

Honesty

HOPE

INTEGRITY

SLAM

OPTIMISM

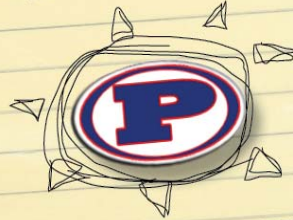
artistic

responsibility

INITIATIVE

ideas

empathy



Pinnacle High School

Home of the Pioneers

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

An A+ School

Advanced Placement Classes ♦ National Merit Scholars
North Central Accredited

Mission Statement

Pinnacle High School is dedicated to leading students to individual excellence by providing them a safe learning environment that fosters high academic standards and the collaboration of the entire school community.

Values

Academic, Social, and Personal Excellence
Education of the Whole Person
Passionate Leaders in Teaching and Learning
Collaborative Community

Vision Statement

Pinnacle High School is a collaborative community that promotes the education of the whole person. We provide a quality education to all students, challenging them to achieve academic, social, and personal excellence. We are dedicated to the development of leadership in teaching and learning that will be applicable in the global community.

“MAKE EVERY DAY COUNT!”

PINNACLE CONTINUES TO EXCEL!

For the fourth year in a row Pinnacle High School has been labeled an EXCELLING school by the state of Arizona and is one of Newsweek Magazine's top 1,200 public high schools! Accomplishments such as these cannot happen without the teamwork and dedication of an entire school community. Congratulations to the staff, students and parents at Pinnacle High School whom MAKE EVERY DAY COUNT and make Pinnacle one of the best schools in the country!

Pinnacle Administration

Jason Reynolds.....Principal
Brenda Corte.....Assistant Principal
Heather Brelo.....Assistant Principal
Mike Tesensky.....Assistant Principal
Santhe Niedner.....Lead Counselor
Deanne Dykstra.....Dean of Students
Michelle Martin.....Dean of Students

Important Phone Numbers

Attendance.....(602) 449-4001
Counseling.....(602) 449-4015
Health Office / Nurse.....(602) 449-4003
Registrar.....(602) 449-4012
Athletic Office.....(602) 449-4023

Paradise Valley Unified School District

PVUSD GOVERNING BOARD

Mrs. Nancy Case, President
Mrs. Anne Greenberg, Member
Mr. Mark Lane, Member
Mrs. Julie Bacon, Member
Dr. Sue Skidmore, Member

SUPERINTENDENT

James P. Lee, Ed.D.

Principal's Letter

Dear Pinnacle 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 administrators are dedicated to providing our students with the most rigorous curriculum and the best opportunities to learn leadership, communication, and community building skills. We 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 information that will help our students be successful in organization and to follow school guidelines and rules. 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 Pinnacle High School and are prepared to be successful. Additional information can be found at the Pinnacle High School website. If you have questions regarding the information or any other issues concerning Pinnacle High School, please do not hesitate to give us a call.

Have a Great Year,

Jason W. Reynolds
Pinnacle High School Principal

School Policies and Procedures

Following are commonly referenced school rules and procedures. A complete guide of district policies, procedures, rights and responsibilities is found in the PVUSD Parent/Student Handbook online on our district and school websites.

Pinnacle High School
<http://www.pvschools.net/phs/>

Paradise Valley Unified School District
<http://www.pvschools.net/>

Student rights and behavioral expectations apply whenever a student is on school property, including school buses, in the vicinity of the school, at school activities, at school-sponsored activities and on the way to and from school.

Attendance

Make school a number one priority! Regular attendance is the key to student success. Students should remain out of school only when absolutely necessary, such as in the event of illness. ***Students must be fever-free without medication for 24 hours before returning to school.***

Pinnacle High School Attendance Line: 602-449-4001

General Attendance Procedures

- **Parents of absent students are expected to notify the attendance office by phone on the day of absence and before 3:00 PM.** If notification is not made to the school before 3:00 PM, the absence will be considered unexcused. A phone dialer system will notify parents of unexcused absences.
- **Pre-planned absences can be reported to the attendance office by phone in advance of the day of absence.**
- **Notify the attendance office on the morning of a pre-planned early departure.** The attendance office will prepare a *Request for Student* permit that will allow a student to leave the classroom for excused early dismissal. Students are responsible for picking up the *Request for Student* permit before school or in passing periods. ***Students will not be called out of class when prior notification has not been given to the attendance office, or if the student fails to pick up the Request for Student permit.***
- **Always check in and check out through the attendance office when arriving late or leaving early.** Failure to check out through the attendance office prior to leaving school during school hours is a violation of leaving school grounds without permission and the absence will be recorded as unexcused. A person picking up a student must be listed on the student's emergency card and show valid picture I.D. A parent must call ahead for a student to be excused and released to an emergency contact.
- **Check in with the Health Center to report illness or injury that occurs during school hours.** Only the school nurse can determine if a student is too ill to remain on campus. The Health Center will notify attendance when students are released early because of illness or injury.
- **If a student arrives late and up to 20 minutes after the start of the first class period, a parent must sign the student in at the attendance office in order for the student to be excused.** The student will be recorded as tardy unless verification is provided for a doctor/dental, or legal appointment.

Attendance

- **Do not drop off, pick up, or wait in any school fire lane including the circle in front of the administration building. Violators may be prosecuted.** Pinnacle visitor parking spaces are located in the administration/faculty parking lot.
- Families may be referred to the school nurse and/or counselor for help with major illnesses or chronic absences.
- Food or materials left for students will not be accepted unless delivered by the student's parent. The attendance office will not notify nor deliver food or materials to a student.
- Students can monitor their attendance record through Infinite Campus using their PVUSD username and internal password.

Excessive Absence

Arizona law requires students to attend school through the completion of the 10th grade or to the age of 16. A student who is absent from class in excess of 10% of the number of days the class is in session is at risk of failing the course. Medical documentation from a doctor will be required to further excuse absences in excess of 10% of the days the class is in session. Without medical documentation, these absences will be considered truant.

As required by Arizona State law, a student truant for nine consecutive days will be withdrawn from school.

Refer to the Paradise Valley Unified School District website or PVUSD Parent/Student Handbook for guidelines pertaining to excessive absences, doctor's verifications, chronic illness, and truancy.

Tardy Policy

Adequate time is allotted for student travel from one classroom to the next. A student is considered tardy when arriving to school or class after the scheduled start time. Students arriving tardy to the classroom disrupt instruction and student learning; therefore, there may be disciplinary consequence for tardy arrival to the classroom.

First tardy: The teacher will issue a warning to the student and may notify the student's parents.

Second tardy: The teacher will issue a second warning to the student and remind the student that a third tardy will result in a referral. The teacher will notify the student's parents.

Third tardy: The teacher will notify the student, issue a conduct referral and forward it to a school administrator. Detention will be assigned.

Attendance

Fourth and subsequent tardy attendance: The teacher will notify the student, issue a conduct referral, and forward it to a school administrator. Detention or suspension will be assigned.

If a student arrives late and up to 20 minutes after the start of the first class period, *a parent must sign the student in at the attendance office* in order for the student to be excused. ***The student will be recorded as tardy*** unless verification is provided for a doctor/dental, or legal appointment.

A student arriving later than 10 minutes after the scheduled start time and without verification from the attendance office, counselor, or administrator will be recorded as truant from the class.

Bell Schedules

BELL SCHEDULES

As a matter of expectation, courtesy and respect, students are required to be in the classroom and in assigned seats at the first bell and to remain in assigned seats until the dismissal bell.

Full Day Schedule

Period 1: 7:30 - 8:23	Lunch: 11:30 - 12:07
Period 2: 8:30 - 9:23	Period 6: 12:07 - 1:00
Period 3: 9:30 - 10:23	Period 7: 1:07 - 2:00
Period 4: 10:30 - 11:30	

Early Release Schedule

Period 1: 7:30 - 8:05	Period 4: 9:33 - 10:08
Period 2: 8:11 - 8:46	Period 6: 10:14 - 10:49
Period 3: 8:52 - 9:27	Period 7: 10:55 - 11:30

Advisory Schedule

Period 1: 7:30 - 8:15	Period 4: 10:59 - 11:44
Period 2: 8:21 - 9:06	Lunch: 11:44 - 12:18
Advisement: 9:12 - 10:02	Period 6: 12:24 - 1:09
Period 3: 10:08 - 10:53	Period 7: 1:15 - 2:00

My 1st Semester Schedule

Pd 1: _____ Rm: _____
Pd 2: _____ Rm: _____
Pd 3: _____ Rm: _____
Pd 4: _____ Rm: _____
Pd 6: _____ Rm: _____
Pd 7: _____ Rm: _____

My 2nd Semester Schedule

Pd 1: _____ Rm: _____
Pd 2: _____ Rm: _____
Pd 3: _____ Rm: _____
Pd 4: _____ Rm: _____
Pd 6: _____ Rm: _____
Pd 7: _____ Rm: _____

Calendar for 2011-2012

Calendar for 2011 -2012

FALL SEMESTER 2011

AUGUST

- 11 Classes Begin
- 23 Early dismissal for teacher professional development
- 25 Open House

SEPTEMBER

- 5 **Labor Day Recess**
- 15 Advisement Day / Freshman Advisement Night
- 16 Homecoming - Pinnacle vs. X
- 20 Early release for teacher professional development
- 22 College Info Night (Juniors)
- 27 In-State College Night (all students welcome)
- 29-30 **K-12 Recess**

OCTOBER

- 11 Early dismissal for teacher professional development
- 14 Grading period ends
- 15 PSAT Test (optional)
- 18 Parent/Teacher Conferences
- 25-27 AIMS Testing for upperclassmen only

NOVEMBER

- 2 Sophomore College Info Night
- 3 Advisement Day
- 5 PLAN Test (optional)
- 11 **Veterans Day Fall Recess**
- 22 Early Release for PHS Only
- 23-25 **Thanksgiving Recess**

DECEMBER

- 5 Financial Aide Night (Seniors)
- 16-19 High school exams / early dismissal

20 **9-12 Recess**

Winter Break December 21st - January 3rd _____

SPRING SEMESTER 2012

JANUARY

- 4 Classes Resume
- 10 Early dismissal for teacher professional development
- 12 Advisement Day
- 16 **MLK/Civil Rights Day Recess**

FEBRUARY

- 7 Early dismissal for teacher professional development
- 9 Parent / Teacher Conferences
- 20 **President's Day recess**
- 28-29 AIMS Writing / Reading

MARCH

- 9 Grading period ends
- 16 Early Release - PHS Only
- 19-23 **Spring Break**
- 29 Advisement Day

APRIL

- 3 Early dismissal for teacher professional development
- 6 **Spring Recess**
- 10-11 AIMS Math / Science (4/10 only -Stanford 10 Testing frosh)

MAY

- 7 Senior Awards Night
- 17-18 Seniors Only - final exams
- 23-24 High School exams / early dismissal
- 24 Last day of classes / early dismissal / HS Graduation

Closed Campus Policy

CLOSED CAMPUS POLICY

PVUSD enforces a closed campus policy. Students may not leave campus at any time during school hours or throughout their scheduled day. Specifically:

- Once a student has arrived to school, the student may not leave campus under any circumstances.
- Students arriving by school bus may not leave campus at any time nor enter the student parking lot under any circumstances.
- Students holding parking permits may not return to their vehicles at any time during school hours.
- Students may not leave campus for lunch.
- ***Senior students who have completed their scheduled school day before lunch may not leave campus without student identification. Without student identification, Seniors may not leave until the end of the lunch period, generally 12 noon.***

Restricted Areas

Before school, after school, during passing periods and in the lunch period students are not permitted in restricted areas on and around campus.

Restricted areas include:

1. Athletic fields and bleachers
2. Desert
3. Gyms
4. Auditorium
5. Bus lane
6. All parking lots
7. Tennis courts
8. Neighborhoods immediately adjacent to school
9. Stairway exits, stairwells and landings
10. Teacher workrooms and building lecture halls

Students are prohibited from staying in or entering buildings other than the cafeteria during lunch. Students found in restricted areas will be subject to disciplinary action.

Dress Code

STUDENT DRESS AND APPEARANCE

Student dress, personal appearance or conduct shall not disrupt nor distract from instructional procedures, school-sanctioned social functions, or the disciplinary control of the teachers. Pinnacle High School adheres to PVUSD guidelines regarding appropriate student dress, conduct, and appearance.

These guidelines include the following:

1. Dress and grooming shall not present a risk to the health, safety or general welfare of students or staff.
2. Student attire may not interfere with or disrupt the educational environment or process, or be counterproductive to curriculum goals and/or educational objectives.
3. Clothing and accessories may not display obscene language or symbols, or advocate the use of illegal substances.
4. Attire may not expose the chest, abdomen, genital area or buttocks. Clothing must sufficiently conceal all undergarments. Transparent clothing is prohibited. "Sagging" is not acceptable. **Appropriate undergarments must be worn, and clothing must sufficiently conceal all undergarments.**
5. Attire may not create an atmosphere of threat, intimidation or undue pressure.

Dress-Code Violations

Students are expected to be in appropriate dress at all times. Students inappropriately attires will be issued a Dress-Code Violation and be required to change into school appropriate attire, or may be sent home for a change of clothing.

Prohibited attire includes but is not limited to:

- Pajama tops or bottoms
- Shirts or tops with narrow straps (less than 1 inch), spaghetti straps, and tube tops, off the shoulder and backless tops.
- Shorts that do not sufficiently conceal buttocks, or are immodestly short, or immodestly tight-fitting

Dress Code

- Hats, caps, or head coverings of any type, either worn or carried
- Chains and spiked clothing or accessories
- Bare feet and footwear designed for indoor use (pajama slippers)

Continued violations of the Dress Code will result in disciplinary action.

Hall Passes / Student ID

HALL PASSES/STUDENT PLANNER

The Student Planner is the student's hall pass. Students are expected to remain in class during the entire instructional period. Leaving class during the hour should be an extremely rare occurrence and only with permission from a teacher. Students must be prepared to show the student planner and a student identification card whenever requested by a Pinnacle staff member. A student without a student planner/hall pass will be considered to be out of class without permission, which may result in disciplinary action.

Student planners can be purchased in the Finance Office for \$5.00. The Finance Office is located in the ITC.

IDENTIFICATION CARDS

All Pinnacle High School students are required to carry a school identification card at all times. Student identification card pictures are taken at walk-thru registration in the fall and ID cards are made immediately available to students.

Students must carry a school I.D. card at all times and must present it:

- When requested by any staff member
- In the ITC
- To ride the school bus
- When attending school events (dances, athletic events, etc.)
- **To proceed to the student parking lot for early leave or late arrival (Juniors and Seniors).**

The replacement cost for a new identification card is \$10.00. Identification cards are purchased in the Finance Office in the ITC.

Homework / Assignments

HOMEWORK

Homework and assignments are an opportunity to improve skills learned in the classroom. The PVUSD Governing Board supports teachers holding students accountable for completing all assignments. As such, not every assignment need be used for grading purposes. Consult with individual teachers as to homework expectations and how parents can help support students.

Make-Up Work

Students are expected to make up all missed assignments when absent from school. It is the student's responsibility to ensure that classroom instructional notes and assignments are obtained from teachers upon returning from any type of absence. Students have an amount of time equivalent to the number of days absent to make up work assigned during an absence.

EXCEPTIONS:

- IN THE EVENT OF A LONG RANGE ASSIGNMENT SUCH AS A TERM PAPER OR PROJECT, OR IF AN ABSENCE OCCURS ON THE DATE OF A PREVIOUSLY COMMUNICATED DUE DATE, SUCH AS A TEST OR EXAM, THE TEACHER MAY NOT ACCEPT THE ASSIGNMENT AFTER THE PUBLISHED DUE DATE OR AFTER THE DAY OF THE STUDENT'S RETURN. IT WILL BE THE STUDENT'S RESPONSIBILITY TO HAVE ALL MATERIALS TURNED IN BY THE LAST DAY ACCEPTABLE UNLESS SATISFACTORY ARRANGEMENTS HAVE BEEN MADE WITH THE TEACHER.
- STUDENTS WITH CHRONIC ILLNESS ARE HELD TO THIS SAME POLICY.

Students may not receive credit for assignments when:

1. Truant / Excessive
2. Suspended off-campus
3. Parents/guardians do not call the school prior to 3:00 p.m. on the day of an absence.
4. When absences are excessive and the student is consequently recorded as truant.

Final Exams

Students are required to take Fall and Spring semester exams in each subject. No student is exempt from these exams.

- Semester and final exams will not be administered to a student prior to posted exam dates.
- A grade of "F" will be recorded and counted in the course grade book for all exams missed due to absence and until the exam has been administered and graded.
- Contact our counseling office to schedule a time when semester or year-end final exams may be taken. Limited summer hours are available.

Parking / Student Automobile Use

PARKING / STUDENT AUTOMOBILE USE

Pinnacle High School has limited parking available to students. Only authorized Senior and Junior students holding a valid parking permit will be allowed to park on campus in a school designated student parking lot.

At Pinnacle High School, students' discipline and attendance will be considered for a student to maintain a parking permit. A student may have a parking permit revoked during the school year if she/he accumulates one or more suspensions or any combination of four or more discipline or attendance referrals. Students must follow the parking guidelines contract signed when issued a parking permit.

At the end of each school year, student disciplinary records will be monitored for parking eligibility for the following year. **Students who have a combination of four or more discipline / attendance / referrals or one suspension 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.

Eligible Seniors will be given priority to obtain a parking permit. Any remaining available parking spaces will be issued to eligible Junior students chosen at random in a lottery drawing.

Parking spaces in the student lot are available on a first-come, first-served basis. There will be no assigned spaces.

All PVUSD high schools assess a parking permit fee of \$180 according to District regulations. The parking fee is for any registered automobile or motorcycle. Replacement for a lost parking permit will be assessed a 20.00 charge.

Students wishing to drive to school and park on campus must follow these procedures:

1. Register your vehicle (see the Assistant Principal).
2. Pay the District's parking fee and have no outstanding balance with the PHS Finance Office.
3. Place sticker/parking permit on the driver's side bottom left corner of front windshield.
4. Follow safe driving practices to and from school and on school grounds.

Parking / Student Automobile Use

Student parking permits may be revoked for parking or driving violations. Parking permit fees will not be refunded when parking permits are revoked.

Automobile/Parking Violations:

- Leaving school without permission or without checking out through the attendance office.
- Entering the student parking lot or going to a student vehicle during school hours and without permission.
- Accumulating 4 or more disciplinary referrals or 1 suspension including unexcused attendance, tardy referrals, in-school or off-campus suspensions. Accumulation begins in grade 10 through grade 12.
- Failing to park in assigned areas.
- Parking without registering a vehicle.
- Passing a parking permit to another student/"lending" a permit to another student.
- Driving recklessly, speeding, or behaving inappropriately.

Pinnacle High School assumes no liability for vehicles damaged by vandalism or by accidents while on school property.

- *Keep your car locked.*
- *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.*
- *Vehicles may not leave the parking lot and are not to be used / visited for any purpose during school hours.*
- *Do not park in an unauthorized area.*

Parking / Student Automobile Use

Good Neighbor Policy / Off Campus Parking

We uphold a good neighbor policy with the surrounding community. Students are not to park in the surrounding community during the school day; doing so will impact eligibility for a future Pinnacle parking pass. Students who choose to park in off limits areas such as neighboring side streets or in the driveways of vacated properties may be subject to penalty, boot, and or/tow violation of City of Phoenix parking or trespassing laws.

Personal Property

PERSONAL PROPERTY, CELL PHONES AND ELECTRONICS

Personal items that are not considered necessary for the student's educational experience should be left at home. Students assume full responsibility for the security and safekeeping of their lockers, desks, backpacks, books, and other property and equipment.

Pinnacle High School assumes no liability for personal property including money, cell phones, or electronic devices that may be damaged, stolen, or confiscated on school property.

The use or possessions of electronic devices that may interfere with the ordinary operation of the school are prohibited during the school day. Examples include but are not limited to cell phones, I-Pods, audio music devices, electronic games, laser pointers, or any other electronic device.

If they choose to bring them, use of cell phones and electronic devices are permitted during change of classes, at lunch, before and after school.

The use of cell phones is strictly prohibited in the classroom.

Other

CHEATING OR PLAGIARISM

Cheating or plagiarism is taking someone else's work for one's own, practicing fraud or deception with relation to schoolwork or responsibilities or using electronic devices to inappropriately retrieve or disseminate classroom information. Cheating and plagiarism are grounds for receiving no credit for the schoolwork in addition to a disciplinary referral.

Bullying

Bullying involves repeated acts, over time that involves a real or perceived imbalance of power. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulation social relationships). Bullying is an unacceptable behavior and is subject to disciplinary action. Students should talk to a trusted adult if they are being bullied or are witnesses of another student being bullied. Students and parents are encouraged to confidentially report instances of bullying or harassment to the grade level administrator.

Hazing

Hazing is any intentional, knowing, or reckless act committed by a student(s), against another student(s), which contributes to or causes a substantial risk of potential physical injury, mental harm or degradation in connection with an initiation, affiliation or maintenance of membership in any organization. Sports and clubs do not promote or condone hazing or bullying activities for initiation or any other purpose. Participating in this behavior will result in disciplinary action and possible removal from the sport or club.

When you need Help

Freshmen and seniors can see their advisors or their guidance counselor. Freshmen also have access to their student mentors. Any student experiencing a problem and has not been able to get help from another person can see the grade level administrator.

Peer Mediation

Administrators can aide students in resolving conflicts by arranging peer mediation. Peer mediators help students talk through problems and arrive at solutions. Participation is voluntary and is considered preventative.