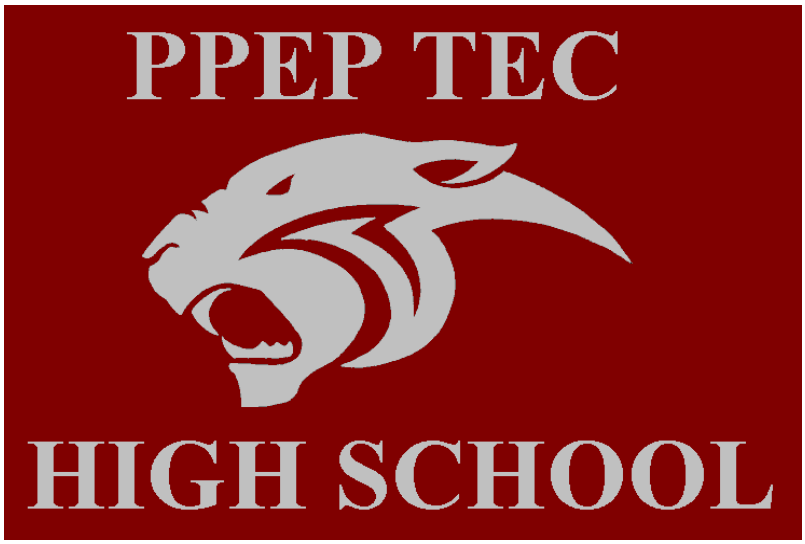

EDUCATION EQUALS OPPORTUNITY

Policies and Procedures

Student and Parent Handbook

2025-2026

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PPEP TEC High School Campus Locations

Cesar Chavez Learning Center
850 North San Luis Plaza Dr.
San Luis, AZ 85349
Phone: (928) 627-8550
Fax: (928) 627-8980
Email: sanluis@ppeptechs.org

Jose Yepez Learning Center
201 N. Bingham Ave - #17
Somerton, AZ 85350
Phone: (928) 627-9648
Fax: (928) 627-9197
Email: somerton@ppeptechs.org

Celestino Fernández Learning Center
1840 E. Benson Highway
Tucson, AZ 85714
Phone: (520) 741-4396-Day School
Phone: (520) 741-4388-Night School
Fax: (520) 741-4389
Email: tucsonbenson@ppeptechs.org

Colin Powell Learning Center
4525 Campus Dr
Sierra Vista, AZ 85635
Phone: (520) 458-8205
Fax: (520) 458-8293
Email: sierravista@ppeptechs.org

Raul H. Castro Learning Center
1122 G Avenue
Douglas, AZ 85607
Phone: (520) 364-4405
Fax: (520) 364-1405
Email: douglas@ppeptechs.org

Alice S. Paul Learning Center
409 W. McMurray Blvd.
Casa Grande, AZ 85222
Phone: (520) 836-6549
Fax: (520) 836-0290
Email: casagrande@ppeptechs.org

PPEP TEC
HIGH SCHOOL ADMINISTRATIVE OFFICES

1840 E. Benson Highway
Tucson, Arizona 85714
1-800-573-7737
(520) 294-6997

Notice of Language Assistance: If you have difficulty understanding English, you may, free of charge, request language assistance services by calling (520) 294-6997 or emailing jvega@ppep.org.

Mission Statement

The mission of PPEP TEC High School (PTHS) is to provide quality educational services to students, ages 14 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.

PPEP TEC HIGH SCHOOL

Dear Parents and Students:

PPEP TEC High School staff welcomes you to another successful year of learning and achieving!

We believe all students will become life-long learners through a successful school experience that fosters self-confidence and promotes academic success. Through their experiences at PPEP TEC High School, our graduates will learn to become more aware of the community they live in, fulfil their potential, and 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 2025-2026 school year!

PPEP TEC High School
Management Team

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PPEP TEC HIGH SCHOOL
SCHOOL CALENDAR
School Year 2025-2026

Important dates for the 2025-2026 School Year

First Day for All Staff	**July 25**
First Day of School for Students-All Sites	**July 30**
Labor Day – Holiday-No Students-All Sties	**September 1**
End of First Quarter	**October 3**
Fall Break- No Students (CF, CP)	**October 6-10**
Fall Break- No Students (CC, JY)	**October 10-14**
Fall Break- No Students (AP, RC)	**October 13-17**
Veterans Day – Holiday-No Students-All Sites	**November 11**
Thanksgiving-Holiday–No Students (CC, JY)	**November 26-28**
Thanksgiving-Holiday–No Students (AP, CF, CP, RC)	**November 27-28**
End of 2nd Quarter	**December 20**
Winter Break- No Students (CC, JY)	**December 22- January 5**
Winter Break- No Students (AP, CF, CP, RC)	**December 22- January 2**
Dr. Martin Luther King Jr. Day– Holiday-No Students-All Sites	**January 19**
President's Day-Holiday-No Students -All Sites	**February 16**
100th Day of School	**February 18**
End of 3rd Quarter	**March 11**
Spring Break–No Students (CP, RC)	**March 9-13**
Spring Break–No Students (AP, CF)	**March 16- 20**
Spring Break–No Students (CC, JY)	**March 30- April 3**
End of 4th Quarter–Last Day for Students	**May 21**
Last Day for Staff	**May 22**

Alice Paul L.C. – AP **Cesar Chávez L.C. – CC** **Celestino Fernández L.C. - CF**
Colin Powell L.C. – CP **Raul H. Castro L.C. – RC** **Jose Yepez L.C. – JY**

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 fourteen (14) 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 Inc. Chief Executive Officer-

John David Arnold, Ph.D.

PPEP TEC High School Superintendent-

Wayne Tucker, M.Ed.

GOVERNING BOARD MEMBERS-

Maria Chavez, President
(Maricopa County)

Celestino Fernández Ph.D., Member
(Pima County)

Gertha Brown-Hurd, Member
(Pima County)

Arnold Palacios, Member
(Pima County)

Dr. Ricardo Castro Salazar, Member
(Pima County)

Linda Dailing, Member
(Cochise County)

ADMISSION

The following procedures and requirements for admission to PPEP TEC High School (PTHS) apply:
Admission is open to all students ages fourteen (14) 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.

NOTE: Pursuant to A.R.S. §15-841(C), "a school district **may** refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution." Any enrollment decision may be appealed to the Superintendent.

1. A student enrollment packet should 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 can be enrolled but may not be allowed to attend class 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 may result in dismissal from PPEP TEC High School.

2. PTHS asks, but does not require, that the completed enrollment packet 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 passport, 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 (see exceptions to this requirement on page 5)
  a) These documents are required to attend school but not for enrollment.
- A CERTIFIED (OFFICIAL) COPY OF THE PUPIL'S TRANSCRIPTS FROM PREVIOUS SCHOOL ATTENDED.
- WITHDRAWAL FORM FROM PREVIOUS SCHOOL
  a) if pupil was in attendance during the current school year.
- PROOF OF RESIDENCY FROM ONE OF THE FOLLOWING
  a) Valid Arizona driver's license
  b) Arizona identification card or motor vehicle registration
  c) Valid U.S. passport
  d) Real estate deed or mortgage documents
  e) Property tax bill
  f) Residential lease or rental agreement
  g) Water, electric, gas, cable, or phone bill
  h) Bank or credit card statement,
  i) W-2 wage statement,
  j) Payroll stub,
  k) Certificate of tribal enrollment or other identification issued by a recognized Indian
  l) Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans Administration, Arizona Department of Economic Security)
  m) Temporary on-base billeting facility (for military families)

McKinney Vento and Foster Students Policy

Students are entitled to certain rights and protections under the McKinney-Vento Homeless Education Assistance Act. Any child that is "without a fixed, regular and adequate residence" is homeless.

The McKinney-Vento Homeless Student Assistance Act protects the rights of all homeless/highly mobile students. The act defines homeless children as youth between the ages of 2 to 18 years old who lack a fixed regular and adequate nighttime residence.

Who is Considered Homeless?

Per the McKinney-Vento Act, a homeless individual lacks a fixed, regular, and adequate nighttime residence, or has a primary nighttime residence that is:

- Lives in a hotel or motel;
- Lives in a shelter/transitional housing program;
- Sharing housing with another family due to loss of housing, stemming from financial hardship or other unforeseen circumstance;
- Lives in a trailer park or campsite without adequate plumbing and protection from the elements due to the lack of adequate living accommodations;
- Lives in an abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Lives with another person due to the death or incarceration of a parent
- Lives as a youth on their own due to abandonment or runaway status

Students are identified through the enrollment process, referrals made by school employees, community members, city agency employees or self-referrals. Our liaison, oversees the immediate enrollment of these students in school, works with identified school staff to provide assistance to meet their academic and nonacademic needs and ensure that barriers to education are eliminated.

*If registration documents are missing the school staff will to the best of their ability contact previous schools to acquire appropriate documents for the student to complete the registration process. This will in NO WAY delay the enrollment of a student facing homelessness. *

Homeless children are protected under several laws:

Federal Level	**State Level**
McKinney Homeless Assistance Act	A.R.S. §15-823
Title I	A.R.S. §15-824
IDEA	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 PPEP Administrative offices at: 520-741-4392.

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 which they will in turn send to the PPEP TEC High School Administration Office for processing or
- by submitting a form on the PPEP TEC High School website: **www.ppeptechs.org** or
- by calling the PPEP TEC High School Administration Office for assistance at: 520-294-6997

IMMUNIZATION RECORDS

Except for the exemptions provided by law, immunization against measles, rubella (German measles), poliomyelitis, diphtheria, and varicella 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.

4. Homeless pupils have until the fifth calendar day after enrollment to provide proof of immunization.

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

COMMUNICABLE DISEASE

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).

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 fourteen (14) through twenty-one (21) who have completed the eighth (8th) grade or received permission to enroll from the Administrative Office.

ANNUAL SCHOOL REPORT CARD

In accordance with the Arizona Revised Statutes §15-746, Annual School Report Card, the Arizona Department of Education publishes state and district/charter holder (LEA) report cards, which contain the following information:

- Description of the school's characteristics.
- Description of the current academic goals.
- Teacher Qualification
- Student Achievement Rate.
- Student Enrollment
- Student Growth Performance
- The percentage of students who have graduated or advanced to the next grade level.
- School calendar, length of day, and hours of operation.
- Civil Rights Data Collection Reporting
- State Accountability A-F Letter Grades

All of the information on the Annual School Report Card can be accessed on the Arizona Department of Education website: https://azreportcards.azed.gov/schools

ATTENDANCE

Students are expected to attend school on a regularly scheduled basis. A student who has9 four (4) unexcused absences in one year may be placed on an attendance contract. Ten unexcused absences in any semester may result in the student receiving no credit.

PPEP TEC High School must drop all students, including students with disabilities, with ten (10) consecutive unexcused absences on the 11th day of unexcused absence as required by Arizona statute. A student who has been withdrawn due to lack of attendance may request to be re-enrolled, providing space is available.

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 subject to disciplinary action if attendance is sporadic. An excused absence is defined by the ADE as "an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions." Absences from school should 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.

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 five subjects with at least four core subject areas each school year, 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-three hours a year.

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).

Year First Entered High School	Cohort Year	Grade
2026 (Fall of school year 2025-2026)	2030	9
2025 (Fall of school year 2024-2025)	2029	10
2024 (Fall of school year 2023-2024)	2028	11
2023 (Fall of school year 2022-2023)	2027	12
2022 (Fall of school year 2021-2022)	2026	12

Rate of Progress
Students are expected to earn at least two and three quarters (2.75) credits per semester. Students not meeting this requirement must recognize that they are not performing at a rate that will allow them to graduate on time.

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 and guardians have two weeks to bring any discrepancies to the attention of the Lead Teacher.

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.

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/Tecnológico, Segundo De Preparatoria/Tecnológico, and Tercero De Preparatoria/Tecnológico. Up to four full English credits may be transferred from foreign transcripts.

GRADUATION REQUIREMENTS

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Fine Arts/CTE	1 credit
Electives	7 credits
Total	**22 credits**

Math courses shall consist of Algebra I, Geometry, Algebra II (or personal curriculum substitution) and an additional course with substantial math content as determined by PPEP TEC High School District.

Social Studies shall consist of one credit of American History, one credit of World History/Geography, one-half credit of Government and one-half credit of Economics.

In addition, ARS 15-701.01 and 15-718.01 require that students pass the AZ Civics Exam and be trained in Cardiopulmonary Resuscitation before graduating.

Assessment
All enrolled students will take any state or federally mandated standardized assessments, including assessments required to maintain compliance with all agencies and to track individual student growth.

Other Graduation Requirements
For the 2025-2026 school year, all enrolled students who have eighteen and a half (18.5) credits by the end of the first semester of the school year will be identified as a "potential graduate." 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.

ACADEMIC ASSESSMENT

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

A – The student demonstrates exemplary mastery of the content.
B – The student has mastered content.
C – The student demonstrates partial mastery of the content.
D – The student has demonstrated minimal proficiency.
F – The student has not demonstrated proficiency.

DESCRIPTION OF COURSES

ENGLISH 9-10
student learning builds on AZ College and Career Ready standards, further developing skills and understanding at each chronological grade level. In literature and informational texts, students focus on independently reading and analyzing elements, details, and author's choice to determine meaning. Students will craft argumentative, informative, and narrative writing both formally and informally. There will be an emphasis on synthesis of a variety of information and planning, drafting, and editing proficiencies. Speaking and listening standards will concentrate on effective collaboration, summarizing, and clearly using sources. The students will learn how to use language effectively to capture an idea.

ENGLISH 11-12
Structured around AZ College and Career Ready standards, students will apply prior learning to increasingly more challenging texts and tasks. In literature and informational texts students focus on demonstrating understanding through independently reading and analyzing complex text elements, details, and author's choice to infer and determine meaning. Students will apply understanding and craft argumentative, informative, and narrative writing both formally and informally. There will be an emphasis on applying skills to synthesize of a variety of information and plan, draft, and edit compositions. Speaking and listening standards will concentrate on effective collaboration, summarizing, and clearly using sources. The students will learn how to use language effectively to capture an idea.

ENGLISH LANGUAGE PROFICIENCY
In this course English Language Proficiency will be developed by addressing the ten ELP competency standards:

1. construct meaning from presentations and text through listening, reading, and viewing.
2. determine the meaning of words and phrases in presentations and literary and text.
3. speak and write about literary and informational texts and topics.
4. construct oral and written claims and support them with reasoning and evidence.
5. adapt language choices to purpose, task, and audience when speaking and writing.
6. participate in oral and written exchanges of information, ideas, and analyses.
7. conduct research, evaluate and communicate findings to answer questions or solve problems.
8. analyze and critique the arguments of others orally and in writing.
9. create clear and coherent grade-appropriate speech and text.
10. make accurate use of standard English to communicate in speech and writing.

HISTORY AND SOCIAL SCIENCE
Courses are built on the Arizona College and Career Ready standards. Through the platform of History, Geography and Government curriculum we will develop the skills of our students relevant to actively participating in our society with understanding and the ability to think analytically and employ democratic values.

Thinking analytically by posing and framing questions, gathering a variety of evidence, detecting change over time, examining cause and effect relationships, building an understanding of complex questions, and read widely and critically and communicate cogently.

WORLD HISTORY
Students will use inquiry to explore, analyze, discuss, and construct ideas regarding people, places, changes, and events on all continents across history. This course will examine the relationship between geography and human history through the lens of global diversity of environments and cultures.

US/AZ HISTORY
Students will use inquiry to explore, analyze, discuss, and construct ideas regarding into the advancement of American ideologies and values, cultural shifts and phenomena, , economic and geographical development, and the advent of the United States as a world power.

CIVICS/GOVERNMENT
The civics classroom will focus on standards that encourage students to develop knowledge and skills to effectively participate in our Constitutional Republic and civic duty. PTHS will provide students with an understanding of the various scaffolds and types of governance, practices of voting, jury service, volunteering, and the impacts of citizenry on public service.

ECONOMICS
The economic and financial literacy standards help students develop and understand the rationales that can be employed to make logical judgements regarding micro economic decisions and macro economic understanding.

SCIENCE
PTHS Science curricula can be defined into two major categories: knowing science, which explores phenomena in physical, earth and space, and life disciplines; and using science which connects scientific principles, theories, models applications, and implications. The crosscutting concepts that courses are built around are:

- Patterns
- Cause and effect
- Scale, proportion, and quantity
- Systems and system models
- Energy and matter
- Structure and function

GENERAL SCIENCE
Students will become familiar with Biology, Chemistry, Earth, and Physical Science. The course focuses on scientific inquiry; understanding of technology, theories, and human endeavors; properties and principles of matter and energy; properties and principles of forces and motion; characteristics, changes, and interactions of living organisms within their environment; cell structures and processes.

BIOLOGY
The biology course will discover 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
Earth Science - 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
This course will explore the physical laws of nature to include: the basic structure of matter, how substances are made, and how substances react to each other according to basic physical and chemical laws.

ALGEBRA I
Students will learn to deepen and extend understanding of solving equations and systems; compare and contrast the difference in behaviors between linear and non-linear relationships; engage in methods of analyzing, solving, and using quadratic functions; and apply linear models to data that exhibit a linear trend.

GEOMETRY
Students will learn to deepen and extend understanding of congruence of geometric figures based on rigid motions and constructions; criteria for similarity of geometric figures based on dilations and proportional reasoning; informal explanations of circumference, area, and volume formulas; geometric theorems and problems involving right triangles.

ALGEBRA II
Students will learn to deepen and extend understanding of the real number system to the complex number system, representing radicals with rational exponents; a variety of equations, inequalities, and systems of equations; graphing and interpreting functions extending from linear, quadratic, and exponential with integer exponents to polynomial, radical, rational, exponential with real exponents, logarithmic, trigonometric functions, and piece-wise defined functions; and simple and compound probability calculations to conditional probability.

CONSUMER/FOURTH YEAR MATH
This course will build student understanding of financial issues and math skills. Students will explore discrete mathematical and financial reasoning, including contextual applications that facilitate financial decision making in order to obtain a combination of awareness, knowledge, skill, attitude, and behavior necessary to make sound financial decisions and ultimately achieve individual financial wellbeing. Budget with awareness of income and expenses. Technology will be employed in a broad sense and utilized dynamically for comprehension instead of calculation.

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 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.

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.

ENGLISH LEARNER (EL) PROGRAMS

Two-Hour SEI Model
School Year 2025-2026

The Arizona State Board of Education is charged with developing and adopting research-based models of Structured English Immersion (SE) programs to be used in school districts and charter schools in Arizona. Arizona Revised Statute (A.R.S.) §15-756.01 requires that the models include a minimum of 120 minutes per day of English language development (ELD) FOR GRADES K-5 and a minimum of 100 minutes per day of ELD for grades 6-12.

Full text of the law regarding the responsibilities and the development of the SEI Models is in Title 15, chapter 7, Article 3.1. ENGLISH LANGUAGE EDUCATION FOR CHILDREN IN PUBLIC SCHOOLS, §§15-751 through 15-757, Arizona Revised Statutes.

SEI Program Models

Under SB 1014, local education agencies must implement one of the four Structured English Immersion (SEI) programs that have been approved by the state.
The four SEI Models approved by the state are:

- Two-Hour SEI Model
- Pull-Out SEI Model
- Newcomer SEI Model
- Dual Language Immersion SEI Model

PTHS has implemented the Two-Hour SEI Model.

Under the aforementioned statues, the State Board of Education was required to establish a framework to evaluate all English Language Development instructional models. As part of this process, a committee of practitioners from across the state developed the Arizona Language Development Approach and the Arizona ELD Frameworks.
The instructional considerations described below are organized around the LDA's four non-negotiable principles that are:

Principle One: Asset-Based Behaviors and Expectations
Articulates a clear vision for student success that includes high expectations for EL student achievement and social –emotional development.
Evidence includes site and district vision statements as well as documentation of programs, policies and procedures that serve to enact the vision.

Principle Two: Integrated Instruction in Disciplinary Language and Content
Requires grade level/content area teachers provide support that is connected to content instruction within integrated setting throughout the day. The instruction is driven by K-12 content standards. ELP standards are used in conjunction with these standards to provide

differentiation. Integrated ELD instruction takes place with mixed groups. (ELs & Non-ELs).
Evidence includes Lesson plans, Student schedules, Master schedule, Classroom rosters.
All instruction is required to be in English. *All books and materials are in English

Principle Three: Targeted and Explicit Language Instruction
Includes 125 minutes per day/500 minutes per week at a secondary level of targeted ELD time in an SEI classroom. The instruction is driven by the ELP Standards. **Targeted ELD instruction takes place with EL students only.**
Evidence includes Lesson plans, Master schedule, Classroom rosters, Student schedule.
All instruction is required to be in English. *All books and materials are in English

Principle Four: Assessment, Monitoring and Feedback
Ensures that all teachers have access to a variety of different types of data about their EL students' progress and performance.
Evidence includes AZELLA data, and data from other formative and benchmark assessments, grade book data as well lesson plans based on data.

ENGLISH LEARNER (EL) PROGRAMS
TWO-HOUR SEI MODEL

Integrated and Targeted ELD

All English learner students must receive comprehensive English language development instruction that includes ***BOTH*** high-quality integrated ELD ***AND*** targeted ELD.
Secondary master schedules include 125 minutes per day/500 minutes per week of targeted ELD time for EL students. Targeted ELD minutes may or may not be sequential within the school day. All minutes may occur entirely within the context of ELA instruction or, alternatively, targeted EL minutes may be distributed throughout the day. In either case, Tier One core instruction (i.e., ELA, Math, Science, or Social Studies) should not be missed for targeted ELD instruction. For the remaining minutes in the school day. EI students have access to an opportunity for grade level content alongside their native English-speaking peers.
Targeted ELD time – the students receive instruction about how English functions within the four domains of reading, writing, listening, and speaking. Specifically, targeted ELD is an opportunity to support EL students to develop the discourse practices, grammatical structures, and vocabulary necessary for successful participation in academic tasks across the content areas.

Lesson plans for targeted ELD include language objectives with clear ties to specific ELP Standards performance indicators. In contrast with previous instructional models, instruction in the four language domains can and should be integrated rather than separated.

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) 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 test. The AZELLA test is the only test that schools in Arizona may use for entrance and exit from ELD classes.

***T**argeted ELD instruction for Pre-Emergent/Emergent, Basic, and Intermediate SY 2025-2026*

Targeted ELD instruction focuses on the language skills, knowledge, and abilities of a group of EL students, based on proficiency level that will allow students to engage in content learning English. The students will receive instruction about how English functions within the four domains of reading, writing, listening, and speaking. Targeted ELD supports EL students to

develop the discourse practice, grammatical structures, and vocabulary necessary for successful participation in academic tasks across the content areas. The students will receive two blocks, totaling 125 minutes daily/500 minutes a week of Target ELD instruction. This course will be called:

Targeted ELD 1: Up to 2 credits per school year (.50 per quarter) (Pre-Emergent/Emergent)

Targeted ELD 2: Up to 2 credits per school year (.50 per quarter) **(Basic)**

Targeted ELD 3: **Up to 2 credits per school year** (.50 per quarter) **(Intermediate)**

- **AZ 060 SEI -120 minutes targeted ELD block**

ELD Elective: 1.0 Elective credit per year (.25 per quarter), Rosetta Stone will be the elective credit.
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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). 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 teach
- er, 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.

SECTION 504

Section 504 of the 1973 Rehabilitation Act prohibits discrimination based upon disability. Section 504 provides reasonable accommodations be made for qualified individuals. As defined by federal law: *An individual with a disability means any person who: (i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment* [34 C.F.R. §104.3(j)(1)]. 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 Section 504 Plan will have a meeting with the appropriate school staff, student and the parents or guardian of the student
- Students not previously placed, but in need of accommodations, 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.
- At the time of the review, if the student has not made the progress expected, an evaluation will be conducted to determine eligibility under Section 504.
- A 504 Plan will be developed for qualified students that identify reasonable, appropriate accommodations and modifications appropriate to the disability and learning needs.
- The Plan will be reviewed at least once each year.

SECTION 504 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 Section 504 paperwork completed during the student's enrollment. Section 504 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 Section 504 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 Section 504 records as they may be of value in the future. A copy of the Section 504 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.

Chronic Health Conditions

PPEP Tec High School will provide appropriate educational opportunities for students with chronic health conditions. “Students with chronic health conditions” means “pupils with chronic health problems” as defined in A.R.S. § 15-346. Homework will be made available to students with chronic health conditions in a timely manner to provide the opportunity to complete coursework and avoid the possibility of losing credit due to absence from school. Instructional arrangements will be determined on an individual basis to ensure that continuous learning is integrated, as much as possible, with the regular education program. Credit awarded will be based upon completed course requirements. Students served by the Homebound Program (see Governing Board Policy) are not covered by this policy.

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. They 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

INTERNET AND CELL PHONE USAGE POLICIES AND PROCEDURES

Cell Phone and Wireless Device Policy

Policy Statement:
Student use of personal wireless communication devices (e.g., cell phones, smartwatches, tablets) is restricted during the school day unless specifically permitted under outlined exceptions.

Permitted Use (Required by Law):

Students may use their devices:

1. **For educational purposes**, only when authorized by a teacher.
2. **During emergencies.**
3. If the student has a **documented medical need** requiring the use of the device.

Communication Procedures:

- **Parents to students:** Must go through the front office or designated school communication system.
- **Students to parents:** May request front office support to make a call home.

Enforcement Procedure:

- Devices must be powered off or silenced, including vibration function, and stored out of sight (e.g. in Cellphone Box or other designated container) during school day (see Definitions).
- Unauthorized use will result in progressive disciplinary actions:
    - **First offense:** Verbal warning
    - **Second offense:** Device confiscated until the end of school day, and parent notification
    - **Additional offenses:** Parent meeting and possible loss of device privileges on campus
- During an emergency, cell phone access is provided to students unless a direct threat in retrieving the cell phone may put staff and students at risk.

Annual Notification:
This policy will be distributed to parents, teachers, and students at the start of each school year, with updates communicated promptly.

Definitions:

- **Wireless communication devices:** Includes both personal and school-issued devices.
- **School day:** Includes instructional time, lunch, passing periods, and after school programs.

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 always upholding this provision 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. The downloading of files and/or music by students is also 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 an orientation with a 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 school 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 classroom teacher 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 because 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, and 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.

Cyberbullying:
Although PPEP TEC restricts the use of social media student personal emails and chat-room access, there exists the possibility of cyberbullying through students' personal cell phones. Cyberbullying is defined as "the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." Cyberbullying through student cell phones is prohibited and will result in immediate disciplinary action such as suspension or expulsion. Students who observe cyberbullying are required to bring it to the attention of the Lead Teacher.

DISCIPLINE BELIEFS

Discipline plays a critical role in the learning process. It corresponds directly to the development of resilience and to coping successfully in society. Discipline is the process through which a people discover, not only their rights and those of their peers, but also their roles and 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 in this sense 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 a basic 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

Allowable Dress & Grooming

- Dress & Grooming Policy is enforced uniformly, irrespective of gender.
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front, back and on the sides, from the armpit to the waistband.
- Clothing must cover undergarments and all private parts, including during actions such as sitting, leaning, or bending.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities.

Non-Allowable Dress & Grooming

- Students may not bring back packs or other large carrying bags into the classroom unless required for a specific medical purpose documented by a certified health professional or nurse practitioner.
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing must not indicate affiliation with any violent or criminal group or principle, nor implicitly or explicitly threaten the health or safety of any other student or staff.
- Discipline for dress or grooming violations will be consistent with discipline policies for similar violations.

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. Such disruption may constitute a violation of A.R.S 13-2911

Electronic Devices: Student phone use is prohibited unless specifically permitted by classroom teacher. Phones used improperly, will be considered contraband and may 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: All PPEP TEC High School Campuses are designated "Tobacco Free" zones. This applies to tobacco in any form. Smoking on school property is a violation of the law and school rules.
NOTE: The possession of "vaping" devices on school property is a violation of school rules.

Defiance of Authority; Truthfulness: A student must comply with the reasonable instructions 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.

OTC and Prescription Medicines: Students must not enter the school building with any Over the Counter or prescription medicines unless they have been explicitly directed by a physician to use those medications at specific times that occur during the school day. Such physician's instructions must be shared, in writing, with the Lead Teacher and the student may not carry more than that day's dosage on his or her person.

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 use or possess on campus: firearms, weapons, explosives, box-cutter, fireworks, laser pointers, 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 27.

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 o5e4rientation, 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.
As required by law, law enforcement officials will be notified of bullying incidents.

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.

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 tend 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. The site's Lead Teacher will make the final determination as to what constitutes "gang-related activity".

Loitering and Littering: Students or friends of students my not loiter in or out of vehicles while on the campus. Students shall not litter on school property.

Cheating: A student shall not engage in cheating on assignments and/or tests. Utilizing any web-based answer sites to complete assignments or assessments constitutes cheating and may result in disciplinary action.

Plagiarism
Plagiarism is "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author" (Dictionary.com). Student work deemed to contain plagiarism will be invalidated and the student may be subject to disciplinary action
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.
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.

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: Engaging in inappropriate mutual sexual conduct that is not conducive to the learning environment of the school.

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, using vulgar and obscene language in any form, and utilizing proxy sites, or other methods, to bypass network protections.

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.

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

PTHS SEARCH/SEIZURE PROCEDURE

PPEP TEC High School has a responsibility to all students to provide an education in a safe environment, and to maintain order in the classroom and on campus. This can only be done when problems are kept to a minimum at school. Keeping weapons, gangs, drugs, and violence out of schools has become a priority across the nation. Strict rules regarding these activities are legal and enforceable.

In New Jersey v. T.L.O. (1985), The United States Supreme Court ruled that school staff may conduct a search of a student or their backpack, purse, or bag if there is a “reasonable suspicion” that a crime has been or is in the process of being committed, or that a school rule has been broken.

Student Search/Seizure Procedure may include:

- Asking students to empty pockets and pull them inside out
- Asking students to take off shoes and socks for examination
- Asking students to remove hats or other head coverings for examination

- Searching students' backpacks, purses, or bags

Student searches will only be conducted by PTHS staff with another staff member present as a witness. PTHS staff will not pat students down or conduct any type of strip search. Depending on what is found (if anything), local law enforcement may be called. If a search is conducted, Parents/Guardians (if student is a minor) will be contacted but not necessarily before a search is conducted.

DISCIPLINE 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 to the parent(s) or guardian(s).
3. Appeals may be submitted IN WRITING to the office of the Director of School Operations at 1840 E. Benson Highway, Tucson, AZ 85714. The Director of School Operations and/or designee shall review all facts in the case and render a written decision within three (3) days of receiving the appeal. The decision will be disseminated to PPEP TEC Personnel and the parent(s) within five (5) working days of receiving the appeal.
4. Appeals of decisions made by the Director of School 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 make every effort to 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 Intervention Referral to the parent(s) or guardian(s) and Special Education Teacher. 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.

DISCIPLINE MATRIX

	Prohibited Conduct	1st Occurrence	2nd Occurrence	3rd Occurrence
1	**Disruptive Conduct**	Documented warning and consequence pursuant to classroom policy	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS
2	**Dress Code**	Documented warning and consequence pursuant to classroom policy	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS
3	**Inappropriate or Unauthorized Use of Electronic Device**	Documented warning and consequence pursuant to classroom policy	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS
4	**Violation of Federal, State or Local Law**	Referral to Law Enforcement, automatic suspension pending investigation.	Automatic exclusion from PTHS pending Judicial resolution and District Review	
5	**Defiance of Authority; Truthfulness**	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS	Suspension from PTHS pending EdTeam conference and possible exclusion.
6	**Alcohol, Drugs; Drug Paraphernalia**	Referral to Law Enforcement, automatic suspension pending investigation.	Automatic exclusion from PTHS pending Judicial resolution and District Review	
7	**Vandalism; Damage to Property, and Destruction of Property**	Automatic suspension pending investigation and possible referral to Law Enforcement.	Automatic exclusion from PTHS pending Judicial resolution and District Review	
8	**Possession of Weapons**	Automatic suspension pending investigation and possible referral to Law Enforcement.	Automatic exclusion from PTHS pending Judicial resolution and District Review	
9	**Possession of Dangerous Items**	Confiscation, referral and corrective action, which may include parent conference and referral to Law Enforcement.	EdTeam conference and possible suspension or exclusion from PTHS	Suspension from PTHS pending EdTeam conference and possible exclusion.

10	**Threats, Assaults; Fighting**	Automatic suspension pending investigation and possible referral to Law Enforcement.	Automatic exclusion from PTHS pending Judicial resolution and District Review	
11	**Harassment, Retaliation, Bullying and Hazing**	Automatic suspension pending investigation and possible referral to Law Enforcement.	Automatic exclusion from PTHS pending Judicial resolution and District Review	
12	**Defamation**	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS	Suspension from PTHS pending EdTeam conference and possible exclusion.
13	**Obscenity, Vulgarity**	Documented warning and consequence pursuant to classroom policy	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS
14	**Gang Activity, Graffiti, and Tagging**	Referral to Law Enforcement, automatic suspension pending investigation.	Automatic exclusion from PTHS pending Judicial resolution and District Review	
15	**Loitering and Littering**	Documented warning and consequence pursuant to classroom policy	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS
16	**Cheating**	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS	Suspension from PTHS pending EdTeam conference and possible exclusion.
17	**Abuse, Assault or Unwarranted Accusations against Staff Members**	Automatic suspension pending investigation and possible referral to Law Enforcement.	Automatic exclusion from PTHS pending Judicial resolution and District Review	
18	**Sexual Harassment**	Automatic suspension pending investigation and possible referral to Law Enforcement.	Automatic exclusion from PTHS pending Judicial resolution and District Review	
19	**Inappropriate Sexual Conduct**	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS	Suspension from PTHS pending EdTeam conference and possible exclusion.
20	**Misuse of Computer or Internet**	Referral and corrective action, which could include parent conference and ISS	EdTeam conference and possible suspension or exclusion from PTHS	Suspension from PTHS pending EdTeam conference and possible exclusion.

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 law places demands upon 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.

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 HIPPA notice may be found in the Administrative Forms section of the handbook.

PARENT INVOVLMENT POLICY

It is the policy of PPEP TEC High School (PTHS) to involve parents, family and community members in the planning, development and implementation of its continuous review and improvement of educational programs. PPEP TEC High School will implement the following statutory requirements:

- The PTHS Administration will operate programs, activities, and procedures for the involvement of parents in all of its schools, especially in schools with Title I, Part A programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating students.

- The PTHS Administration will work with its schools to ensure that the required school-level parent involvement policies meet the requirements of section 1118(b) of the ESEA and include a school-parent compact as a component.
- This district wide parent involvement policy will be incorporated into the PTHS LEA Integrated Action Plan. If the PTHS LEA ESSA Consolidated Plan is not satisfactory to parents of participating students, the PTHS Administration will submit any parent comments with the plan when the plan is submitted to the Arizona Department of Education.
- In carrying out the Title I, Part A parent involvement requirements, PTHS will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students, which will include providing information and summaries of school reports in an understandable and uniform format in a language parents understand.
- Through the PTHS Planning Team, the PTHS Administration will involve parents of students served in Title I, Part A schools in decisions about how the 1% of Title I, Part A funds reserved for parent involvement are spent, and will ensure that not less than 95% of the 1% reserved goes directly to schools.
- PTHS will be governed by the following statutory definition of parent involvement, and will ensure its Title I schools carry out programs, activities, and procedures in accordance with this definition:

> *Parent involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –*
>
> *A. Parents play an integral role in assisting their child's learning;*
> *B. Parent are encouraged to be actively involved in their child's education at school;*
> *C. Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and*
> *D. Activities are carried out in accordance with section 1118 of the ESEA.*

The PTHS Administration will involve parents in the joint development of its district wide parent involvement plan through soliciting and encouraging parent participation on the PTHS Planning Team.

The PTHS Administration will involve parents in the process of review and improvement through soliciting and encouraging parent participation on the School Improvement Committee at the Title I school in improvement.

The PTHS Administration will provide, as funding permits, the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. These include, Parent Liaisons at Title I schools as well as funding to support professional development that focuses on parent, family, and community involvement for parent liaisons, parents, and school staff.

Through the PTHS Planning Team, the PTHS Administration will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The PTHS

Administration will use the findings of the evaluation about its parent involvement policy and activities to design strategies for more effective parent involvement, and to revise as necessary and with the involvement of parents, its parent involvement policies. The evaluation will be conducted annually at the end of each school year through:

- Parent surveys conducted and collected at school open houses;
- Parent surveys conducted and collected at year-end meetings of school site-based councils;
- Parent surveys conducted and collected at the year-end meeting of the PTHS Migrant Parent Advisory Council, which includes parents of migratory students enrolled at the schools in San Luis and Somerton; and
- Staff surveys conducted and collected through electronic means.

Site committees will recognize survey results in the CAN/RCA/IAP processes and create plans that answer recognized needs.

In order to ensure effective involvement of parents and to support a partnership among schools and parents, the PTHS Administration will, with the assistance of Title I, Part A schools, build the schools' and parent's capacity for strong parent involvement through the following activities:

A. PTHS will provide to parents of children served by PPEP TEC High School, assistance in understanding topics such as the following -

    - Understanding the State's academic content standards;
    - Understanding the State's student academic achievement standards;
    - Understanding State and district academic assessments including alternate assessments;
    - Understanding the requirements of Title I, Part A;
    - How to monitor their child's progress; and
    - How to work with teachers and other school staff.

    Parents will have the opportunity to participate on their school's site-based council, attend quarterly open houses, and attend the annual Title I meeting at PTHS Title I schools. Parents will also have opportunity to attend the National Title I and Migrant Education Conferences as funding permits.

B. PTHS will provide materials and training to help parents work with their children to improve their children's academic achievement and to foster parent involvement by providing parents with literacy training and training to use technology, as funding allows.

C. PTHS will educate its lead teachers, teachers, student services personnel, and other school staff in how to reach out to, communicate with, and work with parents as equal partners; in the value and utility of contributions of parents; and in how to implement and coordinate parent programs and build ties between parents and schools by providing training and technical assistance at district pre-service and in-service meetings, and school staff meetings.

D. PTHS will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating students in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand through:

    - Quarterly open houses at all PPEP TEC High School sites;

- Annual Title I meetings at Title I schools;
- Flyers sent with student progress reports; and
- Announcements posted on the PPEP TEC social media sites.

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

In consultation with its parents through the PTHS Planning Team, the PTHS Administration may choose to undertake the following discretionary activities to build parents' capacity for involvement in schools to support their children's academic achievement:

- As funding permits, paying reasonable and necessary expenses associated with parent involvement activities, such as transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents; and
- Arranging school meetings at a variety of times that are convenient to parents or conducting in-home conferences between parents who are unable to attend parent conferences at school, and teachers and other educators who work directly with participating students.

For more information about parent, families, and community involvement, please contact the District Parent Liaison at (520) 294-6997.

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.

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.

PPEP TEC High School hereby designates the following categories 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 PTHS.

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 ESSA (No Child Left Behind) regulations.

A copy of the FERPA notice in English and Spanish 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 (including those such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, 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.

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 the students is 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 Barack Obama and Congress entitled "Every Student Succeeds Act" 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:

- Whether the teacher has met State qualifications for grade levels and subject areas in which the teacher provides instruction
- 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 required state academic assessments
- A notice that the student has been taught for four (4) or more consecutive weeks by a teacher who does not meet the applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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 preferentially.

Parent Visitor, Volunteer, and Observation Policy

PPEP TEC High School asks all visitors to check in at the site front office. Instructional staff members who wish to invite visitors and guest speakers to PTHS should make arrangements with their Lead Teacher and get permission before the visit. Parents who wish to speak with students or observe their instruction during school hours are asked to coordinate with the Lead Teacher. Parents who wish to speak with teachers are asked to set an appointment in advance. Parents of students may volunteer in the classroom but are asked to respect classroom procedures and hold personal conversations with students or teachers outside of class time.

School Guidelines for Visitors

- All parents, guardians or members of the general public who visit the school for any reason (i.e. observation, meeting with school staff, volunteering in the classroom, etc.) must enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. To ensure the safety of the campus community, entrance to the school through other entrances is prohibited to visitors. All visitors must be escorted by a staff member at all times.
- No person shall visit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without prior approval by the Lead Teacher or the Lead Teacher's authorized representative.
- No person may conduct or attempt to conduct any activity on school premises without prior approval by the Lead Teacher or Lead Teacher's authorized representative.
- Any member of the general public considered by the Lead Teacher, or a person authorized by the Lead Teacher, to be in violation of these rules shall be instructed to leave school property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal

proceedings.

- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the School.

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.

Questions about or disputations of the contents of this handbook may be referred to the Superintendent by email at wtucker@ppep.org

PPEP TEC HIGH SCHOOL

Administrative Forms

Intervention Referral

PTHS

Student Name: _____ Crew Mentor _____ Date: _____

Teacher Name_____ Class period_____

Reason for Intervention Report:

☐ Social Emotional Support ☐ Academic Assistance ☐ School Policy Infraction

Description:_____

_____

Did the teacher identify the student's motivation for conduct? Yes___ No___

Teacher Intervention Implemented: ☐ Yes ☐ No Date(s)_____

Action Taken by Teacher Prior to Referral

Had talk with Student (quietly) Date:	Met with student and Student's Crew Coach Date:	Had conference with parent Date:_____
Strategized solution with student Date:	Detained student after school Date:	Sent home notice Date:
Changed Student's seat Date:	Telephoned parent Date:	Other: Date:_____
Discussed with Staff at Weekly Meeting to ascertain situation Date	Applied specific strategies recommended by fellow staff members Date:	

Comments:

Teacher Signature:_____ Date:_____

Action Taken by Lead Teacher

Conference with Student Date:	Initiated Restorative Practice Date:
Conference with parent/guardian by phone or in person Date:	Initiated Short-term suspension: of days ____ Date:
Conference with crew coach Date:	After school detention: # of days___ Date:

Comments:

Other Action taken:

Referral made to:_____

Date and Time of Scheduled Parent Conference:_____

Parent Guardian Name:_____ Phone:_____

Lead Teacher Signature:_____Date seen:_____Time seen:_____

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 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:
    - 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;
    - Other schools to which a student is seeking to enroll;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - 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

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 Educacionales 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 crean 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 auditoria 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

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
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 <u>does not</u> participate in counseling or related activities as described above, please contact the Lead Teacher at your student's PTHS location.

Wayne Tucker
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 <u>no</u> 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.

Wayne Tucker
Superintendente