

Mission Heights Preparatory High School

Student Handbook

2017-2018



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Updated 7/13/17

Dear Parents and Students,

Thank you for choosing Mission Heights Preparatory! The School's administrators, faculty, and staff are eager to work with you as you prepare you to succeed. The 2017-2018 Parent and Student Handbook and Code of Conduct are designed to guide you and your son or daughter through this exciting time. We encourage you to read and discuss ALL sections of this booklet thoroughly.

The Parent and Student Handbook includes contact information for the School's leadership team, general information about our curriculum and instructional design, and specific school policies and procedures which, if followed consistently, will contribute to the development of our community, and the success of all students at Mission Heights Preparatory. The Code of Conduct describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment.

Should you have a question or concern, please feel free to contact me, another member of the School's leadership team, or your child's teacher.

At Mission Heights Preparatory, we recognize that educating our young adults requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision that every student will be prepared to succeed at institutions of higher learning.

Sincerely,

Amanda Mace
School Leader

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"Prepare to Succeed"

VISION

Mission Heights Preparatory High School's vision is that every student will be prepared to succeed at the nation's top institutions of higher learning.

MISSION

Mission Heights Preparatory High School's mission is to create an environment of academic success built upon the pillars of college readiness, community service, civic duty, and self-discipline.

Belief Statements

High Expectations: All students will have high expectations placed upon them to succeed, and will be supported to succeed by administration and teachers.

Opportunities for success: All students will be presented with a multitude of clubs, sports and activities to enhance their high school experience.

Quality Educators: All students will be taught by highly qualified and effective educators that will have high expectations placed upon them. They will have the core belief that ALL students can learn.

Individualization: All students will be given a tailored education, setting them up for success in whatever path they choose.

Safety: All students will be provided a safe environment where learning comes first.

Leadership Team

The School's highly skilled and experienced leadership team is eager to serve you. Student success is our highest priority, so we hope you will contact the School's leaders with any questions or concerns at the following numbers: Main telephone number 520-836-9383, Facsimile number 520-836-9662.

Amanda Mace	School Leader	amanda.mace@leonagroup.com
Matt Davenport	Assistant School Leader	matt.davenport@leonagroup.com
Crystal Martinez	Student Mentor	crystal.martinez@leonagroup.com
Joanna Ramos	Office Manager	joanna.ramos@leonagroup.com
Kristine Horn	ESS Coordinator	Kristine.Horn@leonagroup.com
Teresa Ly	Curriculum Coach	teresa.ly@leonagroup.com

Instructional Staff

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Colton Carlson	Math Teacher	colton.carlson@leonagroup.com
Jason Durivage	Science	jason.durivage@leonagroup.com
Manuel Leybas	Drama Teacher	manuel.leybas@leonagroup.com
Teresa Ly	Language Arts Teacher	teresa.ly@leonagroup.com
Kristin Miller	Elective Teacher	kristin.miller@leonagroup.com
Laurie Miller	Math Teacher	laurie.miller@leonagroup.com
Anthony Potter	Language Arts Teacher	anthony.potter@leonagroup.com
Adam Power	Fine Art and Social Studies Teacher	adam.power@leonagroup.com
Gary Shepler	Social Studies Teacher	gary.shepler@leonagroup.com
Catherine Sirk	Spanish Teacher	catherine.sirk@leonagroup.com
Sunny Wiltbank	Math Teacher	sunny.wiltbank@leonagroup.com

Office Staff

Kayla Bock	Receptionist	kayla.bock@leonagroup.com
Jetcel Rodriguez	Receptionist	jetcel.rodriguez@leonagroup.com
Priscila Macias	Receptionist	priscila.macias@leonagroup.com

Management

Mission Heights Preparatory is part of a national network of schools managed by The Leona Group. The Leona Group was developed and is run by educators and business people with decades of experience and a commitment to all children. The group believes more opportunities should be available to parents and children. By allowing parents choices, more students will have access to a high quality education.

The Leona Group was chartered by the Arizona State Charter Board in 1997. Its purpose as a public school organization is to provide an educational program for students in grades nine through twelve. The curriculum consists of coursework that is aligned with Arizona's State Standards.

The Leona Group's corporate office may be contacted at: www.leonagroup.com

Telephone: 602-953-8075

The Leona Group

7878 N. 16th Street, Suite 150

Phoenix, Arizona 85020

Student Enrollment

Students who wish to enroll in Mission Heights Preparatory High School may visit the front office Monday through Friday, during the school's normal hours of operation between 7:00 a.m. and 4:30 p.m., to obtain a Student Enrollment Packet. Students are responsible for obtaining all of the necessary documents needed to enroll. Required documentation is listed in the Student Enrollment Packet. When the Enrollment Packet is completed, the student and the parent/guardian must arrange a time to take the school's placement test and meet with an administrator for an interview. The purpose of the interview is to acquaint the student and the parents or guardians with administration as well as the rules and expectations set forth for Mission Heights Preparatory High School students. It is the responsibility of the parents or guardians to keep the school informed of their current address, phone number and email address. If you change your address, phone number, or email address at any time during the year, please notify the school as soon as possible.

Enrollment Process

New student enrollment is conditional upon an interview with the student and a parent or guardian by an administrator, and completion of a student file with the items listed below (should any items be missing your appointment may be rescheduled):

- * Completed Enrollment Packet
- * Free & Reduced Meal Application
- * Current Immunization Record
- * Attendance Record and Discipline Records from previous school
- * Certified Copy of Birth Certificate
- * Recent Photo (optional)
- * Copy of Unofficial Transcript from last high school attended
- * Withdrawal Slip from last high school attended
- * Copy of Custody or Guardian Papers (if applicable)
- * 8th grade diploma/certificate (if applicable)
- * Proof of Arizona Residency
- * Copy of most recent IEP or 504 plan (if applicable)

Admission

Admission to Mission Heights Preparatory High School is open to all students ages fourteen through twenty-one with documentation that they have completed the eighth grade. Mission Heights Preparatory High School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Mission Heights Preparatory High School Bill of Rights and Responsibilities

- * Everyone has the right to attend school safely.
- * Everyone has the right to learn.
- * Everyone has the responsibility to be polite and respectful.
- * Everyone has the responsibility to be honest.
- * Everyone has the responsibility to use time wisely.

During the interview for enrollment, a student agreement/contract will be reviewed by the school designee and signed by the parent and student to verify that they have been made aware of the rules of the school. The student and parent/guardian will receive a copy of this student handbook and will agree to read and familiarize themselves with school rules and policies.

Rights of Homeless Students

Students identified as homeless under the [McKinney Vento Act](#) may enroll in any public school without the above documents. All effort should be made to procure these documents, but enrollment will not be refused due to missing documentation.

English Language Learners

All children in Arizona public schools shall be taught English by being taught in English and all children shall be placed in English language classrooms (A.R.S § 15-752.) Upon enrollment and completion of the home language survey, if it is determined that a non-English PHLOTE (Primary Home Language Other Than English) pupil is not English language proficient after taking the AZELLA (Arizona English Language Learner Assessment,) the pupil shall be classified as an English language learner and shall be enrolled in an English language learner program. While enrolled in the English language learner program, the pupil shall receive four hours of English language development per day and shall be educated through SEI (Sheltered English Immersion).

English Language Acquisition Services Department

The ELAS department supports the identification and monitoring process, programs, compliance, curriculum and coaching, and the culture for the English Learners at our campus. Our mission is to ensure meaningful, educational opportunities for students, families, and staff that will increase the academic achievement, cultural collaboration, and English literacy for English Learners.

Special Programs

Mission Heights makes available special education and related services to all students. It is the philosophy of The Leona Group and Mission Heights that all children can learn, regardless of disability. Our teachers are trained to teach to diverse learning styles and ability levels. Mission Heights believes in close collaboration between staff, general education teachers, special education teachers, and parents. This produces the best possible learning outcomes for our exceptional students. For more information about our special education programs, please contact the school's ESS Coordinator.

Four Quarter Schedule

Mission Heights Preparatory High School operates on a unique 4 quarter/block schedule. Students are required to take a minimum of 3 classes per block, with the opportunity of taking additional classes during a zero, 4th or 5th period. Each block consists of approximately 45 class days. Arizona law requires that a student attend 90% of the time to receive credit. Therefore, if a student accumulates **more than four** absences during the quarter, the student may not receive credit for the class.

Class Schedule

*Classes are 5 days a week, Monday through Friday, with a shortened Friday schedule.
Most teachers are available to assist students with tutoring after school from 3:00-4:00 p.m. or before school hours.*

Monday-Thursday

Zero Hour	7:00 a.m. - 8:15 a.m.
Period 1	8:20 a.m. - 9:50 a.m.
Period 2	9:55 a.m. - 11:25 a.m.
<i>Lunch</i>	<i>11:25 a.m. - 11:55 p.m.</i>
Period 3	11:55 a.m. - 1:25 p.m.
Period 4	1:30 p.m. - 3:00 p.m.
Period 5	3:00 p.m. - 4:00 p.m. (Tuesdays and Thursdays)

Friday

Zero	7:00 a.m. - 8:15 a.m.
Period 1	8:20 a.m. - 9:30 a.m.
Period 2	9:35 a.m. - 10:45 a.m.
<i>Lunch</i>	<i>10:45 a.m. - 11:15 a.m.</i>
Period 3	11:15 a.m. - 12:25 p.m.
Period 4	12:30 p.m. - 1:40 p.m.

Mission Heights Preparatory High School Graduation Requirements

Credits Required: 24 Credits

Course Requirements:

Mission Heights Preparatory High School operates on a 3 class by 4 quarter schedule system that provides students with an opportunity to take an extra zero, 4th or 5th period class. Students must be registered in a minimum of three courses during each quarter per school year. Students must complete and receive a passing grade in 24 credits of coursework for graduation. The curriculum is demanding, and many courses are required core area credits (17 credits). Students must also complete numerous electives during their course of study (7 credits).

Course of Study:

- * 4.0 Credits of English Language Arts
- * 4.0 Credits of Mathematics
- * 3.0 Credits of Lab Science
- * 3.0 Credits of Social Studies
- * 1.0 Credit of Fine Arts
- * 2.0 Credits of Foreign Language
- * 1.0 Credit of College Prep Electives: College Prep and Public Speaking
- * 6.0 Credits of Electives

Curriculum and Instructional Design

Mission Heights Preparatory High School has designed a structured curriculum that sets high expectations and is based on the Arizona State Standards and the Common Core Standards. Objectives are taught using a variety of learning activities and addressing multiple learning modalities. Mission Heights uses AVID (Advancement Via Individual Determination), which is a college preparation and career readiness program that applies WICOR (Writing, Inquiry, Collaboration, Organization, and Reading) strategies as a key component of instruction and expects all classrooms to implement peer to peer interaction. Technology skills are integrated throughout the curriculums and are an integral part of all classes. The courses provide for individualized monitoring to assist students in attaining ambitious goals for achievement. Mission Heights provides a strong academic foundation for students that will prepare them for demanding academic studies in college. Textbooks and all other instructional materials are selected on the basis of their alignment with the Arizona State Standards.

Assessment of Learning

In order to ensure that Mission Heights Preparatory High School students are being challenged academically, their performance in reading, mathematics, and writing is assessed continuously using a variety of measures. In addition, the State of Arizona requires the following tests:

9th, 10th, and 11th Grade English AZ Merit Exam
Algebra 1, Geometry, Algebra 2 AZ Merit Exams

These tests are mandatory for all students who have completed the associated level of coursework. There is no "opting out" of state required exams.

Basic Beliefs and Expectations

- All students are educated with chronologically age appropriate peers.
- General education teachers assume responsibility to teach and meet the cognitive, affective, and social needs of all students with special education teachers and staff providing support.
- Teaching strategies that facilitate the education of multi-level abilities in each class are used by all teachers (e.g. AVID strategies, cooperative learning, project learning, mastery learning, and curriculum compacting, independent projects, flexible groupings, learning centers, and teaching to learning styles such as visual, auditory and manipulative).

Student Placement and Class Selection

Upon enrollment, each student will take a Placement Test in reading and math. This test and the student's most recent transcript will be evaluated to determine credits and courses that are still needed for graduation. Once the test and transcript are evaluated, the student will be enrolled in the classes best suited to meet his or her individual needs. Students may request alternative courses or specialized electives upon meeting eligibility.

Course Prerequisites Requirement and Rationale

The purpose of a course prerequisite is to insure that students possess sufficient background knowledge in order to understand the terminology, theory, and practical applications covered in a particular class. Although many students may be advanced academically or motivated to move at an accelerated pace educationally, it is still important that students follow a prescribed course of study. As a result of this rationale students at Mission Heights must meet the required course prerequisites in order to take certain classes.

Honors Courses

Admission to college is becoming more competitive every day. It is imperative that students have an academic record that will make them stand out. Taking honors courses will help give students that competitive edge.

Any class at Mission Heights can be taken for Honors credit. These courses have been developed to help meet the needs of highly motivated students. Honors courses offer the same curriculum as regular courses, but do so in a more comprehensive format that covers course topics at a higher level. Students will develop their critical thinking skills and learn how to apply, evaluate, and synthesize concepts. The honors program at Mission Heights Preparatory High School is a combination of these self-selected Honors classes as well as Pre-AP , Advanced Placement, Concurrent Enrollment and Dual Enrollment courses.

Honors Placement

Placement in Honors courses is decided by School Administration based on student academic performance and assessment scores. Students will meet with administration to outline course requirements and sign a contract with school administration signifying their intent to fulfill coursework.

Benefits of Honors Courses

- Students gain an edge in the college admission process. College admissions officers look for students who take rigorous courses.
- Students who take AP courses are able to receive college credit depending on how well he/she scores on a comprehensive examination of the subject. Most colleges will give credit for scores of

- 3 or higher on AP exams. (AP range is from 1-5)
- Students who take and pass concurrent enrollment courses at Central Arizona College will not only earn high school credit, where applicable, but also college credit.
- Honors courses are more difficult than non-honors classes, so the grades in honors courses are given an extra grade point. With the standard four-point grading scale; A = 4 grade points, B = 3 points, C = 2 points, etc. With the honors scale; **A = 5 grade points**, B = 4 points, and C = 3 points; therefore, when these grade points are averaged with regular grades, a student's overall GPA can raise higher than 4.0
- Honors courses are more rigorous than standard courses. By taking challenging honors classes in high school, students will be better prepared to succeed in college.

Advanced Placement

The Advanced Placement (AP) program at Mission Heights Preparatory High School provides students with an opportunity to earn college credits during their high school career. Advanced Placement courses are taught at a higher and more rigorous level than their regular counterparts. Through Advanced Placement courses, students become prepared to handle coursework, reading, writing and critical thinking at a college level.

What are the advantages of my student taking an AP course?

The main advantage of taking an AP course is better preparation for college. It has been shown that students master in-depth content at the college level more easily after completing AP courses in high school. Students also acquire sophisticated academic skills and increased self-confidence in preparation for college. Additionally, students who take AP exams may receive college credit while still in high school, saving both time and money. College credit on AP exams can save up to \$1,500 in college tuition alone and/or count as credit for one or more courses. Some parents have saved what would be the equivalent of \$18,000 for a full year of college and total living expenses for their student.

How does an AP course compare to other high school courses?

AP courses are more challenging and take more time and require more work. These courses require energetic, involved, and motivated students. Students who succeed in AP courses generally do well in college as a result of the rigorous academic preparation. Mission Heights Preparatory High School gives extra grade point weight on the GPA for taking an AP course and exam. (A=5.0; B=4.0; C=3.0; F=0.0) In this way, a student's GPA is not adversely affected by taking an AP course. Colleges look favorably on students who tackle AP courses.

What background is needed in order to succeed in an AP course?

The content of an AP course is more sophisticated than that in typical high school honors courses. Students should have had practice in analyzing content, drawing comparisons, and reasoning through problems. They must be able to read perceptively and independently. Additionally, students will need to be proficient in writing clear, concise essays. Students who are not skilled in these areas must be even more highly motivated to make up deficiencies at the same time they are taking more rigorous courses. Students that prepare for college by taking the most rigorous classes available in high school, better their success. The keys to success are motivation, self-discipline, and academic preparation.

How will my student receive college credit from taking an AP course?

The AP exams are given every school year in May. Scores are reported to the colleges designated by the student and range from 1 (no recommendation) to 5 (extremely qualified). Each college determines the scores to be accepted for credit, but most consider a score of at least 3. Colleges may award three and sometimes six hours of credit per test. Students should contact individual colleges to find out about their policy. Students are not required to complete an AP course to take the AP exams. However,

research indicates that students who take AP courses score higher on AP exams than those students who do not take the courses.

How much does it cost for my student to enroll in an AP course and take the AP exam?

There is no cost for students to enroll in an AP course at Mission Heights Preparatory High School. The AP exams are approximately \$93 for each exam. Financial assistance is available for students in need.

Concurrent Enrollment at Central Arizona College

Students who have earned 12 High School credits and that are currently enrolled in 3 courses at Mission Heights Preparatory High School are eligible to participate in Central Arizona College’s First Step, Early College, and Weekend College programs. Through these programs students have the ability to earn college credits while still in high school, and typically these courses count towards a student’s graduation requirements. A qualifying college course counts for 0.5-1.0 credits of high school coursework at Mission Heights Preparatory High School. Courses are taken at Central Arizona College locations.

National Honor Society

Students who have a 3.0 GPA after one academic year are eligible for consideration for N.H.S. Students are also considered on the basis of character, leadership, and service. Faculty council and Administration select members and the School Leader gives final approval.

Student Costs

Annual Student Activity Fee	\$25.00 due first day of school year
• Includes: MHP Binder, Activity T-Shirt, Parking Permit, School Field Trips	
Sports Participation Fee	\$25 per sport
Official Transcript Fees (first 5 are free)	\$1.00
Parking Permit (one time per year)	(included in Activity Fee)
Additional Parking Permits	\$5.00

Student Textbook Policy

Students are responsible for the care and maintenance of any textbooks or novels that are checked out of the school by a teacher or administrator. Students must complete a textbook checkout form and agree to pay for any damages incurred during the time that the book is under the student’s care. In the event that a student loses a textbook or novel, that student will be required to pay to replace that book according to the current listed price of a new book (price will be quoted by the textbook manufacturer or distributor for a new copy of the book, and given to the school).

School Leader’s List, Honor Roll and Perfect Attendance Award Guidelines

Eligibility: Students who meet the high academic, citizenship and attendance standards described below will be eligible for School Leader’s List, Honor Roll and Perfect Attendance recognition.

Principal’s List

- Student must receive a 4.0 GPA or higher for the quarter
- Incomplete Grades must be cleared from the record in order to qualify for School Leader’s List.
- Student may not have more than one **excused** absence for the academic quarter
- Student may not have any suspensions on their record for the academic quarter.

Honor Roll

- Student must receive a 3.5 GPA or higher for the quarter.
- Incomplete grades must be cleared from the record in order to qualify for Honor Roll.
- Student may have no more than 4 **excused** absences for the academic quarter.
- Students may not have any suspensions on their record for the academic quarter.

Perfect Attendance

- Student must have zero absences and no more than two tardies for the academic quarter.
- Student may not have any suspensions on their record for the academic quarter.

Graduation Awards:

Students who graduate and meet the following criteria will be eligible for the following awards:

- Valedictorian
 - Student ranked first overall in their graduating class based on the student's cumulative **Unweighted** GPA (Grade Point Average)
 - Student must have been enrolled and continuously attended Mission Heights for 6 academic quarters.
 - In the case of a tie, school administration will determine the Valedictorian based on the following criteria: quality of classes taken (i.e. honors, early college, A.P.), overall number of Academic Credits earned, and discipline record.
- Salutatorian
 - Student ranked second overall in their graduating class based on the student's **Unweighted** GPA (Grade Point Average).
 - Student must have been enrolled and continuously attended Mission Heights for 6 academic quarters.
 - In the case of a tie, school administration will determine the Salutatorian based on the following criteria; quality of classes taken (i.e. honors, early college, A.P.), overall number of Academic Credits earned, and discipline record.
- Honors Graduate
 - Students whose cumulative weighted GPA (Grade Point Average) is 3.5 or higher would be considered as "graduating with honors".
- Spirit of Leona Award
 - The Spirit of Leona Award is given to one graduate who has overcome personal adversity and persevered to attain a solid educational foundation. Students who are awarded this honor represent the truest measure of The Leona Group's commitment to student success.
 - Award winners are chosen by the Mission Heights Preparatory Staff.

Progress Reports

The primary function of a Progress Report is to communicate information to parents/guardians about their student's current achievement status in regard to specific learning objectives in each curriculum area. Each student's progress is reported to parents/guardians four times a year during the middle of the block. Parents may request a conference at any time by calling the front office. Feel free to contact your student's teacher if you would like a progress report more frequently. Also parents may refer to Jupiter Grades online grade book in order to get information regarding their student's progress.

Jupiter Grades

Mission Heights Preparatory High School uses Jupiter Grades, interactive school web portal, to allow parents the chance to check their students work from home. This web-based program allows teachers the opportunity to put classroom data online so that authorized students, parents, and staff can access student information securely. Parents and students may also choose to receive this information via SMS text message. To activate your child's account request an activation code from the front office and proceed to the Jupiter Grades website: <http://www.JupiterGrades.com>

Mandatory Tutoring, Workshop, Study Hall Policy

Students whose grades fall below the "C" level will be encouraged to stay for after school tutoring. This policy applies to all courses offered at Mission Heights Preparatory High School. Teachers may place the students who are deficient on a Tutoring Contract. Workshops, study hall, and tutoring may be assigned to students who need additional support in a skill, or to become academically eligible for athletics. Students who fail to adhere to the terms of the tutoring contract will face disciplinary action as outlined in the tutoring contract.

Homework

Students should expect to have homework and/or research to be completed outside of class time each day. Each teacher will provide guidelines for homework. Homework must be completed.

Academic Progress Policy

Since we are a College Preparatory High School, making sure students graduate on time is a high priority. When a student fails a class, it puts them behind schedule, and while classes can be retaken during 4th periods and Summer School, if a student consistently fails classes, it raises concerns of whether they will be successful on our campus. As mentioned above with the Tutoring opportunities, we pledge to do all we can to help students be successful, but when a student fails to take advantage of those opportunities we have to think about whether Mission Heights is the right fit for them.

For this reason the following policy is in place:

- If a student fails 2 classes in a quarter, he/she will be placed on Academic Progress Warning. A conference will be scheduled to meet with Administration, Parents, and the Student to discuss the situation and make suggestions on how the student can be more successful.
- If a student fails 2 classes in consecutive quarters **or** fails 3 classes in any given quarter, he/she will be placed on an Academic Progress Contract. A conference will be scheduled to meet with Administration, Parents, and the Student to create a plan which will help the student be more successful. This plan may include, but is not limited to: Mandatory Tutoring, On-Time Homework completions, Perfect Attendance, turning in all make-up work, Weekly signed grade checks, and/or removal from extra-curricular activities. Students who do not meet the conditions of the Contract will be subject to disciplinary consequences.
- Once a student enters the Academic Progress cycle, he/she will not be exited until they pass all their classes in a given quarter. If a student who has "exited" the cycle re-enters the cycle, they will be placed no lower than the level they exited at.
- If a student fails 2 or more classes in **three consecutive** quarters, or fails 3 classes in **any two** quarters, he/she may be placed on Academic Long-Term Suspension

Field Trips

Field trips are planned throughout the year for various academic enrichment and extra-curricular purposes. In order to be able to attend a field trip, each student must fill out an [MHP Field Trip Grade Check Form](#) that must be initialed by all teachers. Also, a permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all trips. Occasionally, parents will be needed to serve as chaperones on class field trips. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. Babies and children may not accompany the chaperones.

Parent Involvement and Communications

Volunteering

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and mentoring. Volunteers may also be involved in monitoring the school store, student drop-off and pick-up, and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects. All volunteers must complete a Volunteer Application and each must be fingerprinted (for federal and state clearance). Volunteers must follow all policies and procedures defined by the School. If activity occurs that is not in keeping with the School policies, the School Leader reserves the right to relieve the volunteer of his or her responsibilities. Volunteers must check into the front office every time they enter the school building.

Booster Club

The Phantoms Booster Club was founded by a group of parents dedicated to supporting extracurricular opportunities for students. The Booster Club provides School Leaders with ongoing input on the operation of the School and serves as a vital link between the School and you—its customers. All parents are encouraged to join the Boosters. For more information, contact the School office at 520-836-9383.

Open House / Meet Your Teacher Nights

At the beginning of 1st and 3rd Quarters, the school will host Open House / Meet Your Teacher nights where parents can come into the school, see their student's classrooms and meet their teachers. This will not be a night to discuss the student's progress, simply a time for parents to familiarize themselves with the school and put a face to their student's teachers and inform them of any special needs or circumstances. If parents would like to schedule a conference to discuss, in more detail, their child's academic or behavioral progress, they may do so by contacting the teacher directly through email or by calling the school. Teachers are always willing to meet with parents to discuss their student's success. Mission Heights maintains an open door, welcoming parents to visit their classrooms to see them in action. We do ask that parents notify the office upon arriving to the school for a visit to a classroom so as to keep disruptions to a minimum. Pre-arranged observations are preferred so that there are no conflicts in the schedule or disrupting a testing session.

Parent Communication

Parents will receive monthly newsletters with announcements of upcoming events and School-wide activities. The newsletters will be available in the front office, sent by e-mail and on the MHP website: www.mhprep.com.

School Uniforms

To help create an environment conducive to learning, students at Mission Heights Preparatory are required to wear uniforms. A dress code encourages students to express their individuality through personality and academic achievements, not outward appearances.

Uniform Guidelines:

Bottoms: *Business Casual: Solid Tan/Khaki or Black Colored Dress Bottoms*

- Dress shorts, slacks, skorts, skirts,
- Cargo Pants and Shorts are allowed.
- **No** spandex fabric, cut-off shorts, basketball shorts, or bottoms with any tears, rips or holes

Tops: *Gray, Black, White, or Purple Mission Heights Prep Polo with MHP logo.*

- Students may wear a solid color long sleeve undershirt under their polo.

Jackets/Coats: *Any jacket, cover-ups/pullover garment that is worn at school (sweater, sweater vest, sweatshirt, hoodie, etc) must have an approved MHP logo.*

- Hoods must be off the head while on campus
- On very cold days, students who walk, bike, etc. may need to wear sweatpants or additional clothing over their school uniform on the way to and from school. However any clothing that does not meet dress code requirements must be removed before school begins.

Friday Dress: *On Fridays students are allowed to wear a T-Shirt to school that represents a Mission Heights club or activity.*

- Students are also allowed to use awarded "Dress Down" Passes on Fridays.

Jeans Day Fundraiser: *Students are allowed to wear blue jeans to school during a "Jeans Day" usually Fridays.*

- Jeans Day passes must be purchased from Student Council for \$1.
- Jeans must be solid blue in color and in well kept condition (no rips, holes, tears, acid-wash etc.)

Spirit Days:

Occasionally, we will hold spirit days where students will be allowed to dress in items other than their uniform following the guideline for the day.

- Students who are not dressed in a reasonable interpretation of the theme for the day or are dressed indecently will be asked to change.

Other dress code rules:

- Shorts/skirts must be mid-thigh or longer (maximum of six inches above the knee)
- No overalls (with pants or shorts), sweat pants, knit pants/skirts, leggings, etc.
- No hats (unless for medical reasons) or non-religious head covering.
- No sandals, slippers, "house shoes," or flip flops.
- Clothes must be appropriate size, with waist of garment worn at student's waist.
- **Clothing that is too tight or too loose is not appropriate for school.**

School administrators will make the final determination if clothing is appropriate.

Attendance (our attendance policy was updated in January 2018. See addendum at the end)

Regular school attendance is essential. A teacher cannot teach a student who is not present. As a general rule, absences should occur only as a result of illness, injury or a death in the family. Doctor's appointments should be scheduled outside of the school day. When an absence is planned, it is helpful if the teacher is informed as far in advance as possible. IF A STUDENT IS ABSENT, we ask that the parent call the school before the session begins. A written excuse with the date of the absence and the reason is required if no phone call is received. Absences must be excused within 48 hours or they are considered unexcused.

All absences should be phoned into the office, ~~520-836-9383~~, on the day of the absence. Mission Heights Staff will call home for all unexcused absences. The following reasons are sufficient cause for an excused absence:

- a. ~~illness or injury,~~
- b. ~~death in the family,~~
- c. ~~inclement weather, which would be dangerous to the life or health of the child,~~
- d. ~~legal quarantine,~~
- e. ~~emergency conditions as determined by the School Leader~~

Attendance is mandatory. During a 45 day quarter, a student can accumulate no more than 4 absences. Once a student reaches 3 absences in a class, the student and parent will be scheduled to meet with administration to document and conference regarding the student's schedule. If an illness or emergency occurs that keeps the students from attending school, the parent or guardian must contact the school and explain the reason for missing classes and provide any corresponding documentation. When the student returns, he/she is responsible for completing all work missed according to the teacher's make-up policy. In the event of a hospitalization or doctor's appointment, Mission Heights Preparatory High School requires an original signed note from the health care provider. If a student misses more than ten unexcused days of classes, then she/he is dropped from school and must re-enroll in Mission Heights Preparatory High School.

Tardiness

It is critical that all students be prepared to begin instruction on time. Therefore, students should arrive at school by 8:15 a.m. A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the school.

Students arriving after the start of class must sign in and a parent must accompany or call for any student who arrives after 8:20 a.m. The student will be considered tardy and the incident will be recorded.

Additionally, students who continue to arrive late will be placed in lunch detention. **Three tardies are equal to one absence.** Students arriving more than 45 minutes late will be counted as absent for that class.

Early Dismissal

It is the expectation of Mission Heights Preparatory High School that students are present for the entire school day, however we understand that family emergencies, medical appointments, etc. occasionally arise. Mission Heights Preparatory High School, must be certain that the parent/guardian has given consent before a student is allowed to sign out during the school day. A parent must come to the Administration Office to sign the student out in person. The student will not be released to anyone other than the parent/guardian unless previously approved in writing. The parent/guardian must pick up the

student by signing him/her out in the office. Older students (18 or older) that have been pre-approved may sign out based on parent/guardian permission and the verified authenticity of the form. Note – Students that are 18 or older may not sign themselves out without prior permission of a parent/guardian. School Administration may grant exceptions in the case of a disciplinary incident or extreme emergencies.

Leaving campus without following the above procedure will be regarded as “skipping” or “ditching” and will result in disciplinary action. The purpose of this policy is to eliminate class disruptions so instructional time is not lost.

Rules Regarding Adult Students

Any student that is 18 years old or older is considered an adult by the federal and state law.

Admission

Mission Heights Preparatory is open to all children, on a space-available basis within each grade. The school does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

There is an enrollment Placement Test used to determine student placement once students are enrolled. Once all available slots are filled, applicants will be placed on a waitlist. Students will be admitted from the waitlist as places become available in each grade, in the order that the applications were filed. Preference is given to siblings of admitted students.

Reenrollment

To secure your child’s place at Mission Heights Preparatory for the next school year, you must officially re-enroll him or her. In January/February, re-enrollment packets will be sent home along with the spring deadline for re-enrollment. Students whose re-enrollment packets are received after the deadline will be added to the waitlist and admitted on a space-available basis.

Transfers and Withdrawals

If you plan to move, let the school know at least three days in advance. The school will prepare transfer materials to help you get started at the new school. Transfer materials will be ready 24 hours from the date the school is notified.

Transferring Credits to Mission Heights from Online Schools

Mission Heights requires that any student taking a core class online or with a CBE class at Mission Heights must pass a skills test for the curriculum related to the credit earned. These skills tests ensure that the student has mastered the material and is ready to move into more advanced coursework. Skills tests will be given at Mission Heights Preparatory High School at the time transcripts are received indicating that online credit was awarded. Tests will be given for all core academic courses and languages, but not elective courses. Elective classes will be transferred automatically. If a student fails to pass a skills test for a particular class, the credit earned will still be transferred, but as elective credit only.

Student Records and Confidentiality

Family Educational Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records within 45 days of the day the school receives a request for access, the right to an amendment of the student's educational records that the student believes to be inaccurate or misleading, and the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the school leader. If a reasonable solution is not made at the school level, the family member or majority age student may contact the school's management company, The Leona Group of Arizona. The Vice President of Academic Services will review the complaint and attempt to resolve the situation with the complaint. The complainant has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school concerning FERPA.

United States Military branches (Army, Air Force, Navy, Marines and Coast Guard) are allowed to access public school directory information for military recruitment purposes. Parents of students may deny access to personal directory information by submitting their request in writing.

It is critical that the school be notified immediately of any changes in a student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the Administrative Assistant.

Parents' Right to Know

The No Child Left Behind (NCLB) Act of 2001 [Section 111 (h) (6)] gives parents the right to request and, in a timely manner/understandable format, receive their child's assessment data and the qualifications of their child's classroom teachers. Please contact the School Leader to review this information.

National School Breakfast and Lunch Program

Mission Heights Preparatory High School is pleased to offer the National School Breakfast and Lunch Program (NSLP). The NSLP is a Federal Program that provides nutritious meals at a minimum cost to school children. Families may apply for the program by submitting a Household Income Application which is provided by the school.

Non-discrimination Statement: "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Parents are asked to make payments through www.schoolcafe.com. When it is necessary for a student to pay in cash, money should be delivered to the office at the beginning of the school day. Student meal accounts are the responsibility of the parent and student to maintain. If a student's account goes \$6.00 into the negative, their account will be closed until more money is added to it. During that time a sandwich and some fruit will be available to them free of charge.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction. All food must stay in and be disposed of in the cafeteria or in the back courtyard. Students will not be allowed to take food into the hallways or the classrooms. Students will practice etiquette and clean-up skills during meal times.

Vending Machines

Vending machines are available on campus to purchase drinks and snacks approved by federal health guidelines. The snack machine will be turned off during lunch period so that students are encouraged to eat a full meal. The funds raised will be used to support school activities and reward programs. Students are expected to treat these machines with care and respect. Any incident of misuse or vandalism will be dealt with according to discipline policies explained below.

Health and Safety

Students' health and safety is one of the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. Mission Heights is regulated by the State Department of Health Services. All facility inspection reports are available upon request.

Medicine at School

The Administration and the student's teacher must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication must be brought to the Mission Heights office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child, a staff member trained by a nurse will administer the medication.

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form (included in the enrollment packet). Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify the school in writing if your child has a chronic illness that may affect his or her performance at school.

Accidents

All staff members are trained in CPR and First Aid. Therefore, a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone and email whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be diligent in keeping the school's records up-to-date.

Visitor Identification

To help ensure a safe and secure learning environment for your children, all visitors to Mission Heights need to sign-in at the school office and wear a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

Emergency Drills and Evacuations

The school will have at least one fire/emergency drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a

regular basis. The entire school will practice security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

Solicitation

Solicitation of or by any student, parent, or staff member on school property for any cause except those authorized by the School Leader or Assistant School Leader is strictly prohibited.

Transportation

Students are responsible for transportation to and from school. MHPHS will provide transportation to certain areas (outside a 1.5 mile radius of the school), based on student enrollment. Service will be limited to the seating capacity of the school bus and will only service specific scheduling options and pickup locations.

Students who intend on riding the school bus are required to follow the following expectations:

- Respect the driver, other passengers, and their property.
- Follow all directions.
- Seats may be assigned by the bus driver.
- Keep all parts of the body inside the bus at all times.
- Students should talk quietly and keep their hands to themselves. Absolutely NO FIGHTING.
- All students should be courteous of those around them. No profanity, vulgar language, or obscene gestures.
- No eating, chewing gum, or drinking. (Except water)
- Students are to remain in their seats until the bus comes to a complete stop.
- Students will only be allowed to exit the bus at their assigned stop. Parents must provide the office 24 hour notice for a student to be dropped off at a stop other than their designated stop.
- No littering or destruction of the bus.
- Personal belongings are the responsibility of the student that they belong to and shall be under the passenger's control at all times.

School Parking Policy

Driving on the campus of Mission Heights Preparatory is a privilege to all students. Students must follow basic rules to drive on the campus. All students wanting to park on campus must come to the office with the following documentation to receive a parking permit: Valid Driver's License, Current Vehicle Registration, and Current Proof of Insurance. Parking permits must be visible in the front window of any vehicle parked on the campus. If a car does not have the proper permit, it may be towed at the owner's expense. All vehicles are to maintain a 5 mph speed limit and should not play music at high volume while on campus. All vehicles must always follow safe driving habits. Students can lose their parking privileges at MHPHS if a violation of the expectations outlined occurs. Discretion to take away this privilege will be left to school administration. All students must park in the rear of the school (North lot).

Cell Phone Policy

Students will be required to turn their cell phone (ensuring that it is silenced first) in to their teacher at the beginning of each class. Each teacher will have a designated and secure location where the cell phones will remain until the end of the period when the students can pick them up again. Students who refuse to turn their cell phone in will be subject to disciplinary action mentioned below.

Special Education

All students possess unique physical, intellectual and cognitive characteristics which influence instruction. Mission Heights Preparatory High School seeks to maximize the potential of all students regardless of ability. Every newly enrolled child at Mission Heights Preparatory High School undergoes a 45 day screening process to monitor for potential physical, cognitive, or emotional disabilities. If a student enrolls at Mission Heights Preparatory High School with active or expired special education documentation, the student's records are immediately provided to the special education coordinator. If a student is perceived to have a disability or documentation indicates that the student has received services the special education teacher may discuss further action needed with staff and the student's family.

If parents or guardians perceive that their student is not benefiting from general education services, they may request, at no cost, an evaluation of their child's cognitive and intellectual ability. The special education coordinator in conjunction with school staff will review the request and respond to parents/guardians in a timely manner, in accordance with the Individuals with Disabilities Education Act. If an evaluation is warranted, the school will provide complete results in 60 calendar days of a written request. Students and families have the right to appeal decisions made by Mission Heights Preparatory High School staff. Appeals or grievances will be directed to the school School Leader.

Students who are eligible for special education services will receive special education services in the least restrictive environment to the maximum extent possible and with the full implementation of the Individualized Education Plan.

Students who receive their education with guidance from an Individualized Education Program may benefit from a range of scheduling options and small group instruction. The certified special education teacher serves as a consultative service to the general education teacher to ensure appropriate levels of instruction, accommodations or placement. Parents or guardians may, in writing, file a grievance with the school leader. The school leader will review all concerns and respond in a timely manner. If a student or family member disagrees with a school based decision the student or family member may contact the school's management company, The Leona Group. TLG's director of special education will attempt to resolve grievances. Parents have the right to review educational records according to the Family Educational Rights and Privacy Act.

Equal Educational and Employment Opportunity

Mission Heights Preparatory High School provides a nondiscriminatory learning environment that all students and staff are free from discrimination regarding race, color, ethnicity, national origin, religion and disability. A lack of English language skills will not be a barrier to admission and participation in the educational programs of the school. This commitment extends to all school programs and school sponsored events. In the event a student experiences discrimination, the student should report the incident to the school leader within 10 school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret the non-English speakers concerns will be taken. Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, or disability. If an alleged incident is not resolved at the school level the complainant may contact Mission Heights Preparatory High School's management company, The Leona Group of Arizona. The Vice President for Academic Services is The Leona Group of Arizona's compliance officer for Title IX, Title VI, Section 504 and the ADA. If a student or family member wishes to contact TLG offices the contact address is 7878 N. 16th Street, Suite 150, Phoenix, AZ 85020. The office phone number is 602.953.2933 and the facsimile is 602.953.0831.

Discipline Philosophy

Respect and mature conduct in the school is of primary importance to staff members, parents/guardians, and other students. The maintenance of orderly conduct of students is necessary in every school situation to ensure the health and safety of all and to maximize learning. Effective discipline is a necessity for quality education.

Mission Heights Preparatory High School's fundamental philosophical basis of effective discipline is that students are responsible for their own actions and are expected to show respect and consideration for the rights of others. These expectations are the basis upon which our Mission Heights Preparatory High School Bill of Rights and Responsibilities is formulated.

In addition to appropriate behavior at school, students are expected to exhibit proper behavior on their way to school, on their way home, and when participating in school activities.

Definitions of Suspension and Expulsion

Discipline in the school is critical to the provision and implementation of public education. The state legislature has granted MHPHS the authority to discipline students, and the authority to impose suspensions or expulsions upon students who engage in conduct that interferes with MHP's responsibility to educate students.

To ensure fairness, a student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Appropriate due process shall include notice and an opportunity to be heard. The particular form of due process required shall depend upon the gravity of the situation and the type of discipline invoked. Unless an emergency situation exists, due process shall be provided prior to the imposition of a suspension or expulsion.

School administration administering discipline must follow discipline procedures for students with disabilities if the student being disciplined is entitled to the protections of the Individuals with Disabilities in Education Act or Section 504 of the Rehabilitation Act.

If a student withdraws from school after receiving notice of possible action concerning discipline, suspension or expulsion, MHPHS may continue with the action after the withdrawal and may record the results of such action in the student's permanent file.

Short-Term Suspension

Definition: Short-term suspension means the temporary withdrawal of the privilege of attending school and school-related events at MHPHS for a period of nine consecutive school days or less.

When a short-term suspension is the anticipated disciplinary action, the school administrator will provide the student with the opportunity to participate in an informal hearing between the school administrator, the student, and a parent, which may include other people associated with the incident.

The school administrator will verbally inform the student of the alleged behavior that is considered a violation of the rules. The student will be given an opportunity to respond and present his or her version of the situation. If after these procedures are completed the school administrator decides that a short-term suspension is appropriate, the suspension will be imposed and the parent(s) will be notified.

Notice Regarding Discipline: If a short-term suspension is imposed upon a student, the following steps shall be taken:

- The school administrator will conference with the parent(s) before the student is permitted to leave the campus. If no parent contact is made, the student will be isolated until regular dismissal time. Parent(s) will be notified of the suspension by verbal and/or written communication.
- A letter shall be sent to the parent(s) within a reasonable time to explain the terms and reasons for the suspension.

Notwithstanding the above, a school administrator may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for short-term suspension shall be initiated.

Restrictions: A student who has been suspended shall not be permitted on school property and shall not be permitted to participate in school functions or activities without special permission and prior approval by the School Leader. Violation of this restriction may result in an arrest being made for trespassing.

Homework and Class Assignment: Homework and class work will be made available for students who have been suspended. The parent(s) will make arrangements to pick up the work from school for students suspended for three to nine days. Students will be given a reasonable amount of time to make up class work.

Long-Term Suspension

Long-term suspension means the temporary withdrawal of the privilege of attending school and school-related functions at MHPHS for a period of 10 consecutive school days or more. The procedures for Long Term Suspension may be requested by a parent or guardian.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending a school or any function at MHPHS unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student. Expulsion shall take effect only after a hearing is conducted and the Governing Board or designated individual has made a decision to expel. All correspondence related to expulsion will be done through hand delivery or certificate of mailing. The procedures for Expulsion may be requested by a parent or guardian.

ISS Policy

In the event a student is assigned in-school suspension for any reason, it shall be served on the day(s) designated. If the student is in school but fails to report to ISS for any reason, the penalty will be out of school suspension.

Community Service

Mission Heights Preparatory High School can choose to assign community service to a student in lieu of detention or a suspension. Community service will be conducted on campus and can include but is not limited to: sweeping, garbage pick-up, pulling weeds or other gardening activities as needed. However, if the student does not complete the assigned community service by the required date, that student may be suspended and their community service requirement will continue to be required. It is the student's responsibility to complete mandatory on-campus community service in the time assigned by school administration.

Code of Conduct

School Rules and Student Expectations

The following rules and procedures are enforced at Mission Heights Preparatory High School for the purpose of maintaining a safe, drug-free learning environment. Punishments are decided based on the discretion of school administration and severity of the student's offenses.

1. Zero-Tolerance for Fighting, Harassment, Threats and Intimidation. Mission Heights Preparatory High School strictly enforces a zero-tolerance policy on any fighting, bullying, threats, or intimidation. This includes threats, intimidation, or the commission of acts of violence through any means, including electronically. Punishments available to school administration:

- a. Short Term Out of School Suspension,
- b. Long Term Out of School Suspension
- c. Expulsion

2. Zero-Tolerance for Gang Association and Gang Activity. Mission Heights Preparatory High School strictly enforces a zero-tolerance policy on any type of gang association or gang activity. "Party Crews" are considered gangs by local law enforcement agencies and are considered such by Mission Heights Preparatory High School. This includes hand gestures/signs, language, clothing, belt buckles, writing, numbers, color combinations, etc. Punishments available to school administration:

- a. Long Term Out of School Suspension
- b. Expulsion

3. Zero-Tolerance for Illegal Substances and Weapons. Any involvement with the possession, use, or sale of any type of drug, alcohol, tobacco, or other controlled substance will result in notification to the authorities. This also includes substances designed to produce an effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects. Weapons or any other dangerous items are not permitted on campus. Punishments available to school administration:

- a. Short-Term Out of School Suspension
- b. Long Term Out of School Suspension
- c. Expulsion

4. The "Good Neighbor" Policy -- Student conduct within the school community. School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others while going to and from school. Failure to act as a good neighbor within the school community may result in disciplinary action (A.R.S. 13-201). Punishments available to school administration:

- a. Mandatory On-Campus Community Service
- b. In School Suspension
- c. Short term Out of School Suspension
- d. Long term Out of school Suspension
- e. Expulsion

5. Alcohol, Drug Violations and Arizona law. Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the school's "good neighbor" policy,

will result in disciplinary action by school officials, notification of parents, and possible involvement of police. The following provisions of Arizona's Drug Law are offered as a warning. Arizona judges have no discretion to impose less than mandatory prison sentences and fines. Anyone found to possess, use, or sell nonprescription drugs on or with 300 feet of school property should expect:

- If 18 or older, he/she will be tried as an adult.
- If convicted as an adult, his/her crime will be classified as a felony carrying a minimum mandatory prison sentence of 3 years and 9 months and a minimum fine of \$2,000. (If convicted as a minor, he/she may be placed in the custody of the Department of Corrections until the age of 18).
- If convicted of a drug offense, your driver's license will be suspended until age 18; if you do not have a driver's license, you may be denied a license until the age of 18.
- Punishments available to school administration
 - Long Term Out of School Suspension
 - Expulsion

6. Use & Possession of Tobacco on Campus. Possession of tobacco products on the school campus, buildings, parking lots, playing fields, vehicles, and off campus school sponsored events is a petty criminal offense. Tobacco products include: smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. snuff, twist), cigarette papers and pipes. A person who violates this section (HB2701) IS GUILTY OF A PETTY OFFENSE AND A MAXIMUM FINE OF \$300. (A.R.S. 36-798-03). Parents will be notified. Students may be disciplined. Cumulative violations could result in a formal hearing and long-term suspension recommendation. Punishments available to school administration:

- a. In school Suspension
- b. Short Term Out of School Suspension
- c. Long Term Out of School Suspension
- d. Expulsion

7. Zero-Tolerance for Theft. Any kind of theft will not be tolerated on campus or in the school community as stated in the "Good Neighbor" policy. Theft is grounds for expulsion and criminal prosecution. Theft is defined as attempted theft or knowingly possessing stolen property. Punishments available to school administration:

- a. Short Term Out of School Suspension
- b. Long Term Out of School Suspension
- c. Expulsion

8. Respect must be shown to teachers, staff members, other adults and students at all times. Total respect is required at all times by everyone at Mission Heights Preparatory High School. This includes the use of respectful language, gestures, actions, and attitude. This rule prohibits fighting, threats, and other acts of violence. Punishments available to school administration:

- a. Mandatory On-Campus Community Service
- b. Lunch Detention
- c. In-School Suspension
- d. Short Term Out of School Suspension
- e. Long Term Out of School Suspension
- f. Expulsion

9. Anti-Bullying Policy. Mission Heights Preparatory High School maintains a zero-tolerance policy towards bullying, harassment, and intimidation. All MHPHS students, faculty or parents/guardians should notify school administration immediately in the event of any incident of bullying, harassment, or intimidation. Any incident of bullying, harassment, and intimidation brought to the attention of school administration will be looked into and addressed. Any student found to bully, harass, or intimidate another student from the school will face disciplinary action, up to and including suspension or expulsion from Mission Heights Preparatory High School. (A.R.S. 15-841). Students who intentionally make a false report of bullying, harassment, or intimidation may also face disciplinary action. (A.R.S. 15-341). Cyber bullying of any kind shall not be tolerated whether on campus or off. Punishments available to school administration:

- a. Short Term Out of School Suspension
- b. Long Term out of school suspension
- c. Expulsion

10. Hazing. Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants. Punishments available to school administration:

- a. In-School Suspension
- b. Short Term Out of School Suspension
- c. Long Term Out of School Suspension
- d. Expulsion

11. Sexual Harassment. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing. Punishments available to school administration:

- a. In School Suspension
- b. Short Term Out of School Suspension
- c. Long Term Out of School Suspension
- d. Expulsion

12. Abuse of Staff. In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of verbal or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration. Punishments available to school administration:

- a. Long term Out of School Suspension
- b. Expulsion

13. Students Loitering on Campus. When arriving on campus, students should remain inside the building or the courtyard area until class begins. During passing periods, students should remain inside the building, or may pass through the courtyard to their next class. After school, students are allowed to remain on campus as long as they are being supervised by a teacher or staff member. Students should not be loitering in the hallways, Multi-Purpose Room (MPR), outside in the courtyard, on the basketball court, or in the parking lot. Punishments available to school administration

- a. Lunch Detention
- b. Mandatory On-Campus Community Service
- c. Short Term Out of School Suspension

14. Closed Campus Policy. For the safety of the students, Mission Heights Preparatory High School has a closed campus. Students must remain on school grounds at all times, including the break between classes. Students who become ill or have an emergency must report to the office. In order to be released from campus a parent/guardian must sign-out the student in person. Students may not be signed out via email or telephone calls. In the case of an anticipated early release the parent/guardian must have an Early Release/Dismissal Form on file with the office and have completed an Early Release Permission Form at least 24 hours before the scheduled early release. Students must show evidence of their appointment before being allowed to return to campus otherwise they will be denied entry to campus for the rest of the school day and that absence will be considered unexcused. Students who are 18 or older must also have parent/guardian consent to leave campus and may not give themselves consent to leave campus. The office may deny permission to leave campus. Failure to obtain permission to leave campus will be considered truancy and will result in an unexcused absence and disciplinary action. Punishments available to school administration:

- a. In-School Suspension
- b. Short Term Out of School Suspension
- c. Long term Out of School Suspension
- d. Expulsion

15. Electronic Devices. All cell phones should be turned in to the teacher at the beginning of each class period. Other electronic devices: cameras, personal electronic game players, recorders/music players, headphones/earbuds, etc. should not be visible in the classroom whatsoever. There may be exceptions to this rule if the teachers is using these electronic devices as learning tools. Disciplinary action will be taken against anyone who violates this policy. If a student has a need for a recorder in class, a note must be obtained from the teacher and the recorder checked in through the Assistant School Leader's office. If a student does not turn in their cell phone, or has another electronic device out without permission, will have it confiscated. Any confiscated electronic device must be picked up in person by the student's parent or legal guardian. MHPHS is not responsible for lost or stolen electronic devices. Punishments available to school administration:

- a. First offense - Confiscation of electronic device, parent/guardian pickup
- b. Second offense - Confiscation of electronic device, parent/guardian Conference
- c. Third offense – Confiscation until the end of the school year

16. Dress Code. Students are expected to wear their school uniforms while on campus. Any attire, which is inappropriate or distracts from the school program, will not be tolerated at any school sponsored event. The full school uniform policy is available online or a physical copy may be requested by students and parents. Punishments available to school administration:

- a. On the first dress code offense, the student will be sent home to change and return to class or parents will be asked to bring an appropriate change of clothes to school for the student while the student is placed in ISS.
- b. On the second offense, the student will be placed in lunch detention in addition to the above punishment.
- c. On the third offense, the student will be sent home for the day and will not return to campus until parent meeting is scheduled.

17. Public Display of Affection (PDA). The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate, intimate behaviors on campus or at school related activities. Students are expected to show good taste and conduct themselves as ladies and gentlemen at all times. The limit for affection shown on the Mission Heights Preparatory High School campus is that of holding hands, a brief hug or quick kiss. Lewd and/or inappropriate displays of public affection such as prolonged hugging or kissing, touching, etc. will not be tolerated and will result in the following disciplinary action:

- a. First Offense - Warning/Reprimand
- b. Second Offense - Mandatory On Campus Community Service
- c. Third Offense - In-School Suspension

18. Sexual Activity. Acts of sex or simulated sex including but not limited to, intercourse or oral or manual stimulation. Punishments available to school administration:

- a. Short term out of school suspension
- b. Long term out of school suspension
- c. Expulsion

19. Sexually Explicit, Vulgar, or Violent Material. Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by school administration for its educational value. Students will not be disciplined for speech in situations where it is protected by law. Punishments available to school administration:

- a. Confiscation
- b. In School Suspension
- c. Short Term Out of School Suspension
- d. Long Term Out of School Suspension
- e. Expulsion

20. Bus or Transportation Misconduct. Any offense committed by a student on transportation provided by or through MHPHS shall be punished in the same manner as if the offense had been committed on campus. In addition, transportation privileges may be suspended or revoked.

21. Dishonesty. Any act of lying, whether verbal or written, including forgery. Punishments available to school administration:

- a. Nullification of forged document
- b. Mandatory On-Campus Community Service
- c. Short Term Out of School Suspension
- d. Long Term Out of School Suspension
- e. Expulsion

22. Academic Honesty. Students are expected to complete their own work on any assignment. Any instances of cheating or plagiarism will be referred to school administration and will result in disciplinary action. Violations of the above or other activities considered inappropriate will result in a failing grade on the assignment and could lead to disciplinary action. Punishments available to school administration:

- a. No credit for work, grade reduction, or replacement assignment
- b. No credit for work, grade reduction, course failure
- c. In School Suspension
- d. Short Term Suspension

23. Arson. Starting or attempting to start a fire or causing or attempting to cause an explosion.

Punishments available to school administration:

- a. Restitution
- b. Long-term Out of School Suspension
- c. Expulsion

24. Incendiary Devices. Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff. Punishments available to school administration:

- a. Confiscation
- b. Mandatory On Campus Community Service
- c. In School Suspension
- d. Short Term Out of School Suspension
- e. Long Term Out of School Suspension

25. Vandalism. Students are expected to respect the buildings and property of the school at all times. Defacing the surface of walls, countertops, desks, chairs, and technology is unacceptable. Intentional damage to walls or breaking of equipment that is owned or maintained by the school will be dealt with as an act of vandalism. Punishments available to school administration:

- a. Repair and/or replace the damaged area
- b. Apology to affected population
- c. Mandatory On Campus Community Service
- d. Lunch Detention
- e. Short Term Out of School Suspension
- f. Long Term Out of School Suspension
- g. Expulsion

26. Automobile/Vehicle Misuse. Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property. Punishments available to school administration:

- a. Suspension of Parking privileges on campus
- b. Mandatory On-Campus Community Service
- c. Permanent suspension of parking privileges
- d. Short Term Out of School Suspension
- e. Long Term Out of school Suspension
- f. Expulsion

27. False Alarms. Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property. Punishments available to school administration

- a. Short Term Out of School Suspension
- b. Long Term out of school suspension
- c. Expulsion
- d. Restitution

28. Gambling. Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes but is not limited to, betting on outcomes of activities, assignments, contests, and games. Punishments available to school administration

- a. Mandatory On-Campus Community Service
- b. In-school suspension
- c. Short Term Out of School suspension

29. Technology Misconduct. Attempting, regardless of success, to gain unauthorized access to a technology system or information; use school or personal technology to connect to other systems in evasion of the physical limitations of the remote system; copy school files without authorization; interfere with the ability of others to utilize school technology; secure a higher level of privilege without authorization; introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using school technology; or evade or disable a filtering/blocking device.

Punishments available to school administration:

- a. Revocation of Technology use on campus
- b. In School Suspension
- c. Short Term Out of School Suspension
- d. Long Term Out of School Suspension
- e. Expulsion

30. Unauthorized Entry. Entering or assisting any other person to enter a school facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a school facility through an unauthorized entrance; assisting unauthorized persons to enter a school facility through any entrance. Punishments available to school administration:

- a. In School Suspension
- b. Short Term Out of School Suspension
- c. Long Term Out of School Suspension
- d. Expulsion

31. On Campus Sales. Students may not engage in the sale of any item on campus without the express permission of MHP administration. Student who wish to sell items on campus should have a signed permission slip from a club sponsor or administrator at all times. Punishments available to school administration:

- a. Confiscation
- b. Community Service Hours
- c. Lunch Detention
- d. In School Suspension

32. Off Campus Events. Off campus events are considered an extension of the MHPHS campus and any violation at an off campus event will be treated as if the violation occurred on campus.

Federal privacy laws (FERPA) prohibit MHP from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Student Interrogation, Searches, and Arrests

Mission Heights seeks to maintain a climate in the school which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for the School Leader or Assistant School Leader to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff. Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or school policy. When reasonable grounds for a search exist, school administration may search a student and/or the student's property while on school premises or during a school activity under the circumstances outlined in this policy and may seize any illegal, unauthorized, or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student of the suspected infraction.

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school administrator conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

Definitions:

1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on his own personal experience, that search of a particular person, place, or thing would lead to the discovery of evidence of a violation of school policy or state laws. Reasonable suspicion requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by school policy or state law, including but not limited to drugs, alcoholic beverages, guns, knives, other weapons, and incendiary devices.

Search of Student's Person

The School Leader or designee may search the person of a student if the school official has reasonable grounds to believe that the student is in possession of contraband. Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or backpack, and/or a "pat down" of the exterior of the student's clothing. Searches of the person shall be conducted out of the presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Law Enforcement Officers' Involvement

The School Leader or designee may request that a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standard rather than under the provision of this policy. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer.

If law enforcement personnel seek permission from school authorities to search a student, the student's personal property, or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted, unless;

1. There is uncoerced consent by the student.
2. There are probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
3. The search is incident to an arrest and is limited to the person and immediate surrounding.

When law enforcement officials request permission to question students when they are in school or participating in school activities, the School Leader or designee shall be present. If the student is under 18, the student's parent/guardian also shall be present, unless the juvenile is emancipated as that term is defined in state law.

Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible. When custody and/or arrest by the police are involved, the School Leader shall request that procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures, including but not limited to obtaining proper arrest warrants where required.

Seizure of Items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or school policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the School Leader until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to any law enforcement officer in accordance with this policy.

Use of Physical Intervention

In dealing with disruptive students any person employed by the school may, within the scope of his or her employment, use reasonable and appropriate physical intervention or force as necessary:

1. To prevent a student from an act of wrong-doing.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
4. For the purpose of self-defense.
5. For the protection of persons or property.
6. To maintain discipline.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. No corporal punishment shall be administered to students by anyone at Mission Heights Preparatory.

Disciplinary Removal from Classroom

It is the policy of Mission Heights Preparatory to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by Mission Heights and any other appropriate classroom rules of behavior established by the classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether it is appropriate to remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented. A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior;

1. Violates the code of conduct adopted by Mission Heights.
2. Is dangerous, unruly, or disruptive.
3. Seriously interferes with the ability of the teacher to teach the class or other students to learn.

Removal from class under the policy does not prohibit the administration from pursuing or implementing additional disciplinary measure, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

Code of Conduct Statement

The success of Mission Heights' Code of Conduct and Keys to Success depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. On behalf of the administration, management, faculty, and staff of Mission Heights, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Code of Conduct.

Your signature in the appropriate place on the [MHP Student Handbook Acknowledgement & Agreement](#) page indicates your commitment to helping fulfill the school's primary mission—rigorous academic learning.

Mission Heights Preparatory is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Sincerely,
Amanda Mace
School Leader



Mission Heights Preparatory High School



Attendance Policy

According to Arizona State law, attendance in school is mandatory. During a Quarter, a student is allowed 3 unexcused absences per class. Once a student reaches 4 unexcused absences in a class, a grade of "NC" will be received for that class. The student is still required to attend class and learn as much as they can, but they will receive no credit. Failure to attend class after this point will be addressed as a discipline issue or may be referred to the court system as being "habitually truant." If a student misses ten consecutive unexcused days of school, then she/he is dropped from school and must go through the re-enrollment process to be accepted back at Mission Heights.

If an absence/tardy should occur, please call the school (520-836-9383) as soon as possible to explain the reason. This will keep you from receiving the automated phone calls about your student's attendance. At this point the absence/tardy is still considered **unexcused** until written documentation is brought to the school office within 48 hours of the student's return to school.

EXCUSED ABSENCES/TARDIES

Reasons where no documentation is needed:

- School-Related activities
- Out of School Suspension

Reasons where written documentation is needed:

- Illness
- Medical/dental/health appointments
- Related to the legal system
- Family emergency
- Weddings or Bereavement
- Religious observations
- College Visit

Required written documentation from Parent for Excused Absences/Tardies must contain the following (feel free to make copies of the form on the back of this page):

- Student's name and grade level
- Reason for the absence/tardy (from the list above)
- The date of the absence/tardy
- Parent/guardian name, daytime phone and signature
- If available, official documentation from the service provider or legal entity

Three unexcused tardies will count as one unexcused absence and will then be counted toward the total unexcused absences and could result in receiving an "NC" grade for that class. If a student is more than 45 minutes late to a class, it will be counted as an unexcused absence and can be excused using the process above.

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Mission Heights Preparatory High School



Excused Absence Written Documentation

Student Name _____ Grade Level _____

Reason for Absence/Tardy (in order for it to be excused, one of the following six reason must be marked; you may not add other reasons):

- Illness
- Medical/Dental/Health Appointment (provide documentation if available)
- Related to the Legal System (explain) _____
(provide documentation if available)
- Family Emergency
- Wedding or Bereavement (provide documentation if available)
- Religious Observations
- College Visit (explain) _____
(provide documentation if available)

Date of Absences/Tardies: _____

Parent/Guardian Name: _____ Daytime Phone #: _____

Parent/Guardian Signature: _____

Please staple a copy of any necessary documentation to this form and turn it in to the office within 2 school-days of the student's return to school.

