

Pinnacle High School

Make It Count

3535 East Mayo Blvd.
Phoenix, AZ 85050
(602) 449-4000

Advanced Placement Classes
National Merit Scholars
North Central Accredited

MISSION STATEMENT

Pinnacle High School is designed to serve as a safe, educational center for lifelong learning. We are dedicated to developing the potential of each individual, encouraging community awareness, and stressing the importance of academic excellence.

ADMINISTRATION

Jason ReynoldsPrincipal
Brenda CorteAssistant Principal
David ApplemanAssistant Principal

IMPORTANT NUMBERS

Athletic.....
Attendance(602) 449-4001
Counseling.....
Nurse.....
Registrar.....

Paradise Valley Unified School District

GOVERNING BOARD

Sue M. Skidmore, Ed.D., President

Nancy Case, Member

Anne Greenberg, Member

Jill Hoogendyk, Member

Tom Ohmart, Member

SUPERINTENDENT

John A. Kriekard, Ed.D.

PHS STUDENT HANDBOOK & PARENT GUIDE

Pinnacle High School is the home of the Pioneers. "Make It Count" is not just a motto; it is something students and staff have lived and worked by since the 2006- 2007 school year. The school is proud of its achievements in the classroom, on the athletic field, and in the community.

STUDENT RESPONSIBILITIES

1. To accept responsibility for your own educational progress, so that you can become an adult for whom learning is a natural part of your life.
2. To strive for the development of critical thought and analysis.
3. To acquire the learning skills basic to continuing self-development and further study.
4. To practice the principles and qualities required for democratic citizenship and responsible participation in our multi-racial, multi-cultural society.
5. To accept the educational opportunity offered to you with zeal, and demand challenging and meaningful instruction.

PHS STUDENT CITIZENSHIP CONTRACT

I, _____,

ID number _____, a Pinnacle High student, and

my parent / guardian, _____,

understand and accept the responsibilities outlined in the Pinnacle

High School Student Code of Conduct section of the Student

Planner. We agree to abide by the code and fully understand

the consequences outlined. We acknowledge having read and

understood the Citizenship Contract and assure the student named

below will abide by the rules and regulations contained herein.

Parent/Guardian Name (Please Print)

Student Name (Please Print)

Address

Telephone Number

Parent/Guardian Signature

Student Signature

Date

Date



Please return this page when completed to your 3rd hour teacher.

Principal's Letter

Dear Students and Parents,

Pinnacle High School's mission is to do whatever it takes to help our students reach their highest academic potential. In order to do that, our teachers, staff, and administration are dedicated to providing the most rigorous curriculum and the best opportunities to learn leadership, communication, and community building skills. We also understand that our students need a variety of tools to help them meet these very high standards. This handbook is one of those tools. It provides things like our school rules and guidelines, study skill and writing tips, homework and assignment calendars, and other suggestions to help students reach their potential. Our teachers also utilize this handbook as a hall pass so that we may continue to provide a safe campus for our community.

A great deal of hard work has gone into this educational tool and we proudly provide it to our students as a resource. Please go over the information so that you are familiar with the expectations at PHS and prepared to be successful. If you have any questions regarding the information or any other issues concerning Pinnacle High School, please don't hesitate to give us a call.

Have a Great Year,

Jason W. Reynolds
Principal

Pinnacle High School Goals

In order to provide the best education available the faculty and staff of Pinnacle High School have identified the following goals for our school:

- Academic Achievement - Our students will demonstrate growth in academic achievement as demonstrated by improved classroom performance and increased scores on standardized testing
- Building School Culture - We will promote and validate appropriate behavior, increase the students' sense of belonging, and promote life-long learning.
- Community Connection - We will encourage community partnerships, increase attendance at extra-curricular activities, and establish effective and open lines of communication with the entire PHS community.

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INFORMATION

Paradise Valley Unified School District District-wide Student Calendar for 2008-2009*

<u>Fall Semester, 2008</u>	
First Quarter	August 11 Classes begin 26 Early dismissal for teacher professional development
	September 1 Labor Day recess 16 Early dismissal for teacher professional development 30 K-12 recess
Second Quarter	October 8 Grading period ends 9 – 10 K-12 Recess 21 Early dismissal for teacher professional development 27 – 30 K-8 parent conference week 29 – 30 K-8 early dismissal for conferences 31 K-8 recess
	November 11 Veterans Day fall recess 27 – 28 Thanksgiving recess
	December 17 – 18 High school exams/HS early dismissal 19 9-12 recess Semester ends
	Winter Break, Dec. 22 – Jan. 2
<u>Spring Semester, 2009</u>	
Third Quarter	January 5 Classes resume 13 Early dismissal for teacher professional development 19 MLK/Civil Rights Day recess 26 – 30 K-8 parent conference week 29 – 30 K-8 early dismissal for conferences
	February 10 Early dismissal for teacher professional development 16 Presidents' Day recess
	March 13 Grading period ends 16 – 20 Spring break
	April 10 & 13 Spring recess 28 Early dismissal for teacher professional development
Fourth Quarter	May 25 Memorial Day recess 26 – 27 High school exams/HS early dismissal 27 Last day of classes K-12 early dismissal High school commencement
	High school commencement

* Please contact individual schools for specific site-calendar dates

Do you need an interpreter for a meeting or a written document in your language? Please let your child's school know what you need and they will arrange the interpreter or translation for you.

¿Necesita un intérprete para una reunión en la escuela de su hijo o hija? ¿Desea una traducción a su idioma de un documento que recibí de la escuela? Hágale saber al personal del plantel y ellos gustosamente le ayudarán a conseguir este servicio.

Poruka iz biltena:

Dali trebate prevodioca za sastanak ili pismeni dokument na vašem jeziku? Molimo vas da obavjestite školu vašeg djeteta što vam je potrebno i oni će vam aranzirati prevodioca ili prevod.

INFORMATION

Early Leave

Under emergency situation, students may have to leave school prior to the end of the semester. Approval must be given by the principal at least two weeks prior to your anticipated last day. **If you are granted early leave, you will not have the right to take semester finals early.**

Final Exams

You will be required to take Fall and Spring semester exams in each subject. No student is exempt from these exams. A grade of "F" will be recorded and counted in the course grade for all exams missed.

Final exam schedule

<u>Day One</u>		<u>Day Two</u>	
Hour One	7:45 - 8:45	Hour One	7:45 - 8:45
Hour Two	8:51 - 9:51	Hour Two	8:51 - 9:51
Hour Three	9:57 - 10:57	Hour Three	9:57 - 10:57
		Make-up	11:03 - 12:03

Late exams are not granted on a routine basis, so please plan your schedule around the following dates; December 17 & 18 Semester 1 finals; May 26 & 27 year-end finals.

Guest and Visitor Passes

A. Guest Permits for School Dances

Special guest permits to dances are available through the office of the Assistant Principal. Students admitted as guests should be currently registered high school students in good standing at other schools. In addition to a guest pass, a valid high school I.D. must also be presented. The maximum age for a student attending a school dance as a visitor is 20 years old.

B. Visitor Passes

There are no provisions for friends or relatives to accompany you to visit Pinnacle for all or part of the day. Parents, friends, and guests are invited and strongly encouraged to attend the annual Open House which will be held at the end of August. By attending Open House, your friends and relatives will have an opportunity to see the Pinnacle facilities. No student visitors are allowed on campus during the school day. This includes shadowing.

Hall Passes

You are expected to remain in class during the entire instructional period. Leaving class during the hour should be an extremely rare occurrence. When you receive permission from your teacher to leave class, be sure to obtain a pass from your teacher. Be prepared to show this pass whenever requested by anyone in authority. If you have no pass, you will be considered to be out of class without permission, which may result in a disciplinary action.

Transfers—Inter-School

Transfers from one Paradise Valley District high school to another must have administrative approval. The Records Clerk will be pleased to help you and provide you with the request form which needs to be filled out to start the process. Be aware that administrative approval is dependent upon seating availability, a review of student attendance, grade, and discipline records. Also, district transportation will not be available to you should you live in one attendance area and attend school in another attendance area. Transportation is up to the student and their family.

Transcripts

Need a transcript for that college or scholarship application? Then call the counseling area.

Vocational Classes

If you have elected any vocational classes at Paradise Valley High School, bus transportation is provided for you and you are expected to use the bus in traveling to and from your classes. Bus leaves on south side of school in regular bus zone just before the start of school.

INFORMATION

Insurance

For your protection and the protection of your family and school, insurance coverage is highly recommended before you begin participating in any school-sponsored activities.

For your convenience, student accident liability insurance information can be obtained from the Nurse's Office. The school insurance program is through the Ann Lockwood Insurance Agency.

Food in Buildings

There will be no food, drink or candy allowed in any building other than the Cafeteria, and adjacent outside eating area.

Lunch Hour

You are not permitted to be in the various classroom buildings during lunch without a pass. Do not enter the building after your lunch period until the bell has signaled the end of the fifth period. If you have a lunch pass and are returning from lunch, enter the school area through the East area which leads directly into the Quad area.

Reports

Progress reports are provided to you and your parents throughout the school year.

Honor Roll:

Honor Rolls are published at the end of each semester. To be eligible, you must be enrolled in a minimum of four classes, have no grade lower than a "B", and maintain a grade point average for the semester of 3.5.

Theft and Damage Reports

With a campus population of over 2,000 students and staff, there are those occasions when personal possessions are stolen, damaged, or vandalized. You are urged to carry very little money with you to school. If your car, P.E. locker, or personal possessions are damaged or stolen, please report to the Assistant Principal to fill out an incident report. While we cannot be held responsible for these incidents, we will attempt to assist you to the best of our ability to recover lost items.

Identification Cards

The ID card pictures will be taken at walk-thru registration next fall and will be available to students. **You must carry your I.D. card at all times and must present it:**

- A. When requested by any staff member
- B. In the ITC
- C. In boarding the school bus
- D. When attending school events (dances, athletic events, etc.)
- E. In leaving for or returning from lunch (Seniors with lunch passes).

The replacement cost for a new identification card is \$10.00.

As the school year progresses, there are times adjustments will be made to the guidelines within this handbook. Every effort will be made to keep students informed of any changes to the guidelines.

STUDENT SERVICES

AIA Activities

Students involved in AIA activities are required to pass all classes to participate. The school, clubs, and activities reserve the right, according to their approved constitution, to require more stringent academic or other related standards for participation or to hold elective office.

Athletics

Athletics is an important part of the total program of Pinnacle High School. It is a thread that weaves itself into all segments of the community. To be successful in sports takes cooperation, desire, ability, training, character, and a lot of hard work, and commitment.

Learning to win is easy, but winning with dignity and humility is just as important as learning to lose without losing your dignity and self-respect. Remember, there are no losers when you compete to the best of your ability.

The Pinnacle High School Athletic Department is built on cooperation. This is a basic requirement if we are going to go forward as a school.

Paradise Valley School District is on 9-week grading intervals and in order for a student to participate in AIA programs, he/she must have a passing grade ("D" or better) in all courses currently being attempted. Here are the requirements to participate in a sport:

- A. Meet AIA standards of eligibility
- B. Pass a physical examination
- C. Have one or both parents attend a video on Informed Consent
- D. Present proof of activity insurance or insurance waiver (recommended but not required)
- E. Present Statement of Understanding pertaining to alcohol and drug usage
- F. Present copy of birth certificate.
- G. Pay a sports participation fee for each sport entered. This fee could be subject to change

It is necessary for all students who participate in athletics and their parents to view the Informed Consent video once in a four-year period, although the paperwork must be turned in every year. At that time, they are given information concerning safety in athletics and the District's random drug testing procedures.

If you have any questions, please contact Pinnacle's Athletic Director who will be pleased to answer any questions.

Spectator Behavior

A paid entry fee does not constitute permission to taunt or cheer in a disrespectful, rude, or derogatory manner. Fans behaving in this way will be directed to leave the sports venue. Pinnacle High School students will be subject to the school's discipline policy as well. These principles apply to audiences at sporting and non-sporting events.

PLEASE NOTE: All students must have transportation home immediately following all school activities.

Counseling and Advisement

Pinnacle High School is very proud of the counseling program with its academic advisement component. The Academic Advisement program assists Freshmen by providing faculty advisors to closely monitor and advise student progress. Sophomores and Juniors will be assigned one of our four staff counselors to help continue their successful progression toward their Senior year and graduation. The counselors work collaboratively with the Academic Advisors in a unified program to provide guidance and assistance to students.

Appointment to See Your Counselor or Faculty Advisor

You are encouraged to get to know your counselor or faculty advisor. When you need to see your counselor, follow these simple steps:

1. See the Counseling Receptionist before school, after school, or at lunch time. They will give you a form to fill out requesting to see your counselor.
2. Always sign in and out with your counselor during class times.

Note: Students must come to the counseling office with a pass in order to see a counselor.

STUDENT SERVICES

College and Career Center

There is a Resource Center located in the ITC to help students learn more about colleges, application procedures, scholarships, financial aid, career options and anything related to these topics. The center also has a coordinator who can meet with you to discuss various career and college topics.

Correspondence Courses

1. Credit for graduation may be earned through correspondence courses from an accredited institution.
2. No more than four (4.0) units of credit of correspondence may be applied toward graduation.
3. Only one credit in correspondence may be earned in each of the following areas: English, Social Studies/Free Enterprise, Math and Science.

Dropping/Adding Classes

All students must take a minimum of four classes. Students who add/drop classes during the school year must not fall below this four-class minimum, or they will be dropped from school for the remainder of the semester.

Any student who decides to drop a class after twenty days will receive a grade of "F" in that class. No credit will be earned and the grade will be figured into the student's G.P.A.

A student wanting a schedule change should review the valid reasons for making change on page XI in the Registration Guide. An appointment should be made with his/her counselor to discuss the reasons for the change and the impact on the student's overall schedule and credits for graduation. Your counselor will help you make the wisest choice and will facilitate the change if appropriate.

Valid reasons for changing a schedule:

1. Errors appearing on computer schedules
2. Changes needed to meet commencement requirements
3. Failure of a prerequisite course, or failure to meet grade requirements
4. Changes required for the health of a student (Doctor's documentation needed)
5. Successful completion of accredited course during summer
6. Inappropriate placement determined by teacher and counselor

Student Aide

A maximum of one credit as student aide may be applied toward high school graduation. A student aide assignment is available to sophomores, juniors, and seniors. The grade will be credit/no credit depending on regular attendance and fulfilling the requirements developed by the responsible teacher or office.

Junior College English Transcripts

Seniors that take English 101/102 at a junior college are responsible for getting a copy of that transcript to the Senior Academic Technician before the first day of graduation practice.

Health Services

The Health Center is staffed by a certified school nurse who is available during the school day for consultation and for emergency illness or injury. The Health Center is not a substitute for your health care provider.

Passes to the Health Center

1. Obtain permission from your teacher in the form of a pass.
2. Proceed immediately to the Health Center.
3. Make sure you sign in and out of the Health Center.
4. Return immediately to your scheduled class with the pass returned to you by the nurse.

If you become ill on campus, the nurse will determine if you are too sick to remain on campus. Leaving campus without checking through the Health Center will result in a truancy. **Students are NOT to use their personal cell phones to notify their parent. The Health Office will contact your parent.**

STUDENT SERVICES

In case of an emergency, it is **imperative** that we have correct phone numbers to reach parents/guardians. Please contact the Health Center for any change in home, work, or cell numbers. If your parents/guardians are going out of town and a person **other than listed on the emergency card** is caring for you, the Health Office needs to know this information. We are only authorized to release students to names on the emergency card.

Immunizations

As provided in Arizona Revised Statutes section 15-871, The Governing Board shall exclude from school attendance any pupil not in compliance with immunization requirements. **Documented Proof of Immunization must be provided prior to enrollment and attendance.** Proof of immunization is defined as written documentation which includes: the type of vaccine administered, the month and year of each immunization (except MMR immunization, for which the month, day and year is required), and the name of the physician or health agency administering the vaccine, or laboratory evidence of immunity.

Medication

Students are not allowed to carry **any** medications with them, including Advil or Tylenol. If you require special medications during the day, follow these instructions:

1. All medication must come to the Health Center in the original container.
2. Written medication permission by parent or guardian must be given. (Forms are available in the Health Center.)
3. All remaining medication not picked up at the end of the year **will be discarded.**

Parent Communications

Parents are expected to contact the school nurse when their children have contracted a communicable disease, have been hospitalized or have a serious health concern.

Parents may apply for chronic health status for students with long-term illness or chronic medical conditions.

Illness During School Day

Students who become ill during the school day must come to the Health Office. If your student calls you from school, please direct them to the Health Office where we call you. Picture Identification is required when picking up a student from school. Only those names listed on the Emergency Card may pick up a student from school.

Health Screenings

Each year all 9th grade students, Special Education students and new students to the District participate in a health screening.

Information Technology Center (ITC)

Students are welcome in the ITC from 6:30 a.m. to 3:00 p.m. to check out books, use computers and to study quietly. Food and drink are not allowed in the ITC

Students may use the ITC before and after school as well as during lunch by presenting their current Pinnacle Identification Card. However, during class a student will need a written pass from a teacher to enter the ITC.

Students need their current Pinnacle ID card to check out materials or use a computer. Students with overdue materials may not check out new materials until overdue materials are returned.

Electronic Video Recording of Students

Students may not be video/digital or tape recorded on school grounds without Administrative approval. This includes digital recording using cell phones. Any showing of video, digital or tape recording which was done without express Administration approval or individuals in the recording will be grounds for strict discipline.

Technology

- 1 PVUSD Board Policy assumes each student has parent/guardian permission to use the internet. If this is not the case, the student or parent/guardian should complete and return a form from the ITC that states the student does not have permission.

STUDENT SERVICES

- 2 Students are encouraged to use campus computers in the ITC by presenting their current Pinnacle ID.
- 3 Students may not use teacher computers.
- 4 Students are encouraged to store academic files in their personal directory (commonly referred to as Shortcut To Users). Files not related to schoolwork should not be saved at school. This includes any downloaded programs.
- 5 Students downloading programs not for academic reasons may be referred to the Assistant Principal for disciplinary action.
- 6 Login names and passwords are available from third period teachers. Students should not share logins/passwords with others.
- 7 Students are encouraged to use email to transmit documents between home and school.
- 8 Students may not connect external devices to school computers.
- 9 Personal computers/laptops may not be connected to the Pinnacle Networks (wired or wireless).
- 10 Pinnacle Technology supports Microsoft Word. Files created at home in Microsoft Works can be Saved As Rich Text Format documents that can then be opened with Word at school.
- 11 Food and Drink are not allowed when working on computers.

Student Vehicles

Vehicle Parking for any student utilizing the parking facility may be assessed a fee per District regulations. Students wishing to drive to school and park on campus must follow these procedures:

1. Register your vehicle (see the Assistant Principal)
2. Pay District's parking fee and have no outstanding balance with the PHS Finance Office.
3. Place sticker on driver's bottom left corner of front windshield.
4. Students become ineligible for parking if in their Sophomore or Junior year they have 5 or more referrals or 2 suspensions for attendance or discipline. ISS and OCS count towards the total.
5. If cars are not parked in assigned areas, or if they park without registering, they may be towed away
6. Parking tags **may not be passed** from one student to another.
7. If a student loses a parking tag, a \$20.00 charge for a duplicate one will be required.

Only Juniors and Seniors will be allowed to park in school parking lots. Priority for parking stickers will be given to Seniors, then to Juniors. All spaces will be used on a first-come, first-served basis. There will be no assigned spaces. **Students' discipline and attendance will be considered for a student to maintain a parking permit on the PHS campus. Students may have their permit revoked during the school year if they have two or more suspensions or any combination of five or more discipline / attendance referrals. Students must also follow the parking guidelines contract signed when they were issued their parking permit.**

At the end of each school year, sophomore and junior students will be monitored for parking eligibility for the following year. **Students who have a combination of five or more discipline / attendance / referrals or two suspensions will not be eligible for a parking permit during the school year.** A clearance form will be issued before allowing the student to submit their name for eligibility in April.

Some other rules to keep in mind:

1. Keep your car locked.
2. Do not leave books or other valuables in your car. The school and Paradise Valley Unified School District are not responsible for theft or damage.
3. Cars are not to leave the parking lot and **are not to be used for any purpose during the school hours** (exception: leaving for lunch).
4. **No parking in the front parking lot unless authorized by school administration.**
5. **No parking in any unauthorized area.**

ATTENDANCE

6. All parking lots are off limits to all students during the school day except when authorized to leave campus for noontime lunch.
7. Motorcycles will also be charged the parking fee.

Parking on campus: Pinnacle High School assumes no liability for student vehicles damaged by vandalism or accidents.

Parking off campus: Pinnacle High School assumes no liability for vehicles parked off campus. This is to include side streets and other parking lots.

Parking without a parking tag: If a student parks anywhere on campus without a parking pass, that student will be subjected to disciplinary action.

Failure to follow driving or parking rules or leaving campus will be considered grounds for loss of parking privileges. No refunds will be granted.

Student Drop/Pick Up Area

When your parents drive you to school, they are asked to drop you off in the appropriately marked areas in the student parking lot. For the safety of all concerned, you are urged to never use the parking lots in the front of the building to drop off or pick up students.

Attendance Philosophy

There is a direct relationship between success in the classroom and good attendance at Pinnacle High School. You are required to attend every class while on campus. Furthermore, you are responsible for knowing and following all attendance procedures outlined in this handbook. Make school your number one priority!

Attendance—Most Common Problems

In addition to giving you the best education we can possibly give to you, we hope that we are instilling in you another important ingredient, self-discipline. Nowhere is this more evident than in your adhering to the school's attendance rules. Whenever we find it necessary to remove you from a class or suspend you for an infraction, we feel a sense of loss since most of these infractions are self-imposed. By listing these most common problems we hope that you will avoid these pitfalls.

1. **Failure to check out through the Attendance Office when you are departing early.**
2. **Failure to check-in with the Health Center when you are feeling ill.** (Many students believe that they can go home and then have their parents call to excuse them by 3:00 p.m. The 3:00 phone call deadline does not apply to this type of absence. Only the nurse can determine if you are too ill to remain on campus.)
3. **Failure to give your education its proper priority** by letting your part-time job interfere with this full-time responsibility.
4. **Attempting to take care of too many non-appropriate activities during the six-minute passing bell** (personal phone calls, stopping by the Counseling office, Attendance office, etc.). Remember, we don't want you in study halls, we want you in class.
5. If a student arrives late during the first 20 minutes of first hour, a parent must sign the student in at the Attendance Office in order for the student to be excused.

Attendance Definitions

Knowing these definitions will help you better understand the attendance rules at Pinnacle.

- A. Absence
A student not in their assigned classroom during the assigned period.
- B. Excused Absences
Those in which parents or guardians call the Attendance Office by 3:00 p.m. on the same day the absence occurs. Medical documentation may be required for some absences to be excused.
- C. Religious Absences
Absences for attendance at religious services. These are a special type of excused absences in which the parent/guardian may arrange for the absence in writing prior to these planned absences. (Religious absences are the only absences which will be excused based on a written note.) A phone call will be required if no prior written permission is obtained.

ATTENDANCE

D. Truancies

1. Any absence not reported to school by phone by 3:00 p.m. on the day of the absence.
2. Any absence without the prior knowledge and consent of the parent/guardian is a truancy and is subject to disciplinary action.
3. Any absence in which a student fails to check out through the Attendance office or the Health Center prior to leaving school.
4. Unauthorized non-parent/guardian phone calls.

E. Excessive Absentee

A student must attend class regularly to receive a passing grade. A student who is absent from class more than 10% of the number of required attendance days, and whose absences have materially affected academic progress, may fail that course, receive a lower grade, or be retained. In addition, the student may be cited and reported to the courts.

Excessive Absences-Doctor's Verification

The administration may require documentation from a doctor to verify a medical condition when absences total more than 10% of the number of required attendance days.

Included in the 10% (eighteen school days) will be excused and truant absences. Not included in the 10% will be school activities and chronic illnesses where medical documentation has already been provided regarding long-term illness or an ongoing medical condition.

F. Chronic Illness/Absences

Frequent absences resulting from a medically certified chronic (recurring) health condition which may permit the student to receive modified instructional services and exempts the student from the 18-day excessive absence provisions. Processing for chronic illness status will be coordinated by the nurse. Long range assignments will be turned in on the assigned due date without exception.

G. Tardy

Any arrival in class after the sounding of the bell signaling the beginning of the period and up to the first 20 minutes of that period. (Arriving after 20 minutes will be counted as an absence.)

Attendance Disciplinary Procedures

A. For Truancies

When you have a truancy in any class during the semester, the following disciplinary measures will be taken.

1. **First truancy:** Your parent will be notified by a computerized phone call. You may be assigned two hours of lunch detention.
2. **Second truancy:** Your parent will be notified by a computerized phone call. You may be assigned three hours of lunch detention.
3. **Third truancy:** Your parent will be notified by a computerized phone call. You may be assigned four hours of lunch detention.
4. **Fourth truancy:** Your parent will be notified by a computerized phone call. One or more in-school suspensions will be assigned.

Excessive truancies may result in off-campus suspensions for defiance of authority.

B. For Excessive Absences

1. A student will receive a written warning when the student first reaches nine absences in any class in a semester.
2. A doctor's note will be required to excuse any further absences. If a doctor's note is not provided, the student will be considered to be truant.
3. After a student is truant for nine consecutive days, the student will be dropped from school as required by Arizona State Law.
4. Students who are under 16 years of age are required by law to attend school daily. Students under 16 who are excessively absent may be referred to the Court Unified Truancy Suppression program for intervention or prosecution.

ATTENDANCE

C. For Tardies

The Paradise Valley School District High Schools have a policy that is intended to prevent tardiness. Classes are expected to start on time. When you arrive late, you are a disruption to the class and the teaching process. These are the consequences for tardiness:

First tardy:	Teacher will issue a warning to the student. The teacher may also call home to notify the student's parents
Second tardy:	The student will be reminded that the student is tardy, and that another tardy will result in a referral. The teacher may call home to notify the student's parents.
Third tardy:	One lunch detention may be assigned. The Dean of Students may call home to notify the student's parents.
Fourth tardy:	Two lunch detentions may be assigned. The Dean of Students may call home to notify the student's parents.
Fifth tardy:	Three lunch detentions may be assigned. The Dean of Students may request an in-school meeting with your parents. Subsequent tardies may result in an in-school suspension.

A serious tardy problem develops when you use the six-minute passing bell to "drop by" to see your counselor, the nurse, the bookstore, or one of the administrators. **NEVER SIT AND WAIT TO SEE YOUR COUNSELOR OR ADMINISTRATOR WITHOUT AN APPOINTMENT.** In most cases, they are busy seeing students who have made appointments the appropriate way.

WHAT IS THE APPROPRIATE WAY TO GET TO SEE YOUR COUNSELOR OR ADMINISTRATOR?

1. Stop by the appropriate office before school, after school, or at lunch time to make an appointment.
2. Respond to a pass that will be sent for you when a free time develops. This will keep you out of class the minimum amount of time.
3. Be sure to sign in and sign out from the office you are visiting.

HOW DO YOU GET TO SEE THE NURSE?

1. Report to your teacher and request a pass to see the nurse.
2. Report directly to the Nurse and be sure that you are signed in and out from the nurse's office.

Ditch Day

Neither Pinnacle nor the P.V.U.S.D. approves a "ditch day." If a mass violation of attendance policies should occur, you may be required to provide medical documentation to assist us in determining whether the absence should be excused.

Late Arrival To Period 1

If you arrive after the beginning of period one, you must sign in at the Attendance Office and pick up a pass before proceeding to your class. In the first 20 minutes of Period 1 (7:45 - 8:05), a parent must sign you in at the Attendance Office to excuse the tardy. After the first 20 minutes of Period 1, a parent phone call is required to excuse this period of absence. For tardiness and absence determination, the time of arrival in the classroom, not the time of arrival at school, will govern.

Will you be counted tardy if you are entering class during the 20-minute tardy period and your parents call for you? Yes. You will be counted tardy. The only exception is if you arrive late as a result of a medical/dental or legal appointment. An Attendance Clerk will issue you a pass to class as long as you bring with you some verification such as a pass, signed appointment card or a note on letterhead stationary from the doctor, dentist, or legal person. With this pass from the Attendance Office, your teacher will not count you tardy.

Leaving School Early

Parents **must** call the Attendance Office **before** their student leaves campus to authorize an **early departure for any reason.** It is the student's responsibility to check with the Attendance Office to verify that permission has been received before leaving campus. If you become ill after arriving at school, you **must** report to the Health Center. The Nurse will determine if you are too ill

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to remain on campus. Should she so determine, she will contact your parents to get permission to send you home.

Anyone not receiving permission to leave and checking out through the Attendance Office or through the Health Center will have a truancy assigned.

Lunch Passes

Only when you are a Senior do you have the privilege of leaving campus for lunch, and then only if you have a lunch pass. To obtain a lunch pass, you must complete the form that will be distributed at the beginning of the year, your parent or guardian must sign the form and the form must be returned to the Attendance Office.

When this is done, you will then have the off-campus lunch privilege. The school reserves the right to take away or deny the privilege. The lunch pass is automatically removed when you have accumulated two truanies in your after-lunch class or when you have accumulated three tardies in that class.

Freshmen, sophomores and juniors must remain on campus as PVUSD does enforce a closed campus policy.

Make-Up Work

You are expected to make up all work missed when you are absent from school. It is your responsibility to ensure that all work is obtained from your teacher upon returning from any type of absence. Remember, you have an amount of time equivalent to the number of days absent to make up work assigned during your absence. EXCEPTION: IN CASE OF A LONG RANGE ASSIGNMENT SUCH AS A TERM PAPER OR PROJECT, THE TEACHER MAY NOT ACCEPT THE ASSIGNMENT AFTER THE PUBLISHED DUE DATE. IT WILL BE YOUR RESPONSIBILITY TO HAVE ALL MATERIAL TURNED IN BY THE LAST DAY ACCEPTABLE UNLESS YOU HAVE MADE OTHER SATISFACTORY ARRANGEMENTS WITH THE TEACHER RESPONSIBLE. THIS INCLUDES CHRONIC ILLNESS STUDENTS.

You may not receive credit for your work when:

1. You are truant (ditch)
2. You are suspended off-campus
3. Your parents/guardians do not call the school prior to 3:00 p.m. on the day of absence.

Pre-Planned Absences

Leaving school for a day or two? Your parents are required to call the Attendance Office in advance of this pre-planned absence.

PROCEDURES IN ATTENDANCE FOR STUDENTS 18 YEARS OF AGE OR OLDER

Federal law establishes the age of adulthood as 18 years of age. If you or your child wish to emancipate, pick up a form in the attendance office, have the parent sign & notarize the form then return it to the attendance office. Upon approval the student will then be emancipated. Once complete, a certified letter will be sent to your parents notifying them of your emancipated status. In handling your attendance you must:

1. Call the Attendance Office between the hours of 7:00 a.m. and 3:00 p.m. if you have a legitimate reason for the absence from school. This will excuse your absence.
2. Sign in at the Attendance Office and write your age by your name if you are arriving on campus late. This will excuse your absence from class / classes.
3. If you have an urgent requirement to leave campus during the school day, you must first sign out in the Attendance Office.

As an adult student, you are expected to make school your first priority. Consequently, leaving campus early should be used very infrequently.

CONDUCT & DISCIPLINE

Procedure Concerning Drugs or Alcohol Suspension

- A. Possession or Using
 1. The administration shall, upon concrete evidence of possession, using drugs or alcohol (this includes lighters, facsimile of materials, imitations or "look alikes", etc..) suspend the student for a period of nine days off-campus.
 2. Second offense will result in recommendation to the Governing Board for expulsion.
- B. Selling or Supplying Drugs or Alcohol
 1. Upon concrete evidence of selling or supplying drugs or alcohol, the Administration shall suspend the student off-campus for an indefinite period pending district-level hearing.

In addition to suspension and expulsion from school, student participants in any AIA activity or school-sponsored clubs or organizations will be removed from any form of participation in those activities for eighteen (18) weeks. If the student is not currently participating when suspended, he/she will be ineligible to participate for a period of eighteen (18) weeks from the first day of suspension. This period of ineligibility will extend from one school year to the next if the offense occurs within eighteen (18) weeks of the end of a school year. Please see Parent/Athlete Handbook for more clarification.

Conduct

A. General

You are expected to conduct yourself at all times in a manner that will bring credit to yourself, your parents, and our school. Pinnacle P.R.I.D.E. is no more evident than in displaying classroom and on-campus responsibility and good citizenship. Some examples include (1) arriving in class on time, (2) coming to class prepared with books, papers, pencils and homework, (3) proudly standing and saying Pledge to the Flag, (4) showing respect for the many individual differences on campus, (5) helping keep the campus clean by properly disposing of litter, (6) accepting and following the rules of the school. You must understand that legally the school staff is responsible for the conduct of students during school hours while on the campus, at any school functions including off-campus field trips, or on their way to and from school. You are expected to follow the directions provided by all staff members during any of these times of responsibility. Any of the following acts will be grounds for disciplinary action which may include suspension or recommendation for expulsion.

1. Use, possession or sale of alcohol, narcotics, or dangerous drugs.
2. Smoking or chewing tobacco on campus.
3. Damaging or defacing school buildings or property.
4. Stealing or illegal use of others' property including cheating and plagiarism.
5. Extortion.
6. Sexual harassment.
7. Fighting or being involved in acts of violence.
8. Possession or use of weapons or other articles designed to cause bodily harm or disrupt the educational process. New federal and state law concerning weapon possession on school grounds - ARS §15-841 - "A school district or charter school shall expel from school for a period of not less than one year a student who is determined to have brought a firearm to a school within the jurisdiction of the school district..."
9. Any act which disrupts the normal school process.
10. Refusal to comply with a reasonable request by a staff member.
11. Incurable behavior.
12. Physical harm done to staff or their property.
13. Excessive familiarity (includes embracing and kissing.)

Note: The authorized limit of affection to be shown on campus must be confined to nothing more than holding hands.

The list above is not an all-inclusive list.

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- B. Conduct Regarding Animals/Livestock
Only with the permission of the teacher involved, and the Principal, will animals be brought on campus. Animals found on school property are not to be taken into the building. Should you find an animal on campus, please notify the Administrative office immediately. Abuse of animals will not be tolerated at Pinnacle High School. If abuse occurs, violators will be subject to disciplinary action up to and including suspension or possible expulsion.
- C. Conduct at Dances and Sporting Events
The following regulations are enforced at all dances and sporting events.
1. When you leave the building, you leave for the remainder of the evening and you will not be readmitted.
 2. School rules apply regarding no smoking on campus even at after-school hours events.
 3. There shall be no loitering at the doors or on the grounds outside the doors.
 4. Appropriate school dress is expected at all school-sponsored events.
 5. You must present an I.D. card for admittance to school-sponsored events.
 6. You are subject to the same rules of conduct and discipline as during the school day.

Disciplinary Options

- A. Closed Classes
You may be kept from attending a particular class because of a serious classroom disciplinary problem referred to the administration by your teacher. If the administrator decides to place you in a "Closed Class" status for that class, it means that you will have to attend study hall every day instead of attending that class. Readmission to the class will be allowed only after you have had a student/parent/teacher conference regarding the problem. Among other consequences are:
1. Absences from the class will be counted even though you are attending study hall. Consequently, a conference should be held as soon as possible.
- Your classes may also be closed because of failure to attend detention. In this case, you must attend ISS all day and serve the assigned detention as well.
- B. Detention
You may be assigned detention by any member of the faculty or administration because of undesirable attendance, tardiness, or inappropriate classroom conduct. Detention assigned as a result of tardiness, truant absences, and for disciplinary reasons will start at the beginning of fifth period. The following rules apply:
1. No one will be admitted after fifth period begins.
 2. Students will be responsible for providing their own lunch for an assigned detention.
 3. If the student has a conflict with detention and a job or appointment, the detention takes priority. Detention is not designed to be served at your convenience.
- C. Suspension
Suspension On Campus: Students will serve their time in supervised detention. It will be the student's responsibility to get their assignments on his/her time. Students may take tests during their class time. All work is to be given to the teacher on the day the student returns from suspension. Students not working in detention will be sent home to finish whatever time is left on suspension. If a student is removed from the on campus suspension room/detention room, further suspension on or off campus may be assigned.
Suspension Off Campus: Students will serve their suspension at home. Students are encouraged to get their assignments; however, credit may not be given for work missed during an off-campus suspension.
Suspension Semester: Presently, a building administrator may suspend a student for a period of up to nine school days. The nine-day suspension must follow the due process procedure (i.e., informal hearing, parent notified, etc.) Expulsion is an act that requires board action and removes the student from the district permanently. The semester suspension would be an immediate step between the ten-day suspension and the more serious expulsion from the district. The proposed suspension would be a recommendation from the building principal to the superintendent to suspend that student for the remainder of the semester

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without intervention and/or board action. Because of the adopted board attendance policy, the semester suspension would be reserved for behavior problems.

Dress Guidelines

During the 2008/2009 school year, we will place a greater emphasis on the student dress guidelines. Schools across the country are addressing this issue, as are we at Pinnacle High School. This is our attempt to set guidelines which promote a healthy educational environment for our school community. Although the guidelines listed below are not significantly different from those listed in our student handbook, this is our attempt to reemphasize **appropriate** student dress.

The guidelines include the following:

1. Dress and grooming shall not interfere with the health, safety or general welfare of those in the school community.
2. Any attire that is sexually suggestive, exposing cleavage or that is very brief, is not acceptable. Clothes should not expose the chest, abdomen, or back, and shall be sufficient to conceal all undergarments. "Sagging" is not acceptable.
 - (a) In other words, student should not wear halter-tops, tube tops, shoestring tops (those which also tie in the back), revealing tank tops, one-shoulder tops or clothing that exposes undergarments, including straps.
 - (b) Pajama tops or bottoms may not be worn at school.
 - (c) Shorts need to be an acceptable length. The school does not provide a change of clothes for shorts when dress-coded.
3. Hats, caps, or head coverings of any type are not allowed on campus, either worn or carried.
4. Attire may not display obscene language, promote gang activity, and create a threat or intimidation, or display/advocate use of drugs, alcohol, or firearms.
5. Students may not wear chains dangling from their clothes, spikes attached to clothes, neck collars, animal ears, or animal tails.
6. Footwear, with a hard bottom sole, must be worn at all times (i.e. no slippers).

The responsibility for determining dressing appropriately lies with the parent or guardian. Students who violate the dress guidelines may be asked by the Principal or designee to do any of the following:

- Remove the accessory.
- Call a parent to bring appropriate clothing for student to change into.
- School may provide a t-shirt (to be returned clean the next day).
- Continued violations may result in disciplinary action.

Again, these guidelines are an attempt to promote a healthy learning environment for our school community and we ask cooperation in this endeavor. We certainly can't specify every type of inappropriate attire, these guidelines, however, should assist as an outline for our school.

Homework

A very important addition to your classroom is homework which is designed to reinforce the information and skills you learned in the classroom. Duplication of another student's homework is plagiarism which is not allowed and may result in disciplinary action.

Initiations

New students to Pinnacle are to be welcomed, not initiated. If you are involved in administering any type of initiation to another student, you will be immediately suspended off-campus.

Personal Property

Any personal property brought or left on school premises is at the risk of the owner. In the matter of money, you should only bring enough money to meet the day's expenses.

Cell phones and electronic devices are only permitted during change of classes, at lunch, and before and after school. **CELL PHONES ARE STRICTLY PROHIBITED IN THE CLASSROOM.**

If you are in possession of these items, you will be asked to surrender them immediately. Parents / Guardians will be asked to pick up the cell phone / electronic device from the administrator. Continued violation of this guideline will be treated as a disciplinary measure.

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Petitions

Although students are allowed to circulate petitions, they may not circulate them during their individual class time.

Signs and Posters

Any signs or posters for school-related activities must be approved and signed/stamped by the administration. All signs or posters must be in good taste. Persons or organizations displaying posters are responsible for immediately removing the advertising following the event or activity.

Restricted Area

Students are not permitted in the buildings during lunch; that includes staff workrooms, classrooms and hallways.

Additional restricted areas are:

1. Athletic fields and bleachers
2. Desert
3. Gym area
4. All parking lots
5. Tennis area
6. Neighborhoods immediately adjacent to school
7. Stairway exits
8. All outside stairways/landings
9. Teacher Workrooms

Students may be subject to disciplinary action when found in an off-limits area.

Gang Policy

Rationale:

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress (sagging) or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited. The Administration believes such activities and dress present a clear and present danger, real or perceived, to the students at Pinnacle High School.

Consequences

1. Informal talk by a school official (teacher, security guard, counselor, administrator) who will attempt to reach agreement with the student as to acceptable behavior.
2. Parental involvement by telephone, letter, or a personal conference.
3. On-Campus Suspension (3 - 5 days)
4. Off-Campus Suspension (3 - 9 days)
5. Long-term Suspension / Expulsion (continuous and serious violations)

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This policy includes district personnel and students. Sexual harassment and related offenses are disapproved and will subject offenders to disciplinary consequences which may include warnings, censure, suspension, expulsion or dismissal.

Bullying (Verbal, Written, Graphic, Electronic, Sexual, Racial or Physical)

Any act committed by a student or in concert with others that is intimidating or capable of causing physical or emotional harm to others. Those involved in this type of behavior will be subject to disciplinary consequences which may include warnings, censure, suspension, expulsion, or dismissal.

ATHLETICS

At Pinnacle we encourage you to participate in as many activities as you would like. To help you make your decision about athletics, the following will provide general information as well as inform you of what sports are offered, when that session takes place, and who the head coach is.

To Participate in Athletics

1. All participants need to have an A.I.A. physical on file with the Athletic Director's office. This physical must be signed by a medical doctor.
2. All participants must have passed all classes from the previous quarter, or made up the same number of failed classes in summer school. (Summer school classes do not have to be the same as those failed.)
3. All participants must pay an Athletic Participation fee.
4. One of the participant's parents and each student athlete must view the Informed Consent video once in a four-year period, before tryouts begin.
5. All paperwork (physical, athletic emergency card, etc.) must be turned in every year to the Athletic Department in order to be eligible.
6. A copy of the student athlete birth certificate must be on file with the Athletic Department.

*** District requirements and dates are subject to change. If you have any questions, please call Rich Amanati, Athletic Director.**

Paradise Valley Unified School District No. 69

APPLICATION PROCESS FOR REINSTATEMENT OF ARIZONA INTERSCHOLASTIC ASSOCIATION ELIGIBILITY

- 1) The form will be available in the Athletic Director's office.
- 2) The student and/or parent may pick up the form at any time.
- 3) The form is to be returned to the Athletic Director.
- 4) In order to be considered for reinstatement, the form must be received prior to the 3rd or 6th week of the quarter.
- 5) The Athletic Director will photocopy the parentally signed form for all courses in which the student is currently enrolled. These forms will be distributed to the teachers.
- 6) The date of certification will be the 3rd or 6th Friday of the quarter.
- 7) The teachers must complete and return the form to the Athletic Director office by the 4th or 7th Monday.
- 8) The Athletic Director will inform the student of his/her status by 2:00 p.m. on the 4th or 7th Tuesday. Parental contact will be made via telephone with a follow up letter.
- 9) If after the evaluation, the student's status is reversed and the student is deemed eligible, an additional grade check will still be made at the 6th week benchmark. Eligibility may be continued or lost at that point. At the close of the quarter (week 9), eligibility will be determined by the quarter grade.

Reference: ADE R7-2-808
ARS 15-705

Policy

Adopted: 8-6-87

Amended: 11-5-87; 5-18-89; 7-5-90 10-4-90; 7-11-91; 12-17-92

CONFIDENTIALITY RIGHTS

NOTIFICATION OF CONFIDENTIALITY RIGHTS REGARDING EDUCATION RECORDS OF STUDENTS WITH DISABILITIES AND THEIR PARENTS

Confidentiality of educational records is a right of public school students and their parents. Two federal laws, the Individuals with Disabilities Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA) provide for this right. Under these laws, "educational records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The 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 sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order 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 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.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information

CONFIDENTIALITY RIGHTS

regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose educational records, without consent, to officials of another school district in which a student seeks to or intends to enroll.

An agency reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports crime. An agency reporting a crime may transmit copies of the student's special education and disciplinary records only to the extent permitted by FERPA.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington D.C. 20292-04605

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights are available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at (602) 542-3111.

STUDY SKILLS

Learning How to Learn—Steps to Achieve Academic Success

Time Management

You can increase the opportunities to do the things you want and need to do by improving on how you manage your time. Those who manage their time effectively have the same twenty-four hours in a day as everyone else. What they do is plan and schedule time so that they can achieve a balance in all parts of their lives, as well as be successful.

If you take time to organize your efforts, you can easily save one-quarter to one-third of your time. **The trick is to develop a concrete plan for home, school, and work.** Planning ahead and applying the time-management strategies will result in getting maximum value for the time you have. It will help you with your school work and will result in more free time to spend with friends and for leisure activities such as sports.

A very important key to successful study habits is time management. (Making the very best use of the hours in the day.) Homework happens almost everyday; how the time in the day, before school, during school, and after school is used becomes very important. The time used during school hours is committed to attending classes. Paying attention in class and having good attendance will assist you, the student, in the learning process. You learn information simply by being in school.

Setting a study schedule for after school hours will commit you to homework assignments. Schedule the study hours for you and your family's schedule. Do you study better before dinner, after dinner or both? Do you prefer studying right after school, or do you need a break? Once you have scheduled your study time, stick to it.

Time Management Hints

During class:

1. **Record all homework and other assignments, and test dates accurately.**
2. List your homework assignments and the due dates at the conclusion of each class.
3. Write down when essays and projects are due and when tests and quizzes are scheduled.
4. When you receive a mark, enter it on the Record of Achievement page.
5. Ask your teacher about any problems you encountered while doing your homework.

At home:

1. Begin by scheduling your time in half-hour or hour blocks.
2. Arrange your work in order of priority.
3. Spend more time on the subjects which require improvement.
4. Allow yourself time to review your work two or three days before a test or quiz.
5. When an assignment is completed, check it off your school agenda.
6. Transfer all unfinished tasks to a future date.
7. Review your past weekly schedule and make the necessary adjustments for the coming week.
8. Schedule time to review assignments and tests returned by your teacher. Redo incorrect answers.

HELPFUL HINTS

1. Attend Class Regularly — To maximize learning, daily attendance is critical. Schedule non emergency doctor and dentist appointments during student's free period, lunch, or before or after school. Take family trips or vacations when school is not in session. Always refer to the assignment calendar and see teachers immediately upon returning to class for make-up work. If absence is known ahead of time, see teacher before leaving for your work.
2. Arrive To Class On Time — Even being a few minutes late can be distracting and cause a student to lose valuable instructional time and disrupt the learning process of students.
3. Pay Attention In Class — Listen carefully and ask questions. Your teacher is your best resource and you should take advantage of your time in class to make sure you understand the lesson. It is especially important not to leave class without understanding how to do the previous night's homework.
4. Complete All Assignments Daily — Lack of skill development and insufficient practice of the previous day's skills make new lessons more difficult to comprehend. Assignments should be completed as soon as possible in order to draw upon examples fresh in your mind from the daily lecture. Make sure to follow the format for the homework that your teacher assigns.

STUDY SKILLS

5. Keep An Organized Notebook and Take Good Notes — Follow the teacher's guidelines for note taking instructions. The notebook is very useful to refer back to when completing your homework and studying for tests. In addition, some teachers may give notebook quizzes. Keep a copy of your assignment calendar in the front of your notebook for easy access.
6. Know Your Textbook — Become familiar with how the book sets up each lesson and how to use the table of contents, index, and glossary.
7. Practice Good Study Habits at Home — To complete your studies, locate an area in your home that is free from distractions. Complete homework as soon as possible as procrastination can sometimes lead to incomplete homework assignments.
 - a. Spend a few minutes reviewing class notes from previous assignments before beginning new assignments.
 - b. Rework problems or questions on previous homework that you had difficulty with the night before.
 - c. Read the next lesson in the book the night before the teacher lectures on it.
 - d. When completing a long assignment, stop periodically and review the questions and problems you have completed. Check your answers and compare your work to the examples in your notes.
 - e. Rewrite the daily lesson in your own words as if you were explaining it to a student who was absent.
8. Prepare For Tests, Quizzes, and Exams — Preparation for tests begins with the first day of class!!! **It cannot be stressed enough that paying attention in class, taking good notes, and doing homework daily is the best preparation for exams.** Do not wait until the night before to study for a test.
9. Answers — While accuracy is always important, much can be learned from how you arrived at an incorrect answer. On quizzes, tests, and homework, review the process you used to determine your incorrect answer and find where the error was made.
10. Be Psychologically Prepared — Being psychologically prepared means being emotionally and mentally competent before and during an exam. The best way to do this is to be academically prepared for the exam. Most test anxiety is caused by inadequate study preparation.
11. Choose a Part Time Job Carefully — While some work experience prior to leaving high school is important, it should not conflict with your academic studies. Work hours should be arranged so that home and study time have top priority.
12. Available Help — Take advantage of individual help offered outside of class by teachers.

Listening Skills

A lack of listening contributes to passive hearing. Studies show the average person listens with an efficiency of no better than 25%. Passive hearing has a negative effect on communication, instruction, and information. This would affect the learning in a classroom situation.

Active Hearing - the opposite of passive hearing is listening effectively, when the mind interacts with incoming information. The following are ways to develop Active Listening Skills:

1. Concentrate on what is being said. Don't allow noise to distract you.
2. Listen to the real meaning of the information.
3. When you require clarification, ask questions.
4. Recognize the feelings and style of the speaker.
5. Be aware of implied meanings and ideas.
6. Note main ideas and summarize key points.
7. Have an open mind and be sensitive to the speaker's point of view.
8. Give feedback when appropriate.

Note Taking

Notes are taken any time you want to keep a record of what information is being given in class. Note taking is used while listening to lectures, guest speakers, or from textbooks and other written material.

STUDY SKILLS

It is important to keep a special notebook or section in a notebook for each class set of notes. The notes will only be of use if they are organized and neatly written. When taking notes, write the main idea. The instructor will make this clear. Use the active listening skills you read about earlier. Under the main idea, write some supportive information given by the instructor. Those details will help you, the student, to remember the information being taught.

Copy down what the instructor writes on the board. This information will be important later. Be attentive. The teacher usually gives clues throughout a lecture on what will be important.

Here are some helpful hints for note taking:

1. Be attentive.
2. Write your notes in your own words rather than the teacher's.
3. Listen for important facts and ideas; do not try to get down every word.
4. Write what is on the board.
5. Listen for any numbered points.
6. Use abbreviations and outlining whenever possible.
7. Label your notes with date, course, and topic. If you use a loose-leaf notebook, number all pages. At the end of the term or semester, you will be glad you did.
8. **Highlight important parts of notes.**
9. Keep your notes neat. It is discouraging to have to study from sloppy notebooks.
10. Organize your notes as soon as possible after taking them.
11. Keep together all notes on one subject.
12. Review notes within a day.

Do You Have a Good Memory?

Everyone has the ability to memorize. Learning to use the method that suits you best is the key to developing your memory.

- A. **Association.** Many people learn by association: picking a familiar thought or item to relate to the material being learned.
- B. **Review.** To go over material is to review. **Highlight notes**, read over notes or information given in class. **The more frequently the information is reviewed, the less time each review will take.**
- C. **Oral drill.** Read over the material aloud. Hearing it yourself improves the comprehension of the material.
- D. **Flash cards.** Remember the flash cards from elementary school? They still work in high school. Place important words or phrases on cards and review them.
- E. **Each day briefly review** what you have learned. In addition, conduct a weekly review in each subject.
- F. **Summary.** After reading a chapter in a textbook, listening to a lecture, or following a discussion, make a summary of it. You will discover that summarizing is an effective aid to retention.
- G. **Reading books and articles.** Get into the habit of reading books and articles related to what you are studying, even if such reading is not required.

There are many different ways to remember. You need to find the one method that suits your needs. The most important thing to remember is that you cannot learn information for a test or important exam the night before. **15 minutes of review a night** can make the difference in your grade point average.

Taking Tests

Tests measure how much the student knows about a specific subject or area. Testing gives both the teacher and student a great deal of information in a short period of time. Our society is test-oriented. In school or in your future job, you will face many tests. Being adequately prepared is very important. The following are some suggestions of how to take different types of tests.

- A. Set up a special study schedule to prepare for your exams. Plan it so that everything can be covered in the available time.
- B. Avoid cramming. Your **review** should be completed well before the exam.

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- C. Find out what kind of exam you are getting ready for (e.g., essay-type or objective) and exactly what material will be on the test.
- D. For each subject, make a detailed list of all the topics for which you are responsible. Arrange them in order of importance and follow this order in your review.
- E. Memorize essential facts and formulas.
- F. Make up questions that you think could be on the exam and try to answer them.
- G. Get a good night's rest before the exam and begin the exam day with a good breakfast.
- H. Be sure to wear comfortable clothing. Have a sweater handy in case it is cool in the examination room.
- I. Come with the equipment you will need (ruler, pencil, calculator, etc.). Include an extra pen.

Objective Tests

1. When confronted by a large number of questions in an objective test, do not rush through them in panic. Instead, determine how much time you can afford to spend on each question and pace yourself accordingly.
2. Answer the easiest questions first; then return to the ones you have left out. Sometimes the test gives away some of the answers.
3. Be on the lookout for words that may provide a clue to the correct answer. Words like "seldom," "generally," and "tend to" often make a statement true; words like "always," "never," and "only" are more likely to make it false.
4. Before looking at the possible answers to a multiple-choice question, try to form the answer in your mind. Then look at the choices given.
5. Do not change an answer that comes to mind first unless you are absolutely sure that it is wrong.

Tips for True/False Tests

1. Assume the statement is true.
2. A statement is false if any part of the statement is false.
3. Absolute statements tend to be false. Key words: always, none, only, all, best, invariably.
4. Words usually found in true statements: many, most, some, generally, frequently.

Tips For Multiple Choice Questions

1. Read the 'stem' of the question, try to answer it, then check your answer with the choices.
2. Be logical in choosing your answer.
3. If the answers are a list of dates or numbers, you can usually eliminate the highest and the lowest.
4. Watch for the word NOT.
5. Absolute words like all, none, never, always, constantly, and usually make the answer untrue and should be eliminated as distractions.
6. Answers that are combinations of possible answers are usually right.

Tips For Essay Questions

1. Read and understand the question. Answer all of it. If the question asks you to compare AND contrast, do BOTH; if it asks you to discuss three people, discuss all three.
2. Decide how much time should be allotted to each question. Let the marking scheme be your approximate guide.
3. Begin with the questions that you can answer most easily. It is important to get off to a good start.
4. Locate the key word in the question and answer your question accordingly. Key words are discuss, compare, explain, contrast, list, describe, and outline.
5. Jot down all the facts you know about the subject right away.

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6. Your introductory paragraph is the most important. You do not get a second chance to make a good first impression. Your **THESIS** is the most important part of the introduction. A good thesis must involve both the topic and an opinion about the topic.
7. Organize your answers in the following way:
 - a) make a rough outline of the points to be included
 - b) begin with a **thesis**, that incorporates the key words of the question
 - c) support your thesis with specific examples and detailed information
 - d) come to a definite conclusion by very briefly summing up your answer
8. Always write an answer in paragraph form unless the question specifically calls for a list.
9. If in answering a particular question you run out of time, leave a gap and return to it later if time permits.
10. Try to leave yourself enough time at the end to read over what you have written and to correct any mechanical errors (in spelling, punctuation, etc.).
11. Write carefully.

Regardless of the type of test, your paper can be a valuable guide for learning. **Don't throw it away.** It may hold clues that will help you do better on the next test. You may feel tempted to never look at it again, especially if you got a low grade. Take the time to correct the wrong answers, **review** the mistakes you made, and put it in your notebook. If you have concerns about the test or the answers, don't be afraid to ask the teacher. Test taking is a learning process. Use the corrected test for further review for future tests.

Thinking Critically About Information

Critical thinking simply means a way of thinking intelligently, carefully, and with as much clarity as possible. If you cannot interpret information to understand or think through the various sides of an issue, and the results and implications of the decisions that are made, then you leave the decisions to someone else.

1. Thinking is the basis of actions. Thinking allows us to establish goals to act and accomplish a plan.
2. Choices and decisions require a sharp mind. One of the most important skills that you need in developing and learning information is the ability to think carefully about what you read, hear, or see.
3. Personal and social problems require clear and powerful thinking.

Below are some helpful hints for developing skillful critical thinking:

1. Get all the information you need.
2. Check the sources of information.
3. Be sure you understand; ask questions to be sure.
4. Be flexible and open-minded.
5. Make connections.
6. Develop problem solving skills.
7. Think ahead.
8. Organize your thoughts.
9. Analyze and learn from setbacks.
10. Be patient.

With all of this information at your fingertips, the administration, teachers, and staff wish you a very successful year at Pinnacle High School. The place where you CAN DO whatever you set your mind to do to be successful.

SAFETY REGULATIONS FOR SCIENCE STUDENTS

While working in the science laboratory, you will have certain important responsibilities that don't apply to other classrooms. You will be working with materials and apparatus which, if handled carelessly or improperly, have the potential to cause injury or discomfort. A science laboratory can be a safe place to work if you, the student, are foresighted, alert, and cautious. The following safety rules are given to you to prevent accidents and injury to yourself and others in the lab

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setting. It is your responsibility to be familiar with these rules and help enforce them to maintain a safe laboratory environment.

1. Maintain a serious work attitude while in the laboratory.
2. Do not attempt any unauthorized experiments.
3. Do not begin your lab work until you have a clear understanding of the procedures.
4. Wear goggles **at all times** in the lab.
5. Tie long hair back to protect it from burner flames and chemicals during the lab.
6. **Always** wear closed toe shoes (no sandals) in a science classroom.
7. Do not wear long necklaces, long sleeves, bulky clothing, or ragged jeans on lab days.
8. Know the location of the fire extinguishers, safety shower, eye wash, and fire blanket. Be sure you know how to use them.
9. Report all accidents, injuries, or incorrect procedures, no matter how minor, to your teacher immediately.
10. Never taste, smell, drink, or touch any chemicals during a lab.
11. The throwing of **any items** will not be tolerated. This includes such innocent looking items as gum and pencils.
12. Do not put materials in the sink unless directed by teacher to do so.
13. Keep your work area clean and free of unnecessary materials.
14. **Students are not permitted in lab storerooms or teacher workrooms.**
15. Any student guilty of endangering the safety of others in the lab will be prohibited from future lab participation and will receive a ZERO on future labs for the remainder of his/her time in the class.
16. Proper clothing must be worn during lab participation.

It would be impossible to list all the safety measures for you. Just remember to think safely and use good judgment when working in the laboratory.

HELPFUL TIPS FOR PARENTS

1. Be positive and supportive. Do not tolerate "I can't." Only relate positive experiences.
2. Check student's notes and homework for completeness, promptness, and organization.
3. With your child, regularly discuss their classroom activities.
4. Take advantage of opportunities to meet with your child's teacher.
5. Encourage your child to be persistent when the work becomes difficult and not to expect the parents to do the work for them.
6. Engage with your child in family games, puzzles, and other activities that use a variety of skills.
7. Students often perform to levels of expectations set for them — so set high expectations for your child.
8. Encourage your child to be confident in the academic ability.