



PPEP TEC HIGH SCHOOLS **STRIVING FOR ACADEMIC EXCELLENCE**



Policies and Procedures

Student and Parent Handbook 2011-2012

PPEP TEC High School Campus Locations

"Lito" Peña Learning Center

725 N. Central Avenue, Suite 113
Avondale, AZ 85323
Phone: (623) 925-2161
Fax: (623) 925-1035
Email: avondale@ppeptechs.org

Celestino Fernández Learning Center

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Tucson, AZ 85714
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Email: tucsonbenson@ppeptechs.org

Alice S. Paul Learning Center

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Casa Grande, AZ 85222
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Raul H. Castro Learning Center

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Colin Powell Learning Center

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John David Arnold Learning Center

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Victor Soltero Learning Center

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Fax: (520) 290-9220
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Robles Junction Learning Center

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Tucson, AZ 85735
Phone: (520) 822-3064
Fax: (520) 822-5070
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PPEP TEC HIGH SCHOOL ADMINISTRATIVE OFFICES

1840 E. Benson Highway

Tucson, Arizona 85714

1-800-573-7737

(520) 294-6997

PARENT/STUDENT HANDBOOK

2011-2012

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PPEP TEC HIGH SCHOOL

Dear Parents and Students:

Welcome to PPEP TEC High School! On behalf of the school staff, we look forward to another successful year of learning.

We believe all students will become life-long learners through successful school experiences that foster self-confidence and promote academic success. Through their experiences at PPEP TEC High School, our graduates will learn to become more aware of the community they live in and will become responsible citizens. To uphold these ideals, the students, parents, staff, and administration share a commitment to respect and value student learning.

In addition, the PPEP TEC High School communities will strive to provide a positive learning environment with activities designed to foster:

- Acceptance of diversity
- Creativity
- Responsibility
- Critical thinking
- Problem solving skills
- The ability to use technology and access information, resulting in a desire for achieving personal excellence

At PPEP TEC, we hold our students to high attendance, academic, and behavioral standards; please be sure you read and understand all policies and procedures.

Best wishes for a successful 2011-2012 school year!

PPEP TEC High School
Management Team

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PPEP TEC HIGH SCHOOL SY 2010/2011 CALENDAR

TITLE I INTERVENTION SERVICES

INTRODUCTION

PPEP TEC High School (PTHS) was chartered by the Arizona State Board for Charter Schools in May 1995, as a public school whose purpose is to provide an alternative educational program for students ages fifteen (15) through twenty-one (21), in grades nine (9) through twelve (12). PPEP TEC High School provides programs and services to meet the needs of all students enrolled in our school. PPEP TEC High School provides a curriculum that is aligned with the Arizona Academic Standards and is individualized to meet the unique learning needs of our students. Career & Technology electives are designed to provide our students with the knowledge, skills, and abilities necessary to obtain employment or higher educational opportunities following graduation.

PPEP TEC High School is the first charter school in the United States to become a recipient of a Kellogg Foundation Technology Grant for \$500,000. This three-year grant has enabled us to establish a computer network system that gives students access to the Internet and state-of-the-art computer technology.

PPEP TEC HIGH SCHOOL CHIEF EXECUTIVE OFFICER

John David Arnold, Ph.D.

PPEP TEC HIGH SCHOOL SUPERINTENDENT

Randall C. Kempton

GOVERNING BOARD MEMBERS

Gertha Brown-Hurd, President
(Pima County)

Hector Sanchez, Secretary
(Yuma County)

Celestino Fernández, Member
(Pima County)

Maria Chavez, Member
(Maricopa County)

Frank Vasquez, Member
(Cochise County)

MISSION STATEMENT

The mission of PPEP TEC High School (PTHS) is to provide quality educational services to students, ages 15 through 21 in grades 9 through 12, who are at risk of becoming permanent dropouts of our public educational system. Fulfilling this mission will also provide students with the knowledge and skills necessary to obtain employment or continue their education in post-secondary institutions.

ADMISSIONS

The following procedures and requirements for admission to PPEP TEC High School (PTHS) apply:

Admission is open to all students ages fifteen (15) through twenty-one (21) with documentation that they have completed the eighth (8th) grade. Students unable to provide the eighth grade documentation shall be referred to the Administrative Office for review and consideration following a formal evaluation of the student's ability to be successful in our program.

All students enter PPEP TEC High School on a two-week probationary period that begins upon completion of the orientation and assessment process. Any student who fails to follow the guidelines provided in the PPEP TEC High School Handbook Policies & Procedures during the orientation or two week probationary period may be withdrawn. All guidelines provided in the PPEP TEC High School Policies & Procedures will be applied to any student who violates the PPEP TEC High School rules after the probationary period.

NOTE: A student who has been EXPELLED, is on long-term suspension, or is in the process of being expelled from another institution, may be admitted at the discretion of PPEP TEC High School. Appeals may be submitted in writing to the Administrative Office.

1. A student enrollment packet must be completed and submitted to the PTHS site the student plans to attend, or to the Administrative Office at 1840 E. Benson Highway, Tucson, Arizona 85714. A student WILL NOT be allowed to start school until the complete enrollment packet has been received and reviewed by the Lead Teacher, and if applicable, the Director of Special Education.

Missing, misleading or inaccurate information provided by parents/guardians or students on the enrollment packet will result in dismissal from PPEP TEC High School.

2. The enrollment packet MUST contain the following:
 - PROOF OF AGE FROM ONE OF THE FOLLOWING: (a) certified copy of birth certificate; (b) other certifiable proof of the pupil's identity and age, including the pupil's baptismal certificate, or an application for social security number, or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.
 - PROOF OF IMMUNIZATIONS (shot records).
 - A CERTIFIED (OFFICIAL) COPY OF THE PUPIL'S TRANSCRIPTS FROM PREVIOUS SCHOOL ATTENDED.
 - WITHDRAWAL FORM FROM PREVIOUS SCHOOL, if pupil was in attendance during the current school year.

ADMISSION OF HOMELESS CHILDREN AND YOUTH

The McKinney Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster parents or relatives other than their legal guardians.

Arizona Revised Statutes, A.R.S. §15-825(C) states:

"C. The current residence of a homeless pupil who does not reside with the person having legal custody of the pupil, is considered to be the residence of the homeless pupil if the person having legal custody of the pupil is a resident of the United States. For the purposes of this subsection, "homeless pupil" means a pupil who has a primary residence that is:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations.
- An institution that provides a temporary residence for individuals intended to be institutionalized.
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."

Under this policy, PPEP TEC High School will admit students who meet the definition of "homeless" by:

- Not requiring birth certificate; and
- Not requiring proof of immunization until the fifth calendar day of enrollment as defined in A.R.S. §15-872(H).

Homeless children are protected under several laws:

Federal Level

McKinney Homeless Assistance Act
Title I
IDEA

State Level

A.R.S. §15-823
A.R.S. §15-824
A.R.S. §15-828
A.R.S. §15-872

For more information or questions about the admission of homeless children and youth, please contact the PPEP TEC High School Homeless Liaison at (520) 294-6997.

ATTENDANCE

Students are expected to attend school on a regularly scheduled basis. A student who has four (4) unexcused absences in one year may be withdrawn from the PPEP TEC High School program. Students must attend a minimum of 30 hours in each class to receive .25 credit in that class. Ten unexcused absences in any semester will result in the student receiving no credit.

A student who has been withdrawn due to lack of attendance may request to be re-enrolled at the start of a new semester, providing space is available. PPEP TEC High School WILL drop all

students, including students with disabilities, who miss ten (10) consecutive school days, on the 11th day of absence as required by Arizona statute.

Attendance and timeliness are very important components of the PPEP TEC High School Program. Please be aware that attendance is mandatory and students will be dropped from the program if attendance is sporadic. An excused absence is one that has been approved by the Lead Teacher, and any absence NOT approved by the Lead Teacher will be considered unexcused. Absences from school are expected to be reported by the parent/guardian or student (if older than 18) within the first two (2) hours of the beginning of the school day.

Students are expected to make up all absences, excused and unexcused.

Tardiness may be counted as unexcused absences. Parents or guardians may be contacted if student is absent from school.

ACADEMIC REQUIREMENTS

Course Enrollment

Full-time students shall be enrolled, according to state law, in at least four subjects, each of which, if taught each school day for the minimum number of days required in a school year, would meet a minimum of one hundred twenty hours a year. Unless presented by transcripts, courses necessary to meet the requirements of Arizona's Instrument to Measure Standards (AIMS) shall be started immediately.

Class Designation by Cohort

Class designations for purposes of mandatory standardized testing are determined by cohort year. Cohort year is determined by the first year the student entered high school plus (+) four (4) years. Grade is determined by cohort regardless of credit(s).

<u>Year First Entered High School</u>	<u>Cohort Year</u>	<u>Grade</u>
2011 (Fall of school year 2011/2012)	2015	9
2010 (Fall of school year 2010/2011)	2014	10
2009 (Fall of school year 2009/2010)	2013	11
2008 (Fall of school year 2008/2009)	2012	12
2007 (Fall of school year 2007/2008)	2011	12

Rate of Progress

Students are expected to earn at least two and one-half (2.5) credits per semester. Students not meeting this requirement may be dropped from the PTHS program but may request to re-enroll the following semester.

Progress Report

The Lead Teacher will ensure that progress reports are given to each student at mid-quarter during the school year. Current transcripts, with earned credit and grades indicated, will be issued at the end of each quarter (please refer to the school calendar for dates). Students have two weeks to bring any discrepancies to the attention of the Lead Teacher. After the end of this time, no changes will be made.

Transfer Credits

Transcripts from students transferring to PPEP TEC will be evaluated, and equivalent credit will

be given in increments of one-quarter (0.25) credits. Three semester hours of credit, with a grade of "C" or higher, from Arizona community colleges and universities will generally be accepted as equivalent to one-half (0.50) high school credit, with approval of the Superintendent. Home school or correspondence credits must also be approved by the Superintendent. Credit given under these circumstances may be limited to four (4) total credits, with a maximum of one (1) credit awarded in each of the following subject areas: English, Mathematics, Science and Social Studies.

If a pupil who was previously enrolled at PPEP TEC enrolls in a public school in Arizona, the public school shall accept credits earned by the pupil in courses or instructional programs at PPEP TEC in a uniform and consistent manner and according to the same criteria that are used to accept academic credits from other public schools.

Transfer Credits from Foreign Schools

The Superintendent will evaluate transcripts from schools in foreign countries and will award equivalent PPEP TEC credits based on the student's school experience. Credit from Mexican schools will be limited to no more than six (6) credits per school year, and only for courses graded "6" or above from Tercero de Secundaria, Preparatoria/Technologico, Segundo De Preparatoria/Technologico, and Tercero De Preparatoria/Technologico.

Transfer Credits from Correspondence Schools

Credits earned through correspondence courses, from an accredited institution as defined in R7-2-601, to meet graduation requirements shall be limited to four (4), and only one (1) credit may be earned in each of the following areas: English, Social Studies, Mathematics, and Science.



GRADUATION REQUIREMENTS

<i>Class of 2012</i>		<i>Class of 2013 & 2014</i>	
English	4 credits	English	4 credits
Math¹	3 credits	Mathⁱ	4 credits
Science	2 credits	Scienceⁱⁱ	3 credits
Social Studies²	3 credits	Social Studies	3 credits
Fine Arts/CTE	1 credit	Fine Arts/CTE	1 credits
Electives	7 credits	Electives	7 credits
Total	20 credits	Total	22 credits

¹ Math courses shall consist of Algebra I, Geometry, and an additional course with substantial math content as determined by PPEP TEC Charter School District.

² Social Studies shall consist of one credit of U.S./Arizona History, one credit of World History/Geography, one-half credit of U.S./Arizona Government and one-half credit of Economics.

ⁱ Math courses shall consist of Algebra I, Geometry, Algebra II (or its equivalent) and an additional course with substantial math content as determined by determined by PPEP TEC Charter School District.

ⁱⁱ Science courses shall prepare students for high school AIMS tests (life science). A.R.S. 15-203 prohibits the SBE from adopting changes to these requirements that will impact “capital costs.”

AIMS Requirements

According to ARS, Section 15-701.01, all students who entered high school on or after the start of the 2002-03 school year must score well enough on the state-mandated AIMS tests: Reading, Writing, and Mathematics, to meet the standards at the proficiency level in order to receive a high school diploma.

AIMS Augmentation

The AIMS Augmentation process was established for graduating senior students who have not passed the AIMS Reading, Writing, or Mathematics tests. PPEP TEC High School follows all of the AIMS Augmentation laws set by the Arizona Department of Education. The revised rule can be viewed at: www.ade.az.gov.

AIMS Reciprocity: Arizona law allows for passing scores from other states’ high school standards-based exams that are equivalent to the AIMS High School test to be used in place of the AIMS. Students/parents must provide official documentation to the school of the student’s score(s) from the other state. The Arizona Department of Education provides a list of specific exams which are eligible for Arizona reciprocity. The guidelines and the list of approved state tests and specific exams can be viewed on the following internet website: <http://www.ade.az.gov/standards/aims/qradrequire>.

AIMS Related - Arizona Board of Regents High Honors Tuition Waiver Scholarship: Based upon AIMS scores and academic achievement, the High Honors Tuition Waiver Scholarship is awarded by the Arizona Department of Education. Specific scholarship information can be found on the Arizona Board of Regents internet website: www.azregents.edu.

AIMS scores applicable for the scholarship are limited by testing windows determined by cohort. Additional information and eligibility criteria can be viewed on the following internet website: <http://www.ade.az.gov/asd/tuitionwaiver>.

Other Graduation Requirements: For the 2011 - 2012 school year, all enrolled seniors who have sixteen (16) credits by the end of the first semester of the school year will be put on a “Potential Graduates List.” Late-enrolling seniors must be enrolled by the start of the final



quarter, with at least eighteen (18) credits. Seniors who expect to graduate in the spring are required to finish all course work two weeks prior to the graduation date, even if they are not participating in the graduation ceremony. Each graduating



senior's academic record must be reviewed by the Student Records Department before the student will be approved for graduation, and any requested forms must have been submitted. Deadlines for ordering caps and gowns are determined by the district, the supplier, and the date of graduation.

Diplomas may also be awarded in December, without ceremony, but only to students who are enrolled at the start of the first quarter with at least eighteen (18) credits and who complete all of the graduation requirements by the end of that quarter. Such students may participate in the graduation ceremony at the end of the school year.

Per PTHS Board Policy, students must have attended High School for a minimum of two (2) years, taken and passed the High School AIMS or equivalent tests at least once in order to qualify for, and participate in graduation. Students who have not passed the AIMS and/or not eligible for Augmentation, shall not be permitted to participate in graduation or receive a diploma.

ACADEMIC ASSESSMENT

The following are grades assigned to PTHS students after they have completed credits in a course:

- A – The student exceeded the standard in the subject area.**
- B – The student met the standard in the subject area.**
- C – The student approached the standard in the subject area.**
- P – The student passed the elective course(s) successfully.**
- INC – The student was enrolled in this course, but has not yet earned credit.**

DESCRIPTION OF COURSES

ENGLISH

ENGLISH 9 (1 credit)

In this Freshman English course, students will focus on the Arizona State Standards for 9th grade English to include reading comprehension of literary and informative text, vocabulary, and writing.

ENGLISH 10 (1 credit)

Sophomores will continue to refine their reading, writing, and vocabulary skills according to the Arizona State Standards in preparation for the AIMS testing in the Spring. On-going assessments will ensure that students are on-track to pass the AIMS test.

ENGLISH 11 (1 credit): READINGS IN AMERICAN LITERATURE

Students will have the opportunity to read and analyze short stories, essays, poems, a drama and novels by famous American writers from post-Civil War to contemporary times. Students will expand their vocabularies as well as their knowledge of elements of literature such as theme and figurative language. They will learn to follow workplace texts as well as separate strong from faulty language in persuasive text. In writing, they will practice forms such as personal narrative and literary response while sharpening their skills in content, organization, sentence fluency, word choice, voice, and conventions.

ENGLISH 12 (1 credit): READINGS IN BRITISH LITERATURE

Students will have the opportunity to read and analyze short stories, essays, poems, a drama and novels by famous British writers from the mid-nineteenth century to contemporary times. Students will continue to practice and sharpen all their reading and writing skills as described in English 11.

ENGLISH LANGUAGE LEARNER (ELL) PROGRAMS

According to Arizona law, English Language Learners (ELLs) are to become fluent English proficient within one year (A.R.S §15-752). Students who are identified by the Arizona English Language Learner Assessment (AZELLA-2), as having limited English proficiency are placed in a Structured English Immersion (SEI) classroom for 20 hours per week. The curriculum is written for students who are learning the English language and includes Reading, Writing, Listening, Speaking, Vocabulary, and Grammar. Students will be grouped together in classrooms based on their proficiency levels of Pre-Emergent, Emergent, Basic, and Intermediate. (A.R.S. §17-751 Definition, 5).

ELD (ENGLISH LANGUAGE DEVELOPMENT) COURSES

If your primary home language is a language other than English, you will be assessed through the Arizona English Language Learner Assessment (AZELLA-2) and placed into either ELD English courses or core English courses. It is VERY IMPORTANT that you try to do your best on the AZELLA-2 test. The AZELLA-2 test is the only test that schools in Arizona may use for entrance and exit from ELD classes!

ENGLISH LANGUAGE DEVELOPMENT 1 (ELD 1): 1.0 credit per year (.25 per quarter), **AND 3** Elective credits (.75 per quarter). Levels: Pre-Emergent, Emergent, and Low Basic.

This course is designed for the non-English proficient students as identified on the PTHS pre-assessment and AZELLA. Students will develop basic listening, speaking, reading, and writing skills in English. Students will build their vocabulary and grammar skills. Credit earned for this course will be applied toward core English per ADE. This **core credit** will be called **ELD-Pre-Emergent, Emergent/Low Basic**, and the **elective credit** will be called **ELD 1**.

ENGLISH LANGUAGE DEVELOPMENT 2 (ELD 2): 1.0 credit per year (.25 per quarter), **AND 3** Elective credits (.75 per quarter). Level: Basic.

This course is designed for students with limited English proficiencies as identified on the PTHS pre-assessment and AZELLA. Students will improve their English language skills by actively participating in listening and speaking activities, reading and writing. Students will be introduced to academic vocabulary and increase their grammar skills. Credit earned for this course will be applied toward core English per ADE. This **core credit** will be called **ELD-Basic**, and the **elective credit** will be called **ELD 2**.

ENGLISH LANGUAGE DEVELOPMENT 3 (ELD 3): 1.0 credit per year (.25 per quarter), AND 3 Elective credits (.75 per quarter). Levels: High Basic and Low Intermediate.

This course is designed to help students improve their English language skills, and advance their academic and language skills. Students will actively engage in reading, writing, listening, and speaking activities, which include vocabulary and grammar. Credit will be applied toward core English per ADE. This **core credit** will be called **ELD- High Basic/Low Intermediate** and the **elective credit** will be called **ELD 3**.

ENGLISH LANGUAGE DEVELOPMENT 4 (ELD 4): 1.0 credit per year (.25 per quarter), AND 3 Elective credits (.75 per quarter). Levels: Intermediate, High Intermediate.

This course is designed to assist ELL students in becoming more proficient in academic skills necessary for success in the regular English program. Students will refine their speaking, listening, writing, and reading skills with emphasis on practical applications. Credit earned for this course will be applied toward core English per ADE. This **core credit** will be called **ELD-Intermediate/High Intermediate**, and the **elective credit** will be called **ELD 4**.

High Intermediate students who have scored Proficient in the Reading and/or Writing subtests on the AZELLA will be allowed to take core academic subjects, such as Science, Social Studies, and Math.

MATHEMATICS

ALGEBRA (1.0 Credit)

Students will learn to use algebraic methods to explore, model and describe patterns, relationships and functions. These relationships and functions involve numbers, shapes, data, and graphs within a wide variety of real-world problem-solving situations. Students also use data collection analysis, statistics, and probability to make inferences, decisions, and arguments as they solve a variety of practical problems.

GEOMETRY (1.0 Credit)

In this course, students will learn to use geometric methods, properties and relationships as a means to recognize, draw, describe, connect, and analyze shapes and representations in the physical world.

ALGEBRA 2: (1.0 Credit)

This is a two semester course that builds upon the concepts and skills covered in Algebra I. Students will explore functions and relations numerically, graphically, algebraically, and through real-world applications. Students will master topics including lines in the plane, systems of linear equations, inequalities, polynomials, rational expressions and equations, and radical expressions and equations, matrices, statistics, and probability. Also included are exponential and logarithmic functions, sequences, series, variations, and conics.

SCIENCE

INTEGRATED SCIENCE (1.0 credit):

This course is designed as an introduction to the world of the Sciences. Students will become familiar with Biology, Chemistry, Earth, and Physical Science. At the completion of this course, students will be able to: apply concepts of scientific inquiry; demonstrate an understanding of technology, development of theories, and human endeavors; apply the properties and principles of matter and energy; apply knowledge of the properties and principles of forces and motion; analyze the characteristics, changes, and interactions of living organisms within their environment; and apply knowledge of cell structures and processes.

BIOLOGY (1.0 credit):

In Biology, students will master fundamental concepts through the understanding of how all living things interact and adapt in the environment. Topics in this course include: cells, energy cycles, cellular respiration, photosynthesis, mitosis, human body systems, evolution and natural selection, classification of living things, ecosystems, and human impact on ecosystems. This course prepares students to pass the AIMS Science test.

EARTH SCIENCE (1.0 credit):

This course is designed to gain knowledge and understanding of the Earth's past, present, and future. Topics in Earth Science include: weather and climate, the water cycle, erosion, forces in the earth, minerals, rocks, earth chemistry, the Earth's atmosphere, stars, galaxies, and the solar system.

PHYSICAL SCIENCE (1.0 credit):

In this one-credit course you will understand the physical laws of nature. You will study the basic structure of matter, how substances are made, and how substances react to each other according to basic physical and chemical laws.

SOCIAL STUDIES



WORLD HISTORY/GEOGRAPHY (1.0 credit):

World History will help you analyze the human experience through time and to recognize the relationships of events and people. Geography will provide you with an understanding of the physical characteristics of places and regions around the world. In addition, this course will help you to understand how people of different cultural backgrounds interact with their environment.

U.S./ARIZONA HISTORY (1.0 credit):

This course is integral for you to analyze our national experience through time; to recognize the relationships of events and people; and to interpret significant patterns, themes, ideas, beliefs, and turning points in Arizona and American history.

U.S./ARIZONA GOVERNMENT (.50 credit):

This required half-credit course will help you develop the knowledge and skills for informed, responsible participation in public life; to ensure, through instruction, that you understand the essentials, the sources, and the history of the constitutions of the United States and Arizona, American institutions, and ideals.

ECONOMICS (.50 credit):

This required half-credit course will enable you to make reasoned judgments about both personal economic questions and broader questions of economic policy. Topics in this course include: free enterprise, money and banking, government and free enterprise, and global economy.

CAREER EXPLORATION & TECHNOLOGY COURSES

COMPUTER TECHNOLOGY (.50 credit):

This course will provide you with the basics in keyboarding, Internet Research, Microsoft Word, PowerPoint, and Excel applications. This is a required course. Students must be able to type a minimum of 25 wpm in order to receive credit.

CAREER EXPLORATION (.50 credit):

In this class, you will prepare a resume; schedule job shadowing appointments; develop a portfolio and practice interviewing skills. You will also learn how to research career options, apply to colleges, and fill out financial aid forms. This is a required course for all juniors and seniors.

ELECTIVES

The following courses are electives that a student may wish to take to fill graduation requirements. Certain electives are only assigned to students who have completed more than half of the core subjects (English, Math, Social Studies and/or Science). Electives are assigned based on availability and at the discretion of Site Administration.

ALGEBRA LAB (1.0 credit):

This lab will provide the student with individualized instruction and will cover concepts and principles needed to pass the AIMS test. If you have not taken the AIMS Math test, or you have taken it and not passed, this is a required elective. This class is taken in conjunction with the students' regular Algebra class.

GEOMETRY LAB (1.0 credit):

This lab will provide the student with individualized instruction and will provide additional support and practice with Geometry concepts, and prepare you for AIMS testing. If you have not taken the AIMS Math test, or you have taken it and not passed, this is a required elective. This class is taken in conjunction with the students' regular Geometry class.

ENGLISH LAB (1.0 Credit):

The English Lab is an elective credit for students who need additional reading, writing, or vocabulary assistance. Incoming students who are academically behind in their abilities (based on PPEP TEC's placement tests) will be required to participate in the English Lab until skills improve to grade level. This course will be uniquely designed to meet each individual student's needs. This class is taken in conjunction with the students' regular English class.

EMPLOYMENT (1.0 credit):

Up to one credit can be earned at the rate of a quarter-credit for each thirty (30) hours on the job with a Work Verification Form. A report or journal covering your experience with application, interview, and job skills learned; relationships with management and co-workers; and job satisfaction will be required for each quarter-credit.

SERVICE LEARNING (up to 1.0 credit):

Up to one credit can be earned for unpaid volunteer work with a non-profit organization. The report or journal for the first quarter-credit must include the history and goals of the organization.

TEACHER ASSISTANT (1.0 credit):

One credit can be earned at the rate of thirty (30) hours per quarter-credit while working with a teacher or other staff member. A contract will be drawn up outlining the job requirements; you are expected to show responsibility, initiative, and organization. A report summarizing the experience, including total hours spent on each task, is required for each quarter-credit.

STUDENT MENTOR (up to 1.0 credit):

Up to one full credit can be earned for helping other students reach academic objectives, at the rate of (30) thirty hours for each quarter-credit. A summary of the work done with each student, including the dates, hours and work accomplished is required for each quarter-credit.

SITE SPECIFIC ELECTIVES:

Additional electives will be offered at the specific site you are attending. Check with your Lead Teacher for these electives.

EQUAL EDUCATIONAL OPPORTUNITIES

Non-Discrimination Affirmation

PPEP TEC High School affirms that it does not discriminate on the basis of race, color, national origin, sex, age, or disability, in access or admission to success in educational or employment opportunities.

PPEP TEC High School is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

In addition, a lack of English language skills shall not be a barrier to admission or acceptance into any program, including vocational education.

Admission is open to all students' ages fifteen (15) through twenty-one (21) who have completed the eighth (8th) grade or received permission to enroll from the Administrative Office.

IMMUNIZATION RECORDS

Except for the exemptions provided by law, immunization against measles, rubella (German measles), poliomyelitis, diphtheria, and vericella is required for attendance of any child in any public school. A child's immunization records must be submitted prior to attendance, although a child may be conditionally enrolled provided that necessary immunizations are initiated within five (5) days.

Any child with serologic confirmation of past infection with a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

PPEP TEC High School will cooperate with county and state health departments in programs of immunization. Parent's permission must be secured before a student may participate in such immunization projects. LEGAL REFERENCE: Arizona Revised Statutes § 15-872, 36-629, 36-629.01, A.A.C.R9-6-501.

NOTE: If a student and/or the parent indicate an inability to obtain immunization because of the cost involved, then the teacher shall notify the Administrative Office, which will arrange payment for the immunization.

Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases, as determined by the Department of Health Services or local health department. The Department of Health Services or local health department shall transmit notice of this determination to the Administrative Office responsible for the exclusion of the pupils.

Exemptions

In accordance with Arizona Revised Statutes § 15-873 Exemptions, documentary proof is not required for a student to be admitted to school if one of the following occurs:

1. The parent/guardian of the pupil submits a signed statement to the Administrative Office

stating that the parent/guardian has received information about immunizations provided by the Department of Health Services. The parent/guardian understands the risks and benefits of immunizations and the potential risks of non-immunization, and due to personal beliefs, the parent/guardian does not consent to the immunization of the pupil.

2. The Administrative Office receives a written certification, signed by the parent/ guardian and by a physician that, due to personal beliefs, the parent/guardian does not consent to the immunization of the pupil.
3. The Administrative Office receives written certification, signed by the parent/guardian and by a physician who states that one or more of the required immunizations may be detrimental to the pupil's health, and which indicates the specific nature and probable duration of the medical condition or circumstance which precludes immunization.

An exemption is only valid during the duration of the circumstance or the condition that precludes immunization.

COMMUNICABLE DISEASES

The right of each student to receive an education by attending school shall be protected as long as that attendance does not jeopardize the health, safety, or welfare of the particular student, or other students, or the employees.

Any student with, or recovering from, a communicable disease shall be excluded from school to protect his/her own welfare and to protect other students from illness until the period of contagion is passed, or until a physician recommends a return, in accordance with state and county laws.

The district will not exclude an infected student from school solely due to HIV (Acquired Immune Deficiency Syndrome-Human Immunodeficiency Virus).

WELLNESS POLICY

Section 204 of the Public Law 108-265 requires every Local Educational Agency (LEA) that participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP) and/or Special Milk Program develop a local Wellness Policy by the start of the 2006-2007 school year. Although not all PPEP TEC High School (PTHS) sites participate in the National School Lunch Program, PTHS is committed to providing health, nutrition, and physical activity education to all students, staff, and families of PTHS.

Healthy-eating patterns are essential for students to achieve their full academic potential, and daily vigorous physical activity has been shown to improve student learning. Through a comprehensive Health Curriculum, which includes nutrition education and student physical activity logs, all PPEP TEC High School students will learn and utilize the importance of healthy living for life.

All food sold or distributed during the regular school day, including vendors and food sold in vending machines will follow nutritional guidelines.

Staff at PPEP TEC High Schools that participate in the National School Lunch Program will attend training for and adhere to all United States Department of Agriculture (USDA) and Arizona Department of Education (ADE) nutrition and food service guidelines.

Outreach about health and wellness will be included in Site Based Council meetings at 12 school sites; where parents, families, and local community members are encouraged to attend.

The PPEP TEC High School Wellness Policy is monitored through student mastery and assessment within the PPEP TEC High School Health Curriculum, input from Site Based Council members, staff, and administration of PTHS. The PTHS Wellness Policy and PTHS Health Curriculum will be evaluated yearly to insure success.

DISTRICT PARENT, FAMILY, AND COMMUNITY INVOLVMENT POLICY

It is the policy of PPEP TEC High School to involve parents, family and community members in the planning, development and implementation of its continuous review and improvement of educational programs, by soliciting and encouraging parent and community participation on:

- Site-Based Councils that meet monthly at each PPEP TEC High School site and are comprised of teachers, parents, students, and community members
- The PPEP TEC High School ESEA/NCLB Consolidated Planning Committee
- The PPEP TEC High School -School Improvement Committee
- The PPEP TEC High School Migrant Parent Advisory Committees at the Cesar Chavez and Jose Yopez Learning Centers in San Luis and Somerton, Arizona

PPEP TEC High School will provide the necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance through:

- Funding for Parent Liaisons at PPEP TEC High School Title I schools;
- Funding to support professional development for parent liaisons, teachers, Title I interventionists, and parents;
- Funding to support parent activities, including materials and travel; and
- Training and technical assistance at district pre-service and in-service meetings.

The following training will be made available at Title I schools for parents and community members; in order to ensure effective involvement to support a partnership among the school, parents and the community to improve student academic achievement:

- Understanding the State's student academic achievement standards;
- Understanding the requirements of ESEA/NCLB and Title I;
- How to monitor their child's progress;
- How to work with educators;
- Understanding the use of "best practices" and reading assessments;
- Strategies for working with at-risk students;
- Literacy training; and
- Training in the use of technology.

In addition, PPEP TEC High School will, in partnership with its Title I schools and Parent Liaisons, facilitate ongoing training, technical assistance, and support to its teachers, Title I interventionists, counselors, and other staff to build program capacity.

PPEP TEC High School will take the following actions to ensure that Title I information related to school and parent programs, meetings, and other activities, is sent to the parents of participating students in a comprehensive format and in a language parents can understand through:

- Annual open houses at all PPEP TEC High School sites;
- Annual Title I meetings at Title I schools;
- Flyers and quarterly newsletters sent with student progress reports; and
- Announcements posted on the PPEP TEC High School website.

Flyers, quarterly newsletters, and the PPEP TEC High School website provide information in both English and Spanish. Translators are available at open houses and Title I meetings.

With the involvement of parents, PPEP TEC High School will also conduct an annual evaluation of the content and effectiveness of this parent involvement policy. The evaluation will include identifying barriers to greater participation by parents in parent involvement activities, with particular attention to parents who are disadvantaged, disabled, limited English proficient, limited literacy, or any racial or ethnic minority background. PPEP TEC High School will use the findings of the evaluation to design and implement strategies for more effective parent involvement, and to make revisions as needed.

In addition, each PPEP TEC High School site will work with parents to create a Parent Involvement Plan that outlines annual parent, family, and community involvement activities to build program capacity.

For more information about parent, family, and community involvement, please contact the Director of Federal & State Programs at (520) 294-6997.

TITLE I INTERVENTION SERVICES

PPEP TEC High School provides Title I intervention services to eligible students as outlined in the Elementary and Secondary Education Act (ESEA). The purpose of Title I is to help students achieve the state's academic standards. This is accomplished through supplemental programs that consist of instructional intervention and increased parent involvement. PPEP TEC High School sites eligible for Title I funding offer one of the following Title I programs:

Schoolwide Programs

A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a school. The primary goal is to ensure that all students, particularly those who are struggling to meet state standards, demonstrate proficient and advanced levels of achievement on AIMS assessments.

Targeted Assistance Programs

In a targeted assistance school, students are selected for and receive services based on academic achievement.

For more information about PPEP TEC High School's Title I programs, please contact the Director of Federal & State Programs at (520) 294-6997.

GOALS FOR EXCELLENCE

In accordance with Arizona Revised Statutes § 15-741.01, Goals for Excellence, PPEP TEC High School has established the following goals:

- Assess the achievement of all students in Grade 12.
- Gather and monitor dropout and graduation rates.
- Maintain data on post-secondary employment and college enrollments.

ANNUAL SCHOOL REPORT CARD

In accordance with the Arizona Revised Statutes §15-746, Annual School Report Card, PPEP TEC High School will annually disseminate, to all interested parties, an Annual School Report Card that contains the following information:

- Description of the school's curriculum and instructional program.
- Description of the current academic goals.
- Student attendance rate.
- The number of incidents that occurred on the school grounds that required law enforcement officers.
- The percentage of students who have graduated or advanced to the next grade level.
- A description of the social services available.
- School calendar, length of day, and hours of operation.
- Total number of students enrolled during the previous year.
- Transportation services available.
- Parent responsibilities.
- School responsibilities for the report card.

All of the information on the Annual School Report Card will be submitted to the PPEP TEC High School Governing Board and the Arizona Department of Education on an annual basis. The Annual School Report Card will also be distributed to parents annually, and can be accessed on the Arizona Department of Education website: www.ade.state.az.us.

SPECIAL EDUCATION

PPEP TEC High School has the responsibility of providing programs and services to students who qualify as disabled under the Individuals with Disabilities Act (IDEA) and/or handicapped under Section 504 of the Rehabilitation Act. The following is a summary of the required procedures:

- Student screening forms are completed, or records are reviewed, for every student enrolled at PPEP TEC High School.
- Any new student with a current Individualized Education Program (IEP) will have an IEP meeting with the regular education teacher, a special education teacher, school administrator, student and the parents or guardian of the student.
- Students not previously placed, but in need of special services, will be referred by the Student Study Team. Short-term strategies will be recommended with a future review

date to determine the student's progress. Students who were previously participating in special education, but are not currently eligible, will also be reviewed.

- At the time of the review, if the student has not made the progress expected, an evaluation will be conducted to determine eligibility for special education services.

All children from birth through twenty-one (21) are entitled to a free, appropriate education. If you suspect a student may have a disability, whether the student is enrolled in PPEP TEC or not, please contact the Lead Teacher at your student's school or contact the PPEP TEC Special Education Office at (520) 294-6997 for information and referral. For children under the age of three (3) years, you may also call the Arizona Early Intervention Program at (888) 439-5609.

ARS 15-764 allows students eligible for special education services to continue to receive special education services through the end of the school year in which they turn twenty-two (22) years of age. Such students are not eligible to re-enroll in high school the following school year.

Special Education Records Retention & Disposition

As a matter of policy, the parent, guardian or student of majority (aged 18 years and over) will be given a copy of all special education paperwork completed during the student's enrollment. Special Education records will be maintained for a maximum of four (4) years after the last fiscal year in which the student was enrolled at PPEP TEC. All special education records will be destroyed following this mandatory retention period.

Parents, guardians or students of majority (aged 18 years and over) are encouraged to keep a copy of all Special Education records as they may be of value in the future. A copy of the special education records may be requested at any time, prior to their destruction, by contacting your student's school or the PPEP TEC Special Education Office at (520) 294-6997.

Arizona Scholarship for Pupils with Disabilities Program

ARS 15-891 provides scholarships for pupils with disabilities if a parent is dissatisfied with their student's progress in public school. This law provides two (2) options:

Enroll your student in another public school within the district, or request an Arizona Scholarship to a qualified private school from the Arizona Department of Education.

Enroll your student in an adjacent school district that has available space and has a program that complies with the student's IEP.

Detailed information regarding this program, including a copy of the law and application form may be obtained at the Arizona Department of Education website at: www.ade.az.gov/hb2676.

PROGRAM FOR GIFTED STUDENTS

Experience has shown that setting high expectations for students improves academic achievement. Students excel when challenged (Arizona Academic Standards 2000). One of the missions of PPEP TEC High School is to nurture academic excellence and improve student achievement among all students.

PPEP TEC High School is committed to special education for gifted students to help them develop their extraordinary abilities, and recognize that gifted students have unique values,

needs, and talents. The program for gifted students is designed to aid in the optimum development of their intellectual, emotional, and social abilities and to honor the diversity among the identified gifted students through the provision of varied placement options and differentiated and more challenging curriculum.

The official definition of “gifted child” is found in Arizona Revised Statutes § 15-761.71:

“Gifted child’ means a child who is of lawful school age, who, due to superior intellect or advanced learning ability or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction, and who needs special instruction or special ancillary services, or both, to achieve at levels commensurate with his intellect and ability.”
(A.R.S. § 15-761.7)

Program modifications for gifted students must be sufficiently varied and flexible that these students can be provided challenging learning experiences and appropriate resources.

Screening, Identification, and Placement

The Governing Board of PPEP TEC High School has adopted a multifaceted approach to the screening and identification of gifted learners.

Students currently enrolled in charter schools may be nominated by parents, teachers, or peers. Students may also nominate themselves.

Students who score at or above the 97th percentile on any section of a standardized achievement test will qualify for further testing.

Written Criteria of Referral, Screening, Selection, and Placement

Copies of referral and nomination forms are available at all PPEP TEC High School sites and the PPEP TEC High School Administrative Offices. These forms will be provided to all parents or guardians upon request for gifted students. The process of referral, screening, selection, and placement is described in a scope and sequence submitted to the Arizona Department of Education.

ARIZONA VIRTUAL ACADEMY

Since 2003, PPEP TEC, Inc., in collaboration with K-12, LLC, has offered an alternative educational program for students in grades K-12. The Arizona Virtual Academy (AZVA) offers an innovative model for public education in Arizona by providing a full-time, comprehensive virtual curriculum in six core subjects (Language Arts/English, Math, Science, History, Art, and Music). An experienced teacher, a computer, and all instructional materials are provided.

For more information about the Arizona Virtual Academy, please contact the Arizona Virtual Academy at 1-520-623-1483.

STUDENT RECORDS

Student Transcripts

Official transcripts may be requested through PTHS Student Records Department. For students under 18, a parent or guardian must request official transcripts.

Official transcripts may be requested by completing a Request for Records form at any PTHS high school or by sending a written request or fax to:

PPEP TEC High School
Attn: Student Records Dept.
1840 E. Benson Highway
Tucson, AZ. 85714

Fax: (520) 741-4379

Family Educational Rights and Privacy Act (FERPA)

PPEP TEC High School complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

A copy of the FERPA notice may be found in the Administrative Forms section of the handbook.

PPEP TEC High School hereby designates the following categories of information as directory information that may be disclosed by PPEP TEC High School, for any purpose, at its discretion.

Directory Information

PPEP TEC High School designates the following personally identifiable information contained in a student's education records as "directory information" and will disclose that information without prior consent:

- The student's name.
- The name of the student's parents.
- The student's address.
- The student's date of birth.
- The student's class designation (i.e. Freshman, Sophomore, Junior, Senior).
- The student's photograph.
- The school or school district the student attended before enrollment in PPEP TEC High School.

Within the first three weeks of each school year, PPEP TEC High School will publish a PPEP TEC High School communication or send home with each student, the above list, or a revised list of the items of directory information it proposes to designate as directory.

All student records will be released in compliance with current FERPA (Family Educational Rights and Privacy Act), HIPAA (Health Insurance Portability and Accountability Act), and NCLB (No Child Left Behind) regulations.

Missing Students

Arizona Revised Statutes § 15-829 requires that when a parent notifies the police department that their student is missing, the police are to notify the school. The school is then required to "flag" the student's records and notify local law enforcement agencies if the records have been

requested by an in-state or out-of-state agency. Should a law enforcement agency notify any PPEP TEC High School personnel that a student is missing, that person is required to immediately notify the Administrative Office; ensuring that all records of the missing student are flagged and monitored.

Health Insurance Portability and Accountability Act (HIPAA)

PPEP TEC High School is dedicated to protecting your student's medical information. We are required by law to maintain the privacy of protected health information and to provide you with information regarding PPEP TEC High School's privacy practices. A copy of the HIPAA notice may be found in the Administrative Forms section of the handbook.

PARENT'S RIGHTS AND INFORMATION

Section 504:

Section 504 is a federal law which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The law defines a person with a disability as anyone with:

- (a) A mental or physical impairment which substantially limits one or more major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, concentrating, communicating, standing, breathing, thinking, reading, standing, lifting, bending, operation of a major body function and working).
- (b) A record of such impairment; or who is regarded as having such impairment.

In order to fulfill our obligations under Section 504, PPEP TEC High School recognizes a responsibility to avoid discrimination in policies and practices regarding their students. No discrimination against parents or students with disabilities will knowingly be permitted in any of the programs and practices of the school system.

The district has specific responsibilities under the law, which includes the responsibility to identify, evaluate, and (if the student is determined to be eligible under Section 504), afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the districts, he/she has a right to a hearing with an impartial hearing officer.

Family Educational Rights and Privacy Act (FERPA)

FERPA also specifies rights related to educational records. This act gives the parent(s)/guardian(s) the right to:

- Inspect and review his/her student's educational records;
- Receive copies of these records;
- Receive a list of all individuals having access to his/her student's records;
- Ask for an explanation of any items in the records;
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the student's rights; and
- A hearing on the issue if the district refuses to make the amendment.

If there are any questions, please contact the PPEP TEC High School Administrative Office at (520) 294-6997.

PPEP TEC High School guarantees the right of each student to have access to his or her files. Also, the school policy is not to release any information about an individual student or parent without the student's or parent's consent in accordance with the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.

A copy of the FEPA notice in English and Spanish may be found in the Administrative Forms section of the handbook.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding the conducting 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)-
- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

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

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agents, 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
- 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-

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

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

PPEP TEC High School has developed policies, 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. PPEP TEC High School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. PPEP TEC High School 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. PPEP TEC High School will make this notification to parents at the beginning of the school year if PPEP TEC High school has identified the specific or approximate dates of the activities or surveys at this 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 will 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 Department of Education; or
- 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, SW
Washington, D.C. 20202-5920

PARENT'S RIGHT TO KNOW

The federal law approved by President George W. Bush and Congress entitled "No Child Left Behind" requires that each school provide certain notifications to all parents.

PPEP TEC High School will provide, on request and in a timely manner, information regarding the professional qualifications of the students' teachers, including, at minimum, the following:

State qualifications/licensure requirements for grade levels/subjects being taught:

- Emergency certification or other provisional status;
- College degree major and any other graduate degree held, and the field of certification or degree; and
- Use of instructional aides and the qualifications of such personnel.

PPEP TEC High School will also provide to parents, in a timely fashion:

- The level of achievement of the student on the AIMS or Terra Nova; and
- A notice that the student has been taught for four (4) or more consecutive weeks by a teacher who is not "highly qualified" according to the No Child Left Behind requirements.

In the State of Arizona, charter schools are not required to have state-certified teachers. However, it is PPEP TEC High School policy to hire certified teachers.

PUBLIC NOTICE TO PARENTS

A.R.S 15-183 (F) requires that PPEP TEC High School must notify all parents that teacher résumés are on file and available for review at the Administrative Offices located at 1840 E. Benson Highway, Tucson, Arizona.

Should you wish to review a teacher's résumé, please contact the Administrative Office at (520) 294-6997.

DISCIPLINE BELIEFS

Policies and Procedures

Discipline plays a valuable role in the learning process. It relates directly to adjusting and coping successfully in society. Discipline is the process through which a person discovers not only his or her rights and those of his peers, but also learns about responsibilities for the proper functioning of the entire school and community.

Through this process, respect for the individual is achieved regardless of race, color, sex, creed, intelligence, disability, or age and valuable insights are acquired into the relationships of people and the consequences of positive and/or negative behavior.

Discipline viewed is the process of helping students learn to live and work together productively and happily. It warrants the constant cooperative consideration of all school personnel, especially the teachers, who are the key agents of the learning process. Discipline must be learned by every student and is an objective of every school, and consequently, every teacher.

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*It shall be the policy of PPEP TEC High School to provide students with a safe and secure learning environment. To ensure that this policy is enforced, the Governing Board directs PPEP TEC High School to establish administrative procedures related to student discipline.*  
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DISCIPLINE POLICY

Disruptive Conduct: A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process or activity.

Dress Code: No hats, backpacks, midriff or tank tops, clothing with drug/tobacco/alcohol slogans, obscenities, sagging or baggy pants, short shorts, or other clothing that is shorter than the bottom of your longest finger when held straight down the side of your leg, are permitted in the classroom. The final determination of what is inappropriate attire will be up to the discretion of the site's Lead Teacher. Note: Some PPEP TEC High School locations require students to wear a modified uniform of jeans and a black grey or white shirt.

Electronic Devices: Students are not allowed to have or use electronic devices, cellular phones, or laser pointers in the classroom. Nor may they have audio players or video recording devices in the classroom, unless specifically given permission by the Lead Teacher. All of these items are considered contraband and will be confiscated. PPEP TEC High School is not responsible

for lost, stolen or confiscated property.

Violation of Federal, State, Local Law, or School Policies and Rules: A student shall not violate any federal, state, or local law, Board policy, administrative regulation, or school rule. NOTE: Smoking on school property is a violation of the law.

Defiance of Authority; Truthfulness: A student shall obey the reasonable orders of teachers, administrators, and other employees, and shall respond to requests for information from these persons in a truthful manner. A student shall not speak to or refer to teachers, administrators, or other employees in a vulgar or profane manner.

Alcohol; Drugs, Drug Paraphernalia: A student shall not possess, sell, use, transfer, or be under the influence of alcohol, drugs, or medication (certain use of medication is allowable if prescribed by a physician and used in accordance with the prescription and Board policies). For the purpose of this policy, drugs include any narcotic or dangerous drug, vapor-releasing toxic substance, marijuana, or other substance enumerated in ARS § 13-3401, as well as any imitation controlled substance listed in ARS §13-3451(5) any other controlled substances as defined in rules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation in 21 CFR 130011-1300.15. Drug also means an anabolic steroid. The term medication means patent or proprietary medicines as defined in ARS §21-1901(39). Medication also means substances that are available legally by prescription only. A student shall not possess, sell, offer to sell, or transfer drugs or drug paraphernalia defined by ARS § 13-3415.

Vandalism; Damage to Property; Destruction of Property: A student shall not damage, destroy, or deface any school property, or property belonging to any other person. A student shall not damage books, materials, or equipment. Students and/or their parents will be assessed charges for damage to school property.

Possession of Weapons or Dangerous Items: A student shall not possess or use firearms, weapons, explosives, fireworks, or any other instrument capable of harm, or creating the impression of harm.

Threats; Assaults; Fighting: A student shall not verbally or physically threaten, abuse, assault, or engage in a confrontation with any student, employee, or any other person. See "Guidelines for Mandatory Reporting Law" as stated on Page 34.

Harassment, Retaliation, Bullying and Hazing: Harassment, retaliation, bullying, and hazing will not be tolerated at PPEP TEC High School. Students who engage in harassment, retaliation, bullying or hazing will be withdrawn from the PPEP TEC High School Program.

Harassment is prohibited at PPEP TEC High School. Discriminatory harassment based on real or perceived race, color, religion (creed), national origin, marital status, sex, sexual orientation, gender identity, disability or on the basis of association with others identified by these categories is strictly prohibited.

Retaliation is any adverse treatment of an individual because he or she filed a discrimination or harassment complaint, or participated in any manner in the investigation of such a complaint. When adverse treatment is reasonably likely to deter the individual or others from bringing discrimination or harassment complaints, it is grounds for a subsequent complaint, which may result in disciplinary action.

Bullying is a form of harassment and can take many forms, which include, but are not limited to, the following:

- The repeated intimidation of students with real or threatened infliction of physical or emotional abuse;
- Repeated taunts, name-calling, and put-downs; and/or
- Extortion of money or possessions.

This policy also applies to any student who, though not directly involved, may condone or support another student's act of bullying. All school employees are required to take action when bullying is observed or reported to them by a student or any other observer. Students who observe bullying are required to report such incidents to the lead teacher, a counselor, or any other member of the teaching staff. Parents or guardians of students who suspect bullying may submit written reports of bullying or intimidation to the school's lead teacher or the district's administrative office. The identification of the person reporting the bullying shall be kept in strict confidence. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

Intentional false accusations or false reports of bullying against a student are strictly prohibited. If a student is unsure about whether bullying has occurred, the student should consult with a teacher or other school employee.

As required by law, law enforcement officials will be notified of bullying incidents.

Hazing is a form of harassment for the purpose of initiating another person into an organization. It is an act that creates a risk of harm to that person. PPEP TEC High School will not tolerate hazing of any kind during school or at any school function; and students who commit a hazing act against a student or coerce another student into committing an act of hazing will be immediately withdrawn from the PPEP TEC High School program. A victim of hazing who has consented to the activity is also in violation of the hazing policy and will be disciplined accordingly.

Any student who has been a victim of hazing or witnesses hazing of another student should immediately report the incident to the school's lead teacher. Any staff person who witnesses hazing must immediately report the incident to the school's lead teacher. Parents or guardians of students who suspect hazing may submit written or oral reports of hazing to the school's lead teacher or the district's administrative office. The identification of the person reporting the hazing shall be kept in strict confidence. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

Defamation: A student shall not use defamatory words or phrases, or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, or are false and have a tendency to impugn a person's occupation, business, or office.

Obscenity; Vulgarity: A student shall not use obscene or vulgar language or gestures towards a staff member or other student, or distribute obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the school community, would find; taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population. A student shall not use vulgar language, materials or gestures

that depict sexual and/or excretory activities in a potentially offensive manner.

Gang Activity: A student shall not engage in ANY gang or gang-related activities, including wearing gang-related clothing and/or colors, hats, baggy or sagging pants or shorts, long hanging belts, or bandanas. In addition, graffiti, tagging, and certain hand gestures will be considered gang-related activities. This applies to graffiti or tagging on personal property brought into the school, and applies to graffiti or tagging on school notebooks, binders, etc. The site's Lead Teacher will make the final determination as to what constitutes "gang-related activity".

Loitering and Littering: A student shall not loiter in or out of vehicles while on the campus. Friends of students are not allowed to loiter on or around school property. Students shall not litter on school property.

Cheating: A student shall not engage in cheating on materials and/or tests.

Abuse or Assault of or Unwarranted Accusations about Staff Members: A student shall not use obscene or vulgar language or gestures towards a staff member. A student shall not make any threatening comments to a staff member or any threatening gestures or actions towards a staff member. A student shall not make unwarranted accusations about staff members.

Sexual Harassment: A student shall not make any comments or gestures that could be interpreted as a sexual advancement towards any student or staff member. A student shall not use sexually explicit language or gestures or bring printed material of such a nature to school. This also includes inappropriate touching of another person.

Inappropriate Sexual Conduct: A student shall not engage in inappropriate sexual conduct at any time on school property.

Misuse of Computer or Internet: A student shall not harm, destroy, mark or otherwise deface computer equipment, including CPUs, monitors, printers, keyboards or mice. Students shall not insert or otherwise load software programs or files on the school computer systems without approval from a school administrator. Additionally, students shall not abuse the network, Internet or e-mail services. This includes spamming, creating and/or knowingly spreading computer viruses, deleting or changing files, modifying the computer or network configuration, visiting websites that contain vulgar and obscene language, and using vulgar and obscene language in any form or method.

NOTE:

Some of these areas also involve Arizona law. For minor offenses, school officials may need to notify appropriate police authorities. For serious offenses, school officials are required to notify appropriate police authorities.

Arizona law makes it illegal to insult, abuse, or assault a teacher or other employees while they are engaged in the execution of any official duties.

PPEP TEC High School is not responsible for lost, stolen or confiscated property.

NOTICE TO PARENTS: The State of Arizona requires that all discipline incidents be reported electronically through the ARIZONA SAFE system beginning in the 2010-2011 school year.

EXTRA CURRICULAR POLICY

In order to participate in any extracurricular activities, students:

- Must be a PPEP TEC High School student in good academic standing, and,
- Will be held accountable to the same expectations of conduct outlined in the PTHS Parent/Student Handbook.

Failure to follow PTHS policies may lead to exclusion from the activity and may also lead to exclusion from PPEP TEC High School.

DISCIPLINE PROCEDURES **Administrative Procedures**

STEPS FOR DISCIPLINE REFERRALS

1. Upon a student's enrollment, a staff member shall review the PPEP TEC High School's Discipline Policies and Procedures with both the parent(s)/guardian(s) and the student, and obtain their signatures on the Philosophy of Discipline Signature Page.
2. Should a discipline problem occur, the Lead Teacher shall follow the discipline matrix in terms of the action to be taken and send the appropriate copy of the Student Discipline Referral Form PTEC-20 to the parent(s) or guardian(s) within 24 hours of the infraction.
3. Appeals may be submitted IN WRITING to the Director of School Operations' office. The Director of School Operations and/or designee shall review all facts in the case and render a written decision within five (5) days of receiving the appeal. The decision will be disseminated to PPEP TEC personnel and the parent(s) within five (5) days.
4. Appeals of decisions made by the Director of Site Operations may be submitted IN WRITING to the Superintendent at 1840 E. Benson Highway, Tucson, AZ 85714, who will review all facts and render a decision within five (5) working days of receiving the appeal.

For students with disabilities the following steps will be taken:

1. Upon the student's enrollment, a staff member shall review the PPEP TEC High School Discipline Policies and Procedures with both the parent(s)/guardian(s) and the student, and obtain their signatures on the Philosophy of Discipline Signature Page.
2. Should a discipline problem occur, the Lead Teacher, in consultation with a special education representative, shall follow the discipline matrix in terms of the actions to be taken, and will send the appropriate copy of the Student Discipline Referral Form PTEC-20 to the parent(s) or guardian(s) and Special Education Teacher within 24 hours of the infraction. If a pattern of discipline incidents is documented or if the discipline action involves out of school suspension, the Special Education Teacher will follow the special education procedures concerning discipline specified by the Individuals with Disabilities Act (IDEA).
3. Concerns about the process may be submitted in writing to the Director of Special Education Services. The Director and/or designee will review all the facts of the case and attempt to settle differences through informal mediation. This resolution will be forwarded to the student's IEP team for consideration.
4. Appeal of the final resolution of the discipline process for students with disabilities by the student's IEP team may be made by requesting a due process hearing as specified in the

parent's procedural safeguards under IDEA.

NOTE: All students enter PPEP TEC High School on a two-week probationary period that begins upon completion of the orientation and assessment process. Any student who fails to follow the guidelines provided in the PPEP TEC High School Handbook Policies & Procedures during the orientation or two week probationary period may be withdrawn. All guidelines provided in the PPEP TEC High School Policies & Procedures will be applied to any student who violates the PPEP TEC High School rules after the probationary period.

DISCIPLINE MATRIX

	Prohibited Conduct	1st Occurrence	2nd Occurrence	3rd Occurrence
1	Disruptive Conduct	Documented warning & removal from school until parent(s) and teacher meet	Automatic exclusion from PPEP TEC High School	
2	Dress Code	Documented warning, parent notification, and exclusion from school until the following school day	Documented warning, parental notification, and removal from school until parent(s) and teacher meet	Automatic exclusion from PPEP TEC High School
3	Electronic Devices	Documented warning, parent notification, and exclusion from school until the following school day	Documented warning, parental notification, and removal from school until parent(s) and teacher meet	Automatic exclusion from PPEP TEC High School
4	Violation of Federal, State or Local Law	Automatic termination from PPEP TEC High School Program		
5	Defiance of Authority; Truthfulness	Documented warning & removal from school until parent(s) and teacher meet	Automatic exclusion from PPEP TEC High School	
6	Alcohol, Drugs; Drug Paraphernalia	Automatic exclusion from PPEP TEC High School Program		
7	Vandalism; Damage to Property, and Destruction of Property	Automatic exclusion from PPEP TEC High School Program		
8	Possession of Weapons or Dangerous Items	Automatic exclusion from PPEP TEC High School Program		
9	Threats, Assaults; Fighting	Automatic exclusion from PPEP TEC High School Program		
10	Harassment, Retaliation, Bullying and Hazing	Automatic exclusion from PPEP TEC High School Programs		

11	Defamation	Documented warning	Documented parental involvement	Automatic exclusion from PPEP TEC High School Program
12	Obscenity, Vulgarity	Documented warning & exclusion from school until the following day	Documented parental meeting	Automatic exclusion from PPEP TEC High School Program
13	Gang Activity, Graffiti, and Tagging	Automatic exclusion from PPEP TEC High School Program		
14	Loitering and Littering	Documented warning	Documented parental meeting	Automatic exclusion from PPEP TEC High School Program
15	Cheating	Documented warning	Automatic exclusion from PPEP TEC High School Program	
16	Abuse or Assault of, or Unwarranted Accusations about Staff Members	Automatic exclusion from PPEP TEC High School Program		
17	Sexual Harassment	Automatic exclusion from PPEP TEC High School Program		
18	Inappropriate Sexual Conduct	Documented warning & removal from school until parent(s) and teacher meet	Automatic exclusion from PPEP TEC High School Program	
19	Misuse of Computer or Internet	Automatic exclusion from PPEP TEC High School Program		

NOTE: Discipline for students with disabilities will be in compliance with requirements of the Individuals with Disabilities Education Act and PPEP TEC Policies and Procedures.

GUIDELINES FOR MANDATORY REPORTING LAW

In 2001, the Legislature enacted a Mandatory Reporting Law that assigns a much broader responsibility to all schools. Arizona Revised Statutes §15-341(A)(33) states: A. The Governing Board shall...

Report any suspected crimes against persons or property and any incident that could potentially threaten the safety or security of pupils, teachers, or administrators to local law enforcement. PPEP TEC High School and its employees are immune from any liability for any good faith actions taken in furtherance of this paragraph.

As a result, all schools are obligated to report to law enforcement:

- Any suspected crimes against persons or property; and
- Any incidents that could potentially threaten the safety or security of students or staff.

This new law puts new demands on everyone. There is now a reporting duty that is broad enough to include some threats or acts that previously would have been handled only through disciplinary action at a school level, conflict resolution intervention, or perhaps, even ignored. Virtually any crime is a crime committed against a person or property. Consequently, all incidents involving suspected criminal conduct must be reported.

COMPUTER USAGE POLICIES AND PROCEDURES

INTERNET CONTRACT

Personal Responsibility

Students will accept personal responsibility for reporting any misuse of the network to the Lead Teachers. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography and/or obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language, and other issues described below. A signed copy of the Internet Contract must be on file in the student's folder.

Acceptable Use of Policy

The use of school Internet accounts must be in support of education and research and within the educational goals and objectives of PPEP TEC High School. Students are responsible for upholding this provision at all times when using the electronic information service. Use of other organizations' networks or computing resources must comply with rules appropriate to the network. Transmission of any material in violation of any U.S. law is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Commercial activities by for-profit institutions are generally not acceptable. Use of product advertisement or political lobbying is prohibited.

Internet Safety Policy

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who uses the Internet will participate in a discussion with PPEP TEC faculty member as to proper behavior and use of the network. The PPEP TEC High School Internet Safety Policy includes appropriate web and e-mail virus filtering systems, which meet best efforts standards for reducing access to Internet sites that are harmful to our students. It is the responsibility of the Lead Teacher and student to maintain acceptable procedures including:

- Not accessing inappropriate material on the Internet and world-wide web;
- Responsibly using electronic mail, chat room, and other forms of electronic communications;
- Unauthorized access, including “hacking” and other unlawful activities; and/or
- Unauthorized disclosure, use, and dissemination of personal identification information.

Student’s access to the Internet will be monitored by the Lead Teachers and by the Information Technology Department on a random basis. Any unauthorized or inappropriate access will result in disciplinary action, including dismissal. This policy, set forth as stated, meets the requirements of the National Children Internet Protection Act (CIPA) and the Arizona State Statutes § 34-501-02.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite! Never send, or encourage others to send, abusive messages.
- Use appropriate language. Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden and will result in expulsion.
- Privacy! Do not reveal your home address or personal telephone numbers or those of students or colleagues.
- Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to mail. Messages relating to, or in support of, illegal activities must be reported to the authorities.
- Do not use the network in any way that would disrupt use of the network by others.

Services

PPEP TEC High School makes no warranties of any kind, whether expressed or implied. PPEP TEC High School will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system, or your errors or omissions. Use of any information obtained via the information system is at students' own risk. PPEP TEC High School specifically denies any responsibility for the accuracy of information obtained through its services.

Security

Security on any computer system is a high priority. If students identify a security problem, they must notify the Lead Teacher at once. Never demonstrate the problem to other users. Any user identified as a security risk may be denied access to the information system.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy computer, printer, software, network data of another user, or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in automatic exclusion and legal referral.

Updating

The information service may occasionally require new registration and account information to continue the service. Student must notify the Lead Teacher of any changes in student account information.

APPENDIX

PPEP TEC HIGH SCHOOL

Administrative Forms

Annual FERPA Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal 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 about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - o School officials with legitimate educational interest
 - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
 - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
 - o Other schools to which a student is seeking to enroll;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Notificación Anual FERPA a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes

La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son “estudiantes elegibles.”

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.
 - Autoridades escolares con interés educacional legítimo
 - Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
 - Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;
 - Otras escuelas en las que el estudiante está solicitando inscripción;
 - Autoridades especificadas para propósitos de auditoría o evaluación;
 - Partes competentes en relación a asistencia de financiamiento para un estudiante;
 - Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
 - Organizaciones de acreditación;
 - Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
 - Oficiales competentes en casos de emergencias de salud y seguridad; y
 - Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de “directorio” tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS) al (602) 542-4013. O puede usted contactar:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D. C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson , BIN 24 Phoenix, AZ 85007
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Este aviso está disponible en inglés y en español en la website del ADE en www.ade.az.gov/ess/resources bajo formas. Para asistencia para obtener este aviso en otros idiomas, contacte al ADE/ESS en el número de teléfono/dirección que se da arriba.

HIPPA NOTICE
PPEP TEC High School
Effective Date: MAY 4, 2004

This notice describes how medical information about your child may be used and disclosed and how you can get access to this information. Please review it carefully.

Any questions about this notice should be addressed to the Superintendent at (520) 294-6997.

PPEP TEC Charter High School (hereinafter referred to as PPEP TEC) is dedicated to protecting your student's medical information. We are required by law to maintain the privacy of protected health information and to provide you with this notice of our legal duties and privacy practices with respect to protected health information. PPEP TEC is required by law to abide by the terms of this notice; however, PPEP TEC does reserve the right to change the terms of this notice. PPEP TEC is required to follow the terms of the notice currently in effect. Any revisions to this notice will be posted at all sites with the effective date indicated, and paper copies of this notice will be provided upon request.

Who Will Follow This Notice

This notice describes PPEP TEC's practice and that of any PPEP TEC workforce member who is authorized to enter information in your child's medical record. Facilities or programs may share medical information for treatment, payment, or PPEP TEC operations purposes described in this notice.

This Notice of Privacy Practices describes how PPEP TEC may use and disclose your student's protected health information to carry out treatment, payment, or health care operations, and for other purposes that are permitted or required by law. "Protected health information" is information about your child including demographic information, that may identify you and that relates to your past, present, or related health care services.

You will be asked to sign a consent form at the time of your child's enrollment. Once your consent is obtained, your protected health information may be used and disclosed by PPEP TEC staff members and others outside our offices who are involved in your child's care and treatment for the purpose of providing health care services to your child. Examples of the types of uses and disclosures that are permitted are given below. These are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office once you have provided consent.

Treatment: PPEP TEC may use and disclose your protected health information to provide, coordinate, or manage your child's health care and any related services. This includes the coordination or management of your child's health care with a third party that has already obtained your permission to have access to your child's protected health information. For example, PPEP TEC would disclose your protected health information to other physicians who may be treating your child, to a physician to whom you have been referred, or to any other physician or health care provider who, at the request of your primary physician, becomes involved in your care by providing assistance with your diagnosis or treatment to your primary physician.

Payment: PPEP TEC may use and disclose your child's protected health information to obtain payment for your child's health care services. This may include the disclosure of medical information to obtain prior authorization, for making a determination of eligibility or coverage, for reviewing services for medical necessity, and for utilization review activities.

Health Care Operations: PPEP TEC may use and disclose your child's protected health information about you for internal operations. These uses and disclosures can include quality assessment activities, employee review activities, licensing and accreditation activities, and conducting or arranging for other business activities.

PPEP TEC may share your information with third party "business associates" that perform various activities (e.g., records storage) for PPEP TEC. Whenever an arrangement between our office and a business associate involves the use or disclosure (or potential use or disclosure) of your child's protected health information, PPEP TEC will have a written agreement that contains the terms that will protect the privacy of your health information.

Appointment Reminders: PPEP TEC may use and disclose protected health information to contact you as a reminder that you have an appointment at one of our facilities/programs.

As Required by Law: PPEP TEC will disclose protected health information about you when required to do so by federal, state, or local law.

To Avert a Serious Threat to Health or Safety: PPEP TEC may use and disclose protected health information about your child when necessary to prevent a serious threat to your health or safety or the health and safety of the public or another person.

Health Oversight Activities: PPEP TEC may disclose protected health information to a health oversight agency for activities authorized by law. These oversight activities could include audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs and compliance with civil rights laws.

Law Enforcement: PPEP TEC may disclose protected health information if asked to do so by law enforcement officials:

- In response to a court order, subpoena, warrant, summons, or similar process.
- About the victim of a crime if, under certain limited circumstances, PPEP TEC is unable to obtain the person's agreement.
- About criminal conduct at any PPEP TEC program/facility.
- In emergency situations.

Coroners, Medical Examiners, and Funeral Home Directors: PPEP TEC may disclose protected health information to a coroner or medical examiner if necessary to identify a deceased person or to determine the cause of death. Information may also be disclosed to funeral home directors in order to carry out their duties.

Research: PPEP TEC may disclose your child's protected health information to researchers when their research has been approved by the required Review Boards. Such approval ensures that protocols have been established to ensure the privacy of your child's protected health information.

Abuse or Neglect: PPEP TEC may disclose your child's protected health information to an authority that is authorized by law to receive reports of abuse or neglect (e.g., CPS, APS). In addition, PPEP TEC may disclose your child's protected health information if we believe that your child has been a victim of abuse, neglect or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable laws.

Your Rights Regarding Protected Health Information About You

You have the following rights regarding protected health information PPEP TEC maintains about your child:

Right to Inspect and Copy: You have the right to inspect and copy protected health information that may be used to make decisions about your child's care. Usually this includes medical and billing records but does not include psychotherapy notes.

If you request a copy of your records, PPEP TEC may charge a fee for the cost of copying, mailing, or other supplies associated with your request. You will not be allowed to remove your original record.

In certain very limited circumstances your request to inspect and copy your record may be denied. If this occurs, you can request a review of the denial.

Right to Amend: If you feel that protected health information we have about your child is incorrect or incomplete, you may ask that the information be amended. Your request must be submitted in writing to the Superintendent. Additionally, you must provide a reason that supports such a request.

If your request is not in writing or does not include a reason to support the request, PPEP TEC may deny the request. In addition, PPEP TEC may deny the request if you ask that information not compiled by PPEP TEC, or information that is not part of the protected health information maintained by PPEP TEC. PPEP TEC may deny the request if the maintained protected health information is complete and accurate.

Right to an Accounting of Disclosures: You have a right to request a list of disclosures PPEP TEC has made of protected health information about you to others except for purposes of treatment, payment, and operations specified above.

Any request for a list of disclosures must be made in writing to the Superintendent. Your request must state a time period that cannot be longer than six years and cannot include dates prior to May 4, 2004. Your written request should dictate the form in which you wish to receive this list. The first list requested in a 12 month period will be provided free of charge to you. For any additional lists requested you will be charged the cost of providing this information to your child.

Right to Request Restrictions: You have the right to request a restriction or limitation on the protected health information PPEP TEC would use or disclose about you for treatment, payment, or health care operations. To request restrictions, you must make your request in writing to the Superintendent. That request must define what information you want to limit, whether to want to limit use, disclosure, or both, and to whom you want the limits to apply.

PPEP TEC is not required to agree to your request. If the request is granted, PPEP TEC will comply with your request unless the information is needed to provide emergency treatment or to meet orders of the court.

Right to Request Confidential Communications: You have the right to request that PPEP TEC communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that PPEP TEC only contact you at work or by mail.

To request confidential communications, you must make your request in writing to the Superintendent. We will accommodate all reasonable requests.

Right to a Paper Copy of this Notice: You have the right to a paper copy of this privacy notice. You may ask us to give you a copy of this privacy notice at any time by requesting a copy from any PPEP TEC staff member.

Complaints

If you believe your privacy rights have been violated, you may contact or submit your complaint in writing, and you can also file a complaint with the Secretary of the Department of Education.

The quality of your care will not be jeopardized nor will you be penalized for filing a complaint.

Other Uses of Protected Health Information

Other uses and disclosures of protected health information not covered by this notice or the laws that apply to PPEP TEC, will be made only with your written permission. If you provide PPEP TEC permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, PPEP TEC will no longer use or disclose protected health information about your child for the reasons covered by your written authorization. You understand that PPEP TEC is unable to take back any disclosures already made with your permission and that PPEP TEC is required to retain our records of the care that is provide to your child.

PPEP TEC HIGH SCHOOL
STUDENT INTERNET CONTRACT

I understand and agree that by allowing me the use of the Internet the school does not create a property right and that the school may revoke my access or privilege for any reason or no reason. I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the previous provisions may result in automatic expulsion, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Lead Teacher.

PARENT/GUARDIAN INTERNET INFORMATION

Students under the age of eighteen (18) must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the school to restrict access on the system to controversial or inappropriate materials and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information system to the school administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography and obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language and other issues described previously.

Parent Name (please print)

Parent Signature

Date

Student Signature

Date

* A signed copy of this contract must be in the Student's Cumulative Folder; this is a sample only.

PPEP TEC HIGH SCHOOL
PHILOSOPHY OF DISCIPLINE

Signature Page

We (Student and Parent) have read and understand PPEP TEC High School's discipline policies and procedures, including the misuse of the computers and the Internet. We (Student and Parent) also understand the consequences should I (student) violate any of the PPEP TEC Discipline Policies.

The signatures below indicate agreement to abide by these policies and procedures.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Student Signature

Date

Staff Member

Date

* A signed copy of this contract must be in the Student's Cumulative Folder; this is a sample only.

PPEP TEC HIGH SCHOOL
STUDENT REFERRAL FORM

Teacher: _____ Site: _____

Student Name: _____ D.O.B.: _____

- 504 Special Education
- White Black Asian/Islander
- Hispanic American Indian/Alaskan
-

Attach a brief statement concerning interventions.

REASON FOR REFERRAL: _____ Date of Infraction: _____

Teacher Signature/Date

STUDENT RESPONSE:

Student Signature/Date

TEACHER ACTION:

Staff Member Signature/Date

Date forwarded/mailed/given to parent/guardian: _____

Date of parent/guardian phone contact: _____

Notified Special Education personnel: _____

PPEP TEC HIGH SCHOOL
STUDENT DISCIPLINE REPORT

Student Name: _____

Date: _____

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Argumentative | <input type="checkbox"/> Disrespectful Conduct | <input type="checkbox"/> Not on Task |
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Excessive Talking | <input type="checkbox"/> Not Prepared |
| <input type="checkbox"/> Defacing Property | <input type="checkbox"/> Inappropriate Dress | <input type="checkbox"/> Sleeping |
| <input type="checkbox"/> Disruptive Conduct | <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Other: |

Comments:

Teacher's Signature _____

PPEP TEC HIGH SCHOOL

SCHOOL CALENDAR

Important dates for the 2011 -2012 School Year (180 Days)

First Day for All Staff	August 1
First Day of School	August 10
<i>Labor Day - Holiday</i>	September 5
40 th Day	October 5
End of First Quarter	October 13
Teacher Grading Day - No Students	October 14
AIMS Fall Writing/Reading/Math (Retesting)	October 25 - 27
<i>Veterans Day - Holiday</i>	November 11
<i>Thanksgiving Break - Holiday</i>	November 24 - 25
End of 2 nd Quarter	December 15
Teacher Grading Day - No Students	December 16
Winter Break for Students	December 19 - 30
Teacher Development Day	January 2
<i>Martin Luther King, Jr. Day - Holiday</i>	January 16
100 th Day	January 20
<i>Rodeo Break - Holiday</i>	February 23 - 24
AIMS Spring Writing/Reading Tests	February 28 - 29
AIMS Spring Writing/Reading Tests (Make-up)	March 6 - 7
End of 3 rd Quarter	March 15
Teacher Grading Day - No Students	March 16
Spring Break - No Students	March 19 - 23
Stanford 10	April 10
AIMS Spring Math/Science Tests	April 10 -11
AIMS Spring Math Test (Makeup)	April 17
End of 4th Quarter - Last Day for Students	May 23
Last Day for All Staff	May 24

PPEP TEC HIGH SCHOOL
Title I Intervention Services

It is the mission of PPEP TEC High School to empower each student to achieve his or her fullest potential to become a lifelong learner and responsible citizen. We are committed to fostering high expectations and promoting positive attitudes in order to achieve equity and excellence in a safe and nurturing environment.

In keeping with this commitment, PPEP TEC High School offers the following Title I intervention services to eligible students attending PPEP TEC High Schools with Title I programs:

- ✓ **Reading and Math Achievement:** Title I paraprofessionals support the regular education English and math teachers using the Title I push-in and pull out program models. Through these models, Title I paraprofessionals provide small group and one-on-one intervention to eligible students. At some schools, Title I paraprofessionals are also available before and after school for further intervention to eligible students.
- ✓ **Supplemental Educational Materials:** PPEP TEC High School also provides the necessary educational materials to support Title I programs at no cost to students. Educational materials may include, but are not limited to, workbooks, pencils, pens, erasers, paper, graphing paper, calculators, rulers, graphing calculators, books on tape, remedial textbooks and workbooks, software programs, and lower reading level books and novels.
- ✓ **Extended Learning Time:** When funding permits, PPEP TEC High School also allocates funding to support Title I Summer School Programs at schools with high populations of eligible students who are priority for Title I services.

In order to be eligible for Title I services, students must be: (1) not older than 21 who are entitled to free public education through grade 12; and (2) not met state standards on one or more AIMS tests (reading, writing, or math). *Students in 12th grade+ who have not met State standards on one or more of the AIMS tests are priority for Title I intervention services.*

If your child is identified and eligible for any of the Title I intervention services mentioned above, you agree to enroll your child into the PPEP TEC High School Title I Intervention Program by signing this form. You will be notified about the Title I intervention services that your child is receiving, as well as your child's progress and achievements, through any of the following forms of communication: Title I progress reports; parent-teacher conferences; or a letter or phone call home.

If you would like more information about the PPEP TEC High School Title I Intervention Program, please contact the Lead Teacher of the school where your child is enrolled. You may also contact the Director of Federal & State Programs at (520) 294-6997.

As members of the PPEP TEC High School education community, we are all partners in your child's education. Thank you for allowing PPEP TEC High School to serve the educational needs of your child.

PPEP TEC High School Site: _____

Student Name: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

**PPEP TEC High School
Administrative Offices
1840 E. Benson Highway
Tucson, AZ 85714**

Dear Parents and Guardians,

PPEP TEC High School is fortunate to be able to work with PPEP Behavioral Health Services to provide your student with life-enhancing group and individual counseling activities.

Eligible students will participate in individual counseling and/or groups that may address the following issues:

- Motivational and organizational skills for improved academic performance
- Drug and Alcohol Prevention
- Domestic Violence
- Communication Skills
- Career Development
- Coping Skills
- Self-esteem issues
- Other topics to be determined by the students and staff

If you would prefer that your student does not participate in counseling or related activities as described above, please contact the Lead Teacher at your student's PTHS location.

Randy Kempton
Superintendent

Queridos Padres y Tutores,

La Escuela Preparatoria PPEP TEC es muy afortunada en poder trabajar con el Grupo de Consejeros de PPEP para proporcionar a su estudiante actividades individuales de consejería y como mejorar su vida.

Los estudiantes elegibles participarán en consejería individual o en grupos y podrán tratar los siguientes problemas:

- Conocimientos de Motivación y Organización para que mejoren sus resultados académicos
- Prevención en Alcohol y Drogas
- Violencia Doméstica
- Como Comunicarse
- Desarrollo en Carreras
- Como Enfrentar Problemas
- Problemas de Personalidad
- Otros tópicos que serán determinados por el estudiante y el personal

Si usted prefiere que su estudiante no participe en consejería u otras actividades relacionadas como se describieron arriba, por favor comuníquese con el Director de la Escuela a donde su hijo asiste.

Randy Kempton
Superintendente
