

STUDENT HANDBOOK

2017 – 2018

AZTEC High School

2330 West 28th Street

Yuma, AZ. 85364

Phone: (928) 314-1918

Fax: (928) 726-2826

Welcome Aztec Warriors,

We are excited that you have chosen to attend Aztec High School. As we celebrate our 21st year, we pledge that we will provide a quality education as well as a safe environment to learn.

Aztec High School became a Kids at Hope High School in 2014. As we transform to an At Hope School, you will notice that Kids at Hope Activities will be offered every school day. We will also involve your parents and guardians in the transformational journey. Once you learn more about Kids at Hope, you will see how that belief can help you in life's journey.

As an Aztec Warrior, you are talented, smart and capable to success, we will help you to have dreams for the future and will assist you in climbing to reach those goals and dreams every day.

We believe all Aztec Warriors are capable of success, NO EXCEPTIONS!

I wish you the best of luck,

A handwritten signature in black ink that reads "Tim D. Hardy". The signature is written in a cursive style with a large, sweeping flourish at the end.

Tim D. Hardy
Aztec Superintendent

Welcome!

We are pleased to welcome all of our new and former students to the beginning of a new year at AZTEC High School. Plan on this year being a fun and also productive year. The staff at AZTEC are all ready to help move you forward to the goal of Graduation.

Please look through this handbook carefully. There are several changes and keeping it handy will help you stay focused on the important parts of AZTEC and YOUR education!

As you read through this handbook, make note of the section on credits and keeping track of where you stand. Attendance and reporting to school on time are two other important qualities to practice at AZTEC. Note the policies on each of these and don't put your opportunity to learn and succeed in jeopardy by missing class or being late.

If you ever have any questions, please feel free to ask me or any of the staff and we will try to help guide you to the answer.

Best of luck in the upcoming year.

Steve Pallack
Principal

AZTEC High School Administration

Superintendent: Tim D. Hardy

Principal: Steve Pallack, M.Ed.

Assistant Principal: Fran Rodriguez, M.Ed

Registrar: Africa Carrasco

FACULTY

Mr. Rudy Acosta	School Probation Officer
Mrs. Kathleen Barron	Science
Mrs. Tori Bourguignon	School Counselor
Mr. Robert Guzman	Computer Lab
Mr. Jose Moreno	Math
Mr. Mark Olin	Social Studies
Mrs. Suman Pangasa	Special Education
Mrs. Karen Ridgers	Math
Mrs. Debbie Ullery	Electives
Ms. Alexis Utuzuastegui	English

PHONE NUMBERS

Main Office	314-1918
Principal	314-1917
Assistant Principal	314-1925
School Probation Officer	314-1919
Counselor	314-1920
Superintendent	314-1813

IMPORTANT DATES

FIRST Semester

August 2 to December 21, 2017

First day of school	August 2 rd
Labor Day	September 4 th
End of the first quarter	October 5 th
Fall break	October 9 th to 12 th
Start of second quarter	October 16 th
Forty day count	October 18 th
Veteran's Day	November 11 th
Thanksgiving break	November 22 nd to 23 rd
Fall Graduation/End of second quarter of semester	December 21 st
Christmas/Winter Break	December 25 th to January 5 th , 2018

SECOND Semester

January 8 to May 24, 2018

Start of second semester/third quarter	January 8 th
MLK Day	January 15 th
Presidents Day	February 19 th
100 day count	February 21 st
End of third quarter	March 8 th
Start of fourth quarter	March 12 th
Spring break	April 2 rd to 5 th
Spring Graduation/End of fourth quarter	May 24 th
Last day of school	May 24 th
Memorial Day	May 28 th

Summer School to be announced in the month of May 2018

BELL SCHEDULE

MONDAY through THURSDAY

School starts at 8:00, ends at 2:45

MONDAY through THURSDAY

Kids At HOPE Period	8:00 – 8:40
First Period	8:43 – 9:47
Second Period	9:50 – 10:54
Lunch	10:54 – 11:27
Third Period	11:27 – 12:31
Fourth Period	12:34 – 1:38
Fifth Period	1:41 – 2:45

FRIDAY'S: Make-up School from 10:00 AM to 12:00 PM

SCHOOL UNIFORM

School uniforms are worn every school day, and when on school trips. **THERE ARE NO EXCEPTIONS TO THE UNIFORM.** *If a student fails to report to school in proper uniform, one of the following will be imposed: the student maybe required to call home to have the proper clothing brought to the school; the student maybe be allowed to return home to change into the correct uniform; or, the student will receive a "loaner" shirt, pants or both in order to make the student is in proper uniform.*

PANTS: Color, Khaki **ONLY**. "Pants that are Legging" are not acceptable.

SHORTS: Color, Khaki **ONLY**, and MUST be knee length.

SKIRTS: Color, Khaki **ONLY**, and MUST be knee length.

SHIRTS: Color, Black or Navy Blue **ONLY**, polo style, button up shirts are NOT part of the dress code.

Shirts and pants will not be overly large (no more than 1 size larger than normal size). Pants should not be overly tight, and should fit at the waist. No sagging pants. **(Altered uniforms that are out of compliance are unacceptable)**

SHOES: Closed heel and toe flat shoes or sneakers. No hard soled slippers, slides, slip-ons, or sandals. Socks may not be pulled up to the knees with shorts.

SWEATERS AND JACKETS: Black, Navy Blue (dark blue), or Gray hood or pullover sweatshirts, or sweaters with no logos except AZTEC High School in white. **No two-tone sweaters or sweatshirts. Polo shirts MUST be worn under the sweater, jacket, or sweatshirt.**

Hats, caps, beanies, hair net, or any other head covers are **NOT** allowed. Gloves or mittens are allowed during the winter months. Sunglasses are allowed, but may **NOT** be worn inside the classroom or office.

Identification Cards are required to receive lunch and use the YCAT. **ALL STUDENTS MUST BE IN POSSESSION OF THEIR ID CARD.** All students are responsible for their ID card. If lost or stolen, the student must pay a \$50.00 replacement fee.

Students found in violation of uniform rules will have to call a parent to bring the proper clothing to school or will be provided with an alternative clothing when available.

Repeated violations of the uniform rules will result in further discipline, up to and including suspension.

LUNCH

Aztec currently is participating in the National School Lunch and Breakfast Program. Applications can be picked up in the front office. Students who qualify will receive free lunch and breakfast or may qualify to pay a reduced rate. Aztec is a closed campus so students may not leave during the lunch period.

ATTENDANCE

All students are expected to attend all assigned classes every day. Students with more than **5** (five) unexcused absences must make up them up during Friday School to receive credit for their classes. The Attendance Policy may be found in the back of the handbook. Eighteen years and older students are not allowed to sign **themselves out without a valid excuse.**

ATTENDANCE CONTRACT

All students will sign an Attendance Contract, outlining the attendance policy. Violation of the contract will result in withdrawal from AZTEC High School.

CELL PHONES

The possession of cell phones by students on campus is prohibited. All cell phones should be checked in to the Office immediately upon arrival at school with the student's name attached. Periodically, a wand may be used to confirm no cell phones are in a student's possession. If a student is found with a cell phone on campus, the phone will be confiscated under the following guidelines:

1. First offense; the student's phone will be returned at the end of the day and a note will go into the student's disciplinary file.
2. Second offense; the student's phone will be confiscated and held until the end of the day for a parent to pick up.
3. Third offense, the student's phone will be confiscated and returned at the end of the week. A parent must pick up the phone between the hours of 10:00 AM and noon on Friday's. A note will be placed in the student's discipline file.

ABSENCE

Parents must call the school when students are ill, or have scheduled appointments. In order to excuse absences, students must provide a note from a medical professional.

If a student must miss school to attend court, counseling, or other specific appointment, paperwork must be provided the next day in order for the absence to be excused.

Family emergencies, including a death in the family, may be excused if proper documents (funeral card, newspaper notice, etc.) are provided to the school. FAMILY VACATIONS ARE NOT AN EMERGENCY, and are not considered excused absences.

Students will not be excused for work. It is the student's responsibility to coordinate work hours so they do not interfere with school. Students will not be excused for religious purposes, including religious exercises or religious instruction.

Students under the age of 16 will be referred to the Juvenile Probation Department after the 5th absence. This may result in assignment to a diversion program, supervision, or other probation related services, which will ensure compliance with school attendance policies.

Students 16 year of age and older with the **5th** absence or more will receive a NC (No Credit) unless they attend Friday School to make up the absences. Any exceptions to this policy will be made by the Administration, on a case-by-case basis.

10 Day Absence Rule: Students who are absent for **10** days in a row will automatically be withdrawn from school by state law.

CHRONIC ILLNESS

Students with a chronic illness (asthma, diabetes, etc), must provide documentation from a doctor outlining the extent of the illness, and the ability of the student to attend school regularly. Absences related to chronic illness will be excused.

Forms to be given to your doctor for confirmation of chronic illness are available in the office. Please return the forms as soon as possible after signatures are obtained.

TARDY POLICY

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 must report to the office for a Tardy Pass, regardless of what time the student arrives at school.

For students on Probation, all tardies are reported daily to the Probation Officer, who may impose further consequences beyond those of the school.

It is the responsibility of the student to be in class on time.

AZTEC HIGH SCHOOL IS A CLOSED CAMPUS

All visitors must check in at the office. Non-students are not permitted to loiter on or near the AZTEC High School campus at any time.

Students, regardless of age, are not permitted to leave campus during school hours unless permission is given by the school administration. Permission will be granted only for emergencies. **STUDENTS WILL NOT BE GIVEN PERMISSION TO LEAVE CAMPUS TO PURCHASE FOOD.**

SCHOOL JURISDICTION

Students are held responsible for their conduct from the time they leave home to attend school until they return home.

When on a school trip, students will be held to the same standards of conduct and dress as would apply on campus.

SCHOOL CLIMATE

AZTEC High School is not a place for foul language, rude behavior, bullying, or inappropriate attitudes.

All students are expected to treat each other, and the staff, with respect. Every member of the campus community has a right to an education free from distraction from poorly behaved peers. Repeated incidents of inappropriate behavior will be dealt with in accordance with policies, rules, regulations, and law.

STUDENT CODE OF CONDUCT

The consequences for violation under the Student Code of Conduct shall be administered according to these rules and regulations, applying due process procedures, and taking into consideration the seriousness of the offense and the potential rehabilitation of the offender.

VIOLATIONS AND CONSEQUENCES

Consequences will be assigned according to the AZTEC High School Consequence Matrix, with consideration given to the severity of the violation, and the student's history of prior violations during the school year.

In all circumstances where it is determined that a student has committed a violation, and that the student has, on a previous occasion, committed an equal violation, as determined by class, the conduct being considered shall be deemed to be an additional violation for purposes of determining a consequence.

Violations of Federal, State, or Local law will be referred to an appropriate law enforcement agency. If a student is on Probation or Parole, the Officer will be notified, and the student may be subject to a further violation with consequences determined by the court.

AZTEC High School is a Drug Free School Zone. Violations will be prosecuted to the full extent of the law.

GANG ACTIVITY OR ASSOCIATION

Gangs, which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds, or disrupt the school environment, are harmful to the educational process. For this reason, the following activities are prohibited:

Any activity involving an initiation, hazing, intimidation, assault, or any other activity related to group affiliation that is likely to cause, or does cause physical danger, bodily harm, or personal degradation or disgrace resulting in physical or emotional harm to students and others; and/or:

Wearing, carrying, or displaying gang related paraphernalia, or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities or another student, or the orderly operation of the school.

TAGGING OF ANY KIND IS UNACCEPTABLE AT AZTEC HIGH SCHOOL. This includes marking of textbooks, notebooks, folders, walls, tables, furniture, or any other property of the school.

Students will be held strictly accountable for tagging incidents, and consequences can be severe, up to and including charges of criminal damage, suspension, or expulsion. (A.R.S. §13-1604.2) **Gang related activity will be considered, at the minimum, a Class 2 Violation.**

BUS CONDUCT

YCAT is public transportation, and students are subject to all rules and regulations. Violation of YCAT conduct rules will result in the student losing access to the bus. Violations of YCAT rules may result in further consequences for students on probation.

SEXUAL HARASSMENT

All students have a right to receive an education, and to attend schools free from sexual harassment. Peer sexual harassment is strictly forbidden at AZTEC High School, on its premises, during its programs, and on its transportation.

Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing, or sexual comments, directed at a person because of his/her sex, or sexual orientation, that interferes with the ability of a student or students to receive an education.

Students are expected to treat their fellow students with dignity and respect at all times.

Disciplinary action may result from violations of this anti-harassment policy. Violations of this policy will be reported to teacher or other administrators, to probation and/or parole officers, and/or to law enforcement, depending on the severity of the offense.

Peer Sexual Harassment is physical or verbal conduct of a sexual nature that is unwelcome and unwanted, and is directed at the student victim because of his/her sex or sexual orientation.

Unwelcome behavior depends on the relationship between the two students and the perception of the student receiving the behavior.

Physical Sexual Harassment is physical conduct that is unwanted, unwelcome, offensive, and/or intimidating. Physical sexual harassment is usually combined with verbal or nonverbal sexual harassment to form a pattern of harassing conduct.

Verbal Sexual Harassment is repeated words or comments of a sexual nature that can offend reasonable listeners; on-going sexual remarks about a person's body, clothing, or personal life; frequent sexual teasing; and/or repeated sexual requests or invitations after being told they are unwelcome.

Non-Verbal Conduct can be gestures and actions; leering, ogling, whistling, etc.; posting or circulating sexual materials or pictures; and/or licking lips, making lewd hand gestures, etc.

SEXUAL HARASSMENT (CON'T)

Objectively offensive behavior is conduct that is so offensive, vulgar, or inappropriate that no reasonable person would perceive the conduct as innocent.

Respect for other students and appropriate behavior is expected at all times on school property, in school programs, and on school transportation. Students are encouraged to report incidents of sexual harassment to school officials at the time the incident occurs.

SPECIAL EDUCATION

Special Education Services are provided for students whose IEP specifies that need. Students are also served with support from the Special Education Coordinator/Teacher in the regular classroom. Parents of students with special needs are encouraged to maintain communication with the school regarding their child.

AZTEC High School contracts with a School Psychologist for delivery of testing services.

Contact Mrs. Suman Pangasa, Special Education Coordinator, at 314-1900, ext. 1029 for assistance or further information.

VIOLATIONS AND CONSEQUENCES

CLASS ONE VIOLATIONS

- 1. Physical assault and/or threat of physical violence on a staff member.**
- 2. Sale, distribution, purchase, possession, use, or being under the influence of drugs or alcohol.** The sale, distribution, purchase, possession, use, or being under the influence of any quantity of narcotics, dangerous drugs, marijuana, "look alike" drugs, harmful chemicals (spice, bathsalts, etc.), anabolic steroids, prescription drugs without a prescription, abuse of prescription or non-prescription drugs, alcohol, or other illegal substances, or items which, when used in a manner for which they are not intended (toxic vapor-releasing substances, i.e. air fresheners, breath spray, paint, markers, corrections fluids, canned air spray, etc.), serve to alter mental or physical state and/or behavior, and/or the possession of drug paraphernalia while under school jurisdiction, is prohibited. **AZTEC HIGH SCHOOL IS A DRUG FREE SCHOOL ZONE, per A.R.S. 13-3411.**
- 3. Weapons:** Possession, use, and/or threatening the use of a dangerous weapon while under school jurisdiction is prohibited. Dangerous weapons shall include, but are not limited to: firearms (pistols, rifles, shotguns, etc., real or simulated); bladed or sharp instruments (knives, razors, box cutters, ice picks, etc.); blunt trauma instruments (bats, clubs, sticks, batons, rods, rocks, etc.); martial arts items; explosives (volatile substances, dynamite, pyrotechnic devices, etc.); and/or any other item determined by school staff to be harmful, dangerous, or deadly. **POSSESSION, USE, OR THREAT OF USE, OF A DANGEROUS WEAPON WILL RESULT IN A MANDATORY LONG-TERM SUSPENSION OR EXPULSION. (A.R.S §15-841-G).**

CONSEQUENCE

Students who commit a Class One Violation shall be recommended for a long-term suspension or expulsion. Parents/Guardians and appropriate law enforcement officials will be notified.

CLASS TWO VIOLATIONS

- 1. Arson:** Any attempt or act to start a fire is prohibited.
- 2. Extortion:** The threat or use of violence to take something of value from another is prohibited.
- 3. Gang Related Behavior:** Any action related to gangs which disrupts the educational process.
- 4. Physical assault and/or threat of physical assault on a student.**

CONSEQUENCE

Students who commit a Class Two Violation shall incur a minimum of 5-10 day suspension, up to and including long-term suspension or expulsion. Parents/Guardians and appropriate law enforcement agencies will be notified.

CLASS THREE VIOLATIONS

- 1. Defiance of authority:** Continued open defiance of authority is prohibited (**A.R.S. §15-841(B)**).
- 2. Destruction/Vandalism of school property:** Students are required to take proper care of all school buildings, and school equipment. **TAGGING** or defacing walls, desks, floors, books, seats, and other acts of vandalism are prohibited. Students will be liable for payment, replacement, or repair of the damaged property. (**A.R.S. §15-842**).
- 3. Fighting:** Fighting, challenging to fight, instigating a fight, or threatening another student with fighting, while under school jurisdiction, is prohibited. "Body shots" are considered to be fighting.
- 4. Fireworks:** The possession or use of fireworks of any type, including sparkers, caps, roman candles, bottle rockets, firecrackers, etc., is prohibited.
- 5. Harassment/bullying:** All individuals associated with AZTEC High School, including, but not limited to, the Governing Board, the administration, the staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Harassment includes verbal or physical conduct made by a member of the school staff or a student, to a student or staff member, where such conduct has the purpose or effect of interfering with an individual's education or work performance, or in creating an intimidating, hostile, or offensive employment or educational environment.
- 6. Sexual Harassment:** All individuals associated with AZTEC High School, including, but not limited to, the Governing Board, the administration, the staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student or staff member where: such conduct has the purpose or effect of substantially interfering with an individual's education, or work performance, or in creating an intimidating, hostile, or offensive employment or educational environment.
- 7. Threats and Intimidation:** All students and staff at AZTEC High School are entitled to an atmosphere free of threats and intimidation of any kind. Any such behavior is prohibited.
- 8. Theft:** The stealing of personal or school property while under school jurisdiction is prohibited. Restitution is required for theft of school property.
- 9. Trespassing/on campus without permission:** Suspended or expelled students, or non-students may not be on campus at any time without permission.
- 10. Violation of law:** Any act which is a violation of any local, state, or federal statute is considered a Class Three Violation, unless covered elsewhere in this document.
- 11. Written or verbal abuse of a staff member:** The written or verbal abuse of a staff member is prohibited (**A.R.S. §15-507**). Verbal abuse includes any kind of harassment of a staff member that affects the educational mission of the school at any time.

CONSEQUENCE

Students who commit a **Class Three Violation** shall receive a minimum of **3-5** day suspension on the first offense, unless the severity of the offense, or pattern of previous offenses, justifies a longer, or long-term suspension. Parents/Guardians and appropriate law enforcement will/may be notified.

CLASS FOUR VIOLATIONS

- 1. Bus conduct:** Bus service provided by YCAT is a privilege. Violations of any YCAT rule is prohibited. **ID Cards must be worn when riding YCAT.**
- 2. Defiance, disrespect towards staff, non-compliance:** disrespect towards a staff member, failure to comply with a reasonable request, or supplying false information to a staff member is prohibited.
- 3. Disruptive behavior:** Behavior in the classroom, on campus, or at any school function, which is disruptive or interferes with the educational process and/or the rights of others is prohibited **(A.R.S. 15-841§ (A)(2) and B).**
- 4. Disruptive objects:** Disruptive objects may include but are not limited to: disc guns, portable radios, **CD player, IPOD or MP3 music players**, water pistols, dart guns, pagers, **cell phones**, pepper spray/mace, laser pointers, paintball guns, markers, screws, nails, glass, gum, **electronic games**, toys, or devices, lighters, matches, and/or any illegal devices as defined by state law, etc., are prohibited. Disruptive objects will be confiscated from students and returned only to parents or guardians.
First offense, item will be confiscated and returned at the end of the day.
Second offense, item confiscated and parent will have to report at the end of the day to retrieve the device, if 18 YOA the adult student can retrieve the phone.
Third offense, item is confiscated and returned at the end of the week and will returned on Friday from 10:00 AM to 12:00 PM.
- 5. Disturbance (during school events):** Involvement in a disturbance while under school jurisdiction is prohibited. This includes before and after school, and while on school transportation.
- 6. Forgery:** Falsification of any school document, signature, or misrepresentation with intent to defraud school personnel is prohibited.
- 7. Misuse of computers/technology:** Any student use of a computer for other than its intended purposes shall be considered in violation. This shall include but not be limited to: unauthorized access or attempts to access AZTEC High School computer programs, or unauthorized internet sites (i.e. You Tube, face book, or any other social network(s), etc.). The use of any user name or password not assigned to the student is considered unauthorized access. **Attempting to use music or other unauthorized CDs in an educational computer is considered misuse.**
- 8. Profanity:** Profanity or vulgar abuse in any language is prohibited.
- 9. Throwing objects:** Throwing of water, water balloons, rocks, spit-wads, paper, pencils, paperclips, pens, notebooks, food, food wrappers, etc., or any other objects, is prohibited.
- 10. Tobacco use or possession:** AZTEC High School is a tobacco-free campus, per A.R.S. 36-798.03. Violators will be referred to law enforcement.
- 11. Truancy:** Absence from classes without the knowledge or permission of the parent/guardian and school authorities is prohibited. Leaving campus without permission, and/or failure to report to school for assigned classes is prohibited.

CONSEQUENCE

Students who commit a **Class Four Violation** shall receive a minimum of **one or more** of the following: Counseling, Campus Cleanup, Parent Conference, and/or **Friday School** on the first offense. Depending on the severity of the offense, or pattern of previous offenses, the student may receive suspension up to and including long term suspension. Appropriate law enforcement agencies and parents may be notified.

CLASS FIVE VIOLATIONS

- 1. Cheating:** Cheating is prohibited. Plagiarism is a form of cheating, and is prohibited. If a teacher determines a student to be cheating, the teacher may give an "F" on that test or assignment. Further incidents of cheating will result in a failing grade for the quarter, and disciplinary action up to and including suspension.
- 2. Gambling:** Gambling (coin flipping, matching, playing cards for money, pools, etc.) is prohibited.
- 3. Identification cards (school ID):** Each and every student shall be in possession of their school ID. Upon request from any school official the student shall present their ID.
- 4. Injury prone or unhealthy behavior:** Behavior such as, but not limited to, pushing shoving, spitting, climbing on buildings or furniture, and riding skateboards, etc., is prohibited.
- 5. Leaving Campus without permission** is not allowed.
- 6. Loitering:** Loitering on the school grounds or upon land adjacent to the school grounds, before, during, or after normal hours, for other than school or court business is not allowed.
- 7. Public display of affection:** Hugging, kissing, fondling, holding hands, or any other form of public display of affection is prohibited on school grounds.
- 8. School uniform violations:** School uniforms are to be worn every school day, and on school trips. Students who violate any part of the uniform policy will be asked to call a parent/guardian for a change of clothing. Repeated offenses may result in a higher level consequence, up to and including suspension or expulsion.

CONSEQUENCE

Students who commit a **Class Five Violation** shall receive a minimum of **one or more** of the following: Warning, Counseling, Campus Cleanup, Parent Conference, and/or FRIDAY SCHOOL on the first offense. Depending on the severity of the offense, or pattern of previous offenses, the student may receive suspension up to and including long term suspension. Parents/Guardians will be informed, and appropriate law enforcement official s may be notified.

AZTEC HIGH SCHOOL CONSEQUENCE MATRIX

<i>VIOLATION</i>	<i>STEP 1</i>	<i>STEP 2</i>	<i>STEP 3</i>	<i>STEP 4</i>	<i>STEP 5</i>
CLASS 1					LTS/EXPULSION
CLASS II				5-10 DAY SUSPENSION	LTS/EXPULSION
CLASS III			3-5 DAY SUSPENSION 5-10 DAY SUSPENSION	5-10 DAY SUSPENSION LTS	LTS
CLASS IV	COUNSELING CAMPUS CLEAN UP PARENT CONFERENCE FRIDAY SCHOOL	COUNSELING CAMPUS CLEAN UP PARENT CONFERENCE FRIDAY SCHOOL 1-2 DAY SUSPENSION	1-2 DAY SUSPENSION 3-5 DAY SUSPENSION	3-5 DAY SUSPENSION 5-10 DAY SUSPENSION	5-10 DAY SUSPENSION LTS
CLASS V	WARNING COUNSELING CAMPUS CLEAN UP PARENT CONFERENCE FRIDAY SCHOOL	COUNSELING CAMPUS CLEAN UP PARENT CONFERENCE FRIDAY SCHOOL	COUNSELING CAMPUS CLEAN UP PARENT CONFERENCE FRIDAY SCHOOL	PARENT CONFERENCE FRIDAY SCHOOL	

RECORD OF STUDENT VIOLATIONS

All violations of the Student Code of Conduct by a student will be maintained in his/her file while attending AZTEC High School. The Governing Board may, for good reason, remove the bad conduct record of a student if it sees fit to do so.

SEARCHES

To ensure that the rules of AZTEC High School are followed, and to maintain order and ensure the safety of all staff members and students, **the school reserves the right to search any student's property and/or person for illegal items, and for items not allowed on school grounds.**

Searches of students will be based on reasonable suspicion by school staff when they suspect that school rules or criminal laws are being violated. The Principal may authorize staff members to conduct searches on his/her behalf. Any items seized may be subject to referral to law enforcement

Failure to submit to a search may result in an immediate suspension, and/or may lead to further consequences, up to and including Long Term Suspension.

Items which are legal, but are in violation of school rules, will be confiscated and returned to the student's parent or Probation Officer only upon request.

USE OF POLICE

Efforts will be made to handle discipline problems and violations of the Code of Conduct in house, according to the policies and procedures established by the school. However, when violations of law occur, or when students or parents refuse to work within the established policies of the school, or where security of person or property appears to be in jeopardy, the administration will not hesitate to call the police.

USE OF OTHER LAW ENFORCEMENT AGENCIES

If it becomes necessary, school officials may invite law enforcement personnel from other agencies to conduct a surveillance of the campus and students, using various means, such as detection equipment, canine detection, and other means of identifying suspected drug, alcohol, or weapons violations. Parents may be contacted as appropriate if students suspected of these violations are to be questioned by law enforcement personnel.

SUSPENSION

Students may be suspended from school only by school officials granted this power by the Governing Board (A.R.S. §15-843(I)).

Any suspension of more than **10 days** must be approved by the Governing Board at an official meeting. Suspension for longer than **10 days** may extend into subsequent semesters.

Students who have been suspended out of school may not be on the campus of AZTEC High School for any reason, without prior approval from the school administration, or they will be cited for trespassing.

Students may make up work for credit, but may not participate in or attend any school events during the period of suspension.

Any student who is **long term suspended** may not be on campus at any time during the term of the suspension, and may not make up work.

EXPULSION

Students may be expelled from AZTEC High School only by the Governing Board (A.R.S. §15342(1)). Expulsion is the exclusion of a student from the school.

Students who have been expelled from AZTEC High School may be denied enrollment in any public or charter high schools without approval of the Governing Board of that school.

The Governing Board, acting as Hearing Officers, will conduct a review and issue a Finding. The decision of the Governing Board is final.

Students expelled from AZTEC High School may not be on campus at any time, and will not be considered for re-enrollment.

Following the imposition of punishment. Every suspension shall be reported to the Governing Board.

HEARING/APPEAL PROCEDURES

Suspension for 10 Days or Less:

A student recommended for suspension for **10 days** or less has the right to be given either oral or written notice of the charges, and explanation of the evidence the authorities have, and an opportunity to present his/her version of the event.

Notice of the charges and an opportunity to be heard will generally precede the student's removal from school, but prior notice and hearing is not required where the student's presence endangers persons or property, or threatens disruption of the academic process.

A student or parent dissatisfied with the discipline imposed by the initial administration shall have the right to appeal the decision within **10 school days**, to the Principal. The decision following an appeal shall be final.

A student's parent or legal guardian shall be notified as soon as possible.

Suspension for More than 10 Days or Expulsion:

In all cases where the administration recommends a suspension of more than **10 days** or the expulsion of a student, the parents/legal guardians have the right to a formal hearing. The school administration will provide the parents/legal guardians with a notice of hearing, including a statement of the charges or rule that was violated, the date, time and place for the hearing, the extent of punishment being considered, a list of the school's witnesses, notice that the student may present witnesses and/or be represented by legal counsel, and the parent's right to object to the hearing being held in executive session (in cases where expulsion is being considered).

JUVENILE DETENTION

Students placed in the Juvenile Detention Center while enrolled at AZTEC High School will remain enrolled while serving in detention, and will return to school upon release. The student will receive work from the school during the period of confinement, and any work completed while in detention will be counted toward credit at AZTEC High School.

CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (**FERPA**) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- **The right to inspect and review** the student's education records within 45 days of the day the school receives a request for access.
- Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- **The right to request amendment** of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- Parents or eligible students may ask AZTEC High School to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, psychologist, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school Official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks to enroll.

- **The right to file a complaint** with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office US

Department of Education

600 Independence Avenue SW

Washington, DC. 20202-4605

CHILD FIND INFORMATION

AZTEC High School District #57 actively seeks children, birth through age 21, who may benefit from special education services. We use this means to annually inform our school staff, the general public, and all parent/guardians within the county of our responsibility to make a free, appropriate public education (FAPE) available to all high school age students with disabilities.

In order to provide FAPE, screening for possible disabilities will be completed within 45 calendar days after notification to the public agency by the parents/guardians of the child, or after any student enrolls in our school without appropriate records or screening, evaluation, and progress in school.

If the screening process indicates a possible disability, the name of the student will be submitted to the administrator for possible referral for a full and comprehensive individual evaluation of other services.

A parent may request an evaluation of the student. If after consultation with the parent, the responsible public agency determines that a full and individual evaluation is not warranted, the public agency will provide required notices to the parent/guardian within 60 days.

An initial, comprehensive evaluation of a child being considered will be completed at no cost to the parent/guardian, as soon as possible, but may not exceed 60 calendar days from receipt of informed written parent/guardian consent.

In the case of a student who is identified with special education need, a re-evaluation of that need is conducted every 3 years, or more frequently if requested by the student's parent/ guardian or teacher.

We also assist parents/guardians who seek services for their pre-high school age children who might qualify for special education services. If you have knowledge of a child, birth through 21 years of age and a resident of the county—including those attending private schools and home schools—who may require special education services, please contact any of the following agencies for more information.

AZTEC High School 314-1920

Crane School District 373-3400

Gadsden School District 627-6900

Somerton School District 341-6041

Yuma Elementary One 344-6856

Yuma High School District 502-4600

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities, including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- Has a record of such impairment, or is regarded as having an impairment.

In order to fulfill its obligation under Section 504, AZTEC High School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students.

No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school system.

The school has specific responsibilities under the act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing with an impartial hearing officer.

For further information, contact Mrs. Suman Pangasa at 314-1929.

ATTENDANCE POLICY

AZTEC High School students are expected to attend all classes. **Consistent attendance is defined as fewer than 5 absences in any class during a school semester.** All students will sign an attendance contract upon enrollment. **Students who accumulate 5 unexcused absences or more will receive a NC (No Credit) unless they attend Friday School to make up the absences. Any exceptions to this policy will be made by the Administration, on a case-by-case basis.**

All absences are reported to the State Department of Education, and are considered unexcused, unless the student has provided appropriate documentation from a physician or healthcare professional stating that the student was unable to attend school as a result of illness.

Students must be checked out through the office when leaving for scheduled appointments, or if leaving for the remainder of the day with a parent or guardian. Students will not be released except to a parent or guardian unless written permission from a parent or guardian is given.

Students under the age of 16 will be referred to the Diversion Officer at the Juvenile Court (if not already on probation) after the 5th absence. This may result in assignment to a diversion program, supervision, or other probation related services, which will ensure compliance with school attendance policies.

Students who are absent for 10 days in a row will be automatically dropped from school.

EXCUSED ABSENCE

Personal illness verified by a note from a doctor/dentist.

Extreme illness of a child, parent, spouse, verified by a doctor.

Childcare emergencies verified by the childcare provider (The childcare provider must provide an excuse that is on the list of legitimate excused absences.).

Extreme transportation emergencies (i.e. an accident, which can be verified by YPD paperwork).

Absences will not be excused without proper documentation.

APPOINTMENTS

All appointments should be scheduled on non-school days, such as Friday, or after school hours. If that is not possible, students may be excused for appointments. Parents should call in to notify the school if a student is ill, or has an appointment during school hours. **PARENTS MUST SIGN OUT STUDENTS WHO ARE UNDER 18.**

Students should return to school as soon as the appointment is completed. Since most appointments are for no longer than one hour, students are expected to attend school, leave for the appointment, and return after the completion of the appointment, if school is still in session.

A note from the doctor/dentist or healthcare professional verifying the appointment must be given to the Registrar within the week of the absence. Absence without valid documentation is considered unexcused.

ILLNESS

A parent or guardian is required to report absences due to illness to the AZTEC High School office prior to the student's scheduled class time. **Documentation must be provided in order to excuse the absence.**

CHRONIC ILLNESS

If a student is chronically ill, he/she must provide the school with documentation from a doctor, outlining the extent of the illness, and the ability of the student to attend school regularly. A note from the doctor is still required for each absence.

Chronic Illness may include: asthma or severe seasonal allergies, diabetes, migraines, high risk pregnancy, cancer, or any other condition that would severely limit school attendance, and is authenticated by a medical doctor, and/or psychiatrist.

SCHEDULED ABSENCES

It is the parents' responsibility to notify the school prior to a scheduled absence. **In all cases, documentation to verify the absence is required** (funeral notices, court documentation, appointment letters, etc.). If an emergency (death of a family member, disaster, court appearance, etc.) arises, and the family has to travel or miss days, the school administration will make the final determination. **Vacations are not considered excused absences.**

Under no circumstances will a student be excused to attend work. It is the student's responsibility to coordinate his/her work schedule in order to ensure that there is no conflict with school attendance. Students may not be excused from school attendance for religious purposes, including religious exercises or religious instruction.

TARDY POLICY

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. It is the responsibility of the student to be in class on time.

For students on probation, all tardies are reported daily to the Probation Officer, who may impose further consequences beyond the school's consequence.

Students will lose credit or suffer lowered grades in a class if tardies exceed the posted maximum. Four tardies in a class will be counted as equal to an unexcused absence for grading purposes, with the student earning no credit (a "zero") for that day's work.

Students with four tardies will be assigned to Friday School. Failure to attend will be counted as another unexcused absence for grading purposes, in all classes to which the student is assigned. Continued failure to come to school on time, or failure to attend Friday School will result in the student being dropped from AZTEC High School.

SUMMER SCHOOL

Summer School is conducted during the month of June. Summer School is a privilege, and is assigned to those student needing credit recovery. Seniors and juniors are given first choice to attend Summer School. Sophomores and freshman maybe granted permission to attend Summer School, with the following considerations: number of credits the student has earned, does the student need credit recovery, and is there room attend Summer School.

Students who are not enrolled at AZTEC High School are not eligible for Summer School.

INTERNET USAGE

Students will be able to use the Internet in certain classes. All students will sign an Internet Contract prior to the beginning of school. Violations of the internet protocols will be considered, at the minimum, a Class 4 violation. Repeated violations will result in loss of Internet Privileges, and further consequences up to and including Long Term Suspension.

SPECIAL POLICES ON ABSENCES/TARDIES

Excessive absenteeism and tardies will affect student grades, and ultimately, time to graduation. In order to discourage absenteeism and tardies, the following policy will be in effect:

ABSENCE/TARDY

Students should be in school every day and on time. Appointments should be scheduled after school hours or on Fridays so that school time is not missed.

Excused Absence: Students who have an excused absence in a class may make up the missed work. Students must make arrangements with the instructor to make up the work, and all missed work must be made up within the week of the absence.

Unexcused Absence: Students who have an unexcused absence in a class may not make up the work.

Students are expected to be in class on time, and to be in class for the entire period. With a 5 minute passing period and a small campus, there is no excuse for being late to class.

Excused Tardy: Tardiness may only be excused through the office. A student with an excused tardy will be allowed to make up the work.

Unexcused Tardy: A student with an unexcused tardy be allowed to earn credit for the work at the discretion of the teacher. Four unexcused tardies will count as an unexcused absence. **Students with excessive absences and/or tardies will be assigned to Friday School.**

Tardy passes will be issued through the office for FIRST PERIOD ONLY. Students must arrange for any tardy passes between classes with teachers.

TRANSPORTATION FOR 2016-2017

All students who need transportation to and from school will either furnish their own transportation, or utilize YCAT public transportation.

Students living more than 1 mile away from the school may apply for a Bus Pass from the school, allowing them to ride to and from school at no cost. Passes will be issued at the beginning of each semester. AZTEC High School is not responsible for lost bus passes, and new passes will be issued for \$15.00 to students who lose them.

Classes will begin at 8:10 AM, and end at 2:46 PM, Monday through Thursday. There are several YCAT bus stops that are within short walking distance of AZTEC High School. All busses will arrive in plenty of time for students to report to school on time. There is no excuse for tardiness when students ride YCAT, either coming or going from school.

All students with a bus pass must follow the school's transportation rules, as well as the rules of YCAT. Students who violate YCAT's rules may be asked to exit the bus immediately. Student who violates the rules of YCAT/AZTEC High School will lose his or her bus pass for the remainder of the semester, and may reapply for the next semester. Misbehavior of any kind will not be tolerated on YCAT. The school will take appropriate action as necessary.

A bus pass is a privilege, and not a right. Students who are habitually tardy or absent will lose their bus passes, and must arrange for their own transportation. Habitually tardy is defined as being late to school 5 or more times in a month. Students with 5 absences will be dropped from school on the 6th absence, may not re-enroll until the beginning of the next semester, and will lose the bus pass. Bus passes lost for these reasons will not be reissued until the next semester.

Students who fail to use the bus pass on a daily basis will lose the bus pass. AZTEC High School will not pay for a service that students do not use on a consistent basis.

CREDIT AT AZTEC HIGH SCHOOL

Credit may be earned at AZTEC High School each semester. A .5 credit is awarded for passing grades of A, B, C, or D, or P (Pass/Fail) in each academic class.

Credit Recovery: Students at AZTEC High School may recover credit (after failing a class). Credit may be recovered in two ways:

A student may take the class again with the instructor. The failed class will remain on the transcript, along with the grade earned by repeating the class.

If approved: a student may take the class as an A+ Learning System computerized course. The student will be allowed a **maximum of 9 weeks to complete the course for credit.**

Competency Based Credit: AZTEC High School offers various opportunities for students to gain additional credits based on displaying competency skills. As directed under the guidance of R-2-302.01, the following additional items are available for competency based credit:

Drug Use Prevention: (Yuma County Juvenile Drug Court) A student may be awarded 1.0 credit for successfully completing the 9 month program.

Employment Skills Proficiency (World of Work): A student who currently has a job may challenge the World of Work course, and upon successfully passing the exam(s) will be awarded .5 credit for each half of the class, up to a total of 1.0 credit.

Employment Skills Job Credit: A student may receive credit for successfully working at a job after completion of the Employment Skills Proficiency exam or World of Work Class A .5 credit will be awarded for each 135 hours of successful employment or volunteer work, as documented by a pay stub showing the hours worked, or a letter from the agency documenting volunteer hours. The maximum credit to be earned in this category is 2.0.

AZTEC High School awards credit by semester. Students may earn .5 credit for each class they pass. The Grading scale at AZTEC High School is:

A=90-100%

B=80-89%

C= 70-79%

D= 60-69%

F=0-59%

Students who transfer from AZTEC High School after the first 45 days of a semester may earn, at the discretion of the teacher, .25 credit for work completed with a grade of C or better. Likewise, students who transfer into AZTEC High School at the 45th day of the semester may earn, at the discretion of the teacher, .25 credit for work completed with a grade of C or better.

ENROLLING AT AZTEC HIGH SCHOOL

Enrollment is open to all students of high school age, who have completed the 8th grade.

Applications for enrollment must be submitted annually for continuing students. AZTEC High School has an enrolment cap, and students will be placed on a waiting list when the cap is reached. Priority is given to students on Juvenile Probation, former students, and siblings of current students.

The Enrollment Packet consists of the following, which must be presented at time of enrollment:

1. Enrollment form,
2. Internet Permission Form,
3. Attendance Contract,
4. Income Guidelines form (AZTEC High School is a Title I School),
5. PHLOTE (Primary Home Language), and,
6. Parent Permission Form,
7. Request for information from previous schools.

In addition, prospective students must provide a complete, up to date immunization record, birth certificate, certificate of promotion from 8th grade (if under 16), a withdrawal form issued by the previous school (for Arizona students), and a transcript of all previous grades. **STUDENTS WILL NOT BE ADMITTED UNTIL THE ENROLLMENT PACKET IS COMPLETE.**

Students requiring transportation will be given a Transportation Request form. AZTEC High School provides a YCAT pass for students who need transportation for school. There is a limited number of these passes. Please be sure to read the Transportation Policy in the Handbook.

AZTEC High School District #57/ AZTEC High School

SCHOOL-PARENT COMPACT

The AZTEC High School District/AZTEC High School , and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA)(participating students), agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve the Arizona Standards. This School-Parent Compact is in effect during school years 2009-10.

PROVISIONS OF THE COMPACT

School Responsibilities

AZTEC High School District/AZTEC High School will provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the Arizona student academic achievement standards as follows:

The school will provide textbooks and materials aligned to the Arizona Academic Standards, and incorporate the standards into the curriculum in all subject areas.

School Responsibilities (CON'T)

All teachers will incorporate the standards into their daily instruction, and will assess students based on progress in meeting the standards.

All teachers will establish as a priority the success of each student in the curriculum, and will provide for individual differences in learning style, in order to afford the greatest possibility of such success.

The School will hold parent-teacher conferences during which individual student's achievement may be discussed. Specifically, those conferences will be held: when a student is failing in any class; and at any time at the request of the parent.

Provide parents with frequent reports on their child's progress. Specifically, the school will provide reports as follows: Progress reports are provided on request at any time between report cards; and Report cards are issued by mail on a semester schedule.

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: Staff is available Monday-Thursday at 2:45, and Fridays from 10-3 at AZTEC High School for consultation with parents; and Staff may be available at other times between 7:30 and 3:30 Monday-Friday to consult with parents upon request.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows: Parents are encouraged to volunteer, and upon consultation with teachers, to participate in their child's class.; Parents are welcome to make an appointment to observe classroom activities at any time.

Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

Monitoring attendance.

Ensuring compliance with school policies.

Participating, as appropriate, in decisions relating to my child's education.

Promoting positive use of my child's extracurricular time.

Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or me or by mail and responding, as appropriate.

Serving, to the extent possible, on the Parent Advisory Council, or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the Arizona standards. Specifically, we will:

Complete all assignments in a timely and as accurate a manner as possible.

Attend school regularly and on time.

Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.

Conduct myself in a manner that allows me to gain the maximum benefit from my education.

This Parent School Compact will be a part of the Handbook given to all students and parents upon enrollment in AZTEC High School District/AZTEC High School.

DIRECTORY INFORMATION

Regarding Student Records, federal law requires that "directory information" on your child be released by the school to anyone who requests it unless you object in writing to the release of any and all of this information. The objection must be filed within ten (10) school days of the time this handbook was given to my child. Directory information ordinarily includes the following: student's name, student's address and telephone number, dates of attendance, date and place of birth, photographs, and awards received in school. In exercising your right to limit release of this information, parents will be given a form which will allow the blocking of specific directory information. This form must be returned to the school within ten days of receipt.

PARENT OPEN HOUSE: Notice will be sent home as a reminder. All parents are invited to attend.

AZTEC HIGH SCHOOL
2330 West 28th Street
Yuma, AZ. 85364
Office Hours: 7:30 AM to 3:30 PM M-F