

# Mission Heights Preparatory High School



## Student Handbook 2018-2019

1376 East Cottonwood Lane, Casa Grande, AZ 85122

(p) 520-836-9383 (f) 520-836-9662

[www.mhprep.com](http://www.mhprep.com)

Amanda Mace, School Leader

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Dear Parents and Students,

Thank you for choosing Mission Heights Preparatory High School, the home of the Phantoms! The school's administrators, faculty, and staff are eager to work with you as you "*Prepare to Succeed!*" The 2018-2019 Student Handbook is designed to guide you and your son or daughter through this exciting time. We encourage you to read and discuss ALL sections of this handbook thoroughly.

The 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 High School (MHP). The Code of Conduct describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment. As we proceed through the school year, changes might be made to this document. Please refer to the electronic version that is available on the school's website ([www.mhprep.com](http://www.mhprep.com)). We will do our best to inform you about any changes before they are made.

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

At MHP, 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

## **MOTTO**

"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 success built upon the pillars of **MOTIVATION** (self-discipline and grit), **HEART** (community service and civic duty), and **PURPOSE** (college and career readiness).

## **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 individualized education, setting them up for success in whatever path they choose.

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

## **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.

## Staff Directory

Mission Heights Preparatory High School's highly skilled and experienced staff 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 520-836-9383, or Fax# 520-836-9662.

### Leadership Staff

Amanda Mace	School Leader	<a href="mailto:amanda.mace@leonagroup.com">amanda.mace@leonagroup.com</a>
Matt Davenport	Assistant School Leader	<a href="mailto:matt.davenport@leonagroup.com">matt.davenport@leonagroup.com</a>
Yvonne Jenkins	Office Manager	<a href="mailto:yvonne.jenkins@leonagroup.com">yvonne.jenkins@leonagroup.com</a>
Crystal Martinez	ESS Coordinator	<a href="mailto:crystal.martinez@leonagroup.com">crystal.martinez@leonagroup.com</a>
Jocelyn Martinez	Student Mentor	<a href="mailto:jocelyn.martinez@leonagroup.com">jocelyn.martinez@leonagroup.com</a>
Mona Mendez	Curriculum Coach	<a href="mailto:mona.mendez@leonagroup.com">mona.mendez@leonagroup.com</a>
Doug Sirk	Athletic Director	<a href="mailto:douglas.sirk@leonagroup.com">douglas.sirk@leonagroup.com</a>

### Instructional Staff

William Buie	Science	<a href="mailto:william.buie@leonagroup.com">william.buie@leonagroup.com</a>
Diana Carlson	Language Arts	<a href="mailto:diana.carlson@leonagroup.com">diana.carlson@leonagroup.com</a>
Colton Carlson	Math	<a href="mailto:colton.carlson@leonagroup.com">colton.carlson@leonagroup.com</a>
Jason Durivage	Science	<a href="mailto:jason.durivage@leonagroup.com">jason.durivage@leonagroup.com</a>
Manuel Leybas	Drama	<a href="mailto:manuel.leybas@leonagroup.com">manuel.leybas@leonagroup.com</a>
Teresa Ly	Language Arts	<a href="mailto:teresa.ly@leonagroup.com">teresa.ly@leonagroup.com</a>
Kristin Miller	AVID and Social Studies	<a href="mailto:kristin.miller@leonagroup.com">kristin.miller@leonagroup.com</a>
Tony Potter	Language Arts	<a href="mailto:anthony.potter@leonagroup.com">anthony.potter@leonagroup.com</a>
Shayna Potter	Music	<a href="mailto:shayna.potter@leonagroup.com">shayna.potter@leonagroup.com</a>
Adam Power	Fine Art and Social Studies	<a href="mailto:adam.power@leonagroup.com">adam.power@leonagroup.com</a>
Gary Shepler	Social Studies	<a href="mailto:gary.shepler@leonagroup.com">gary.shepler@leonagroup.com</a>
Catherine Sirk	Spanish	<a href="mailto:catherine.sirk@leonagroup.com">catherine.sirk@leonagroup.com</a>
Vicky Vargas	Math	<a href="mailto:vicky.vargas@leonagroup.com">vicky.vargas@leonagroup.com</a>
Sunny Wiltbank	Math	<a href="mailto:sunny.wiltbank@leonagroup.com">sunny.wiltbank@leonagroup.com</a>

### Office Staff

Gabriela Garcia	Receptionist	<a href="mailto:gabriela.garcia@leonagroup.com">gabriela.garcia@leonagroup.com</a>
Priscila Macias	Receptionist	<a href="mailto:priscila.macias@leonagroup.com">priscila.macias@leonagroup.com</a>
CaSandra Senger	Receptionist/NSLP	<a href="mailto:casandra.senger@leonagroup.com">casandra.senger@leonagroup.com</a>

### Transportation Staff

Judy Nelson	Bus Driver	<a href="mailto:judy.nelson@leonagroup.com">judy.nelson@leonagroup.com</a>
Christina Murray	Bus Driver	<a href="mailto:christina.murray@leonagroup.com">christina.murray@leonagroup.com</a>

## Management



Mission Heights Preparatory High School is proud to be managed by The Leona Group. The Leona Group is a private company that owns and manages schools throughout Arizona. The Leona Group was developed and is run by educators and business people with decades of experience in both fields 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 (TLG) was formed in 1996 in Michigan by Dr. William Coats, a nationally-recognized leader in education reform. Foundational to The Leona Group is the philosophy that every child can and will learn, regardless of ethnicity, economic or educational disadvantage. These founding beliefs drive TLG's commitment to excellence in elementary, middle and high school classrooms across the country. Foundational to The Leona Group is our philosophy about students: that every child can and will learn, regardless of ethnicity, economic or educational disadvantage.

Our philosophy about schools is that every family deserves quality choice in free public education. Leona provides options that are safe, nurturing and responsive to individual student needs. Each school curriculum is centered on the child and presented in a way that helps students thrive and succeed. Our buildings are clean and safe; our classrooms are inviting and friendly.

Our philosophy about parents is that families play an important role in student success. Leona Group schools encourage family participation in many ways, and work to establish close and meaningful connections with parents/guardians. Parents are warmly welcomed in our schools and we are always looking for new ways to include parents in the school community, decision making and culture.

Our philosophy about teachers is that to have life changing schools, you must have world-class teachers. Do you remember a very special teacher who impacted your life in a significant and positive way? We try hard to hire that teacher - every time. Of course our teachers must meet the same state and federal requirements to teach - but more, they are deeply committed to The Leona Group's mission and united by a love for children and their profession.

Our philosophy about communities is that Leona Group schools must strive not only to be a part of the community - but also to become pillars of support to their neighbors by being an invaluable resource and working to provide for their needs.

The Leona Group was chartered by the Arizona State Charter Board in 1997. The Leona Group's corporate office may be contacted at: [www.leonagroup.com](http://www.leonagroup.com) or 602-953-8075.

7878 N. 16th Street, Suite 150  
Phoenix, Arizona 85020



Mission Heights Preparatory High School is a member of The Kaizen Education Foundation (KEF) which was organized in 2008 as an Arizona nonprofit corporation. KEF operates as a nonprofit 501(c)(3) corporation.

The mission of the Kaizen Education Foundation is to promote the charter school movement in the United States with the goal of improving the public school system by creating a more competitive environment, providing parents and students with freedom of choice, and striving for higher academic standards.

To assist in the accomplishment of this goal, the Foundation will do any or all of the following:

- Apply for charter school applications
- Serve as a governing body for charter schools
- Provide start-up funding and capital investment
- Acquire property for school sites and facilities
- Operate as an educational management company
- Provide supplemental educational services

### **Basic Beliefs and Expectations**

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).

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## ENROLLMENT AND ADMISSIONS

### Open Enrollment

Mission Heights Preparatory High School has an open-enrollment policy in accordance with A.R.S. § 15-184. A copy of the full open-enrollment policy is available for your review upon request from the school office.

Admission to MHP is open to all students ages fourteen through twenty-one. MHP does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, age, religion, gender, income level, disability, English proficiency or athletic ability.

Failure to disclose accurate, complete, and truthful information on the enrollment application may result in revocation or removal from enrollment. Pursuant to A.R.S 15-184(F), MHP may refuse to admit any pupil who has been expelled from another educational institution.

### Enrollment Process

1. Visit the school's website [www.mhprep.com](http://www.mhprep.com) and click on the "Enrollment" button.
2. Once you have completed the online enrollment, a representative from the school will contact you to set up an Orientation with the School Leader.
3. Orientation - The purpose of this is to acquaint the student and the parents or guardians with administration as well as the rules and expectations set forth for MHP students. After that discussion, students will receive a checklist detailing the next steps that need to be taken.
4. Optional Placement Test incoming 9th graders - If the student would like to be considered for Honors classes, they will need to take the Placement Test.
5. Collect and submit enrollment documents - Students and guardians are responsible for obtaining all of the necessary documents needed to enroll.
  - a. **Proof of age and identity (A.R.S. §15-828)** Any person enrolling a student (except a homeless student) must provide the school with one of the following:
    - i. A copy of the child's government-issued birth certificate; or
    - ii. Other reliable proof of identity and age, such as a student's baptismal certificate, hospital-issued birth certificate, application for a Social Security number, passport, or original school registration records from another public or private school; or
    - iii. A letter from an authorized representative of an agency having custody of the student.
  - b. **Proof of residency (ARS 15-802(b))** A person can prove his or her physical residence by completing an Affidavit of Arizona Residency (available at school offices) and submitting an original or legible copy of one of the following documents that indicates the person's name and residence address:
    - i. Valid Arizona driver's license, Arizona identification card or motor vehicle registration
    - ii. Real estate deed, mortgage documents or property tax bill
    - iii. Residential lease or rental agreement
    - iv. Water, electric, gas, cable, or phone bill

- v. Bank or credit card statement
- vi. State income tax return, W-2 wage statement or payroll stub
- vii. Certificate of tribal enrollment or other identification, issued by a recognized American Indian tribe, that contains an Arizona address
- viii. Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

The residency documentation received by the school will be maintained in accordance with Arizona Department of Education guidelines and must be updated annually.

- c. **Immunizations (ARS 15-872)** All students entering Arizona public schools are required by law to be immunized. If the student has, a medical condition or personal belief that conflicts with this law a waiver may be signed and presented at the time of registration.
  - d. **Arizona School Withdrawal Form (ARS 15-827 (A), (B))** A student who enters a school shall present a properly executed withdrawal form if such student previously attended another school in this state.
6. Online Lunch Program Registration - Parents will then need to fill out a meal application at [family.titan12.com](http://family.titan12.com).
7. After the student has enrolled the following documents will need to be submitted:
- a. Student Handbook Acknowledgement Form (available from the school)
  - b. Attendance Record and Discipline Records from previous school (if requested)
  - c. Copy of Unofficial Transcript from last high school attended (if applicable)
  - d. Copy of Custody or Guardian Papers (if applicable)
  - e. Copy of most recent IEP or 504 plan (if applicable)

*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.*

### **Re-Enrollment**

To secure your child's place at MHP for the next school year, you must officially re-enroll him or her. In January/February, re-enrollment verification forms 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.

### **MHPREP Email Account**

Upon enrollment, all students are given an email account under the mhprep.com domain. It is very important that all students familiarize themselves with this account and check it frequently as this is how the school and teachers communicate with students about upcoming events, class assignments and due dates, and other reminders. This account will be deleted immediately upon withdrawal or after the summer following graduation.

### **Rights of Homeless Students under the McKinney-Vento Homeless Assistance Act**

This school shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless students, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Student or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

As a charter school, MHP has the obligation to enroll homeless students as a “school of origin.” The school of origin is defined as the school that the student attended when first experiencing homelessness. The school of residency is defined as the neighborhood school identified by the attendance area in which the student is currently residing. Therefore, all students who present themselves as homeless students will be immediately enrolled.

When MHP is the school of origin, the students have the right to remain in the School the entire time that they are homeless. All homeless students will be allowed participate in any programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc., and remain enrolled until the end of the academic year in which they move into permanent housing.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless student or youth, you may file a complaint with the school district. The school district must respond quickly and it must be in writing. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms. You have the right to appeal a decision to the state level.

For more information, refer to <http://www.ade.az.gov/homeless/> or contact:

<i>Yvonne Jenkins Homeless Liaison Mission Heights Preparatory High School 1376 East Cottonwood Lane Casa Grande, Az 85122 520-836-9383 yvonne.jenkins@leonagroup.com</i>	<i>Alexis Clermont State Homeless Coordinator Arizona Department of Education, Bin #2 1535 W. Jefferson Street Phoenix, AZ 85007 (602) 542-4963 alexis.clermont@azed.gov</i>
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### **Equal Educational Opportunity**

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. MHP provides a nondiscriminatory learning and work environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the school leader.

### **Procedures for Filing Complaints**

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school leader. Complaints that cannot be reported immediately must be reported within ten (10) calendar days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken. The school employee receiving the report or complaint, or who personally witness discrimination or harassment, shall immediately inform the school leader of the report or complaint and complete a Statement of Facts form.

### **Procedures for Investigation of the Report/Complaint**

The school leader will investigate the incident personally, or designate another school employee to conduct the investigation at the school leader's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The school leader shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the school leader.

### **Investigative Findings**

In all cases, regardless of whether a violation of school policy is found or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

### **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.

**English Language Acquisition Services Department**

MHP offers programs that meet the diverse needs of English Language Learners by offering programs that meet the Arizona requirements under A.R.S.15-756.01. The programs are designed to provide equal educational opportunity and access to curriculum while developing English language skills to students for whom English is not the primary language. Parents have the right to refuse participation in these services. For more information, contact the school ELAS coordinator, school leader or Stacy Hoffman, Director of ELAS at 602-953-2933.

**Special Programs**

MHP makes available special education and related services to all students. It is the philosophy of The Leona Group and MHP that all children can learn, regardless of disability. Our teachers are trained to teach to diverse learning styles and ability levels. MHP 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.

## GENERAL SCHOOL/STUDENT INFORMATION

### Student Costs

- Annual Student Activity Fee - due at beginning of school year (Non-Refundable) \$25.00
  - Includes: MHP Binder, Activity T-Shirt, School Field Trips
- Sports Participation Fee - due at beginning of each season (Non-Refundable) \$25.00
- Official Transcript Fees \$1.00
- Parking Permit \$5.00
- Replacement School ID \$5.00
- Replacement or Extra Passport \$10.00

### School Material Checkout

Students are responsible for the care and maintenance of any textbooks, novels, calculators, or other school-owned material that are checked out of the school by a teacher or administrator. Students must complete a Materials Checkout form and agree to pay for any damages incurred during the time that the item is under the student's care. In the event that a student loses the item, that student will be required to replace the item at the current price. In some cases, students will be required to put down a deposit before they can check out school materials.

### Four Quarter Schedule

MHP 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.

### 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.  
*Lunch* 11:25 a.m. - 11:55 p.m.  
Period 3 11:55 a.m. - 1:25 p.m.  
Period 4 1:30 p.m. - 3:00 p.m.  
Period 5 [T/H] 3:00 p.m. - 4:00 p.m.

#### 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.  
*Lunch* 10:45 a.m. - 11:15 a.m.  
Period 3 11:15 a.m. - 12:25 p.m.  
Period 4 12:30 p.m. - 1:40 p.m.

### Extra Period Classes

Students who are enrolled in Zero, 4th, or 5th period classes do so on a Contract basis. This means that, if their attendance or academic performance is not adequate to remain successful in the class, specifically, after the first two weeks of class a student accumulates 4 unexcused absences (including tardies) or their grade percentage drops below a 50%, the teacher will contact the parent to inform them that their student will be dropped from the class and given the grade of "WF" (if being dropped for grades) or "NC" (if being dropped for attendance).

## Teacher Meetings

Campus will be closed every Wednesday after 3:00 pm and every first Friday after 2:00 pm for Staff Meetings, Department Meetings, Teacher Buddy Activities, Team Building, and Professional Development. Please refer to the school calendar on the website.

## 2018-2019 School Calendar

August							December							April						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
			1	2	3	4	2	3	4	5	6	7	8	1	2	3	4	5	6	
5	6	7	8	9	10	11	9	10	11	12	13	14	15	7	8	9	10	11	12	13
12	13	14	15	16	17	18	16	17	18	19	20	21	22	14	15	16	17	18	19	20
19	20	21	22	23	24	25	23	24	25	26	27	28	29	21	22	23	24	25	26	27
26	27	28	29	30	31		30	31						28	29	30				

  

September							January							May						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1	6	7	8	9	10	11	12	5	6	7	8	9	10	11
2	3	4	5	6	7	8	13	14	15	16	17	18	19	12	13	14	15	16	17	18
9	10	11	12	13	14	15	20	21	22	23	24	25	26	19	20	21	22	23	24	25
16	17	18	19	20	21	22	27	28	29	30	31			26	27	28	29	30	31	
23	24	25	26	27	28	29														
30																				

  

October							February							Daily Schedule	
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	Zero Period	7:00 am - 8:15 am
						1	3	4	5	6	7	8	9	1st Period	8:20 am - 9:50 am
7	8	9	10	11	12	13	10	11	12	13	14	15	16	2nd Period	9:55 am - 11:25 am
14	15	16	17	18	19	20	17	18	19	20	21	22	23	Lunch	11:25 am - 11:55 am
21	22	23	24	25	26	27	24	25	26	27	28			3rd Period	11:55 am - 1:25 pm
28	29	30	31											4th Period	1:30 pm - 3:00 pm
														5th Period	3:00 pm - 4:00 pm

  

November							March							Friday Schedule		
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	Zero Period	7:00 am - 8:15 am	
					1	2	3	3	4	5	6	7	8	9	1st Period	8:20 am - 9:30 am
4	5	6	7	8	9	10	10	11	12	13	14	15	16	2nd Period	9:35 am - 10:45 am	
11	12	13	14	15	16	17	17	18	19	20	21	22	23	Lunch	10:45 am - 11:15 am	
18	19	20	21	22	23	24	24	25	26	27	28	29	30	3rd Period	11:15 am - 12:25 pm	
25	26	27	28	29	30		31							4th Period	12:30 pm - 1:40 pm	

  

Teacher In-Service			July-August			July 26- Aug 2		
First Day - Block 1	August	3	Teacher In-Service	August	24	Labor Day	September	3
Last Day - Block 1	October	4	Last Day - Block 1	October	4	Teacher In-Service	October	5
First Day - Block 2	October	8	First Day - Block 2	October	8	Fall Break	October	Oct 22-26
Veteran's Day	November	12	Veteran's Day	November	12	Thanksgiving Break	November	22-23
Last Day - Block 2	December	21	Last Day - Block 2	December	21	Winter Break	Dec/Jan	Dec 24-Jan 7
Teacher In-Service	January	7	Teacher In-Service	January	7	First Day - Block 3	January	8
MLK Jr. Day	January	21	MLK Jr. Day	January	21	Presidents Day	February	18
Last Day - Block 3	March	15	Last Day - Block 3	March	15	Spring Break	March	Mar 18-22
First Day - Block 4	March	25	First Day - Block 4	March	25	Spring Holiday	April	19
Graduation	May	22	Graduation	May	22	Last Day Block 4	May	23
Teacher In-Service	May	24	Teacher In-Service	May	24			

  

Key	
	Holiday
	School Breaks
	Teacher In-Service
	Block Begins
	Block Ends
	Half Day
	School Day

## Graduation Requirements

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 and Common Core Standards. Objectives are taught using a variety of learning activities and addressing multiple learning modalities. MHP 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. MHP provides a strong academic foundation for students that will prepare them for demanding academic studies in college.

## Assessment of Learning

Students at MHP are assessed to ensure that they are acquiring skills and being challenged academically. To measure the achievement of all students, school-wide assessments are administered throughout the year. Each student's performance on the school-wide assessments is measured against his/her own previous performance. Results of these assessments in language arts, mathematics, and science are used to make needed programming changes and provide additional support to students through intervention programs. Results are also made available to teachers, parents, and students so that everyone can work together to help ensure that all learning goals are met for every student. Students with disabilities participate in all state and school assessments and may be administered more individualized evaluations or assessments by appropriate professionals for the purpose of determining eligibility and providing specialized instruction under the Individuals with Disabilities Education Act (IDEA).

The following outlines required state assessments and our school-wide assessments:

TEST:	WHO IS TESTED:	WHAT IT IS USED FOR:
AZMERIT / AIMS Science	<ul style="list-style-type: none"><li>All English Language Arts 9, 10, and 11 as well as Algebra I, Algebra II, and Geometry students.</li><li>All Biology students</li></ul>	<ul style="list-style-type: none"><li>To determine student growth and achievement towards state academic standards</li></ul>
AZELLA	<ul style="list-style-type: none"><li>All English language learners</li></ul>	<ul style="list-style-type: none"><li>To identify students for English language services, measure their academic language proficiency growth, and exit them out of the program</li></ul>
Benchmarks (via EDULASTIC) (Language Arts and Math)	<ul style="list-style-type: none"><li>All English Language Arts 9, 10, and 11 as well as Algebra I, Algebra II, and Geometry students.</li></ul>	<ul style="list-style-type: none"><li>To provide targeted interventions to increase student mastery of state academic standards</li></ul>

		<ul style="list-style-type: none"> <li>To measure individual student growth towards mastery of state academic standards</li> </ul>
PSAT	<ul style="list-style-type: none"> <li>All interested 10th graders</li> </ul>	<ul style="list-style-type: none"> <li>To determine a student's preparation for college entrance exams such as the SAT and ACT.</li> </ul>
ASVAB	<ul style="list-style-type: none"> <li>All 11th and 12th graders</li> </ul>	<ul style="list-style-type: none"> <li>To determine career interests and to determine which branch of military service and jobs you are qualified for.</li> </ul>
ACT	<ul style="list-style-type: none"> <li>All interested 11th and 12th graders</li> </ul>	<ul style="list-style-type: none"> <li>Many colleges and scholarships require an ACT Score</li> </ul>
ACCUPLACER	<ul style="list-style-type: none"> <li>All interested 10th, 11th and 12th graders</li> </ul>	<ul style="list-style-type: none"> <li>To determine a student's English and Mathematics placement when entering a Community College like Central Arizona College.</li> </ul>

### **Student Placement and Class Selection**

Upon enrollment, each incoming 9th grade 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. Incoming 10th, 11th, and 12th grade students will be placed in classes based on their transcripts. Students may request alternative courses or specialized electives upon meeting eligibility.

### **Course Prerequisites Requirement and Rationale**

The purpose of a course prerequisite is to ensure that students possess sufficient background knowledge in order to understand the terminology, theory, and practical applications covered in a particular class. As a result of this rationale, students at MHP 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 (except for "Foundations") at MHP 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 MHP is a combination of these self-selected Honors classes as well as Advanced Placement (AP), Pre-AP, Concurrent Enrollment and Dual Enrollment courses.

### **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

## **Advanced Placement**

### ***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. MHP gives extra grade point weight on the GPA for taking an AP course. (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 MHP Preparatory High School. The AP exams are approximately \$65 for each exam. For students who qualify for Free and Reduced Lunch, the cost is \$33 per exam. If a student signs up for an exam and then does not take it, there is a cancellation fee of \$15 per exam.

**Concurrent Enrollment at Central Arizona College**

Students who have earned 12 high school credits and that are currently enrolled in 3 courses at MHP are eligible to participate in Central Arizona College's First Step and Early 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 MHP . Courses are taken at Central Arizona College locations or on our MHP campus with approved CAC Instructors.

**National Honor Society**

Students who have a 3.5 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.

**Perfect Attendance, Honor Roll and Principal's List Award Guidelines**

Students who meet the high academic, behavioral, and attendance standards described below will be eligible for Principal's List, Honor Roll and Perfect Attendance recognition.

***Perfect Attendance***

- Student must have zero absences (excluding School Function absences) and no more than two excused tardies for the academic quarter.
- Student may not have any suspensions on their record for the academic quarter.  
*Students who earn the Perfect Attendance Award in the first 3 quarters and are exhibiting Perfect Attendance in the fourth quarter will be taken on a special field trip (Sunsplash, Ultra Star, Main Event, or Wet & Wild, ...) toward the end of the school year.*

***Honor Roll***

- Student must receive a 3.5 GPA or higher for the quarter.
- Student may not have any suspensions or Saturday School assignments on their record for the academic quarter.

***Principal's List***

- Student must receive a 4.0 GPA or higher for the quarter.
- Student may not have more than two **excused** absences and no more than 2 **excused** tardies for the academic quarter.
- Student may not have any suspensions or Saturday School assignments 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 **Weighted** GPA (Grade Point Average)
  - Student must have been enrolled and continuously attended Mission Heights for at least 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 cumulative **Weighted** GPA (Grade Point Average).
  - Student must have been enrolled and continuously attended Mission Heights for at least 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.
- 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.
- Ropes, Pins, and Sashes
  - Honors Rope (Gold): Cumulative **Weighted** GPA (Grade Point Average) is 3.5 or higher would be considered as "graduating with honors".
  - AVID Rope (Gray): Completed 4 AVID classes
  - YE Rope (Green): Completed YE 1 and YE 2
  - Blood Drive Rope (Red): Donate or volunteer time at the school's Blood Drive.
  - SADD Club Rope (Red and Silver): Member of the SADD club.
  - Phantom Rope (Purple): Completed all their High School years at MHP.
  - CAVIT Rope (Orange): Graduated from their CAVIT program.
  - NHS Sash: Member of National Honor Society in good standing.
  - Student Council Pin: Member of Student Council for at least one year, graduated with a 3.0 GPA or higher, and completed 40 hours of community service.

## Grading and Accessing Grades

Teachers at MHP measure a student's understanding of the content through several methods: in-class participation, homework, projects, essays, quizzes, tests, etc. Teachers strive to update grades weekly and they will be available at any time using ParentVue or StudentVue. Mid-way through each quarter and at the end of each quarter, a message will be sent home to parents stating that grades have been updated to that point. If you would like a printed copy of the Progress Report or Report Card, please come to the school and ask for one at the front office.

## **Homework**

Students should expect to have homework, research, Cornell Notes review, or studying to be completed outside of class time each day. Each teacher will provide guidelines for homework.

## **Tutoring**

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 MHP. 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.

## **Classroom Grievance Procedure**

If at anytime there is a concern about what is happening in the classroom, whether it be about grading, treatment, or accessibility, please follow the protocol:

1. Student/Teacher Conference - The student should request to speak with the teacher in a private setting outside of the classroom. If they would like another teacher or administrator present, they can ask for that to happen.
2. Parent/Teacher Conference - If the student does not feel their concerns were addressed adequately as a result of the Student/Teacher Conference, the parent should contact the teacher and set up a time to discuss the concerns.
3. Parent/Administrator Conference - If the parent does not feel their concerns were addressed adequately as a result of the Parent/Teacher Conference, the parent should contact the school's front office and request an appointment with the School Leader or Assistant School Leader to discuss the concerns.
4. If all of these Conferences have not adequately addressed the student and parent's concerns, they should contact the Leonagroup Corporate office in Phoenix (602-953-8075).

## **Dropping a Class**

Students who drop, or are dropped - for academic or attendance reasons - from, a class after the second week will receive a grade of "WF" unless otherwise determined by the School Leader.

## **"Testing Out" of a Class**

Students who would like to "test out" of a class must make arrangements with the teacher during the first week of the class to take the Post-Test or Final Exam. If the student scores a 70% or higher on that test, they will earn a grade of "P." Students may not test out of a CBE class.

## **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 extra 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 MHP is the right fit for them. For this reason the following policy is in place:

- If a student fails 2 classes in a quarter, they will be placed on Academic Progress Warning. A conference may 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, they 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 assignment completions, perfect attendance, turning in all make-up work, weekly signed grade checks, and/or removal from extra-curricular activities.
- Once a student enters the Academic Progress cycle, they 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, a conference will be scheduled to meet with administration, parents, and the student to revise or renew the existing contract.

### **Attendance**

According to Arizona State law, attendance in school is mandatory. During a Quarter, a student is allowed three (3) unexcused absences per class. Once a student reaches four (4) unexcused absences in a class, a grade of "NC" (No Credit) 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 (10) consecutive unexcused days of school, then they will be dropped from school and must go through the enrollment process to be accepted back to MHP.

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 3 school days of the student's return to school.

### Excused Absences/Tardies

- No written documentation is needed:
  - School Functions
  - Out of School Suspension
- Written documentation is required:
  - Illness
  - Medical/dental/health appointments
  - Related to the Legal System
  - Family Emergency

- Wedding or Bereavement
- Religious Observation
- College Visit
- Chronic Illness (must have documentation on file)

Written documentation for excused absences and tardies must contain the following information (forms are available online or in the school office):

- Student's name and grade level
- Reason for absence/tardy (must be from the list above, no other reasons will excuse)
- The date(s) of absence/tardy
- Parent/guardian name, daytime phone number, and signature
- If available, official documentation from service provider or legal entity

### **Tardiness**

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 arrives in class more than halfway through class, they will be marked as absent and can be excused using the above process.

### **Early Dismissal**

It is the expectation of MHP that students are present for the entire school day, however we understand that family emergencies, medical appointments, etc. occasionally arise. MHP, must be certain that the parent/guardian has given consent before a student is allowed to sign out during the school day. A parent/guardian must come to the front 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. Students 18 and older who have been pre-approved (by filling out the Release of Educational Rights form, available in the front office) may sign themselves out. 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.

### **Closed Campus**

The building will open up for students at 7:45am (6:55am for Zero Period students) and students will be allowed access to the the hallways, office, courtyard and basketball court. The front office will open up at 7:00am for parents only. All students must enter the building through the West doors where an administrator will be welcoming the students and verifying dress code compliance. No student should enter the building through the office, MPR, courtyard, or North doors. Teachers are expected on campus by 7:45am and will be available for tutoring or other communication at that time. Students who are waiting in the hallways or courtyard are expected to behave respectfully and treat the school property with care. Students should only enter the front office if they have specific business to take care of.

After 3rd period, students who do not have a class but remain on campus are expected to follow all school rules including remaining in school uniform and using their Passport to travel between classes. No student should be in the hallway without a pass during 4th period. Students who are on campus during 4th period must be in a classroom and can not be loitering in the courtyard or playing on the basketball court.

Students without a 4th period class who leave campus after 3rd period and would like to be able to re-enter the building before 4th period ends, must enter through the front office. They must also remain in school uniform and use their passport to enter the hallway.

### **Athletics**

MHP participates in several sports under the Arizona Canyon Athletic Association. All students are invited to participate in any sport. An Athletic Packet is available in the front office with all information that is needed: physicals, permission slips, sportsmanship conduct, etc. The cost is \$25 per sport to help cover uniforms, equipment, field rentals, transportation, and officials. All teams participate in other fundraising efforts to help offset these costs as well. Members of each team are expected to contribute to these efforts.

Eligibility is checked weekly. If a student is failing any class, they are deemed ineligible until the following week's grade check. Coaches and the Athletic Director will be in charge of conducting and maintaining these eligibility checks and helping students find ways to improve their grade.

### **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 and turned in to the Field Trip Sponsor two days before the trip. 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.

### **College Visits**

Included in the realm of field trips are the college visits we make to all four major Arizona Universities in the Fall and Spring. The Fall visits are reserved for Seniors only as they are making final decisions on which college they would like to apply to and attend. The Spring visits are reserved for Juniors only as they are beginning the process of applications and decisions. Visiting these college campuses is a great opportunity and should not be taken lightly. MHP students who attend these visits are expected to represent our school with respectful behavior and dignity. Please consult with administration to find out the dates of these visits.

### **Distractions and Outside Food**

MHP loves when students are celebrated and recognized on birthdays and other special occasions. However, some things (balloons, flowers, large gift bags, toys, stuffed animals, etc.) can be a distraction in the classroom. For this purpose, these items will be held for the student in the front office during the school day.

Outside food can only be brought to students on Fridays or on their birthday. Students will not be called out of class to pick this food up until lunch time.

### **Dance Guests**

Students who wish to bring someone to a school dance who is not a student at MHP will need to fill out the Guest Pass form available in the front office.

### **Dress Code**

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

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

- Dress slacks, shorts, skorts, skirts, and cargo pants and shorts are allowed.
- Shorts must be no more than six inches above the knee.
- Skorts/skirts must go to the knee.
- **No** cut-off shorts or bottoms with any tears, rips or holes
- **No** overalls (with pants or shorts), sweat pants, knit pants/skirts, leggings, spandex fabric, or pajama bottoms.
- 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.**

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

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

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

- Hoods must be off the head while in the building.
- 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 and cannot be worn inside the school building.
- This policy extends to blankets. Blankets must be put away when students come into the building

Friday Dress: *On Fridays, students are allowed to wear:*

- An MHP T-shirt representing a club or sport
- Students may also wear jeans (solid blue; with no rips, tears, or holes) for \$1 to support Student Council supported activities.

Dress Down Fundraiser Days: Throughout the year, different clubs and sports will sponsor dress down days.

- Students must follow the prescribed descriptions for the theme of that day.
- Students will typically pay between \$1-\$2 for the privilege to dress down on these days.

Where Are You Going? Wednesday: In order to promote MHP's college going culture, students are invited to wear the following on the first Wednesday of each month (check the calendar as sometimes these days will change):

- Students may wear a college T-Shirt, polo, sweater, jersey or jacket.
- Students may also wear jeans (solid blue; with no rips, tears, or holes) for \$1 to support AVID supported activities.

Spirit Days: Occasionally, we will hold spirit days where students will be allowed to dress in items other than their school uniform following the theme 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.

Game Days: Athletes and team managers are encouraged to show solidarity on game days by dressing alike.

- They may wear their jersey (with appropriate undergarment as needed) or warmup gear.
- They must wear school uniform bottoms.

Field Trips: When students go on field trips they are allowed to dress as if it were a Friday:

- Students must wear a **purple or gray** MHP T-shirt or polo
- Students may wear jeans at no cost.

Other dress code rules:

- No hats (unless for medical reasons or non-religious head covering).
- No sandals, slippers, "house shoes," or flip flops, open-toed shoes or soft-soled shoes (ie moccasins)
- Students who are enrolled in the CAVIT may wear their uniform or scrubs to school. All other school rules apply regarding jackets and shoes.
- Students are not allowed to "dress up" for classroom presentations or projects.

Dress Down Wristbands: Students are able to use two types of dress down wristbands that will allow them to dress in non-MHP apparel, but still school-appropriate attire. These wristbands are available as rewards or can be purchased with Phantom Bucks or cash in the front office. These must be purchased at least one day before they will be used. They must be put on the wrist by a staff member who will also write the date on it. Teachers will then cut off and dispose of the wristbands at the end of the school day.

- Purple Dress Down Wristbands can only be used on Friday
- Gold Dress Down Wristbands can be used on any day of the week
- Students are NOT ALLOWED to wear the following items when using a wristband:

- Shirts, blouses, and tops exposing a bare midriff. Skin should not be revealed between the bottom of the shirt/blouse and the top of the pants/skirt/shorts.
- No spaghetti straps or halter-tops. Shirts/blouses must cover the shoulders.
- Shirts that are deeply/narrowly cut in the front, back, or under the arms. This means no cleavage should be seen as well as basketball jerseys without the appropriate undergarments.
- Clothing not covering the buttocks, genital area or underwear (i.e. baggy or saggy pants, shorts and short skirts) .
- Pants, shorts or skirts with rips, holes or tears.
- Clothing made of see-through fabric.
- Shorts and skirts more than six inches above the knee.
- Clothing, backpacks, binders, or other accessories, jewelry, or skin markings with symbols or messages regarding tobacco, alcohol, drugs, race, gambling, obscenities, nudity, weapons, profanity or sexual connotations.
- Clothing identified by law enforcement agencies as being popular with gangs/negative student groups such as trench coats, clothing with gang names, slang street names, or eight ball markings.
- Bandannas of any color, size or shape may not be carried or displayed.
- Hats, hoods, head scarves/skull caps, hairnets, do-rags, and bandannas.
- Ribbed, white tank top underwear.
- Pajamas, blankets, and house slippers.
- Bare feet.
- Items that present a hazard to the health or safety of the student or others in the school. Examples of these items are jewelry, ornamental accessories, chains, spiked collars, spiked wristbands, etc.
- Items that could cause excessive wear or damage to school property (chains, pins, spikes, etc. attached to clothing).
- Items that interfere with school work or disrupt the educational program. At the discretion of a staff member, students may be directed to wear school-provided shirts if the student's clothing is deemed inappropriate.

Formal Dance Dress Code: *As we are a college preparatory school, we need to be as classy as possible at this event. These are MHP's Formal Dance Dress Code guidelines:*

- Midriff dresses are not allowed.
- Students may wear strapless dresses, but should bring a covering. If your dress is too low or shows too much skin, we may ask you to cover it up or leave.
- Dresses should be no more than 1 inch above.
- Tennis shoes are not allowed.
- Students not in dresses, should be in pants, button up shirt, and tie.

### **Hall "Passport"**

At the beginning of each quarter, every student will receive a "Passport" which will allow them to leave class to use the restroom or visit the office. Each Passport has ten slots, so students should use them wisely as that averages out to leaving class about once a week. If a student loses their Passport, or uses all ten slots, and would like another one, they must pay \$10 to the

front office. Students may not share their Passport with each other. If a student is caught doing this, disciplinary action will result. At the end of each quarter, students may turn in their Passport if it has unused slots. Students will be given one Phantom Buck for each unused slot. Phantom Bucks can be used to purchase MHP merchandise and other gear.

### **Early Finals**

It is highly recommended that families do not plan vacations or doctor's appointments during Final's week (consult the school calendar), but we understand that sometimes this will happen. If a student needs to take their Final Exams early, they must contact the School Leader two weeks in advance to obtain approval. The School Leader will then communicate this request with the student's teachers. Finally, the student's teachers will reach out to the student to make arrangements for taking the Final Exam early.

### **Rules Regarding Adult Students**

Any student who is 18 years old or older is considered an adult by law. There is a form available in the front office by which an 18 year old student can determine the level of involvement their parents will have in their education (signing forms, permission slips, communication with the office and teachers, medication, attendance, etc.). If a student fills this form out the school will, as a courtesy, send a copy to the parents informing them of their student's desires.

### **Withdrawals**

If you plan to move or withdraw from the school, please call the front office as soon as possible to schedule an appointment and start the withdrawal process. The school will prepare transfer materials to help you get started at the new school.

### **Transferring Credits to Mission Heights from Online Schools**

Any online classes that are started after August 3, 2018, will only be accepted as elective credit. If you would like it to be considered as core class credit, you must make arrangements with administration to take a Skills Assessment. If you pass this test, you will receive a "P" credit.

### **School Parking**

Driving on the campus of Mission Heights Preparatory High School is a privilege to all students. All students wanting to park on campus must pay \$5.00 and fill out the "Parking Permit Request Form" (available in the office) and submit it with the following documentation to receive a parking permit:

- Valid Driver's License
- Current Vehicle Registration
- Current Proof of Insurance

Students are required to keep current documentation on file as registration and insurance sometimes expires during the school year. 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 MHP 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 Phones and other Electronic Devices**

Cell phones and other electronic devices can be a distraction to the learning process and teaching environment. Students will be required to silence and put away all cell phones and other electronic devices (headphones, earbuds, mp3 players, iPods, gaming consoles, Smart/Apple watches, etc.) at the beginning of and throughout each class. If a teacher or staff member sees any student, including teacher and office aides, with their device out during class time, it will be confiscated and turned in to administration.

### **Technology Use Guidelines**

MHP strives to make technology (desktop computers, laptops, chromebooks, iPads, calculators, etc.) available to students to aid in their learning. Students are expected to treat these with care so that we can get as much use out of them as we can. Students should not draw, write, scratch, or damage these devices. Students should not eat or drink, or have open containers of food/liquid, while using MHP technology.

Students should only use these tools to aid in their learning. Students should not be accessing personal social media accounts, gaming sites, pornography, buying/selling sites, or other inappropriate sites. Students should also not download any files or software from the internet onto school technology. Students should not attempt to “hack” into any of the school’s technology systems for any reason. Students who misuse school technology will be subject to disciplinary consequences.

MHP has the right to restrict or terminate information network access and use of school technology. MHP has the right to monitor network activity to ensure school policy for acceptable use is followed. If you do not want your student to have access to the internet, please notify the school leader in writing.

### **Student Printing**

MHP strives to make printing services available to students who are not able to print documents at home. If you need a document printed, it must be emailed to [printing@mhprep.com](mailto:printing@mhprep.com) by 8:15am on the day you need it. Any emails received after that time will be printed and available the next day. On each document printed, there must be a cover page or header containing the following information:

- Student Name
- Teacher Name and Period (where it needs to be delivered)
- Assignment Name

All printed documents will be delivered to the indicated teacher by the Office Aides at the beginning of 1st Period. No students will be allowed to come to the office to pick up their prints. If you wish to print in color, there will be an additional charge of \$0.25 per page. The office will make arrangements to collect this money from you before the prints are delivered.

**Phantom Bucks**

Phantom Bucks are used as a reward system at MHP. Students can earn Phantom Bucks when they turn in their Passport at the end of each quarter (1 per unused slot). They can also earn Phantom Bucks by helping teachers or staff, or when they are “caught” doing something good. When students accumulate more than 10 Phantom Bucks, they are encouraged to “deposit” them with the office who will then keep track of their total. Phantom Bucks can be used to purchase school merchandise, items on Market Day, Dance tickets, items in the Student Store, and other things approved by the administration. The office has a current list of items that can be purchased with Phantom Bucks.

## **PARENT INFORMATION**

### **Parent Involvement and Communications**

MHP welcomes and encourages parent involvement. We recognize and value a variety of ways that parents can be meaningful partners in the education of their children. There are many opportunities for you to be involved in your student's education. Meaningful parental involvement is achieved when parents participate in supporting student learning at home, are involved in school-related decision making, and parents support school-related activities. MHP continuously works to achieve this goal in order to meet Federal and State requirements. MHP has developed a Parent Involvement Policy in collaboration with parents. This policy is available for your review upon request at the school office and on the school website.

Opportunities for meaningful parent involvement are provided at MHP through:

- Annual Title I Advisory meetings
- Opportunities to volunteer to serve on school councils/committees
- Seeking parental input through parent surveys

If you would like additional information on how you can participate in any of the committees, please contact the School Leader, front office staff, or your child's teacher.

As part of the Title I Parent Involvement Policy, MHP has developed a compact outlining how parents, school staff, and students will share responsibility for improving student achievement. School compacts will be reviewed and revised annually, as necessary.

### **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 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 may be required to get an IVP level Fingerprint Card (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.

### **Parent Communication**

Parents will receive announcements of upcoming events and school-wide activities via email, text message, phone call, and social media post (Facebook and Instagram). Please also refer to the calendar on the school's website ([www.mhprep.com](http://www.mhprep.com)).

### **Parent's Right to Know**

You have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether your child's teacher has met state qualification and certification/licensing criteria for the grade levels and subject area in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which state qualification or certification/licensing criteria has been waived.
- The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of study/discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on your child's achievement level in each of the state tests

If you would like to receive this information, please contact the school office at 520-836-9383 to schedule an appointment with the school leader.

### **Student Records and Confidentiality**

*(Annual Notification of Confidentiality Rights Regarding Education Records of Students with Disabilities and Their Parents)*

MHP has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents'/guardians' and students' rights to privacy. These policies and procedures are in compliance with federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. These rights are as follows:

#### Right to Inspect and Review

Parents have the right to inspect and review a student's education records within 45 days from the day the school receives a request for access. Requests should be submitted in writing to the school leader and identify the records to be inspected. The school leader will make arrangements for access and notify the parent of the time and place where the records may be inspected.

#### Right to Amend Education Records

Parent may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the school leader, clearly identifying the part of the record the parent(s) want changed and specifying why it is inaccurate or misleading. If the school decides not to amend the record as requested, the parent(s) will be notified of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedure will be provided to the parent(s) when notified of the right to a hearing. After the hearing, if the school still decides not to amend the

record, the parent or eligible student has the right to place a statement with the record setting forth his or her view regarding the contested information.

#### Right to Consent to Disclosure

Parent(s) or eligible students have the right to require their consent to disclosure of personally identifiable information contained in the student's education records by the prior written consent of the parent(s) or eligible student(s), except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### Right to File a Complaint

A parent or eligible student has the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington D.C., if they believe that the district has violated the provision of FERPA. 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 complainant has the right to file a complaint with the U.S. Department of Education.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

#### **Notice for Release of Student Directory Information**

The Family Educational Rights and Privacy Act or "FERPA" requires that the school obtain your written consent to release any personally identifiable information or educational records concerning your child. FERPA provides many exceptions to the written consent requirement; one of which is an exception for information designated as "directory information."

Directory information is information that is that is generally not considered harmful or an invasion of privacy if released. Directory information can include items such as, but not limited

to, names, addresses, phone numbers, honors and awards, participation in school activities and sports, and other similar information. Before the school may release directory information without your written consent, it must first inform you of those items that the school will designate as directory information, and provide you an opportunity to opt-out. It is important to the school that it balances safeguarding your child's information with ensuring that your child is informed of various opportunities and activities. Therefore, the school has decided to designate the following information as "directory information" (information that can be released without your written consent):

- Student's name
- Student's photograph
- Student's grade level
- Student's honors and awards received
- Student's participation in officially recognized activities and sports within the school

If you opt-out of having your child's directory information released, your child may also miss opportunities to be on vendor lists for graduation announcements, yearbook opportunities, or other student lists for participation in clubs and activities, or his/her achievements may not be publicized in school announcements. Another item to consider is that State and Federal law require that if directory information is released to persons or organizations who inform students of educational or occupational opportunities, then, the school is also required to provide the same access to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them in the military. However, you can request in writing that the school not release the student's directory information without your prior signed and dated written consent. If you do not object in writing to the release of any or all directory information, then the school must provide military recruiters, upon request, directory information containing the student's name, address, and telephone listing.

If you do not want any or all directory information about your student to be released to any person or organization (including school groups) without your prior signed and dated written consent, you must notify the school in writing using the opt-out form located in the front office at the school and returning it to your student's school, within two (2) weeks of receiving this form, or by October 31<sup>st</sup>, whichever occurs first. If the school does not receive notification from you within the prescribed time, the school will assume that your permission is given to use the directory information as described above.

### **Notification of Rights under the Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

MHP has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. MHP will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. MHP will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. MHP will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by the Arizona Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, D.C. 20202-8520

### **Child Abuse Reporting**

Per state law, school employees must report reasonably suspected cases of child abuse, neglect, non-accidental injury, or sexual offenses against children to the Department of Child Safety (DCS) and/or local law enforcement agencies. (A.R.S. §13-3620)

### **Open House / Meet Your Teacher Nights**

At the beginning of 1st and 3rd Quarters, the school will host Open House nights where parents and members of the community can come into the school, tour the building and meet the staff. 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 the staff members 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.

### **Parental Classroom Visits/Observations**

MHP maintains an open door, welcoming parents to visit their classrooms and teachers to see them in action. A form is available in the front office for parents to fill out and submit two days in advance of the visit.

### **Conduct of Visitors/General Public on School Property**

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors. No visitor (including former students) will be allowed past the front office without having first gained the consent (by a staff member) of the person being visited. All visitors must be escorted by a staff member at all times.
- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without prior approval by the School Leader or the School Leader's authorized representative. Nor shall any person conduct

or attempt to conduct any activity on school premises without prior approval by the School Leader or School Leader's authorized representative.

- Any member of the general public considered by the School Leader, or a person authorized by the School Leader, to be in violation of these rules shall be instructed to leave school property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the school.
- No person shall possess or engage in the use of medical marijuana on school property or at school-sponsored events.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the school by either:
  - Threatening to cause physical injury to any employee or student of the school or any person on the property of the school.
  - Threatening to cause damage to the school, the property of the school, or the property of any student or employee of the school.
- Intentionally or knowingly entering or remaining on the property of the school for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the School Leader or another person designated to maintain order at the School.

The above identified acts need not be directed at a specific individual, the school, or specific property of the school to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the school by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Leader.

- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the school or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on school property or at school functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of school officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a school rule and/or policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or school policy.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator.

### **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. MHP is regulated by the State Department of Health Services. All facility inspection reports are available upon request.

### **Immunizations**

Arizona law ARS §15-872 requires that parents provide an up-to-date record of immunizations prior to enrolling in school. The record must include the month, date, and year of your student's immunizations. Students without proof of immunization will be excluded from school. The following immunizations are required for enrollment at MHP, contingent on age:

- Diphtheria/Pertussis/Tetanus (DPT, DTaP, Tdap)
- Polio
- MMR #1 and MMR #2
- Haemophilus Influenzae B (HIB)
- Hepatitis A Series
- Hepatitis B Series
- Chickenpox (Varicella) or history of disease
- Meningococcal

Please inform the school of any immunizations that your student receives throughout the year so that immunization records are kept current. Arizona law ARS §15-872 provides exemptions from immunization requirements for the following:

- Medical reasons—permanent or temporary
- Personal beliefs
- Documentation of adequate immunity

Although the law allows exemptions, if an outbreak of any of the diseases covered by required immunizations occurs, the Pinal County Health Department may require that students who are not immunized be excluded from school for the duration of the outbreak.

### **Medication**

Students are not permitted to carry prescription or over-the-counter medication to and from school or to keep it on their person while at school or when participating in any school-related activities. The school office will accept up to a 30 day supply of medication for students to treat an existing condition. Parents/Guardians or adult students must complete a Medication Form with the school office prior to any medication being administered at school. The following is required for all medications stored and administered by the school office:

- Prescription medication MUST be in its original prescription container with a pharmacy label. Over-the-Counter medication MUST be in the original factory container clearly stating directions and warnings. NO medications will be accepted in any other containers, bags, envelopes, etc.
- Sample prescription medication must have a prescription by a physician attached in order to be accepted.
- A medication form must be on file for any medications to be administered at school.
- All medication must be dropped off and picked up by the parent/guardian or an adult on the Emergency Contact List ONLY.
- Only medications needed to treat a current/existing ailment will be stored at the school.
- Medications will be given in age/weight appropriate doses according to manufacturer's directions or physician's orders on file.
- For administration of Over-the-Counter medication beyond a 3 day period, a doctor's authorization or prescription is required.
- Students requiring an inhaler or EpiPen may carry and self-administer these with written parental consent on the Medication Form. Students who self-administer medication must report their use to the office so that it can be recorded.

During the online enrollment process, parents are required to indicate which over-the-counter medications (Tylenol, Ibuprofen, Antacid or Cough Drops) can be given to their student during school hours. MHP reserves the right to disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk to any student.

### **Hearing and Vision Screenings**

Hearing and Vision screenings are given to selected groups of students per Arizona mandate under the guidelines of the Arizona Department of Education and Arizona Department of Health Hearing Conservation Program. For more information on these screenings, please contact the school office.

### **Chronic Health Conditions**

A chronic health condition is one that is not curable and/or requires continuous treatment. If your student has a chronic illness or health condition that will cause him/her to miss school, please inform the school office. School staff will develop a Chronic Illness Plan to ensure that

absences due to the chronic condition are not subject to school attendance policies and to provide ways to furnish missed work or instructional materials during your student's absences.

### **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.

### **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.

### **Service Animals**

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

MHP does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the school's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the school if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the school, services or activities provided.
- The animal poses an undue burden.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use

a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be under the handler's control. The school shall not be responsible for the training, feeding, grooming. The school must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the school leader at least three (3) school days prior to bringing the service animal to school or to a school function. Forms are available by contacting the school office.

Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) bordatella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinoneumonitis, influenza, and strangles.

All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

### **National School Lunch and Breakfast Programs**

Mission Heights Preparatory High School is pleased to offer the National School Lunch and Breakfast 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. Online applications may also be filled out during the enrollment process.

Students are expected to have their ID available to scan when they go through the line. This applies to all students who are getting breakfast or lunch. If a student does not have their ID, they will need to go to the front office, purchase a new one (\$5), and then return to the line to get their food.

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 unless they have a pass from a teacher or club sponsor allowing them to bring their lunch into a classroom. Students will practice etiquette and clean-up skills during meal times. If food, wrappers, or any trash is left on the basketball court, the court will be closed the following school-day.

## **Transportation**

Students are responsible for transportation to and from school. MHP will provide transportation to certain areas, based on student need. If you need bus transportation to/from school, you will need to fill out a Transportation Request Form available during orientation or in the front office. 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. Students who are caught vandalizing the bus will be held accountable for repairs.
- Personal belongings are the responsibility of the student that they belong to and shall be under the passenger's control at all times.

Students who don't typically ride the bus, but would like to on special circumstances, can request a Bus Pass / Guest Rider pass from the Assistant School Leader. They will only be allowed to get dropped off at previously established drop-off locations.

## EXCEPTIONAL STUDENT SERVICES

### Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, MHP is required to locate and provide a free and appropriate public education (FAPE) for all enrolled students with disabilities.

The following child find activities are conducted by MHP to locate enrolled students with disabilities:

1. Review of school records (from prior schools and school of current enrollment).
2. Screening within 45 days of enrollment in the following areas: vision, hearing, motor skills, speech, language, cognitive ability, academic, and social emotional development.
3. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program and children age three to five years (not yet enrolled in school) to the appropriate state or community agencies.
4. Provide information about concerns and student progress to parent(s) in writing.
5. If appropriate, refer the child for evaluation and/or other appropriate services.

All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

A free appropriate public education with a full continuum of services is available for eligible students with disabilities. If you suspect that your child has a disability and is eligible for services under ADA Section 504 or IDEA or have questions about child find activities, please contact the school's exceptional student services coordinator or the school leader. You may also contact the Heidi Sinkovic, Director of Exceptional Student Services at 602-953-2933.

### ADA Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, MHP has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to students with disabilities. For additional information about the rights of parents of eligible students, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the school leader or Heidi Sinkovic, Director of Exceptional Student Services at 602-953-2933.

### Grievance Procedure under ADA Section 504

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under the grievance procedure outlined in this handbook. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; and failing to make non-fundamental, reasonable modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

MHP will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The school leader will be responsible for such arrangements.

### **Special Education Services**

MHP makes available special education and related services to all students.

Our teachers are trained to teach to diverse learning styles and ability levels. MHP believes in close collaboration between general education teachers, special education teachers, staff, 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 special education department.

### **Special Education Records Retention Notice**

Pursuant to A.R.S. 41-1351, special education records including placement records, referrals, evaluations, and testing data, will be destroyed seven years after the student's last fiscal year of enrollment. A permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed, may be maintained without time limitation.

### **Procedural Safeguards**

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office and on the school's website.

### **Referral and Evaluation**

Students suspected of having a disability may be referred to the school's exceptional student services coordinator, school leader, or the Director of Exceptional Student Services by the parent or school staff for further evaluation. Evaluations will be conducted pursuant to the requirements under ADA Section 504 and/or IDEA.

For information on the school's evaluation procedures under Section 504 or IDEA, contact the school leader or Heidi Sinkovic, Director of Exceptional Student Services at 602-953-2933.

## STUDENT CODE OF CONDUCT AND EXPECTATIONS

### **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.

### **Drug Free School**

A Drug Free School Zone is defined in A.R.S. 3411 as “the area within 300 feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any bus contracted to transport students.”

MHP is designated as a Drug Free School Zone. Any person who violates this designation by possession, distribution, solicitation, manufacturing, or sale of drugs is subject to school disciplinary action and criminal prosecution in accordance with Arizona Revised Statutes.

The use, possession, distribution, manufacturing, or sale of drugs on or near school property, on the way to and from school, at a bus stop, or on a bus is prohibited. This includes an individual defined in section 36-2801 as a cardholder or any other individual lawfully possessing or using marijuana as outlined in A.R.S 15-108

For the purposes of this policy, drugs shall include, but not be limited to:

- Marijuana
- Prescription only drugs
- Narcotic drugs
- Inhalants/vapor-releasing substances
- Dangerous drugs – including, but not limited to the following: Hallucinogens, Stimulants, Depressants, Barbiturates, and Anabolic steroids
- Alcoholic beverages
- Drug “look alikes” or substances represented as drugs

Any student in possession of, selling or distributing dangerous drugs or narcotics will be recommended for long-term suspension or expulsion.

Any student in possession of, selling or distributing any other substances specified in this policy will be subject to disciplinary action.

## **Bullying, Harassment, and Intimidation Policy**

MHP is committed to providing all students with a safe learning environment where everyone is treated with respect. MHP expressly prohibits any acts of bullying, harassment, or intimidation. Additionally, soliciting others to engage in bullying, harassment, or intimidation is also expressly prohibited by MHP.

All students, teachers, parents, and staff of MHP have a right and responsibility to take reasonable measures within the scope of their individual authority to prevent violations of the bullying and hazing prevention policy and report incidents of bullying, harassment, or intimidation.

### **Definitions**

**Bullying** is defined as a real or perceived imbalance of power with the more powerful student or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time; occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law

**Cyberbullying** is, but is not limited to, any act of bullying or harassment committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment** is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such

harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

**Intimidation** is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

### **Confidential Reporting**

Students and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15- 341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

### **Reporting Incidents of Bullying or Hazing**

Students and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident. The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the student complete a Student Concerns, Complaints, and Grievances Form. An adult may assist the student in completing the Student Concerns, Complaints, and Grievances Form if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

### **Procedures for Investigation of the Report/Complaint**

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Vice President of Academic Support. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Student Discipline Referral form if the student is found to have violated the bullying policy.

Any student who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will

be subject to consequences in accordance with the school's code of conduct and ARS 15-341(37).

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be re-filed within 30 calendar days of the original incident

## **STUDENT DISCIPLINE AND DUE PROCESS**

### **Warning and Conference**

Most disciplinary issues can be handled with a warning and conference between the student and administrator. There may be times when a parent is requested to discuss the issue and importance of proper behavior and things that can be done to resolve the problem.

### **Lunch Detention**

When a student is assigned lunch detention they are to get their lunch and report directly (within five minutes of the beginning of the lunch period) to the assigned room where lunch detention will be held. While in lunch detention, students must eat quietly, not talk, and are not allowed to access any kind of electronic device. Students will not be allowed to use the restroom while in lunch detention. They will be able to use it during the five minute passing period before third period begins. Students who are in CAVIT will be allowed to leave early to get on the bus.

### **Saturday School Detention**

When a student is assigned to Saturday School, they will be given at least 3 days notice. Students who are assigned to Saturday School must report to the front office on the day they are assigned by 8am. They will spend the first two hours in a classroom working on classwork or reading. The next two hours will be spent doing community service around the school. Students will need to leave the school promptly at noon. No lunch or transportation will be provided for Saturday School.

### **Short-term Suspension**

Short-term suspension means the temporary withdrawal of the privilege of attending school for a period of ten (10) or fewer consecutive school days. The authority to impose short-term suspensions rests with the school leader or designee. There is no right to appeal a short-term suspension.

### **Informal Due Process**

1. The student is told what he/she is accused of doing and the evidence that exists to support the allegation. The student is then given the opportunity to explain his/her version of the situation.
2. The School Leader will make reasonable efforts to verify facts and statements prior to making a decision regarding the discipline.
3. The School Leader may immediately suspend a student whose presence creates a danger to self or others.

### **Decision Regarding Discipline:**

1. After the informal due process, the School Leader may:
  - a. Immediately impose a short-term suspension
  - b. Proceed with a recommendation for a long-term suspension or expulsion;
  - c. Choose another alternative;
  - d. Exonerate the student.
2. A written record of the decision will be kept in the student's discipline file.

3. The parent/guardian will be notified of the decision to impose the short term suspension including the terms of and reasons for the suspension.
4. No appeal is available from the imposition of a short-term suspension.

### **Long-Term Suspension**

Long-term suspension means the withdrawal of the privilege of attending school for a set period of time of ten (10) or more consecutive school days. While a school leader may recommend a long-term suspension, the authority to impose a long-term suspension or expulsion rests with the governing board or board-appointed hearing officer.

#### **Notice of Intent to Impose Long-Term Suspension:**

If a long-term suspension is recommended by the school leader, a written Notice of Intent to Impose a Long-Term Suspension will be mailed via First Class Mail with Certificate of Mailing and Certified Mail with Return Receipt Requested; or Hand Delivered to the parent(s).

The following procedures will be followed for all long term suspensions:

1. Informal due process procedures as outlined under short-term suspensions above
2. The governing board will designate a board member to serve as the hearing officer or identify a hearing officer which may include another district Administrator in the Leona Group network as designated by the governing board.
3. A formal notice of hearing will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) to the parent/guardian at least five (5) working days prior to the suspension hearing. A copy of this letter will remain on file, and the letter will contain the following information:
  - a. The violation(s) of student code of conduct and the rule(s) violated.
  - b. The extent of the disciplinary action to be considered.
  - c. The date, time, and place of the formal hearing.
  - d. A designation of the School's witnesses.
  - e. That the student may present witnesses.
  - f. That the student may be represented by counsel, at his/her own expense.
  - g. The name of the hearing officer or Administrator assigned to act as a hearing officer.
  - h. Copies of this policy and A.R.S. § 15-840 and 15-843
4. A formal long term suspension hearing will be held, including the following minimum requirements:
  - a. The student will be informed of the misconduct and the rules or regulations that he/she is alleged to have violated.
  - b. The student and/or parent(s)/guardian(s) may testify and introduce evidence.
  - c. The student may be represented by counsel.
  - d. The student may present witnesses and introduce documentary evidence.
  - e. The student or his/her counsel may cross-examine witnesses presented by the administration.
  - f. The administration may cross-examine the student's witnesses and introduce documentary evidence.
  - g. The hearing officer may ask questions of the witnesses.
  - h. The administration will bear the burden of proof for the offenses alleged.

- i. The hearing will be recorded either on tape or other appropriate manner. The student may tape-record the meeting at his/her own expense.
  - j. The student shall be allowed to remain in school pending the outcome of the hearing, unless the student's presence in school constitutes a danger to the student or others or unless a short-term suspension has been imposed and is in effect.
5. The hearing may be rescheduled: (1) upon request of the parent(s)/guardian(s) or the administration, if good cause is shown; (2) upon written agreement of the parties; or (3) as deemed necessary by the hearing officer.

**Decision**

- 1. The Hearing Officer shall prepare a written decision within five (5) working days after the hearing. Copies of the decision shall be provided to the parent(s) and School Leader.
- 2. The Hearing Officer's decision is binding upon the parties, subject to appeal to the Governing Board. The decision shall take effect upon verbal or written notification of the decision, whichever occurs first.
- 3. The suspension shall be reported to the Governing Board within five (5) working days.

**Appeal for Long-Term Suspension Decisions**

- 1. The decision of long-term suspension may be appealed to the Governing Board. The appeal must be in writing and submitted to Mr. Ted Frederick, Governing Board President, 7878 N. 16<sup>th</sup> Street, Suite #150, Phoenix, AZ 85020 within five (5) working days after the decision has been hand-delivered or within (10) working days of the date the decision was mailed to the parent(s).
- 2. The notice of appeal shall indicate the specific factual and/or legal basis for the appeal.
- 3. The Governing Board shall review the appeal in executive session at its next regularly scheduled board meeting or within 14 working days, whichever is more appropriate.
- 4. The parent(s)/guardian(s) shall be provided notice of the date, time, and place of the executive session at which the appeal is to be considered by the Board; notice of their right to attend; and notice of their right to the minutes and testimony or to record the session at their own expense. The parent(s)/guardian(s) may object to having the review of the appeal considered in executive session. Such objections must be made in writing to the Board at least thirty-six (36) hours prior to the Governing Board meeting. Upon receipt of the objection, the review will be held in an open meeting once it is appropriately noticed on the Board agenda, but in no event later than the next regularly scheduled Board meeting after the objection is received.

**Governing Board Decision:**

- 1. The Governing Board may affirm the decision of the Hearing Officer, schedule another hearing, modify the recommended disciplinary action, or take other appropriate action.
- 2. If the Governing Board affirms the long-term suspension, the suspension shall become effective the day after the Governing Board makes its decision. The Governing Board's decision is final.
- 3. Written notice of the decision shall be provided to the parent(s)/guardian(s).

**Expulsion**

Expulsion is the permanent exclusion of a student from school unless the governing board reinstates the student's privilege to attend the school. While a school leader may recommend an expulsion, the authority to impose an expulsion rests with the governing board and the governing board decision is final. A recommendation for expulsion may be made before, after, or in conjunction with a long-term suspension hearing, if one is to be held. There is no appeal of an expulsion decision.

The following procedures will be followed for all expulsions:

1. The parent will receive notice, written or verbal, of the reason for the recommendation and the evidence the school authorities have of the alleged misconduct.
2. The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.
3. A formal notice of hearing will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) to the parent/guardian at least five (5) working days prior to the expulsion hearing. A copy of this letter will remain on file, and the letter will contain the following information:
  - a. The violation(s) of student code of conduct and the rule(s) violated.
  - b. The extent of the disciplinary action to be considered.
  - c. The date, time, and place of the formal hearing.
  - d. A designation of the School's witnesses.
  - e. That the student may present witnesses.
  - f. That the student may be represented by counsel, at his/her own expense.
  - g. The name of the hearing officer or that the governing board will serve as the hearing officer.
  - h. Copies of this policy and A.R.S. § 15-840 and 15-843
6. A formal expulsion hearing will be held, including the following minimum requirements:
  - a. The student will be informed of the misconduct and the rules or regulations that he/she is alleged to have violated.
  - b. The student and/or parent(s)/guardian(s) may testify and introduce evidence.
  - c. The student may be represented by counsel.
  - d. The student may present witnesses and introduce documentary evidence.
  - e. The student or his/her counsel may cross-examine witnesses presented by the administration.
  - f. The administration may cross-examine the student's witnesses and introduce documentary evidence.
  - g. The hearing officer may ask questions of the witnesses.
  - h. The administration will bear the burden of proof for the offenses alleged.
  - i. The hearing will be recorded either on tape or other appropriate manner. The student may tape-record the meeting at his/her own expense.
  - j. The student shall be allowed to remain in school pending the outcome of the hearing, unless the student's presence in school constitutes a danger to the student or others or unless a suspension has been imposed and is in effect.
7. The hearing may be rescheduled: (1) upon request of the parent(s)/guardian(s) or the administration, if good cause is shown; (2) upon written agreement of the parties; or (3) as deemed necessary by the governing board.



## **Decision**

Upon conclusion of a hearing on expulsion conducted by the Governing Board, the decision of the Board is final.

Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the recommendation may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed, within five (5) working days of receipt of the hearing officer's recommendation, by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- The time and place of the Board meeting at which the recommendation will be made.
- That the recommendation may be appealed at the time the recommendation is made to the Board.
- That the appeal shall be in writing and delivered to the Superintendent 48 hours prior to the time of the Board meeting.
- That the written appeal shall indicate a spokesperson on behalf of the student.
- That only the spokesperson will be given time to speak to the Board on appeal.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary.

If the Board decides to expel the student, the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.

## **Discipline of Students under ADA §504 and/or IDEA 2004**

The long term suspension or expulsion of students with disabilities shall be in accordance with the Individuals with Disabilities Education Act (IDEA) and federal regulations issued pursuant to the IDEA, as well as the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

## **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, 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
2. 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.
3. "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.

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 MHP.

## **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 teacher's ability to teach the class or 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.

## **Use of Restraint and Seclusion**

### **Restraint**

The term "restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices. The term "restraint" does not include any of the following:

- Methods or devices (e.g. a weighted vest) implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
- The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or go to a safe location.
- The brief holding of a student by one adult for the purpose of calming the student.
- Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

## **Seclusion**

The term "seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented (i.e. the student is prevented from leaving the room).

The term "seclusion" does not include the use of a voluntary behavior management technique, as part of a student's education plan, individual safety plan, behavioral plan or the use of an individualized education program that involves the student's separation from a larger group for purposes of calming.

## **Persons Authorized to Use Restraint or Seclusion Techniques**

Restraint or seclusion techniques must be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques, unless an emergency situation does not allow sufficient time to summon trained personnel.

## **Use of Restraint and/or Seclusion**

Restraint and/or seclusion shall not be used as punishment for misconduct. Restraint or seclusion techniques may only be used on a student if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- School personnel must maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use.
- The restraint or seclusion technique ends when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed must not impede the student's ability to breathe.
- The restraint technique must not be out of proportion to the student's age or physical condition.

## **Reporting and Documentation Requirements**

School personnel must follow the reporting and documentation requirements set forth below when a restraint or seclusion technique has been used on a student. The procedures shall include the following requirements:

- School personnel shall provide the student's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.
- Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
- School personnel shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student

during a school year. The review must include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment.

### **Law Enforcement**

If school personnel summon law enforcement instead of using a restraint or seclusion technique on a student, school personnel shall comply with the reporting, documentation and review procedures established in this Policy. Notwithstanding this Policy, school resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

### **School Safety or Crisis Intervention Plans**

The school leader is authorized to establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan.

### **Notice of Non-Discrimination**

*This notice is provided as required by Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.*

MHP does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. MHP also does not discriminate in its hiring or employment practices. The lack of English skills shall not be a barrier to admission or participation in the school's activities and programs.

Questions, complaints, or requests for additional information regarding these laws may be directed to the appropriate compliance officer designated by MHP.

The following individuals have been designated as the Leona Group of Arizona's Compliance Officers for Title IV, Title IX, Section 504 and ADA and to handle inquiries regarding the non-discrimination policies:

Title II, Title IV, Title IX:

Mary Berg, Vice President of Academic Support  
7878 N. 16th St., Ste. 150  
Phoenix, AZ 85020  
602.953.2933  
mary.berg@leonagroup.com

Section 504:

Heidi Sinkovic, Director of Exceptional Student Services  
7878 N. 16th St., Ste. 150  
Phoenix, AZ 85020  
602.953.2933  
heidi.sinkovic@leonagroup.com

National School Lunch Program:  
Heather Williams, Food Service Manager  
7878 N. 16th St., Ste. 150  
Phoenix, AZ 85020  
602.953.2933  
juan.delgado@leonagroup.com

### **Grievance Procedure**

*This grievance procedure applies to complaints or grievances under ADA or Section 504.*

Any person who believes she or he has been subjected to discrimination on the basis of race, color, national origin, sex, disability or age by a student, staff member, or third party may file a grievance under this procedure.

Students or parents may also present a complaint or grievance regarding the following:

- Discrimination on the basis of disability under ADA or Section 504
- Violation of a student's constitutional rights
- Harassment of the student by another person
- Intimidation by another student
- Bullying by another student (see definition of Bullying)
- Concern for the student's personal safety

MHP prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

### **Procedure**

- Grievances should be submitted to the Compliance Officer within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the Complainant is unable to put the complaint in writing, MHP shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although we encourage individuals to submit complaints in writing, MHP will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.

- The Compliance Officer (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Compliance Officer (or her/his designee) will maintain the files and records of MHP relating to such grievances.
- The Compliance Officer (or her/his designee) will complete the investigation and issue a written decision on the grievance no later than 30 days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case,

the Compliance Officer (or her/his designee) will communicate with the Complainant concerning the need for an extension.

The person filing the grievance may appeal the decision of the Compliance Officer (or her/his designee) by writing to the Governing Board within 15 days of receiving the Compliance Officer's decision. The Governing Board shall issue a written decision in response to the appeal no later than 30 days after its filing.

- If it is determined that discrimination occurred, MHP shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- MHP shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of race, color, national origin, sex, disability or age with the U. S. Department of Education, Office for Civil Rights.

MHP will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Compliance Officer (or her/his designee) will be responsible for such arrangements. Furthermore, the inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

### **Sexual Harassment**

All members of the school community are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Any staff member violating the personal rights of another through sexual harassment is subject to discipline, including but not limited to, written reprimand, suspension without pay, reassignment or dismissal.

Students engaging in sexual harassment of a staff member and/or another student are subject to discipline under the student code of conduct. Any student seeking relief under this policy should make a timely oral or written report of the incident to any administrator or other staff member. Under this policy, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constituting sexual harassment when such conduct has the purpose or effect of interfering with a student's academic experience or creating an intimidating, hostile or offensive environment.

Any person who believes she or he has been subjected to sexual harassment by a student, staff member, or third party may file a grievance under the procedure discussed above.

## DISCIPLINARY CONSEQUENCES

### 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. disciplinary consequences are decided based on the discretion of school administration and severity of the student's offenses.

**1. Fighting:** Mission Heights Preparatory High School strictly enforces a zero-tolerance policy on any fighting. This includes acts of violence through any means toward any student or staff member. Disciplinary consequences available to school administration:

- Short Term Suspension
- Long Term Suspension
- Expulsion

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

- Short Term Suspension
- Long Term Suspension
- Expulsion

**3. Weapons:** Mission Heights Preparatory High School strictly enforces a zero-tolerance policy on any involvement with the possession, use, or sale of any type of weapons or any other dangerous items (firearms, ammunition, knives, box cutters, etc). Disciplinary consequences available to school administration:

- Short Term Suspension
- Long Term Suspension
- Expulsion

**4. Threats:** Mission Heights Preparatory High School strictly enforces a zero-tolerance policy on any kind of threat against the school, staff, or students. This involves oral, verbal, or electronic communications. Students should not even joke about or talk lightly about these kinds of situations. Disciplinary consequences available to school administration:

- Saturday School
- Short Term Suspension
- Long Term Suspension
- Expulsion

**5. Bullying:** Mission Heights Preparatory High School strictly enforces a zero-tolerance policy towards bullying, harassment, and intimidation. All 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. (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. Disciplinary consequences available to school administration:

- Saturday School
- Short Term Suspension
- Long Term Suspension
- Expulsion

**6. Hazing:** Mission Heights Preparatory High School strictly enforces a zero-tolerance policy towards 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. Disciplinary consequences available to school administration:

- Saturday School
- Short Term Suspension
- Long Term Suspension
- Expulsion

**7. Sexual Harassment:** Mission Heights Preparatory High School strictly enforces a zero-tolerance policy towards any use of unwelcome spoken, 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. Disciplinary consequences available to school administration:

- Saturday School
- Short Term Suspension
- Long Term Suspension
- Expulsion

**8. The "Good Neighbor" Policy:** 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). Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**9. Alcohol & Drug Violations:** Being under the influence of, and/or the use, possession, manufacture, distribution or sale of an alcoholic substance, illegal/controlled drug or narcotic substance, imitation or look-alike drug, prescription or over-the-counter medicine, and drug paraphernalia. Included in this policy is the expectation that students do not even talk about being under the influence or engaged in likewise illegal activities outside of school. Disciplinary consequences available to school administration:

- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**10. Tobacco Violations:** 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. Parents will be notified. Included in this policy are any kind of vaping paraphernalia or other inhalants. Disciplinary consequences available to school administration:

- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**11. 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. This includes attempted theft or knowingly possessing stolen property. Students will be required to return and/or repay for the items that were stolen. Disciplinary consequences available to school administration:

- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**12. 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. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension

**13. Insubordination:** In order to maintain a positive and effective learning environment and school culture, students are expected to comply with any reasonable request given to them by a staff member. Failure to do so is insubordination. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension

**14. Loitering:** When arriving on campus, students should remain on school grounds until class begins. Students are not allowed to leave the property once they have been dropped off. During class time, if students use their passport, or other pass, they should take care of their business directly without any side-trips and should not interrupt other classes. During 4th period, students who do not have a class may remain on campus, but must still follow all school rules (for example: using their passport or other pass to be in the hall and remaining in school uniform) and must be supervised by a staff member. Students should not be hanging out in the hallways, Multi-Purpose Room (MPR), outside in the courtyard, on the basketball court, or in the parking lot. After 4th period, students are allowed to remain on campus as long as they are being supervised by a teacher or staff member. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension

**15. Closed Campus Policy.** For the safety of the students, Mission Heights Preparatory High School has a closed campus. Students must remain on school grounds while classes are in session (unless they are finished with their own classes). Students who leave campus after 3rd period must sign out if they are planning to return before 4th period ends. When they return, they must sign in and have the office receptionist contact the teacher they wish to return to. Students who fail to sign out, will not be allowed to return to campus until after 4th period has ended. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension

**XX. Ditching.** *This needs to be added to the Handbook. Disciplinary consequences available to school administration:*

- *Lunch Detention*
- *Saturday School*
- *Short term Out of School Suspension*

**16. Electronic Devices.** Cell phones and other electronic devices can be a distraction to the learning process and teaching environment. Students will be required to silence and put away all cell phones and other electronic devices (headphones, earbuds, mp3 players, iPods, gaming consoles, Smart/Apple watches, etc.) at the beginning of and throughout each class. If a teacher or staff member sees any student, including teacher and office aides, with their device out during class time, it will be confiscated and turned in to administration. There may be exceptions to this rule if the teacher is using these electronic devices as learning tools. 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. MHPHS is not responsible for lost or stolen electronic devices. Disciplinary consequences available to school administration:

1. First offense - Parent/guardian pickup
2. Second offense - Parent/guardian Conference and Electronic Devices Contract
3. Third offense - Device is checked in with Assistant School Leader each day

*These consequences do not "reset" each quarter. They are cumulative through the school year.*

**17. Dress Code.** Students are expected to wear their school uniforms while on campus. Any attire, which is inappropriate or distracts from the school culture, 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. Whenever a student is not in compliance with the dress code, they will remain in the front office until they are in compliance. Disciplinary consequences available to school administration:

1. First offense - Conference with administration and reminder of dress code
2. Second offense - Lunch Detention
3. Third offense - Saturday School
4. Fourth offense - Short term Out of School Suspension

**18. 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. The limit for affection shown on campus is that of holding hands, a brief hug or quick kiss. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension

**19. Sexual Activity.** Acts of sex or simulated sex including but not limited to, intercourse or oral or manual stimulation. Disciplinary consequences available to school administration:

- Short term out of school suspension
- Long term out of school suspension
- Expulsion

**20. 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. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term out of school suspension
- Expulsion

**21. Bus or Transportation Misconduct.** Any offense committed by a student on transportation provided by or through MHP 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.

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**22. Dishonesty.** Any act of lying, whether verbal or written, including forgery. Forged documents will be nullified and the parent/guardian will be contacted to obtain the document with appropriate signatures. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension

**23. Academic Dishonesty.** Students are expected to complete their own work on any assignment. Forms of academic dishonesty include cheating (copying answers from another person's work, getting answers from the internet without permission, or using other means not approved by the teacher to obtain answers to your work), allowing someone to cheat off your paper, or plagiarism. Any instances of cheating or plagiarism will be referred to school administration. Violations of the above or other activities considered inappropriate will result in the following consequences:

1. First offense - Loss of credit with the chance to make up the assignment for half-credit
2. Second offense - Loss of credit with no chance to make up the assignment
3. Third offense - Fail the course in which the offense occurred.

**These are cumulative for the entire school year and for all of your classes.**

**24. Arson.** Starting or attempting to start a fire or causing or attempting to cause an explosion. In any case of arson, the student will be expected to pay for any damages caused. Disciplinary consequences available to school administration:

- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**25. 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 a staff member. The device will be confiscated and destroyed. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension

**26. 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. In every case of vandalism, the student will be expected to repair/replace the damaged area and apologize to the affected population. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**27. Automobile/Vehicle Misuse.** Students who drive and or park on or around school property are expected to exhibit courteous and safe driving practices. Students should not be playing their music at high volumes. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension

**28. False Alarms.** Tampering with emergency equipment, setting off false alarms, making false reports, communicating a false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property. Students will be responsible for any costs associated with the false alarm.

Disciplinary consequences available to school administration:

- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**29. 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. Disciplinary consequences available to school administration

- Lunch Detention
- Saturday School
- Short term Out of School Suspension

**30. Technology Misconduct.** Attempting to use school or personal technology while on school grounds to access or engage in inappropriate and/or unapproved activities such as: “hacking,” pornography, social media, games, music, videos, etc. Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**31. Unauthorized Entry.** Entering or assisting any other person to enter a school facility, office, 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. Disciplinary consequences available to school administration:

- Saturday School
- Short term Out of School Suspension
- Long term Out of school Suspension
- Expulsion

**32. On Campus Sales.** Students may not engage in the sale of any item on campus without the express permission of administration. Students who wish to sell items on campus should have permission from a club sponsor or administrator at all times. Any items that are being sold without permission will be confiscated and may be picked up at the end of the school day.

Disciplinary consequences available to school administration:

- Lunch Detention
- Saturday School

**33. Off Campus Events.** Off campus events are considered an extension of the MHP 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.

## PARENT-STUDENT-SCHOOL COMPACT

The following is the Parent, Student & School Compact for Mission Heights Preparatory High School which outlines the goals, expectations, and shared responsibilities for the success of all students.

### School Environment

#### The Parents Will:

- Contact the school with any concerns over attendance, behavior or academic completion.
- Contact their individual student through the **school office only**, during regular class hours.
- Drop off and pick up their student in the parking lot at the south or west side of the front office.

#### The Students Will:

- Accept the responsibility of maintaining a safe, secure learning environment by accepting this compact.
- **NOT use cell phones**, game consoles, CD players, MP3 players *or any similar electronics* in any class unless given specific permission by the teacher for a school-related purpose.
- Attend classes on time and **ONLY** leave campus with parent/guardian permission.
- Assist the MHP staff in keeping the campus neat and clean by throwing trash in the garbage can.
- NOT participate in public displays of affection (PDA) on campus.
- Park cars in the student lot. Cars will be parked between the white strips of a parking space. Students will retrieve all necessary belongings from their car and report to the school and not return to the car until the end of the school day.
- NOT use, sell, consume or participate in any illegal activity including those related to drugs, tobacco and alcohol.
- Avoid and refrain from participating in all gang related activities: hand signs, clothing, jewelry, graffiti, or any other related actions or behavior.
- NOT gamble in any way, shape or form.
- NOT fight or participate in any confrontational behavior at any time with anybody.
- NOT carry skateboards around campus, but check them into the front office upon arrival.
- NOT carry weapons, any look-alike weapons or replicas of weapons at any time.

#### The School Will:

- Provide a safe, secure environment on a closed campus with adequate security & will contact local law enforcement when necessary.
- Employ a staff that is well trained and/or certified in maintaining a safe, educational environment.

## Behavior and Participation

### The Parents Will:

- Reinforce mutual respect for all teachers, staff and other students.
- Monitor their student's dress as appropriate and within the limits of the **MHP Dress Code** and reinforce appropriate dress, including jewelry and fashion accessories permitted by the **MHP Dress Code**.
- Monitor their student's absences, if they should occur, while ensuring 100% attendance.
- Call the school if their student will be absent – as outlined in the **Attendance Policy**.
- Reinforce positive student behavior and participation involving any activities and actions.

### The Students Will:

- Show respect to all teachers, all staff and all students at all times: No racism, foul language, obscene gestures, harassment, poor attitude or inappropriate behavior.
- Use appropriate language at all times: No obscenities, threats, harassment, or any other verbal abuses.
- NOT participate in any type of bullying to include, but not limited to: verbal, physical, cyber or any other method, including electronic.
- Show positive behavior at all times: attendance, participation, respect, positive attitude, gestures and posture.
- Dress appropriately for a learning environment at all times. Dress must reflect maturity and modesty and be in accordance with the guidelines of the **MHP Dress Code**.

### The School Will:

- Maintain a safe climate, with a positive atmosphere suitable for learning for all students.
- Provide students with a foundation for continuous learning.
- Enforce the **MHP Dress Code** by providing alternative clothing if needed.

## Academics and Curriculum

### The Parents Will:

- Support students in their learning and completion of all classes, all assignments and all class activities.
- Assist their students in seeking and receiving any additional help with all classes, all assignments and all class activities.
- Have access to all their student's class materials and class work in order to monitor progress.

### The Students Will:

- Put in 100% effort into all class activities and all assignments at all times in order meet the requirements of their classes.
- Ask for help on any assignments they do not understand in order to achieve to the best of their ability.
- Attend additional class time suggested by their teacher in order to achieve to the best of their ability.
- Complete all classes and all assignments appropriately to the best of their ability.

**The School Will:**

- Provide a challenging curriculum that is aligned to the Arizona Academic Standards.
- Promote student achievement and success while addressing all learning styles and providing necessary accommodations.
- Employ highly trained professionals (teachers, administrators, and staff) who promote the highest quality in education.

**Goals and Achievement**

**The Parents Will:**

- Provide every opportunity for their student to achieve academic success.

**The Students Will:**

- Take responsibility to learn and achieve in every class and every course of study.
- Monitor their own grades and credits, and work positively toward class completion and graduation.

**The School Will:**

- Provide every opportunity for students to achieve academic success.

***Mission Heights Preparatory High School hereby agrees to this Compact and will do its part as stated above.***

## STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please read the following information carefully.

***Parents and student must sign this form and return to the school upon request.***

I understand and consent to the responsibilities outlined in Mission Heights Preparatory High School Student Handbook. I understand and agree that my child/self will be held accountable for his or her behavior and consequences as outlined in this document. They will be held accountable at school, school-sponsored and school related activities, including school-sponsored travel. I understand that any student who violates the code of conduct is subject to disciplinary action as outlined in this Student Handbook and which may include personal conference to expulsion and criminal prosecution. I further understand and consent to my parental responsibilities as outlined in this handbook. Failure to sign this form does not remove my child's responsibility to abide by the stated policies.

We acknowledge that we received a copy of the Student Handbook and that we have read, understood, discussed, and agree to comply with all rules and policies.

We also understand that changes might be made to this document throughout the school year and that it is our responsibility to refer to the electronic version available on the school's website at [www.mhprep.com](http://www.mhprep.com) for the most up to date information and policies.

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Print Parent/Guardian Name

Date

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Parent/Guardian Signature

Date

---

Print Student Name

Date

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Student Signature

Date