

# **AZTEC High School**

Yuma County Juvenile Justice Center  
2330 West 28<sup>th</sup> Street  
Yuma, Arizona 85364  
(928) 314-1918 Fax (928) 726-2826  
Office Hours  
Monday through Friday  
7:30 AM to 3:30 PM

## ENROLLMENT CHECK SHEET 2016-1017

Thank you for your interest in our school. Please complete the enrollment packet attached and return as soon as possible. Please make sure you bring copies of the following information to complete the enrollment process.

Student applications are reviewed and notification of enrollment will follow. Students are admitted to school upon receiving all the information required. In case of a waiting list, students will be notified as soon as space is available.

The office also keeps on hand the credentials and resumes of our teachers. Please ask if you would like to review your child's teacher resume.

### STUDENTS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING INFORMATION:

- Official Withdrawal from previous school
- School transcripts (from the last school attended)
- Birth Certificate
- Eighth Grade Diploma or Social Promotion (If coming from a Junior High School)

**AZTEC HIGH SCHOOL REGISTRATION FORM**

2330 West 28<sup>th</sup> Street  
 Yuma, AZ. 85364  
 PHONE (928) 314-1918 FAX (928) 726-2826  
 (FOR OFFICE USE ONLY. PLEASE DO NOT WRITE IN SPACES)  
 SAIS# \_\_\_\_\_ Student ID# \_\_\_\_\_

**School Year 2016-2017**

(FOR OFFICE USE ONLY)  
 Entry Code: \_\_\_\_\_  
 Entry Date: \_\_\_\_\_  
 Enter Date: \_\_\_\_\_

**OUR MISSION IS TO ASSIST AND EDUCATE STUDENTS TO BECOME CONTRIBUTING MEMBERS OF SOCIETY**

Student Name  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ State of Birth: \_\_\_\_\_

Last School of Attendance Last Grade Attended \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: \_\_\_\_\_

Gender: M _____ F _____	Race: (check one or more)
Ethnicity	American Indian/Native American: <input type="checkbox"/> YES <input type="checkbox"/> NO
Hispanic: <input type="checkbox"/> YES <input type="checkbox"/> NO	Asian: <input type="checkbox"/> YES <input type="checkbox"/> NO
	White: <input type="checkbox"/> YES <input type="checkbox"/> NO Black: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Native Hawaiian or other Pacific Islander: <input type="checkbox"/> YES <input type="checkbox"/> NO

**Special Education:**  YES  NO  
**Category and Service Type:** \_\_\_\_\_

Parent/Guardian Information:  
 First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
 Relationship to student: \_\_\_\_\_  
 Street: \_\_\_\_\_ Apt. # or Space #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Mailing Address (If different from above): \_\_\_\_\_  
 \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Message Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_  
 E-mail Address (If applicable): \_\_\_\_\_  
 Employment Place: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Relationship to student: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

\_\_\_\_\_  
 Parent/Guardian Signature Date

Other Information Allergies or Chronic Illness:  YES  NO Condition: \_\_\_\_\_  
 (Chronic Illness Form must be submitted to the office if any and signed by a Doctor.)  
 Probation Officer (If Applicable): \_\_\_\_\_

# AZTEC High School

Yuma County Juvenile Justice Center  
2330 West 28<sup>th</sup> Street  
Yuma, Arizona 85364

## AUTHORIZATIN FOR RELEASE OF INFORMATION

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Nombre del Estudiante (PLEASE PRINT) Fecha de Nacimiento

School or Organization last attended: \_\_\_\_\_  
Escuela u Organizacion que asisto anteriormente  
Address: \_\_\_\_\_  
City, State, and Zip Code: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_

**TO:** **Aztec High School**  
**2330 West 28<sup>th</sup> Street**  
**Yuma, AZ. 85364**  
**Phone: (928) 314-1918**  
**Fax: (928) 726-2826**  
**Attention: Mrs. Africa Carrasco, Register**  
**[acarrasco@courts.az.gov](mailto:acarrasco@courts.az.gov)**

### Please send the following by email or fax:

- High School Proficiency scores (AIMS, etc.)
- Transcripts (an Official Transcript can be mailed at a later date)
- Withdrawal Form (from Arizona school)
- Withdrawal Grades
- Birth Certificate
- Other: \_\_\_\_\_

\_\_\_\_\_  
Student Signature (**If 18 YOA or Older**)  
Firma del estudiante

\_\_\_\_\_  
Date  
Fecha

\_\_\_\_\_  
Parent/Guardian Signature (**student is under 18 YOA**)  
Firma del padre o tutor (si el estudiante is menor de 18 anos)

\_\_\_\_\_  
Date  
Fecha

## **ATTENDANCE AND TARDY CONTRACT**

**All AZTEC students will sign an attendance/tardy contract for the school year. Absences and tardies will be closely monitored.**

- STUDENTS ARE ALLOWED ONLY 3 ABSENCES, EXCUSED OR UNEXCUSED, IN A SCHOOL YEAR.
- STUDENTS MAY NOT LEAVE SCHOOL BEFORE DISMISSAL WITHOUT PERMISSION. STUDENTS UNDER 18 YEARS OF AGE (YOA) MUST HAVE A PARENT/GUARDIAN'S SIGNATURE.
- STUDENTS 16 (YOA) AND OLDER WILL BE DROPPED FROM AZTEC HIGH SCHOOL FOR EXCESSIVE ABSENCES, AND MAY NOT RE-ENROLL UNTILL THE BEGINNING OF THE NEXT PROGRESS REPORTING PERIOD, OR SEMESTER, WHICHEVER IS SOONER.
- STUDENTS UNDER 16 (YOA) WILL NOT BE DROPPED, BUT WILL BE REPORTED FOR TRUANCY, AND WILL BE ALLOWED A RENEWAL OF THIS CONTRACT.

Example1: Student, age 16, has 3 absences. Upon 4<sup>th</sup> absences, the student will be dropped, but may re-enroll immediately. The student will be allowed only one more absence, (for a total of 5) and then will be dropped until the next progress reporting period, or semester, whichever is sooner. If there are special circumstances, such as a chronic illness (with form signed by doctor in the student file), the student may remain in school. All other exceptions to this rule are made only by the administration, on a case by case basis, upon presentation of the student's "case".

Example 2: Student, age 14, has 3 absences. On the 4<sup>th</sup> absence, the student will be issued a new contract, under the same terms. Student may have only 2 contracts in a school year. **Absences in excess of 8 will result in the student being dropped from AZTEC High School until the beginning of the next semester.**

THE ONLY EXCUSE FOR THE 4<sup>TH</sup> ABSENCES IS:

Hospitalization of the student, confirmed by the hospital paperwork family emergency, confirmed by parent or guardian by telephone or letter Chronic illness: Chronic/acute illness that may cause extended absenteeism: asthma, diabetes, cancer, anticipated surgeries, treatment, hospitalization, or complications of an ongoing disease or pregnancy. This is to be confirmed by a medical doctor's diagnosis on the Chronic Illness Form, funeral service for immediate family members, confirmed by newspaper article, mass card or funeral program.

## **TARDY**

- **STUDENTS SHOULD MAKE EVERY EFFORT TO BE IN SCHOOL EVERY DAY, ON TIME, AND IN CLASS FOR THE ENTIRE PERIOD. ANY STUDENT NOT INSIDE THE CLASSROOM OR PRESENT AT THE DESIGNATED CLASS AREA WHEN CLASS IS SET TO BEGIN IS CONSIDERED TARDY, REGARDLESS OF CAUSE.**
- ANY STUDENT WHO IS TARDY TO SCHOOL MUST REPORT TO THE OFFICE FOR A TARDY PASS, REGARDLESS OF WHAT TIME THE STUDENT ARRIVES AT SCHOOL. (A student with an excused tardy may be allowed to make up work. A student with an unexcused tardy may be allowed to earn credit for the work at the discretion of the teacher.)
- A STUDENT WHO IS TARDY MAYBE ASSIGNED TO LUNCH OR AFTER SCHOOL DETENTION FOR THAT DAY.
- FOUR TARDIES WILL COUNT AS AN UNEXCUSED ABSENCE, AND THE STUDENT COULD BE ASSIGNED TO FRIDAY DETENTION. If the student is assigned to Friday Detention, it is

their responsibility to attend as scheduled. FRIDAY DETENTION IS NOT for making up missed school work. The responsibility falls upon the student to make up their school work.

- EXCESSIVE TARDIES COULD RESULT IN FURTHER CONSIQUENCES, UP TO AND INCLUDING SUSPENSION FROM AZTEC HIGH SCHOOL.

### **OTHER**

STUDENTS, REGARDLESS OF AGE, MAY NOT LEAVE CAMPUS AT LUNCHTIME TO PURCHASE FOOD.

STUDENTS, REGARDLESS OF AGE, MAY NOT LEAVE CAMPUS PRIOR TO THE END OF THE SCHOOL DAY FOR WORK, OR PERSONAL REASONS NOT VERFIED BY AN APPOINTMENT.

ALL VIOLATIONS OF THIS CONTRACT WILL BE REPORTED TO THE STUDENT'S PROBATION/PAROLE OFFICER (IF APPLICABLE), AND WILL BE NOTIFIED.

Please review and discuss this contact carefully. Contact the school office for further information.

I understand and agree to the terms of this contract:

\_\_\_\_\_  
STUDENT (PRINT NAME)                      STUDENT SIGNATURE                      DATE

\_\_\_\_\_  
PARENT/GUARDIAN (PRINT NAME)                      PARENT/GUARDIAN SIGNATURE                      DATE

Copy to Probation Officer (If applicable): \_\_\_\_\_

## STUDENT PERMISSION FORM

I give my son/daughter \_\_\_\_\_ permission for the following:

- To attend field trips organized by AZTEC High School staff.
- To use my son/daughter's name and/or photograph for the purpose of inclusion in a school student of the month, scrapbook or yearbook; publicity for school activities in the public news media; publicity in a newsletter for parents and/or public.
- To ride with other students or friends to and from school (AZTEC High School will not be responsible for any incidents this may cause) Parent/Guardian Initials\_\_\_\_\_.
- To take Tylenol, IBUtab, Pain-Aid, Tumes, ext. at school.
- To drive to and from school. (A copy of vehicle registration, proof of insurance and driver license in required by the school office.

I understand that the permission granted in this document may be changed by me as the parent/guardian at any time. I will provide the school with written notice if I wish to change any item(s) on this form.

I understand that my son/daughter may be using public transportation (YCAT) to and from school. All students using public transportation are subject to the rules and regulations of YCAT, and may, by reason of behavior, be asked to leave the vehicle at any point. Students who are issued a bus pass may have that privilege revoked at any time upon notice of continued inappropriate behavior from YCAT.

I understand that I am responsible for my son/daughter's behavior, and the school will not provide any transportation to students who have been denied access to YCAT services.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## INTERNET PERMISSION FORM

We are pleased to offer students access to the school's private computer network and internet. To gain access to the internet, all students must have their parent/guardian sign and return the form to school.

Access to the internet will make it possible for the students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material on the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other material as well.

### INTERNET RULES

- Personal responsibility: The student will use the internet as a school resource to gain knowledge and to solve problems collaboratively with the educational objective of the school's academic curriculum. In accordance with United States Statutes (18USACA Sec. 875 (c)), the student will not send any copyrighted, threatening, or obscene material on this internet.
- No personal e-mail accounts or chat rooms will be allowed at AZTEC High School.
- The student accepts the responsibility of using the information obtained on the internet. AZTEC High School specifically denies responsibility for the accuracy of information obtained. The student will use hardware and software in the manner taught by the supervising teacher. All software will be provided by the school. Students are prohibited from using other software on school equipment. The student is not allowed to charge personal mp3 players on school property.
- Network etiquette: The student will abide by the generally accepted rules of network etiquette as posted, including music or video, CD's and DVD's.
- Note: When using school equipment, you are a representative for the school.
- Privileges: The use of the internet is a **privilege**, not a right. Inappropriate use will result in cancellation of the privilege and disciplinary action.

**No Email No Chat Rooms No Joke Sites No Celebrity Sites No Porn  
No Gambling Sites No Gaming Sites  
No Music Sites No Movie Sites No On-Line Shopping Sites**

**NO SITE THAT REQUIRES YOUR NAME NOTHING THAT REQUIRES YOU TO DOWNLOAD  
NO FACEBOOK NO YOUTUBE NO PRIVATE SITES**

Internet Agreement To Be Completed By Student:

As a user of the AZTEC High School network, I agree to comply with the internet and "NO" rules on this page, using the network in a responsible manner while honoring all relevant laws and restrictions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

Internet Agreement To Be Completed By Parent/Guardian:

As the parent/guardian of the student signed above, I grant permission for my son/daughter to access networked computer service such as the internet. I understand that individuals and families may be held liable for violations of rules printed on this sheet. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use-setting standards for my son/daughter to follow when selecting, sharing, or exploring information and media.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

CHRONIC ILLNESS PARENT AGREEMENT

Dear Parent(s)/Guardian(s):

When your child is absent due to a chronic illness and a chronic illness form is on file in the school office, **a note is required from the parent/guardian to excuse the student from school if the student is not going to his/her health provider.** These notes are to be signed and turned into the school office for processing **immediately** upon the students return.

Thank you,  
AZTEC High School

**Upon signing below I agree, understand and will comply with the above information. I will write and turn in a note for each absence.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# AZTEC High School

Yuma County Juvenile Justice Center  
2330 West 28<sup>th</sup> Street  
Yuma, Arizona 85364

## CHRONIC ILLNESS FORM

### **THIS FORM IS TO BE COMPLETED BY THE ATTENDING PHYSICIAN.**

Chronic Illness Form for School Year 2013 – 2014  
Forma de Enfermedad Cronica  
(Esta forma sera llenada per el medico familiar solamente)

The basis for this certification is that the student meets the requirement for Chronic Illness or extended absenteeism from school due to extended illness/injury, surgery, or complications due to pregnancy. Chronic health problems require a physician's signature. Following is the school's definition for Chronic Illness.

An illness which has been, or is expected to be, a condition which affects the student for an extended period of time and which historically is an illness that is not expected to be resolved through regular medical treatment or the passage of time. Examples: asthma, diabetes, cancer, anticipated surgeries, treatment, hospitalizations due to pregnancy, etc., which may interfere with regular school attendance but which are not expected to cause enough absences to require Homebound Services.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School ID #

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Phone #

Date of Initial Consultation: \_\_\_\_\_

Medical Diagnosis: \_\_\_\_\_

Medical Prognosis: \_\_\_\_\_

Physical limitations (If any): \_\_\_\_\_

\_\_\_\_\_  
Print Physician's Name and Title

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

## UNIFORM POLICY YEAR 2016 – 2017

The school uniform has as its purpose to unifying of our student body, regardless of financial status. Requiring students to wear a uniform dress standard serves as a reminder to the students that school is a place of formality, order, and discipline. The uniform will be in effect for all school days, Monday – Thursday. **Students in violation of the dress code are subject to disciplinary action.**

### **SCHOOL UNIFORMS FOR BOTH GENDERS CONSIST OF:**

- **PANTS:** Tan or Khaki colored slacks, pants or knee length shorts **ONLY!** No blue jeans, leggings, pajamas, corduroy pants, or pants with designs are allowed. Pants may not be excessively baggy or long. Shorts **MUST** be knee length, no exceptions. Long sock may **NOT** be worn with shorts. No other pants style or colors are allowed.
- **FEMALES ONLY: Capri pants in tan or Khaki color are allowed!**
- **SHIRTS:** Black or Navy Blue polo shirts must have an AZTEC emblem with writing "AZTEC High School". **NO OTHER SHIRT STYLES ARE ALLOWED.** Polo shirts may not be overly large.
- **Shoes:** Laced or Velcro shoes must be laced or closed. **NO SLIPPERS OR SANDALS OF ANY TYPE ARE ALLOWED.**
- **NO CAPS, HATS, OR ANY TYPE OF HEAD COVER ARE ALLOWED.** If they are brought to the school they will be confiscated.
- **PLAIN BELT BUCKLES ONLY.**
- **SUNGLASSES:** May be worn to school, but may NEVER be worn inside any building of AZTEC High School.

### **WINTER ONLY:**

- Zipper hooded sweatshirts or sweatshirts must be the color of Black or Navy Blue. Sweatshirts or jackets may have the embroidered "AZTEC High School" in white, (only). Gloves are allowed during the winter months, December to March.

**STUDENTS MAY NOT WEAR ANY OTHER COLOR UNIFORM TO SCHOOL. NO EXCEPTIONS. Students are responsible to wear the correct uniform. AZTEC High School is not responsible for lost, stolen, or damage to school uniform.**

Students riding the YCAT bus must wear their uniform at all times.

Uniforms can be purchased at the following locations:

Price information please call either location.

Desy's Alternations and Embroidery  
1406 South 4<sup>th</sup> Avenue  
Yuma, AZ. 85364  
(928) 783-1880

Z-Trendz Uniforms  
773 South Orange Avenue  
Yuma, AZ. 85364  
(928) 783-3370