTE:** When dropping off students please follow the directional signs in the parking lot and drop off students directly in front of the school site. Also, please be mindful of your speed while driving – to ensure student safety, please drive slowly. Thank you.

Bicycles, skateboards, rollerblades, and/or scooters may NOT be ridden on campus. Students should lock their bicycles, scooters, etc. PHHS is NOT responsible for loss or theft.

### Paradise Schools Interschool Transportation Agreement

Paradise Schools offers bus transportation to and from Paradise Honors High School, Paradise Honors Middle School, and Paradise Honors Elementary School for a fee to eligible students. This daily transportation will permit eligible students to ride to and from campus in the morning and afternoon. In order to be eligible a student must:

- Have a completed Paradise Schools Student Interschool Bus Application on file.
- Have paid the **non-refundable** transportation fee when turning in the Bus Application. If paying by semester, 1<sup>st</sup> payment is due upon submission of this form, 2nd semester payment is due Dec. 8, 2017. If paying the discounted full year rate, payment is due upon submission of this form.
- Carry a student bus pass and PHHS student ID card at all times (STUDENTS WILL NOT BE TRANSPORTED WITHOUT A BUS PASS & STUDENT ID)
- Adhere to all instructions given by the bus driver and Paradise Schools staff members

Any student who is not in compliance with the above mentioned guidelines will not be transported. NO EXCEPTIONS. In addition, it will be the student's responsibility to find his/her own transportation until all the requirements are met.

Pupils transported by bus shall be under the authority of and responsible directly to the operator of the bus, unless otherwise assigned by Paradise Schools administration. Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed. Disorderly conduct or refusal to submit to the authority of the operator shall be sufficient reason for refusing transportation to any pupil as well as other disciplinary actions as outlined in the PEC, PECMS and PHHS Student Code of Conduct. Drivers are required to report all misbehavior by students on the bus to administration.

#### School Bus Rules and Regulations:

The school bus and its bus stops are an extension of school activity; therefore, students are to conduct themselves in a manner consistent with the established standards for safety and classroom behavior. A student may be denied the privilege of riding the bus, temporarily or permanently, if determined by the principal that their behavior is such as to cause disruption at bus stops, on the bus or when they disobey state or local rules and regulations pertaining to student transportation. **NO REFUNDS WILL BE GIVEN.** Parents/students must provide transportation to and from school should they be denied transportation because of suspension. In addition to the PEC, PECMS and PHHS Student Code of Conduct, the following rules and regulations apply to ensure the safest, most enjoyable and efficient transportation for our students.

1. Students must be at bus stop on time. Students should be at the bus stop at least 5 minutes before the bus arrives. The bus operates on a fixed schedule and will leave PHHS at 7:10 AM to PEC and leave from PEC at 7:45 AM to PHHS and then leave PHHS at 2:45 PM to PEC and leave from PEC at 3:00 PM.
2. While waiting at the bus stops, students must remain only at the designated area. Parents are to remain with and supervise their child until the child is on the bus. Parents must also be at PHHS ready to pick up their children when the bus arrives. There is no assigned staff supervision at the bus stops for both pickup and drop off at either campus.

3. Students must wait in an orderly manner and wait until the bus comes to complete stop before approaching the bus.
4. If it is necessary to cross the street or roadway, students must wait until the driver signals them to cross, and they must cross the street or roadway 10-15 feet in front of the bus to ensure that the driver sees them.
5. Students must enter the bus single file and be seated as quickly as possible.
6. Upon leaving the bus, wait until the bus comes to a complete stop before standing to exit. Standing is not permitted on a moving bus.
7. Exit single file in an orderly manner and walk away from the bus.
8. The bus operator may assign seats and will be directed to do so as a matter of policy if he or she deems necessary.
9. Pupils will obey promptly and willingly any reasonable directive of the driver.
10. Outside of ordinary conversation, classroom conduct is to be observed. Shouting, vulgar language and/or gestures are not permitted.
11. Pupils must remain seated with feet on the floor in front of them, not in the aisle or draped over the seat back. Students must sit facing forward while the bus is in motion as if they were wearing seatbelts.
12. Students may not board or depart from a bus at any other stop than that which has been properly authorized by school authorities.
13. Pupils will not extend hands, arms, heads or objects from the bus windows at any time.
14. Pupils are not permitted to shout or gesture to passing vehicles or pedestrians from the bus.
15. Pupils may not throw any object including trash or paper either from within or out of the bus while waiting for, riding, or after leaving the bus. A trash can is provided.
16. Riders must stay out of the driver's seat and may not tamper with any operating equipment.
17. Students may not exit from the emergency door unless directed to do so by the driver.
18. Eating and drinking food and beverages on the bus is prohibited. Neither food nor liquids are permitted on the bus except in school lunch bags or lunch boxes.
19. Other than necessary school books and backpacks all other items are not permitted. See PEC, PECMS and PHHS Student Handbook for an additional list of prohibited items.
20. The use of cell phones and/or recording devices is specifically prohibited on the bus.

For lost or missing bus passes, the student should immediately contact the Paradise Schools District Office at 623-455-7401. A replacement bus pass will be issued for a non-refundable charge of \$5.00. Any student who misses the bus, regardless of reason, will be responsible to find his or her own transportation to the intended destination.

### Bus Transportation Schedule

	<b>Run #</b>	<b>Students</b>	<b>Leave</b>		<b>Arrive</b>	
<b>Morning</b>						
	1	K – 5 <sup>th</sup>	PHHS	6:55 am	PHES	7:10 am
	2	9 <sup>th</sup> – 12 <sup>th</sup>	PHES	7:15 am	PHHS	7:30 am
	Green (Temporary Bus)	6 <sup>th</sup> -7 <sup>th</sup> graders w/ siblings in 8 <sup>th</sup> -12 <sup>th</sup> grade	PHHS	7:35 am	PHES	7:50 am
	3	6 <sup>th</sup> – 8 <sup>th</sup>	PHES	7:55 am	PHMS	8:10 am
<b>Afternoon</b>						
	2	9 <sup>th</sup> – 12 <sup>th</sup>	PHHS	2:30 pm	PHES	2:45 pm
	1	K - 5	PHES	2:50 pm	PHMS	3:10 pm
	3	6 <sup>th</sup> – 8 <sup>th</sup>	PHMS	3:30 pm	PHES	3:45 pm
	Green (Temporary Bus)	6 <sup>th</sup> -7 <sup>th</sup> graders w/ siblings in 8 <sup>th</sup> -12 <sup>th</sup> grade	PHES	3:50 pm	PHMS	4:05 pm

<b>Note No Bus Service Routes for these dates:</b>	PHHS to PHES AM (K-5)	PHES to PHHS AM (9-12)	PHHS to PHES AM (Green Run)	PHES to PHMS AM (6-8)	PHHS to PHES PM (9-12)	PHES to PHMS PM (K-5)	PHMS to PHES PM (6-8)	PHES to PHMS PM (Green Run)
Sept. 7 <sup>th</sup> , 8 <sup>th</sup> PHES/PHMS Parent Teacher Conference						No Bus	No Bus	
Nov. 16 <sup>th</sup> , 17 <sup>th</sup> PHES/PHMS Parent Teacher Conference			No Bus			No Bus	No Bus	No Bus
Nov. 22 <sup>nd</sup> PHES/PHMS/PHHS Early Release Thanksgiving Break			No Bus		No Bus	No Bus	No Bus	No Bus
Dec. 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> PHHS Final Exams & make ups, Early Release			No Bus		No Bus			No Bus
Dec. 20 <sup>th</sup> PHES/PHMS/PHHS Early Release			No Bus		No Bus	No Bus	No Bus	No Bus
Feb. 8 <sup>th</sup> , 9 <sup>th</sup> PHES/PHMS Parent Teacher Conference			No Bus			No Bus	No Bus	No Bus
Feb. 23 <sup>rd</sup> Paradise Schools Carnival			No Bus			No Bus	No Bus	No Bus
May 3 <sup>rd</sup> , 4 <sup>th</sup> PHES/PHMS Parent Teacher Conference			No Bus			No Bus	No Bus	No Bus
May 22 <sup>nd</sup> , 23 <sup>rd</sup> PHHS Final Exams			No Bus		No Bus			No Bus
May 24 <sup>th</sup> - Last day of school			No Bus		No Bus	No Bus	No Bus	No Bus

### Health Needs

The school office is open for medical concerns during school hours.

Paradise Honors High School enforces a strict policy regarding medications taken at school. If any medication is required to be taken at school (prescription and/or non-prescription medication, etc.) the medication must be provided in the original bottle along with written permission from a parent/guardian to the front office. All medication must be dispensed and taken within the presence of designated office staff. **Carrying medication of any kind, by students on campus, is absolutely prohibited and will result in disciplinary action.**

First aid kits are available for minor medical concerns and a health aide is on staff for additional medical needs. Questions can be directed to the Alycia Fischer at 623-455-7401.

**Please be aware students are not permitted to attend school within 24 hours of a fever. Thank you.**

### POLICY AND RIGHTS FOR HOMELESS STUDENTS

No discrimination will be made against homeless students. They will be immediately registered and entered into the enrollment lottery even if the child's parent/guardian is unable to provide the required records. If it is determined that Paradise Schools is the student's school of origin, the homeless student will be immediately enrolled.

Under the McKinney-Vento Act, a child without a fixed, regular and adequate residence is considered homeless, regardless if they are living with one or both parents or separated from their parents. Migrant children on their own are considered homeless if they fit into one of the categories below. Runaways are also considered homeless, even if their family wants them to come home. Under the Act, students are considered homeless and have certain rights or protections if they are:

- Living with a friend, relative, or someone else because they lost their home or can't afford a home
- Staying in a motel or hotel
- Living in an emergent or transitional shelter or domestic violence shelter
- Staying in substandard housing
- Living in a car, park, public place, abandoned building, bus or train station, or any other public or private place that is not supposed to be a regular residence
- Awaiting foster care placement

- Living in a campground or an inadequate trailer home
- Abandoned in a hospital
- Living in a runaway or homeless youth shelter

Regardless of whether a student is homeless when they enroll or become so during the school year, they will benefit from the same educational opportunities as any other student attending Paradise Schools. In addition, they will not be discouraged from participating in any school related extracurricular activities, clubs or functions. Finally, Paradise Schools agrees not to stigmatize or segregate students on the basis of their homeless status.

In accordance with the McKinney-Vento Act, the Board shall designate Claudia Martinez (623-546-7215) as liaison to fulfill the duties set forth by state and federal law. The liaison shall work to identify homeless children and facilitate access to and success in school. The liaison shall also have the following duties:

- Assist with school enrollment and mediate any disputes concerning enrollment
- Arrange for free meals
- Assist in making transportation arrangements
- Assist in obtaining school uniforms at little or no cost
- Assist in requesting the student's academic and medical records
- Provide information and give referrals on services and opportunities such as low-cost or free dental care, medical care, immunizations, counseling, etc.
- Assist with enrollment decisions and ensure that the parents/guardians are informed of all educational and related opportunities available to their children
- Arrange for funding to be set aside for the student as outlined under the Title I statute
- Ensure that transportation is provided, at the request of the parent/guardian, to and from the school of origin

All efforts will be made by Paradise Schools to ensure that any homeless student will have a full and equal opportunity to succeed and they will receive any and all educational services for which they qualify.

### **McKinney-Vento Rights for Homeless Students**

Paradise Schools shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate opportunities as students who are not homeless.

#### **All homeless students have the right to:**

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

If you feel that you may be eligible under the McKinney-Vento Act, please complete the ***Student Residency Questionnaire Form*** at your child's school office or call Claudia Martinez, Homeless Liaison at 623-975-2646. Homeless eligibility is determined solely by the **Homeless Liaison** on a case-by-case basis.

## Attendance

### Absences

Attendance is crucial to educational success. Participation in the curriculum and learning environment is critical to achieving an understanding of the content. All students should be in school every day.

If a student must be absent:

1. Parent/guardian must call the office or submit a note to the school office within 24 hours of the absence. Call 623-455-7401 for absences.
2. If the absence is for an excused medical or legal appointment, documentation must be submitted to the school office.
3. The student must make up all work from the time missed. It is the student's responsibility to contact the teacher outside of class time to obtain all assignments and complete them in the time designated by the teacher; generally, the same number of days missed.
4. Students must have a doctor's note to be excused from physical education classes. Any student who does not participate will be considered absent and referred to the office for discipline measures.
5. Students that are absent for more than half of a school day are not eligible for any extracurricular activities that day. If absent on a Friday, students are not eligible for Friday and Saturday activities.

The attendance policy will be as follows:

### For all classes:

On the 7th absence, parent contact will be made via letter from school, email, and/or phone.

On the 12th absence, a second parent contact will be made via letter from school, email, and/or phone.

**On the 18th absence, student will lose credit for class.** The student must still attend classes and complete assignments and other course requirements. Failure to do so will result in disciplinary action.

**Students having 9 absences or above per semester may lose credit for that semester.**

Excessive absences will also lead to a referral through the Arizona CUTS program. Letters will be sent home explaining this process as needed.

### Loss of Credit

**Per Arizona Revised Statute 15-802, 15-803, a student who is absent from any given class 10% or more times, either excused or unexcused, per year may not receive academic credit for that class.**

### Release from School

No student may leave the school during school hours without specific written permission from their parent/guardian. The student must check out through the school office. In order to ensure the safety of our students, parents/guardians are required to provide a valid driver's license to be able to sign student out during regular school hours.

## Tardy Procedures

A tardy is defined as any student who is not inside their classroom at the designated class start time.

### Tardy Procedures

Every student is expected to be on time for school and class. Students arriving in the classroom after the start of class present a disruption to the learning environment and often miss out on vital pieces of the daily lesson. Additionally, our school culture of responsibility includes punctuality; we believe that punctuality is an important character trait to promote both for academic success and as a crucial life skill for success with students' future employers.

### Tardy to School

A student who arrives to school after 8:10 AM should report to the front office to be logged in and will be considered tardy. Furthermore, they will report to the tardy sweep room per the tardy policy (below)

**Excused Tardies** include a doctor appointment (with a doctor's note), dental/orthodontic appointment (with a doctor's note) or court appearance (with court documentation). Students will be allowed 5 excused tardies per semester. **All excused tardies in excess of five will be considered unverified and students will be sent to the tardy sweep room.**

Car trouble, personal and/or family errands, failure to awaken or be awakened, or a family member assuming responsibility for a late arrival to school are **not** excused tardies.

### **Tardy to class**

A student who arrives late to class without a pass from the previous class is considered tardy. A student who misses more than 25 minutes of any class period is considered absent.

### **TARDY CONSEQUENCES (per semester)**

**1st Offense:** Report to Sweep Room, logged into system, return to class with a pass from Sweep

**2nd Offense:** Report to Sweep Room, parent called, logged into system, return to class with a pass from Sweep

**3rd Offense:** Report to Sweep Room, parent called with a warning that this is the final permitted pass to class for being tardy, logged into system, return to class with a pass from Sweep

**4th Offense:** Report to Sweep Room, parent called, logged into system, remain for Homeroom and 1st Period

**5th Offense:** Report to Sweep Room, parent called, logged into system, remain for Homeroom and 1st Period

**6th Offense:** Report to Sweep Room, parent called, logged into system, remain for Homeroom and 1st Period, receive an ASD

**7th Offense:** Report to Sweep Room, parent called, logged into system, remain in Homeroom and 1st Period, receive 3 ASDs

**8th Offense:** Report to Sweep Room, parent called, logged into system, receive 5 ASDs

**9-11th Offense(s):** Report to Sweep Room, parent called and immediate conference scheduled, logged into system, receive 1-5 day out of school suspension; student will not be permitted to complete any school work while in Sweep

**12th Offense:** 1-5 day out of school suspension; parent conference to discuss continued enrollment

**Student will not be permitted to complete any school work while in Sweep. Student also may lose credit for the course if excessive tardies are recorded.**

**PHHS Administration reserves the right to use their discretion in any and all infractions.**

## **Extra-curricular Activities - Including Athletics and Field Trips**

### Medical Concerns and Coverage

All students involved in athletics, extra-curricular activities and/or participating in field trips sponsored by Paradise Honors High School do so with the understanding that any injuries or other medical problems that may occur will be addressed by the coach/sponsor/advisor. Students that participate must be covered by medical insurance. **Medical Coverage is the responsibility of the family.**

### No Pass/No Play Policy

State Board of Education Rule R7-208 as mandated by the Arizona State Legislature requires that each school must have in place a "No Pass/No Play" policy. **All extracurricular activities** at PHHS fall under the "No Pass/No Play" policy.

### **Clarification:**

- Students must pass all subjects in which they are enrolled at the end of each grading period.
- A passing mark will be a grade of "C" or better in all classes including online or E school.
- A mark of Incomplete (I) shall not be considered a passing grade. An Incomplete (I) is the result of circumstances beyond the student's control; e.g. a death in the immediate family.
- The student must be maintaining satisfactory progress toward graduation. Incoming ninth graders who have been promoted from eighth grade will be eligible for participation.

## Eligibility

- Eligibility is declared every other Monday (bi-weekly) starting week four of each semester. On Monday holidays, eligibility will be declared the following day.
- Students who become ineligible will not be permitted to attend or participate in practice sessions, games, meetings, or activities until he/she becomes re-eligible.
- Students who are declared ineligible shall be ineligible for a minimum of two weeks beginning the Tuesday (or day after grades pulled) through a two-week period when grades are pulled again (typically on Monday).
- Students who receive a discipline referral may be deemed ineligible for any extracurricular activities.
- School administration reserves the right to restrict participation in any extracurricular activities for any student.

## RULES OF A.I.A. Rules of Eligibility for Athletics and other Arizona Interscholastic-Sponsored Activities.

**Age Limit:** If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that year. If he/she becomes 19 years of age before September 1, he/she is not eligible to compete for any part of that year. A birth certificate is required for all contestants.

**Attendance:** On the day of competition a student must attend at least four periods of school. If the competition is on Saturday, they must attend four periods on the previous Friday.

**Date of Enrollment:** The student must have enrolled as a member of the school from the first day of the fourth week of the semester in which the events take place. In case of registration after the opening date, and by the fourth Monday, a student must have been in attendance as many days as he/she missed from the opening of the semester before he/she is eligible.

**Number of Semesters:** The student cannot compete if he/she has been in attendance more than eight consecutive semesters during enrollment in a four-year high school. If a pupil attends school for 15 days of a semester or plays in an interscholastic contest and then drops from school, it shall count as a semester of attendance. A student has eligibility for only eight consecutive semesters. Further, fifth year seniors cannot participate in an extracurriculars.

**Transfers:** Any student who transfers into Paradise Honors High School or any student, who transfers out of Paradise Honors High School without a concurrent change of domicile by his/her custodial parents, should check with the Athletic Director for athletic eligibility.

**Sunday Activity and Practices:** Athletic activities and practices on Sunday will not be approved, nor will any other school activities be approved.

## Extra-Curricular Activities Fees

**Activity fees** are paid each year to provide field trips, special assemblies, and various supplies. Several payment plans are available including scholarships. The fees must be paid to participate in the activities. Students not paying for activities will be provided a related alternative learning experience if the activity takes place during the instructional day. ***The Extra-Curricular Activities fee is \$100.***

**Lab and Usage fees** are necessary to move students above and beyond the standards. Paradise Honors High School covers the cost of these fees, but lab and usage fees are necessary in order to provide your child with access to materials that allow the best learning experiences possible. All science classes, including but not limited to, biology (all sections including marine), chemistry (all sections), anatomy and physiology, physics, genetics, and environmental and integrated science (all sections) will carry a \$20 lab fee made payable to Paradise Honors High School. Art fees are also assessed as follows: Art I - \$35, Art II - \$50, Art III - \$50. These fees are due by Thursday, September 1, 2016. Uniforms for PE will also incur a cost of \$25 for a set of two t-shirts and two pairs of shorts.

**Athletic Fee** - For the 2017-2018 school year, the athletic fee is set as \$150.00 per student per season (football and cheer have additional expenses). ***This is the "Athletic Fee" and is separate from the "\$100 Extra-Curricular Activity Fee" and/or "Lab and Usage fees".***

## Arizona School Tax Credit

All extra-curricular activity fees are eligible to be applied toward your Arizona School Tax Credit for the calendar year in which they are paid. Arizona citizens filing Arizona income tax returns may claim an Arizona School Tax Credit up to \$400 for joint filing and \$200 for a single filing. Parents are reminded to keep the receipt issued at the time they pay fees. This receipt is proof that you have paid fees for Extra-curricular activities that you may apply toward your Arizona School Tax Credit when you file your Arizona income tax return. As a service to those families choosing to pay the annual fee, they will receive a letter of appreciation in January acknowledging the amount of fees they have paid between the beginning of school and the end of December that may be applied toward their Arizona School Tax Credit.

## Student Clubs

Paradise Honors High School is proud to announce several school-sponsored clubs for students. Students are encouraged to join additional clubs as an enhancement to their educational experience. These clubs require fees to participate of at least \$25 per student per semester. These fees will cover supplies and miscellaneous necessities.

## Dances and Events

1. A CURRENT I.D. CARD WILL BE REQUIRED FOR ADMISSION.
2. Student dress at school informal dances will be the same as school dress.  
APPROPRIATE ATTIRE IS EXPECTED AT ANY DANCE AND MUST FOLLOW THE PHHS DRESS CODE.
3. All persons attending Paradise Honors High School dance will conduct themselves in an acceptable manner.
4. There is no re-entry. Any student who leaves a dance or activity will not be allowed back in for any reason.
5. There is no loitering permitted on the school grounds or the parking lot during or after a dance.
6. All students must be eligible per the "No pass No play" policy.
7. The faculty sponsors are responsible for all aspects of organization, supervision and management of any dance held.
8. **STUDENTS WHO DO NOT VACATE THE PREMISES IMMEDIATELY AFTER A DANCE WILL BE RESTRICTED FROM FUTURE DANCES.**
9. All school rules will be in effect at Paradise Honors High School dances. Students who do not adhere to these rules will be ejected from the dance, will jeopardize attendance at any future dance or school event, and will be subject to disciplinary action.

**PHHS Administration reserves the right to use their discretion in any and all infractions.**

## Campus Procedures and Expectations

### CLOSED CAMPUS

To ensure safety of all students, Paradise Honors High School is a closed campus. Students are not permitted to leave during the school day including leaving campus for lunch. All students, even 18 years old, must be excused by a parent. Parents must have a driver's license when signing a student out.

Students are not permitted in parking lots and on athletic fields during school hours unless involved in a class activity. Students found in these areas without an instructor's supervision will be subject to disciplinary action. Parents are not able to eat lunch on campus with students and will not be able to attend assemblies. Further, dogs or pets of any kind (unless "assistive") are not allowed on camps at any time. We appreciate your understanding in regards to student safety.

### LUNCHES

All high school students will receive a student ID badge. Student IDs are swiped at the time of purchase; otherwise, the student will have the option of a salad for lunch. Replacement IDs can be purchased in the front office for \$5.

## Student Dress Code

We believe that every student has intrinsic worth based upon who he or she is and not what he or she wears. We want to create an environment in which each student can develop those innate qualities, focus on learning, and contribute in a positive way to the community. We also believe that cultural pressures related to clothing choice can distract students and undermine that positive environment. The dress code we have adopted encourages self-discipline and will still allow students to be creative in exercising choice.

The dress code applies while on school grounds and at all school events on or off campus (including field trips) unless otherwise directed by administration.

### All clothes will:

- be clean and neat
- be the appropriate size (not too tight or too large)
- be free of letters, numbers, icons, pictures, and symbols that represent anything illegal, violent, illicit, gang-related, offensive, or suggestive
- not be of a see-through fabric

- not interfere with the educational process or present a safety hazard as determined by the PHHS administration
- not be nightwear including pajamas or slippers
- not reveal any under garments or skin
- **not be torn or tattered in any way (please note this includes any pants or jeans that are ripped or torn)**

**Jackets/Coats will:**

- not be allowed to wear hoods in the building
- not be worn to cover inappropriate clothing

**Tops will:**

- have short or long sleeves (not be or have spaghetti straps, strapless, halter tops, cover only one shoulder)
- Sleeveless Shirts are allowed but cannot show undergarments and the width of straps must be three fingers wide
- not be skin tight or transparent
- be buttoned, zipped, fastened or solid to within 4” of the base of the neck (no exposed cleavage)
- not expose the midriff – top must cover midriff regardless of sitting, standing, bending, etc.
- not reveal undergarments or skin

**Pants will:**

- be pulled up and snug above the hips
- be no longer than just above the sole of the shoe
- not reveal undergarments or skin
- not be overalls, lounge wear, exercise pants, or yoga pants
- leggings and tights can be worn only under skirts, dresses or shirts that are at least fingertips length
- **not have any tears or rips in them**

**Shorts/Skirts will:**

- **be no shorter than 4” above the back of the knee**
- be pulled up and snug above the hips
- not reveal undergarments
- not be overalls, tights, stretch shorts, or lounge wear, athletic / exercise wear
- not be “cutoffs”

**Dresses will:**

- be buttoned, zipped, fastened, or solid to within 4” of the base of the neck
- **be no shorter than 4” above the back of the knee**
- cover the shoulders or have a top under the dress that covers the shoulders and underarms

**Jewelry/Piercings/Accessories will:**

- be kept to a minimum in size and quantity
- not include any piercing of any body parts other than the ears
- include only appropriate neckwear, bracelets, belts, and headbands
- not be ornate or raised belt buckles/belts
- not include “do” rags & bandanas, etc.
- not include gauges of any kind/ including “look alike” gauges.
- sunglasses are not allowed in any building

**Make Up will:**

- be kept to a minimum
- reflect natural skin colors
- reflect appropriate nail color

**Footwear will:**

- be required at all times
- not be flip flops, slippers or athletic sandals “sliders”
- shoes must be a matching pair
- not be “heelies” or skates
- sandals must have a strap

**Dress code consequences:**

3 violations = 1 ASD  
 4 violations = 3 ASDs  
 5 violations = 5 ASDs

*Students who receive 6 or more dress code violations will be suspended and placed on behavioral probation*

All violations are accounted for over the duration of the school year, not per semester.

**Hair will:**

- be clean and neat
- be natural hair colors
- not be an extreme style or color
- not be a Mohawk
- not be spiked over 2"

**Headwear will:**

- only be worn outside the buildings
- not include "do-rags", bandanas, hairnets or sweatbands

**Tattoos & body art will:**

- not be allowed (including permanent, temporary, henna, or any other types of tattoos or body art)
- temporary tattoos or body art will be washed off immediately
- permanent and henna tattoos or body art will be covered at all times

**Backpacks will:**

- be free of any student writing
- be free of logos, symbols, or pictures that represent something illegal, violent, illicit, or suggestive

**Exceptions:**

Exceptions can be made to this dress code for specific reasons (ex: health) with prior approval by the administration.

**Non-compliance:**

Students who are in non-compliance with the dress code will be referred to the administration and assigned a consequence in accordance to the Student Code of Conduct. Furthermore, they will not be allowed to return to class until they are in dress code/an authorized PE uniform. Repeated offenses will result in Level 3 referrals. Any PE uniform not returned will result in a \$25 fee.

**Interpretation of dress code:** Interference with the educational process, items that present a safety hazard and any interpretation of the dress code will be determined solely by the administration at Paradise Honors High School.

**PHHS Administration reserves the right to use their discretion in any and all infractions.**

## Visitors

**Visitors:**

We encourage parents to visit and take an active part in the education of their children; however, PHHS is a closed campus in order to ensure the safety of all students. You may arrange a visit before or after school if you wish to conference with a teacher. No minors are allowed during the time you are visiting. **State law requires ALL visitors to check in at the school office each time they are on campus.** Furthermore, in order to ensure all students are safe during the school day, outside visitors including parents/guardians will not be permitted on campus to attend lunches, and any parents visiting counseling during the day must have a valid driver's license.

**Volunteers:**

We welcome adult volunteers. They are a welcome part of an active education. All volunteers must check in at the school office each time they are on campus. You may arrange your volunteer schedule with the teacher ahead of time by visiting him/her before or after school or giving them a call at (623) 455-7400. No siblings are allowed during volunteer or visitor times. For the safety and security of our students, all visitors and volunteers must use the staff bathroom. Please review the volunteer packet for information regarding volunteer fingerprinting.

All volunteers must submit a completed PEC/PHHS volunteer packet prior to volunteering on campus. For safety reasons, all volunteers working consistently with or around students must have a fingerprint background check annually unless they have a Fingerprint Clearance Card. If you already have a Fingerprint Clearance Card, submit a copy to be added to your volunteer packet.

**Field trip chaperones must be fingerprinted and approved 3 weeks prior to a scheduled field trip or have a copy of their Fingerprint Clearance card in their file.** The Arizona Department of Public Safety's processing fee for volunteers is \$20.00 for the first time and then \$5.00 each following year. Fingerprinting will be available on the *last Friday of each break from*

**11:00 AM – 3:00 PM.** Please contact Danielle Persons at 623-546-7225 or by email at [dpersons@paradiseshighschools.org](mailto:dpersons@paradiseshighschools.org) if you have any questions concerning these new requirements. We appreciate your volunteer services here at Paradise Honors High School.

## Fire Drill/Lockdown Procedures

### Fire Drills

When the signal for a fire drill occurs, students should immediately and orderly progress from the class along the emergency route for that room. Students should not run and should remain quiet to hear and be able to follow any necessary directions. Students should proceed to the designated area for their class until they receive the all-clear to return to class.

### Lockdown

If a lockdown is announced, students will remain in their classrooms and quietly wait, out of the line of sight of any classroom windows, until an all-clear is given. **Students must remain quiet and not use any electronic devices during lockdowns.** It is important for parents and students to realize that fire and lock-down drills are mandatory and must happen regularly. Please remember that although it is important to take the drills seriously, students should refrain from panicking when they hear calls for fire drills or lockdowns.

## Principles of School Communication

Paradise Honors High School is dedicated to keeping community and respect at the forefront of our communication. As in any community, differences and misunderstandings may develop. How we handle our differences and misunderstandings will be the making or breaking of strong relations.

We are committed to honoring and respecting students and families when they offer suggestions and differences of opinion. Implementing these principles, we can arrive at a decision built on the basis of honor, respect, and integrity.

- Principle One:           Keep the matter confidential.*  
*Principle Two:         Keep the circle small.*  
*Principle Three:        Be straightforward.*  
*Principle Four:         Be forgiving.*

The steps to facilitate open communication can be handled using a two-step approach. They are as follows:

- Step One:**                               Address concern with the teacher directly.
- Step Two (if necessary):**           The parent and teacher should agree to share the matter with the school Principal or Assistant Principal. **Administration will not address any issue without student and/or parent first trying to resolve the matter with the classroom teacher.**
- Step three (if necessary):**         Make an appointment with the principal or assistant principal. Due to daily responsibilities, administration can seldom accommodate drop-ins.

## Graduation Requirements

### Credits Required

4     English	4     Mathematics
1     Fine Arts	4     Science
2     Foreign Language	4     Social Studies
1     Physical Education/Health	4     Electives

Grading Scale	
<b>A</b>	<b>90%-100%</b>
<b>B</b>	<b>80%-89%</b>
<b>C</b>	<b>70%-79%</b>
<b>F</b>	<b>0%-69%</b>

**Paradise Honors High School graduation requirement is 24 credits**

*\*Students transferring from other states must achieve equivalent credit in order to meet PHHS graduation requirements.\**

## Grading Scale

The typical grading scale for each class is as follows: **Final exam (per semester) = 15%, Assessments = 60%, Classwork / Homework = 25% (homework no more than 10%)**

## Community Service

In addition to completion of 24 credits of course work, students are required to complete 20 hours of community service **with a charitable organization each school year** in order to graduate from Paradise Honors High School. These hours must be completed before returning to school of the particular year. For example, a ninth grade student must have his/her hours completed before attending the first day of school his/her sophomore year. If hours are not earned before the first day of school, the student will be placed on academic probation until the hours are earned and verified. Please note, parents and/or relatives cannot sign off on their student's hours.

### Goals

Community service has many benefits. Most importantly, it is a crucial way to give back to our community and help others through serving. Community service also has many benefits for those serving. The activities will allow students to meet other people, learn valuable skills they can use in future jobs, and identify their own interests. For example, a student who loves animals might serve at the Humane Society. The experiential learning from the journey might encourage the student to have a career as a veterinarian. Please note, the goal is to give back to the community, not simply serve an internship.

### Procedures

Students must obtain a letter from the **charitable organization** (501c3) having the **company letterhead** that indicates the **student's name, the dates and times, and the total hours** that the student served. In addition, the letter should contain the **non-profit tax identification number** of the organization and the name, signature, and contact information of the supervisor.

This letter must be submitted to the Counseling Office. Furthermore, PHHS requests the letter includes information regarding what the student did as volunteer work. Students are encouraged to spread out their service to different organizations. This will allow the students to gain a variety of experiences and knowledge while building relationships with different people in the community.

The Counseling Office will keep a running total of the community service hours for each student. **It is the student's responsibility to ensure that the 20 hours are met each year.** They may inquire with the Counseling Office to see how many hours are remaining if they have not kept their own records. **Students who did not submit their previous year's community service hours will be placed on academic probation until their hours are verified from the previous year. Further, they will lose the .25 credit for the service, which may cause them to add (and possibly pay for) a class in order to make up the credit to graduate. If students have not submitted the previous year's hours after nine weeks of school, they are subject to disciplinary measures including suspension and probation in addition to the lost credit.**

**\*\*\*All hours will need to be completed, submitted, and approved by Friday, August 18, 2017, in order to receive the .25 credit.\*\*\***

All community service hours for seniors must be completed, submitted, and approved by Friday, April 6, 2018.

## Academic Honesty

### Academic Honesty

Students at Paradise Honors High School are expected to maintain the highest standards of academic conduct. In order to prepare you for the standards of professionalism in higher levels of academia and your future careers, we treat academic misconduct as a serious offense at PHHS.

### Plagiarism

All work that you submit for review or credit must be entirely your own. Any attempt to pass off someone else's ideas as your own without proper citation is considered plagiarism. Plagiarism can take several forms:

1) Using another writer's words, structures, or ideas without accurate citation

- 2) Citing your source but reproducing the author's exact words without quotation marks
- 3) Borrowing all or part of another student's paper or outline to produce your own paper
- 4) Using a paper-writing "service" or having another party write your paper for you
- 5) Failing to credit others for work that they have done with or for you, written or otherwise

### **Cheating**

Cheating on an assignment can take several forms. Copying from someone else's paper or allowing someone to copy your paper, using notes without direct approval, altering an assignment for re-grading, getting an advance copy of any assignment, or using someone else's name on your assignment are all flagrant violations of school policy.

### **Academic Writing: Acceptable Sources**

PHHS supports the integration of high-quality complex text in classrooms grades 9-12. Students will be exposed to academic writing as a freshman, and their skills will be developed and refined throughout their high school careers. Sources such as Wikipedia are not condoned and are not considered valid. When conducting research, students should take advantage of sites such as EBSCOhost which provide students with scholarly journals and a variety of credible sources from which to pull evidence in support of their writing. Citation devices such as Easybib are not condoned, as they are often unreliable and do not support the learning of how to write an academic bibliography.

### **Suggestions**

The temptation to cheat can be curbed by developing effective study habits, communicating with your instructors about your academic concerns, and managing your time and stress. The following are some tips for dealing with challenging situations that might lead one to cheat:

1. Plan your education. Speak to the counselor about your education, and think about the "big picture" in terms of how your high school success will impact college and professional opportunities.
2. Don't work too many hours during the school year. You are a student before you are an employee, and you must budget your time accordingly.
3. Adjust your study habits to the demands of high school. Since teachers will expect you to study daily outside of your classes, expect school to be your full-time job. Second, the pace of high school demands that you don't fall behind in your classes, that you consult early and often with your teachers about projects and assignments, and that you break your work into manageable parts well before it is due.
4. Check the authenticity of your papers on [www.turnitin.com](http://www.turnitin.com) before you submit the paper. Also, using sites such as [www.citelighter.com](http://www.citelighter.com) can assist you in citing references.

### **Penalty for Academic Dishonesty:**

In order to effectively promote strong academic writing, PHHS teachers will share a Google Doc that communicates academic writing violations. This will ensure that students have had ample opportunity to learn the skills necessary to write effectively. The consequences for academic dishonesty will follow the consequences as outlined in the Student Code of Conduct.

## **Academic Standards**

As an honors high school, Paradise Honors High School holds all students to high academic standards and requires that all students maintain a C average or better in order to continue enrollment. Our high academic and behavior standards allow our students to excel in both their educational and personal development. Extra Credit is NOT offered as we are a school based on mastery learning.

We encourage all students to seek out every opportunity for success. Students should regularly talk to their parents about their classes, homework, school activities and events. Students should take advantage of before school, after school, and lunchtime opportunities to meet with the school faculty who can help them succeed.

### **Academic Support**

If a student receives a letter grade of an "F" on a progress report or semester grade report, the student is placed on academic support.

#### **When a student is placed on academic support:**

- A formal letter will be sent home.

- The student and parents will meet with the team.
- A student contract is created with specific improvement actions and a timeframe for evaluation of the improvements outlined so that the student, parent(s), and counselor can monitor student progress.
- The support period will be a minimum of 5 weeks.

**While on academic support, a student cannot:**

- Receive another “F” on a quarterly progress or semester grade report;
- Display inappropriate behavior or cause discipline issues that interfere with the academic learning;
- Participate in extra-curricular activities such as clubs, athletics, dances, field trips. Field trips may be the exception if requested by the classroom teacher to administration.

At the designated review period the school team, parents, and the student may meet again to review progress. The student will be removed from academic support if terms as outlined in the student contract are met with satisfaction.

**Academic Probation:**

Any student who is unsuccessful during academic support will be placed on Academic Probation. The Academic Probation Team will meet with the student and parents to review continued and additional interventions. Academic Probation will be for a period of 5 weeks. During that time the student must achieve passing grades and be in good academic standing. Failing to do so will result in the student being dismissed from enrollment at PHHS.

If a student receives an “F” for the final semester grade they will not receive credit for the course. Failure to meet the academic and/or behavioral standards of Paradise Honors High School after one semester or not successfully completing academic support may result in the student being dismissed from enrollment.

The parent/legal guardian will be notified of the intent to expel. A hearing shall be held, after at least five (5) working days’ notice and must include the student, the Principal or other staff members, and the parent/legal guardian.

All rights and responsibilities of the school, the Paragon Board, and the parent/legal guardian shall be adhered to in cases of expulsion. This includes the right of parents to request an open meeting and/or an executive session for the expulsion hearing. The parents also have the right to reapply for admission after one year of expulsion. The Paragon Board has the right to deny admission of a student expelled from another school, and to deny, upon review of a request, readmission of a student previously withdrawn or expelled from Paradise Honors High School.

**Credit Policy:**

Students must accumulate the necessary credits to move to the next grade level. Students who fall short of the necessary credit will need to attend summer school through another district and are solely responsible for any and all costs involved. Summer school credits will count towards the number of credits as long as they are completed and transcripts submitted before the start of the school year. Students without the necessary credits will be placed on academic probation until they receive the proper number of credits. Students need 6 credits for sophomore status, 12 for junior status, and 18 to be seniors.

Online classes – Online classes are available at times for students at Paradise Honors High School. Students must pay the appropriate institution partnering with PHHS before starting the course. Despite the partnering institution’s final deadlines for the course, PHHS deadlines must be adhered to in order to receive credit for the classes. Due dates will be set through the Counseling Office. Second semester deadlines for seniors will always be a minimum of three weeks before graduation. Students may not enroll in another school without signed approval from counseling and the principal. Students enrolling in another school without written approval will be unenrolled from PHHS.

**Make up and Late work Policy:**

**Rationale:** Paradise Honors High School has established a High School Make-up and Late Work policy in order to provide consistency school wide in regard to the acceptance and credit awarded for work that is turned in by students beyond a prescribed deadline. The expectation is that all students turn in assignments on time. But, when this does not occur, we need to encourage students to show responsibility for their learning by completing the assignments. The philosophy of awarding partial credit for late work takes into account the following assumptions:

- 1.) The teacher had a valid reason for assigning the work.
- 2.) The assignment is aligned to the curriculum.

3.) The assignment is designed to help inform the student and teacher of the student's level of mastery of the course objectives.

If these assumptions are true, then the student should be expected to complete all assignments, even if the work is turned in late. The following statements define the terms and conditions of the late work policy.

**Late Work:** Late work is defined as any work completed and turned in after a designated due date. Late work will be accepted up to TWO DAYS AFTER THE DESIGNATED DUE DATE FOR THE WORK. Extended time may be given due to extenuating circumstances such as major family illness, car accidents, etc. However, NO LATE WORK will be accepted one week prior to the end of the quarter.

**Students will receive credit for work as follows:**

<b>Work turned in on time</b>	<b>Full earned credit</b>
<b>Work turned in one day late</b>	<b>75% of earned credit</b>
<b>Work turned in two days late</b>	<b>50% of earned credit</b>
<b>Work turned in three or more days late</b>	<b>0% of earned credit</b>

**Make-up Work:** Make up work is defined as any assignments or tests students need to complete due to an excused absence. Students will be allowed the same amount of days equal to the number of excused absent days to make up assignments for full credit.

#### **Academic Detention**

If a student fails to submit classwork/homework, the teacher will issue the student and Academic Detention form. This form must be signed by parents and submitted the following school day with the assignment completed.

If the form is signed and the assignment accompanies the form, no Academic Detention is issued. The student receives 75% of the score earned.

If the form is signed, but no assignment is submitted, an Academic Detention is issued.

If the form is not signed, but the assignment is submitted, an Academic Detention is still issued.

If neither the form nor the assignment is submitted, an Academic Detention is issued.

Student is to complete the missing assignment in Academic Detention that afternoon for 50% of the credit earned.

If the student does not turn in the assignment the following day, a 0 is received.

This policy was enacted to make sure students are successful in their classes through completing their work; therefore, they have the ability to show mastery of the standard/objective being learned and are able to receive some credit for their work rather than a 0 in the gradebook.

### **Paradise Schools Acceptable Use Policy**

Access to the computer network and its resources is a fundamental requirement for academic achievement at Paradise Schools. This involves the use of computers, mobile devices (including those brought by users), Internet access, Google Apps, and Internet applications. Failure to adhere to this policy will result in disciplinary action.

#### **Definitions**

- **User(s)** includes anyone, including employees, students, and guests, using Paradise Schools technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.
- **Network** is wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- **Technology (Devices)** are the following approved items either provided by Paradise Schools or provided by the User: portable computers such as laptops, iPads, desktops, tablets and netbooks, as well as portable storage devices. **Use**

of cellular telephones, mp3 players, cameras and iPods are not permitted without the written consent from school administration.

- **Acceptable Use** is the utilization of technology as permitted by teachers, administrators or other agents of Paradise Schools within a specified time frame.

Technology provides a unique and powerful way to enhance learning. Paradise Schools supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access district-supplied technology to enhance learning any time of day.

It is one of the technology goals of Paradise Schools to ensure that each User's interaction with technology contributes positively to the learning environment both at school and in the community. Use of technology devices inside or outside of our schools that degrades or defames any Users, or members of our community is unacceptable. Paradise Schools also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy.

**For students that bring your own device (BYOD) - Access to Paradise Schools' network is a privilege, not a right.** It is expected that Users will comply with Paradise Schools' rules, act in a responsible manner, and will honor the terms and conditions set by Paradise Schools. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

Files and communication stored at or on Paradise School property or the Internet are not private. Paradise Schools reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of Paradise Schools' property, network and/or Internet access or files, including email. Paradise Schools has a private and secure system for sensitive school records, which will be managed by Paradise Schools Information Technology Staff.

#### **E-Mail**

Paradise Schools is providing some Users an email address. Paradise Schools will use technology protection to measure, block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.

In order for Users to gain access to Gmail and his/her Educational Google Applications account on the Internet, Paradise Schools must obtain parental permission for a minor under the age of 18 years. Students 18 years and older are also required to acknowledge and accept Paradise Schools' terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this may be accomplished by completing an "Acceptable Use Policy" form.

#### **Terms and Conditions**

Inappropriate activity on the Paradise Schools network includes, but is not limited to, 1) anything that creates security and/or safety issues for the Paradise Schools network, Users, schools, network or computer resources; 2) that expend Paradise Schools' resources on content it determines lacks legitimate educational content/purpose; or 3) all other activities as determined by Paradise Schools Administration or Informational Technology Department as inappropriate. The following are examples of inappropriate use of technology that are strictly prohibited:

1. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind; obscene depictions; harmful materials; cyber bullying; cyber stalking; materials that encourage others to violate the law; confidential information; or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, or spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane, abusive, or disrespectful language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
7. Attempts to circumvent or 'get around' the content filter.
8. Deleting, copying, modifying, or forging other Users' names, passwords, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.

9. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
10. Using any computer/mobile devices to pursue “hacking,” internal or external to Paradise Schools, or attempting to access information protected by privacy laws.
11. Accessing, transmitting or downloading large files. Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
12. Using web sites, email, networks, or other technology for political uses or personal use or gain. Paradise Schools’ Internet and intranet property must not be used for personal benefit.
13. Advertising, promoting non-Paradise Schools sites or commercial efforts and events.
14. Violating copyright laws.
15. Using an audio recording device, video camera, or camera (e.g. camera, cell phone, laptop, tablet, etc.) to record media or take photos during school without expressed written permission from administration and those whom they are recording.

### **Student Supervision, Security and Cyber Safety**

Paradise Schools does provide content filtering controls for student access to the Internet using Paradise Schools’ network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

**Cyberbullying** - Cyberbullying is, but not limited to, any act of bullying 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 school-owned property, and by means of an individual’s personal electronic media and equipment.

**Personal Safety** – In using the network and Internet, Users should not reveal personal information such as home address, telephone number or other personally identifiable data.

**Confidentiality of User Information** – Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

**Active Restriction Measures** – Paradise Schools will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or ‘get around’ the content filter are strictly prohibited, and will be considered a violation of this policy. Paradise Schools will also monitor the online activities of Users through direct observation and/or other technological means.

**Interactive Web 2.0 Tools** -Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction. Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is “public” and the teacher, school, and Paradise Schools is not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms, conditions, and provisions in this Acceptable Use Policy also apply to User-owned devices utilizing the Paradise Schools network.

**Student Use of Interactive Web 2.0 Tools** -Online communication is critical to the students’ learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of Google Documents, classroom blogs, student e-mail, podcast projects, email chat features, or other Web interactive tools follow all established Internet safety guidelines including:

- The use of Docs, blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.

- Students using Docs, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces.
- Speech that is inappropriate for class is also inappropriate for a blog.

**Students who do not abide by these terms and conditions will lose their opportunity to use all or part of Paradise Schools technology and /or be subject to consequences appropriate to misuse.**

## STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

The Governing Body of the Paradise Schools believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Body further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Body, bullying in any form will not be tolerated.

***Bullying.*** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to
- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly or through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

***Cyberbullying.*** Cyberbullying is, but not limited to, any act of bullying 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 school-owned property, and by means of an individual's personal electronic media and equipment.

***Harassment.*** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

***Intimidation.*** 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.

Students are prohibited from bullying on School grounds, School property, School buses, at School bus stops, at School-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on School computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the School and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on School grounds, School property, School buses, at School bus stops, or at School-sponsored events and activities, or when such act(s) interfere with the authority of the School system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable School policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from School. Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary, pursuant to any part of the handbook, relevant School policies shall be followed.

Law enforcement authorities shall be notified any time School officials have a reasonable belief that an incidence of bullying is a violation of law.

### Student Code of Conduct

Paradise Honors High School maintains **very high academic and behavioral standards** for all students. Students will attain these goals in an environment that is **safe, orderly, and effective**. PHHS is committed to using a team approach to develop and maintain a great school environment. Parents, teachers, administration and staff must work together to encourage students to learn and practice a strong sense of positive conduct at school and implement the six Pillars of Character Counts: **Trustworthiness, Responsibility, Caring, Citizenship, Respect, Fairness**.

The ultimate goal for the Code of Conduct is to help students develop the attitude and practice of **self-discipline**. Students are encouraged to practice proper behavior even when no one is watching. The Code of Conduct provides specific guidelines for students to understand and apply acceptable behavior. Teachers and staff are always present and willing to help students learn these important life skills.

The following pages provide a detailed description of these expectations. Included in this Code of Conduct are the guidelines, procedures, policies, and consequences used to guide our students toward positive behavior.

***It is very important that students and parents read and discuss this Code of Conduct.***

**PHHS administration reserves the right to use their discretion in any and all infractions.**

The offenses are listed in four sections determined by the severity of the offense. Please refer to the Discipline Chart for details of Infractions and Consequences.

#### INFRACTIONS:

##### **LEVEL I – Violation of school policy**

**Including but not limited to:**

- Disrespect toward any student on campus
  1. active or passive disrespect
  2. insults, name calling
  
- Safety issues
  1. riding bike, skateboard, heeies, scooter, roller blades on campus
  2. running in buildings, on sidewalks or in parking lots

- Other
  1. unauthorized buying or selling
  2. dress code violation
  3. repeated offenses at Level 1 will cause all offenses to be treated as Level 2 or higher

**LEVEL 2 – Violation of school policy**

**Including but not limited to:**

- Dishonesty
  1. lying
  2. cheating
  3. forgery
  4. plagiarism
  5. taking another person's property
- Disrespect toward any person on campus
  1. active or passive defiance
  2. insults, name calling, inappropriate language
  3. negative body language or gestures
- Dress code violations
  1. refusal to comply with dress code, which includes wearing mandated PE uniforms
  2. exposed tattoos or piercing
  3. extreme hair styles or color
  4. inappropriate neck or wrist ware
  5. multiple dress code violations will result in Level 3 "defiance" referrals
- Intimidation
  1. written or spoken threats
  2. extortion
  3. bullying
  4. harassing
- Vulgarity
  1. obscene behavior, language or gestures
  2. abusive language
  3. use of ethnic or racial slurs
  4. drawing and/or sharing obscene pictures or objects
- Minor aggressive act
  1. threats of fighting or harm
  2. hitting, tripping, pushing, holding, pulling
  3. throwing or poking with any instrument or object
  4. recklessness of motion
  5. riding bikes, scooters, heeies, roller blades or skate boards on campus
- Other
  1. minor computer violations
  2. possession or use of forbidden items located on Page 33 (other than weapons or drugs)
  3. leaving assigned area without permission (classroom, lunch, special)
  4. refusal to do academic work in a timely manner
  5. public display of affection (anything more than holding hands is considered inappropriate displays of affection)
  6. not having student ID card.
  7. disruptive behavior
  8. late to class/school
  9. repeated offenses at Level 2 will cause all offenses to be treated as Level 3 or higher

### **LEVEL 3:- Violation of school policy**

#### **Including but not limited to:**

Chronic repetition of level 1 or level 2 offenses may be elevated to level 3 consequences. The **first** violation of any of the offenses in the following list will result in a short or long-term suspension. The student is automatically placed on probation. The **second** violation of any Level 3 offense, related or non-related, may result in a recommendation for expulsion from PHHS.

- Aggression-verbal provocation
  1. aggression provocation (gestures, verbal, written or online)
  2. assault
  3. fighting/physical altercation
  4. physical injury caused by intent to do harm
  5. use of racial / ethnic slurs
  6. threats of violence
  
- Harassment, threat and intimidation
  1. bullying
  2. any behavior that is degrading, offensive, inflammatory
  
- School policies, other violations
  1. not following directions in ASD (After School Detention)
  2. disrupting or skipping ASD, mandatory tutoring or academic zero hour
  3. open defiance or disrespect of teacher or staff member
  4. use or display of gang related, drug, satanic or sexual symbols, gestures or words
  5. **use of cell phone or unapproved electronic devices during school hours** (ex: checking texts, texting, games); cell phones must be turned off during the school day (7:55-2:20, including lunch) and while in after school study hall, tutoring, and after school detention
  6. repeated tardies to school or class
  7. repeated or extreme computer violations
  8. not attending all or part of a class “ditching”
  9. not following directions/being out of area on a field trip/or interschool bussing
  10. not following directions during interschool bussing/ or presenting a safety hazard
  11. repeated dress code violations
  12. parking infractions/speeding or reckless driving on or around campus
  13. suspicion of being under a controlled substance or any mind altering substance
  14. failure to report to a teacher, administrator or staff member the plans of or actions of another student who has acted or plans to act in a manner against the PHHS code of conduct.
  15. disrupting class/schools sponsored school events
  16. impersonating a staff member (ex: creating false information)
  17. repeated Level 2 infractions (ex: three Level 2 infractions during one semester)
  18. gambling and/or betting money
  
- Sexual offenses
  1. pornographic materials in any form
  2. sexual misconduct
  3. unwanted advances either verbal or physical
  
- Theft
  1. petty theft
  2. possession of/selling or receiving stolen property
  
- Vandalism
  1. destruction or defacing school property or personal property of others
  2. disrespect of students, staff, or property
  
- Weapons or dangerous items
  1. look-alike weapons

#### **LEVEL 4:- Violation of school policy**

##### **Including but not limited to:**

The first violation of the offenses listed in Level 4 will result in an automatic recommendation for expulsion from PHHS and may include involvement with appropriate authorities as mandated by state law.

- Aggression
  1. assault
  2. aggravated assault
  3. endangerment
  
- Alcohol, tobacco and other drugs
  1. distribution and/or sale of illicit substances, over the counter medication
  2. possession, use or distribution of prescription drugs or medication, alcohol or tobacco
  3. look alike drugs, tobacco, vapor pens, alcohol or related paraphernalia
  4. being under the influence of any controlled or mind altering substance
  
- Arson
  1. of a structure or property
  2. of an occupied structure
  3. starting a fire of any kind
  
- Harassment, threat or intimidation
  1. repeated use of obscene language, gestures, or images
  2. severe emotional harassment or intimidation
  3. threatening to cause physical injury to any person on PHHS campus
  
- School threat
  1. false use of fire alarm, calling 911 or bomb threat
  
- Sexual Offenses
  1. assault
  2. abuse
  3. harassment
  4. indecency
  
- Trespassing
  1. going on or remaining on PHHS campus for the purpose of disrupting any function
  2. refusing to obey lawful order to leave PHHS campus
  
- Theft
  1. burglary/breaking and entering
  2. robbery
  3. armed robbery
  
- Vandalism or criminal damage
  1. damaging school or personal property
  
- Weapons and dangerous items
  1. carrying a weapon on campus
  2. use or threat of use of a deadly /dangerous weapon
  3. use or threat of use of explosive device including fireworks

### Discipline Consequences and Procedures

	<b>LEVEL 1 INFRACTION</b>	<b>LEVEL 2 INFRACTIONS</b>	<b>LEVEL 3 INFRACTIONS</b>	<b>LEVEL 4 INFRACTIONS</b>
<b>CONSEQUENCES**</b>	1-3 days After School Detention	1-5 days After School Detention	1-10 day Home Suspension/Behavior probation	Suspension, probation and Possible recommendation for expulsion
<b>PROCEDURES</b>	<b>Teacher:</b> Student conference Parent contact	<b>Teacher:</b> Referral to office <b>Principal:</b> Student conference Parent Contact	<b>Teacher:</b> Referral to office <b>Principal:</b> Student conference Parent Conference	<b>Teacher:</b> Referral to office <b>Principal:</b> Student conference Parent conference
<b>(Any inappropriate language or gestures directed at school staff member will result in suspension)</b>				
<b>(Theft or damage by student may require parent restitution of loss and/or repair)</b>				
<b>** Any offenses which violate federal or state laws will result in immediate recommendation for expulsion and involvement of appropriate authorities</b>				

#### Behavioral Probation

It is the goal of Paradise Honors High School that all students succeed. Academic Support, Academic Probation and Behavioral Probation are designed to raise the expectations and performance of our students. Students who fail to meet the expectations outlined in the PHHS Student Code of Code of Conduct will be placed on Behavioral Probation. Probation will be assigned for the following:

- When a student receives 3 discipline referrals in one semester
- When a student violates any LEVEL 3 or LEVEL 4 offense
- When a student is habitually tardy and/or absent

#### Consequences of Probation

- The probation period will be a minimum of 5 school weeks
- Students serving probation will not be permitted to participate in or attend any extracurricular activities/school sponsored events including but not limited to clubs, dances, sporting contests or practices, field trips, carnivals, etc.

**Any student who does not successfully complete Behavioral Probation, is placed on Behavioral Probation 2 times in the same school year, or is placed on Academic Support while serving Behavioral Probation will be asked to un-enroll from PHHS and/or be recommended for expulsion.**

Arizona Revised Statute 15-841- A school may refuse to admit any pupil who has been expelled or is in the process of being expelled from another educational institution.

\*\*\*Any PHHS student withdrawn or unenrolled as a result of failing to meet the terms of probation, or any other reason, is not eligible for reenrollment for one year from date of withdrawal pending administrative review. \*\*\*

Please note, the Commencement Ceremony for seniors is a privilege, not a right. Any disciplinary infractions through the school year could jeopardize this privilege. This includes any infractions during the senior trip.

**PHHS Administration reserves the right to use their discretion in any and all enrollment issues.**

#### Guidelines for Inappropriate/Forbidden Items

**Students are not allowed to have the following items at school:** aerosol cans, alcohol, balloons, bandanas, beepers/pagers, cigarettes, hookah pens, “do-rags”, drugs, eggs, glass containers, firecracker/works, gum, energy drinks, lighters, matches, laser pointers, magnifying glasses, permanent markers/pens, personal alarms, pornography, pepper spray/mace, shaving cream, “silly string”, “slam” books, snap caps, smoke/stink bombs, heellies, inappropriate stickers,

sunflower seeds, toys, water balloons, water guns, weapons, any chains including key and wallet chains, tie wraps, vapor pens of any kind, e-cigarettes, and any other questionable items as determined by Administration.

All beverages must be in a clear non glass container. Water is the only permitted beverage in classrooms. Students will be assigned appropriate consequences for possession of these items in accordance to the Student Code of Conduct and Arizona Revised Statutes.

**Inappropriate use of the following items is not allowed:** Correction fluid, glue, paint, paper clips, rubber bands, scissors, staples, felt markers/pens, etc.

- ❖ Cell phones, CD/I-Pod players are allowed, before and after school only. All items must be **turned off** and kept in the student's backpack during the school day. Ear buds / headphones are not permitted. These items will be confiscated and must be picked up by a parent. PHHS will not be held liable and/or responsible for any items such as this whether they are confiscated or not.

### School-Parent-Student Compact

This school-parent-student compact is a component of the No Child Left Behind Act of 2001. It is an agreement among the Paradise Honors High School Community so that the best possible learning for all students can occur.

As a student at Paradise Honors High School, I pledge to:

1. Show respect toward other students and all staff members.
2. Demonstrate concern for the health and safety of everyone.
3. Follow school dress code as per the school dress code policy.
4. Arrive on time and be prepared to learn.
5. Take proper care of all school property.
6. Comply with classroom rules.
7. Have high expectations for myself and other students.

As a parent of a student at Paradise Honors High School, I pledge to:

1. Encourage and promote 15-20 minutes of daily reading at home.
2. Encourage my child to have a positive attitude about school.
3. Supervise the completion of homework on a daily basis.
4. Provide the school with outside information and reports that will help my child do their very best in school.
5. Make sure my child eats healthy meals, takes healthy snacks to school, and sleeps 9-11 hours each night in preparation for the school day.
6. Assure that my child abides by the school approved student dress code.
7. Read, discuss, and sign the school rules each year.
8. Get involved with my child's activities, events and promotional days as much as possible.
9. Participate, when appropriate, in decisions relating to the education of my child.
10. See that my child is on time for school, is not pulled out of school early on a regular basis, and attends school every day.

As a member of the Paradise Honors High School staff, I pledge to:

1. Show that I care about all students.
2. Have high expectations of myself and all students by offering high quality curriculum and instruction that enables students to meet the Arizona Academic Standards.
3. Provide a safe, supportive and effective environment conducive to learning and academic success.
4. Provide support and communication to student families through phone, e-mail, and encouragement of active participation in the classroom.
5. Respect the differences and individuality of students and their families.
6. Establish goals, expectations, and shared responsibilities for school, parents, and students.
7. Give parents an opportunity for input regarding their child's education.
8. Give families timely reports on student progress, including parent teacher conferences and student report cards.

## ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION.

Confidentiality of education records is a right of public school students and their parents. Two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA) provide for this right. Under these laws, "educational records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance records, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements. The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, 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); a person serving on the school council; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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

Upon request, a school may disclose educational records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
44 Maryland Avenue S.W.  
Washington, D.C. 20202-4605

A school may designate information in education records as “directory information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines “directory information” as follows:

The student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights is available upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

#### **Review of Professional Qualifications**

Pursuant to State and Federal guidelines, this notice advises you that you have the right to review the credentials of your child’s teacher. If you wish to review a file, please submit a request through the front office.

## Acceptable Use Acknowledgment Form

No student shall be allowed to use school computers or the Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

**User:**

I have read and understand the Paradise Schools Acceptable Use Policy and agree to comply with them. I further understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action. I further understand that loss of these privileges could adversely affect my academic achievement.

I also understand that the user rules stated above and in the Acceptable Use Policy also apply to personal devices, both approved and unapproved, and that these devices are subject to search and seizure if School Administration and Paradise Schools Technology staff has a reasonable belief that these rules have been violated. Paradise Schools is not responsible for damaged, lost or stolen personal devices. Bring at your own risk.

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legibly Printed Name of User

\_\_\_\_\_  
School

**Parent/Guardian:**

I have read and understand the Paradise Schools Acceptable Use Policy. I understand that my son/daughter's use of school computers and network is subject to compliance with these rules. I further understand that violation of this policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

**Paradise Honors High School Handbook  
Acknowledgement and Verification**

I have understand, and agree to comply with the Paradise Honors High School Handbook.

I understand that PHHS is a Bully Free campus.

I understand that PHHS is a Drug Free campus.

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Student Name Printed

Student Signature

Date

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Parent Name Printed

Parent Signature

Date

If you would like a copy of the handbook, please visit our website [www.paradiseshools.org](http://www.paradiseshools.org) to download a copy.