



Student Handbook

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A SAFE PLACE TO EXPLORE AND LEARN

STATEMENT OF VISION

In Spanish, presidio means fort, a place of safety. Presidio School is just that, a safe place to explore and learn. Presidio School offers an exciting and positive educational atmosphere in which students are taught the value of respect, responsibility and diversity. Our learning community encourages independence of thought and deed, while teaching the need for self-imposed limits so as not to infringe upon the rights and freedoms of other community members.

In order for Presidio School to be able to offer a safe and open learning environment, all members of the school community (students, faculty, administrators, and guests) must abide by two basic principles - **respect and responsibility**. Each member must be able to respect the differences of others, listen to diverse opinions and discuss diversity without trying to force change. Respect for self is as important as respect for others. Self-respect is the first step towards the ability to accept others. Responsibility for establishing and maintaining a positive atmosphere at the school lies with each member of the school community. Presidio School believes that all members of the school's community should have a voice in determining how your school operates. Therefore, parents, students, and teachers are periodically asked to provide input into how the school operates and how to best meet the needs of the students.

CHARTER SCHOOLS

Charter schools may be established to provide a learning environment that will improve pupil achievement. Charter schools provide additional academic choices for parents and pupils. (A.R.S. § 15-181)

Presidio School is operated by a 501(C)(3) Not For Profit Corporation and was chartered by the Arizona State Board for Charter Schools in 1996. As such, Presidio School is a tuition-free, independent public school open to any student who resides in Pima County. Like other public schools, Presidio is publicly funded by local, state, and federal tax dollars based on enrollment and is held accountable to state and federal academic standards and financial accounting regulations. Presidio School must comply with all provisions of applicable law to receive state funding and must undergo an annual financial audit conducted by an outside auditor. Presidio's charter contract renewal is granted based upon documented fiscal soundness and attainment of our paramount goal of improved student academic achievement.

PRESIDIO SCHOOL ADVISORY BOARD

The Presidio School Advisory Board is a voluntary organization whose membership is open to faculty, students, parents, and interested citizens such as business people, post-secondary educators, service providers, and Presidio School's neighbors. The Advisory Board meets on an as needed basis and is responsible for assisting the school with program planning, school improvement planning and the development and implementation of the Integrated Action Plan and stakeholder survey needs. Sub committees of the Advisory Board (e.g. PTSO, Strategic Planning Committee) meet monthly. Any parties interested in volunteering to serve on the Advisory Board should contact Erin Foudy at efoudy@presidioschool.com. She will forward the information to the appropriate faculty member.

PRESIDIO SCHOOL HEALTH AND WELLNESS POLICY

For the safety of students, faculty, and staff, a completed Medication form that in most instances, includes a doctor's approval, must be submitted and approved prior to students bringing medications to school. Medications are to be kept in a locked cabinet in the administrative area and are not to be in the student's possession unless specified on the Medication Form. Students who have chronic illnesses (e.g. asthma, autoimmune disorders) must complete Chronic Illness forms if their chronic illness adversely impacts the educational setting. The Chronic Illness Form should also address any attendance challenges that are a result of the chronic illness.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights	Student Responsibilities
<p>Students at <i>Presidio School</i> deserve the right to an education in a community that is supportive of the learning process. The following is a list of rights that belong to you and cannot be taken away by anyone. Your classmates, teachers, administrators and other school staff have these same rights. Violations of student rights will be addressed under the discipline code.</p>	<p>With every right comes a responsibility. Acceptance of these responsibilities will help ensure your success as a <i>Presidio School</i> student and will help create a safe atmosphere that promotes learning. The following is a list of your responsibilities. Violations of student responsibilities will be addressed under the discipline code.</p>
<ul style="list-style-type: none"> ● You have the right to an environment conducive to the learning process. 	<ul style="list-style-type: none"> ● You have a responsibility to allow others to pursue their education without disruptions.
<ul style="list-style-type: none"> ● You have the right to be respected and treated fairly at school. 	<ul style="list-style-type: none"> ● You have a responsibility to respect others regardless of your personal differences.
<ul style="list-style-type: none"> ● You have the right to expect your teachers to assist you in the learning process in a supportive and respectful manner. 	<ul style="list-style-type: none"> ● You have a responsibility to be prepared for class, which includes working during class time and completing assignments to the best of your ability.
<ul style="list-style-type: none"> ● You have the right to be safe in your school. 	<ul style="list-style-type: none"> ● You have a responsibility to make the school a safe and positive place to be by following all school and classroom codes of conduct.
<ul style="list-style-type: none"> ● You have the right to be an individual and express your individuality. 	<ul style="list-style-type: none"> ● You have a responsibility to accept the differences between people and to allow them the same freedoms afforded to you.
<ul style="list-style-type: none"> ● You have the right to be a member of the <i>Presidio School</i> student body and, as such, to be judged upon current behavior and deeds, not past actions. 	<ul style="list-style-type: none"> ● You have a responsibility to come to school, be on time to all of your classes, and be a positive force in the school community.
<ul style="list-style-type: none"> ● You have the right to express your beliefs and ideas. 	<ul style="list-style-type: none"> ● You have a responsibility to refrain from using words or actions that may hurt or intimidate others.
<ul style="list-style-type: none"> ● You have the right to tell your side of the story. 	<ul style="list-style-type: none"> ● You have a responsibility to present your side of the story honestly and in a calm, reasonable manner.
<ul style="list-style-type: none"> ● Based upon eligibility, you have the right to receive appropriate No Child Left Behind (NCLB) services. 	<ul style="list-style-type: none"> ● You have a responsibility to take advantage of NCLB services offered to assist you achieve academic and personal success.

COMMUNICATION

SOCIAL MEDIA

The Presidio School website, www.presidioschool.com, contains information for the public and the Presidio School community. School information is also communicated via electronic newsletters, Facebook, Twitter, Instagram, YouTube, and SchoolMessenger. For questions about information listed on Presidio School's social media forums, please contact Erin Foudy at efoudy@presidioschool.com.

Presidio offers several opportunities for in person communication/community building through events such as: Meet & Greet, Open House, Kinder Roundup, 5th and 8th Grade Step Up Days, and Parent Nights to provide an opportunity for parents to tour the campus with their children, meet their children's teachers, visit classrooms and receive information about class schedules, goals, curriculum maps, volunteer opportunities, ESSA Services and Programs, and other important information.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences concerning your child will be scheduled by the teacher on an as-needed basis. Teachers will be responsible for scheduling conferences with parents/guardians if a student is having academic or behavioral issues that are limiting succeeding in their class. Parents/guardians can, however, ask to schedule a conference with teachers should there be concerns that they believe need to be addressed.

GENERAL TEACHER COMMUNICATIONS

Teachers have the option of utilizing various communication methods, such as email, Class Dojo, Remind App, and/or Communication Folders (grades K-5) to facilitate communication. School announcements are broadcast by the homeroom teacher at specified times of day and are a primary method of communicating with our student body about activities, meetings, changes in schedule and other important information. Please refer to your child(ren)'s class syllabus or welcome letter for additional information. **Any questions, concerns, or information regarding grading or other classroom-related matters should first be addressed with the teacher.**

CONCERNS/REQUESTS FOR INFORMATION

In the event that bringing your concerns to the teacher does not resolve the matter, a meeting may be arranged with the Principal by completing a Need to See Form or sending an email to the Principal. Your request should provide as much detail as possible so that the Principal can be fully prepared to assist you in resolving the issue. The Principal will respond within 4 school days. If the issue is not resolved to your satisfaction, you may appeal to the Board of Directors through a written appeal submitted 48 hours prior to the next regularly scheduled Board Meeting. Scheduled Board Meetings are posted on the Presidio Calendar located on the Presidio School website.

360 PORTAL

Using 360 Portal, parents/guardians and family members can access a "real time view" of academic progress and other important information via the internet by visiting the 360 Portal at <http://www.presidiportal.com>. Parents/guardians will be able to view the following: attendance, current marks, GPA history, mark history, student schedule and a PDF copy of their child's report card, test history, vaccination records, and the school calendar. Grades are updated weekly by 5:00 PM each Wednesday.

SCHOOLMESSENGER

SchoolMessenger permits Presidio School to send notices such as attendance issues, emergency alerts, academic issues and successes, school events, etc. to parents and guardians in an accurate and secure manner. It allows parents to select the automatic communication medium(s) through voice call or email. Parents and students need to ensure that Presidio has accurate and updated contact information.

ACADEMIC PROGRAMMING

ACADEMIC INTEGRITY

Academic integrity is defined as honest and responsible scholarship. Presidio students learn and maintain academic integrity by developing original ideas in all coursework, accurately citing all sources of information, completing assignments independently and/or acknowledging collaboration, accurately reporting data with respect to labs or research, and demonstrating honesty during examinations. Academic dishonesty violates the Presidio Code of Conduct and may result in a failing grade on the assignment in addition to further disciplinary action.

ACADEMIC PLACEMENT, PROMOTION, and GRADUATION POLICY

Although Presidio School is an ungraded school utilizing mastery learning, the Arizona Department of Education requires each student to be assigned a grade level. Presidio School assigns a grade level that most closely approximates the student's current composite academic ability based upon Presidio School's enrollment assessments, standardized state testing, and previous school testing data and grades. In High School (grades 9-12), the student's grade level is based on graduation cohort, which was established by Arizona as four years from the first day of high school attendance. Presidio School does not offer social promotion; all students must demonstrate proficiency through standardized state testing or Presidio School's alternate assessments before being promoted.

GRADING SYSTEM and REPORT CARDS

Students in grades K-12 will be graded on a quarterly basis with progress reports being available mid-quarter. Report cards with teacher comments will be distributed at the end of each quarter and posted on the 360 Portal. The year-end report cards will be available at the front desk throughout the summer.

ACADEMIC INTERVENTION PLANS

If determined upon enrollment or when a student's work falls below Presidio School's minimum requirement of 75% mastery on mid-quarter progress report, the student will be placed on an Academic Intervention Plan with specific, targeted, and measurable goals that will be reviewed by the student and student's team as determined in the Plan. Failure to show improvement on the Intervention Plan goals by the end of the quarter will result in a meeting to determine the need for intervention modifications, assessment of behavioral issues, or referrals to evaluations/assessments for specialized programs (e.g. English Learner services, Exceptional Student Services). If appropriate, student failure to progress academically will be addressed through the Presidio School Code of Conduct (refer to page 15).

MASTERY LEARNING and "RE-DO" POLICY

Presidio School is a direct instruction, mastery learning school, with a minimum 75% proficiency requirement on class assignments. The Presidio philosophy is founded on the concept that re-teaching and allowing for additional opportunities to demonstrate a high level of mastery increases student confidence and provides for a strong foundation for future learning. If a student scores below a 75% on classroom assignments, he/she will be provided with additional instruction and an opportunity to "re-do" the assignment. Students will be allowed two additional attempts on the assignments; each "re-do" must be completed 1 week from the day the assignment is returned. Failure to complete the "re-dos" within the specified timeframe will result in the original score becoming part of the student's term grade point average.

Per Presidio School's charter and vision statement, retention will be required when it is clear the student would benefit from more time on task to master the content. Repeating the grade level content will give the student an additional opportunity to master grade level standards.

HOMEWORK and ACADEMIC ASSESSMENTS

Homework should be a positive addition to your child's academic experience and Presidio provides the support needed to make this possible. Presidio teachers will coordinate the work load so as to not overwhelm students and allow for essential family time. Students and parents can access homework, assignments, and grades by logging into 360 Portal.

Homework is assigned based upon the subject material covered in class, as well as projects to further a student's understanding of the class. Students are required to complete assignments by the due date. If students fail to turn in their homework on time, they will be assigned to Study Hall or after school and/or Saturday Academic Lab until the assignment is complete. Students have a 5 school day grace period to submit the assignment for a grade. Homework turned in after the 5 day grace period may not be accepted and/or an alternate demonstration of mastery may be required. If the assignment is accepted after the 5 day grace period, the highest grade the student may receive is Approaching Mastery or 70%. In cases of excused absences, the teacher may grant an extension to the 5 day grace period.

SUMMER ASSIGNMENTS

During the summer break, students may be assigned summer work to be completed and submitted the first week of the new school year. These assignments are used to reduce the impact of "summer learning loss" and prepare students for the upcoming school year and should be done to the best of the student's ability. Summer assignments follow the Homework and Academic Assessment protocol. Students enrolled after a Meet & Greet will be given leniency on the summer assignments.

SUMMATIVE ASSESSMENTS

Summative assessments will, at a minimum, be given at the end of each quarter and at the end of the academic year. The teacher may also provide interim summative assessments with prior notice to the students. Summative assessments will be "high-stakes tests" and/or major projects and the opportunity to "re-do" these assessments will not be an option. The original score will stand and become part of the student's overall grade. Presidio School has determined that removing the "re do" option for summative assessments is necessary to prepare students for state mandated testing and college entrance assessments.

At the discretion of the teacher, students who fall below the 75% mastery level for course summative assessments may complete test corrections, be given an alternate assignment, or take an alternate exam to receive a maximum of 70%.

ACADEMIC LAB

Academic Lab will be open from 3:30 PM to 5:00 PM on school days and from 8:30 AM to 3:30 PM on Saturdays. In addition to the highly qualified Academic Lab teacher, student classroom teachers will be available on a rotating basis after school to help with homework and to address additional instructional needs.

Academic Lab is for students who:

- Have missed a significant number of hours in class
- Are behind in a subject and need to make up work
- Are not passing one or more classes and need additional instructional support
- Want a quiet place to work and access school resources such as library books, and the internet.
- Need to take a make up exam/assessment

ACADEMIC ENHANCEMENT

Each grade level is provided with a designated time for students to work with content area teachers in a small group or individualized settings to improve upon their current skills, receive assistance in areas of challenge, select a particular area of interest to explore through project-based learning and/or participate in Enrichment/GATE pull out services.

ADVISORY

In middle school, Presidio provides social support needed to work through challenges inherent in transitions from elementary to middle school through daily Advisory classes. Advisory provides students with a peer support group, led by a teacher advisor, to help them navigate learning from multiple teachers with varied instructional styles; learn organization, time management, and self advocacy skills, and become more responsible, independent learners.

SCHOOL PROVIDED EDUCATIONAL MATERIALS

Presidio loaned educational materials are assigned to students individually, using the student's identification number. At the conclusion of each school year, or at the time of withdrawal, students must return all assigned materials. Students are responsible for taking care of assigned materials and parents/guardians of the student will be held financially responsible for the cost to replace or repair missing or damaged educational materials. Educational materials include, but are not limited to: textbooks, library books, Chromebooks, musical instruments, performance costumes, and athletic uniforms.

COMMUNITY EDUCATION POLICY

Presidio supports educational opportunities that are available outside of the Presidio campus. If a student will miss four or more hours of school in any week due to a family trip, community service opportunity, college visitation or other educational experience, the student may work with Presidio to develop a mini-course. Completion of the mini-course requirements with a minimum 75% proficiency may be substituted for class attendance if arrangements are made in advance.

ATTENDANCE

Per Arizona Law (A.R.S. §15-802 (B)(1), the state of Arizona requires that all students attend school 90% of the school year. A student that is absent more than 10% of the instructional hours required per year is considered to have “excessive absences,” whether the absence is excused or unexcused.

The Presidio School academic day begins promptly at 8:00 AM. Students are expected to be in their seats ready to learn when the bell rings at the beginning of the day, after each passing period, and after lunch. Absences, tardiness, and early departures disrupt the flow of learning for the entire class. There is a direct correlation between successful academic progress and attendance, so please work with Presidio to ensure your child attends school daily. If a student must miss class time, parents must notify the school as soon as possible by calling the school or sending an email to the Registrar. In an effort for students to meet Presidio’s high academic standards and adhere to Arizona State Law, any absence, early departure, and/or tardy is strongly encouraged to be made up during that week’s Saturday Academic Lab. Arizona State Law allows for missed class time to be made up on a non-school day (Saturday) of the same week of the missed class time.

ABSENCES, EARLY DEPARTURES, and TARDIES

- **Absences:** Absences will be excused only in the following circumstances and only with proper documentation: medical appointments; mandated court appearance; chronic ailments, disease or accident; death of a family member; and need to spend time with a parent/guardian on leave from active military duty. Early departures and tardies are also considered absence and will be considered excused or unexcused based upon the same criteria used for full-day absences.
 - **Early Departure:** Any incident of a student leaving before the end of that student’s school day will be considered an early departure and recorded as such.
 - **Tardies:** Any student arriving after the 8:00 AM bell, or to any class after the bell for that class has rung, will be considered tardy and be recorded as such.

ATTENDANCE WARNING LETTERS

It is the responsibility of each student and their parents/guardians to keep track of attendance. Parents/guardians may call the school for attendance reports or look on 360 Portal. Students will receive an Attendance Warning Letter the 4th absence and/or 4th early departure/tardy per term.

ATTENDANCE PROBATION

A mandatory parent/guardian conference will be scheduled for all students whose attendance falls below a 90% attendance rate or who have failed to rectify challenges listed in the Attendance Warning letter. Students will be placed on a corrective action plan for attendance, including, but not limited to:

- Afterschool Academic Lab/Remediation/Required Study Hall
- Removal from Extracurricular Activities and/or Field Study opportunities
- Saturday Academic Lab Plan
- Loss of Recess

A student who is on Attendance Probation and receives another absence, or fails to adhere to the Plan may result in increased disciplinary measure which may include, but are not limited to being eligible to continue at Presidio School.

Students who have 10 consecutive unexcused absences will automatically be withdrawn from Presidio per Arizona Department of Education policies A.R.S. §15-901 (A)(2).

CIVIC READINESS

Civic readiness encompasses collaboration, communication, teamwork, critical thinking, problem solving, creativity, and innovation. Presidio School utilizes the CHARACTER COUNTS! behavior model that encompasses Six Pillars of Character that represent ethical values that are not political, religious, or culturally biased and provide a strong foundation for civic readiness. The Six Pillars are:

- ***Trustworthiness:*** Be honest • Don't deceive, cheat, or steal • Be reliable-do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal-stand by your family, friends, and country.
- ***Respect:*** Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements.
- ***Responsibility:*** Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act-consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others
- ***Fairness:*** Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly
- ***Caring:*** Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need
- ***Citizenship:*** Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

CHARACTER COUNCIL

High school students who have demonstrated the ability to abide by the Six Pillars of Character will be eligible to serve on the Character Council. Character Council is a Presidio School program that seeks to allow students to have more say and ownership in campus conduct. Students in elementary and middle school who receive four minor character pillar infractions will be scheduled to go in front of the Character Council to explain their actions, discuss the pillars of character that they broke, and brainstorm ways in which they can correct their behavior. The Character Council will then assist the student in coming up with logical consequences for their infractions such as picking up trash during recess for littering or writing an apology letter to his/her teacher for being disrespectful.

CHARACTER COUNTS PILLAR ACTIVITIES AND FLAG CEREMONIES

Character Counts Pillar Activities are completed weekly by grade level teams then presented during weekly grade level flag ceremonies. Each activity is designated to address the Character Pillar of the Month. The first Friday of each month is dedicated to the All-School Flag Ceremony where the school celebrates the previous month's character pillar by highlighting one of the previous month's pillar activities and recognizes those students who have been chosen as Student of the Month for best demonstrating characteristics of the previous month's character pillar. At the conclusion of the ceremony the students are introduced to the next month's character pillar. Character pillar activities and flag ceremonies are designed to promote a positive learning community, develop civic readiness, and build comradery amongst the Presidio Family.

CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES

PARTICIPATION AND GUIDELINES

1. Students must demonstrate and maintain mastery level knowledge of core subject content and adhere to the Presidio School Code of Conduct (refer to page 15).
2. Students receive an excused absence from class due to their attendance at an activity; however, they are responsible for gathering and completing all work missed as a result of their absence
3. Students who are not able to complete class assignments and/or demonstrate difficulty mastering content may not participate in co/extracurricular activities.

FESTIVAL DAYS (GRADES K-12)

Presidio hosts two festival days each year. Festival days are designed to stimulate the mind through fun, hands on activities. The theme of the fall festival is “Literature and Humanities through History. The spring festival highlights science and math through STEM-based (Science, Technology, Engineering, and Math) activities.

FIELD STUDIES (GRADES K-12)

Field studies, field trips, and capstone projects are an important aspect of Presidio’s instructional model. A recent study found that regardless of gender, ethnicity, or socioeconomic status, youth who are provided with educational experiences that take place outside of the classroom have better grades, higher graduation rates from high school and college, and greater income. Today’s students live in a global society which increases the importance of engaging in meaningful experiences outside of their neighborhoods and school environments. These experiences increase student engagement, intellectual curiosity, self-confidence, and desire to learn more. Field studies provide students with the opportunity to engage their five senses in their learning, build on classroom instruction, and enhance cultural understanding.

ENRICHMENT/GATE (GRADES 1-8)

- **Enrichment:** Students in grades 1-4 who demonstrate exceptional skill beyond classroom expectations and who are recommended by their teachers attend Enrichment. Students enhance their understanding of core subjects while at Enrichment, generally going a year or more above their current grade level. Additionally, they work on in-depth projects focused on coding, global awareness, sustainability, and problem solving that involve critical thinking.
- **GATE:** Students in grades 5-8 who show evidence of high performance in areas such as intellect, creativity, artistry, leadership, or specific academic fields and who require services or activities that go beyond the general education program in order to challenge them to grow and fully develop to their capabilities are recommended for entrance into the Gifted and Talented Education (GATE) Program. Requirements include demonstration of exceptional knowledge of the curriculum, teacher recommendations, and/or meeting/exceeding the scale score on the OLSAT. As part of the GATE program, students are exposed to a variety of project-based learning opportunities with varied content. Areas of instruction include, but are not limited to: technology, sustainability, problem solving, and global awareness.

CLUBS (GRADES 4-12)

School clubs are an integral part of the Presidio community. Although clubs can be created at any point in the year, Presidio holds an annual Club Fair at the beginning of the school year in order to develop and maintain clubs in areas of students’ interests. Clubs must have a Presidio staff sponsor and submit a club description and summary of events (if applicable) for administrative approval prior to the first meeting.

DANCES (GRADES 4-12)

High School dances are hosted by Presidio high school College, Career and Civic Readiness classes as well as other high school student volunteers. The 8th grade College, Career, and Civic Readiness classes organize and host the dances for students in grades 4-8. Dances are held outside of the regular school day and may require the purchase of a ticket for entry.

ATHLETICS (GRADES 6-12)

Athletics are an important part of a student's experience at Presidio. In keeping with the philosophy of the school, good sportsmanship, competition, teamwork, and the development of individual skills are emphasized. All students are encouraged to participate in athletics. Students must complete an athletic packet which includes items such as a physical exam, signed athletic permission form, concussion symptom acknowledgement paperwork and academic and behavior requirements for participation. Periodic grade checks are conducted to determine continued eligibility.

School Colors - Green and White

School Mascot - Bulldog

THE NATIONAL JUNIOR HONOR SOCIETY (GRADES 7-9)

The National Junior Honor Society recognizes students who have maintained a "B" average throughout their middle school career and who demonstrate excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship.

THE NATIONAL HONOR SOCIETY (GRADES 10-12)

The National Honor Society recognizes students who have a 3.5 or better weighted GPA and who demonstrate excellence in the areas of Scholarship, Leadership, Service, and Character. To be officially inducted into the National organization, in addition to maintaining a 3.5 grade point average students must also complete at least 200 community service hours that are properly recorded and deemed appropriate by the National Honor Society faculty advisor.

MIDDLE SCHOOL RETREAT (Grades 6-8)

Presidio understands the challenges that come with entry into middle school – moving from a single primary teacher to multiple teachers utilizing varied instructional methods and classroom management styles; dealing with hormonal, mental and physical changes that coincide with middle school years; and navigating changing social structures. Another change for adolescents during this time is brain development. The decision-making part of the brain that is responsible for the ability to plan and think about the consequences of actions, solve problems and control impulses is still developing, causing the teens to sometimes behave and think in illogical, impulsive or emotional ways. In order to assist students dealing with these challenges and to promote success during middle school years, Presidio starts each year with a day-long off campus retreat where students are taught effective decision-making and problem-solving skills and provided with a variety of team and character building activities that encourage empathy, help students get acclimated to teachers and other students, and develop a sense of community. Retreat activities are aligned with Arizona State Standards and Character Counts Pillars.

THEATER ARTS (Grades 4-8)

Presidio School has partnered with Live Theatre Workshop to expose our students to theater arts. Through the power of play, Live Theatre Workshop uses theatre games, song and dance to help open students' imaginations and create a small showcase. By working together on a common goal, students learn the importance of teamwork, focus, confidence, and a variety of developmental skills that aid in creating theatre art. Students are introduced to theatre vocabulary, using a stage voice, theatrical body movement, and how to work together to produce a show! Students who participate in drama show increased self-confidence, imagination, empathy, cooperation, concentration, and communication skills.

CAMPUS FACILITIES AND GUIDELINES

DREAMCATCHER (GRADES 3-12) and DREAMSCAPE (GRADES K-2) LIBRARIES

Presidio's Dreamcatcher and Dreamscape Libraries strive to provide the school community with a wide range of materials at varied levels to encourage growth in knowledge, establish a lifelong love of reading, and foster information literacy. The Dreamcatcher Library is staffed by a Library Paraprofessional from 7:15 AM - 7:45 AM and 3:35 PM to 4:15 PM Monday through Friday, periodic Saturdays, and pre-scheduled days throughout the summer. The specific days and hours for the school year will be posted on the Presidio website and bulletin board outside of the Dreamcatcher Library. K-2 teachers select books from the Dreamscape Library that relate to curriculum and/or areas of student interest and hold those books on a mobile cart in their classroom for students to check out at their leisure.

LIBRARY EXPECTATIONS

1. Use a quiet voice in respect of other learners.
2. Handle materials responsibly.
3. Leave food and drink outside.
4. Return library books on/before the due date to avoid late fees
5. Students are permitted to check out two books at a time for up to two weeks.
6. Books must be returned to the library to renew the check out.
 - a. Only one renewal per book is allowed.
7. Lost and Damaged Books
 - a. If a book is lost or damaged, the book must be paid for before additional books can be checked out.
 - b. Payment for a lost book is reimbursed should the book be found and returned in good condition.
 - c. Debts remaining at the end of the school year must be paid in full at the office.
 - d. Any items checked out at the time a student withdrawals from school must be returned or paid for upon withdrawal.

CAMPUS ACCESS

The Presidio campus is open from 7 am to 5 pm Monday through Friday, excluding holidays and scheduled breaks. Please see the school calendar for additional information.

Class times are as follows:

- K-3 8 am-2:30 pm
- 4-5 8 am-3:00 pm
- 6-8 8 am-3:30 pm
- 9-12 8am-2:10 pm

At the end of the school day, students may remain on campus; however, they must still abide by the Presidio School Code of Conduct. If students disrespect school property or impede the education of other students in any way, they will be asked to leave campus. If this behavior continues, a parent-teacher conference will be scheduled to discuss further disciplinary action.

As a K-12 school, the courtyards and playground areas are used for a variety of activities which may occur at the end of your child(ren)'s school day. When picking your child(ren) up from school, it is necessary for you to leave the campus and not use the courtyards or playground areas as family recreational areas. If for some reason you must stay, you will need to come to the front desk and obtain a visitor's badge. This badge will only be issued in instances of verified need. If you have a non-school aged child or non-Presidio student with you, that child must remain with you and at arm's reach at all times.

Older students ***may not*** supervise younger siblings (K-3) while on the Presidio campus, including Presidio parking lots. If a parent signs a permission form for an older sibling to check-out a K-3 sibling, both students

must leave campus at the K-3 student's sign out time. All students in grades 4-8 must go to in the courtyard or Academic Lab at 3:45 PM to await parent pick up.

VEHICLES and PARKING LOT

All drivers are expected to operate their vehicles in a safe and responsible manner at all times. Reckless driving has a direct impact upon school safety and may result in loss of parking privileges and other disciplinary measures deemed appropriate by Presidio. Drivers must be respectful of our neighbors and must park in paved and lined/designated parking spaces on school property. Parking in undesignated spaces or not on school property may result in vehicles being towed at the owners' expense. Students may not go to their cars without first receiving permission from administration unless leaving campus at the designated dismissal time. Student vehicles may only be parked in the parking lot located on the western side of the 1695 campus.

VISITORS

Presidio welcomes all parents, family, and community members. All visitors must check in with the front office and receive a visitor's pass. Visitor's passes must be visible for the duration of the visitor's stay on campus and returned upon departure. Visitors are not allowed to go visit a classroom unannounced due to the potential safety concerns for the students and staff.

VOLUNTEERS

Volunteering is an integral part of building community at Presidio. All volunteers must schedule their volunteer time or meetings in advance with the teacher and sign in at the office to obtain a visitor's pass before going to the classroom. Visitor's passes must be visible for the duration of the visitor's stay on campus and returned upon departure. All volunteers who plan to work with students must provide their Level I IVP fingerprint clearance card prior to working with Presidio students; a copy will be kept on file in the front office.

LOST and FOUND

Lost and found items are placed in bins which are located in the courtyard. Please check often for lost items. All unclaimed items will be donated to charity 3 to 4 times per year. Prior to donation, notices will be posted at the school, on the Presidio School social media, and mentioned during morning announcements. Any valuable items, such as cameras, glasses, calculators, or jewelry, will be kept in the office.

FOOD/GUM/DRINK

Food, gum and/or drinks (excluding water) are not allowed in school buildings except with prior administrative approval.

PRESIDIO SCHOOL CODE OF CONDUCT

DEFINITIONS:

- **Academic Dishonesty:** Behaviors including, but not limited to lying, cheating, forgery, falsification, and plagiarism
- **Appropriate Dress:** Dress should be appropriate for a school or work environment and may not be openly provocative in nature.
 - Presidio has a uniform policy for grades K-8, please see subsequent sections for specific information
 - Shirts, pants/shorts/skirts and shoes are required.
 - Clothing and headwear should be clean, free from tears/rips, and/or stains and must not depict/represent illegal substances, racial statements, profane language, vulgar or obscene pictures, satanic practices or motifs clearly offensive to a particular group.
 - Shorts/skirts should be an appropriate length and properly fitted for adequate coverage.
 - Hats and/or sunglasses may not be worn inside school buildings.
 - Hoods may not be worn over the head on school campus due to safety concerns.
 - The Presidio Family members are expected to maintain personal hygiene.
 - Basic personal hygiene habits, such as regular bathing, hair washing and grooming, washing hands, daily brushing of teeth, and wearing deodorant when needed must be practiced.
 - “Gang apparel” (bandanas, complete outfits from a professional athletic team, “In memory of...” shirts, dressed out in “colors,” etc.) is forbidden, as it can be disruptive and viewed as threatening or dangerous.
- **Assault (A.R.S. §13-1203):** Accidental or intentional conduct and/or behavior that causes physical injury to another person.
- **Bullying:** Bullying is defined as intentionally aggressive behavior, repeated over time, that involves an imbalance of power and entails three key elements: intention to cause mental and/or physical harm, a power imbalance, and repeated acts or threats of aggressive behavior. Bullying includes, but is not necessarily limited to: physical aggression, verbal aggression, relational aggression, encouraging others to participate in bullying behaviors, and cyberbullying.
- **Character Pillar Violations:** Behaviors that are deemed to be in violation of one or more of the 6 Pillars of Character
- **Closed Campus:** Inability to leave Presidio campus during the school day without written permission from the school and/or parent/guardian, even for students who are 18 years or older.
- **Community Conduct:** Behaving in a manner that is aligned with Presidio School policies and conducive to a positive school climate.
- **Defiance/Refusal to Cooperate:** Failure to abide by instructions made by Presidio faculty and/or staff or not appropriately communicating why the student is declining to cooperate.
- **Disruption of the Educational Process (A.R.S. §13-2911):** Accidental or intentional conduct and/or behavior that interferes with or disrupts the education process and/or interferes with the lawful use of Presidio property.
- **Ditching:** Behaviors including, but not limited to: being anywhere other than in class without an appropriate school pass, leaving campus during the school day without written permission, and/or being seen in the vicinity of school prior to the beginning of and during the school day, but failing to show up for class.
- **Graffiti/Vandalism:** *Suspected* destruction, damage, or defacing of property such as; books, school work, folders, walls, desks, equipment or property belonging to the school or any other member of the school community.
- **Illicit Substances (A.R.S. §13-3415):** *Suspected* possession, use, or distribution of illicit substances and/or equipment while on Presidio School campus or school sponsored events.

- Illicit substances include, but are not limited to **alcohol, dangerous drugs** (e.g. methamphetamines, over-the-counter and prescription medications that do not follow Presidio School Health and Wellness Policy), **marijuana, narcotic drugs** (e.g. oxy/hydrocodone, morphine, opioids, fentanyl), **nicotine/tobacco** (A.R.S. §36-798.03), and **peyote**.
- Illicit substance equipment includes, but is not limited to rolling papers, vape pen cartridges, vaping sticks, and water pipes.
- **Misuse of Technology:** Use of technology for non educationally relevant purposes including, but no limited to chat rooms, inappropriate sites, personal emails, cyberbullying, and/or unauthorized downloads
- **Personal Electronic Devices:** Including, but not limited to cell phones, smart watches, gaming systems, computers, etc. Personal electronic devices must be turned off and out-of-sight during the school day, unless otherwise specified by Presidio Administration and/or the supervising teacher.
- **Public Displays of Affection (PDA):** Acts of physical intimacy in the view of others. Excessive PDA is PDA deemed inappropriate for a school or work setting.
- **Sexual Harassment:** Sexually harassing or offensive conduct including, but is not limited to:
 - sexual flirtations, touching, advances or propositions;
 - verbal abuse of a sexual manner or profanity;
 - graphic or suggestive comments about one's lifestyle, clothing or body;
 - sexual or degrading words used to describe an individual;
 - the display or sharing of sexually suggestive objects or pictures;
- **Social Aggression:** Intentionally aggressive, violent, and/or impulsive behavior, including but not limited to: attention seeking behaviors, lashing out, manipulation, horseplay, property damage, and unwanted attention. General social aggression is not repeated targeted behavior.
- **Theft (ARS §13-1802):** Presidio School will not be responsible for the loss, theft or destruction of personal items.
- **Violations of the Law:** Behaviors that violate either Arizona or Federal statutes. Any student who violates the law will be disciplined accordingly and a report will be made to the police if they have not previously been made aware of the violation.
- **Weapons (ARS §13-3101):** A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, but does not include a pocket knife with a blade of less than 2.5 inches in length (18 U.S.C. Section 930(g) (2)).

DISCIPLINARY NOTICE

Presidio School does not contact parents or guardians in the event of “day-to-day” disciplinary matters such as a student receiving a referral for a minor infraction. In most instances, the student and a teacher or an administrator will be able to deal with these issues without involving the parent. However, parents/guardians will be contacted when the student's behavior is chronic or escalates in severity. Parents/guardians will also be contacted to review behavior intervention plans and/or behavior contracts. Review of behavior plans and/or contracts include a status update, revisions to the plan, or increased disciplinary measures as needed.

Where a student is reasonably believed to have committed an act which could lead to long term suspension and/or **permanent expulsion**, the student shall immediately be suspended from attending classes until such time as the Discipline Committee (comprised of a member from Exceptional Student Services, the Guidance Counselor, Director of Curriculum and Instruction, and appropriate grade level Master Teacher) has investigated the act(s) in question and has assembled sufficient information to enable the Committee to determine the appropriate disciplinary action. Students who participate in exceptional education services (e.g. IEPs or 504 Plans) will be suspended until the Discipline Committee can conduct a Manifestation Hearing to determine whether the student's actions were a result of a choice or his/her disability. Students are expected to complete all coursework missed during their suspension. Coursework may be accessed electronically and/or parent/guardian may retrieve hard copy assignments at the front office.

When there is a question regarding the instigator in a situation involving more than one student, all parties will be suspended until a thorough investigation can be completed. A student suspended for behavior that could lead to long-term suspension and/or expulsion is required to provide the school with a **written statement** outlining the student's version of the incident in question. That statement must be received within two school days of the event in question. Failure to provide the written statement will result in Presidio School's Discipline Committee making a determination without the benefit of the student's input.

CODE OF CONDUCT VIOLATIONS

Within the Discipline Code are consequences students may receive for violations. Under the Discipline Code, Student Rights and Responsibilities, and Appeal Process, students are afforded an opportunity to present their case. Any discussion of circumstances and consequences shall be resolved in a calm and non-disruptive manner. Any student refusing to abide by the imposed consequences may be withdrawn from Presidio School. The length of time a student is removed from school will be dependent upon the frequency and severity of the offenses (refer to Disciplinary Notice section for information about students receiving exceptional education services). Depending on the severity of the code of conduct violation, the student's removal may be permanent. If a student accumulates more than a total of 6 points during any one school year the student may be suspended for up to 10 days pending a hearing. At the hearing, the administration may recommend a long-term suspension and/or ineligibility for continued enrollment.

Suspensions

- For students who have in-school suspension, participation and/or attendance at activities will be at the discretion of administration.
- For students who have off-campus suspension, the following will apply:
 - They are not allowed to participate or attend any practices performance, contest, game or school function during the term of the disciplinary action.
 - The length of suspension shall be measured from the time a student is discharged from school until the morning of the day the student is permitted to return to the classroom.
 - The student is responsible for making up all coursework missed as a result of his/her suspension. Students who have been suspended from Presidio School may not return to campus or attend any school related activities (open to the public or as a guest of a Presidio School family member) for the length of suspension.

Expulsions

- The term of an expulsion depends on the severity of the violation.
 - Typical expulsion terms are end of term, one year from the date of the expulsion, or permanent.
- Students who have been expelled from Presidio School may not return to campus or attend any school related activities (open to the public or as a guest of a Presidio School family member) for the length of expulsion.

Appeal Process for Disciplinary Action

- Parents/guardians and/or students must submit a written appeal to the Principal within two school days following the date of the disciplinary action.
- Principal will review appeal, conduct an investigation, and render a written decision.
- Should the student and/or parent/guardian disagree with the Principal's decision, the student and/or parent/guardian may submit a written appeal to the Presidio Board of Directors no less than 48 hours prior to the next regularly scheduled Presidio School Board Meeting.
 - Students and/or parents/guardians have the right to bring legal counsel (at student/parent/guardian's expense) to the Board Meeting, but must include that information in the written appeal submitted 48 hours prior to the Board Meeting.

CODE OF CONDUCT VIOLATIONS	MINIMUM CONSEQUENCES
<p>Level I: 1 point</p> <ul style="list-style-type: none"> ● Academic Dishonesty (1st offense) ● Character Pillar violations (repeated) ● Community Conduct violations (repeated) ● Dress Code violations (repeated) ● Driver Safety violations ● Ditching (1st offense) ● Excessive PDA (repeated) ● Misuse of technology (1st offense) 	<ul style="list-style-type: none"> ● Meeting with a member of the Discipline Committee to devise a Behavior Intervention Plan
<p>Level II: 2 points</p> <ul style="list-style-type: none"> ● Academic Dishonesty (repeated) ● Ditching (repeated) ● Excessive PDA (repeated) ● Misuse of technology (repeated) ● Possession of illicit substances and/or equipment (1st offense) 	<ul style="list-style-type: none"> ● Meeting with a member of the Discipline Committee to devise a Behavior Contract, including logical consequences to actions.
<p>Level III: 3 points</p> <ul style="list-style-type: none"> ● Defiance/Refusal to Participate (repeated) ● Graffiti/Vandalism (\$500 or less to repair/replacement) ● Social Aggression (1st offense) ● Possession and/or Suspected Use of an Illicit Substances and/or equipment (1st offense) 	<ul style="list-style-type: none"> ● In-school suspension pending investigation ● Meeting with a member of the Discipline Committee and parent/guardian to develop a Behavior Contract.
<p>Level IV: 4 points</p> <ul style="list-style-type: none"> ● Bullying (1st offense) ● Sexual Harassment ● Social Aggression (repeated) 	<ul style="list-style-type: none"> ● Off campus suspension pending investigation ● Meeting with the Discipline Committee and parent/guardian to develop a Behavior Contract.
<p>Level V: 5 points</p> <ul style="list-style-type: none"> ● Assault ● Bullying (repeated) ● Disruption of Educational Process ● Gang Activity, Theft, Weapons ● Graffiti/Vandalism (repeated and/or in excess of \$500) ● Sale, Purchase, or Distribution of Illicit Substances ● Use of Illicit Substances (repeated) ● Violations of Laws ● Weapons (excluding a pocket knife with a blade of less than 2.5 inches in length) 	<ul style="list-style-type: none"> ● Off campus suspension pending investigation ● Possible contact with law enforcement ● Meeting with the Discipline Committee and parent/guardian to develop a Behavior Contract and/or discuss terms of enrollment.

ELEMENTARY SCHOOL (GRADES K-5) SPECIFIC POLICIES

KINDERGARTEN ENTRANCE EXPECTATIONS

Initial Enrollment

The potential student must be 5 on or before January 1 of the enrolled year. If enrolling a 4 year old (as an early kindergarten student), the child must pass all skills and social/emotional expectations of the Kindergarten Readiness Assessment.

Continued Enrollment for Early Kindergarten Students

Grade level and social/emotional readiness will be assessed. If at any time Presidio School determines that the child is not prepared for kindergarten, then a meeting will be held to discuss the best option for that child and his/her academic future at Presidio School, including withdrawal for the remainder of the school year.

GRADING SYSTEM

Kindergarten

- E – Exemplary (90-100): Exceeds grade level standards in content area
- S – Satisfactory (75-89): Meets grade level standards in content area
- N – Needs Improvement (65-74): Making progress, but is not mastering grade level standards in content area
- U – Unsatisfactory (0-64): Making minimal to no progress in mastering grade level standards in content area

Grades 1-5

- A 90 - 100
- B 80 - 89
- C 75 - 79
- 2 65 - 74 (Below Mastery)
- 1 0 - 64 (Falls Far Below Mastery)

COMMUNICATION FOLDERS and CHARACTER CARDS/AGENDAS

COMMUNICATION FOLDERS

Communication folders are provided to all students in grades K-5 and are an important form of communication between Presidio and parents/guardians. Parents are encouraged to check the folders nightly for important information, flyers, graded work, and homework and should use the folders to return signed documents and communicate with the student's teacher.

CHARACTER CARDS/AGENDAS

Character Cards/agendas serve as a communication tool between Presidio staff and parents/guardians in respect to students' daily behavior. Students in grades K-1 receive Character Cards that track behavior and are sent home on a daily basis in the students' Communication Folders. New Character Cards are provided to students biweekly and the previous week's Character Card must be signed by a parent/guardian and returned to the teacher via Communication Folders.

Students in grades 2-5 receive agendas that are not only used as student planners, but also to track student behavior. Parents/guardians should review planners each evening to ensure homework is completed and behavior is addressed.

PRESIDIO UNIFORM

Students in grades K-5 must wear a green Presidio School uniform shirt, follow the definition for Appropriate Dress listed in the Code of Conduct, and refrain from wearing overalls, coverlets, pullover hoodies, sweatshirts, or any article of clothing that covers the Presidio School logo on the uniform shirt.

AFTER CARE (GRADES K-3)

Presidio provides child care services for students in grades K-3 from 2:40 PM-5:00 PM. An annual registration fee for each child is due at the beginning of each new school year and monthly usage fees will be applied. Refer to the After Care Statement of Services for additional information including rates, closing time policies, late fees, and identification of those authorized to pick up the child(ren) from After Care.

All students in grades K-3 must complete a blue After Care card and pay the annual \$10.00 registration fee. Parents/guardians who have not availed themselves of After Care services will receive a refund of the \$10.00 registration at the conclusion of the school year or upon withdrawal. This policy is in place to allow the students to be cared for by Presidio Staff if, for any reason, the parent/guardian or designated “pick up” person is late.

ACADEMIC LAB (GRADES 4-5)

Academic Lab will be open until 5:00 PM on school days and from 8:30 AM to 3:30 PM on Saturdays. In addition to the highly qualified Academic Lab teacher, student classroom teachers are available on a rotating basis after school to help with homework and to address additional instructional needs.

Academic Lab is for students who:

- Have missed a significant number of hours in class
- Are behind in a subject and need to make up work
- Are not passing one or more classes and need additional instructional support
- Want a quiet place to work or access school resources such as library books and the internet.
- Need to take a make up exam/assessment

Students in grades 4-5 who remain on campus after school must go to the Academic Lab at 3:45 PM until they are picked up by a parent/guardian/or authorized “pick up” person.

MIDDLE SCHOOL (GRADES 6-8) SPECIFIC POLICIES

GRADING SYSTEM

- A 90 - 100
- B 80 - 89
- C 75 – 79
- C- 70 - 74 (**Approaches Presidio Established Mastery**)
 - Students who consistently score “Approaching,” may be placed on an Academic Intervention/Probation Plan as they are not at a mastery level needed for success in subsequent grade levels.
- BM2 60 - 69 (Below Mastery)
- FB1 0 - 59 (Far Below Mastery)

AGENDAS/PLANNERS

Students are provided with agendas that are not only used as student planners, but also as a tool to track student behavior. Parents/guardians should review planners each evening to ensure homework, missing, and/or redo assignments are completed and behaviors that are negatively impacting student success are addressed. It is equally important to take this time to praise your student for academic accomplishments and noted positive behaviors.

PRESIDIO UNIFORM

Students in grades 6-8 must wear a blue or grey Presidio School uniform shirt, follow the definition for Appropriate Dress listed in the Code of Conduct, and refrain from wearing overalls, coverlets, hoodie sweatshirts, or any other article of clothing that covers the Presidio School logo on the uniform shirt.

ACADEMIC LAB

Academic Lab is open until 5:00 PM on school days and from 8:30 AM to 3:30 PM on Saturdays. In addition to the highly qualified Academic Lab teacher, students' classroom teachers will be available on a rotating basis after school to help with homework and to address additional instructional needs.

Academic Lab is for students who:

- Have missed a significant number of hours in class
- Are behind in a subject and need to make up/redo work to demonstrate mastery
- Are not passing one or more classes and need additional instructional support
- Want a quiet place to work/access school resources
- Need to take a make up exam/assessment

8TH GRADE TRANSITIONAL SERVICES

The Presidio School Guidance Counselor works individually with each student on his or her Educational Career Action Plan (ECAP). The ECAP reflects a student's current coursework and career and educational aspirations. The ECAP also identifies additional learning opportunities to further develop the student's individual academic and career goals. A key component of the 8th grade ECAP is determining where the student will attend high school. This decision is made in conjunction with the student's parents/guardians.

8TH GRADE PROMOTION CELEBRATION

Promotion ceremonies are important events honoring our students and their accomplishment in successfully meeting this important benchmark. During the ceremony, students are recognized for their accomplishments and presented with a variety of academic and social awards. Student centered performances, presentations and speeches are key components of the ceremony. In order to be promoted to Presidio high school and participate in the promotion ceremony, students are required to have completed all required coursework and pass Arizona's mandated year-end 8th grade assessment.

HIGH SCHOOL (GRADES 9-12) SPECIFIC POLICIES

GRADING SYSTEM

- A 90 - 100
- B 80 - 89
- C 75 – 79
- C- 70 - 74 (**Approaches Presidio Established Mastery**)
- BM2 60 - 69 (Below Mastery)
- FB1 0 - 59 (Far Below Mastery)
- Adaptations to the Grading System and/or credit requirements addressed in an IEP will take precedence over Presidio School High School Credit Requirements

HIGH SCHOOL CREDIT REQUIREMENTS

At a minimum, students must meet the Arizona Board Of Regents and Arizona Department of Education High School Competency Requirements and complete the following:

- 4 credits of English
- 4 credits of laboratory science
- 4 credits of mathematics
 - 1 credit must be advanced math for which Algebra II is a prerequisite
- 4 credits of social studies
- 2 consecutive credits of one foreign language
- 1 credit of fine arts
- 1 credit of Career and Technical Education (CTE) or vocational education
 - To include community education programs (e.g Upward Bound, JTED, internships, ROTC) and Post-secondary Preparation
- .50 credit of financial literacy
 - Credit can be earned with successful completion of personal finance modules that meet Arizona State financial literacy standards
- .50 credit of community service
 - To include approved community partnership programs (e.g. NHS, CCCR class, Post-secondary Preparation) and continuous participation in school community events (e.g. Cultural Festivals, Honors Dinners)
- .50 credits for passing the Arizona Civics Test and CPR training as mandated by Arizona State Law
 - Students will receive .25 credits upon completion/passage of each training/test
- 2.50 or more credits of elective courses

Students must take at least five credits (academic or elective) during their senior year at Presidio School. A list of specific courses and course descriptions are printed separately in the Presidio High School Course Description Book.

Although students may have completed most of their required credits by their senior year, Presidio School encourages students to take additional courses in their field of interest. Students may enroll in a maximum of two classes at the University of Arizona, Pima Community College, or approved post-secondary program and receive dual credit. In order to receive high school credit, students must obtain a letter of approval from the Principal and an official transcript must be sent to Presidio from the institution.

The Principal may petition the Presidio School Board for dispensation for meeting college entrance requirements and/or Presidio School credit requirements that are in excess of Arizona Department of Education requirements when meeting such requirements may present a hardship to the student (e.g. students receiving ESS services).

HIGH SCHOOL GRADUATION REQUIREMENTS

Presidio School is a college preparatory school. It is our mission to provide a challenging and self-empowering environment for students in order to prepare them for the rigors of a college curriculum. Students transferring from another high school must meet with Presidio's Director of Curriculum and Instruction prior to enrollment to determine course requirements and allocation of transfer credits. Official transcripts must be sent to Presidio School's registrar to receive credit for classes that were taken at another school.

Transferring students are required to meet the Presidio graduation requirements. In order to receive credit for transfer credits earned from another school, Presidio School may require the student to demonstrate mastery of the standards. If the student cannot demonstrate mastery, the transfer credit will be accepted as an elective credit. If the credit is for a subject required for graduation, the student must take the course again or demonstrate mastery of the content by other means as approved by the Director of Curriculum and Instruction.

To receive a Presidio School diploma and participate in the graduation ceremony, students must meet the following requirements:

1. Complete a minimum of 24 credits (a one-semester course is .50 credits) that include the required curriculum stated in the Presidio School Course Description Book and in this handbook.
2. Complete and pass all required courses.
3. Adhere to the student code of conduct.
4. Maintain at least a 90% attendance rate for the school year, regardless of age.
5. Pass state-mandated tests Arizona has determined to be required for graduation.

ACADEMIC TERMS OF ENROLLMENT

If a student fails to earn grade level credit during the school year, the student will be placed on an Academic Intervention plan. The student's high school team will meet to discuss the student's Academic Intervention Plan and determine whether to revise the plan or move the student to Academic Probation. Students who fail to meet the requirements of their Academic Probation plans will be placed on terms of enrollment for the remainder of the school year and/or next school year. Terms of enrollment may require students to complete Presidio approved summer school courses in order to receive credit. If at any time a student fails to meet the agreed upon terms, the student will not be able to return to Presidio the following school year as Presidio does not offer credit recovery courses.

SUMMER SCHOOL

In order to receive credit from another institution, the Director of Curriculum and Instruction must approve the course of study prior to the student enrolling in the course. Students who plan on enrolling in summer school, must meet with the Director of Curriculum and Instruction to ensure that they are enrolling in a suitable, approved summer program. Once the course has been completed, the transcripts will need to be reviewed by the Director of Curriculum and Instruction before the student will receive credit for summer school.

ADDITIONAL SERVICES OFFERED**HIGH SCHOOL AP COURSES**

All high school students are required to take AP courses. Grades for AP courses are weighted heavier and therefore are more challenging. Students are not required to take annual AP tests, but are encouraged to do so. Although students are required to submit a deposit per test, Presidio School will make every effort to help students with the final cost. Presidio School will allocate Title I funds and tax credit donations to offset AP test fees. Parents and students should be prepared to fulfill some or the entire financial responsibility of taking the test should students underperform in their classwork and/or fail to demonstrate Presidio School mastery of course content.

STUDY HALL

Study Hall is offered to students who need additional assistance, desire a quiet place to complete assignments, or have academic deficiencies. Each high school teacher is scheduled for a minimum of one Study Hall session per week (2:15-3:10 PM). Students who have academic deficiencies may be assigned to attend Study Hall. Students who do not attend mandatory Study Hall and do not make other arrangements with their teachers will be assigned to Saturday Academic Lab. A Parent-Teacher conference will be required, and an Academic Probation Plan and/or Disciplinary action may be put in place, to address failure to meet the requirements of Study Hall and/or Saturday Academic Lab.

COURSE CREDIT FOR MASTERY

Course Mastery for Credit is an opportunity for students who failed a previous quarter to earn credit. Course Mastery for Credit must be completed in Study Hall prior to the end of the current school year. Students participating in Course Mastery for Credit may receive a maximum of 70% for the course and must demonstrate mastery of the course content prior to receiving credit.

POST-SECONDARY PREPARATION

Presidio School's Guidance Counselor works individually with each student on his or her Educational Career Action Plan (ECAP). The ECAP reflects a student's current coursework and career and educational aspirations. The ECAP also identifies additional learning opportunities to further develop the student's individual academic and post-secondary career goals. The initial plan, developed in 8th grade, is updated throughout high school. To maximize the student's opportunities, the Guidance Counselor assists the student in applying to one or more programs such as the Pima College Upward Bound Program, Joint Technological Education District (JTED) career cluster program, and educational opportunities offered at the University of Arizona or other approved universities/colleges. These are just some of the programs available to Presidio High School students. The Guidance Counselor also works with each student individually to locate and apply for college and university scholarships, apprenticeship opportunities, financial aid programs, military and/or vocational opportunities. Students who utilize the Transitional Services are better equipped to navigate the financial and academic requirements of post-secondary education. Parents/guardians are encouraged to work with the student and Guidance Counselor to ensure successful transition.

CO-CURRICULAR/EXTRACURRICULAR OPPORTUNITIES, PRIVILEGES and EXPECTATIONS**FESTIVAL DAYS**

Festival days are required school days for all students and are an opportunity for students in grades 9-12 to earn community service credits. Festival day requirements for high school students are as follows:

- Attend and participate for the entire school day
- Complete volunteer duties and/or utilize the school day to complete missing/redo coursework.
- Students who receive an unexcused absence on a festival day are responsible for making up 6 hours of community service, as approved by the High School Master Teacher.

HIGH SCHOOL STUDENT LOUNGE

The High School Student Lounge is a privilege afforded to high school students who abide by the Presidio School Code of Conduct and demonstrate the 6 Pillars of Character. Students who use the High School Student Lounge must clean up after themselves, ensure all lunch trays are returned to the Cafeteria, and be respectful of others' belongings (e.g. food in the refrigerator).

SENIOR TRIP

Presidio School seniors have the opportunity to propose ideas for a Senior Trip. The Senior Trip must be age appropriate and approved utilizing the same process as other field study opportunities, with the exception of alignment to ADE Academic Standards. Students must raise a minimum of 90% of the required funds for the trip in addition to the following criteria:

- Pass all classes and have earned all the credits necessary for graduation
- Be in good academic, attendance, and behavioral standing
- Return a signed permission slip and ensure deposit is made by the specified due date
- Have the required number of faculty chaperones necessary to meet the trip guidelines
- Take an active role in fundraising activities

OFF CAMPUS PERMISSION

Off campus permission applies to students in grades 9-12 (including those who are 18 years of age or older) who have written consent from a parent/guardian and/or Principal/Guidance Counselor and meet the following criteria:

- Remain in good academic, attendance, and behavioral standing
- Receive permission from the High School Master Teacher
- Abide by the Presidio Code of Conduct on and off of the Presidio Campus during school hours
- Provide current student ID prior to leaving campus and retrieve said ID upon return.
- Remain on campus during scheduled classes, unless otherwise specified.

AFTER SCHOOL SUPERVISION

Students in grades 9-12 may remain on campus after dismissal (2:10 PM); however, they must continue to abide by the Presidio School Code of Conduct. Students who fail to abide by the Presidio School Code of Conduct and/or impede the education of younger students in any way may be asked to leave campus or asked to report to Study Hall/Academic Lab. Continued disruptions are subject to the consequences listed in the Code of Conduct.