

**Phoenix High School Parent/Student
Handbook
2025–2026 School Year**



Phoenix High School
Western Placer Unified School District
870 J Street

Lincoln, California

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1. Welcome Letter

Dear Phoenix Families,

Welcome to the 2025 - 2026 school year at Phoenix High School! Whether you're returning or joining us for the first time, we are thrilled to partner with you on this journey of learning, growth, and personal development.

Phoenix is a unique and inspiring place—built on collaboration between students, staff, families, and the wider community. We believe that when we work together, we unlock our shared, innate desire to grow and learn. At Phoenix, we see each individual as a person of value, with unique strengths and perspectives. Rather than expecting students to conform to a single mold, we celebrate your individuality as the foundation for your success.

We believe in every student's potential to thrive. This handbook is here to support you—it outlines our expectations, programs, and the many resources available. We encourage you to read it together as a family, and please don't hesitate to reach out with any questions.

Together, we rise.

Chuck Whitecotton Principal, Phoenix High School

2. Mission

Find your fire!

At Phoenix High School, this motto captures what we believe at our core: everyone has something powerful burning inside, an untapped drive, passion, or purpose waiting to be lit. Our mission is to help students strike that spark and turn it into something real.

We don't ask you to fit a mold, we help you break it. Through connection, creativity, and courage, we build a space where students can take risks, challenge limits, and shape their own path forward.

where you can take risks, face challenges head-on, and chart your own path. We're not just preparing students for life, we're helping them ignite it.

3. Contact Information

- **Address:** 870 J Street, Lincoln, CA 95648
- **Main Office:** (916) 645-6395
- **Principal:** Chuck Whitecotton
- **Counselor:** Skyeler Tang
- **School Website:** <https://phs.wpusd.org/>
- **Office Hours:** 7:30 AM – 4:00 PM

Staff Directory

Staff	Position	Contact
Whitecotton, Chuck	Principal	cwhitecotton@wpusd.org
O’Toole, Kris	School Secretary	kotoole@wpusd.org
Drewry, Ciarriah	Attendance Clerk	cdrewry@wpusd.org
Barney, Emily	Career Technician	ebarney@wpusd.org
Sanchez, Francisco	Custodian	fsanchez@wpusd.org
Sliepen, Laura	Teacher	lsliepen@wpusd.org
Hill, David	Teacher	dhill@wpusd.org
Hagman, Aaron	Teacher	ahagman@wpusd.org
Nelson, Jen	Teacher	jnelson@wpusd.org
Nelson, Clint	Teacher	cnelson@wpusd.org
Giacomini, Lindsey	Teacher	lgiacomini@wpusd.org
Gruber, Tracy	Teacher	tgruber@wpusd.org
LaMontagne, April	School Secretary	alamontagne@wpusd.org
MacQueen, Kirstie	Teacher	kmacqueen@wpusd.org
Palafox, Ben	Teacher	bpalafox@wpusd.org
Tang, Skyeler	Counselor	stang@wpusd.org

4. Bell Schedule

PHOENIX HIGH SCHOOL

2025-2026

Bell Schedule

Monday/Early Release

7:30-8:30	0 Period	PHS	
8:30 - 9:15	1st Period	PHS	
9:15-10:00	2nd Period	PHS	
10:00-10:45	3rd Period	PHS	
10:45-11:05	Lunch		
11:05 -11:50	4th Period	PHS	
11:50-12:35	5th Period	PHS	

Tuesday-Friday

7:30-8:30	0 Period	PHS	
8:30-9:30	1st Period	PHS	
9:30-10:30	2nd Period	PHS	
10:30-11:30	3 rd Period	PHS	
11:30-11:50	Lunch	PHS	
11:50-12:50	4th Period	PHS	
12:50-1:50	5th Period	PHS	

5. Attendance Policy

Attendance is essential for success. Students are expected to attend school every day unless ill or excused.

Attendance: Students are to maintain at least an 85% attendance rate (must attend school 85% of the time). Tardies and early departures from school count against attendance. Students who do not maintain an attendance rate of at least 85% are risking their continued enrollment at Phoenix High School.

Absences: All absences limit the total number of credits a student is able to earn. Additionally, absences can prevent students from obtaining important information that can affect his or her future, interfere with student participation in extracurricular activities and reduce important interaction with the student body.

Under California law, schools may no longer count absences for illness or medical reasons for reimbursement from the State. Therefore, any absence not only hurts the student, it hurts the amount of money schools can claim from the State.

If a student is absent, parents or guardians are required by law to call the school **on the day** of the absence. If it is not possible for the phone call to be made, the student **MUST** return to school with a note from a parent/guardian explaining the absence.

If the absence is not explained by the third day after the student has returned to school, the absence will be considered a truancy and S.A.R.B. (School Attendance Review Board) procedures will be started. When students are discovered to be cutting school, parents and the truancy officer will be notified.

Parents and guardians are encouraged to make all medical and dental appointments after 12:15 pm so they do not interfere with a student's positive attendance rate. **The minimum attendance rate required of Phoenix High School students is 85%.**

Tardies: WPUSD and Phoenix High School will be enforcing Education Code 48260 requirements regarding unexcused absences and truancy.

A student who is absent from school without a valid excuse for three days or tardy in excess of thirty minutes or more on three or more days in one school year is considered to be truant. This situation will activate the Placer County Office of Education and WPUSD School Attendance Review Board processes.

Absence Intervention: Student attendance is a priority for excellence in education. There may be occasions which warrant a student unavoidably missing school. Student attendance, tardies and cuts are monitored by our school site and interventions are in place to improve student attendance.

Continued absences follow a timetable to notify parents of consistent absences or truancy from school. Letters will be sent home after the third unexcused absence and the student will be declared a truant. Subsequent letters will continue to be sent home if the absences continue. After the third (3rd) letter a student is declared a “habitual truant” and is subject to a referral to the Student Attendance Review Board (SARB).

CHECK IN/CHECK OUT POLICY

When a student arrives on campus after school has started, they have to check in with the Attendance Office. **When a student leaves campus before school is over they must report to the Attendance Office to check out through our attendance clerks.**

6. Academic Program Overview

At Phoenix High School, we believe every student’s journey is unique—and so is the way they learn best. That’s why we offer a flexible and personalized instructional model designed to meet you where you are and help you grow from there.

Our academic program includes:

- **Credit Recovery and Acceleration** – Make up missed credits or move ahead at your own pace.
- **Variable Credit Opportunities** – Earn credit based on mastery and progress, not seat time.
- **Blended Learning** – A mix of online and in-person instruction to support different learning styles.
- **Small Group Instruction** – Personalized attention in a supportive, low-pressure setting.
- **Career Exploration** – Discover your strengths and passions while preparing for life after high school.
- **Community-Based Learning Projects** – Connect with real-world experiences and make a positive impact in your community.
- **Field Trips** – Learn beyond the classroom through engaging, educational outings.

- **Volunteer Opportunities** – Give back, build skills, and strengthen your connection to the world around you.

Our goal is to help every student grow academically, emotionally, and socially—while creating a learning experience that feels meaningful and relevant.

SCHOOLWIDE LEARNER OUTCOMES

At Phoenix High School, we believe in preparing students not just for graduation—but for life. All students are expected to develop and demonstrate growth in five key areas known as our Schoolwide Learner Outcomes. These outcomes are assessed through a Senior Project that highlights your personal journey, skills, and readiness for the future.

We use the acronym REACH to represent the five areas where students grow and thrive:

1. **Responsible citizens who:**
 - Work effectively with others, show positive attitude, accept change when necessary, and consider and respect the views and opinions of others when they are presented.
 - Use effective leadership and interpersonal skills to establish and accomplish goals.
2. **Effective Communicators who:**
 - Adapt speech to a variety of contexts and tasks, demonstrating command of formal English when indicated or appropriate.
 - Speak with confidence and appropriateness.
 - Write and demonstrate skills through speeches, reports, letters, essays and various creative forms.
3. **Academic achievers who:**
 - Meet or exceed Western Placer Unified School District and Phoenix High School's performance standards.
 - Meet Western Placer Unified School District and Phoenix High School graduation requirements and other exit criteria.
 - Use logical decision-making and problem solving processes.
 - Use high level thinking skills.
 - Strive to be lifelong learners.
 - Are technologically literate individuals who use technology as a tool to enhance learning.
4. **Career planner who:**

- Develop appropriate and realistic educational, vocational and personal goals based on their interests, skills and abilities.

5. **Healthy individuals who:**

- Apply the principles of health and wellness to promote emotional, physical and mental well-being.
- Exhibit self-discipline and accept individual and group responsibility
- Make informed choices and understand the consequences of their actions.
- Demonstrate skills in resolving conflicts without violence.
- Demonstrate knowledge and respect for diverse cultures and recognize individual differences.

STUDENT ADMISSION AND CLASS SCHEDULING

Voluntary Transfers

Students from Lincoln High School or Twelve Bridges High School who are at least 16 years old may voluntarily transfer to Phoenix High School with parent/guardian consent and approval from the Phoenix High School principal. Students who are 18 years or older and have maintained continuous school enrollment may enroll under a contractual agreement.

Involuntary Transfers

Students 16 years or older may be involuntarily transferred to Phoenix High School due to ongoing attendance issues, insufficient credits toward graduation, serious disciplinary violations, or other circumstances outlined by district policy and state law. Before any involuntary transfer is finalized, parents/guardians will receive written notice and have the opportunity to request a meeting to review the reasons for the proposed transfer.

Interdistrict Transfers

Students living outside the Western Placer Unified School District may enroll at Phoenix High School with the approval of the principal and completion of an interdistrict transfer agreement.

Transfer Students from Outside the District or State

Students transferring from other districts or states must provide a copy of their transcripts (unofficial transcripts are acceptable) to support appropriate academic placement. Please note that some coursework completed elsewhere may not align with Western Placer Unified School District or Phoenix High School graduation requirements. Every effort will be made to award all previously earned credits.

Students with an IEP (Individualized Education Program)

Students receiving special education services must participate in an IEP team meeting prior to enrollment. If the student is transferring from outside the district, they must first enroll at their designated comprehensive high school before a placement decision can be made regarding enrollment at Phoenix High School.

The enrollment process at Phoenix High School is as follows:

Prior to class enrollment

- Student and parent/guardian schedule an appointment to register with the principal.
- Student's previous school records are evaluated and the Phoenix High School Credit Sheet is filled out.
- All new students will attend an orientation with the school counselor.

Class Enrollment

- Students will be assessed in Math and/or Reading.
- Based on the credit sheet and assessments, each teacher will provide applicable work to the student.

Orientation:

- All newly enrolled students must participate in the PHS orientation program prior to attending the regular classroom. The PHS orientation program is designed to prepare incoming students for the unique learning environment at Phoenix High School. The orientation program includes writing assessment, goal setting, academic planning, and a presentation on the school-wide learner outcomes (REACH).

CO-ENROLLMENT

Phoenix High School students have the opportunity to take additional courses at other district schools, such as Lincoln High School or Twelve Bridges High School. Co-enrollment offers students access to a broader range of academic and elective options, but it is not guaranteed and is subject to the following conditions:

Approval by the Receiving School

Co-enrollment is contingent upon approval from the receiving school site. Placement depends on space availability, course prerequisites, and overall program fit.

Student Eligibility

Students must meet and maintain the academic, attendance, and behavioral expectations of the co-enrolled school. Students may be removed from co-enrolled courses if they fail to meet those expectations.

Students with an IEP

Students with an Individualized Education Program (IEP) must be co-enrolled in a curriculum support class at their designated comprehensive high school as part of their enrollment at

Phoenix High School. This ensures appropriate support and access to the services outlined in their IEP.

Enrollment Process

Any student interested in co-enrolling in a specific course must meet with the Phoenix High School counselor or principal to begin the request and approval process.

CREDIT SHEETS

At Phoenix High School, we want every student to feel confident and informed about their journey toward graduation. On your first day, you'll receive a personalized credit sheet that shows all the credits you've earned before enrolling with us.

As you continue to grow and succeed, your teachers will update your credit sheet in real time each time you earn a new credit—so you can always see your progress right as it happens.

Credit sheets are also available electronically, with access provided to both students and parents. If you'd like help setting that up, just reach out to the front office—we're happy to assist.

EARLY RELEASE FRIDAY

We love celebrating progress and consistency! Students who earn at least two credits during the week and have no absences are eligible for early release on Fridays—right after our weekly Friday Huddle, around 12:15 PM.

FOOD SERVICES

Lunches are provided at Phoenix High School by the District's Food Service Department. Lunch is served from 10:00 to 10:15 a.m. All food must be consumed on campus to avoid littering in the surrounding neighborhood.

All students are required to complete the "Free and Reduced Lunch" form at the beginning of each school year. Please complete the form even if you feel that you do not qualify for this benefit. If you are a transfer student from another school, please notify the secretary if you participated in the lunch program there. Other funding for our school is also granted based on the "Free and Reduced Lunch" form.

GRADING PROCEDURES

Our academic grading is a variable credit system based on mastery. A unit is considered complete when a test (or equivalent assessment) has been achieved with a grade of at least 70%. All work must be at least C quality grade level or better. Phoenix High School does not award credit for D or F work.

Variable credit is earned based on completed assignments, not for spending time in class. In addition, credit is not lost or taken away once it has been earned. All work must be completed satisfactorily before credit is given. If assigned work is not completed at or above the minimum level, it will be re-issued and must be completed before credit can be assigned. You are expected to achieve at least 12 credits every 6 weeks. These 12 credits will keep you on track for graduation only if you are NOT credit deficient. Additional credits will need to be earned each grading period in order to make up credits and bring you to the appropriate number of credits for your timely graduation.

Assignments must be turned in when completed. Work is not assigned over the summer. We encourage students to enroll in summer school classes for additional credits.

GRADUATION CEREMONY

Phoenix High School will conduct a graduation ceremony at the end of each school year. To participate in the graduation ceremony, students must meet the following criteria:

1. Complete all established requirements by the senior deadline.
2. Not be under suspension at the time of graduation rehearsal or ceremony.
3. Must attend graduation rehearsal.

Seniors who would like to participate in the graduation ceremony but will not be able to complete all established requirements by the senior deadline may file an appeal to walk. An appeal must be submitted to the principal in writing and should communicate any extenuating circumstances that have prevented the student from completing all of the necessary requirements on time. The appeal will be heard by a committee consisting of:

1. Administrator
2. Minimum of two certificated staff.

The committee's decision will be communicated to the student and the student's parent by an administrator. The student may appeal the committee's decision to the Assistant Superintendent of Educational Services. The Assistant Superintendent's decision is final.

STUDENT LEADERSHIP

Phoenix High School offers a robust student leadership program that empowers students to have a voice on campus. Leadership students help organize school-wide events, plan and lead our

weekly assemblies known as *The Huddle*, and provide ongoing input on school activities and initiatives.

Students interested in joining are encouraged to speak with the school counselor for more information or to get involved.

NIGHT SCHOOL

Phoenix High School offers Night School on select Tuesday and Thursday evenings throughout the school year. This program provides students with additional opportunities to recover credits and stay on track for graduation. Start dates and times will be announced in advance.

PARTICIPATION IN LINCOLN HIGH SCHOOL SPORTS

Phoenix High School students are not eligible to participate in sports at Lincoln High School.

SPORTS

Phoenix High School competes in a variety of sports throughout the year, including flag football, soccer, volleyball, basketball, and softball, as part of the Alternative Schools Athletic League.

To be eligible to participate in games, students must:

- Earn a minimum of two credits per week
- Meet the school's attendance and behavior requirements

SPECIAL ACTIVITIES QUALIFICATIONS

Phoenix High School offers a variety of special activities, including field trips, community events, sports, and visits to other schools. These activities often require students to miss regular class time. To ensure that participation is earned and justified, students must maintain good attendance and demonstrate reasonable progress toward graduation.

Students with excessive absences or who display inappropriate behavior, as determined by school staff, may be ineligible to participate in special activities.

For all off-campus activities, students under 18 must have a signed and dated permission slip from a parent or guardian on file in the school office before the event. Phone authorizations are not accepted.

“0” PERIOD

Phoenix High School offers a “0” period class Monday through Friday from 7:30 a.m. to 8:30 a.m. This period is primarily designed for 5th-year seniors who need additional time and support to complete graduation requirements.

WORK EXPERIENCE

Off-site elective credits shall not exceed 10 credits per semester. No more than 10 credits can be earned in an off-site program per subject per year. Elective credit may be granted based on 20 hours/credit up to 10 credits per semester. All hours must be formally documented through the employer.

Individual directed study must be arranged with the teacher or the principal. **No credit can be awarded unless prior approval is granted.**

WORK AND WORK PERMITS

If you are under 18 and working, you **MUST** have a work permit. Students must participate in the work experience education program to obtain credit and complete the necessary assignments. Credit for work is granted at the rate of 1 credit for every 33 hours of work. Students will not be given credit for working on days that you do not attend school. **Students must keep track of their hours on a two-week timesheet. This must be verified by their employer and turned in to the office staff before credit will be awarded.** Work permits may be revoked if a student's attendance falls below the minimum acceptable rate of 80%.

7. Graduation Requirements

Phoenix High School students must complete a minimum of 220 credits, including the following requirements to graduate:

Subject	PHS	LHS/TBHS
English	40	40
Math	20	20
Algebra	10	10
Physical Science	10	10
Life Science	10	10
World History	10	10
U.S. History	10	10
American Government	5	5
Economics	5	5
Physical Education	20	20
Computer Science	5	10
Fine Arts (or Foreign language)	10	10
Career Education	10	NR
Geography	5	5
Health*	5	2.5
Driver's Education**	NR	2.5
"REACH" Senior Project	5	NR
Electives	40	95
Total	220	260

If you are transferring from another school, your transcript will be evaluated based on credits posted. It is important that you inform Phoenix High School of any other school programs you have attended, including court-appointed schools.

Students who are planning on returning to Lincoln High School should have completed a minimum of 120 credits to transfer as a Junior and a minimum of 180 credits to transfer as a senior.

8. Behavior Expectations & Discipline

ACADEMIC INTEGRITY/HONESTY

Honest behavior is the expectation for all PHS students. Academic honesty and personal integrity are fundamental components of a student's education and character development. The academically honest student produces work representative of his/her own efforts and abilities, whereas the academically dishonest student attempts to show knowledge and skill he/she does not possess by claiming another person's work as his/her own. Therefore, the purpose of this school policy is to create and maintain an ethical academic environment. Any behavior that is contrary to the purpose of the school's "academic honesty" policy will be considered a violation and will be subject to consequences.

Students denying the allegation of academic dishonesty must request an appeal with an administrator. The definitions of behaviors that are considered to be violations of the school's academic honesty policy include, but are not limited to, the following:

- **Cheating on Tests or Assignments:** Any soliciting, giving, or using external assistance in connection with a test, quiz, or other individually graded assignment without the express permission from the teacher is considered cheating. This includes looking on another student's paper, sharing answers, copying another student's assignment/paper, allowing someone to copy your paper, or using an electronic device while testing.
- **Fabrication:** Any falsification and/or invention of data, citation, or another authority in an academic exercise.
- **Unauthorized Collaboration:** While collaboration is often encouraged, unauthorized collaboration is not permitted. Unauthorized collaboration includes any intentional attempt to solicit an assignment, a paper, and/or test information from another person; it may also include the act of giving information, materials, answers, or gaining an unfair advantage to another person.
- **Plagiarism:** Any representation of another's ideas, words, or work as one's. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who shares his/her paper for another to copy, without the permission of the teacher, is engaging in plagiarism.
- **Alteration of Material:** Any unauthorized alteration of student, teacher, library, school data/information, and/or electronic materials.
- **Forgery:** Any unauthorized signing of another person's name to school related documents.
- **Theft:** Any theft of material or information.
- **Transfer of Unauthorized Materials:** Any soliciting, giving, or selling of unauthorized materials.

Consequences for Violation of Academic Honesty Policy: If a teacher deems that the breach of the Academic Honesty Policy is a major violation (see Majors/Minors), then school administration will become involved. Any alleged violation of this school policy will be investigated thoroughly and appropriate disciplinary action will be taken, including possible “zero” for the assignment, class suspension, parent conference, extended detention, and if the situation is serious enough or if there are repeat instances of academic dishonesty, out of school suspension.

BATHROOM USAGE

At Phoenix High School, we believe in fostering a community where students are trusted to make responsible choices that support their personal needs while contributing to a respectful and functional learning environment. Using the restroom is a basic human need, and we encourage students to plan ahead by utilizing the restrooms during passing periods whenever possible.

With the opening of our new building, we now offer single-stall restrooms for added privacy and comfort. To ensure safety and accessibility, only one student is permitted in a restroom at a time. During class time, teachers may allow one student at a time to use the restroom in order to minimize disruption to learning. Students are expected to use this time responsibly and return promptly. Prolonged or excessive restroom use may indicate unmet needs, and staff are available to support students in identifying and addressing these concerns. However, repeated misuse—such as loitering, extended absences from class, or using the restroom to avoid responsibilities—may result in natural consequences, including the loss of privileges, parent contact, or further disciplinary action.

Ultimately, we encourage students to make choices that demonstrate care for themselves, respect for others, and responsibility for their education. When students act in alignment with these values, our school community thrives.

Bullying and Harassment

Phoenix High School is committed to providing a safe, respectful, and inclusive environment for all students and staff. Bullying in any form, whether in person or online, will not be tolerated.

Bullying and Cyberbullying

Bullying includes actions that cause physical or emotional harm, intimidate, threaten, or demean others. This may involve excessive teasing, name-calling, spreading rumors, or physical aggression. Cyberbullying, including sending harmful or threatening messages or sharing inappropriate content through text, social media (such as Facebook, Instagram, X/Twitter), or any digital platform, is strictly prohibited.

Posting unauthorized photographs or videos of students or staff to any website or social platform is also prohibited. Any content that causes embarrassment or humiliation will be considered cyberbullying and subject to disciplinary action. Consequences will be determined by site administration in accordance with school policy.

Prevention and Reporting

The staff at Phoenix High School is dedicated to preventing bullying and harassment and will intervene whenever such behavior comes to our attention. Because bullying often occurs when adults are not present, students are encouraged to speak up and report any incidents to a teacher, counselor, administrator, or other trusted adult.

Students and families can also report concerns anonymously through our school's reporting platform at: <https://appweb.stopitsolutions.com/login>

Harassment

Harassment of any kind—based on race, gender, religion, sexual orientation, disability, or other protected characteristics—is a violation of federal and state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and California law.

Harassment by any individual, including students or employees, will not be tolerated.

Sexual Harassment

Sexual harassment is a serious offense and may result in disciplinary action, including suspension or expulsion, depending on the nature of the behavior. Sexual harassment can include, but is not limited to:

- Unwanted sexual advances or flirtations
- Gender-based teasing or name-calling
- Spreading sexual rumors
- Sexual jokes, gestures, or images
- Verbal abuse or sexually degrading comments
- Possession or distribution of indecent or sexually explicit materials

Students play a vital role in fostering a respectful and inclusive campus. We ask all students to demonstrate care for others by helping us maintain a safe, orderly, and welcoming school environment. If you witness any type of bullying or harassment, please report it to a staff member immediately.

CELL PHONE POLICY

Cell Phone Usage

Cell phones are allowed on campus. Phoenix High School is not responsible for lost, stolen or broken cell phones. **The following rules apply at ALL times:**

- Cell phones MAY only be used during lunch and break times.
- Cell phones that have music capability are still cellphones and may not be used during PE
 - Cell phones must be turned **OFF – NOT ON VIBRATE or SILENT!**
- Cell phones must NOT go off in class
- Cell phones cannot be checked or used for any type of message, as a calculator, or to check the time during class or between class periods.
- Students may not leave class to make calls or check messages
- Should a student be seen using a cell phone outside of class during class time, the cell phone will be taken and delivered to the office before the end of the school day
- Should a student's cell phone ring or vibrate during class, the teacher will take the phone and deliver it to the office before the end of the school day.
- Cell phones may be accessed for music purposes **at the discretion of the instructor.**

Cell Phone Return Policy

- First, second and third offenses – student may pick up phone after all other students have left for the day
- Fourth, fifth, and sixth offenses – The student's parent/guardian must pick up the phone. An older sibling does NOT qualify unless they are the legal guardian.
- Seventh offense – The school reserves the right to hold the phone until June, or until the student withdraws from Phoenix High School. To prevent loss, damage, or theft of a phone, we recommend you do not bring the phone to school. Phoenix will secure the phone, but ultimately is NOT responsible for the loss.

DISCIPLINE RELATED TO SCHOOL ACTIVITY

A student will be disciplined if his/her conduct is related to school activity or school attendance. Conduct related to school activity or attendance may occur at any time and include but are not limited to, behavior during the following:

- While on school grounds.
- While going to or coming from school.
- During, or while going to or coming from a school-sponsored activity.

SCHOOL BOUNDARIES

At Phoenix High School, we support student success by promoting safe, focused, and respectful learning environments. As a **closed campus**, students are expected to remain on school grounds from the time they arrive until they are formally checked out by a parent or guardian. This policy is designed to support student safety, accountability, and community trust.

Students are responsible for being in class during their assigned periods and making choices that align with their educational goals. Choosing to skip class or leave campus without permission disrupts learning and may result in natural consequences.

In accordance with Western Placer Unified School District policy, students are not permitted to loiter within two blocks of any district school. Phoenix High School students may not be on the Lincoln High School campus or any other district campus during school hours unless they are enrolled in a course there **and** have prior approval from both Phoenix High School and the principal of the other site.

Failure to follow these expectations may result in disciplinary actions, including a warning, suspension, or, in more serious or repeated cases, expulsion. Ultimately, we ask students to make choices that reflect personal responsibility, respect for boundaries, and a commitment to their own learning. These values help build a school culture where everyone feels safe, supported, and focused on success.

STUDENT SEARCHES

School officials may search an individual student, the student's property, or district property under the student's control when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board Policy, Administrative Regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, and student vehicles parked on district property. Any search pursuant to these guidelines and procedures is designed to deter the bringing of weapons and other prohibited objects onto school grounds and to thereby reduce the potential for violent or illegal incidents on campus.

Any search of a student, the student's property, or district property under the student's control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

9. Student Services & Support

Phoenix High School is committed to supporting the whole student by providing a range of services to meet academic, social-emotional, and basic needs. Our school counselor is available to assist students with academic planning, personal growth, and social-emotional support, helping them navigate challenges and stay on track toward graduation. Through our Hub services, students have on-site access to essential resources, including food, clothing, transportation assistance, and other basic needs. Additionally, students with IEPs or 504 Plans receive individualized supports and accommodations designed to ensure equitable access to learning and success in school.

10. Technology & Device Policy

Students may be issued a Chromebook or laptop for academic use during their time at Phoenix High School. All devices must be used responsibly, strictly for educational purposes, and handled with care. Students are expected to return devices in good working condition. Internet access on school-issued devices is filtered to ensure safe and appropriate use. Any misuse, including attempting to bypass filters or engaging in non-academic activities, may result in disciplinary action.

11. Dress Code

The entire WPUSD Dress Code Board Policy and Regulations can be found here ([policy / regulation](#)) and are summarized below.

From Board Regulation:

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures or any other insignia which is vulgar, lewd, obscene, profane or sexually suggestive or which promotes the use of alcohol, drug, tobacco, illegal activity, or gang-related activity.
2. Appropriate shoes must be worn at all times.
3. Clothes shall be sufficient to generally conceal undergarments and abdomens.

From Board Policy:

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

12. Health & Wellness

- **Immunizations:** All students must have immunizations up to date in accordance with state law.
 - **Medications:** Any medication brought to school must be registered with the front office, following school guidelines for safe storage and administration.
 - **Mental Health Services:** Referrals for mental health support are available through the school counselor.
 - **Nutrition:** Free meals are provided to all students to support their health and well-being.
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13. Safety Procedures

EMERGENCY DRILLS

Phoenix High School conducts emergency drills each semester to ensure student safety. Drills include fire, earthquake, and lockdown procedures.

VISITOR REGISTRATION

Any person other than the following is considered an outsider; all visitors are required to report to the school office to register as a visitor upon entering school premises during school hours: (P.C. 627.1, 627.2, Evidence Code 1070).

1. A parent/guardian of a student of the school.
2. A Governing Board member or district employee.
3. A public employee whose employment requires being on school grounds, or any person who is on school grounds at the school's request.
4. A representative of a school employee organization who is engaged in activities related to the representation of school employees.
5. An elected public official.

The school office staff will log all visitors and provide them with a visitor's pass. School staff should advise all visitors who do not have a visitors pass to report to the office to register. Any visitor who refuses to register at the office should be reported to the office immediately.

In order to register, outsiders shall, upon request, furnish the principal or designee with the following information:

1. His/Her name, address and occupation.
2. His/Her age, if less than 21.
3. His/Her purpose for entering school grounds.
4. Proof of identity.
5. Other information consistent with the provisions of law.

Denial of Visitor Registration

The following provisions of law shall apply to outsiders. Outsiders do not include student, parent/guardian, district employees, elected public officials, or other persons listed in the Penal Code 627.1.

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in distribution or use of a

controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4, 627.7)

2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment

REPORTING CONCERNS

Students are encouraged to report any concerns or issues either anonymously or directly to a staff member. Our school is committed to providing a safe and supportive environment for all.

14. Transportation

Bus Services

WPUSD provides bus transportation based on student need.

Parking

Students may park in the school parking lot without a permit.

Bike Racks

Bike racks are available on campus. Students are responsible for securely locking their bikes.

15. Parent Involvement & Communication

PARENT-SCHOOL COMPACT

The Phoenix High School, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (Every Student Succeeds Act [ESSA] Section 1116[d]).

Describe how the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1]):

Phoenix High School is committed to providing a high-quality curriculum and instruction by upholding the following core values. We strive to educate the whole child through a well-rounded program that includes English Language Arts, math, science, social studies, art, physical education, and leadership development. We focus on building strong academic foundations in core subjects to ensure long-term success. In preparing students for the future, we emphasize the development of leadership, communication, and teamwork skills. Our approach is rooted in collaboration, with dedicated teachers, classified staff, and families working together to support the growth and well-being of every student.

We also recognize that parents and guardians are their child's first and most important teachers. To foster strong home-school partnerships, we engage families through regular parent/school meetings, the School Site Council, and the District English Learner Advisory Committee (DELAC), where schoolwide data and academic programs are shared and discussed to promote ongoing school improvement.

Describe how the importance of communication between teachers and parents on an ongoing basis through, at a minimum the following means (ESSA sections 1116[d][2][A-D]):

- (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed at the compact relates to the individual child's achievement;
- (B) frequent reports to parents on their children's progress;

(C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

(D) ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

Phoenix High School maintains ongoing communication with parents and guardians throughout the school year to support school success. Real-time academic progress is shared through electronic credit sheets, giving families up-to-date insight into their child's performance. In addition to issuing report cards twice a year, parents and guardians are encouraged to meet with teachers as needed and are always welcome to request meetings at any time. Many teachers also proactively reach out to families when concerns arise to ensure early support. Parents and guardians are invited to attend school with their child at any time to stay connected with the learning environment. Each fall, we host an annual Career Fair/Open House for students and their families, providing an opportunity to engage with staff and explore future pathways. Phoenix also offers a Family Resource Center on campus, which provides valuable services such as Love and Logic parenting courses. To further support communication, a dedicated parent liaison is available to interpret during school meetings and translate printed materials, ensuring all families have access to important school information.

This Compact was established by Phoenix High School on 7/1/2025 and will be in effect for the period of 2025-2026 school year. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: 8/14/2025.

SCHOOL SITE COUNCIL/SCHOOL ADVISORY COUNCIL

We encourage parents to actively participate in the School Site Council and Advisory Committee. These groups include students, staff, community members, and parents who collaborate to provide valuable input on school leadership decisions. Their work is especially important during the development of key school documents, such as the Single Plan for Student Achievement and WASC reports.

16. Student/Staff Rights & Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

To learn in a safe, healthful school environment that provides, promotes, and protects his/her physical, emotional, and psychological well-being.

To have the opportunity to achieve his/her highest potential.

To promote and enjoy the respect and guidance of dedicated teachers and administrators.

To be guaranteed that his/her continued enrollment is protected by all due process procedures specified in the California Education Code, with suspension, expulsion, or exclusion as a last resort.

To have access to all information and records pertaining to his/her schooling, upon reaching the age of sixteen and having completed the tenth grade.

To be protected in his/her right of privacy to the limits of the law.

To expect rules and consequences to be reasonable and consistent in application.

To have the opportunity to have his/her complaints and grievances heard and resolved through orderly processes.

RESPONSIBILITIES

To attend classes regularly and on time.

To be prepared for class by bringing notebook, pen, pencil, paper, texts, and/or other required materials.

To make an effort to learn and to apply what is learned.

To know and abide by classroom and school rules.

To respect themselves and to respect the rights, feelings, and needs of other students and school staff, guarding the rights of others as zealous as they guard their own.

To respect school property and to make every effort to improve their surroundings.

STAFF RIGHTS AND RESPONSIBILITIES

RIGHTS

To work in a safe, and healthy school environment.

To insist upon student behavior conducive to a safe, healthy, and productive learning environment.

To expect that students be prepared for class by bringing required materials.

To promote and enjoy the mutual respect and cooperation of students, parents, and staff.

To be assured the protection of full due process procedures specified by the California Education Code in matters of dispute with students, parents, and administrators.

To receive notice of academic and behavioral problems and issues involving their relationships with students and students' parents.

To have access to all the records pertaining to students within the guidelines of the Privacy Act under federal regulations.

To be involved in the disposition of particular problems and issues concerning their students' academic performance and personal difficulties relating to learning behavior.

To hold students accountable for regular attendance, classroom preparedness and demonstration of their best efforts to learn.

RESPONSIBILITIES

To provide a safe, healthy school environment that promotes and protects students' physical, emotional, and psychological well-being.

To hold students to an academic performance level designed to achieve each student's highest potential.

To establish specific rules of behavior and consequences governing students' school conduct in accordance with board policy.

To require that students attend classes regularly and on time, personally and regularly checking with parents concerning poor attendance or tardiness.

To support and promote students' appreciation of and participation in a democratic society.

To provide a basic education in academic and skill subjects tailored to the individual student's needs and talents in an environment conducive to learning.

To develop and enforce rules of behavior and consequences to which students, parents, and teachers are mutually committed.

To keep parents regularly informed of their children's academic performance and progress, attendance, behavior, strengths and needs through report cards, conferences, and phone calls.

To report suspected child abuse cases to proper authorities.

To assist the student in developing a positive self-image.

17. Community School Partnership

Phoenix High School is proud to align with the values of California's Community Schools initiative. While we are not officially designated as a Community School through state funding, we have developed a strong, resource-rich Hub on campus that supports both our students and the broader community.

Through this Hub, we collaborate with local agencies to offer a wide range of support services, including:

- Clothing and food assistance
- Parenting programs
- College and career guidance
- Opportunities for family engagement and student leadership

Our goal is to create a connected and supportive environment where students and families feel welcomed, empowered, and equipped to thrive—both in school and in life.