



# Shadow Mountain High School

**2022-2023**

**David Appleman**

Principal

**Kathleen Alexander**

Assistant Principal of  
Instructional Services

**Onquanette Nowels-Pierce**

Assistant Principal of  
Student Services

**Rick Ross**

Dean of Students

**Brad Frank**

Athletic Director

**Student Name:** \_\_\_\_\_

## CONTACT NUMBERS

Main Office.....	602-449-3000
Athletic Office.....	602-449-3044
Attendance.....	602-449-3001
Guidance.....	602-449-3015
College and Career.....	602-449-3076
Bookstore.....	602-449-3018
Nurse.....	602-449-3003
Registrar.....	602-449-3012
School Resource Officer.....	602-449-3000



[www.pvschools.net/smhs](http://www.pvschools.net/smhs)

## Our Mission

The mission of Shadow Mountain High School is to create an environment that inspires students to achieve their optimum potential, equips them with the tools necessary for future success, and promotes the importance of contributing to a diverse global community.



**SHADOW MOUNTAIN  
MATADORS**

## Our Values

Integrity

Community Spirit

Accountability

Respect

Excellence

*A Model Matador lives our mission and values.*

***This far and farther!***

# **Notice of Non-Discrimination**

## **Aviso de No Discriminación**

Paradise Valley Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. PV Schools also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies:

- Title IX Coordinator, Mr. Andre Long, [anlong@pvschools.net](mailto:anlong@pvschools.net), 602-449-2097; 15002 N. 32nd Street, Phoenix, AZ 85032
- Section 504 Compliance Officer, Ms. Lora Herbein, [lherbein@pvschools.net](mailto:lherbein@pvschools.net), 602-449-2240; 15002 N. 32nd Street, Phoenix, AZ 85032

Paradise Valley Schools no discrimina por motivos de raza, color, religión, origen nacional, sexo, discapacidad, edad u orientación sexual en la admisión y el acceso a sus programas, servicios, actividades o en cualquier aspecto de sus operaciones y proporciona igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. PV Schools tampoco discrimina en sus prácticas de contratación o empleo. Los siguientes empleados han sido designados para manejar consultas sobre las políticas de no discriminación:

- Coordinador del Título IX, Sr. Andre Long, [anlong@pvschools.net](mailto:anlong@pvschools.net), (602) 449-2097; 15002 N. Calle 32, Phoenix, AZ 85032
- Oficial de Cumplimiento de la Sección 504, Sra. Lora Herbein, [lherbein@pvschools.net](mailto:lherbein@pvschools.net) (602) 449-2240; 15002 N. Calle 32, Phoenix, AZ 85032

# Bell Schedules

## REGULAR SCHEDULE

Period 1	7:30 → 8:26
Period 2	8:33 → 9:29
Period 3	9:36 → 10:32
Period 4	10:39 → 10:44
	(Announcements)
	10:44 → 11:40
Lunch	11:40 → 12:10
Period 6	12:17 → 1:10
Period 7	1:17 → 2:10

## EARLY RELEASE SCHEDULE

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

## SINGLE ASSEMBLY SCHEDULE

Period 1	7:30 → 8:18
Period 2	8:23 → 9:11
Period 3	9:16 → 10:04
Period 4	10:09 → 10:57
Assembly	11:02 → 11:45
Lunch	11:45 → 12:21
Period 6	12:27 → 1:15
Period 7	1:21 → 2:10

## DOUBLE ASSEMBLY SCHEDULE

Period 1	7:30 → 8:15
Period 2	8:20 → 10:00
Assembly 1	8:30 → 9:10
Assembly 2	9:15 → 10:00
Period 3	10:07 → 10:53
Period 4	11:00 → 11:45
Lunch	11:45 → 12:21
Period 6	12:27 → 1:15
Period 7	1:21 → 2:10

## FINAL EXAM SCHEDULE

### **Wednesday, December 14, 2022**

Period 1	7:30 → 8:45
Period 3	8:53 → 10:08
Period 7	10:16 → 11:30

### **Thursday, December 15, 2022**

Period 2	7:30 → 8:45
Period 4	8:53 → 10:08
Period 6	10:16 → 11:30

### **Thursday, May 18, 2023**

Seniors attend all classes & take exams 1,3,7

### **Friday, May 19, 2023**

Seniors attend all classes & take exams 2,4,6

### **Wednesday, May 24, 2023**

Period 1	7:30 → 8:45
Period 3	8:53 → 10:08
Period 7	10:16 → 11:30

### **Thursday, May 25, 2023**

Period 2	7:30 → 8:45
Period 4	8:53 → 10:08
Period 6	10:16 → 11:30

# Fall 2022 School Calendar

August 9.....	First Day of School
August 25.....	Open House 6pm
August 30.....	Early Release
September 5.....	Labor Day Recess
September 23.....	Homecoming Game
September 24.....	Homecoming Dance
September 26.....	K-12 Recess
October 5-7.....	K-12 Fall Break
October 11.....	Early Release
October 12.....	First Quarter Ends
October 18.....	Parent/Teacher Conferences 4-6pm
October 28.....	High School Early Release
November 3-5.....	Fall Musical
November 11.....	Veterans Day Recess
November 14.....	Shadow Showcase
November 23-25.....	Thanksgiving Recess
December 6.....	Early Release
December 14-15.....	High School Early Release - Exams
December 16.....	High School Recess - Semester Ends
December 19-30.....	Winter Break

# Spring 2023 School Calendar

January 2.....	Classes Resume/Third Quarter Begins
January 10.....	Early Release
January 16.....	Dr. Martin Luther King, Jr./Civil Rights Day
February 2-4.....	Winter Play
February 16.....	Parent/Teacher Conferences 5-7pm
February 17.....	High School Early Release
February 20.....	Presidents Day Recess
February 28.....	Early Release
March 10.....	Third Quarter Ends
March 13-17.....	Spring Break
March 20.....	Fourth Quarter Begins
April 4.....	Early Release
April 7.....	K-12 Recess
April 13-15.....	Spring Play
May 1-12.....	AP Testing
May 18-19.....	Senior Final Exams
May 23.....	Senior Awards 7pm
May 24-25.....	High School Early Release - Final Exams
May 25.....	Commencement 7:30pm
May 29.....	Memorial Day

***You're at the Mountain. Climb!***



# MATADOR FIGHT SONG

*It's Shadow Mountain*

*It's Shadow Mountain*

*The pride of every Matador*

*Sing of our honor*

*Sing of our glory*

*It's Shadow Mountain now we're for*

*Now and forever*

*Always endeavor*

*To battle on to victory*

*For we will never stop*

*Till we're on top, so*

*Fight, Shadow Mountain, Fight*



# School Policies & Procedures

The following items 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.

DISTRICT SITE:

[www.pvschools.net](http://www.pvschools.net)

SMHS SITE:

[www.pvschools.net/smhs](http://www.pvschools.net/smhs)

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.

## ACADEMIC MISCONDUCT

In general, academic misconduct is appropriating someone else's work and representing it as your own. Various types of academic misconduct include, **but are not limited to**:

**Cheating:** Partial or total copying from another person on an assignment, quiz, or test. Using or attempting to use unauthorized aids or materials during a quiz or test. For example:

- copying another student's homework assignment
- using "cheat sheets" during a test

**Plagiarism:** Using the opinions, words, or statements of another person as your own without acknowledging the original source. For example:

- quoting, summarizing, or paraphrasing another person's work without giving that writer credit for his/her work
- not listing all sources that were incorporated into your assignment

**Misuse of Electronics:** Using electronics in an unauthorized or inappropriate manner. For example:

- photographing homework, tests, or quizzes
- visiting unauthorized websites
- damaging or altering computer records
- invading another person's files, programs, or data, including teacher's electronic grade books

**Facilitating Academic Dishonesty:** Helping or attempting to help another student with acts of academic misconduct. For example:

- giving someone else your homework to copy
- telling another student the content of a quiz or test

**Unauthorized Collaboration:** Working with another person on an assignment, quiz, or test when specifically instructed not to do so by the teacher. For example:

- completing a take-home test with another student when the teacher specifically prohibited group work
- working with another student on an assignment

Discipline consequences may include failing grade, loss of credit, detention(s), and/or suspension.

*Pursue Academic Excellence with Integrity.*  
*Be a Model Matador.*



# School Policies & Procedures

## **ATHLETICS**

Students may participate in interscholastic athletics at varsity, junior varsity, and freshman levels. Proof of physical examination and viewing of the informed consent video by the participant and his/her parent(s) are required prior to participation in practice or tryouts. Additional information is available from the athletic director and the district athletics website ([pvschools.net/athletics](http://pvschools.net/athletics)).

### **Eligibility**

Eligibility will be determined on a quarterly (1st and 3rd) and Semester (1st and 2nd) grading periods. Students losing their eligibility at the quarter and/or semester will be monitored every three weeks to determine if eligibility can be reestablished. Additionally, students in grades 9-11 must be enrolled in a minimum of five courses during the grading quarter of participation; seniors may participate with enrollment in a minimum of four courses. Also, students suspended from school for drug or alcohol offenses cannot participate in any extracurricular A.I.A. club, activity, or sport for 90 school days from the day of suspension. Ineligibility will extend from one school year to the next if the offense occurs within 90 school days of the end of a school year.

### **Random Drug Testing Policy**

The Governing Board and coaches believe that the use of illegal drugs presents an especially hazardous threat to the health, safety, and welfare of students who participate in athletics. Therefore, before a student is eligible to try out for a team or use the facilities during the off-season in our supervised weight program, he/she must agree to submit to the random based testing program. This policy is part of our student athlete drug prevention program and is intended to protect all students participating on teams and using our athletic facilities for conditioning during the school year. Students are picked from a random list for testing. Additional drug kits are available to all parents. For further information, please contact the athletic director.

## **ATTENDANCE POLICY**

Regular attendance is not only an essential part of your students' learning process, it is also key in their pursuit of a quality education. Students should remain out of school only when absolutely necessary, as much of the classroom activity cannot be made up. The benefit of lectures, discussion, and participation is lost forever to those who are absent. Students may fail classes or fail to graduate if this requirement is not met.

Attendance is the responsibility of both the students and parents. Parents need to be aware of their students' attendance and excuse them for valid absences. A student's record of attendance is available by logging into Infinite Campus at <http://ic.pvschools.net>.

### **Arizona Law**

The state of Arizona requires that all students attend school 90% of the year (Arizona Revised Statute § 15-803). PVUSD students attend school 180 days per year, which means that an SMHS student has nine sick days per semester. When a student reaches nine absences in a semester, a doctor's note (or other official document) may be required to excuse any further absences.

# School Policies & Procedures

## **Students Under the Age of 16**

Arizona State law requires that parents ensure that their children between the ages of six and 16 attend school. On the *fifth unverified absence* or the *eighteenth total verified/unverified absence*, regardless of the reason, a citation can be issued for a violation of an Arizona Revised Statute (A.R.S. § 15-803). As part of the citation process, both the parent(s) and the student will be required to attend a hearing with a probation officer at the Mesa Juvenile Court Center. There is a \$50.00 assessment fee, a mandatory education session for parents, and community service hours for the student.

## **C.U.T.S Program**

CUTS is a diversion program that brings consequences for students and parents whose children do not attend school. CUTS is a program only for students who are under the age of 16.

Students who are truant for five days or more may be cited by school administration. As part of this citation process, both the parent(s) and the student will be required to attend a hearing with a probation officer from the Juvenile Court Center. The hearing will be held at the Mesa Juvenile Court Center. The student and the parent will be assessed one or more of the consequences.

Consequences:

1. Assessment fee of \$50.00
2. Mandatory education session for students
3. Mandatory education session for parents
4. Community service hours for the student

## **Absence Policy**

**For a truant absence, the student is not eligible to receive credit for the work that is missed. Detentions and/or suspensions may be assigned for trancies.**

## **Potential actions for excessive unexcused absences:**

1. Development of a student expectation/attendance contract
2. Referral to the CUTS program for students under the age of 16
3. The administration may assign in-school suspension(s) and/or other consequences deemed necessary
4. Possible referral to the district's Alternative Education program

The consequences for failing to follow these provisions may result in truancy being assigned, which may result in the assignment of a failing grade and failing of the class.

## **EXCUSING STUDENTS FOR ABSENCES / TARDINESS**

Any absence due to illness, death in the family, religious observance, or other unusual circumstance will be excused provided the school Attendance office receives a call from the parent within 24 hours of the absence. All unverified absences result in a dialer call to the home number provided on the emergency card turned in at the beginning of the year.

# School Policies & Procedures

## ATTENDANCE HOTLINE

**Our attendance hotline, 602-449-3001, is available to parents 24 hours a day. Any absence for which a call is not received in the 24-hour time frame will not be excused.**

To excuse an absence, a parent must notify the Attendance office by telephone no later than 3pm on the day his/her child is absent from school. If a call is not received by 3pm on the day of the absence, parents will be notified by automatic dialer of the student's absence. After being notified, parents will then be given until 2pm the following day to call in and excuse the absence. Notes from parents are not required. Any absence without prior knowledge and consent of parent/guardian, which is in violation of state law and district procedure, will be a truancy.

If students are on campus, they are expected to be in class. They cannot be excused from class due to unpreparedness for tests or assignments. If students are excused, they cannot loiter on campus. **Any absence for which a student fails to sign out through the Attendance office prior to leaving campus will be a truancy.** Pre-planned absences of three or more days may be arranged in advance with the Attendance office. **Students may not be excused for a single period and remain on campus.**

## PERMIT TO LEAVE SCHOOL

Medical, dental, or other appointments during school hours are discouraged. If a student must leave for any reason, a parent/guardian must notify the attendance office. Then the student must report to the Attendance office and pick up a Permit to Leave (PTL) pass. **Any student requiring a pass during a scheduled lunch period must have a parent sign him/her out through the attendance office and receive a Permit to Leave before leaving campus.**

## MAKING UP WORK FROM ABSENCES

- A. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to make up work assigned during the absence.
- B. Homework may be requested for students absent three or more days by calling the Guidance department at 602-449-3015. Homework may be picked up at the end of the following school day. Please contact the Guidance department to ensure work has been received **prior** to coming to school to pick up work.
- C. Pre-arranged absences of three or more days must be cleared with the Attendance office. Teachers are not authorized to sanction absences, but they must be informed by the student. Work missed because of pre-arranged absences that occur at the end of a grading period must be submitted before the absence. No make-up days beyond the close of the grading period will be granted for prearranged absences. No incompletes will be issued.
- D. Students placed on off-campus suspension are encouraged to complete all homework missed during the suspension. If completed, homework must be turned in the first day the student returns to school; however, it will not be graded for credit. Credit may be given for tests, quizzes, and major assignments missed during suspension. Arrangements for make-up work are the responsibility of the student and should be completed in a timely manner.

# School Policies & Procedures

## TARDIES

If students arrive on campus after the 7:30am bell, they should proceed directly to the tardy table at the main gate by Reception. The **only acceptable excuses** for a tardy are **medical, dental, or legal** excuses. Parental excuse does not excuse a tardy.

Tardies are to be marked only during the first 10 minutes of class. Any student arriving after the initial 10 minutes of class will then be marked absent.

### When do tardies result in a consequence?

After three events of tardiness, students will be assigned a progression of consequences including lunch detentions and in-school suspension.

### How are tardies counted?

Tardies are totaled on a per-semester basis and are cumulative, counting all class periods.

Tardies 3 - 5	1 day of lunch detention for each tardy.
Tardies 6 - 8	2 days of lunch detention for each tardy and attendance contract on 8th tardy.
Tardy 8	Attendance Contract
Tardies 9-11	3 days of lunch detention or 1 day of after-school detention for each tardy.
12 +	1 day of in-school suspension for each tardy.

### **Periods 2 through 7:**

The same procedures will be followed for each of the class periods throughout the day for any tardy infractions (first 10 minutes of class). Continued tardiness will be treated as a class disruption and/or defiance of authority and may result in continued use of disciplinary measures.

If a student becomes ill after arriving at school, he/she must report to the Nurse to receive a Permit to Leave pass. Students leaving campus without a Permit to Leave **will be considered truant, and disciplinary action may be taken.**

*7:23 is the time to be with your ID!*

*Make every day count!*

***Be a Model Matador.***

# School Policies & Procedures

## **BOOKSTORE**

The Bookstore is located inside the Academic Building. It is open to students from 7:00AM - 2:30PM. The Bookstore handles most financial transactions on campus, including course fees, athletic fees, purchase of parking permits, and dance tickets. Lost and Found is located in the Bookstore.

### **Instructional Items**

Textbooks, novels, calculators, and other instructional items are issued free of charge to all students. The items are checked out to students on an individual basis. Students must return all items in the condition in which they were issued. Damaged or lost items must be paid for at full replacement cost.

### **Elective Class Fees**

Most elective courses are assessed per semester fees to cover the costs of materials and other class needs. Fees are listed in the High School Course Catalog, accessible at the PV Parent Portal. Please note, all fees are due during the applicable semester, and are required for all students taking the class. Fees are listed in the High School Course Catalog, accessible at the PV Parent Portal.

### **Activity and Athletic Participation Fees**

All students who participate in sanctioned activities such as Interscholastic Athletics, Performing Arts, Band, Choir, and Speech & Debate will pay a participation fee for each activity to help supplement the cost of equipment, supplies, and services. This fee must be paid prior to the first competition and before any equipment will be distributed.

## **CAFETERIA**

All PVUSD schools are on the National School Lunch and Breakfast Programs. Applications for free or reduced-price meals are available and distributed to all students at the beginning of the school year or can be accessed online at [EZMealApp.com](http://EZMealApp.com). Meal accounts or cash may be used daily to purchase breakfasts and lunches. Money can be loaded onto student meal accounts with cash or check at the school cafeteria. Credit and debit card payments can be taken online through [www.EZSchoolPay.com](http://www.EZSchoolPay.com); there is a \$2 service fee for online transactions.

## **CELL PHONES / ELECTRONIC DEVICES**

Teachers, staff, and students have a reasonable expectation of privacy. Students are not to use personal electronic devices for the purpose of surreptitiously taking, sending, recording or transmitting photos, conversations, or videos of others at school, on the bus, or at school-related activities/events.

The Governing Board is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Use of electronic devices in violation of this policy may result in discipline as defined in Bullying, Harassment, Bullying, Intimidation and Threats of Harm (Governing Board policies JICK and JICFA), and as described in the PVUSD Parent-Student handbook.

During instructional time, earbuds, headphones, and cell phones are not to be out, "plugged in," or used by students unless teacher permission is specifically granted.

***Respect our learning community by managing all electronic devices.***



# School Policies & Procedures

## **CLOSED CAMPUS**

PVUSD enforces a closed campus policy. Only those persons who are officially enrolled as students are permitted on the campus during the school day. All others may be considered trespassers and subject to arrest.

Students may not leave campus at any time during school hours or throughout their scheduled day. **Consequences for leaving campus without a pass range from detention to off-campus suspension.**

- Students are to remain on campus from the time they arrive in the morning until after their last class or until they have officially been given permission to leave. Students may not leave for lunch.
- 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 class early/prior to being dismissed by the teacher.

## **Food Deliveries**

Parents may drop off food for their students in the reception area. Students are not permitted to have food delivered to campus. Deliveries will be turned away.

## **Guests**

Students are not allowed to bring visitors during the school day. Parents are welcome but are asked to make an appointment if they wish to see a teacher, counselor, or administrator. A parent wishing to visit a classroom is asked to give at least 24 hours' notice. Students must register guests for school dances through the Administration office.

## **COMMENCEMENT PARTICIPATION**

A student may not participate in the commencement ceremony until counselors have verified that all graduation requirements have been met, all outstanding debts are settled, and the checkout sheet is completed and approved. There are fees involved with the commencement program, and participation is optional.

## **DIGITAL CITIZENSHIP**

The following guidelines and policies apply to:

- Students who use computers belonging to the Paradise Valley Unified School District
- Students who access network resources available through the Paradise Valley Unified School District
- Students who bring personal electronic devices to Paradise Valley Unified School District schools and events

Network access, including the Internet, is available to students. Official district student email accounts, complete with Internet services, are also provided upon enrollment to enable more effective and efficient teacher and administrator communication with students and parents. PV Schools also maintains contact information (home phone, email, cell phone, and address) for appropriate communication while promoting instruction and learning. The district has taken technical and organizational precautions to restrict access to controversial materials; however, it is impossible to

# School Policies & Procedures

## **DIGITAL CITIZENSHIP (continued)**

control all controversial materials on a shared network. District administration believes the valuable information and interaction available on our network and the Internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

## **DRESS CODE**

Shadow Mountain is a place of learning where we want students to be able to express themselves while also promoting Academic Excellence. We value that student dress can highlight the cultural and religious diversity and the individuality of our students. Appropriate student dress contributes to a safe workplace and educational atmosphere and the success of the entire school community. Clothing students might wear in social settings or outside of school may not be appropriate to wear to school. We want all students to be dressed appropriately for a successful and safe learning environment.

Please wear the following:

- Clothing that is not see-through and covers a student's undergarments, chest, and torso when standing or sitting. Clothing should have a back and straps and should fit closely under the arms.
- Clothing that is of adequate length to cover the student's bottom at all times.
- Clothing that has appropriate language. Clothing should be free from references to violent images, tobacco/vaping, drugs, alcohol, sexual references, profanity, and language that demeans others.
- Appropriate footwear for a safe learning environment. When selecting footwear, students should be responsive to the specific safety needs of each school and/or classroom, as determined by the teachers and administration.
- Headwear may be worn on campus, but please remove it in the building or classroom if asked by a staff member.

If there is a concern regarding student dress, a staff member will ask the student to go to the front office to address the issue. The student and a front office staff member will discuss the concern, and if deemed necessary, the student will be provided with appropriate clothing to change into or may wait in the office for appropriate clothing to be brought to them. Administration will have a discussion with the student regarding how to create an environment for success as well as potential consequences if there are further dress code concerns. Requests for exceptions to the dress code should be brought to the school administration.

## **EMERGENCY RESPONSE DRILLS**

Fire drills occur monthly, and lockdown drills occur twice each school year. Teachers, security, and administration will give instructions for these drills. During a fire drill, all students must vacate buildings and the center of campus and report to their teacher on the football field until the all-clear signal is given.

Any student triggering a false alarm or calling 911 under false pretenses will be penalized in accordance with district guidelines.



# School Policies & Procedures

## FIGHTS / MEDIATION / FACILITATION

An orderly atmosphere is essential to learning. Fighting is an unacceptable behavior and will not be tolerated. Those who are involved in fights may be suspended for up to five days for the first offense. The number of suspension days may be reduced with mediation. Any student involved with or promoting or encouraging a fight will also be subject to disciplinary action. Contact the Guidance office to arrange for mediations.

## GRADE REPORTING

### Infinite Campus

Infinite Campus is a secure information system used by Paradise Valley Unified School District. Student data, including but not limited to demographics, census (family relationships), schedule, grades, and attendance, are stored online at: <https://ic.pvschools.net> and there is an Infinite Campus Mobile App for Android and iOS devices.

To retrieve username and password, guardians must have provided the district with a unique email address. Once provided, go to <http://password.pvschools.net> and enter the email address. A link to view the user's Infinite Campus username and password will be emailed. Students in grades 7 through 12 are responsible for their own password management.

### Progress Reports

Official Deficiency Reports are issued four times a year only to parents of students with "D's" or "F's". The reports reflect deficient performance of students' academic and behavioral progress. Parents should expect to receive these reports during the sixth week each quarter.

### Report Cards

Official report cards are issued four times a year. Only those grades on the first and second semester report cards go on official transcripts. Report cards are sent home electronically via email. Parents may contact the Guidance department if they wish to receive e-report cards and progress reports rather than paper copies.

## GUIDANCE SERVICES

Counselors are available to provide students with counseling, academic and vocational planning, scholarship and financial aid instructions, as well as other guidance-related services. Please contact the Guidance office at 602-449-3015 if you have any questions.

### College and Career Center

The College and Career Center is a resource for students and parents to have all their college/career questions answered. Whether it's about the application process or utilizing Naviance Student for scholarships and to track your college applications and transcripts, we've got you covered. All grade levels are welcome. Please contact 602-449-3076 for more information.

***Hold yourself Accountable to always give a strong effort and pursue Academic Excellence.***

# School Policies & Procedures

## **BULLYING, HARASSMENT, HAZING, AND THREATS OF HARM**

SMHS is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of bullying, harassment, intimidation, hazing or threat of harm. Students have the right and responsibility to report bullying, harassment, intimidation, hazing or threat experiences and to have that report processed by a knowledgeable staff member. Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension or expulsion from school, depending on the severity of the incidents and/or frequency of offenses. Counseling, mediation, community service and other programs where the student takes responsibility for the action may be used as alternative consequences.

## **HALL PASSES**

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. A student without a student planner/hall pass will be considered to be out of class without permission and may be subject to disciplinary action. Student planner replacements may be purchased in the Bookstore for \$5.

## **HEALTH AND FIRST AID**

Students who are injured or become ill during the school day need to report to the Nurse's Office for an evaluation of their condition and to communicate with a parent/guardian as appropriate. Assisting the student to remain in school is the goal, to the extent that the student does not have a communicable disease or other health condition that interferes with the student's academic performance or places other students at risk. Unless it is an emergency, a student must have a pass from his/her teacher to visit the nurse. Upon arrival at the Nurse's Office, the student must sign in and must receive a signed pass to return to class. Students are held accountable for their time out of class. **Students may not leave campus for illness or injury-related concerns without parent contact, permission from the nurse, and a Permit To Leave School.**

Students requiring mobility devices (crutches, walkers, wheelchairs) to move effectively on our campus must give a doctor's note to the school nurse so we can properly support students.

### **Medications**

Students are not allowed to carry any medication while on campus. This includes Tylenol, Ibuprofen or other over the counter medications. If a student is required to use medication during the school day (including inhalers) the following procedures must be followed:

1. All medications must be kept in the Nurse's Office. The exception to this policy is for a student who has a life-threatening allergy and must carry injectable epinephrine (EpiPen), or for an asthmatic student whose condition is so severe that they must carry an inhaler. In that case, a physician's note on letterhead or a prescription stating this information must be on file in the Nurse's Office.
2. Medication must be in the original container. In the case of a prescription medication, the name on the label must match the name of the student who will be taking the prescribed medication.
3. A parent/guardian must complete and sign the Paradise Valley Unified School District "School Year Medication Record" form each academic year.

# School Policies & Procedures

## HONOR ROLL

Achievement through Academic Excellence is the mission of Shadow Mountain High School. Students who earn a Grade Point Average (GPA) above 3.5 will be recognized each semester with the following categories:

Honor Roll with High Distinction	4.0 and above
Honor Roll with Distinction	3.8 - 3.99
Honor Roll	3.5 - 3.79

## LOCKERS

All PE and athletic lockers are the property of the school. Lockers may be opened and inspected by authorized school personnel for reasonable/just cause. Only official school locks are permitted on lockers. Any unauthorized lock will be removed. A \$10 fee may be assessed for any lost, damaged or graffitied locks and/or lockers. The school is not responsible for items missing or stolen from lockers under any circumstances.

## MEDIA CENTER

The Media Center and its facilities are for research and study-related purposes. Food is not allowed in the Media Center unless pre-authorized by staff. Hours are 7am to 3pm. Students must have a pass to use the Media Center during class time.

## PARKING LOT

All district high schools will assess a parking permit fee of \$100. This fee is prorated by quarter and non-refundable. Student parking permits may be revoked for parking or driving violations at the determination of SMHS administration. The speed limit in the parking lot is 5 m.p.h.

Only those students who have paid for a parking permit may use our parking facilities during the school day. Each student who drives a vehicle to school must register it through the Bookstore and display the parking permit. **When a vehicle is sold, traded, wrecked, or has had its windshield replaced, the parking permit must be removed and returned to the bookstore for a free replacement.** If the parking permit is not removed and returned, a new one may be purchased with administrative approval. **Parking permits are not transferable from one vehicle to another.**

Students must park vehicles in the student parking lots located on the east and west sides of campus and **may only park in the assigned lot.** In the west lot, curbside parking spots and the two northmost parking rows are reserved for staff members. Any vehicle illegally parked or without a parking permit may be booted or towed at the owner's expense. The student may be subject to further disciplinary action.

All automobiles should be locked after arriving in the morning. The school assumes no responsibility for the vehicle or its contents. Valuables should not be kept in vehicles. Parking lots are off-limits to students during the school day except for those students who are leaving or returning to campus with permission. Loitering is never permitted in parking lots.

# School Policies & Procedures

## PROHIBITED ITEMS

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere with school procedures and the learning community. Items such as mace, pepper spray, knives, spikes, chains, weapons of any type, lighters, matches, squirt guns and other playthings will not be permitted on campus. The above listing is not intended to be all-inclusive. These items will be confiscated and students may be subject to disciplinary consequences.

### Drug Policy

Enforcement of the district drug and alcohol policy is swift and strict. Students found in possession of drugs/drug paraphernalia or under the influence of drugs/alcohol during the school day or at school-sponsored events will be suspended for nine days (may be reduced with counseling) on their first offense and may be recommended for expulsion or AHP (Alternative Home Placement) on their second offense. A person who in any way provides, gives, sells, or offers any form of alcoholic beverage, illegal or dangerous substance, drug paraphernalia, look-alikes, or any substance represented as an illegal or dangerous drug will be deemed a provider and recommended for expulsion. In addition, the police may be notified. Shadow Mountain High School has been registered as a drug-free zone.

### Non-Smoking Policy

The possession of, use of, or intent to possess tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products of any kind is prohibited. School officials will confiscate these items. Students found in violation may receive the following disciplinary action:

- |                          |                                                             |
|--------------------------|-------------------------------------------------------------|
| 1 <sup>st</sup> offense: | 3 days in-school suspension and possible police citation    |
| 2 <sup>nd</sup> offense: | 3-5 days off-campus suspension and possible police citation |

The no-smoking policy is enforced not only during the school day but also in the vicinity of campus before and after school, at school-related events on or off campus, on school buses, and at school bus stops.

## RESTRICTED AREAS

During the school day, students must remain supervised by staff. They are not allowed in teacher workrooms, parking lots, athletic fields, gymnasiums, bus lanes, or any other location that is unsupervised.

## SCHOOL AND STUDENT PROPERTY

Student lockers, desks, school textbooks, and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, desks, books, equipment, and other property. Inspections of lockers may be conducted by school authorities at any time without a search warrant or student consent. Automobiles may be searched with student consent or as a result of the school official observing items that provide a reasonable suspicion of illegal or unauthorized property inside the vehicle.

***Show Community Spirit by Respecting all school property.  
Be a Model Matador.***

# School Policies & Procedures

## **SCHOOL BUSES**

Bus transportation is provided to any district student who lives 1-½ miles or more from school. Information regarding eligibility for bus transportation can be found at “Bus Finder” on the district website. *Open-enrolled students are not eligible for district transportation and must arrange for transportation to arrive at school at 7:23am each morning.*

Bus drivers are PVUSD employees and are to be treated with **courtesy** and **respect**. Rules and requests are to be obeyed on the bus and at the bus stops. Timetables of routes and bus stop locations are posted in the Guidance department. If additional information regarding school bus transportation is needed, call the PVUSD District Transportation Office at 602-449-2251.

## **SECURITY AND CUSTODIANS**

Security personnel are on campus to monitor student behavior and safeguard students and school property. Custodial staff is employed to ensure the orderly operation of the school. These employees wear photo-identification tags. Discourtesy toward and/or disregard of the directives from these personnel are grounds for disciplinary action.

## **SIGNS AND POSTERS**

Only signs or posters for school-related activities may be displayed on campus. All must be approved, signed, and stamped by an administrator or their designee. Once approved, signs and posters must be stapled to the approved bulletin boards in the hallways. Administration may give permission for clubs to tape special signs and posters to windows. Persons or organizations displaying posters are responsible for immediately removing the advertising following the event or activity.

## **STUDENT CONDUCT**

Each student has the right to learn, and each teacher has the right to instruct in an atmosphere free from distraction or disruption. Disciplinary action will be imposed on students whose behavior fails to respect these rights. All school rules regarding student behavior apply not only during the school day but also in the vicinity of campus before and after school, at all school-related events, on or off campus, on school buses, and at school bus stops.

## **STUDENT CONDUCT WITHIN THE SCHOOL COMMUNITY**

School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school or attending events on and off campus after the school day ends. This includes the responsibility to observe traffic/pedestrian laws, the responsibility to act as a good neighbor, and respecting the safety, welfare, and property of others. Failure to conduct oneself in a safe manner or to act as a good neighbor within the school community may result in disciplinary action (A.R.S § 13-201).

*Show Accountability for your actions,  
dress, and demeanor while in the SMHS Community.  
**Be a Model Matador.***



# School Policies & Procedures

## CONSEQUENCES FOR STUDENT MISCONDUCT

The following is a partial list of disciplinary consequences:

- **Detention(s)** - May be required to be served at lunch or after school. Missed detentions without notification will be assigned double consequences. If the double consequence is not served, then ISS may be assigned.
- **In-School Suspension** - Assignment to ISS room for partial day, full days, or multiple days. Homework and tests may be made up for credit.
- **Community Service/Campus Beautification Alternatives** - Students may be assigned community service, campus beautification, or behavior modification courses. These assignments will be required for repeat offenders or at the discretion of the Assistant Principal. Parent agreement and support is mandatory.
- **Off-Campus Suspension** - One to 10 days out of school. Students may not be on campus during this time nor take part in any cocurricular or extracurricular activity as either participant or spectator. A parent conference may be required before a student returns to school.
- **Expulsion** - Students will be referred to the Governing Board for a hearing. Upon expulsion, the student will not be allowed to enroll at any school in the Paradise Valley School District. Alternative Home Placement (AHP) may be assigned in lieu of an expulsion.

## STUDENT IDENTIFICATION BADGES

To ensure school safety, clear and immediate identification of all individuals on our high school campuses is imperative. All district high school students are required to wear their school identification badges on lanyards at all times while on campus during the school day. The identification badge must be displayed on the outermost garment between the neckline and waistline and readable at all times. Students must carry their identification cards in their possession while attending extracurricular activities or other on-site school events outside of the school day.

Students who have temporarily misplaced their badge may request a temporary ID from the Administrative office. Students will be assessed consequences for every third ID violation. Lost, damaged or defaced identification badges must be replaced. Badges are non-transferable, and using another student's ID badge or "sharing" a badge is a serious violation. A new identification badge may be purchased in the Bookstore for \$5. A new lanyard may be purchased for \$1.

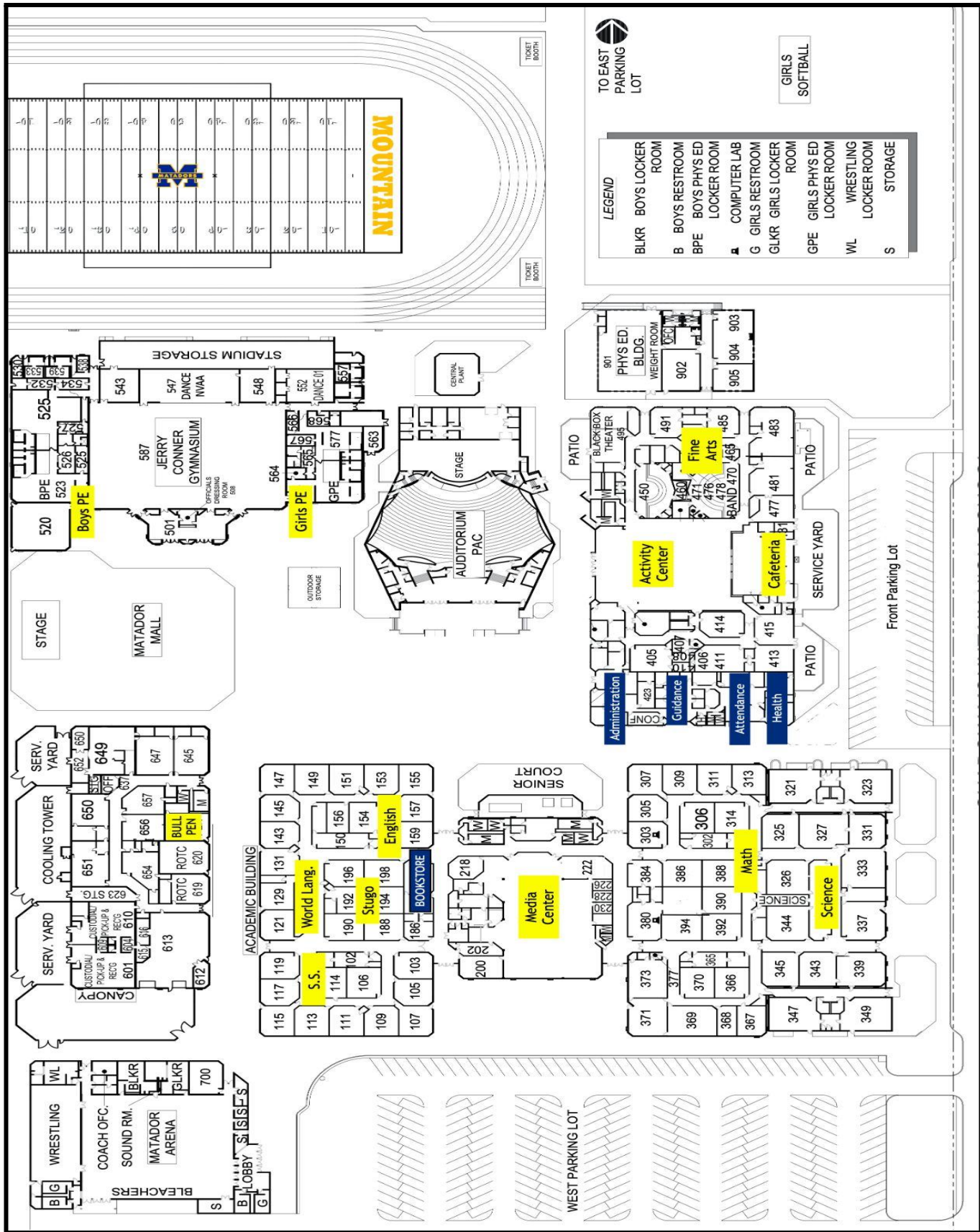
*Show Community Spirit by acting with Respect & Integrity.  
Be a Model Matador.*

# Graduation Requirements & University Admission Standards

<b>SUBJECT</b>	<b>HIGH SCHOOL DIPLOMA</b>	<b>IN-STATE UNIVERSITY/COLLEGE COMPETENCIES</b>	<b>HIGHLY SELECTIVE PROGRAMS/UNIVERSITIES</b>
<b>English</b>	4 Credits	4 Credits (College Prep-Literature based)	4 Credits <i>Honors levels preferred</i>
<b>Social Studies</b>	3 Credits (World His., Am. His., and ½ Am. Gov., ½ Econ.)	2 Credits (Am. His. + one other)	3 Credits <i>Honors levels preferred</i>
<b>Math</b>	4 Credits	4 Credits (Alg. 1-2, Geo., Alg. 3-4 is a prereq.)	4 Credits <i>Honors levels preferred</i>
<b>Science</b>	3 Credits	3 Lab Credits (any level Earth Science, Biology, Chemistry or Physics)	4 Credits <i>Honors levels preferred</i>
<b>World Language</b>		2 Credits (2 credits of same language)	3-4 Credits Recommended <i>Honors levels preferred</i>
<b>CTE/Fine Arts</b>	1 Credit of either	1 Credit of Fine Arts (2 semesters in same program area)	Consecutive Courses (2 semesters in same program area)
<b>Physical Education</b>	.5 Credit LIFE Concepts .5 Credit PE Choice Course		
<b>Electives</b>	6 Credits	No specific requirement	No specific requirement
<b>CREDIT REQUIREMENTS</b>	22	16 Core Classes (plus additional credits to satisfy graduation requirements)	18-19 Core Classes (plus additional credits to satisfy graduation requirements)



# Campus Map



# MLA Formatting for Papers

The SMHS English department teaches students the basics of MLA formatting. Our philosophy is that once a student learns the basics of MLA and the rationale for a formatting process, he/she will be able to easily learn a different formatting style, should it be required, in college. MLA publishes a handbook with all of the details (they are on the Eighth Edition), and students can get great assistance from Purdue University's OWL (Online Writing Lab).

## Basics of Formatting a Paper:

- Page Setup: Margins should be set at one inch on top and bottom and left and right.
- Font: Students should use a plain font (Times New Roman, Arial, Georgia, etc.) and it **MUST** be size 12.
- Spacing: From beginning to end, the paper is double-spaced - "Set it (at the beginning) and forget it."
- First Page Header: On the top of the first page only, the student must provide their name, instructor name, course name, and date paper is due (see example below).
- Page Numbers: Using the "Insert Header" function, the student should include their last name and page number (see example below). This information should be aligned to the margin on the right side.
- Indenting Paragraphs: The first line of every paragraph should be indented one half inch (the normal setting for the tab key).
- Title page: The current MLA guidelines do not require a title page.

Craver 1

Sarah Craver

Mr. Storey

AP English 5-6

23 February 2018

### A Career as a Prosthetist

In the United States alone, an average of 185,000 people have an amputation each year, meaning that about five hundred amputation surgeries are performed daily. The loss of a limb is devastating to a person both physically and mentally. With this high number of amputations per year, the majority of them will need a prosthetic device.

# MLA Formatting (continued)

- The Works Cited Page begins at the top of a new page.
- The Works Cited Page comes after the text of the paper.
- Page Setup: Margins should be set at one inch on top and bottom and left and right, the same as the text of the paper.
- Font: Students should use a plain font (Times New Roman, Arial, Georgia, etc.), and it MUST be size 12, the same as the text of the paper.
- Spacing: From beginning to end, the Works Cited Page is double-spaced - "Set it (at the beginning) and forget it."
- Page Numbers: These continue from the text of the paper. In the "Header," there should be a last name and corresponding page number. This information should be aligned to the margin on the right side.
- Indenting Entries: Each new entry begins at the left-hand margin. If an entry has multiple lines, the subsequent lines should be indented one half inch (standard tab key).
- Entries should be alphabetized based on the first word of the citation.

Kimsey 7

## Works Cited

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