

# **PHOENIX HIGH SCHOOL**

“Home of the Flyers”



**Student Handbook 2021-2022**

# **PHOENIX HIGH SCHOOL**

870 J Street  
Lincoln, CA 95648

**Office Hours:** 7:30 a.m. – 4:00 p.m.

**Phone:** (916) 645-6395

**Fax:** (916) 645-6347

**District Web Page:** [www.wpusd.org](http://www.wpusd.org)

**School Web Page:** [phs.wpusd.org](http://phs.wpusd.org)

**Facebook:** /PHSPhoenixHigh

**Instagram:** @phoenixhighschoolhuddle

<b>Grading Periods:</b>	October 15	Quarter One
	December 17	Quarter Two/Semester One
	March 17	Quarter Three
	June 10	Quarter Four/Semester Two

**Graduation:** TBA

**Last Day of School:** June 10, 2022

# **PHOENIX HIGH SCHOOL STAFF**

**2021-2022**

<b>PRINCIPAL:</b>	Office	Chuck Whitecotton	
<b>SECRETARY:</b>	Office	Kristine O'Toole	
<b>COUNSELOR:</b>	Office	Mikaela Zimmerman	
<b>CUSTODIAN:</b>	Office	Francisco Sanchez	
<b>TEACHERS:</b>	Room 1	Jennifer Nelson	English Language Arts Government Yoga Senior Project
	Room 4	Tracy Gruber	Mathematics Personal Finance Economics Physical Education
	Room 5	TBD	US History
	Room 6	Clint Nelson	World History U.S. History Geography Physical Education
	Room 7	Kirstie MacQueen	Science History Art PE
	Room 8	Dan Alcorn	Life Science Physical Science Health Computer Literacy Career Education
	Room 9	Adam Salinger	Independent Study ATLAS School
<b>Support Staff:</b>	Room 2/3	TBD	Intervention

**PHOENIX HIGH SCHOOL**  
**2021-2022**  
**Bell Schedule**

**Monday**

7:00-8:00	0 Period	N/A	
8:00 - 8:45	1st Period	ATLAS	
9:00-9:30	2nd Period	PHS	
9:30-10:00	3rd Period	PHS	
10:00-10:15	Lunch		
10:15-11:15	4th Period	PHS/ATLAS	
11:15-12:00	5th Period/Rise Up	PHS	

**Tuesday-Friday**

7:00-8:00	0 Period	N/A	
8:00-9:00	1st Period	ATLAS	
9:00-10:00	2nd Period	PHS	
10:00-10:15	Lunch	PHS	
10:15-11:15	3rd Period	PHS	
11:15-12:15	4th Period	PHS	
12:15-1:15	5th Period/Rise Up	PHS	

## **HANDBOOK SYNOPSIS**

1. **Attendance:** Minimum attendance rate required of Phoenix High School students is 85%.
2. **Tardy Policy:** Students are expected to be in class prior to the 8:00 am bell. Students are marked tardy to class after the first bell up to 30 minutes. After that they are considered to have cut school and they fall under the SARB rules.
3. **Detention:** Students who arrive late for school may be assigned detention after their 4th tardy. Detention can include attending 0 period or staying for 5th period.
4. **Academics:** Minimum acceptable performance level expected of all students is completion of 2 credits per week. However, students are not limited in the amount of credit they can earn. Any student who completes zero credits in any week may be assigned to a 0 period class.
5. **Grading Policy:** PHS does not issue Ds or Fs. All work must be completed at 70% or above. Students will be assessed at the end of each unit of study via a formal assessment appropriate to the subject matter. This must be passed at 70% or better.
6. **Dress Code:** Each student must come to school appropriately dressed and attire should not create a disruption to the classroom or program (refer to complete policy on page 12)
  - No hats or head coverings, including hooded sweatshirts will be allowed in the classroom.
  - Blatant wearing of gang-related attire, including colors, and insignias will not be tolerated.
  - No drug/alcohol/or tobacco images/advertisements, or profanity or sexually explicit attire is allowed.
7. **Electronics:** Cell phones, electronic games and iPods are not to be displayed or used during school hours and will be confiscated if seen or used. They will be allowed **ONLY** during lunchtime and breaks – NOT between classes. However, each instructor **MAY** choose to allow students to listen to music provided the device does not interrupt classes, and texting does not occur.
  - Parents should only contact their students through the front office at 645-6395. They should not be calling their students via cell phone during school hours.
8. **Discipline:** All behavioral referrals from classroom teachers will result in a minimum 2 day suspension. Students are to come to class prepared to work. Not working in class will not be tolerated. You will be asked to call home to get work, or you may be suspended.
  - Classroom teachers may choose to have assigned seating.
  - Disruptive behavior or profanity will not be tolerated.
9. **Food in the Classroom:**
  - Food is only allowed in classrooms at teacher/admin discretion.
10. **18-year Old Students:** Please see the policy listed on the last page of this handbook.
11. **Closed Campus:** Phoenix High School is a closed campus. Students are not allowed to leave during lunch.

## **SCHOOLWIDE LEARNER OUTCOMES**

**At Phoenix High School, all students are expected to complete 5 school-wide learning objectives. To assess student success in meeting these expectations, all students will complete a Senior Project, which uses the acronym “REACH,” by demonstrating mastery in all 5 areas. These areas include:**

**1. Responsible citizens who:**

- Work effectively with others, show positive attitude, accept change when necessary, and consider and respect the views and opinions of others when they are presented.
- Use effective leadership and interpersonal skills to establish and accomplish goals.

**2. Effective Communicators who:**

- Adapt speech to a variety of contexts and tasks, demonstrating command of formal English when indicated or appropriate.
- Speak with confidence and appropriateness.
- Write and demonstrate skills through speeches, reports, letters, essays and various creative forms.

**3. Academic achievers who:**

- Meet or exceed Western Placer Unified School District and Phoenix High School’s performance standards.
- Meet Western Placer Unified School District and Phoenix High School graduation requirements and other exit criteria.
- Use logical decision-making and problem solving processes.
- Use high level thinking skills.
- Strive to be lifelong learners.
- Are technologically literate individuals who use technology as a tool to enhance learning.

**4. Career planner who:**

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

**5. Healthy individuals who:**

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

## **STUDENT ADMISSION AND CLASS SCHEDULING**

Lincoln High School students, 16 years old or older, may transfer voluntarily to Phoenix High School with permission of parents and the Phoenix High School principal. Those who are over 18 years old and continuously enrolled in school may enroll on a contractual agreement.

Lincoln High School students 16 or older may be transferred involuntarily to Phoenix High School for habitually poor attendance, lack of units toward graduation, serious violation of school rules, and for various other reasons, according to district policy and state laws. Prior to the transfer, the parent shall be given written notice informing them of the opportunity to request a meeting so the specific facts and reasons for the proposed transfer are known. Students who are transferring to Phoenix High School from Lincoln High School must have a plan outlined by Lincoln High School in conjunction with Phoenix High School upon enrollment.

Students residing outside the Western Placer Unified School district may enroll at Phoenix High School with the approval of the principal and completion of an inter-district agreement.

Students who are transferring from outside the district or from out of state shall be required to bring copies of all their transcripts (unofficial is acceptable) for appropriate placement at Phoenix High School. Parents and students need to understand that some courses that were given in certain areas in other districts or states may not meet the graduation requirements of Western Placer Unified School District and Phoenix High School. All attempts will be made to ensure students receive all the credits they have earned.

### **The enrollment process at Phoenix High School is as follows:**

#### **Prior to class enrollment**

- Student and parent/guardian schedule an appointment to register with the principal.
- Student and parent/guardian initial and sign the Phoenix High School Student Learning Plan.
- Student's previous school records are evaluated and the Phoenix High School Credit Sheet is filled out.
- Students will start the first day of school of the next school week. All new students will attend an orientation with the school counselor.

#### **Class Enrollment**

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

#### **Orientation:**

- All newly enrolled students must participate in the PHS orientation program prior to attending the regular classroom. The PHS orientation program is designed to prepare incoming students for the unique learning environment at Phoenix High School. The

orientation program includes writing assessment, goal setting, academic planning, and a presentation on the school-wide ESLRs (REACH).

## **ATTENDANCE POLICY**

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

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

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

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

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

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

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

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

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



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

## **CREDIT SHEETS**

Students will be issued a credit sheet on their first day of school. The credit sheet will reflect all of the credits earned prior to enrolling in Phoenix High School. Each student will be responsible for keeping their own credit sheet throughout the week. In addition, credit sheets are accessible electronically. Students and parents may request permission to access their credit sheet by contacting the front office.

## **GRADUATION REQUIREMENTS**

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

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

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

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

## **EARLY RELEASE FRIDAY**

Students who have earned a minimum of two credits for the week and have no absences, will be dismissed after the Friday Huddle, at approximately 11:45am.

## **GRADING PROCEDURES**

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

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

Grades and/or credits are recorded the Friday following the end of the quarter. Assignments must be turned in when completed. Work is not assigned over the summer. We encourage students to enroll in summer school classes for additional credits.

**Updated grade reports will be available on the dates listed on page 1.**

## **SPECIAL ACTIVITIES QUALIFICATIONS**

Phoenix High School has special activities, such as field trips, community activities, sports, and visits to other schools. These activities usually require time missed from regular classes. In order to justify missed time from classes, students must have good attendance habits and reasonable progress toward graduation. Students who miss too much school, or exhibit inappropriate behavior as determined by staff, may not qualify to participate in special activities.

Off-campus activities require signed and dated parent/guardian permission slips for students under 18 years old. These must be on file in the school office prior to the activity. Phone calls to or from parents are not acceptable for off-campus activities.

## **PARTICIPATION IN LINCOLN HIGH SCHOOL SPORTS**

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

## **RESIDENCY CREDIT REQUIREMENT**

The final fifteen units of credit (Career Education and “REACH” project) must be earned at Phoenix High School to earn the school’s high school diploma. This does NOT preclude any other requirements as indicated on the credit sheet.

## **PHOENIX HIGH SCHOOL - PLAGIARISM POLICY**

The following plagiarism policy has been adopted by the staff at Phoenix High School. Please be sure you understand the consequences for cheating or copying the work of another – from any source. Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/tests from the work of other students, from published sources (i.e. Cliff Notes, Monarch Notes, books, magazines, newspapers, etc.) and/or from the internet without proper documentation constitutes academic theft.

Plagiarism: “The unauthorized use of someone else’s material, which is then presented as being the result of the plagiarist’s own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing ideas of others, as well as their exact words...” Laurie Henry, The Fiction Dictionary, page 210.

<b>VIOLATION</b>	<b>PROCEDURE</b>	<b>RESULTING PENALTY</b>
<b>First Offense</b>	Teacher reports the plagiarism/cheating on a referral. This will be included in the student’s discipline record as a warning.	<ul style="list-style-type: none"><li>· Student earns a zero for the work in question</li><li>· Parent notification of the offense</li><li>· May result in student suspension</li></ul>
<b>Second Offense</b>	Teacher reports the plagiarism/cheating on a referral. Included in discipline record.	<ul style="list-style-type: none"><li>· Student earns a zero on the work in question</li><li>· Two day suspension</li><li>· Parents notified of plagiarism/cheating/academic theft and suspension</li></ul>
<b>Third Offense</b>	Teacher reports the plagiarism/cheating on a referral. Included in discipline record.	<ul style="list-style-type: none"><li>· Student earns a zero for the work in question</li><li>· Minimum three day suspension</li><li>· Revocation of internet privileges from the rest of the trimester</li></ul>
<b>More than three offenses</b>	Teacher reports the plagiarism/cheating on a referral. Included in discipline record.	<ul style="list-style-type: none"><li>· Student earns a zero for the work in question</li><li>· Minimum three day suspension</li><li>· Revocation of internet privileges from the rest of the trimester</li></ul>

## **WORK EXPERIENCE**

Off-site elective credits shall not exceed 10 credits per semester. No more than 10 credits can be earned in an off-site program per subject per year. Elective credit may be granted based on 20

hours/credit up to 10 credits per semester. All hours must be formally documented through the employer.

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

## **WORK AND WORK PERMITS**

If you are under 18 and working, you **MUST** have a work permit. Students must participate in the work experience education program to obtain credit and complete the necessary assignments. Credit for work is granted at the rate of 1 credit for every 33 hours of work. Students will not be given credit for working on days that you do not attend school. **Students must keep track of their hours on a two-week timesheet. This must be verified by their employer and turned in to the office staff before credit will be awarded.** Work permits may be revoked if a student's attendance falls below the minimum acceptable rate of 80%, or if a student fails to earn a STEP level of 1 or 2.

## **TELEPHONE POLICY**

The telephone is intended for **school business only**. The office will place outgoing telephone calls for students only in emergency situations.

Since cell phones may not be used on campus, if there is an emergency, contact the school office at 645-6395, and the student will be notified immediately.

**Parents are requested to complete all necessary communication with their student BEFORE the student comes to school. Parents should NOT attempt to contact their students via cell phone calls or text messages during school hours (8:00 a.m. – 1:15 p.m.)**

## **CELL PHONE POLICY**

### **Cell Phone Usage**

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

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

### **Cell Phone Return Policy**

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

### **DISCIPLINE RELATED TO SCHOOL ACTIVITY**

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

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

### **SCHOOL BOUNDARIES**

Phoenix High School is a closed campus. Once a student arrives on campus, the student may not leave without a parent/guardian picking them up. Students must be in class during their assigned class periods. **Western Placer Unified School District policy prohibits loitering within two blocks of any school in the district by any student of the district. Phoenix High School students may NOT be on Lincoln High School property unless enrolled in a course there.** Disciplinary action can include warning, suspension, and expulsion. Students are not allowed on other district campuses during school hours without prior permission from Phoenix High School and the principal from the other school.

### **STUDENT VEHICLE USE**

1. Any student driving a vehicle to school must have a valid driver's license, current registration, and proof of insurance.
2. Any student driving a vehicle to school must abide by the motor vehicle code and respect the neighbors in the community by driving in a safe manner.
3. Students are not to access parked cars during the school day.
4. Students may NOT park at Lincoln High School or on any other district property during the school day.

**Failure to follow these rules will result in the loss of driving privileges and potential notification of the Lincoln Police Department.**

## **DISTRICT DRESS CODE**

Students dressed inappropriately will be required to change their clothing or will be sent home for defiance. Repeated acts of defiance will result in suspension from school. The school loans T-shirts if a student is unable to find acceptable clothing or cannot reach a parent to request a change of clothes.

**Education Code 48900 (m) prohibits bandanas of any color and “do rags” as well as gang related attire. Tagging type markings are not permitted on clothing, backpacks, or school supplies.**

- Each student should come to school neatly and cleanly dressed and groomed.
  - Students are NOT permitted to wear clothing that is mutilated, or immodest, excessively revealing. This includes backless tops, bare midriff tops, off the shoulder tops, see-through tops, tube-tops excessively short skirts and/or shorts.
  - Headbands of any type or color are not allowed.
  - Shoes are to be worn at all times.
  - Hats or head coverings, including sweatshirt hoods, are not to be worn within any school building.
  - Underwear is not to be visible.
  - No bedtime attire – this includes pajamas, nightgowns, robes and slippers.
- Spiky” adornments are not allowed.
- Wallet chains can be no longer than 18 inches.
- Clothing shall not display inappropriate gestures, language, violence, sexual innuendos, drug or alcohol advertising or content.
  - Artwork or lettering on clothing may not promote/advertise illegal activities or display profanity.
  - Tattoos that promote/advertise illegal activities, display profanity, gang affiliation, drugs or alcohol may not be visible at any time.
  - No apparel, jewelry, wristbands, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, or trademark, or any other attribute, denotes membership in a group or gang, or which advocates drug use, sexual content or disruptive behavior is allowed.

**Per District Policy – Hats are not to be worn indoors. Sweatshirts with hoods may be worn, but the hoods must be completely off the student’s head.**

## **COUNSELING SERVICES**

Phoenix High School has a counselor on site to help students with vocational and educational objectives, and personal problems one day each week. You may request an appointment for individual time with the counselor through the front office.

The principal and staff can also assist in providing up to date information about earned credits and academic progress. In addition, they can help students select programs that are appropriate to prepare for graduation. The principal is in charge of the Work Experience program. Any student who is working should ask if the job qualifies for work experience credit.

Additional counseling services are available to students and parents on a referral basis.

## **HEALTH SERVICES**

Neither your teacher, nor the office staff may diagnose illness or administer internal medication (aspirin, etc.) or render continuous treatment for injuries or skin diseases. The school may render limited first aid only. Further treatment is the responsibility of the parents/guardians. The school may assist with medication when requested in writing by the doctor and parent. All medication must be in original containers.

The school nurse is on campus on an “as needed” basis. If you desire a conference with the nurse, make an appointment with the school secretary. Hearing and eye surveys may be given during the years you are attending school.

If you are sick in the morning, do not come to school. The school does not have facilities to care for students who are ill.

**Accidents and Insurance** – The Board of Education requires that all accidents be reported. All accidents on the school grounds must be reported to the teacher or secretary, who will fill out an accident form and forward it to the district office. Do not wait 2 or 3 days to tell the school about an accident, report it immediately.

In a school, accidents are possible and can be expensive to both students and parents. For this reason, the Board of Education has arranged for a low cost insurance coverage that can be purchased at school. Applications are available in the school office. State health insurance is available at a reasonable cost through Healthy Families. Check with the Lighthouse Resource Center for information.

## **“0” PERIOD**

A “0” period is offered Monday through Friday from 7:00 a.m. - 8:00 a.m. for those students who did not earn two credits in the week prior. Zero period will be assigned Friday mornings and posted in the office for those who are required to attend. Students who are assigned will be expected to attend 0 period every day throughout the following week.

## **CO-ENROLLMENT**

Phoenix High School students have the opportunity to take additional classes at other sites, including Lincoln High School or ROP. However, enrollment is not guaranteed. Rather, co-enrollment within another school will be determined by the receiving school and will be subject to available space or any established prerequisites.

Students may be dis-enrolled by the co-enrolled school if they fail to meet any academic, attendance, or behavioral requirements established at that school.

Any student who wishes to co-enroll in a particular course at another school should see the Phoenix High School counselor or school principal.

## **FOOD SERVICES**

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

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

## **GRADUATION CEREMONY**

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

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

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

1. Administrator
2. Minimum of two certificated staff.

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

## **HARASSMENT**

Please see the Western Placer Unified Harassment policy located in the annual parent notification handout.



## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

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

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

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

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

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

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

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

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

### **RESPONSIBILITIES**

To attend classes regularly and on time.

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

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

To know and abide by classroom and school rules.

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

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

## **STAFF RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

To work in a safe, and healthy school environment.

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

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

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

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

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

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

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

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

### **RESPONSIBILITIES**

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

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

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

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

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

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

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

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

To report suspected child abuse cases to proper authorities.

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

### **VISITOR REGISTRATION**

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

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

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

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

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

### **Denial of Visitor Registration**

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

1. The principal or designee may refuse to register any outsider if he/she reasonably concludes that the outsider's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in distribution or use of a controlled substance. The principal or designee or school security officer may revoke an outsider's registration if he/she has a reasonable basis for concluding that the outsider's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4, 627.7)
2. The principal or designee may request that an outsider who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When an outsider is directed to leave, the principal or designee shall inform the outsider that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment

## **PHOENIX HIGH SCHOOL RULES**

### **Students must...**

- Treat staff and fellow students respectfully. Remember the difference between public and private behavior.
- Respect the rights of the neighbors of the school by remaining off private property.
- Not enter Lincoln High School campus without specific permission and a pass from LHS staff or Phoenix High School office staff.
- **NOT SPIT ANYWHERE ON SCHOOL OR DISTRICT PROPERTY!** The garbage can (outside) or the bathroom ARE appropriate places to do this.
- Stay on campus unless you have written permission from the office to leave. **Parent or guardian permission is necessary before you will be allowed to leave campus.**
- **NOT** use foul language, racial slurs, and other inappropriate "talk".
- Be prepared to work in each class. Failure to do class work will result in suspension for defiance.
- Be in your assigned class unless you have permission to be elsewhere.
- Not bring guests to school.
- Take bathroom breaks between classes, whenever possible, and proceed to class in a timely manner.

Any visitor to Phoenix High School must receive permission from the principal and from the classroom teacher(s) before entering the school and must wear a visitor's pass.

Students are assigned to classes where they need credits, whenever possible. Students should be working on the work for THAT class unless they have either finished their work and are waiting for it to be graded, or do not need credits for that class. (For example, if you are scheduled in or assigned an English class, you should be working on English only).

## **SCHOOL-WIDE DISCIPLINE PLAN**

Students transferring to Phoenix High School from Lincoln High School need to understand that their discipline and attendance records follow them. Students will be recommended for expulsion from Phoenix High School once a student has reached 20 suspended school days. (Education Codes 5144.1 and AR 5144.1)

## **WPUSD DISCIPLINE GUIDELINES**

The following guidelines for Western Placer Unified School District were developed for all secondary schools within the district. Fully aligned with California Education Code and Board Policy, these guidelines are meant to provide direction to administrators and to ensure that school rules are enforced in a fair and consistent manner. These disciplinary guidelines are used for incidents that occur on school grounds, during all extracurricular functions, and on the way to and from school.

As these guidelines address grades 6-12, consequences may be assigned differently based on a student's age and maturity level. Additionally, each administrator must consider the following when determining the appropriate consequences:

- Prior disciplinary records (including the nature of prior misconduct, the number of prior instances of misconduct, and the disciplinary and intervention measures applied for each prior incident)
- Nature, severity and scope of the behavior
- Circumstances/context in which the conduct occurred
- Frequency, duration and intensity of the behavior

Therefore, if the situation warrants it, students may be assigned to the consequences of the second or third offense on the first offense. Likewise, students may be assigned the consequences of the first offense for a second or third offense based on the administrator's analysis of all the factors mentioned above. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with Board Policy and California Education Code.

## **RULES FOR STUDENTS 18 YEARS OLD AND OLDER**

**Note:** All students are granted the opportunity to attend high school for four years.

If you turn 18 during your "senior" year of high school, you must follow all Phoenix High School rules and regulations AND may be subject to being placed on contract. If you have been continually enrolled and turn 18 during your "fifth" year of high school, you **WILL** be subjected to this contract. Failure to follow this contract will result in a referral to Adult Education or another alternative program. Students who numerically cannot graduate prior to their 19<sup>th</sup> birthday will be referred to an adult education or a GED program.

You must come to school on time and be prepared to work. If you are going to be late, call the school office before school starts.

You must attend school regularly (**85% attendance**). Excessive absences may be grounds for dropping you from school.

You will be required to work for the entire number of hours you are enrolled each day. **You must complete at least two (2) credits of work each week, in areas needed to meet graduation requirements.** If you fall below two credits of work per week, you will be given a specified amount of time to improve. If performance does NOT improve, you will be dropped and referred to an adult education program.

You will be expected to follow the behavioral rules set down in the handbook. A suspendable offense (***1 referral = 1 suspension***), will result in you being dropped from Phoenix High School if you have completed your 4<sup>th</sup> year of high school.

I have read and understand the rules,

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Date)

