

## **Health Office Concerns**

PVHS wanted to take the time to review Health Office procedures as they relate to phone calls home. What students are doing, are contacting their parent during class time from their own cell phone. The parent will come to the Health Office without anyone's knowledge. The proper procedure for a student is to request a health pass from their teacher. While in the Health Office, the FASA and/or nurse will make any necessary phone calls. We ask that you have a conversation with your student(s) and remind them of the proper procedures. Thank you for assistance. You may contact Palo Verde High School at 799-1450 if you have any questions and/or concerns.

## **Drug Presentation**

PVHS is holding its first Drug Awareness Workshop for Parents. The workshop is designed to arm parents and guardians of the dangers of drugs and what signs to look for. The workshop will be held on Tuesday, March 31, 2009, from 6:30pm-8:00pm, in room 200. David Wright, from CCSD Safe and Drug Free Schools will be presenting. Seating is limited.

## **Closed Campus Policy**

PVHS is considered a closed campus which means once students arrive on campus, they are not to leave unless they get properly checked out by a parent or guardian. Students leaving campus during various times of the school day poses a safety hazard for students and the surrounding community. Progressive discipline will take place if students are caught. We ask that you have a conversation with your student(s) about the Closed Campus Policy. Please call the Deans' Office at 799-1450, ext 4500 if you have any questions or concerns.

## **Parking Concerns**

Residents in the surrounding community have voiced complaints regarding students parking in their neighborhood. More specifically, the complaints are students are too noisy, leave trash, and hang out. PVHS has a student parking lot designed for student parking. Students simply need to obtain a parking permit in room 709, next to the Deans' Office. We ask that you have a conversation with your student(s) about the neighborhood parking issues. Please call Assistant Principal, Jessica Pinjuv at 799-1450, ext 4206, if you have any questions or concerns.

## **Tardiness**

Tardiness causes a disruption to instruction. School starts promptly at 7:00am; therefore, any students that arrive to class after 7:00am are considered tardy. Students are given five minutes for each passing period as well. The PVHS Deans' Office regulates the number of tardies for each student. Progressive discipline will be followed. We ask that you have a conversation with your student(s) about the importance of being on time. Please call the Deans' Office at 799-1450, ext 4500 if you have any questions or concerns.

## **Attendance**

The attendance policy adopted by the Clark County School District Board of Trustees, CCSD Regulation 5113, states that secondary students who exceed six (6) unapproved absences in any course will not earn credit for that course. The students may be retained in the current grade or be referred to an alternative education program.

It is the policy of Palo Verde High School to 1) encourage maximum attendance on the part of students; and 2) require absent students to explain their absences.

Palo Verde High School will apply the six(6) unapproved absence limitation to all classes. We will deny credit on the 7th unapproved absence (those designated for attendance enforcement purposes) in each class. Changes made by CCSD supersede the PVHS handbook.

## **Absence Notes**

For an absence to be approved, students must bring a note to the attendance office within three days of the last absence. This note must contain:

- A) full name of the student;
- B) student's grade and student number;
- C) date(s) of the illness;
- D) specific illness (i.e., flu, measles);
- F) full name of the parent (printed and signed);
- G) telephone number of parent.

## **Loss of Credit Appeals**

If a student has exceeded six (6) unapproved absences in a class, that student will lose credit in the class. Parents have three days after receipt of the loss of credit letter to request an appeal if they believe that there is an error in the attendance record or that an extenuating circumstance exists. Appeals can be scheduled with Ms. Pinjuv, Assistant Principal, by calling 799-1450 ext. 4206.

## **Questions about an Attendance Record**

If you have questions about your student's attendance record, call Stephanie Stucki in the attendance office at 799-1450 ext. 4035.