

STUDENT HANDBOOK 2023-2024
PUYALLUP HIGH SCHOOL
105 7TH Street SW
Puyallup, Washington 98371
(253) 841-8711
Fax (253) 841-8624
www.puyallupsd.org/PHS

Superintendent
John Polm, Ed.D.

David Sunich
Principal

Cassie Ridenour(A-G)
Assistant Principal

Mark Barnes (H-O)
Assistant Principal

Nicole Jansen-Bachman (P-Z)
Assistant Principal

Counselors

Emily Williams (A-C/12th Avid)
Kelsey Wiest (D-H/Exch. Students)
Meg Kozar (I-M)
Jamie Mercer (N-Sh)
Kate Pearson (Si-Z)

Career Specialist

Shelley Jellison

On Time Graduation Specialist

Sarah Ravindranath

Athletics

Kelly Susee

IMPORTANT TELEPHONE NUMBERS

Puyallup High School has an automated telephone system. The following numbers are the extensions to various offices on our campus. To reach these extensions dial 841-8711 and when you hear the recorded voice press the option number below or press “0” for the main office.

Administration: 0

Attendance: 1

Guidance & Counseling: 2

Nurse: 3

Athletics: 4

Library: 5

Career Center: 6

Bookkeeper: 7

Swimming Pool: 8

PUYALLUP SCHOOL DISTRICT

MISSION STATEMENT

Supported by families and our diverse community, the Puyallup School District challenges its students to achieve their academic, creative and physical potential.

PUYALLUP HIGH SCHOOL

MISSION STATEMENT

Our mission is to ensure each student we serve graduates with the knowledge, skills, and resilience necessary to be successful in college or career.

VISION

We honor the history and rich traditions of our school and community while recognizing we are preparing our students for a rapidly changing future.

EQUITY STATEMENT

We believe each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and school. To ensure educational equity at PHS goes beyond equality, we are committed to:

- Examining the ways current policies and practices result in disparate outcomes for historically marginalized students.
- Developing an understanding of historical contexts.
- Engaging students, families, and community representatives as partners in decision-making.
- Actively dismantling systemic barriers to equity and replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.

We are committed to creating a school environment in which all students feel like they belong. They will feel seen, heard, welcomed, valued, and respected. The net result of this culture will be that a student’s association with a traditionally marginalized group will not serve as a predictor of their academic success or chances of being disciplined.

STUDENT INFORMATION

PUYALLUP HIGH SCHOOL SAFE AND WELCOMING SCHOOL COMMITMENT



We at Puyallup High School recognize that students have the right to feel safe, secure, and respected when they come to school. Everyone at PHS has the right to feel free from any threat of bullying, harassment, or discrimination.

For that reason, we prohibit harassment and discrimination against students or adults at PHS, including mistreatment based on race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression).

We strongly encourage students to report incidents to a school staff member and pledge to create an environment where students can do so without fear of retaliation.

THE VIKING COMMITMENT

Vikings demonstrate:

RESPECT

- Behave in a mature, responsible manner at school and school-sponsored events;
- Follow the guidance and directions of teachers, administrators, counselors, security, and other staff; they are here for you;
- Put away personal electronic devices if they are not authorized by staff members;
- Treat your classmates, teachers, and all others with kindness and empathy.

RESPONSIBILITY

- Be in class, on time, every day that you are physically able;
- Complete your coursework to the best of your ability and communicate with teachers, counselors, parents, and administrators when you BEGIN to struggle;
- Adhere to the closed campus policy.

RESILIENCE

- Don't give up. Show up;
- See challenges as opportunities to grow;
- Remain fully engaged by participating in your classes all day, every day, all year;
- When it gets hard, ask for help.

Accepting and signing indicates an acknowledgement of the expectations and conditions of this commitment. All PHS students will be held to the standards of this commitment. Your signature verifies you were informed of expectations that will be enforced.

2023 – 2024 ASB OFFICERS
President: Rusty Crutcher
Vice President: Leilah Lemalu
Secretary: Isabelle Guajardo
Treasurer: Akshaj Mukkollu



ASB CARDS

An ASB card costs \$40.00 and provides over \$100 worth of activities and entertainment. This card will admit a student to home athletic events, plays, dances, and concerts at reduced costs or free. An ASB card can be purchased at any time during the year from the bookkeeper's office. All students planning to participate in extracurricular activities or any club that is funded by the ASB **will be required** to purchase an ASB card. Students who qualify for free and reduced lunch are eligible for reduced pricing for ASB cards. Please see the bookkeeper for details.

APPROPRIATE ATTIRE

In accordance with Student Dress Policy 3224 student dress and appearance shall be regulated when, in the judgement of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate group
- B. Damage to school property shall result from the student's dress or;
- C. A material and substantial disruption of the educational process as defined by Policy 3220 will result from the student's dress or appearance.

The uniforms of nationally recognized youth organizations and clothing worn in observance of students' religion and clothing, or items worn due to medical reasons are not subject to this policy.

Clothing with words, depictions or themes related to alcohol, tobacco, drug use, or gang affiliations (including bandanas or colors), sexually oriented text, themes, or depictions, or clothing that is excessively revealing will not be permitted. Shoes should be worn at all times and teachers may direct the type of footwear appropriate for safety and activity.

The administration has the authority to make changes or provide more specific examples of prohibited apparel at any time based on safety, health or disruption issues. Students not complying with dress standards will be asked to change. Discipline consequences may occur if faculty or administrative directives are not followed or if there are repeated violations.

ASSEMBLY CONDUCT

Assemblies scheduled during the school day have an educational value; therefore, attendance at assemblies is required. Students are expected to behave respectfully for those speaking or performing. Inappropriate behavior during assemblies may result in discipline.

ATHLETICS AND ACTIVITIES

All students are encouraged to participate in at least one sport or activity. Bulletin announcements throughout the year direct interested students as to how they may participate. Students planning to turn out for sports must be covered by athletic insurance, purchase an ASB card, and pay an athletic fee.

Being an athlete is a privilege that involves teamwork and self-discipline. The Puyallup School District Athletic Code exists to provide specific guidelines for student athletes. The Athletic Code explains all the rules, regulations and expectations for student athletes.

All students who turn out for athletics must be cleared for participation by the building athletic coordinator or designee. This process includes both the student athlete and parents signing the athletic eligibility form. Violations of those guidelines may result in suspension from an individual sport or removal from all athletic programs in the district. It is expected that student athletes read through the athletic code carefully and adhere to those rules. **These rules apply to athletes both in and out-of-season.**

ATTENDANCE POLICY

Regular attendance is a key factor for success. Statistics show that students who are frequently absent or late fall behind in course work. When a student is absent from school, the following protocol must be followed:

1. The parent/guardian of the student must contact and leave a message with the Puyallup High School Attendance Office at (253) 841-8711 option #1 by 9:00 a.m. the day of the absence. The parent/guardian will be asked to identify the child's name, parent/guardian name, grade, reason for absence, and a contact phone number.

CARS AND PARKING

All students purchasing a parking pass must register their vehicle with the Main Office. **Motor vehicles, which are driven by students and parked on or near school property during regular school hours or during school activities, are subject to being searched when school officials have reasonable suspicion for doing so.** Any questions regarding parking lots can be referred to Security. The following regulations will apply to all drivers:

- 1) A permit is required to park in the designated student parking lots. Permits are \$40.00 (\$20.00 for 3rd lot) along with proof of a current ASB card and proof of insurance. A limited number of permits will be sold. Daily parking is on a first-come, first-served basis and a permit **does not guarantee** a spot in the parking lots. **If a student does not register his/her car with security, fines will occur.**
- 2) Faculty parking lots are off limits to student parking. Fines will occur for cars parked improperly.
- 3) Students operating cars are expected to obey all traffic laws. Citations will be issued by the Puyallup Police Department for violations observed on the streets adjacent to campus and by campus security for permit and improper parking violations in the parking lots (See **FINES**).
- 4) Vehicles parked on PSD property are subject to policies regarding language, messages, and/or symbols that are deemed inappropriate under PSD Policy, Freedom of Expression That Causes Disruption. Repeated infractions will result in discipline.

- 5) Parking lots and vehicles are off limits during the school day, except with security or administrative approval. Students who must go to their vehicle must get a pass from the Attendance Office, or check out with Security.
- 6) Any damage, theft, or vandalism should be reported to a security officer immediately. **The school district assumes no responsibility for damage to or theft from vehicles driven to school.**
- 7) Parking permits are non-transferable and may be revoked for unauthorized use or multiple parking violations.
- 8) All vehicles parked in the PHS lots must comply with Washington State laws regarding licensing and inspection.

CLOSED CAMPUS

Puyallup High School is a closed campus. Students are not permitted to leave campus during the day unless they have permission from the school and check out through the Attendance Office. Acceptable reasons for students leaving campus would be Running Start, work-based learning, or medical appointments. **STUDENTS ARE NOT ALLOWED TO LEAVE DURING LUNCHES, PARKING LOTS AND THE “THREE” COFFEE SHOP ARE CONSIDERED OFF CAMPUS.** Being off campus is considered truancy and may result in discipline consequences.

DANCES

Clubs and organizations may sponsor dances as an on-campus social event or money-raising activity. Clubs and organizations desiring to sponsor a dance must apply to the Activities Coordinator for approval and scheduling by September 15 of the school year. Chaperones, work crews, and financing must be arranged before approval for a dance will be given.

Students may get permission to invite a guest to Homecoming, Tolos, and the Senior Prom by completing a guest request form. No guests over the age of 20 will be allowed. All school rules apply to students in attendance at dances including dance styles deemed inappropriate. Students are not allowed to check out of dances and then return. In order to attend Senior Prom, seniors must have a completed their post-high plan conference, have no outstanding discipline, and have no outstanding fines.

DELIVERIES

In an effort to eliminate classroom disruptions, we do not deliver floral arrangements, balloons, cookie baskets, or other such items to students in class. Food delivery services ie. Uber Eats, Grub Hub, etc. are not permitted at PHS. Please make sure your students bring a lunch from home or monies to purchase a lunch from school.

ELECTRONIC DEVICES

Cell Phones: All cell phones are to be silenced and out of visible sight during class time.

Personal Electronic Devices (music, games, video, etc.): All personal electronic devices are to be turned off during class time. Students are not to be using any personal electronic devices except at lunch or between classes. Each teacher is to clearly identify their classroom policy regarding the use of personal electronic devices within their own classroom.

Students in possession of cell phones or other personal electronic devices, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Students will not use telecommunication devices to harass other students or staff, to bully other students, or to disrupt the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual;
- B. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit content, as defined in RCW 9.68A.011, or other pornographic material, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district;
- C. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates school rules or the law, the official may confiscate the device, which will only be returned to the student’s parent or legal guardian;
- D. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school administrator(s) have a reasonable suspicion, that such a search will reveal a violation of school rules or the law. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- E. Students are responsible for devices they bring to school. The District will not be responsible for loss, theft or damage/destruction of devices brought onto school property or to school-sponsored events;
- F. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- G. Students who violate this policy may be subject to disciplinary action, including suspension or expulsion, and including confiscation of the device and/or losing the privilege of bringing the device onto school property.

ELEVATOR

Students who are unable to use the stairs for a health-related issue may check out an elevator key for as long as the issue persists. Lost or unreturned keys will result in a \$25.00 fine. Students who use the elevator without permission may be subject to discipline.

EMERGENCY PROCEDURES (FIRE, LOCKDOWN, EARTHQUAKE, ETC.)

A plan has been developed which will ensure the maximum efficiency and safety for evacuating the building during fire drills or any other emergency. Instructions are posted in each classroom to follow during fire, lockdown, and earthquake emergencies. Teachers will discuss these instructions with students.

These drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms.

FINES

Students may be assessed fines for the following reasons:

- 1) Abuse/loss of books and other school equipment/materials which they use and/or are issued.
- 2) Damage to school property.
- 3) Campus parking violations. **Unauthorized reproduction or use of parking permit is \$25.00 per offense as well as referral to administration. Schedule of Parking Fines:**

<u>OFFENSE</u>	<u>FINE</u>
1 st	Warning
2 nd	\$10.00
3 rd	\$25.00
4 th	Towed at owner expense

All fines must be paid before final withdrawal from school is completed.

Library Fines:

Library and textbook fines will be levied on books turned in past the due date at a rate of \$0.10 per day. Textbooks used in the fall semester for half-credit courses will be due on the last day of the first semester. English teachers will determine the due dates of supplemental novels.

Students will be accountable for returning textbooks and other instructional materials assigned to them throughout the year. All students are required to return their textbooks, library books, and other assigned instructional materials. Textbooks that are returned after the district summer deadline (set in the spring) will be owned by the student as new replacement textbooks will have been ordered by the district and the student will owe the replacement cost of the book.

GRADE VALUE

Interpretation of Grades:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7		

Grading Scale:

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

CR = Credit NC = No Credit

All classes are taken for credit based on the PHS Grading Scale and are figured into the GPA.

GRADUATION REQUIREMENTS

Graduating students must earn 24 credits in grades 9 – 12. Please refer to the Course of Study for specific details. Students who have concerns need to contact the Student Services Office for their up-to-date graduation inventory. All seniors must have passed all required classes, passed state testing requirements, completed their High School and Beyond Plan and Interview, and paid all their fines in order to participate in the PHS Commencement Ceremony.

INSURANCE

At the beginning of the school year, each student has the opportunity to obtain accident insurance. Students involved in interscholastic athletics and certain intramural activities are required to have acceptable accident insurance. An information folder, together with a premium envelope, is available in the Main Office. This folder will give complete information about protection and dates for collection of the annual premium. No student will be eligible to represent this school in inter-school athletic competition unless he/she is covered by school insurance or has minimum coverage through a private insurance policy. If a student has the minimum coverage for insurance, then he/she may have a parent sign a waiver. If the student does not have the minimum coverage then he/she must purchase school insurance.

LOST AND FOUND

Textbooks, wallets, watches, and other items of value found should be turned into the Main Office. Students who lose an item are asked to fill out a Theft/Missing Article Report. The school district assumes no responsibility for damage or theft of personal property.

PASSES/OUTSIDE CLASS

Any student in the hall while classes are in session must have a valid PHS hall pass. It is the student's responsibility to obtain a hall pass from his/her teacher. Students in the hall without passes may be considered truant and discipline may be applied.

PHYSICAL EDUCATION

Students must supply themselves with the standard physical education attire. The standard attire consists of shorts or sweats, shirt, socks, and athletic shoes. **It is highly recommended that students lock up all their personal items during their fitness class. Students will need to bring their own locks for use in the locker room. The school district assumes no responsibility for damage to or theft of personal property.**

SCHEDULE CHANGE POLICY

The 2023-2024 Puyallup High School master schedule was developed based on student requests submitted during online registration last spring. Math teachers completed math placement recommendations for all students based on student success in their current math courses.

Due to limited flexibility within the master schedule, **the only acceptable criteria for a schedule change are: graduation needs and improper placement (i.e. duplicate or missing classes).**

Students who need a schedule change must make their requests via a Microsoft Form to our counselors. A link will be posted in August. Schedule changes for yearlong courses will not be considered without a written note from parent/guardian and teacher. Schedule changes may require administration approval. **Submitting a change request does not guarantee a schedule change will be made.** Students are expected to follow their assigned schedule until otherwise notified.

SIGNS AND BULLETIN BOARDS

Material placed on the bulletin boards or signs put up in the building must be approved by the main office.

STUDENT BODY FUNDS

All school organizations and clubs are required to manage their funds through the Student Body Treasury. Prior to purchasing, students must obtain a requisition from the ASB Bookkeeper and follow state and school district requirements. Expenditure of all student body funds must be approved by the ASB governing body.

STUDENT PROPERTY

The district assumes **NO** responsibility for loss of a student's personal property. Large sums of money and valuable items should be left at home. Articles of value for class display should be locked in a teacher's cabinet or checked in at the Main Office.

THEFT

Students can help reduce thefts by reporting all knowledge of thefts, by securing their property when not attended, and by reporting all missing articles to Security as quickly as possible after discovery. A Theft/Missing Articles Report form is available from the Attendance Office, the Main Office, the Security Office, or any Physical Education Office.

TRANSPORTATION

Bus service is provided for students living outside the one-mile radius of Puyallup High School. It is a privilege for students to make use of this service. School bus drivers have the authority to discipline students for misconduct related to school district rules (WAC 280-40-230). Misconduct may result in suspension of bus riding privileges.

USE OF THE BUILDING

Students are allowed to use school facilities if they are under the direction and supervision of the Puyallup High School staff.

VISITORS

Students are asked not to bring visitors to school. Permission will be granted to bring a visitor to school for one day if there is an educational value to Puyallup High School and **the visit has been approved by an administrator.** Permission to visit is never granted to students who should be in attendance at their home school or students who have dropped from our school, another school, or who have already graduated. Visitors, if allowed, must have a visitor's pass issued by the Main Office before being allowed to attend classes.

VOTER REGISTRATION

Those students turning 18 years of age may register to vote in the Main Office. Adults new to the community may also register at Puyallup High School.

WITHDRAWAL

No student will be withdrawn from school without written permission from his/her parents/guardians except in the case of non-attendance. This written permission needs to be turned in to the Student Services Office. Additionally, withdrawing students need to turn in all their books and have the withdrawal form signed by each of their teachers and the librarian or librarian assistant. This signed form needs to be turned in to the Student Services Office. Fees and fines must be paid before transcripts will be provided.

STUDENT SERVICES

CAREER CENTER

Located in the CTE Building, the Career Center is accessible to all students who are seeking information in the areas of college/university requirements, career research, job openings, community experience opportunities and the high school and beyond plan.

COUNSELING SERVICES

All students are encouraged to make an appointment to meet with their assigned counselor. Counselors are available to help with many aspects of a student's high school career such as: 4 year high school planning, post high school planning, evaluation of credit status, credit retrieval options, running start process and paperwork, scholarships, crisis intervention for social/emotional concerns, and resources for outside agency support.

Counselors are available by scheduled appointments and walk-ins before school, after school, and during lunch.

CREDIT RETRIEVAL

Students who are credit deficient for graduation should make an appointment with their counselor to discuss options. Each counselor will determine graduation credits needed and compose a plan with the individual student.

Students may retrieve credits through independent companies such as BYU or Keystone, or our PHS credit retrieval program, Edgenuity. These programs require completion outside of the school day and cost varies depending on the program. Credits earned outside of the PHS school day must be approved by a counselor in order to count towards graduation.

HEALTH CENTER

The Health Center is located in the Main Building. The nurse is available for medical attention as follows:

- 1) **Accidents** -- All accidents must be reported to the teacher in charge and to the nurse.
- 2) **Illness at school** -- Students who become ill should report to the nurse. Students must not leave the building without authorization. If the nurse is not in, students should report to the Attendance Office for assistance.
- 3) **Medications at school** -- All medications should be given at home if possible. Puyallup School District nurses are authorized to administer medication to students during school hours only when failure to receive medication may result in the student being unable to attend school and/or be well enough to participate in learning activities. For complete information, please see the Students Rights and Responsibilities section for medication guidelines.

LIBRARY

Library fines may be charged for overdue books on a daily basis up to a point equaling their total value. **A student who loses a library book or damages it beyond repair will be charged the replacement cost of the book.** A full set of library rules and fine procedures are posted in the library.

Textbook returns: Students will be accountable for returning textbooks and other instructional materials assigned to them throughout the year. All students are required to return their textbooks, library books, and other assigned instructional materials. Textbooks that are returned after the district summer deadline (set in the spring) will be owned by the student as new replacement textbooks will have been ordered by the district and the student will owe the replacement cost of the book.

PREVENTION INTERVENTION SPECIALIST

The Prevention-Intervention Specialist provides an assessment service for students who are experiencing difficulties that are interfering with school success. Issues that may be addressed include attendance, classroom performance, motivation, substance abuse, family problems, and mental health. On campus counselors gather information from students, evaluate and assess problems, provide diagnostic services, and make recommendations to help the student and his/her parents. Students may seek help through a teacher, counselor, the nurse, or an administrator. Students may also refer other students who may need assistance.

PUYALLUP HIGH SCHOOL TECHNOLOGY POLICY

Students using district technology or their personal devices on the district network are agreeing to exhibit ethical behavior at all times. This includes, but is not limited to, the following:

1. Maintaining secrecy of password.
2. Refraining from behaviors damaging to computer hardware, software, or PSD network.
3. Abiding by the PSD Appropriate Use Policy 2022 and 2022R.
4. Abiding by all copyright laws.
5. Using technology only in the manner allowed by the teacher.

Any violation as related to the use of technology and the internet will result in disciplinary action and/or the withholding of computer access.

