PHOENIX HIGH SCHOOL

Home of the Pirates

Student & Parent Handbook



745 North Rose Street, Phoenix, Oregon 97535
Office: (541) 535-1526 Fax: (541) 535-7511

PHOENIX-TALENT SCHOOLS

EXCELLENCE for EVERYONE

Dear Families:

Thank you for allowing us to be a part of your child's life and we look forward to a great year, partnering with our families. We value this partnership and research shows the stronger this partnership is, the more successful our students are. As we continue to recover from the Almeda Fire and serve in a post-pandemic capacity, our focus is to provide opportunities for families to engage in our district. Based on feedback, we are committed to engaging families in two-way communication, help our families support their child's academic needs at home, and be available for families. This is our promise to you.

Our District remains committed to "Excellence for Everyone", which includes our students, staff, and families. We know you are your child's first and most important teacher. Working together, we can achieve successful outcomes for all of our students. With the support of our school board, our district is committed to growing the connection and engagement from school to home.

Please feel free to contact my office to schedule an appointment with me or contact any of our schools to schedule an appointment with a principal. ***Together, PTS Rising will continue to rise above, and the partnership with families is vital to this success.***

Sincerely,

Brent Barry, Superintendent

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Contact Information

Frequently Used Numbers

Main Office	(541) 535-1526
Fax	(541) 535-7511
Student Manager	(541) 535-1526 Ext. 3017
Athletics & Activities	541-535-1526 Ext. 3001
Attendance Office	(541) 535-4456
District Office	(541) 535-1517
First Student	(541) 210-3153

Welcome Aboard the Pirate Ship!

The information in this handbook has been compiled to acquaint families and students with resources, guidelines, procedures and the organizational structure of Phoenix High School. This handbook also provides our students and families with expectations for students at PHS. Additional information about any topic covered in this handbook is available on our school website: www.phoenix.k12.or.us or by contacting the main office at (541) 535-1526.

Equal Educational Opportunity

Equal educational opportunity and treatment shall be provided to all students. No student legally enrolled in the District shall, on the basis of age, disability, marital or familial status, national origin, race, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the Board of Education. The school district staff is directed to make a continuous effort to provide equal educational opportunities for students and to eliminate those conditions that may cause discrimination.

Phoenix-Talent Schools #4 Vision

Together, we shall meet the challenges of preparing responsible, creative, life-long learners.

Guiding Principles:

We Believe...

- Education is the joint responsibility of the community, school, family, and student.
- Our schools must provide a safe, secure environment where healthy values, minds, and bodies can grow.
- Everyone can learn.
- The needs, interests, feelings, and developmental stages of each individual deserve recognition.
- It is our responsibility to encourage the development of self-worth and the full potential of each individual.
- Our educational program shall provide a core of knowledge that cultivates personal excellence for success in a global environment.

Rights & Responsibilities

Student Rights

- To have a copy of the student handbook.
- To appeal disciplinary decisions of administrators or staff.
- To be aware of the rights listed in this handbook.
- To submit a written description of activities the student wishes not to participate in due to religious convictions. Provide this information to the appropriate administrator who will consider the request and respond appropriately.

Student Responsibilities

- To follow staff directions and to comply explicitly with requests from administrators, teachers, school employees and/or school volunteers.
- To become aware of the contents of the student handbook.
- To comply with all rules of Phoenix High School and the Phoenix-Talent School District.
- To comply with all responsibilities listed in this handbook.
- To be responsible and well mannered.

Family Rights

- To expect their student to be presented with opportunities to grow and learn.
- To meet with teachers or administrators to offer input regarding their student's education.
- To appeal disciplinary decisions of administration or staff on behalf of their students.
- To expect regular communication from the school regarding their student's behavior/learning at school.

Family Responsibilities

- To help the student learn, exercise self-control and develop socially acceptable standards of behavior.
- To set an example for the student, especially as it affects respect for law, for the authority of the school, and for the rights and property of others.
- To instill within the student a desire to learn, a respect for honest work and an interest in exploring various fields of knowledge.
- To know and understand the regulations which govern the student's activities and the consequences of disobeying those regulations.
- To become acquainted with the school in which the student is enrolled through back-to-school nights, family/teacher conferences, school functions and classroom visitations (During school hours, all families and visitors are required to sign-in at the Main Office and obtain a visitor's pass).
- To have the student attend school regularly and inform the school by phone or in writing of their son/daughter's absence and the reason.
- To insure the student is clean, in good health, free from communicable disease, in compliance with the requirements of Oregon's immunization law, and dressed appropriately.

School officials have authority, rights, duties, and responsibilities similar to families with respect to student behavior in the school setting and at school-sponsored activities.

Community Resources

SafeOregon

SafeOregon is a program created for Oregon students, families, school staff, community members and law enforcement officers to report and respond to student safety threats.

- Website: https://www.safeoregon.com/
- Call: 844-472-3367
- Text: 844-472-3367
- Email: tip@safeoregon.com

Suicide Prevention and Intervention

Schools are exceptionally resilient and resourceful organizations, whose staff members may be called upon to deal with a crisis on any given day. Schools can be a source of support and stability for students and community members when a crisis occurs in their community. Accordingly, the Suicide Prevention and Intervention Plan is intended to help school staff understand their role and to provide accessible and effective tools. The entire plan can be found on our District website.

Enrollment

Resident students of high school age who have not reached their 19th birthday by the start of school in the fall will be admitted. Resident students 19 but not yet 21 by the start of school in the fall, who are receiving special education or are in need of further education to receive a diploma, will be admitted as "special students". They will be required to adhere to the same attendance and behavioral contract as inter-district transfer students. There are two exceptions to normal admission:

- Students who are under expulsion from another high school may be denied admission.
- Students expelled from another district for a violation of the federal Gun Free School Act of 1994 shall be denied admission.

Students may enroll in Phoenix High School at any time during the quarter. Those enrolling more than two weeks after the start of a quarter who have not been attending a high school will be enrolled in alternative education, given a home tutor, or started on a correspondence course until the start of the next quarter. Students must enroll for at least five classes unless they need fewer to graduate.

Students who drop out of school or transfer to another school for any reason must involve the family, student, and counselor to make arrangements for grades, return of texts, etc.

Disabilities

Students or families with auditory, visual, or other physical disabilities requiring special attention should notify a school administrator in writing of the specific disability and accommodations which may be needed to provide a quality educational experience for the student. Such notices will be presented to the Phoenix High School Student Services Team for consideration and action. Disabled students/families will schedule a meeting with the Student Services Team by contacting their student's counselor and the team will accommodate their needs in accessing school programs and services.

Interdistrict Transfers

Families or legal guardians may request a student be permitted to transfer to Phoenix High School even though the student resides in another attendance area. To do so, requests must be made in the form of an Interdistrict Transfer. Interdistrict Transfer requests may be submitted at any time but must begin in the student's resident district. The superintendent of the resident district must approve the student's transfer request before an admission request is made to the Phoenix-Talent superintendent. If the transfer request is granted by both districts, and the student and families sign an attendance and behavior contract, the student may then register for classes. Students attending Phoenix High School on an inter-district transfer agreement must maintain an attendance average of 92%, receive no more than one suspension per academic year, and will not be allowed to continue if expelled. Those with attendance and behavior requirements that are not met or inadequate academic performance will be notified and given an opportunity to correct these deficiencies or have their transfer authorization revoked. Students who move outside of the district during the school year will be allowed to continue at Phoenix High School under the same expectations for the current school year only before a transfer request must be made. Please Note: Interdistrict Transfers may impact athletic eligibility. Please contact the athletic director to answer any questions regarding your specific situation.

Questions on transfers? Call the Phoenix-Talent School District Office at (541) 535-1517.

Homeless Assistance (McKinney-Vento Act)

Under the McKinney-Vento Act, homeless children and youth are entitled to immediate public school enrollment, immediate access to the free lunch program as well as other benefits. Homeless children and youth means individuals who lack a fixed, regular, and adequate nighttime residence. It includes children and youth who:

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Are living in emergency or transitional shelters;
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

If you feel your child may qualify for benefits under the McKinney-Vento Homeless Assistance Act, please contact the District Office at (541) 535-1517.

Alternative Placement Options

Alternative Education

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are in need of alternate learning styles or needs, which may include the following:

1. When severe disciplinary problems occur
2. When a student is at-risk for dropping out
3. When an expulsion is being considered or a student is expelled.
4. Other circumstances that require an alternative education setting.

Phoenix Talent Virtual Academy (PTVA)

PTVA is offered to PHS students who need a virtual learning environment. In the PTVA program, students access their coursework through an online program called Edmentum. Students meet with the program teacher once a week virtually and are expected to complete work independently. PTVA placement is made by a team decision including family(s) and is subject to space availability. Students in PTVA that are not maintaining adequate progress in the program will be required to enroll in a traditional school setting at PHS.

Academics

Scheduling

In the spring prior to each academic year, students will pre-register for courses through Advisory. Incoming freshmen will pre-register with their TMS Advisor and PHS staff to select classes. Teacher recommendations are used for core content and students select electives. Each year, PHS master schedule is created based on student requests from pre-registration and teacher availability. Our schedule consists of four 9-week quarters in each academic year. Courses are typically semester (two 9-week quarters) or yearlong.

Free Periods

Freshmen and sophomores must take a full class load (7 or more classes). Juniors and seniors are eligible to have a free period under specific circumstances. As a junior, students will need to be enrolled in two or more AP classes, a math, and a science to be eligible for one College Prep Study period. Seniors are required to take a minimum of five in-person courses. Seniors who are on track for graduation may be eligible for one or more free periods, please check with your counselor to determine eligibility. All College Prep Study and free periods are subject to counselor approval. Students typically need to provide their own transportation during those periods. Students not following Free Period guidelines on campus may have privilege revoked.

Schedule Changes

Students pre-register for classes at the end of the previous year and have the ability to change their schedule during the first full week of each semester. Limited changes can be made at the quarter (beginning of quarters 2 and 4). After that point, schedule changes will result in a WF (Withdraw with an F) and will affect the cumulative GPA of the student. Exceptions must receive counselor and administrator approval.

Grading

Class Policies & Syllabi

Specific grading procedures are an essential part of each course syllabus. All students should review course grading standards carefully. Students are not permitted to take classes as Pass/Fail rather than for a letter grade unless the class is only offered as Pass/Fail.

AP Courses: Students enrolled in an AP class must maintain at least a C average each quarter. If the grade falls below a C, the student can be moved to a different class that earns the same type of credit. Instructors for AP courses will inform and update students and families regarding those expectations and let them know if sufficient progress is not being made. Since students may be enrolled in dual credit impacting their college GPA, it is crucial that they are staying on top of coursework and expectations for that class.

Report Cards & Progress Reports

At PHS, students receive progress reports mid-quarter, approximately every four weeks. Report cards are sent home at the end of each quarter (9-week grading period). These permanent grades are added to student transcripts at that time.

Honor Roll

PHS students enrolled in a minimum of 5 classes earning at least a 3.5 GPA for each quarter will be eligible for the honor roll. Students who received Fs will not be eligible.

Grades

Phoenix High School implements a two-grade system: a student's academic performance and a student's citizenship. The academic grade is based on a student's demonstration of how well they understand course content and essential learning targets. On the official report card, there will be an academic letter grade for each class and a citizenship grade.

Citizenship Grading Information

A rubric for citizenship will be provided along with a student's grade report.

Academic Grading Scale

4.0 GPA	*3.0 GPA*	*2.0 GPA*	*1.0 GPA*	
A+ 99-100%	B+ 88-89%	C+ 78-79%	D+ 68-69%	F 59% and below
A 92-98%	B 82-87%	C 72-77%	D 62-67%	WF (Withdraw)
A- 90-91%	B- 80-81%	C- 70-71%	D- 60-61%	

Grades not impacting GPA:

- Incomplete (I)
- No Grade (NG)
- Pass (P)

A grade of D is a passing grade at the high school level, but that usually is not an acceptable grade for college admission purposes in core content courses.

Grade Changes

Grade changes can be made at the discretion of the instructor based on individual student circumstances with administrator approval.

All grade changes should be submitted to the Registrar within two weeks of the end of the grading period. At that time, all grades will become final and all Incompletes will be turned to Fs.

Grade changes beyond the two week window must have administrative approval.

Students who wish to improve the grade received in a course may re-enroll in that course at a later period. The original grade received will remain on the transcript in addition to the new grade earned.

Advisory

What Is Advisory?

Phoenix High School has created a student support system that allows for weekly meetings to help ALL PHS students keep on track academically and socially. Each advisory group is composed of approximately 20 students in the same grade level. An advisor will stay with their group throughout all four years of high school. Students must attend advisory a minimum of 80% per diploma requirements.

Why Advisory?

Oregon high schools have implanted a "Comprehensive Guidance and Counseling Program." Simply put, the state's directive is for all Oregon high schools to ensure a student's four-year high school schedule aligns with their actual goals/dreams. Students at PHS meet regularly and consistently with a teacher and other students of the same grade level. When the new state graduation requirements were implemented in 2007, attendance at PHS Advisory Meetings became mandatory. By maintaining good attendance and meeting Advisory requirements, a student earns .25 credit per year, totaling 1 credit by the time the student graduates.

Advisory Meets Requirements of new Oregon Diploma

Students will complete during Advisory:

Education Plan and Profile – Develop an education plan and build an education profile to guide learning toward student's personal, career and post-high school goals.

Career-Related Learning Experiences – Participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to a student's education plan.

Extended Application – Apply and extend knowledge and skills in new and complex situations related to the student's personal and career interests and post-high school goals.

What Are The Core Differences/Similarities Between A PHS Counselor And An Advisor?

- Both a Counselor and an Advisor work to help students succeed in high school.
- An Advisor sees a student 1x a week, providing the opportunity to build a stronger relationship.
- A Counselor sees a student on a needs basis.
- Both a Counselor and an Advisor provide academic counseling, while only a counselor can actually schedule classes or add/drop classes.
- A Counselor is available during all school hours while an Advisor is available during Advisory time to assist their Advisees.

Sample Advisor Activities/Projects

- Transcript Review
- Student Government Communications
- Yearly Student Led Conference (diploma requirement)
- Senior Project Preview
- Registration for classes
- Forecasting for classes

Diploma

Diploma Types

Phoenix High School offers Regular, Honors, Extended, and Modified diplomas along with an Alternative Certificate. Below is a snapshot of each diploma type's requirements. See the PHS Course Guide for details about each diploma type and courses that fulfill each category.

Subject Area	Regular Diploma	Honors Diploma	Modified Diploma	Extended Diploma
English Language Arts	4	4 (at least 3 adv. or AP)	3	2
Math	3 at Algebra I or above	4 (through Pre-Calculus)	2	2
Science (at different levels)	3	4 (through APES or Physics)	2	2
Social Studies (3 credits)	3	3	2	3
Physical Education	1	1	1	1
Health	1	1	1	1
World Languages / Fine Arts / Career & Technical Education	3	3 (2 credits of the same World Language)	1	1
Elective *(Required for students beginning with Class Of 2027)*	5	5	11	n/a

Electives	6	6	12	n/a
Career and College *(Required for students beginning with Class Of 2027)*	.5	.5	.5	n/a
Personal Finance *(Required for students beginning with Class Of 2027)*	.5	.5	.5	n/a
Total	**24**	**26**	**24**	**12**

Senior Capstone & Pirate Points

To meet Oregon State requirements for extended application, students complete a capstone presentation at the end of their senior year that outlines the student's accomplishments while in high school including Pirate Points. Pirate Points are earned by participation in school sponsored activities and athletics as well as community service. PHS students complete and track these service and activity hours in different categories throughout their time in high school with their Advisor. Students must earn at least 3 Pirate Points through community service, which equates to 3 hours. Pirate Point forms are available from student's Advisories as well as in the Student Resources office.

Educational Plan and Profile

Develop an education plan and build an education profile to guide learning toward student's personal, career and post-high school goals.

Early Graduation

Students who are interested in early graduation should talk with their counselor about their next steps no later than the end of their sophomore year. Students and families are responsible for earning and paying for any credits they need outside of the school day at Phoenix High School. Credit retrieval and PHS summer programs are not available to students pursuing early graduation.

The process for completing an application is as follows:

- Meet with your school counselor to discuss credit needs, other graduation requirements, and post-graduation plans to see if an early graduation is in your best interest.

- Submit a letter requesting approval for early graduation to your school counselor including the following information:
    a. What are your goals after high school?
    b. How does an early graduation support these goals?
    c. What have you already done to work towards your goals?
    d. How do you propose to earn the necessary credit required for graduation by the end of your 3rd year?
- Attend a family meeting to receive school administrator approval. The meeting should include the student, family, counselor and school administrator. Meeting topics will include future plans, timeline for completion, and next steps.

Assessments

Statewide Assessment (SBAC)

Update for 2025-2028: The Assessment of Essential Skills graduation policy remains suspended through 2027-2028 as per the October 2023, Oregon State Board of Education decision in response to the recommendations found in the Senate Bill 744 Report**.** However, juniors are still required to participate in testing and are encouraged to take advantage of opportunities like the PSAT to prepare for higher education opportunities.

Following Oregon State and Local Performance Assessment requirements, PHS assesses all juniors in English Language Arts, Math and Science Smarter Balanced exams. This is the most common way students meet the Essential Skills requirement for graduation. For all other options, see the PHS Course Guide. Testing is typically done in the spring.

AP Exams

For all AP exams, students will sign up through their AP course. These tests are optional and not tied to any PHS or college grade. Signups are due by November, tests occur in May and scores are typically released in July. All AP exams have a nominal fee; students who qualify for free/reduced meals according to the Federal Income Survey may qualify for an AP exam fee waiver.

For more information about testing and college credit, please refer to the PHS Course Guide.

Graduation

Phoenix High School graduation is held on campus at Jack Woodward Stadium on Phoenix Talent Rising Field. Below are details about awards given at graduation and requirements for participation.

Participation in Graduation

Only students who have met appropriate graduation requirements (regular, modified, extended, etc.) will be allowed to participate and walk in the graduation ceremony. This includes credit requirements, senior capstone presentation, and senior checkout.

Graduation Requirement	Deadline
Credit Retrieval (if needed)	Friday one week prior to graduation by 4:00pm
Quarter 4 Coursework	Friday prior to graduation by 4:00pm
Capstone Presentation	Friday prior to graduation.
Senior Checkout	Friday prior to graduation by 4:00pm

If students still have outstanding credit retrieval past the deadline listed above, they can complete that work towards a diploma but *are not eligible* to walk at graduation. Credit retrieval is not available for quarter 4 classes to walk at graduation. If students do not pass necessary quarter 4 classes, credit retrieval will be an option for diploma completion the week after graduation.

PHS will schedule that includes for capstone presentations. All seniors are required to present that day.

Senior checkout: This will include sign offs by all current teachers, a senior exit survey, textbook and Chromebook check-in, transcript review by school counselors, and school fees. Any student with outstanding fees will need to arrange payment with administration prior to walking in the graduation ceremony. Seniors are eligible to sign the senior banner after checking out.

Valedictorians & Salutatorians

The qualifications for both of these awards are as follows. Candidates within a few hundredths of each other may be considered co-valedictorians or co-salutatorians by the administration after considering the level of difficulty of courses taken.

- Meet the criteria for an Honors Diploma (see PHS Course Guide).
- Valedictorian: Highest cumulative GPA through the 3rd quarter of senior year, except candidates graduating early will have their final quarter grades counted as well.
- Salutatorian: Second highest cumulative GPA through the 3rd quarter of senior year, except candidates graduating early will have their final quarter grades counted as well.
- Students may take the equivalent of any of the above classes at SOU; see counselor for approval before enrolling in SOU classes.
- Any documented evidence of cheating or plagiarism will automatically disqualify candidates.

- Have a school attendance record that is, in the sole judgment of the selection committee, free from excessive unexcused absences or tardies.
- Have a disciplinary record that is free from major rule violations.

Graduation Awards

Students can earn a variety of recognitions for graduation. Students who meet GPA requirements by the end of quarter 3, regardless of diploma type, will receive gold and silver cords. Additional cords that can be earned for graduation are as follows.

- Gold Cord: Cumulative GPA of 3.70 and above
- Silver Cord: Cumulative GPA of 3.5-3.69
- Light Blue Cord: The Oregon State Seal of Biliteracy*
- Purple Cord: Career and Technical Education Program Completer*
- RCC or SOU Honors Cord based on credits earned

*Please see the PHS Course Guide for more information on how to qualify for these awards.

Other departments and programs may offer students other items such as pins, medallions, and stoles to wear for graduation.

Activities & Athletics

In addition to information provided here, there is a PHS extra curricular handbook to guide students and families. Please contact the PHS Activities and Athletics department for more information.

Eligibility Criteria & Registration

Please go to this Link to create an account:
https://students.arbitersports.com/organizations/phoenix-talent-athletics

Student athletes are required to have on file, with the Athletic Department through the online registration platform, the following documents PRIOR to participating in PHS athletics:

- Family Consent Form
- Up to date OSAA Athletic Sports Physical (required every 2 years per OSAA).
- Proof of Medical Insurance Coverage (or must be purchased through Myers, Stephens & Toohey if student is NOT otherwise covered – refer to insurance section under general information.)

Physical Education Credit

Student-athletes participating in OSAA sanctioned sports can receive Phoenix High School PE credit. The credit will be awarded in the manner of a Pass/No Pass grade. In order to earn credit students must meet the following criteria below:

- Start the sports season within the first week of scheduled practices
- Finish the sports season
- Be academically eligible the entire season
- Attend at least 80% of the practices and competitions

Students will NOT need to officially register for a class with their counselor. The administration and counselors will add an 8th period, "Team Sports" to the student's schedule if they choose to try to earn the credit. This 8th period class will NOT count towards the OSAA enrollment rule of being enrolled and will NOT count towards passing a minimum of 5 classes.

Phoenix High School athletes and activity members are held to an academic standard beyond the minimum standards established by the OSAA. Below is a list of requirements that students must adhere to in order to be eligible to participate.

- 2.0 GPA during each grading period or teacher referral to the Athletic Director
- No F's during the current playing season
- No unexcused absences during the day of a contest or the last school day preceding a contest (ex. Friday for a Saturday contest)
- Behavior referrals may impact eligibility
- A minimum number of credits must be earned in the year prior to competition for sophomores and above:
    - Sophomores: 4.5 credits
    - Juniors: 10 credits
    - Seniors: 17 credits

Additionally, OSAA requires that a student must have passed a minimum of 5 classes the previous grading period and be currently enrolled in, regularly attending, and passing 5 classes per quarter. Students must also be making sufficient progress towards graduation.

The Athletic Director, with coaches and advisors, will support the academic success of students by:

- Checking grades and classes at the beginning, at progress report time, the end of each quarter, and if a coach/teacher/advisor has a concern about a student.
- If a student is not passing, they will be responsible for submitting weekly progress reports to the Athletic Director and coach/advisor until grades are at a passing level. If this does not occur on a specified timeline, the student will be ineligible for contests until progress is made.

Students will NOT need to officially register for a class with their counselor. The administration and counselors will add an 8th period, "Team Sports" to the student's schedule if they choose to try to earn the credit. This 8th period class will NOT count towards the OSAA enrollment rule of being enrolled in, and passing a minimum of 5 classes.

Attendance Standards

In order for a student to participate in a school activity, they must attend school for the entire day. A student missing any class period on a day of participation must have Athletic Director/Administrator approval prior to being allowed to participate.

When a student anticipates a missed class due to a school activity, it is their responsibility to notify the teacher at least one day in advance. It is the responsibility of the student to acquire the missed assignments, turn in the make-up work and keep up with all assignments and class requirements. Students with chronic attendance problems may receive an Activity suspension.

Student Organization Guidelines

Voluntary student-organized clubs, which are not curriculum-related, may meet on school premises during non-instructional time. If the content of such a clubs meetings is religious in nature, school staff may attend only in a non-participatory manner. Staff may be assigned to attend such meetings for custodial purposes only, but will not be compelled to attend a meeting if the content of the speech at the meeting is contrary to that person's beliefs.

"Voluntary student initiated clubs" must:

- Not be sponsored by the school, government or its agents or employees;
- Not materially and substantially interfere with the orderly conduct of educational activities within the school.

"Curriculum related" student organizations must meet one of the following:

- Group's subject matter is actually taught in a regularly offered course.

- Participation in the group is required for a particular course or results in academic credit.

"How do I start my own club?"

- Fill out an application form (Main Office)
- Demonstrate to the principal or athletic/activity director that there is student interest in your club.
- Recruit an adult who would be willing to provide custodial supervision and a meeting place.
- Provide principal or athletic/ activity director club mission statement and guidelines.

"How do I fundraise for my club?"

- Pick up a PHS Fundraising form from the Main Office and return it to the athletic/activities director.
- Create a Club Account through the PHS Bookkeeper.
- All Proceeds must be deposited and distributed through PHS Club Account and PHS Bookkeeper.

Dances

School dances are an integral part of the extracurricular activity program at PHS. The following rules apply to all dances:

- A valid PHS Student Body Card must be shown to gain admittance to all dances.
- Students may bring **one** guest if a guest pass has been acquired in the school office and appear 3 days prior to the dance.
- Guests need to be attending another high school and submit a signed permission form from their home school along with a business card of the administrator who signed the form. Non high school enrolled guests must provide valid ID and be between the ages of 18-20. Any exceptions must be approved by the school administration and/or SRO.
- Students who leave the dance will not be readmitted.
- All bags, purses, coats, etc. will be checked into the coat check upon arrival to the dance.
- No outside food or drinks are allowed.
- All school rules are enforced at dances and other after school activities. Students who break school rules will be escorted from the dance and their parents/guardians will be contacted.
- The SRO and other school officials will be on duty for all dances.

Dance privileges and guest passes may be withheld or revoked from students with referrals, poor attendance, or outstanding F's in classes.

Attendance

Secondary Attendance

Importance of Regular Attendance

The goal of Phoenix-Talent Schools is to provide students with a successful educational experience. To do this, regular attendance is necessary, as it is one of the most critical factors in student success. Frequent absences may negatively impact a student's skill development, self-esteem, connection to the school community, and academic progress.

Whether an absence is excused or not, missed days add up quickly, for example:
3 missed days in one month = student has missed 15% of instruction
5 missed days in one month = student has missed 25% of instruction

Children between 7 and 18 years of age, who have not completed the 12th grade, are required to regularly attend a public full-time school (ORS 339.010). Every person having control of any child between the ages of 7 and 18 years of age, who has not completed the 12th grade, is required to send such child to, and maintain such child in regular attendance at, a public full-time school during the entire school term (ORS 339.020).

Truancy Process

Any student not meeting the requirements for school attendance (attending at least 90% of the school days) as defined by ORS 339.065, will be considered truant.

To encourage regular attendance and meet the requirements of the law, school staff will contact families when attendance rates drop below a certain percentage to offer support and work with families and students to improve attendance.

Oregon State law (OAR 581.023.0006) requires the district to withdraw the student from school when a student reaches 10 consecutive days absent (excused or unexcused).

Reporting Absences

Please call the attendance office before 8:30 a.m. to let us know your child will not be at school for the day with a reason for absence to correctly code it in our system based on state approved absence type list below. You may also leave a phone message for us at any time or reply to the KINVO message sent out by our attendance clerk..

Please note: students must be in attendance for the full school day to be eligible to participate in athletic or activity practices or competitions and other school-sponsored activities or events. A student may still participate if they have a pre-arranged excused appointment that is not longer than one class period.

Absences must be excused within 48 hours. After this time, we will no longer be able to excuse the absences. *Absences not verified by parent/guardian will be give a "K" code indicating the student skipped those courses.*

Types of Absences

Excused Absences (E)

Phoenix High School will use the following parameters when marking an absence an Excused Absence:

- Illness, including mental and behavioral health of the student
- Medical or health care appointments
- Emergency situations that require the student's absence
- Religious holidays and instruction
- School-sponsored activity
- Other reasons deemed appropriate by the school administrator when advance satisfactory arrangements have been made with the school

Mental Health (M)

Student mental health day, caregiver confirmed Excused Absence. Information about mental health absences:

- Mental health absences do not require a doctor's note
- Students may take up to 5 Mental Health days every 3 months
- A provider note may be required after 5 mental health absences in 3 months

Activity (A)

School-sponsored activity (includes sports, admin/counselor support, field trips, etc.) -- These are not included as an absence, but note that the child is not in the classroom.

Verified Unexcused (V)

Unexcused Absences

Students are expected to be at school whenever possible. When students need to miss school for a reason that is not considered excused, the student will be marked unexcused. Reasons for an unexcused absence may include (this is not an exhaustive list):

- Vacation
- Sleeping in or missing the bus
- Providing care for younger or ill siblings/family members
- Driver education and/or tests
- Off-campus lunches
- Non-medical, dental, or legal appointments
- Vehicle repairs or car problems
- Sports activities that are not sponsored by the school

Suspension (S)

Out of school suspension. Directed by school administration only.

Suspension (I)

In-school suspension. Directed by school administration only.

Unverified Unexcused (U)

These are absences that have not been communicated to the school. An unknown absence will result in contact from office staff to verify the well-being of the student.

Skipping (K)

Any student that is on campus, not in their scheduled classroom, without a pass from their teacher, or seen off campus when scheduled to be in class, shall be considered skipping. Students who leave class and are gone for 20 minutes or more shall be considered skipping. Skipping will result in disciplinary action.

Absences for Appointments

Please make every effort to schedule appointments outside the school day. To excuse an absence for a medical or dental appointment, please call the attendance office or send your student with a note to the office on the day of the appointment.
Appointments that are not of a medical or legal nature (for example, an appointment for a haircut) will be considered unexcused.

Tardies

It is important that students make every effort to arrive at school/class on time. Arriving late to class is disruptive to the learning environment and leads to students missing out on important instruction time in the classroom.

A student will be considered tardy if they are not in the classroom when the tardy bell rings. Staff will work with students who are chronically tardy (three or more times in a week) to remedy tardiness concerns. Chronic tardiness may result in disciplinary action.

Students who arrive at school after the daily start time will be considered tardy and will need to check in at the attendance office before reporting to class.

Excused Tardy (T)

A tardy will be marked as excused if the student arrives past the scheduled class start time as a result of an appointment or another excused reason.

Unexcused Tardy (X)

A tardy will be marked as unexcused if the student arrives past the scheduled class start time for any reason that is not excused (sleeping late, lost track of time, etc.).

Pick Up During School Hours

Students will only be released to families/guardians or individuals listed as emergency contacts on the student registration form. Releasing a student to someone else will require written permission from the family/guardian.

Tardy Policy

A student is considered tardy to class if the student is not in class when the tardy bell rings.

The student management team runs a tardy report weekly. A student will receive the following consequences for their tardies:

4 tardies	1 lunch detention, conversation/circle with Student Management Team
6 tardies	2 lunch detentions conversation/circle with Student Management Team
8 tardies	3 lunch detentions conversation/circle with Student Management Team
9-12 tardies	1 day in school suspension conference with Student Management Team, family contact, possible family meeting, Attendance contract
13+ tardies	Refer to Admin Team family meeting, conversation/circle with Student Management Team, loss of off campus privileges for semester, Attendance contract

- If students receive lunch detention, lunch will be provided from the cafeteria or they can bring one from home.
- A student who is chronically tardy is considered to be insubordinate and, at the discretion of the administrator, may receive further discipline, which may include in school suspension. Failure to show up to in school suspension may result in out of school suspension.

Skipping Policy

Any student that is on campus, not in their scheduled classroom, without a pass from their teacher, or seen off campus when scheduled to be in class, shall be considered skipping. Students who are gone from their class for 15 minutes or more shall be considered skipping. The student management team runs a weekly skip report. Consequences will be assigned:

1 Skip	1 lunch detention, conversation/circle with Student Management Team
2 Skips	2 lunch detentions conversation/circle with Student Management Team
3-5 Skips	Half day in school suspension conversation/circle with Student Management Team, family contact
6-8 Skips	Full day in school suspension conversation/circle with Student Management Team, family contact, possible family meeting, Attendance contract
9+ Skips	Mandatory family meeting, conversation/circle with Student Management Team, loss of off campus privileges for semester, Attendance contract

Conduct & Discipline

Phoenix High School believes that students who are taught what to do and know what to do, almost always do it. Based on that belief, the staff at Phoenix High School is committed to working together as a team to support a positive school climate. A positive school climate occurs when students take responsibility for their own actions and treat themselves, the students and the school with respect. These students can "Make Success Happen" for themselves and the entire school.

Support for Student Safety

- Cameras monitor school facilities – Inappropriate behavior caught on our camera system may result in disciplinary action. Camera footage is recorded 24 hours/7 days a week but not physically monitored at all times. Students are encouraged to report problems of any kind to school officials. School officials will not reveal identity of sources.
- Student Manager: The student manager supervises our facilities and hallways. They are linked via radio to school officials and Phoenix Police Dept. Her office is located in the Commons.
- School Resource Officer/SRO: The SRO will provide support and assistance for all students at PHS. All SRO business is conducted in partnership with PHS administration. Though the SRO is a uniformed and trained police officer, his job and area of expertise is community and student support. The SRO's office is located in the main hallway. They can be contacted at 535-1526 ext. 3066.
- PHS Attendance Team: A broad and diverse team of school and community professionals whose purpose is to address chronic truancy.
- Restorative Justice: When a harm is caused by a student, the student has an obligation to make things right. The restorative process involves students, teachers, administrators and/or staff to support students in taking responsibility and making things right. Restorative practices aim to build competencies in students through reconciliation with those harmed and the school community.

All students have rights and responsibilities. These rights and responsibilities apply to extracurricular and co-curricular activities as well as other "school sponsored" events.

Phoenix High School Community Resource Guide

The following phone numbers are provided to help families and families. If you are having serious problems, PHS will work to connect you with the appropriate resource. Please do not hesitate to call PHS or any of the following agencies for help in an emergency.

Youth Info Helpline	877-553-8336	Narcotics Anon.	800-733-8855
Crisis Intervention	541-774-8201	Alcoholics Anon.	541-773-4848
Suicide Prevention	541-774-8201	Al-Anon Family Group	888-425-2666
AIDS/STD Hotline	800-777-2437	Maslow Project	541-608-6868
Drug/Alcohol Hotline	800-923-4357	SafeOregon	844-472-3367
Runaway Switchboard	800-786-2929	On Track	541-772-1777
Dunn House/Rape Crisis	541- 779-4357	Hearts with a Mission	541-646-7385
Addictions Recovery Center	541-779-4520		

Off Campus Behavior

Students in good standing at PHS have the privilege of open campus lunch. This privilege comes with the expectation that students act responsibly, safely, and respectfully both on and off campus, and return on time. The student conduct code applies during lunch, even when off campus.

Freedom of Expression

One of the basic purposes of schooling is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted freedom of expression under the First and Fourteenth Amendments of the U.S. Constitution. Students, as citizens, have the right to free expression and must bear the responsibility for the consequences of such expression. Students must note that libelous, profane, offensive or obscene matters are prohibited from all school publications. Any offensive, profane or obscene oral, written, or electronically communicated language by students may be sufficient cause for discipline. Such language is inappropriate in the school setting.

Search and Seizure

If school officials have reasonable cause to believe that an illegal act or violation of school rules and regulations has been, is being, or is about to be committed, or possession of contraband is suspected, school officials may search persons, personal property, including property or facilities provided by the school, and vehicles. They may seize any property deemed injurious or detrimental to the safety and welfare of the students or personnel. When reasonable suspicion is evident, school officials may elicit the assistance of the SRO or other law enforcement resources or tools. Our SRO routinely talks to students during the school day regarding criminal and non-criminal issues. Families will be contacted when appropriate to notify them of the contact with law enforcement.

Gang Behavior

Phoenix-Talent Schools has defined a gang as a group of two or more persons whose purpose is to commit illegal acts or whose activities can cause a substantial disruption to school or school activities. Phoenix-Talent Schools do not allow gangs or gang membership and therefore will not permit students to:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that suggest membership or gang affiliation.
- Participate in activities (gestures, handshakes, etc.) that suggest membership or gang affiliation.
- Promote gangs or gang activities by soliciting membership, intimidating others, encouraging physical violence, committing illegal acts, etc.

If a student appears to be engaging in real or simulated gang activity, school staff will work with the student's family to address the situation and support the student in making positive choices and may result in suspension or expulsion.

Harassment (Bullying) ORS 339.351 ORS 174.100

Harassment of students by a member of the staff to a student, by a student to another student or by a student to a District staff member will not be tolerated in this school or in this District. Harassment by Board members, families, vendors and others in this School District is prohibited. Harassment on the basis of race, religion, sex, national origin, disability, sexual orientation, familial or marital status or age means conduct of a verbal, written, electronic or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students. Examples include, but are not limited to, when:

- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.
- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in District programs or activities.

Harassment as set forth above may include, but is not limited to, the following:

- Verbal, physical, written, or electronic communication harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories or activities directed at or about the student.

Hazing ORS 163.197

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

Sexual Harassment ORS 342.700

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Examples include, but are not limited to, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in District programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment;

Sexual harassment as set out above may include, but is not limited to, the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

The School and/or District will promptly and reasonably investigate allegations of harassment/hazing. Any student who has knowledge of or feels he/she is a victim of harassment/hazing should immediately report their

concerns to the building administration. If the principal is the subject of the complaint, the report needs to go through the superintendent. Often the identity of the person reporting bullying or harassment can be kept confidential. Students are strongly encouraged to make use of resources in the school that are available to them such as peer mediation, counseling, etc. should they be involved in conflicts with other students.

Violation of the harassment policy may result in discipline, up to and including suspension and expulsion. The SRO or other law enforcement officer will also be notified of the offense. Students face possible prosecution for assault, harassment, disorderly conduct, or other offense if an investigation determines the student has committed a crime.

Retaliation against a student who has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion and may include police contact.

Dress Code

Responsibility for dress rests primarily with students and their families. The district's dress code is established to promote safety, prevent disruption, and support healthy hygiene habits.

- Dress and footwear should be suitable for the work students do in each classroom setting.
- Students have the right of freedom of expression in their dress as long as it is not inappropriate, puts any student in danger, disrupts the classroom environment, and does not interfere with another student(s) access to an education.*
- Underwear and undergarments should be concealed.
- Clothing should cover from armpits to mid-thigh.
- Special classes such as shop, physical education, art and others may require special dress for safety, protection or performance reasons.

District expects student dress to meet standards, which ensure that either of the following conditions do not exist:

- Disruption or interference with the classroom learning environment.
- Threat to the health and/or safety of the student concerned or of other students.

Wearing clothing (including hats, bags, buttons, pins, or stickers) displaying drug, alcohol, tobacco, marijuana, gang symbols, hate speech, obscenities, or sexual innuendo is prohibited.

If a student is not dressed appropriately, student management/administration will work with the student to correct their outfit as necessary.

*See Every Student Belongs Policy

Bus/School Transportation (541) 201-3153

All students who ride a school bus at any time during the year, including sports, field trips, etc., must abide by the following Code of Conduct:

1. Students shall be under authority of the bus driver.
2. Students shall refrain from fighting, wrestling, or boisterous activity.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both morning and evening.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. Students shall cross in front of the bus or as instructed by the bus driver when necessary to cross the road.
9. Students shall not extend their hands, arms, or heads through bus windows.
10. Students shall have written permission in order to leave the bus other than at home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of the driver.
13. Students shall keep the bus clean, and must refrain from damaging it.
14. Students shall be courteous to the driver, to fellow pupils, and passers-by.
15. Students shall forfeit their privilege to ride on the buses if they refuse to promptly obey the directions of the driver or refuse to obey.

The bus driver may issue students violating the Code of Conduct a citation. Consequences include warning, assigned seating, family conference, behavior contract, etc., and/or suspensions of up to 10 days, or expulsion (for the remainder of the semester or year) from the bus privilege. Any time bus riding privileges are suspended, the bus supervisor shall notify the families. The third (3rd) citation and any "severe" citations will result in suspension (up to 10 days). The fourth (4th) citation will revoke bus-riding privileges for a minimum of two (2) weeks or the balance of the school year. Consequences for citations may be appealed by the student and family to the Superintendent, and the Board.

Students are reminded that buses are equipped with video cameras, which record student behavior. Citations may be issued on the basis of video information.

Classroom Management Plans

Each teacher establishes a classroom management plan outlining classroom agreements, rules and general expectations. Each teacher's syllabus contains these plans and they are reviewed with students frequently. Should any student's behavior negatively impact the classroom's integrity, families/guardians will be notified via phone call and/or email. A family conference may also be requested.

In the event of repeated distractions or violations of school rules, students may be referred to the Student Manager. Student conduct sanctions may be issued in an attempt to correct negative behaviors.

Students who create a significant or continuous disruption to the learning environment may be temporarily removed from class. Further consequences will be determined based on the severity and nature of the disruption. Repeated disruptions will be addressed through progressive discipline and restorative practices, with parent involvement to support the student's success. Classroom removal is temporary and part of a plan to re-engage students in learning.

Commons

Students with unscheduled class time may use the commons area near the library for study and school related activities.

Discipline Information

Levels of Discipline

1. Student Responsibility: begins with an explanation and understanding of classroom and school expectations.

2. Family Partnership: Phoenix High School seeks to build strong, trusting family relationships with frequent and genuine communication. Home/school partnerships are crucial to ensure all student behavior is safe and leads to academic success for themselves, and all others.

3. Infractions and Referrals: Phoenix High School uses a referral and infractions system to monitor and facilitate student behavior as it relates to responsibility, safety and respect. 3 Infractions will result in 1 lunch detention, more infractions in the same quarter can result in further consequences. Referrals are for major behaviors that may result in lunch detentions as one level of discipline up to but not limited to suspensions.

4. Seatbelt List: Students that have chronic attendance related and/or behavior issues will lose the privilege of leaving the classroom. Students can earn their way off the seatbelt list by documented improvement.

5. Restorative Justice: When a harm is caused by a student, the student has an obligation to make things right. The restorative process involves students, teachers, administrators and/or staff to support

students in taking responsibility and making things right. Restorative practices aim to build competencies in students through reconciliation with those harmed and the school community

6. Family Meeting: From time to time, your participation at school may be necessary. Your input may be solicited to create behavior contracts in order to encourage prosocial behavior.

7. In-School Suspension: This is an opportunity to serve a consequence at school. Students will have an opportunity to complete homework assignments and make up missing work. The student must maintain appropriate behavior during their time in In-School Suspension or Out-of-School Suspension will be assigned immediately.

8. Out-of-School Suspension: Students will be assigned out-of-school suspension for behavior violations inline with our behavior matrix. A student could also receive an out-of-school suspension for inappropriate behavior while in the In-School suspension room (see next page for a complete explanation of suspension policy).

9. Expulsion: Denies the student access to regular classes including activities at Phoenix High School for up to one calendar year from the date of expulsion. Students being expelled have a right to a hearing with the superintendent in accordance with OAR 581-21-070. Decisions to expel may be appealed to the school board who may affirm, modify, or rescind the superintendent's decision. Families will be notified if the school chooses to proceed with an expulsion. Expelled students will be offered appropriate alternative education during the expulsion

The school's position on misbehavior, when it includes a violation of Oregon Law, will be to notify the police.

Suspension

1. The Phoenix High School administration may suspend students.
2. Suspensions will not exceed ten consecutive (10) school days.
3. The student must have an opportunity to appear at an informal hearing before the principal or their designee and has the right to challenge the reasons for the intended suspension or otherwise explain their actions.
4. The principal or their designee must give written notice of intention to suspend and the reason for the possible suspension to the student.
5. The suspending official or designee will attempt to contact the home immediately to notify the family, guardian, or custodian of the suspension. Notice must include the reason for the suspension and the

right of the student, family, guardian or custodian to appeal to the Superintendent and the conditions, if any, for reinstatement. Students shall be allowed to make up schoolwork upon their return from the suspension that reflects achievement over a greater period of time than the length of the suspension. For example, the students shall be allowed to make up final, mid-term, and unit examinations, without an academic penalty.

6. In special circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination or incarceration by court action if the school is unable to make immediate arrangements with families.
7. Administrator may require a re-entry meeting before coming back to school.

The Phoenix Talent School Board authorizes student suspension for one or more of the following reasons:

1. Willful violation of school regulations;
2. Willful conduct that materially and substantially disrupts the rights of others to an education;
3. Willful conduct that endangers the student, other students or staff members;
4. Willful conduct that endangers or damages school property.
5. Willful disobedience, open defiance of authority, or use of profane or obscene language.

Each suspension will include a statement of the reasons for suspension, the length of the suspension and a plan for readmission. No suspension shall extend beyond ten school days. The District may require a student to attend school during non-school hours as an alternative to suspension. Every reasonable and prompt effort must be made to notify the families of suspended students. Students who are suspended may not attend after-school activities and athletic events, be present on District property without a family, or participate in activities directed or sponsored by the District.

ORS 339.240 - 339.250 OAR 581-21-065

Expulsion

A PHS administrator and, through the Superintendent, may recommend that a student be expelled. Through this action, the student may be excluded from the regular school program and all activities, including extra-curricular activities, not to exceed beyond one calendar year. The student and family are notified of charges by telephone and certified letter. The procedure for expulsion follows in accordance within due process and administrator regulations.

Risk Assessment

The threat of violence in or around schools has become an increasingly serious issue for which all schools must be prepared. If any member of the staff is threatened, hears a threat or a student is threatened with death or serious bodily harm, the building administrator will notify the family and arrangements will be made to contact the school district's threat assessment team for a screening interview to determine the student's potential for violence. The psychologist will determine the need for further Risk Assessment and advise the school accordingly.

Discipline Matrix

The following chart provides students and families an outline of consequences for violations of student conduct rules. Police contact as referenced in the following table means the police will investigate to determine if the action is criminal in nature. There will be possible legal consequences.

Prior to using this matrix, staff will engage in the restorative process.

Behavior	1st Level Offense	2nd Level Offense	3rd Level Offense
ARSON – A student may not set fire or attempt to set fire to any part of the school property. ****ORS – 164.315, .325	1-year expulsion. Police contact.		
ASSAULT – Physical attack on another person. Intentionally, knowingly, recklessly or with criminal negligence causing physical injury to another person. ORS – 163.160, .165, .175, .185	1-10-day suspension or expulsion. Police contact.	Expulsion. Police contact.	
ATTENDANCE FRAUD – A student may not in any way, in writing or verbally, attempt to falsify student attendance records. ORS – 165.007, .013 (FORGERY)	Unexcused absence. Family contact.	1-5 day in-school suspension. Family contact.	1-5 day in-school suspension Attendance contract.

Behavior	1st Level Offense	2nd Level Offense	3rd Level Offense
BIAS INCIDENT – A bias incident is any hostile expression that may be motivated by another person's race, color, disability, religion, national origin, sexual orientation, or gender identity. A bias incident can be verbal, physical, or visual, and can target someone in a protected class, a family member, or even someone incorrectly perceived to be in a protected class.	Student conference, Verbal/written warning, family communication, educational intervention (e.g., sensitivity training, cultural awareness workshops) and Restorative response to repair harm. Cease and Desist Contract. Lunch detention to suspension based on gravity.	See 1st offense and: Lunch detentions up to suspensions based on gravity. Cease and Desist Contract, Loss of privileges, suspension and/or expulsion + Referral to law enforcement based on gravity of offense.	See 1st offense and: Lunch detention up to suspension based on gravity. Cease and Desist Contract, Loss of privileges, suspension and/or expulsion+ Referral to law enforcement based on gravity of offense.
BICYCLES, ROLLERBLADES, SKATE-BOARDS (may be used as transportation to school, but ***cannot be used on campus***)	Verbal warning/Reteach	Confiscation and 1-10 day suspension.	Confiscation and 5-10 day suspension.
BUS VIOLATIONS	Determined by First Student	Family contact. Possible loss of bus privilege.	Possible loss of bus privilege.
CELL PHONES/ELECTRONIC DEVICE – Students must keep cell phones/electronic devices silenced and away in a backpack or locker during instruction and passing period times. Students will be allowed to use cell phones/electronic devices before the first bell of the day, during breakfast break, lunch break, and after the last school bell rings. At all other times, cell phones/ electronic devices will be silenced and in a backpack or locker. Should cell phones/ electronic devices be out during instruction and/or passing periods, a staff member will confiscate the cell phone.	Phone will be picked up by Student Management/Admin. Student can pick up the cell phone after school. Refusal to turn over a cell phone will result in consequences aligned with insubordination and parent phone pick up will be required.	Phone will be picked up by Student Management/Admin. A parent/guardian can pick up the cell phone during the school's office hours. Refusal to turn over a cell phone will result in consequences aligned with insubordination and parent phone pick up will be required and a cellphone plan will be created.	Phone will be picked up by Student Management/Admin. A parent/guardian can pick up the cell phone during the school's office hours. Family will meet with administration to create a "cell phone plan."
CHEATING/PLAGIARISM	See classroom rules of the individual teachers. Infraction will be issued by teacher. Student conversation. Parent Contact	See classroom rules of the individual teachers. Referral will be issued by teacher. Student Conversation Parent Contact	See classroom rules of the individual teachers. Family, Teacher and Admin meeting to create a plan.
COMPUTER TAMPERING – (hardware, software, etc.)	Possible loss of computer privileges.	Possible loss of computer privileges.	Loss of computer privileges.

Behavior	1st Level Offense	2nd Level Offense	3rd Level Offense
ORS – 164.377	Parent/Guardian Contact Suspension/expulsion. Possible Police contact.	Parent/Guardian Contact Suspension/expulsion. Possible Police contact.	Parent/Guardian Contact Suspension/expulsion Possible Police contact.
DISRUPTIVE BEHAVIOR – (Laser pens, ORS – 163.709, water squirting devices, noise making toys, stink bombs, etc.) Conduct that can be considered lewd, sexually explicit, profane (either in word or action), indecent, offensive, etc. Examples include "streaking", "mooning", use of profanity, improper dress, etc. ORS – 166.025 (DISORDERLY CONDUCT)	*Confiscation of item when applicable. Family contact. 1-5 day suspension.	1-5 day suspension. Family contact.	1-10 day suspension or expulsion. Possible Police Contact
INAPPROPRIATE DISPLAYS OF AFFECTION is prohibited.	Verbal reminder	Verbal reminder and family notification. 1-5 day suspension	1-10 day suspension
DRESS CODE	Change apparel or sent home to change. Gang- related items or clothes will be confiscated. Refusal to	1-day suspension.	1-10 day suspension.
ELECTRONIC DEVICES—SERIOUS MISUSE: Text messaging test answers and other inappropriate text messages; improper use of cell phone or mp3 players as a camera or video, intended to harass, intimidate or humiliate.	1-10 day suspension or expulsion. Possible police contact.	10-day suspension. Police contact.	Expulsion. Police contact.
FIGHTING/ALTERCATION – Defined as mutual confrontation, verbal or physical, between two persons. Police will determine whether or not to issue a citation or incarcerate. ORS – 166.025 (DISORDERLY CONDUCT)	1-5 day suspension. Possible police contact.	5 - 10-day suspension. Police contact, Possible expulsion.	Expulsion. Police contact.
GAMBLING – is prohibited. ORS – 167.122	1-5 day suspension. Family Contact	5-10 day suspension. Family Contact	5-10 day suspension. Family Contact. Police Contact

Behavior	1st Level Offense	2nd Level Offense	3rd Level Offense
GANG BEHAVIOR	1-5 day suspension or expulsion. Possible police contact.	5 - 10-day suspension. Police contact. Possible expulsion.	Expulsion. Police contact.
GOOD NEIGHBOR POLICY – Students are to respect the properties of all PHS neighbors. At any time when citizen complaints are filed against PHS students, PHS reports names of students to Phoenix Police Department.	Loss of off campus privileges for the semester. Police contact.	Loss of off campus privileges for the year. Police contact.	Parent Meeting with administration required. Police contact.
GRAFFITI – See Vandalism	Restitution. Suspension or expulsion. Police contact		
GUNS (including BB, pellet guns, air soft guns, squirt guns and look-alikes*) – Student may not have guns (or guns represented as real) on campus. ORS – 166.370	1-10 day suspension. Possible police contact. Possible expulsion.	1-10 day suspension. Possible police contact. Possible expulsion.	1-10 day suspension. Possible police contact. Possible expulsion.
HARASSMENT/HAZING (Includes racial and sexual harassment, cyberbullying) –see descriptions page 30-31. ORS – 166.065	1-10 day suspension or expulsion. Possible police contact.	10-day suspension. Police contact.	Expulsion. Police contact.
INSUBORDINATION – Refusal to follow the reasonable requests of school personnel on campus, in the classroom, or school activities.	1-5 day suspension.	5-10 day suspension.	10-day suspension or expulsion.
INTERNET ETHICS VIOLATIONS	Suspension of privileges. Loss of class.	Loss of Class. Possible expulsion.	Expulsion.
INTIMIDATION – Any threatening or menacing act toward students or staff.	1-10 day suspension or expulsion. Possible police contact.	5-10 day suspension or expulsion. Police contact.	Expulsion. Police contact.
INSTIGATION OF DISRUPTION – Directly or indirectly promoting another person to disrupt school environment or lying about another student creating disruption. ORS – 166.025	In-school detention. 1-10 day suspension.	1-10 day suspension.	10-day suspension.
LITTERING ORS – 164.805	Trash detail.	Trash detail. Suspension.	Suspension.

Behavior	1st Level Offense	2nd Level Offense	3rd Level Offense
LOITERING – Students are not to be in or around the student or faculty parking lots or hanging out in Bolz Road/Rose Street area across from the school. Students are expected to be in their assigned classes at all times. If they are not assigned a class that period, they are expected to be in a designated work area. Students in restricted areas or on campus without a pass will receive a detention.	Detention. Possible police contact.	1-10 day suspension.	10-day suspension.
POSSESSION/USE OF DRUGS/ALCOHOL – See description pages 38-41. ORS – 471.430 ALCOHOL ORS – 475.840 CONTROLLED SUBSTANCE	1-10 suspension. Referral to drug/alcohol counseling. Police contact.	1- 10 day suspension. Referral to drug/alcohol counseling. Police contact.	Possible Expulsion. Police contact .
POSSESSION/USE OF EXPLOSIVES – Using, threatening to use, creating/manufacturing or possessing explosive devices.(Including but not limited to fireworks) ORS – 166.382, .384, .385	1-10 day suspension or expulsion. Police contact. Possible threat assessment screener.	Expulsion. Police contact. Possible threat assessment screener.	
POSSESSION/USE OF TOBACCO AND/OR ELECTRONIC CIGARETTES – See description pages 38-41. ORS – 167.400	1-10 day suspension Referral to La Clinica Behavioral Health for Screening	1-10 day suspension. Referral to La Clinica Behavioral Health for Screening	5-10-day suspension. Family Meeting.
SALES/DISTRIBUTION OF DRUGS / ALCOHOL – See description pages. ORS – 475.840	1-10 day suspension. Police contact. Possible expulsion.	1-10 day suspension. Police contact. Possible expulsion.	1-10 day suspension. Police contact. Possible expulsion.
SKIPPING – Any student that is on campus, not in their scheduled classroom, without a pass from their teacher, or seen off campus when scheduled to be in class, shall be considered skipping. See consequences of Attendance section.	Family Contact. Lunch Detention	Family contact. Half-day in-school suspension.	Family Meeting and/or Contact. In-School Suspension
SPEEDING/RECKLESS DRIVING / RECKLESS ENDANGERMENT ON SCHOOL PROPERTY OR SCHOOL SPONSORED EVENTS.	Loss of parking privileges. Police contact.	Loss of parking privileges. Police contact.	Loss of parking privileges. Family Meeting Police contact.
THEFT – A student, family or legal guardian will be financially responsible for theft of	1-10 day suspension. Victim compensation. Police contact.	1-10-day suspension. Victim compensation.	Victim compensation. Police contact. 10-day

Behavior	1st Level Offense	2nd Level Offense	3rd Level Offense
school property and any reward necessary for apprehension. ORS – 164.043, .045, .015		Police contact. Possible expulsion.	suspension possible expulsion.
TRESPASSING – Disturbance of the educational process by students, families and /or community members. District buildings are not "open to the public" under ORS 164.205b. Entering or remaining in the building may result in an arrest under ORS 164.245.	Person asked to leave school property and if they return, they will be considered trespassing.	Police contact. Trespassing citation.	Police contact. Possible arrest.
VANDALISM – a student, family or legal guardian will be financially responsible for damage of school property and any reward necessary for apprehension. ORS–164.345,.354, .365 CRIMINAL MISCHIEF ORS–164.383 VANDALISM	Restitution. Suspension or expulsion. Police contact.	Restitution. Suspension or expulsion. Police contact.	Restitution. Suspension or expulsion. Police contact.
WEAPONS – (other than guns) – Includes knives, tasers, metal knuckles, hand packers, razors, explosives, noxious irritating or poisonous gasses, poisons, drugs, or other weapons deemed dangerous by the school administration or SRO. ORS – 166.370	1-10 day suspension or expulsion. Possible police contact. Possible threat assessment screener.	1-10 day suspension. Possible expulsion. Police contact. Possible threat assessment screener.	

School Operations

Accidents / Injury

When a student is injured or becomes ill while attending school, a staff member will attempt to contact the families to arrange for the student to be taken home. An ambulance may be called depending on the serious nature of the injury or on the advice of trained paramedics. Every accident/injury that occurs during school or at a school-sponsored activity should be reported to the office. An "incident form" will be completed by the front office and signed by an administrator. families are encouraged to purchase school accident insurance.

Cell Phones & Electronic Devices

Cell Phone/Electronic Device usage on the Phoenix High School campus will be limited. Students must keep Cell Phone/Electronic Device silenced and away in a backpack or locker during instruction and passing period times. Students will be allowed to use Cell Phone/Electronic Device before the first bell of the day, during breakfast break, lunch break, and after the last school bell rings. At all other times, Cell Phone/Electronic Device will be silenced and in a backpack or locker. Should Cell Phone/Electronic Device be out during instruction and/or passing periods, a staff member will confiscate the cell phone. Refusal to turn over a Cell Phone/Electronic Device to a staff member will result in consequences aligned with insubordination. See Matrix for consequences aligned with this policy.

Phoenix High School will not be responsible or liable for theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto District property.

Chromebooks

All Phoenix High School students will check out a Chromebook and charger upon enrolling. They are expected to bring it to school each day ready for use in class. Students are responsible for the care and maintenance of their Chromebooks and charger. Fees will be assessed for lost items or damages.

Students can contact our media manager in the Library for support with chromebooks.

Student Account Responsibility

Students are expected to follow are rules and guidelines setforth in the technology use agreement signed every year. Students are responsible for all activity on their school accounts and devices. Passwords must not be shared for any reason—students will be held accountable for anything that is inappropriate or a violation of school rules included but not limited to: emails, chats, documents, searches, or websites accessed through

their account. Impersonation of another students account or misuse of technology can lead to serious consequences. Keep your login information private at all times.

Complaints

PHS administration values the opportunity to collaborate and problem solve any areas of concern. This can be done over the phone or during and inperson meeting. Please don't hesitate to reach out to our main office to schedule an inperson meeting with an administrator. In addition, per school board policy any student, family, or patron of the district may appeal decisions of the school or register complaints regarding school business by submitting the appeal or complaint in writing to a school administrator. Appeals/complaints are dated, signed, and specify the exact basis for the appeal/complaint including the desired remedy. District patrons should direct initial appeals/complaints to the appropriate administrator beginning with the school building administration, superintendent, and then school board. If satisfactory resolution does not occur within 45 days, appeals/complaints may be directed to the State Superintendent of Instruction in accordance with OAR 581-22-805.

Directory Information

This includes a record of the student's name, photograph, major field of study, sports and activities participated in, height and weight of team members, dates of attendance, grade level, degrees, honors or awards received, and the most recent previous school or program attended. The school will release directory information, when requested by outside organizations, which may include but are not limited to colleges, trade schools, and the military, except when families file a request in writing that directory information not be released.

Emergency Information

Emergency Drills

An emergency drill will be held at least once during each school month to ensure everyone knows specific directions for reaching a point of safety from those areas of the building in which they may be. These may be a Fire, Secure, Lockdown, or Earthquake drills. Emergency exit information is posted in each classroom and school personnel will instruct you as to definite procedures to follow. Deliberate false alarms are illegal. Appropriate authorities will be notified.

Emergency Closures

When there is an emergency closure, families/guardians will be contacted by phone and/or email via our Automated Notification System. Notification of school closure due to inclement weather will also be disseminated via local radio and TV stations beginning at 6:30 a.m. You may also check the district website at www.phoenix.k12.or.us.

Please **do not** call the school office. School telephone lines must be left open for school district information. Occasionally, an emergency may cause the school to be closed earlier than usual. Please provide instructions in advance to your student(s) on what to do in this type of situation.

Emergency Situations at School

In the event of an emergency on campus, Phoenix-Talent Schools has worked in collaboration with the local Police Departments to develop an emergency plan.

While we understand the emotional duress families/guardians must feel when an emergency occurs, previous experience has shown that student safety is enhanced when families **do not** come to the school, thus allowing police and staff to work quickly and efficiently. To that end, we ask for our families/guardians to do the following in an emergency:

- Wait for a message with information and instructions from our Automated Notification System.
- Listen to the radio or local TV stations for information
- Please **do not come to or call the school.**
- Make sure your student knows how to contact you. We will have students call and leave a message as soon as possible.
- Families/Guardians will be notified as to the location to pick up your student(s).

Fees

Student accounts will be charged with costs incurred while attending Phoenix High School, including during sport and activities, lost or damaged materials (including Chromebooks), or course fees. Students and families can pay outstanding fees by cash, card or check to the Main Office during operating hours or over the phone by card. Students no longer attending PHS that have outstanding fees on their account; may be sent to collections.

Food Service

A wide variety of items is available in the cafeteria. Meals at a reduced price or at no cost to the eligible student can be provided. Free and reduced meal applications are typically available at registration and any time at the Main Office or online in district web page. A new application must be filled out EVERY school year.

District Meal Charging Requirements

A charge account for students paying full or reduced price for meals may be established with the district. Students or families/guardians of students may prepay meal costs.

All students will be fed daily, upon request, with a USDA reimbursable meal no matter their meal charge balance. Nutrition staff will not share with a student their balance while serving them a meal.

If a student's meal charge account exceeds five or more meals:

- School staff will determine if the student has been identified as being categorically eligible for free meals. The following students are categorically eligible for free meals:
    - Students who meet the definition of homeless, runaway, or migrant children;
    - Foster children under the legal responsibility of a foster care agency or court; and
    - Children from households that receive benefits under the:
        - Supplemental Nutrition Assistance Program (SNAP);
        - Temporary Assistance for Needy Families (TANF); or
        - Food Distribution Program on Indian Reservations (FDIR).
- If the student is not categorically eligible for free meals, then district staff must make at least two attempts to contact the student's families or guardians to have them fill out a Confidential Family Application for Free and Reduced Meals.
- If student is not categorically eligible for free meals, and the student's families or guardians have not submitted a Free and Reduced-price School Meals Application, then district staff must make reasonable efforts to contact the student's families or guardians and offer their assistance completing the application.
- A student's negative meal account balance at the end of the current school year will be transferred to their school account. The negative meal account balance will be the family or guardian's responsibility to pay.

For more information regarding meal charging, please see board policy EFAA-AR.

Eating Areas

All food and drink, including food brought to school are the responsibility of the student. Food is not allowed in classrooms without permission of the teacher. Drinks other than water are not allowed in carpeted areas (classrooms, library, etc.). Avoid bringing glass drink/food containers to school. Please work to keep our school clean and beautiful by cleaning up after yourself in designated eating areas.

Insurance: Student

The district does not provide medical accident insurance for students for school-related injuries. However, the district does make available low cost student accident insurance for voluntary purchase. Application forms for the low cost insurance are available at the school office. If you do not have medical insurance, we highly recommend purchasing this insurance for your child. While we work hard to attend to your child's safety, accidents can and do happen. Accident-related injuries to uninsured students may cause financial hardship

for families. All costs related to paramedic transportation, hospitalization, x-ray, examination and/or treatment shall be the sole responsibility of the family.

Library

The Phoenix High School Library is your portal to good books and magazines, reliable information, and expert help. It is open daily from 8:00 a.m. until 4:00 p.m.

Book Loan Agreement

Textbooks and library books are checked-out to students and are their responsibility for maintaining the condition and returning them to the library after use. Students are to inspect textbooks issued to them for damage within three weeks and report to the librarian. If damage is found, the student should bring the textbook to the library so that the library staff may make note of the damage. If noted, students will not be charged upon return. Fines are assessed on damaged books and range from $0.75 to $150.00.

Books and textbooks damaged, lost or not returned will be charged to the student's account and must be paid for prior to graduation or transferring to another school.

Lockers

Students may be issued a hall locker, P.E. locker, and in some cases an additional athletic locker. Lockers are the property of the school and are routinely opened by school officials or a custodian. The SRO and/or administrative team member may inspect lockers with reasonable suspicion. Therefore, there should be no expectation of privacy by students who use school lockers.

- Keep lockers closed and locked. The school does not reimburse students for anything stolen out of lockers.
- Do not share locker combinations with others.
- If an assigned locker is or becomes damaged so it is no longer secure, the student must notify a teacher/administrator immediately. The locker will be repaired or a new locker will be assigned.

Valuables are to be brought to school by necessity only, and then should be carried on your person or given to school personnel for safekeeping.

- Items, which are illegal or are deemed to disrupt or interfere with the educational process, can be removed and confiscated by the school administration (and not returned).

- Remember that the school will not assume responsibility for items taken or lost from school lockers. Likewise, backpacks, book bags, etc. are the students' responsibility, and the school is not liable for theft or loss of these items.

Lost and Found

Found clothing and other personal items should be turned in to the Main Office. Unclaimed articles will be disposed of at the end of each school year.

Main Office Guidelines

- All attendance matters must be handled by the attendance clerk located at the front office.
- Students wishing to see a school counselor or graduation coach should visit Student Resources and request an appointment.
- Students wishing to see an administrator, pay school fees, etc. should report to the Main Office and will be directed appropriately.

Motor Vehicles

Legally licensed students are permitted to drive legally licensed motor vehicles and to use the parking spaces designated for students so long as they observe all school rules. Students who drive motor vehicles on the campus have the following responsibilities:

- Parking first come first served.
- A 5 mph speed limit is in effect at all times while driving on campus.
- There shall be no loud, careless, or reckless driving on the campus. All Oregon traffic laws will be enforced.
- Damages to and/or theft from student vehicles are not responsibilities of the school. Students accept these risks when electing to bring a vehicle on campus
- Students may not loiter in the parking lot during the school day.
- Students may occupy one space. Students parked inappropriately are subject to disciplinary action or the vehicle being towed. Examples of inappropriate parking include parking in a staff space, fire lane, or any area not designed for student parking. With reasonable suspicion, student cars may be searched by school officials.
- Students must park only in student parking areas. *Parking in staff parking spots is prohibited.*
    - $5 for the first offense | $10 for the second offense | $25 for the third offense and each thereafter. ***Repeat offenders may have their parking privileges revoked.***

- In an effort to be good neighbors in our community, students must keep the volume of music low enough so it cannot be heard from any classroom or neighboring home.
- Students who fail to comply with the above regulations may lose the privilege of bringing a car to school and/or may be suspended, whichever is most appropriate.

IT IS A STUDENT'S RESPONSIBILITY TO RECTIFY PARKING VIOLATIONS IMMEDIATELY

Open Campus

Phoenix High School has a closed campus except for the lunch break. Students with excessive tardies in the period(s) following lunch may have their open campus privileges revoked. Students who have ongoing concerns with behavior or repeated late returns may lose this privilege. Off campus privileges may be revoked at any time.

Preferred Names

If you would like to make a change to your preferred first name, please contact your school counselor. A family meeting will be conducted prior to any changes being made in PowerSchool. Students must be enrolled under their legal last name. To submit a legal name change, contact the school's Registrar.

Pledge of Allegiance

Students will have the opportunity to recite the Pledge of Allegiance once per week. If students choose not to participate, they are expected to be respectful of those participating during that time.

Prescription and Non-Prescription Medications

Students who need to use prescription medications during school hours must report information to the Main Office and fil out form. Depending on the need and medication, a decision will be made as to whether the student will retain possession or the medication will be stored at the Main Office. Staff is not allowed to administer or dispense any over-the-counter medications for pain, coughs, colds, allergies, fever, etc. even with consent from family/guardian. Students will be allowed to call home to ask family/guardian to bring it to them at school should the need arise. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication. Sharing or borrowing medication is strictly prohibited. Students may be subject to disciplinary action if found to be in violation of these requirements.

Private School Placement

While families have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition

or costs. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a family wishes for the District to consider a publicly funded private placement or private services, the family must give the District notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

Therefore, for any regular education, 504, or IDEA student, a family must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least ten business days prior to obtaining private services. The notice must include the family's intent to obtain private services, the family's rejection of the educational program offered by the District, and the family's request that the private services be funded by the District. Failure to provide notice may result in a denial of any subsequent reimbursement request.

Special Education Services

If you suspect that your child may have a disability, you may request a meeting with school staff to discuss the possibility of obtaining an evaluation to determine your child's eligibility under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. You may obtain additional information on both of these programs by contacting the District Special Education Director, the building principal, or the Oregon Department of Education.

Student Records

Families and legal guardians, except where the school has a written legal document on file to the contrary, the student may:

- Inspect and review their student records within 45 days of submitting a written dated request to an administrator stating the specific reason for the inspection. Such a request becomes a part of the student's permanent record. Copies of the student's record are available for a fee, which covers cost of reproducing the record.
- Request amendment of the student's record.
- File complaints with the United States Department of Education for any failures of the district to comply with federal laws.
- Obtain a copy of the district policy on student records by submitting a written request to the principal for board policy JO-AR, located in the principal's office.

Student Use of Telephones

Emergencies or attendance issues requiring phone use will be handled at the Main Office. The Main Office telephone is available for personal calls only during lunch or break unless in case of emergency.

Technology

The number one purpose of technology at PHS is to connect students with tools and information to support learning. As a state and federally funded public high school, internet access guidelines are in place, which aligns with the Federal Children Internet Protection Act.

PowerSchool

We encourage all students and families to monitor student attendance academic progress through PowerSchool.

District Technology Department Guidelines/Use Agreement

A. Educational Purpose

1. The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. The Network has not been established as a public access service or a public forum. The Phoenix-Talent School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the district's student conduct regulations and the law in your use of the Network.
3. You may not use the Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the Network.
4. You may not use the Network for political lobbying. However, you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. Elementary students will have access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their family.
2. Secondary students may obtain an individual account with the approval of their family and the school.
3. You and your family must sign an Account Agreement to be granted an individual account on the Network. This Agreement must be renewed on an annual basis. Your family can withdraw approval at any time.

C. Unacceptable Uses

1. Personal Safety
    a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
    b. You will not agree to meet with someone you have met on line without your families' approval. Your family should accompany you to this meeting.
    c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
    a. You will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond your authorized access. This includes attempting to

log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
c. You will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
d. You will not attempt to bypass or circumvent school district web filter system by using VPN software on district or personal devices.

3. System Security
    a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
    b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this will be construed as an illegal attempt to gain access.
    c. You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures and by not downloading any software.
4. Inappropriate Language
    a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
    b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
    c. You will not post information that could cause damage or a danger of disruption.
    d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
    e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
    f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
    a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
    b. You will not post private information about another person.
6. Respecting Resource Limits
    a. You will use the system only for educational and career development activities and limited, high quality, personal research.
    b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
7. Plagiarism and Copyright Infringement
    a. Students will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
    b. Students will respect the rights of copyright owners. Copyright infringement occurs when the student inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the student should follow the expressed requirements. If a student is unsure whether or not you can use a work, the student should request permission from the copyright owner. Copyright law can be very confusing. Questions? Ask a teacher.

8. Inappropriate Access to Material
    a. Students will not use the Network to access, or attempt to access, material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and family have approved. Any attempt to bypass or provide access bypassing the Districts' Internet filter will be considered a violation of the Acceptable Use Agreement.
    b. If a student mistakenly access inappropriate information, the student should immediately tell their teacher or another District employee. This will protect the student against a claim that the student has intentionally violated this Policy.

D. Your Rights

1. Free Speech
    a. A student's right to free speech, as set forth in the district student conduct regulations, applies also to the student's communication on the Internet. The Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict a student's speech for valid educational reasons. The District will not restrict a student's speech on the basis of a disagreement with the opinions he/she is expressing.
2. Search and Seizure.
    a. A student should expect only limited privacy in the contents of your personal files on the District system and records of your on line activity. The situation is similar to the rights a student has in the privacy of their locker.
    b. Routine maintenance and monitoring of the Network may lead to discovery that the student has violated this Policy, the district student conduct regulations or the law.
    c. An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the district student conduct regulations or the law. The investigation will be reasonable and related to the suspected violation.
    d. A student's families have the right at any time to request to see the contents of the student's e-mail files.
3. Due Process
    a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.
    b. In the event there is a claim that you have violated this Policy or the district student conduct regulations in your use of the Network, you will be provided with notice and opportunity to be heard in the manner set forth in the district student conduct regulations.
    c. If the violation also involves a violation of other provisions of the district student conduct regulations it will be handled in a manner described in the district student conduct regulations Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

1. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. PHS families can be held financially responsible for any harm to the system as a result of intentional misuse.

Transcripts

Transcripts are an official record of student achievement at the time the class was taken. Students may retake classes when they fail or do poorly. No grade will be removed from a transcript.

No transcript will be issued or dispatched to any employer, college, another school, law enforcement agency, or any other person or agency unless the student, family or guardian, or court order makes an official request for release of the transcript.

Visitors

It is Phoenix High School's policy to not allow student visitors on campus or in a classroom during the school day. However, visitors who are here on authorized exchange programs may visit the school only if a 24-hour prior arrangement has been made with an administrator. Families and patrons are invited to register as volunteers to help in a variety of school or classroom activities. We ask for reasonable prior notice of 24 hours to 1 week from families/others before allowing them to attend. Adult visitors should notify the Main Office in advance when possible, and must sign in at the Main Office and obtain a pass to be worn on the day of visit. For safety of all of our students school officials or the SRO will require official identification upon entering the school building and/or to participate in on campus school related activities during school hours.

Volunteers

Phoenix High School supports and encourages volunteers in the classroom, library, office, athletic fields, college/career center, and other areas where a volunteer is needed. Before an adult is allowed to volunteer, an application must be filled out online on our district website. A background check is required for volunteers. Please allow 2 weeks for processing. Please wait until you are notified by email that your application has been approved. After approval, contact the volunteer coordinator for next steps.

Student Government

Executive Branch

Student Leadership

- Elected Officers
- Abides by Student Constitution of PHS
- Oversees the allocation of ASB Funds
- Serves on Site Council
- Organizes Charity Events
- Organizes School Spirit Activities
    - Dances

- Spirit Weeks
- Pep Assemblies

Legislative Branch

Principal's Advisory Committee (PAC)

- Nominated by PHS Staff
- Attends PAC Meetings
- Represents the student body in decisions around the School Improvement Plan and other decision making processes
- Serve on PAC Action Committees when requested

Judicial Branch

PHS Administration

- Ensures student body activities/actions comply with Phoenix Talent School District Policies as dictated by State and Federal laws.
- Listens and responds in a timely and effective manner to concerns/needs of ASB Leadership & Advisory Representatives.
- Organizes/Creates/Distributes Advisory Lesson plans/materials.
- Hosts 1x a month Advisor Rep meetings.
- Reports to Advisor Representatives issues of student and school concern.
- Reports to Advisors issues of student concern.

Constitution of Phoenix High School

Preamble

We the students of Phoenix High School do ordain and establish this Constitution of the Associated Student Body of Phoenix High School in order to promote a more perfect and democratic student body and to further the general welfare of the individual. This organization supports and encourages respect for political, religious, ethnic, racial, physical, generational, sexual, and intellectual differences because such respect promotes free and open inquiring, independent thought, and mutual understanding.

Article I

Name

Section 1 This organization shall be known as the Student Government of the Associated Student Body of Phoenix High School, Phoenix, Oregon.

Article II

Purpose

Section 1 The purpose of this organization shall be to develop and encourage good citizenship; improve student-faculty relationships; improve school morale; and provide a forum for student expression; provide orderly direction of school activities; and promote the general welfare of the Student Body.

Article III

Membership

Section 1 This Student Government shall consist of the elected Associated Student Body Officers, and Principal's Advisory Committee.
Section 2 Elected ASB officers must take the leadership class when the class is offered. Administrative approval is required for variances to this requirement.
Section 3 A. The Vice President shall become President if the President is unable to fulfill their duties, and the office of the President becomes vacant.
B. If a vacancy should occur in any student body office, with the exception of the presidency, the president should, subject to the approval of a majority of the Advisory Representatives, appoint a successor.
Section 4 A. Only students at Phoenix High School who are enrolled shall hold student body offices.
B. Any student seeking or holding office under this constitution shall be required to be in good standing, and shall not be on either scholastic or disciplinary probation as stated in the student handbook. Any student may be considered ineligible with two teacher warnings.

Article IV

Sanctioning, Impeachment, and Removal

Section 1 The Student Government will not tolerate members who are not a good representation of the Student Government and a good example to their peers.
A. A member of Student Government (ASB Officers and PAC members) may be removed by the administration from their position for failure to meet the qualifications of the office held, for having five unexcused period absences, for having excessive tardiness to classes, for failure to carry out their duties as evaluated by the advisor every nine weeks; for being placed on scholastic or disciplinary probation; or for any other actions which are detrimental to the welfare of the school.
B. An ASB officer may also be removed from their position by a two-thirds vote of the Advisory Representatives.
C. A student body officer may also be removed by the submission of a petition to the Advisory Representatives signed by 50 percent of the student body, stating the reasons for recall, and the person to be recalled, as approved by an advisor. An election shall be held within ten days and if a majority of the students approve, the person shall be immediately removed from their office and the office be filled in accordance with Article III, Section 3, Item B.

Article V

Student Body Officers

Section 1 The officers of this organization shall be a President, Vice President, Secretary and Treasurer.
Section 2 ASB President and all ASB officers must have a cumulative grade point average of 3.0 or better and maintain that GPA during their term of office.
Section 3 A. A term shall be defined as one school year.
B. To run for Student Body President, the candidate must be a junior or a senior during that term's school year and the candidate must be a member of the Student Government, Leadership or Link Crew for at least one year prior to that office's term.
C. The Judicial Branch shall, subject to the approval of a majority of the Student Government, establish the dates and determine all details necessary to the administration of the election procedure. The general election date will be determined by Student Government.
D. There shall be a period of at least one week in which any eligible student at Phoenix High School may pick up an application to obtain candidacy for an office.
E. At the end of this period, if the application is approved, the applicant's name shall be placed on the ballot.

F. A general election shall be held and the candidates receiving the most votes for the office they are running for shall be the new officers.
Section 4 A. The duties of the president shall be to preside over the Student Government, appoint committees, vote only when the Advisory Representatives are divided on an issue, make agendas, and assume such other duties as are generally associated with the office.
B. The duties of the Vice President shall be to perform the duties of the President in their absence, and perform such other duties as are generally associated with this office.
C. The duties of the Secretary shall be to keep the minutes of all Advisory Representative meetings, maintain an attendance record, and keep a file of all official Student Government correspondence, when necessary.
D. The duties of the Treasurer shall be to maintain records of receipts and expenditures of the Student Government and make a financial report when needed.

Article VI

Principal Advisory Committee Members

Section 1 PAC Members represent 9th, 10th, 11th and 12th grade students.
Section 2 PAC Members are nominated by staff members and selected by PHS Administration.
Section 3 The duties of the PAC Members shall be to attend PAC meetings and serve as a voice for the student body as well as report ideas and opinions that require a vote of the entire student body or that require student input.

Article VII

Appeals

Section 1 Individuals wishing to run for elected student office, but who do not possess the minimum GPA, have the opportunity to appeal. Elected officers/class representatives who fail to maintain the required minimum GPA during their term of office may also appeal. This appeal procedure is as follows:
A. A five-member review panel will be produced consisting of the Student Government advisor(s), and student council members.
B. The review panel meets in private with the student in question and considers the circumstances surrounding the appeal.
C. The review panel submits its decision and reasons supporting its decision to the student body secretary.
If the student is found worthy of office despite their GPA, candidacy will be granted.
D. When elected officers appeal their minimum GPA, the review panel will decide:
1. To allow completion of their term of office, or
2. To allow the officer to remain in office for a specified probationary period pending improvement in the GPA, or
3. To remove the student.

Article VIII

Initiative and Referendum

Section 1 Students at Phoenix High School may introduce any motion in an Advisory Representative meeting by obtaining the signatures of 20 percent of the student body in a petition stating the motion to be introduced, pending administrative approval.
Section 2 Students at Phoenix High School may refer any motion of the Student Government to a vote of the student body by obtaining the signatures of 20 percent of the student body of a petition requesting the referral of the specific motion.

Article IX

Amendments

Section 1 Any member of the Phoenix High School Student Government may propose amendments to this Constitution.

Section 2 This Constitution may be amended by a two-thirds majority of the Student Government.

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