Prescott High School

Home of the Badgers

PARENT & STUDENT HANDBOOK

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Prescott High School Mission Statement:

Our mission is to provide a safe and supportive environment that fosters a comprehensive education for all students so that they may reach their full potential.

PHS ADMINISTRATION

Mr. Adam Neely, Principal
Mr. Matt Dean, Assistant Principal
Mr. Jeff Wood, Assistant Principal
Mrs. Missy Townsend, Assistant Principal (*Athletic Director*)

DISTRICT ADMINISTRATION

Mr. Clark Tenney, Superintendent
Mrs. Kelsey Secor, Asst. Superintendent
Mr. Andy Binder, Asst. Superintendent
Mr. Brian Moore, Chief Financial Director

PRESCOTT HIGH SCHOOL STAFF

Principal's Administrative Assistant	Mrs. LaurieAnn Frank
Assistant Principals' Admin. Asst.	Ms. Bobbi Yoder
Receptionist	Ms. Laura Severin
Bookstore Manager	Ms. Shelby Mosser
School Nurse	Mrs. Brenda Phillips
Advisement Department Secretary	Ms. Valerye Jeffries
Attendance Clerk	Mrs. Catherine Reyer
Registrar	Mrs. Sheri Landino

ACADEMIC ADVISERS:

Students with last name A-H	Mr. Robert Swan
Students with last name I-R	Mrs. Meghan Anderson
Students with last name S-Z & IEP	Mrs. Helen Wanamaker
Students with 504's Coordinator	Ms. Pedersen

PRESCOTT HIGH SCHOOL BELL SCHEDULE

Monday, Tuesday, Wednesday, Thursday

Early Bird:	7:00 – 7:55	(55 minutes)
Period 1:	8:00 – 8:55	(55 minutes)
Period 2:	9:00 – 9:55	(55 minutes)
Period 3:	10:00 – 11:00	(60 minutes w/announcements)
Period 4:	11:05 – 12:00	(55 minutes)
Lunch 4:	11:00 – 11:25 (30 minutes)	
Period 5:	11:30 – 12:25	(55 minutes)
Lunch 5:	12:00 – 12:25 (30 minutes)	
Period 6:	12:30 – 1:25	(55 minutes)
Period 7:	1:30 – 2:25	(55 minutes)

Friday Only (Early Release)

Early Bird:	7:10 – 7:55	(45 minutes)
Period 1:	8:00 – 8:35	(35 minutes)
Period 2:	8:40 – 9:15	(35 minutes)
Period 3:	9:20 – 10:10	(50 minutes w/ announcements)
Period 4/5:	10:15 – 10:50	(35 minutes)
Period 6:	10:55 – 11:30	(35 minutes)
Period 7:	11:35 – 12:10	(35 minutes)
Lunch 4/5:	12:10 – 12:40	(30 minutes)

NON DISCRIMINATION

Prescott Unified School District # 1 does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Prescott Unified School District # 1 also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Name/Title: **Clark Tenney, District Superintendent**
Office Address: **300 E. Gurley St., Prescott, AZ 86301**
Phone Number: **(928) 445-5400**
Days/Hours: **M-F 8:00 am - 4:00 pm**

FERPA

PUSD schools fully comply with all state and federal laws regarding the privacy of student information and records. For detailed FERPA information, please click HERE. In addition, federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed by providing the required form. (1.)

(1.) These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L.. 107-107), the legislation that prophecies funding for the Nations' armed forces.

STUDENT RECOGNITION

GRADUATES WITH DISTINCTION

Prescott High School recognizes seniors who meet the criteria below as Graduates with Distinction. PHS does not designate a class Valedictorian or SalutatorianIn all cases, students apply for Graduation with Distinction, filling out an application to be verified by PHS advisement/administration, with predetermined date deadlines.

PHS Graduation With Distinction

- Earn 24 or more credits, including 2 in the same Modern Language
- Complete at least one Advanced Placement course at Prescott High School
- Earn a cumulative, weighted GPA of 4.00 or better

GRADUATE HONOR CORDS

Students in their Senior year who are active participants in PHS clubs or organizations that require students to complete 20 service hours per semester and/or which compete in state or nationally recognized programs are eligible to receive club or organization specific graduation honor cords, providing that the club and/or organization presents cords as an option and purchases them with their club/organization funds.

ACADEMIC ADVISING

GRADUATION REQUIREMENTS

A total of twenty-two (22) credits are needed to graduate. In addition, students must pass a Civics Test required by state law as well complete the CPR requirement. For the purpose of standardized testing, the grade-level status is determined by the year of entry in school (cohort year). Students are encouraged to take additional credits for enrichment and post high school

preparation. Students must have attended PHS for one full semester during their senior year and must have met all other requirements to be considered eligible for graduation from PHS.

Curriculum Area	PUSD Graduation Requirements	PUSD Graduate with Distinction Requirements	Arizona University Entrance Requirements
English	4 credits	4 credits	4 credits
Math	4 credits*	4 credits*	4 credits*
Science	3 credits	3 credits	3 lab science credits
Social Studies	3 credits (US/AZ History, World History, US/AZ Government, Economics)	3 credits (US/AZ History, World History, US/AZ Government, Economics)	2 credits (must include US/AZ History)
Physical Education/Health	1 credit	1 credit	0 credit
Career and Technical Education (CTE) or Fine Arts	1 credit	1 credit	1 Fine Arts Credit
Foreign Language	0 credit	0-2 credits	2 credits (same language)
Core Classes Total	**16 credits**	**16-18 credits**	**16 credits**
Elective Classes Total	**6 credits**	**6-8 credits**	**6 credits**
Total	***22 credits***	***24 credits***	***22 credits***

*Math courses shall consist of Algebra 1, Geometry, Algebra II, and one additional math course.

To see an Academic Adviser, students must sign-up in the Advisement Office/Library. Information concerning the addresses and locations of colleges and universities is available in the Advisement Center.

GRADUATION CEREMONY

Participation in the commencement ceremony is a privilege. Students who want to participate in a graduation ceremony must complete all graduation requirements prior to the date of the graduation ceremony. If all requirements are not met, the student ***is not*** eligible to participate in the graduation ceremony.

Any student who is identified or caught participating in a senior prank which results in the illegal entry of the school, vandalism, disruption of the educational process, or criminal damage to the campus will be criminally charged or receive an out of school suspension, and may not be allowed to participate in the graduation ceremony.

OPEN ENROLLMENT

Prescott High School accepts students through open enrollment. However, continued attendance at PHS is conditional based on the student's compliance with PHS rules and regulations. Continued open defiance of activity outlined in ARS Title 15 may constitute voluntary withdrawal, and/or non-renewal of variance.

ATHLETIC ELIGIBILITY

A student is privileged with eligibility for interscholastic competition only at the school in the district in which his or her parents are domiciled. Arizona Interscholastic Association Bylaw 15.1 states that only students enrolled at Prescott High School in grades 9 through 12, inclusive, shall be eligible for interscholastic competition, team practices and tryouts. (15.3.1.1 EXCEPTION: A homeschool student (*excluding ESA recipient students*) may be eligible if said student is in compliance with A.R.S. §15-802.01-Attendance Zone). For questions, please contact the athletic department.

SCHEDULE REQUIREMENTS

Freshmen – Minimum of six classes
Sophomores – Minimum of six classes
Juniors – Minimum of five classes
Seniors – Minimum of four classes. Students must attend one full semester to receive a diploma.

Seniors who are on track to graduate and who do not plan to graduate with honors may enroll in four classes per semester. Juniors who have accumulated a minimum of 12 credits may enroll in 5 classes per semester.

DROP/ADD POLICY

Students may drop or add a class (with parent's written approval) during the first ten (10) days of a semester. A student who requests a change in classes must continue to attend classes shown on the original schedule until a new schedule is approved by the advisor. Students should sign-up in the Advisement Center/Library to see their advisors to request a schedule change. Attendance from the potentially dropped course will apply to the newly added course. Drops after the 25th day of the semester will be recorded on the official transcript as a grade of "F". Teachers have the right to make level changes no later than the first nine weeks of a semester. No level changes will be made beyond that time frame.

PHS CLASS FEES

All fines and fees can be paid in person in the bookstore or online.

To pay online:
Go to https://az-prescott.intouchreceipting.com/
Once in the portal, please DO NOT create a new account
Enter username (this is the student's ID number)

Enter password (this is the student's last name with the first letter of the last name capitalized, the rest of the name is lowercase)
Click on the student's name to log in
Go to pay students fines/fees

Please note that all fines/fees must be paid in full to buy yearbooks, parking passes, play sports, attend dances, etc.

ACCELERATED GRADUATION

Applications for accelerated graduation can be obtained at the Advisement Center through the student's Academic Adviser.

CAREER & TECHNICAL EDUCATION DISTRICT (CTED)

Prescott High School partners with the Mountain Institute Career & Technical Education District (CTED). Many of these classes are taught on PHS campus, some are taught off campus. Transportation is provided for off campus classes. Please see the Course Descriptions Handbook for course offerings.

DUAL ENROLLMENT

Dual enrollment courses are courses which are part of a college program. Dual enrollment courses are taught during the school day on the PHS campus and allow students the opportunity to earn both high school and college credits. Enrollment requires students to meet college prerequisites. A three-credit college course is the equivalent to a .5 high school credit. PHS and Yavapai College determine which courses are offered on the PHS campus. Please see the Course Descriptions Handbook for course offerings.

CONCURRENT CREDIT

Concurrent Credit courses are college courses that are taken off campus with ***pre-approval*** from the Advisement Center. These courses may allow students to earn both high school and college credit. A three-credit college course is equivalent to a .5 high school credit.

For more information concerning entry for students who are under the age of 16 and who are interested in concurrent courses, please go to the following link:
http://www.yc.edu/v4content/admissions//requirements.htm

ADMISSION OF TRANSFER STUDENTS - PUSD Board Policy JFABC-R, J-0961

Credit for Courses completed at Non-District Schools

The District welcomes students who were previously enrolled in a school outside the District and wish to transfer to a District secondary school. All District secondary schools will encourage such students to meet with an Academic Adviser to discuss transfer of course credits and

placement in courses that will enable the student to earn a high school diploma and meet the student's personal interests.

Prescott High School will accept credits earned for successful completion of a course in a core subject at a non-District school, including a home school, if any of the following conditions are met:

- The course or a similar course is offered in the District curriculum, and the course was provided by a school that is fully accredited (excluding special purpose and distance learning designations) by a recognized accreditation agency.
- A course provided by a school that has received special purpose designation may be accepted if the District has evaluated the school and determined that its curriculum and instruction program is equal to that of schools fully accredited by recognized accreditation agency
- Distance learning designated courses will be transferred in as electives or core credits in accordance with the guidelines set forth under courses from a non-accredited institution.
- The course, or a similar course, is offered in the District curriculum and the student demonstrates competency in the subject matter by earning a grade of sixty percent (60%) or better on an end of the semester/year exam administered by the school.
- A student who achieves a “proficient” or “highly proficient” on state testing by the Arizona Department of Education, or its equivalent in another state, will receive credit for successful completion of Algebra I and Geometry courses completed at a non-District school, regardless of whether the school is fully accredited by a recognized accreditation agency.
- A student who achieves a “proficient” or “highly proficient” on state testing by the Arizona Department of Education, or its equivalent in another state, will receive credit for successful completion of the equivalent grade level English courses completed at a non-District school, regardless of whether the school is fully accredited by a recognized accreditation agency.
- A student who obtained prior approval and completed a course in a core or elective subject and who is concurrently enrolled at an accredited Arizona community college or university will receive credit, with 0.5 high school credit awarded for each three (3)-semester hour college or university course.

Definition
For the purposes of this regulation, "core subject" means any of the subject areas for courses required for high school graduation by the State Board of Education or the Governing Board.

Transfer from Non-Accredited Schools

Credits earned by a student in ninth grade or higher at a non-accredited school with the exception of credits earned for religious study courses will be accepted by Prescott High School as elective credit for graduation purposes. The District secondary school will accept a credit as a core subject credit for graduation purposes under any of the following three (3) standards designed to ensure that a course credit reflects the student's proficiency in the subject matter of the course:

- The course, or a similar course, is offered in the District curriculum and the student demonstrates competency in the subject matter by earning a grade of sixty percent (60%) or better on a credit recovery exam.
- A student who achieves a "proficient" or "highly proficient" on state testing by the Arizona Department of Education, or its equivalent in another state, will receive credit for successful completion of Algebra I and Geometry courses completed at a non-District school, regardless of whether the school is fully accredited by a recognized accreditation agency.
- A student who achieves a "proficient" or "highly proficient" on state testing by the Arizona Department of Education, or its equivalent in another state, will receive credit for successful completion of the equivalent English courses completed at a non-District school, regardless of whether the school is fully accredited by a recognized accreditation agency.

Transfer Credit from Correspondence Courses

Transfer credit from correspondence courses is limited to the following by the Arizona Administrative Code - R7-2-302.4:

"Credits earned through correspondence courses to meet graduation requirements shall be taken from an accredited institution as defined in R7-2-601. Credits earned hereby shall be limited to 4, and only one credit may be earned in each of the following subject areas: English (as described under non-district schools), Social Studies, Mathematics, and Science"

Transfer Credits from Summer Programs other than from District Summer School

Permission to transfer credit from summer programs must be obtained *prior* to enrolling in the summer program. All transfer credit regulations apply.

Notice to Student of Elective or Core Credit Determination

Following a transfer, the receiving school will give the student a list showing which credits were accepted as core subject credits and which were accepted as credits for electives. Within ten (10) days of receiving this list, a student may request to take a challenge exam for any core course accepted as an elective. If the student earns a score that demonstrates proficiency (sixty percent [60%] or higher), the school will accept the transferred credits as core credit.

FOREIGN EXCHANGE STUDENTS

Students sponsored by recognized foreign exchange programs are allowed to enroll under ***specific guidelines***. PHS accepts a limited number of foreign exchange students per year. Foreign exchange students may be required to pay the yearly PUSD tuition rate to attend PHS. Foreign Exchange students are eligible to participate in athletics but can only be placed on a Junior Varsity team. Please contact the Assistant Principal's Office for more information.

TRANSCRIPTS

Unofficial transcripts can be obtained by contacting sheri.landino@prescottschools.com. Prescott High School partners with Parchment.com, which allows current and former students to order official transcripts for college applications. Please contact the school registrar for assistance.

WITHDRAWING FROM PHS

To withdraw from Prescott High School parents must contact the PHS Registrar. sheri.landino@prescottschools.com

CHALLENGE EXAMS

Challenge exams are provided for students at Prescott High School to demonstrate proficiency in courses which the student has already mastered. Challenge exams are inherently difficult due to the length and rigor of each exam. Challenge exams are longer than final exams due to the all-inclusive nature of challenge exams. The student should count on spending a minimum of two hours in taking challenge exams. No specific reviews are provided by PHS for a challenge exam. Course outlines may be given per availability by department and type of exam.

Specific Policies that govern Challenge Exams:

- $25.00 fee
- The grade earned on the exam is the grade that will be posted on the transcript (A, B, C)
- If a student earns below a "C" on the challenge exam they need to repeat the course. No grade will be posted on the transcript.
- A course may be challenged only once.
- A Challenge Exam for the 2nd semester of a year-long course can only be done if the student has passed the first semester of that class.
- Not all courses offer challenge exams.

Arrangements to take a challenge exam are made through the Advisement Center. Students may ***not*** challenge a course in which they are currently enrolled, or that resulted in no credit for lack of attendance or "F". In addition, students cannot take a challenge exam to improve a grade in a course already taken that is a lower-level course in that department without administrative approval for the purpose of regaining athletic eligibility.

SEMESTER GRADE POLICY

Semester grades are based on a 40%/40%/20% grading system for the final semester grade calculation. Each nine week quarter constitutes 40% of the student's grade for the semester. The final semester assessment counts as 20% of the semester grade. Credit is awarded by semester.

NOTE: Homework will impact grades in some courses. See PHS Homework Guidelines. Grades awarded in classes are A, B, C, D and F. An Incomplete (I) is assigned if a student has not completed the requirements of the course as determined by the teacher. All Incomplete

grades must be made up no later than two weeks after the end of the marking period. After that, the grade automatically recorded is an "F" (failing).

FINALS

Teachers administer final exams to determine what the student learned that semester in the course. Typically, all students will take some form of a written semester assessment on the designated finals day in each class. Finals should be taken at the scheduled time for all students. All late finals must be taken within the two weeks following the semester for a student to earn a grade other than an "F". Students who earn a grade of 85% or above for the semester qualify for the Final Exam Incentive, allowing them to opt out of the final exam in most classes.

Students who earn a pre-final exam semester grade of 85% or higher and who are not on the No Credit list due to attendance in a class will have the option of being exempted from the final exam for that PHS-only class.

- Students who earn an exemption in a class may still have the option of taking the final exam, which will be calculated into their semester grade.
- Dual enrollment classes, CTED classes, and online classes have separate requirements, and cannot be included in this exemption.

PHS CREDIT ASSISTANCE

Prescott High School Online Credit Assistance offers courses to students that can be taken outside of regular school hours as an additional course or during PHS Online Credit Assistance Summer School. Students may earn up to one (1) credit per semester in either the Credit Assistance Lab, Credit Assistance or during PHS Online Credit Assistance Summer School. Students must work with their Academic Adviser to select the appropriate course(s) to complete with PHS Online Credit Assistance. Students in PHS Credit Assistance Program utilize the PLP Learning System software program to complete lessons toward mastery of the course.

DROPOUT RECOVERY PROGRAM

Prescott High School offers a dropout recovery program called Genesis. Genesis is an Alternative School in PUSD and a division of PUSD Everywhere. Students enrolled in Genesis are not eligible to participate in PHS school activities, including sports, clubs and band programs. Genesis students may attend after school public activities such as sporting events and concerts. Students enrolled in Genesis will only be allowed to attend school dances with administrative approval and as a guest of a regular PHS student. Students enrolled in the Genesis Program must withdraw from Prescott High School and enroll in the Genesis Program. Students may only return to PHS from Genesis by administration approval.

Genesis is an online school available to students sixteen years and older who choose to complete their high school diploma through a non-university track. Prospective students and their parents must meet with the Genesis Program Director before starting the program.

You can find out more about Genesis by contacting PUSD Everywhere.

PHS ONLINE CREDIT ASSISTANCE AND PHS ONLINE CREDIT ASSISTANCE SUMMER SCHOOL

Prescott High School offers an online Credit Assistance program and online summer school. Students may take courses they have either not passed or received no credit for with PHS Online during the school year. Students can also earn up to one (1) credit during PHS Online Summer School. Students must work with their Academic Adviser to select the appropriate course to complete with PHS Online. PHS Online Credit Assistance is a division of Prescott High School and not affiliated with PUSD Everywhere. Please contact the Advisement Center with questions.

ATTENDANCE

ATTENDANCE PHONE NUMBER: (928) 445-0900
ATTENDANCE EMAIL: attendancephs@prescottschools.com

Regular, prompt attendance is a district requirement and is essential for students' academic success. It is impossible to gain the full benefit of any class experience through make-up work.

PARENT OR GUARDIAN NOTIFICATION OF ABSENCE

On the day of the absence, parents must notify the school if a student will be absent, late, or leaving school early. Parents may not excuse a student for a one period absence that occurs during the school day unless the appropriate procedures have been followed. Administration has the right to determine if the excuse is valid and acceptable for any and all absences.

Please call or email us when your child is or will be missing school whether it's all or part of a day, no matter what the reason. This includes half-day excusals, extra vacation days, holidays, and missed field trips. PHS requests that all absences be excused by a note, email, or a phone call within twenty-four (24) hours or they may be considered as truancy and disciplinary action may be taken. ***Parents/guardians can only excuse an absence within the current quarter.***

In accordance with ARS 15-803, students are expected to attend school until sixteen years of age. Arizona statutes establish that the parent/guardian is responsible for the child's daily attendance and should inform the school of absences in a timely manner. ARS 15-802 reads, "Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days." A student will be granted credit for passed classes if the student has nine (9) or fewer excused absences OR four (4) or fewer unexcused absences

during a semester. When a student reaches five (5) unexcused absences or a total of ten (10) unexcused and excused absences in a class, they will lose credit. Medical excuses that must be verified by a doctor's note, court ordered absences and out of school suspensions do not count towards the student's total absences.

Only a parent, guardian, or emancipated student can excuse an absence. Absences may be excused by emailing the attendance clerk or calling our attendance office at **(928) 445-0900**. PHS requests that all absences be excused by mail, or a phone call within twenty-four (24) hours or they may be considered as truancy and disciplinary action may be taken. Parents/guardians can only excuse an absence within the current quarter.

Please note: PHS does ***not*** recognize or honor "ditch days" – All absences must be excused.

Students have the right to:
Know how school policy defines and handles absences and tardies.
Ask that a penalty for an absence be reviewed.
Make-up work missed during an excused absence.

Students have the responsibility to:
Attend classes and be on time.
Ask parents/guardians to notify the school when absent within 24 hours of the absence occurring.
Check in and out of the attendance office if leaving campus.
Ask teachers for, and complete make-up assignments.

If a student is absent from class they are responsible for making up missed work, tests, etc. Students with an excused absence will have as many days equal to the number absent plus one, without penalty, to complete missed work assigned during the absence period. Any work that was assigned prior to the absence is expected on the due date or on the day returning from an absence. For questions about this, please contact individual teachers. Students and parents/guardians need to request homework, directly from the teacher.

Work missed due to school-sponsored activities should, whenever possible, be made up prior to the absence. It is the student's responsibility to make arrangements with his/her teacher for missed work.

See PHS homework policy for more information.

ILLNESS AND ABSENCE PROTOCOL

Due to concerns about contagious illnesses, PUSD requests that parents/guardians take extra precaution before sending their child to school. It is district policy for parents/guardians to keep their child home when the student exhibits any of the following symptoms:

- Nausea or vomiting within the past 24 hours
- Temperature of 100 degrees within the last 24 hours

- Persistent cough or runny nose
- Possible pink eye
- Possible strep throat

If a student comes to school with these symptoms, he or she will be sent home. Under these conditions, please have your child stay home and rest to prevent any relapses and the spread of illnesses. Medication for communicable illnesses must be taken for a full twenty-four (24) hours before the child can return to school.

DISMISSAL DURING THE SCHOOL DAY

By district policy, all students under the age of sixteen who leave campus during the school day *must* be signed out by a parent/guardian in the attendance office. Please allow time to do so, when picking up your child. This is meant for the protection of your child. If someone other than a parent/guardian is picking up the student PHS must have written permission from the parent/guardian. Identification may be required of anyone signing a student out. Be sure that persons whom you anticipate picking up your child are listed on PowerSchool for your son or daughter. If changes are made during the year, please notify the front office immediately.

Send an email or call the office as early as possible to have your student released during the day. The student will then meet you in the office to be signed out.

If the student is over the age of sixteen, a parent may sign a waiver granting permission for the student to sign himself or herself out of school, if the parent excuses them. The parent must send in an email at the beginning of the day or call the attendance office as outlined on the waiver. **Prescott High School is a closed campus for lunch. Only students being picked up by a parent, no matter the age, will be permitted to leave campus during lunch.**

EXCUSED ABSENCES

To excuse an absence for the entire day or for a specific class period, specific information is needed for the absence by the Arizona Department of Education. Therefore, the attendance clerk needs to know if the absence is due to illness, doctor appointment, mental or behavioral health, homelessness, bereavement, time necessary to process for the armed forces, family emergencies, family vacation/out of town or a court ordered absences. A parent, guardian, or emancipated student must excuse the absence. Students are responsible for any make-up work during their absences. Students should see their teachers for due dates and timelines. Excused absences count toward the nine (9) absences allowed each semester before the loss of credit.
NOTE: The building administration has the right to determine if an absence is excused or unexcused.

SCHOOL SPONSORED ABSENCES

A student may miss class because they are attending a school field trip or athletic event. The teacher or coach is responsible for excusing these students' missed class. Students are responsible for any make-up work during their missed classes. Students should see their teachers

for due dates and timelines. These missed classes will not be counted towards the student's total number of absences.

ATTENDANCE ERRORS

If a student is marked absent by mistake, he or she should contact the teacher the next school day and have the absence corrected. Attendance information is available online through Powerschool. The attendance phone number is 445-0900 and is open for messages 24 hours every day. The attendance email is: attendancephs@prescottschools.com

ON CAMPUS RESTRICTION

If a student receives an on campus restriction for disciplinary reasons, the administration will excuse their absences. Students are responsible for any make-up work during their absences. Students are expected to turn in work upon their return to class. These absences will not be counted towards the student's total number of absences.

OUT OF SCHOOL SUSPENSION

If a student is suspended for disciplinary reasons, the administration will excuse their absences. Students are responsible for any make-up work during their absences. Students should see their teachers for due dates and timelines. These absences will not be counted towards the student's total number of absences.

MEDICAL ABSENCES

A medical excuse will not be counted towards the student's total number of absences so long as it is verified with a doctor's or dentist's official note. The medical issue must be regarding the student, not a family member. Students are responsible for any make-up work during their absences. Students should see their teachers for due dates and timelines.

COURT ORDERED ABSENCES

If a student must appear in court or is detained for a short period of time, these absences will not be counted towards the loss of credit, so long as they are verified with the appropriate paperwork. Students are responsible for any make-up work during their absences. Students should see their teachers for due date timelines.

NO SHOW

A student who has ten (10) consecutive unexcused absences will result in withdrawal from school per state law A.R.S 15901.

UNEXCUSED ABSENCES

Truancy/Unexcused absences are defined as absences that are unnecessary and avoidable. No make-up work is given for unexcused absences. Unexcused absences count toward the nine (9) absences allowed each semester. Students with more than four (4) unexcused absences in a class will receive no credit for that class. This type of absence includes, but is not limited to:

- Absences not verified by a parent/guardian within 48 hours.
- Leaving class without permission or leaving campus without prior authorization through the Attendance Office.

EXCESSIVE ABSENCES

A student who has excessive absences or tardies may be put on a Behavior Agreement with progressive behavior consequences. Students under sixteen years of age may be referred to the Yavapai County Attorney's office.

APPEAL FOR COURSE CREDIT PROCEDURE

Five or more unexcused absences or ten or more total absences, excused or unexcused, will result in the loss of credit for that class for the current semester. For purposes of extracurricular eligibility, a No Credit mark (NC) will count as equal to an "F" at the end of the semester.

A student may appeal a No Credit mark through an appeal process. A student must complete the appeal request by going on-line at https://www.prescottschools.com/domain/277. Students must then schedule an appointment for an appeal of their NC with the Appeal Committee with Assistant Principals administrative assistant. The student must attend the appeal appointment for their request to be considered. They may be accompanied by their parents/guardian if they choose. Please keep the following in mind:

- Students will *not* be granted an attendance appeal if they miss their appeal appointment, if they have already gone through the appeals process twice before, or if they have 15 or more absences without a valid, documented medical or bereavement excuse.
- Appeals denied by the PHS Attendance Appeals Committee may only be referred to the PHS administration for further review if a student has obtained additional, NEW evidence to present to the administration.
- If a student loses credit in a class required for graduation, they must consult with their PHS Academic Adviser to plan for retaking the class with PHS Online Credit Assistance.

LATE ARRIVALS

Students who arrive more than ten (10) minutes late to their class must sign in at the Attendance Office to receive a pass to class. The Attendance Office will send the student to class with a pass coded either excused or unexcused. **Only three (3) late arrivals per quarter may be excused by the student's parent/guardian.** This excuse should be turned, emailed, or called into the Attendance Office. Any additional late arrivals may result in a disciplinary referral. This does not include medically excused (verified by a doctor's official note) or court orders.
Per Prescott Unified School Board Procedure (October 1997 PUSD Board) a student is considered absent from a class period if they arrive ten (10) minutes or later to class.

TARDIES

A student will be considered tardy to class according to the teacher's guidelines. Some teachers may require students to be in the classroom, while others may require students to be in their

seats. Students who have an unexcused tardy to class may not be permitted to complete the bellwork activity for that day. In addition, students who receive more than three tardies in a semester may be written up on a disciplinary referral for additional consequences.

TRUANCY

Arizona State law says that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a good reason for not attending school. If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor. When the parent does not provide a valid excuse for the child's absence, a law enforcement officer may cite the student, parent or custodian directly in court for violating the state truancy law. (re: A.R.S. 15802, 15803, and 15804) A habitually truant child is a child between the ages of six and sixteen who has five (5) days of unexcused absences or five (5) unexcused absences from class within a single school year. (Re: A.R.S. 15803, C.1.) A student who is habitually truant from school may be issued a criminal citation. An administrator or designee will attempt to notify the parents that the citation may be issued, and the parent will be required to appear in court with the student.

ATHLETICS & CO-CURRICULAR ACTIVITIES

ATHLETIC PROGRAMS AVAILABLE

Fall: Cross Country (B&G), Football (B), Flag Football (G), Badminton (G), Golf (B&G), Swimming (B&G), Volleyball (G), Mountain Biking (B&G), Spirit Line (B&G), Unified (B&G)
Winter: Basketball (B&G), Wrestling (B&G), Soccer (B&G), Spirit Line (B&G).
Spring: Track and Field (B& G), Baseball (B), Softball (G), Tennis (B&G), Volleyball (B), E-Sports (B&G), Unified (B&G)

Unified Sports is a program that combines individuals with and without intellectual disabilities on sports teams, promoting social inclusion through shared training and competition. It's a key component of the Special Olympics.

Education Based Athletics: High School sports should always prepare, practice, and play to win. Winning is the goal BUT not the **PURPOSE**! The "why" or purpose behind education based athletics is human growth and personal development.

The mission and goal of interscholastic athletics for student athlete participants are:

- Long term development
- Mastering new sport skills
- Enjoying competition with others
- Experiencing enhanced self-esteem
- Learning life lessons
- Having fun

- Being a team player
- Showing good sportsmanship

Our purpose is to improve skills, develop character, promote teamwork and guide decisions. We will cultivate:

Balance
Attitude
Determination
Grit
Effort
Respect
Sportsmanship

ATHLETIC CLEARANCE REQUIREMENTS

To be cleared for participation in any sport, the following requirements must be met:

- Current AIA physical form completed (on or after March 1st of the previous school year)
- FinalForms - Online registration - https://prescott-az.finalforms.com/
- Brainbook & Opioid Course Completion (AIA Academy)-first time registration
- Grades must meet Prescott Unified School District's No Pass-No Play policy

PARTICIPATION FEES

There is a $150.00 participation fee for each interscholastic sport in which an athlete competes. Students qualifying for free or reduced-pay lunch through the federal lunch program will pay a discounted fee of $75.00. This fee may be reported as an Arizona tax credit on state income tax when a parent or taxpayer submits a tax credit form along with the payment. Please note, there is no limit to the amount of fees charged; if a student plays one sport per season, a fee must be paid for all sports played even if a household has reached its $400 tax credit limit. No athlete will be barred from interscholastic sports due to inability to pay; scholarships are available through bookstore and administration approval.

ATTENDANCE AND ATHLETICS

Athletes must attend a minimum of 4 class periods during the day to be eligible to participate in competitions or in practice (Lunch is not considered a class). An excused absence does not necessarily eliminate this requirement (only an excused medical or student activity can count towards this). If you are unsure about athletic attendance eligibility, please contact the Athletic Department.

NO PASS-NO PLAY

Pursuant to PUSD Policy J.6, students must pass all classes for the academic period in which they are enrolled in order to be eligible to participate in any extracurricular or co-curricular activity. Extracurricular activities include, but are not limited to, all athletics, speech, school-sponsored clubs, and other activities which involve students in activities outside of the regular school day. Co-curricular activities include drama, choral music, band, art, and teen court.

If a student does not receive a passing grade in all of his/her classes, the student becomes ineligible to participate in any extracurricular activities for a period of four to six weeks. If the student then passes all classes, he/she will become eligible for the next grading period. Grades used to determine eligibility will be based on the following dates:

Grade Checks	Period of Eligibility	Duration
Fri., Aug. 29, 2025	Aug. 30, 2025 – Oct. 3, 2025	5 weeks
Fri., Oct. 3, 2025	Oct. 4, 2025 – Nov. 7, 2025	5 weeks
Fri., Nov. 7, 2025	Nov. 8, 2025 – Dec. 19, 2025	6 weeks
Fr., Dec. 19, 2025	Dec. 20, 2025 – Jan. 30, 2026	6 weeks
Fri., Jan. 30, 2026	Jan. 31, 2026 – March 13, 2026	6 weeks
Fri., March 13, 2026	March 14, 2026 – April 17, 2026	5 weeks
Fri., April 17, 2026	April 18, 2026 – May 21, 2026	5 weeks
Thurs., May 21, 2026	First 4.5 weeks of the 2026-2027 year	

A student who becomes ineligible at the end of a semester may re-establish eligibility by "regaining the credit" in a manner consistent with Cognia guidelines. A student or parent may contact the Athletic Director to discuss these options.

A failing grade during one of the 4-6 week grade periods will cause ineligibility for the next grade eligibility period. There are no options to regain eligibility since credit has not been "lost." A grade of "Incomplete" or "NC" renders a student ineligible until a passing grade is recorded by the registrar.

To be fair to all athletes and to comply with AIA rules, grades for all participating student-athletes will be checked at the same time and the coaches for each sport will be notified of the grade ineligible student-athletes at the same time. It is the coaches responsibility to notify the student-athlete of their eligibility status. The grade check is always based on the current Semester grade. You can also check and stay up to date on your student-athletes grades via PowerSchool.

Prescott Unified School District's No Pass/No Play policy affects all students in grades 6 through 12. **An 8th grader, in PUSD schools, who does not pass all his/her classes second semester will be ineligible for the first grading period of his/her freshman year and will continue to be ineligible until he/she passes all classes.**

SPECTATOR CONDUCT AT ATHLETIC AND EXTRACURRICULAR EVENTS

Any person, adult or child, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be removed from the event that person is attending, and/or denied admission to school events for up to a year. Some examples of unsportsmanlike conduct include:

- Using vulgar or obscene language.
- Possessing or being under the influence of any alcoholic beverage or illegal substance.
- Possessing a weapon; fighting or otherwise striking or threatening another person.
- Failing to obey the instructions of security, referee, coach or school district employee.
- Engaging in any activity that is illegal or disruptive.

STUDENT SECTION EXPECTATIONS

1. All cheers coming from individuals or groups seated in student sections are positive in intent, meaning that students cheer for their school, not against the opponent.
2. Denigrating comments about the community serving the opposing school or the school itself are off-limits.
3. Students refrain from making any cheers or chants that may be targeted towards competitors, officials, or coaches.
4. Cheers that include profanity or inappropriate references are not tolerated.

Administration may seek to deny future admission to any person who has not met these expectations by sending notice. This notice may contain:

1. A description of unsportsmanlike conduct.
2. The proposed time period that admission to school events will be denied.

DANCES

The following rules apply for dances:

- Students must present current school year school identification (I.D.) cards and dance tickets for admission.
- Only PHS students may attend school dances except for Homecoming and Prom with guests being approved by administration.
- Students who are under the influence of alcohol or drugs will not be admitted and law enforcement will be contacted.
- Persons who are expelled, suspended out of school, or failing to complete disciplinary obligations are not permitted to attend dances.
- Homebound students are not permitted to attend dances.
- Students leaving a dance prior to its end will not be readmitted.
- Guest passes are only allowed for Homecoming and Prom ONLY (see below).

HOMECOMING ONLY-Students not enrolled at PHS may attend as guests of PHS students upon approval of the Assistant Principal's office. The guest must be enrolled in high school and/or under 21 years of age. The guest may not be younger than a freshman.

The deadline for guest approval is the Friday (one week prior) before the dance. To receive a guest pass, students must go to the Assistant Principal/Athletics Office.
PROM ONLY-Students not enrolled at PHS may attend as guests of PHS students upon approval of the Assistant Principal's office. The guest must be enrolled in high school and/or under 21 years of age. The guest may not be younger than a freshman. The deadline for guest approval is the Friday (one week prior, not the day prior) before the dance. Juniors, seniors and their invited guests may attend the Prom. To receive a guest pass, students must go to the Assistant Principal/Athletics Office.

STUDENT COUNCIL

Student Council is an organization dedicated to serving Prescott High School and the surrounding community. Many events and programs are planned each year by Student Council members. Consequently, most Student Council class activities will focus on planning, implementing, and reviewing Student Council events and programs. Additionally, Student Council members will complete class assignments, homework, and group and individual projects.

The mission of Student Council at Prescott High School is to create a safe hands-on leadership laboratory. You will explore lessons about community leadership, team building, speech and persuasive techniques, and conflict resolution. Students will begin to understand ways to positively contribute to local, national, and global communities.

Student Council is made up of students who are high-spirited student leaders who strive to model respect, encourage positivity, and promote inclusivity among our PHS family. We believe in unifying and serving our students and community by building better connections and attending to the needs of others.

STUDENT SERVICES

BOOKSTORE

Bookstore hours are 7:00 am-3:00 pm. Textbooks will be distributed through individual classes determined by the teacher. Each class textbook assigned to students has a barcode, and this code is attached to the student's Student Account. If a student damages a book, there will be a repair fee assessed and charged to the student's account. Lost or stolen books are the responsibility of the student and will need to be replaced or paid for in full. It is the student's responsibility to return all books to the Bookstore in order to ensure that the student's account is free and clear of any book fees.

All obligations must be paid before transcripts and diplomas can be released. Any student that is withdrawing must have all obligations paid in full.

All student obligations will be mailed or emailed out quarterly and can be resolved in the Bookstore. If student obligations are not paid in full by 2nd quarter, the student's account will be placed on hold until payment has been received. This hold will not allow students to purchase

items through the bookstore, including parking passes, dance tickets, prom tickets and yearbooks.

FEES, FINES and CHARGES (District Policy JQ)

The school board has authorized Prescott High School to charge fees for certain activities and courses offered at Prescott High School. Currently, fees are collected for fine arts courses, online courses, and participation in athletic, extracurricular activities, etc. In addition, students are responsible for loss of or damage to school property, including textbooks and library books. Participation in the graduation ceremony may be withheld from students until all fees and fines have been paid.

STUDENT SUPPORT SERVICES

Students at times may experience emotional challenges that impact their ability to learn. Students are asked to come to the nurse's office for referral.

ADVISEMENT CENTER

The Advisement Center serves as a resource for students, parents, and faculty, and provides the following resources:

- AP Testing
- ASVAB Testing
- PSAT Testing
- ECAP (Education Career Action Plan)
- Naviance (Career Interest and Planning Tool)
- Schedule Planning
- Mediation
- Career opportunities
- Interest assessments
- Occupational links to post-secondary schools
- Host College and Scholarship Visits
- Facilitate Dual Enrollment
- 504 Meetings
- Scholarship assistance

LIBRARY

The library is open Monday-Friday from 7:30am -3:00 pm. The PHS Library is part of the Yavapai Library Network and students have access to materials from 41 other libraries in Yavapai County. Students may place a “hold” on items from other libraries using the electronic library catalog. These items will be transferred to the PHS library for the student to check out. Students may request DVDs, but may not check out R-rated materials.

Students must have a pass from a teacher in order to come to the library during a class period. The library is also open before school and during lunch.

Students must have their library card or student ID card in order to check out a book and may have up to five books checked out at one time. A fine of 10 cents per school day is charged for each overdue book. A reference book may be checked out for one night, and a fine of 25 cents for each day that it is overdue. If a library item is lost or damaged, the student is responsible for the cost of the item plus a $5.00 processing fee. All library fines must be paid in the Bookstore. A student must also pay his or her library fines before he or she can check-out any more books.

TECHNOLOGY

PHS encourages use of technology to support education, research, and the educational goals of the District. Misuse of computers may result in disciplinary action and loss of computer privileges including restitution to cover any damaged equipment. Computers are to be used for educational purposes only. No food or drink is permitted near computers.

ACCEPTABLE USE POLICY

In addition to the PUSD Acceptable Use Policy sent home and signed at the beginning of the year, PHS has its own policies regarding the following actions on all computers:

Students may NOT use technology in the following ways:

- Access software or sites, such as proxy servers, that have the potential to harm our network.
- Change individual computer configurations (CPU and Monitor).
- Download or stream large non-school related files.
- Install/Load software not approved by the School Administration.
- Log into or use someone else's account.
- Move software from a local machine to a server.
- Plagiarize the work of others.
- Play games during class time.
- Purchase items over the Internet.
- Share personal information with strangers over the Internet.
- Send an email to all-students or large groups.
- Use personal email without staff approval.
- Access social media or messaging sites.
- Viewing websites of questionable value or websites unrelated to schoolwork.

Listening to music is a privilege at PHS; it is not a right. Playing music without permission, without headphones, during instruction or when interacting with a teacher is prohibited. We ask that you respect the learning environment and use this privilege responsibly.

FIRE DRILLS, LOCKDOWN PROCEDURES, AND SHELTER IN PLACE

Fire, Lockdown, and Shelter in Place regulations are posted in each classroom. Teachers will ensure that all students know and understand the route of exit from each of the classrooms. An emergency drill will be held once a month, per Arizona state law.

In the event of a crisis situation occurring, the Administration will decide if it is in the best interest for the safety and welfare of students and staff to evacuate the building, or to remain inside and implement a "shelter in place". The use of simple, calm, direct commands over the staff app and intercom will be utilized. Students must comply with these directives quickly and responsibly. **Students may not use cell phones or any electronic device, as per school rules, and as has been requested by law enforcement during the drills.**

HEALTH CENTER – NURSES OFFICE

A registered nurse is available during classroom hours for emergencies, injuries, illness, and consultation. The Health Center is not a substitute for a student's health care provider. **If a student wakes up not feeling well, or has a temperature greater than 100 degrees, they should stay home.** Students who become ill while in class must obtain a pass from their teacher and report to the nurse. Contact with a parent/guardian will be made prior to sending an ill student home. Students requiring physician-prescribed medication during the school day must have medicine registered with the school nurse (this includes inhalers and epipens).

- ✓ Students **must** have a current immunization record to enroll or attend school.
- ✓ Students **must** have a Permission to Treat Form signed by a parent/guardian.
- ✓ Freshman and Special Education students will undergo vision and hearing screening during the school year.
- ✓ Students may be referred to the nurse for a welfare check.

NOTE: Please refer to PHS and PUSD Health Services for more details regarding the support for students and staff provided by our health center.

LOST AND FOUND

Lost and Found is located in the PHS Bookstore.

CLOSED CAMPUS LUNCH PROCEDURES

Prescott High School operates under a Closed Campus Policy during lunch periods. Students are not allowed to drive cars at lunch, be in the parking or leave the school grounds during lunch without specific permission outlined in the attendance policy above.. During breakfast and lunch students are encouraged to eat their meals either in the multi-purpose room, front lawn or out on the senior patio. Any exceptions to this rule will be announced and/or cleared by the Administration.

FOOD SERVICES

We believe that healthy meals are essential to helping students learn. Breakfast and lunch meals are served daily. Breakfast service generally starts 20 minutes before school starts and ends when the first bell rings and lunch is served during scheduled lunch periods. Menus can be obtained from the school's website. Food may only be purchased from the cafeteria during breakfast and lunch times.

Our online Fee Pay system allows families to pay for meals online, monitor food purchases, and check account balances. Parents will be notified when account balances are low. Cash or checks can be deposited at school by the student or guardian during the day as well. Negative balance notices will be sent out weekly; once a negative balance is reached students will be on a cash basis until the account is brought current.

On-campus food service providers can accommodate allergies or dietary concerns with documentation from a medical physician. Forms can be found at prescottschools.com. Please keep any dietary or allergy concerns on file with the School Nurse and the Food Service Manager.

Students may be eligible for free or reduced price meals. Eligibility requirements and application forms can be found online or can be obtained from the front office or the Food Service Manager. Parents/guardians can also apply on line or return a filled out application to the front office or Food Service Manager.

MESSAGES AND DELIVERIES

Prescott High School will only accept messages and deliveries from parents or guardians. Parents or guardians must come to the front window to deliver a message or item. A pass will be sent to students to pick up messages. **Deliveries of any kind from a non-parent/guardian (i.e food deliveries, Uber Eats, DoorDash, Grubhub, etc) will not be accepted and are not allowed under any circumstances.** Deliveries from contracted drivers pose serious safety and security concerns.

STUDENT PARKING

Student parking on the PHS campus is limited and a student parking permit is required. The school is not responsible for any theft, damage or vandalism to a vehicle while on school property. **A student parks at his or her own risk and parent/guardians(s) hereby agree that the use of the parking lot is at the student's and parent/guardian's own risk.** Parking spaces are available each day on a first come first serve basis. Students who park in non-designated student parking spaces or park in a manner that impedes other vehicles or contrary to posted signage or instruction by school personnel will be ticketed.

To obtain a parking permit, the student must:

- ✓ Complete all required annual PHS enrollment paperwork, verified by Registrar
- ✓ Submit their driver's license number, proof of insurance, and car registration

- ✓ pay the $100 fee

Students driving more than one vehicle to campus will be charged an additional $10.00 per vehicle for parking permits. This fee is in addition to the $100.00 parking fee. It is recommended that all household vehicles be listed at the time of registration to avoid the issuance of parking fines and/or the booting of a vehicle. Please bring proper insurance and registration for all vehicles to the bookstore.

The parking permit fee is $100.00 for the entirety of the first semester. After the second semester begins the fee for a parking permit will be $65. For vehicles that park on campus and do not have/display a permit or permitted vehicles that park in areas not designated for students, the following actions will be taken:

1. Warning (paper and possibly in person by Security or Administration)
2. Ticket (paper, $20.00 fine)
3. Ticket (paper, $40.00 fine) and Vehicle Immobilization Warning
4. Vehicle Immobilization Boot placed on vehicle and Ticket (paper $60.00 fine)
5. Vehicle will be towed

Vehicles parked on campus without a permit displayed or in areas not designated for students will be looked up via license plate number by the Prescott Police Department to determine who owns or has parked the vehicle on campus.If a vehicle is towed it will be at the owner's expense and the owner/driver will not be allowed to park on campus again.

Unauthorized transfer of a parking permit will result in loss of parking privileges on campus, plus an assessment of a $50.00 fee.

If a student drives a non-permitted vehicle and wants to park on the PHS campus, PHS Security must be notified and the vehicle must be signed in at the Assistant Principal/Athletics/Security Office. Students can obtain a temporary permit from the PHS Bookstore if they need to drive the vehicle for multiple days. If a student has any questions about a damaged parking sticker, he or she should visit the PHS Bookstore.

Drivers must exercise caution at all times and observe the campus speed limit of 10 miles per hour or lower as posted. **SHOW COURTESY TO PEDESTRIANS AT ALL TIMES**. Parking spots are not assigned. Numbered, reserved or otherwise indicated parking spaces are prohibited for student parking. All moving violations carry a $40.00 fine. Fees are assessed to the student's account in the PHS Bookstore.

Students who drive to school and park their vehicles on the school campus with a properly obtained permit are expected to abide by all state and school traffic regulations at all times. **School Security officers have full authority to cite students for traffic/parking violations.**

School officials who have established reasonable suspicion that dangerous, illegal or unauthorized materials may be present have the authority to search a vehicle on campus. The school may try to contact the student/owner prior to the search, but may conduct searches without notice, consent, or a search warrant.

Vehicles may not be substituted for lockers and students should bring everything they need for school day with them when they exit their vehicle to enter the school. Students who need to retrieve an item from their vehicle during the school day must obtain permission from their instructor and then approval from Security or Administration.

Students are not allowed to be in their vehicles during their lunch period. Students who leave campus early due to an early release schedule are expected to leave campus in an orderly and timely manner.

FOOD AND DRINK

Each teacher will develop their own classroom policy in regards to food and drink. Eating is not permitted in the Badger Commons/Front Lobby/Hallways of PHS.

BICYCLE PARKING

Bicycle parking is located between Gym A and the weight room. Students are responsible for locking their bicycles. Students are expected to follow bicycle safety rules. Bicycles are to remain outside of all buildings and are not to be ridden except in areas where a car may be driven. No riding on sidewalks. The school is not responsible for vandalism, theft, or damage. Students park their bicycles at their own risk.

SKATEBOARDS AND SCOOTERS

No skateboarding and riding scooters is allowed on campus. All skateboards and scooters should be locked in the skateboard or bicycle racks near the weight room.

STUDENT BEHAVIOR

BADGER TIP LINE

The Badger Tip Line allows a student to provide information about a crime, school safety issues, or violations of school rules and remain anonymous. The Badger Tip Line is an online and text messaging reporting system. Students are able to text reports of concern to alert administration and security of potential issues involving drugs, theft, depression, bullying, violence, etc. The reporting system can also be accessed from the students' PUSD Chromebook login.

(Text PHSTIP <space> and specific issue and information to 37607)

Students, parents, and guardians are encouraged to contact any staff member regarding information about school safety issues they are aware of.

SCHOOL TRANSPORTATION

Bus transportation is provided for students attending PHS. Please contact the Transportation Department for information and bus schedules.

A student shall abide by all school rules regulating students while in a school bus or other school vehicle, and shall obey the directive of school bus drivers. Bus riding privileges may be revoked for violations. Students can be disciplined by both the school and the transportation department for behavior infractions.

DISRUPTIONS TO THE EDUCATIONAL PROCESS/INSTITUTION

A disruption to the educational process includes but is not limited to a student engaging in behavior causing an interruption in a class, during an activity, in the hallways, the parking lot, cafeteria and other campus locations, during a sporting event or extracurricular activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior; running in buildings, corridors, hallways, or front lawn, blacktop or where other classes or activities are taking place.

PUSD CELL PHONES / EARBUDS / PERSONAL ELECTRONICS USE POLICY

Cell phones MAY be brought on campus and to school activities/events. All electronic devices, including cell phones, ipods, earbuds/headphones, etc, must be placed in classroom personal electronic device holders when entering each classroom.

Students will not use their personal devices (phone, earbuds, etc.) during class time.
All teachers will have a personal electronic device holder in their classrooms that has assigned numbers corresponding to each student's classroom needs (ex: chromebook, seat, supplies, etc.).
Personal electronic devices will be expected to be silenced during the class period and will not be taken out of the classroom during the class period.

In urgent situations, students can be sent/called to the office for communication purposes.
If a student is using their personal electronic device during the class period or otherwise contributes to a classroom disruption, the teacher may contact security/administration to remove the student from class and the personal electronic device will be held by administration for the rest of the school day.

- 1st Offense: Phone confiscated student can pick up/referral to administration
- 2nd Offense: Phone confiscated parent must pick up/referral to administration
- 3rd Offense: Phone confiscated with parent pick up/referral to administration/Out of School Suspension

If students need to be contacted during school hours, please go through the school office. A phone is also available in the front office for students to use to communicate with parents. The school is not responsible for lost, damaged or stolen cell phones and/or electronic devices.

LIMITED PUBLIC FORUM

Prescott High School operates in a limited open/closed forum. Provided the public forum is not disruptive to the educational environment of the classroom and school, students may participate in the activity.

IDENTIFICATION CARDS

PHS students will be issued student identification cards which must be carried at all times during the school day and must be shown upon request to any staff member on the school premises. Students without an identification card will be sent to the PHS Bookstore for a replacement identification card at the cost of $10.00. Students may also use these cards to access food services, library services, and for identification at school activities.

DRESS CODE

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student.

Prescott Unified School District encourages students to take pride in their attire as it relates to the school setting. A spirit of support and cooperation between parents and school personnel is needed to ensure that students come to school appropriately dressed in attire that does not pose health or safety hazards and is appropriate to the school environment. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of themselves and others.

Allowable Dress & Grooming	Non-Allowable Dress & Grooming
● Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes. ● Shirts and dresses must have fabric in the front, back and on the sides (including straps).. ● Clothing must cover all undergarments. ● Fabric covering all private parts and must not be see through. ● Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff. ● Clothing must be suitable for all scheduled classroom activities including physical education, science labs, auto shop, and other activities where unique hazards exist. ● Specialized courses may require specialized attire, such as sports uniforms or safety gear.	● Clothing that resembles undergarments (bras, underwear, lingerie, or intimate clothing) and is worn as an outer layer of clothing is not allowed. ● Clothing that leaves a student excessively (greater amounts than is necessary, normal, or desirable) exposed. ● Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances, violence or weapons. ● Clothing may not depict pornography, nudity or sexual acts. ● Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups. ● Clothing, including gang identifiers, must not threaten or compromise the health or safety of any other student or staff. ● Students may not apply personal care products in classrooms such as applying makeup, spraying personal care products (deodorant, perfume, cologne, body spray, dry shampoo, etc).
If school administration determines a student's attire or grooming is not appropriate for the school environment or threatens the health or safety of others, then the student will be asked to change and/or student consequences per the PHS Student Code of Conduct.	

CODE OF CONDUCT POLICY AND PROCEDURE

A student who engages in conduct prohibited by school policy may be disciplined. School officials may question students regarding matters incident to school without limitation.The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. The school reserves the right to searches and seizures that include a student's person, backpack, clothing pockets, personal bag and other personal items in the student's possession if necessary. School officials may conduct searches upon "reasonable suspicion" that a search will turn up evidence of either a PUSD Student Code of Conduct violation and/or other school policy violation. A metal detecting wand may be used in a reasonable suspicion search. (JIH)

A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer. (JIH) Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand, parent/guardian conference; confiscation of personal property; restitution; temporary exclusion from the classroom; loss of privileges; loss of credit; detention; home-assignment; on campus restriction, out of school suspension; long term suspension; or expulsion. Additionally, students may be reassigned to an alternative educational program for refusing to comply with rules, refusing to pursue the required course of study or refusing to submit to the authority of teachers and administrators.

Continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior which includes use or display of a dangerous instrument or a deadly weapon as defined in A.R.S. section 13-105, use or possession of a gun, or excessive absenteeism, drugs and/or alcohol constitute good causes for long term suspension or expulsion. (A.R.S. 15-841—Responsibilities of Pupils.) This Policy is intended to regulate conduct of a student when the student is (1) on school grounds or at a school sponsored event; (2) traveling to or from school or a school sponsored event; (3) engaged in misconduct that is in any other manner school related or adversely affects the operation of any school; and (4) behavior that brings disrespect to the school.

If a student withdraws from school after receiving notice of possible long-term suspension the Governing Board may continue with the action after the withdrawal and may record the results of such action in the student's permanent file.

Please refer to the Student Code of Conduct for detailed information on policy and procedures regarding discipline issues at Prescott High School.

STUDENT VIOLENCE, HARASSMENT, INTIMIDATION and BULLYING

The PUSD Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society. The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.To assist in

achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

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 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 District-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 to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

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 bullying results 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.

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.
The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.
Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.
At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- Governing Board policy,
- preventive measures,
- incident reporting procedures,
- available support services for students (both proactive and reactive), and
- student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

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

Adopted: March 6, 2012

LEGAL REF.:

A.R.S.

13-1202

13-1203

13-1204

13-2321

13-2916

13-2921

13-3506.01

15-341

CROSS REF.:

JI - Student Rights and Responsibilities

JIC - Student Conduct

JII - Student Concerns, Complaints and Grievances

JK - Student Discipline

JKD - Student Suspension

JKDA - Removal of Students from School-Sponsored Activities

JKE - Expulsion of Students

JR - Student Records

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

PUSD Board Policy J-3632 J11-EB

Students may present a complaint or grievance regarding one or more of the following:

Violation of the student's constitutional rights

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK. Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrator.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.