



# **Student Handbook**

## **2024/2025**

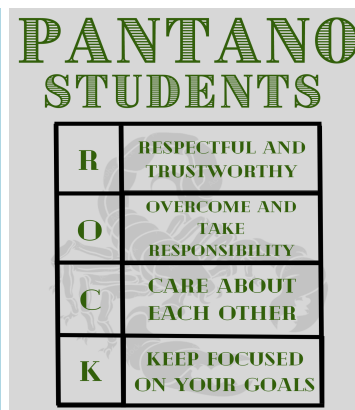
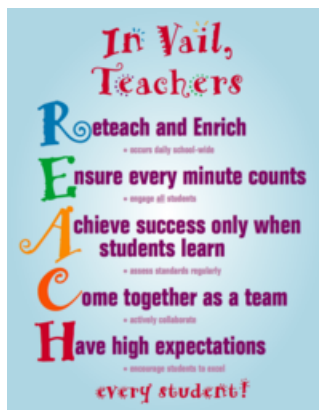
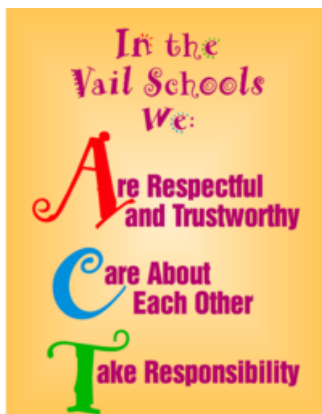
Isaac Walko: Principal  
Jean Peglow: Administrative Designee  
Darlene Barkhahn: Office Manager  
Mary Lopez: Principal's Secretary

## DISTRICT ADMINISTRATION

Mr. John Carruth, Superintendent  
Mr. Kevin Carney, Assistant Superintendent  
Mrs. Debbie Penn, Deputy Superintendent

## VAIL SCHOOL DISTRICT GOVERNING BOARD

Allison Pratt  
Ed Buster  
Jen Anderson  
Callie Tippet  
Chris King



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**WHERE  
EDUCATION  
ISA  
COMMUNITY  
EFFORT**



**IT IS THE  
MISSION OF THE  
VAIL SCHOOL  
DISTRICT TO  
PROVIDE  
PARENTS WITH  
SAFE AND  
NURTURING  
SCHOOL  
COMMUNITIES  
WHERE THEIR  
CHILDREN CAN  
OBTAIN A  
QUALITY  
EDUCATION.**

## **GUIDING PRINCIPLES**

### **WE RESPECT PARENTS.**

We operate on behalf of parents and assist them in educating their children.  
We deeply value parental choice and involvement.

### **WE CARE ABOUT EVERY STUDENT.**

We believe every student must be included, respected, and provided a physically and emotionally safe environment.

### **WE VALUE OUR EMPLOYEES.**

Our staff is carefully selected on the basis of their ability to carry out the mission and guiding principles. We hire the best and respect their expertise and opinions.

### **OUR SCHOOLS ARE COMMUNITIES OF LEARNERS.**

A community is a place where each individual is important and has something valuable to contribute. Learning is a lifelong activity. We are all learners. We expect staff, volunteers, and parents to model this belief for students.

### **WE DO THE HARD WORK OF GETTING ALONG.**

We believe that the quality of our adult relationships greatly influences the character and accomplishments of our students.

### **WE ARE RESPONSIBLE TO BOTH OUR LOCAL AND EXTENDED COMMUNITY.**

We actively seek community involvement and respond to the needs of our local community. We seek to be a role model of excellence and to provide assistance to other school systems.

### **WE BELIEVE LEARNING EXTENDS WELL BEYOND THE CLASSROOM.**

Our educational program is enriched with opportunities such as activities, athletics, clubs, internships, and senior exit projects.

### **WE PREFER SMALL CLASS SIZES.**

Working with students in smaller groups increases opportunities for learning, personal attention, a sense of belonging, and the development of a supportive classroom community.

### **WE UPHOLD TRADITIONAL VALUES SUCH AS RESPECT, PERSONAL AND SOCIAL RESPONSIBILITY, HONESTY, AND HARD WORK.**

We model socially responsible behavior, expect it from each student, and include it in our curriculum.

### **WE ARE COMMITTED TO FISCAL RESPONSIBILITY.**

We use public resources to provide a quality education for our students. Priorities are developed based on student needs, legal responsibilities, and cost-effective methods.

### **WE ARE CONTINUALLY IMPROVING.**

We are never content with the status quo. We live in a changing world and respond to those changes. We are constantly looking for better and more efficient ways to accomplish our mission.

# School Calendar

Vail School District No. 20

APPROVED 2.28.23

## HIGH SCHOOL STUDENT CALENDAR 2024-2025

**July**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**March**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**June**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

B/E = Beginning/End of school  
 = Holidays/Vacations (No School for Students)  
 VPD = Vail Pride Day  
 C = Parent/Teacher Conferences (1/2 for students)

Y = Inservice for Teachers - 1/2 day for Students  
 F = Finals/Teacher Grading Day - 1/2 day for Students  
 \* Except K-5 Students at Vail Academy and HS

\*G = Graduation Ceremony 5/20/25 = VAHS  
 12/16/24 = PHS Fall Ceremony 5/21/25 = VIC  
 5/17/25 = CHS & APHS 5/21/25 = EHS  
 5/19/25 = PHS 5/22/25 = MMHS

## PANTANO HIGH SCHOOL ADMINISTRATION

Isaac Walko, Principal (520)879-1204

Jean Peglow, Administrative Designee (520)879-1218

## **PANTANO HIGH SCHOOL MISSION STATEMENT**

Pantano High School is a credit recovery alternative school committed to serving our students' individual strengths and needs. Staff and students collaborate to create a sense of connection, value, and belonging. Students' personal and academic successes are celebrated and they are empowered to be active participants in the community. Pantano is a place where hope is restored.

## **PANTANO HIGH SCHOOL GUIDING PRINCIPLES**

- We provide for the whole child; emotionally, socially, and academically.
- We provide a variety of educational delivery methods and teacher interaction to facilitate student achievement in each course. All courses are aligned to Arizona State Standards and the Vail Unified School District's Essential Standards.
- We create an individual graduation plan for each student, and monitor their progress toward that plan.
- We create opportunities that help prepare students for life after high school.
- We seek parent and community involvement in the development and mentorship of the students and the programs.

## **SCHOOL INFORMATION**

- An Arizona "A" rated school 2023 - 2024
- Pantano High School is accredited by AdvancED/North Central Association
- Pantano High School is a 2015 & 2019 Arizona Educational Foundation (AEF™) A+ School of Excellence™

## **PANTANO HIGH SCHOOL IS AN OPTION FOR:**

- Students entering their fourth year of high school who have earned 15 or fewer credits.
- Students entering their third year of high school who have earned 8 or fewer credits.
- Students who are able to earn the credits necessary for graduation prior to their 21<sup>st</sup> birthday.
- Situations that fall outside these guidelines will be addressed individually and decided upon at the discretion of the principal.

# Bell Schedule

**1<sup>st</sup> Bell – 8:55 AM**  
**Class Starts Bell – 9:00 AM**  
**Tardy Bell – 9:05 AM**

## **Full Day schedule:**

Period 1- 9:00 - 9:55  
Period 2- 9:55 - 10:55 (Mindful Minutes 10:50-10:55)  
Community Time 10:55 - 11:20  
Period 3 - 11:20 - 12:15  
Period 4 - 12:15 - 1:10  
Lunch - 1:10 - 1:50  
Period 5 - 1:50 - 2:45  
Period 6 - 2:45 - 3:40

## **1/2 Day Schedule:**

Period 1 - 9:00 am - 9:35 am  
Period 2 - 9:35 am - 10:10 am  
Period 3 - 10:10 am - 10:45 am  
Mindful Minutes - 10:45 am - 10:50 am  
Community Time - 10:50 am - 11:15 am  
Period 4 11:15 am - 11:50 am  
Period 5 11:50 am - 12:25 pm  
Period 5 12:25 pm - 1:00 pm

## **Semester 1**

Term 1 7/19/2024 – 8/30/2024  
Term 2 9/3/2024 – 11/01/2024  
Term 3 11/04/2024 – 12/20/2024

## **Semester 2**

Term 4 1/6/2025 – 2/14/2025  
Term 5 2/17/2025 – 4/11/2025  
Term 6 4/14/2025 – 5/22/2025

## **Office Hours**

**Monday through Friday**  
**8:00 a.m. – 4:00 p.m.**

Students will not be allowed on campus before 8:30 a.m.

## **PANTANO HIGH SCHOOL CODE OF CONDUCT**

At Pantano, we believe in taking responsibility and having accountability for our actions and the impact it has on others. Our goal in consequences is to restore and build relationships. We maintain a safe environment by being respectful and trustworthy, overcoming and taking responsibility, caring about each other, and keeping focused on your goals.

### **RESTORATIVE PROCESS:**

In the event that students fail to follow expectations and do not abide by the principles outlined in the ROCK Statement (above page 2), Pantano High School will use the restorative process approach to discipline. The restorative process is grounded in “restorative justice,” a way of looking at wrongdoing that focuses on repairing the harm done to people and relationships rather than on punishing offenders. The restorative process is based on the belief that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things *with* them, rather than *to* them or *for* them. The most critical function of the restorative process is restoring and building relationships. Students and Staff must meet with those they have wronged, explore what happened, and make necessary amends. We believe in partnering with parents as part of the process.

### **RESTORATIVE DISCIPLINE:**

- Acknowledges that relationships are central to the building of the school community.
- Must establish policies and procedures that deal with harm and misbehavior in a way that strengthens relationships and provides an opportunity for learning.
- Focuses on harms done rather than rules broken.
- Gives voice to the person who has been harmed.
- Engages in collaborative problem solving.
- Empowers change and growth for all involved.
- Enhances responsibility for actions and attitudes for all involved.<sup>2</sup>

**Restorative Practices do not take the place of behavioral consequences.**

While the staff of Pantano High School is committed to restorative measures, consequences are a necessary part of behavior management. The following chart provides detail in regards to possible consequences for levels of behavior.

**This code of conduct shall apply to any conduct:**

- On school property prior to, during, and following regular school hours when school is in session or when school activities are in operation
- While students are on school transportation for any reason.
- From the time a student leaves home until the student returns home again. This includes behavior to and from bus stops and routes students take while walking to school.
- At all school-sponsored events and other activities where school administrators have jurisdiction over students.
- During travel to and from school.

The Code also applies to out-of-school conduct by a student if the school believes the nature of such conduct indicates the student presents a threat to the health, safety or welfare of other students or staff.

<b>Type of Behavior</b>	<b>Possible Consequences</b>
<p>Minor Behaviors:</p> <ul style="list-style-type: none"> <li>● Repeated Dress Code Violation</li> <li>● Misuse of cell phones or other electronic devices</li> <li>● Harassment</li> <li>● Unexcused Absences/Ditching/Leaving Class Without Permission</li> <li>● Defiance</li> <li>● Disrespectfulness</li> <li>● Disruption</li> <li>● Cheating</li> <li>● Inappropriate Language</li> <li>● Technology Violation</li> <li>● Plagiarism</li> </ul>	<p>The following <u>minimum</u> disciplinary actions will be taken (1-3 points depending on circumstance and frequency).</p> <ul style="list-style-type: none"> <li>● Teacher conference with student</li> <li>● Teacher negotiated consequence</li> <li>● Restorative Process</li> <li>● Community Service</li> <li>● Respect Agreement Contract</li> <li>● Suspension</li> </ul>
<p>Major Behaviors:</p> <ul style="list-style-type: none"> <li>● Serious Threatening/Intimidating Behaviors</li> <li>● Gang Activity</li> <li>● Hazing</li> <li>● Bullying</li> <li>● Weapons</li> <li>● Stealing</li> <li>● Physical Aggression</li> <li>● Property Damage</li> <li>● Arson</li> </ul>	<p>The following <u>minimum</u> disciplinary actions will be taken (3-6 Points depending of circumstance and frequency):</p> <ul style="list-style-type: none"> <li>● Teacher conference with student</li> <li>● Parent notification</li> <li>● Administrative negotiated consequences</li> <li>● Restorative Process</li> <li>● Respect Agreement Contract Revised</li> <li>● Suspension, Police may be notified</li> <li>● Abeyance (Formal Disciplinary Contract)</li> </ul>

<ul style="list-style-type: none"> <li>● Possession or usage of Drugs/Alcohol/Tobacco</li> <li>● Selling/Distributing Alcohol</li> <li>● Sexual Misconduct/Harassment</li> <li>● Creating danger to the educational environment/behavior (e.g. pulling a fire alarm, etc)</li> <li>● Selling, using or possessing weapons, simulated weapons fireworks or other dangerous instruments</li> <li>● Unauthorized fundraising</li> <li>● Repeated Offenses of Minor Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>● 10 or more days out of school suspension pending a long-term hearing.</li> </ul>
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**\*Accrual of 6 points during the course of the school year may result in suspension of 10 days or more pending a long term hearing (LTH)**

# PANTANO HIGH SCHOOL DRESS CODE

**Pantano High School students are expected to dress as young adults.**

Student attire should not present health or safety hazards, have the ability to be used as a weapon, be deemed inappropriate and should not disrupt the educational process. We rely upon parents' good judgment and discretion as to what your child should wear to school. However, faculty and administration of Pantano High School reserve the right to make the final decision regarding the suitability of any attire and to decide when attire violates school code.

## Dress Code Guidelines

<b>MUST</b> be worn:	Clothing that covers a student from armpit to armpit and down to at least mid-thigh. Clothing which covers genitals, buttock, chest, belly and breast. <ul style="list-style-type: none"><li>• Bottoms</li><li>• Tops</li><li>• Shoes</li><li>• Undergarments</li></ul>
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<p><b>MAY</b> be worn:</p>	<ul style="list-style-type: none"> <li>• Face Coverings for health protective purposes</li> <li>• Hats/headwear</li> <li>• Fitted pants (opaque leggings, yoga pants, skinny jeans)</li> <li>• Sweatpants; shorts; skirts</li> <li>• Dresses</li> <li>• Minimal midriff-baring shirts (no more than 1” (2 fingers) above the belly button may be visible when the hand is raised. Not visible when arms are down.)</li> <li>• Ripped jeans, as long as underwear is not exposed</li> <li>• Tank tops, spaghetti strap tops</li> <li>• Spirit Day attire including pajamas &amp; slippers and only when administration has permitted the specific Spirit Days (No Costumes, Unless a Spirit Day)</li> </ul>
<p><b>CANNOT</b> be worn:</p>	<ul style="list-style-type: none"> <li>• Bandanas</li> <li>• Masks covering the entire face where students cannot be recognized.</li> <li>• Tube Tops</li> <li>• Transparent or Mesh clothing that makes visible undergarments, genitals, buttock, chest, belly and breast.</li> <li>• Any item deemed a disruption to the educational environment</li> <li>• Accessories, tattoos, clothing, etc. that depict, contain, or imply: <ul style="list-style-type: none"> <li>○ Violent language or images</li> <li>○ Weapons</li> <li>○ Illegal activities</li> <li>○ Gang-related activities</li> <li>○ Hate speech</li> <li>○ Profanity</li> <li>○ Pornography, sexual words or content</li> <li>○ Drugs or alcohol</li> <li>○ Lewd behavior</li> </ul> </li> <li>• Underwear or bathing suits of similar design are not to be visible. However, waistbands or straps on those undergarments worn under clothing are not a violation.</li> </ul>

# **PANTANO HIGH SCHOOL STUDENT ATTENDANCE POLICY**

**Pantano High School students are expected to attend school as responsible young adults in order to meet your goal of graduation.**

## **COMPULSORY ATTENDANCE AGES**

It is unlawful for a child who is at least six but not yet sixteen years of age to fail to attend school during the hours that school is in session, unless such child is excused pursuant to: A.R.S. 15-802 verifiable records are kept of the reasons for the excuse from the duties prescribed.

A.R.S. 15-901 for children with disabilities

The child being provided instruction at home

The child being accompanied by a parent or a person authorized by a parent

## **PROCEDURE**

Students shall be in physical attendance in the classrooms in which they have been assigned. Students will be counted absent on a period-by-period basis whenever they are not physically in attendance. Please note that any student who arrives at school after the first 10 minutes of any class will be counted as absent for that class period.

Students may not leave during the school day without first checking out through the front office. This is considered “ditching” and is an offense that results in a disciplinary action. Our sign in/out system will automatically log your information (date, time in/out, reason) into PowerSchool. This includes 5<sup>th</sup> and 6<sup>th</sup> periods. It is the responsibility of the parents/guardians to give permission by note or phone call, prior to a student leaving campus. If a student is age 18 or older, they can sign themselves out, but attendance will notify parents. Students under 18 year of age cannot sign themselves out without parent notification.

Parents and students should be aware that students who are enrolled in the minimum number of classes (4) may incur an absence if any part of a class period is missed.

## **ATTENDANCE POLICY**

- After 10 consecutive unexcused absences, students are withdrawn in accordance with the state requirements.
- Reasons for an absence can be provided via a phone call to **Mrs. Lopez at 879-1202** or by an email from the parent or legal guardian. If a student is absent due to an appointment, an excuse from the provider is necessary in order for the absence to be marked as excused. We respectfully request that all appointments be made after school hours.

- **District policy states that absences may not be excused after 48 hours of the absence.** After 48 hours, **ALL** absences are considered unexcused and missed assignments are not given. Please provide documentation or reason for the absence within the 48-hour window.
- It is the student's responsibility to ask for missed assignments for excused absences. Students have **5 school days** from the date of the excused absence to turn in make-up assignments.
- Teachers are available should students need additional assistance with missed assignments.
- Excusable absences are defined as those that are inevitable and/or significant enough to warrant the absence such as: illness (that is contagious or may impact the student's ability to function in the classroom), bereavement, other family emergencies, and in observance of major religious holidays for the family's faith. Requests for absences due to foreseeable circumstances must be made to the principal and made at least two weeks in advance of the requested dates.
- The principal reserves the right to accept or deny all requests for excused or unexcused absences. It is our practice to excuse no more than 3 consecutive absences, excused or unexcused, at any one given time.
- Any student, who has a total of 6 or more (excused or unexcused) absences in any one class in any 6 week term may be unable to earn credit for that class. Students are issued No Credits (NC's). Students can appeal loss of credit at the end of each semester through the appeal committee.

## **TARDY POLICY**

Promptness is a quality that is absolutely necessary for success in school, at work and with people. Tardiness, without a documented excuse, to classes is not acceptable and causes a disruption to the learning environment. Students, who arrive at school after the 9:05 am bell rings or who arrive at school 10 minutes late to any class period from that point forward, will be marked as absent for that class period.

## **EIGHTEEN-YEAR-OLD POLICY**

Students who are eighteen years old (18+) or older may sign themselves into and out of school (Policy JI), however regular attendance is an important element for success at Pantano High School. Parents will be notified. Students who are less than 18 years of age may **NOT** leave school without a note or verbal confirmation being made with the parent by office staff.

Once a student leaves campus, they may not return for that day unless they have a doctor's note indicating that they left for an appointment. **Pantano High School is a closed campus. Students are not able to sign themselves out to leave for lunch.**

## PANTANO HIGH SCHOOL ACADEMIC POLICIES CURRICULUM

Students will be required to meet the Vail Unified School District graduation requirements in order to receive a diploma.

Subject Area	Pantano High School Graduation Requirements
English	4 credits
Math	4 credits*
Social Studies	3.5 credits**
Science	3 credits
Health	.5 credit
Fine Arts or Career & Technical Education (CTE)	1 credit
Foreign Language	No requirement
Senior Exit Project	.5 credit
Electives	5.5 credits
Total	22 credits

\*Math courses shall consist of Algebra 1, Geometry, Algebra II (or its equivalent) and an additional course with significant math content as determined by the Governing Board.

\*\*Requirements include 1 credit World History, 1 credit US History, 1 credit American Government, and .5 credit of Economics.

ALL students must pass the Civics test with at least a 70% in order to receive a diploma.

### GENERAL:

- Content may be covered in a variety of ways including traditional classes that are scheduled in six-week or twelve-week units.
- Students may participate in a work-study program in which credit may be earned.
- Students enrolled at Pantano High School are unable to participate in extracurricular activities, with the exception of JROTC & Band, at other Vail District high schools.
- Before enrolling in any on-line courses, you must have administrative approval and a Vail District Concurrent Enrollment Approval Form completed. Failure to do so may result in refusal of credit for the course.

## GRADING POLICY

- Students must pass each course with at least a 70% to receive credit for that course.
- Classroom assignments missed due to excused absences can be made up within 5 school days of the excused absence.
- Late work due to unexcused absences must be made up within 5 days of the due date and will be accepted with a 30% penalty of the potential point value.
- Bellwork will count for no more than 10% of a student's grade. Bellwork may not be made up for unexcused absences.

## GRADING SCALE

- A=90-100%;      B=80-90%;      C=70-80%;      F=Less than 70%
- Grade point average will be calculated on a 4.0 scale.  
A = 4.0      B = 3.0      C = 2.0      F = 0

## GRADE REPORTS

- Reminders to check Powerschool for progress notes will be **emailed** home at the midpoint of each term (3 weeks). Make sure a valid email address is provided to Pantano High School.
- Report cards will be **mailed** to parents/guardians at the end of each term.

## SCHEDULE CHANGES

Schedule changes will be kept to a minimum. Schedule changes are limited to the first **three** days of each term and may be approved for the following reasons:

- The Student has already taken and passed a particular course.
- Students who are unable to be in the same class together (legal documentation required).
- Teacher or Administrative decisions that are in the best interest of the student(s) or teacher(s).

ALL students will be scheduled into six class periods. Each term, students will be given a sign-up form to enroll in the electives available that term. Parent permission is required to drop any class.

## **LATE WORK POLICY**

In an effort to prepare our students to be college and career-ready, all assignments should be turned in on time. Excused absence work must be turned in within 5 days of the excused absence. Late work for unexcused absences will be accepted with a 30% penalty and must be turned in not later than 5 days after the assignment is due. Assignments submitted after that time will not be accepted. Late assignments will not be accepted after the end of the grading term unless under extraordinary circumstances and only at the consent of the principal.

## **HOMEWORK POLICY**

Homework is an integral part of the learning process. It is our practice to assign homework that is meaningful and relevant to the concepts being covered in the classroom. Therefore, in the event that homework is assigned, it is our expectation that it will be completed in a manner that supports the learning process.

## **ATHLETICS**

Students enrolled at Pantano High School are unable to participate in extracurricular athletic activities at other Vail District high schools.

## **ONLINE CLASSES**

Before enrolling in any online courses, administrative approval is required and the Vail District Concurrent Enrollment Approval Form is completed. Failure to do so may result in a refusal of credit for the course.

**STUDENTS ARE NOT PERMITTED TO REMAIN ON CAMPUS DURING THE SCHOOL DAY WHEN THEY ARE NOT ENROLLED IN A CLASS.**

## **CONTINUED ENROLLMENT**

In order to remain in “good standing” at Pantano High School, students are required to pass a minimum number of classes per term.

- Students who are enrolled in four (4) classes per term must pass a minimum of three (3) classes.
- Students who are enrolled in six (6) classes per term must pass a minimum of four (4) classes, with at least one passing class in a 5<sup>th</sup> or 6<sup>th</sup> period.

Enrollment for students who have failed to meet the academic requirements for a **single term** will require a meeting between the parent, student, and teachers in order to determine eligibility for enrollment in the next term.

## **FIELD TRIP POLICY**

Students may attend school-sponsored field trips after they have completed a field trip permission form that must be signed by their parent/guardian. A teacher or administration has the right to deny the student the opportunity to attend a field trip based on grades, behavior and attendance.

## **HEALTH OFFICE**

According to Vail School District Board policy, the health service office may administer over-the-counter medications (Tylenol, Advil, cold medicine, etc.) and prescription medications with written permission from a health care provider. Parent or guardian must sign a consent form for the school or student to administer the medication. The prescription must include the following information: student's name, doctor's name, name of medication, reason for administration, dose and time to be given. The medication is required to be in the original store-sealed packaging.

## **I.D. CARDS**

I.D. cards are used for identification purposes. Pantano will provide the student with one free I.D. card. All replacement I.D. cards will cost \$2.00.

## **THEFT/VANDALISM**

The Vail School District is not responsible for the loss or theft of any property belonging to a student or any other person when such property is brought onto or left on the Pantano campus. Theft and vandalism should be reported immediately to a staff member.

## **MESSAGES/FOOD FOR STUDENTS**

Only urgent messages will be accepted for delivery to students in class. All others will be delivered between classes, at community time, or at the end of the student's school day.

Please refrain from texting your student during school hours. Texting can be done during Community Time (11:55-11:20 a.m.) and Lunch (1:10-1:50 p.m.).

Food brought in by family can be left in the front office and will be delivered to the student during Community Time (10:55 – 11:20 a.m.) or Lunch (1:10-1:50 p.m.). FOOD DELIVERY SERVICES ARE PROHIBITED (Uber Eats, DoorDash, etc. )

## **PARKING POLICY**

Parking will be available to licensed students. Vehicles must be registered and legal for street use. You are expected to drive on campus with courtesy and good sense. Driving privileges may be revoked for speeding or reckless or inconsiderate driving. The school will not be responsible for any damages incurred to vehicles while parking in the school lots. Parking permits are required for all students parking on campus and come at a cost of \$5 per student.

## **VISITOR POLICY**

Student visitors are not allowed on campus during the school day. For safety reasons, we do not allow student visitors to “shadow”, audit, or attend classes with a relative or friend. Parents, guardians, and other adult visitors are welcome to visit the school. You must sign in at the office and receive a visitor’s pass. Parents should make prior arrangements to meet with teachers to discuss student issues.

## **ELECTRONIC DEVICES AND CELL PHONE POLICY**

Electronic devices may only be used in class with teacher permission. Cell phones are to be turned off or placed on silent mode during class time. A student using a phone during class time without teacher permission will be directed to place their phone in the hanging cell phone depot secured by the teacher/staff until the end of class.

Pantano High School is not responsible for the loss, theft, or damage of items, not under the supervision of faculty or staff (cell phone depot). These items tend to be items of high demand and are easily lost or stolen.

## LEAVING CAMPUS

Pantano High School is legally responsible for its students during the school day and cannot allow students to leave campus without parental permission. Students will have to have their I.D. with them to leave. The following are ways to leave campus:

- A signed parental statement, including phone number, authorizing a student to leave campus for an appointment during the school day shall be submitted to the Attendance Clerk.
- Students who are ill during the school day. The nurse will call home to inform parents that the student is leaving at that time. The student must be signed out in the front office before leaving.
- Students are to sign out in the front office for doctor, dental, or other appointments.
- Students who are eighteen years old (18) or older may sign themselves into and out of school (Policy JI) ; however, regular attendance is an important element for success at Pantano High School. **Parents will be notified, regardless of age.** Students who are less than 18 years of age, may **NOT** leave school without a note or verbal confirmation being made with the parent by office staff. Once a student leaves campus, they may not return for that day unless they have a doctor's note indicating that they left for an appointment.

## **GENERAL INFORMATION**

### **HONOR ROLL**

A certificate will be awarded each term to students who attain a GPA of 3.0 or higher.

### **COMMUNICATION WITH THE SCHOOL**

In order to help meet the needs of our students, it is essential that parents and the school make every effort to communicate. We will work to meet this need by sharing our procedures and other information via our website, social media outlets, phone calls, email and our Learning Management System - Schoology.

### **SNACK BAR**

Students may choose to purchase food or drinks before school and during lunch at the Scorpion Shack. The Scorpion Shack is run by Aramark, and a separate snack bar account can be set up in order for students to use their accounts through the “mymealtime” system.

### **BUS INFORMATION**

Bus information can be found on this website: [www.infofinder.com](http://www.infofinder.com)  
Enter your address and choose your child’s school. If your address comes up, click on it and then click on the “My Bus Stop” tab. Look at the trip number, not the actual bus number to determine your route.

Transportation no longer provides buses at 1:00 p.m. *Seniors* who wish to leave midday will need to provide their own transportation.

### **MEAL ACCOUNTS**

To set up a meal account for your student go to [www.mymealtime.com](http://www.mymealtime.com)  
Create a profile and answer the questions to set up the account.

The account not only keeps track of your child’s meal activity but it also can be used at the Scorpion Shack where students can purchase food items.

- It is the parent’s/guardian’s responsibility to ensure the student has money in his or her student meal/snack account. A student meal/snack is delinquent if the account balance has a negative balance.

- Students in high school will not be permitted to charge a meal/snacks if the student account has a negative balance.
- We encourage you to complete a free/reduced lunch form in order for you to take advantage of benefits such as ACT, SAT test fee waivers, for students should you qualify.
- Families may apply for free or reduced price meals at any time during the school year. Families are responsible for student meal account charges made before the free or reduced meal price application is approved - the approval is NOT retroactive to the beginning of the school year.

## Parent - Setup Schoology Notifications

You may elect to receive two different notifications of your student's activity in Schoology.

1. **Parent Email Digests** (daily or weekly) - Regular summary emails, including information from all courses' overdue, upcoming and recently completed assignments.

*Sample parent email digest -->*

Course Summary	Grade	Attendance
Math II: Section 2	-	-
English 101: Section 1	A- 92.22%	1E 100

**Overdue Submissions**

- 2 Days late: Physical Science Essay in Introductory Science

**Upcoming (32)**

**Monday, September 9, 2013**

- Mocking 3:59 pm
- First Day of Class
- Reading Assignment - "On Virtue" 11:55 pm

**Wednesday, September 11, 2013**

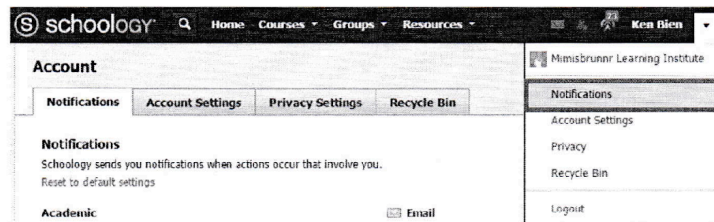
- Reading Assignment: "Rip Van Winkle" 11:55 pm

2. **Overdue Submissions Notifications** - Email or text message sent anytime your student misses a submission deadline for a single assignment that can still be submitted for credit.

*\*Text message option also available, see below to setup Mobile Notifications*

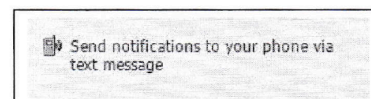
### Setting up email notifications

1. Click on the down facing arrow on the top right of your Schoology account.
2. Select your child from the list that appears in the dropdown menu.
3. Once you're viewing the child's account, click on the down facing arrow again.
4. Select the Notifications option in the dropdown menu.
5. To receive the **Parent Email Digest**, select **On** in your Email Summary menu.
  - If you choose Daily emails, you may set a time at which the notification will be sent to your inbox.
  - If you choose Weekly emails, you'll have an additional option to select the day of the week it is sent.
6. To receive the **Overdue Submissions Email**, select **On** in the Email Notification menu.
7. Click **Save Changes** to update your settings.



### Text Message Notifications

You may elect to get notifications sent to your phone via text message. This can be set up in your account (not your view of your child's account) in the same Notifications menu used to set up email notifications.



**Note:** You will be asked for your 10 digit cell number and carrier. Only US and Canadian numbers are supported. Standard data fees and text messaging rates apply based on your plan with your mobile carrier. As mobile access and text message delivery is subject to your mobile carrier network availability, such access and delivery is not guaranteed. You have the ability to edit, temporarily discontinue or remove your mobile number from Schoology at anytime.