

# ANDRADA POLYTECHNIC HIGH SCHOOL

*Pathways to Success*



## Student Handbook

*Principal – Julia Kaiser  
Assistant Principal – Rod Carrier  
Assistant Principal – Lisa Blanchard  
Office Manager – Cathy Ochoa*



***Vail Unified School District no. 20***  
*Where education is a community effort*

**VAIL SCHOOL DISTRICT MISSION STATEMENT**

It is the mission of the Vail School District to provide parents with safe and nurturing school communities where their children can obtain quality education.

**DISTRICT ADMINISTRATION**

Calvin Baker, Superintendent  
 Kevin Carney, Associate Superintendent  
 Debbie Penn, Deputy Superintendent

**VAIL SCHOOL DISTRICT GOVERNING BOARD**

Claudia Anderson, Jon Aitken, Allison Pratt, Callie Tippet, Mark Tate

**VAIL'S GUIDING PRINCIPLES:**

- Our schools are communities of learners.
  - We care about students.
- One of our highest priorities is keeping class sizes small.
  - We are committed to fiscal responsibility.
  - We are responsible to our local community.
    - We respect parents and their values.
- Small schools are the best places to develop caring communities of learners.
  - We believe learning extends well beyond the classroom.
- We uphold traditional values such as respect, personal and social responsibility, honesty and hard work.
  - We are continually improving.
  - We value our employees.

***Notice of Nondiscrimination***

*Vail Unified School District #20 does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to the Superintendent, Calvin Baker, Assistant Superintendent, John Carruth, 13801 E. Benson Hwy. Vail, AZ 85641, 520.879.2000.*

***Andrada Polytechnic High School  
Mission Statement and Guiding Principles***

It is the mission of Andrada Polytechnic High School to empower students with real-world experiences that provide them ownership in their pathway to college and career.

**At Andrada:**

- Our small community fosters strong connections between our staff and students.
- Our students plan for their future through career-focused, academic pathways.
- Our academic success is enriched through rigorous expectations and hands-on experiences.
- Our school culture is founded on encouraging an atmosphere of mutual respect and valuing individuality.
- Our students are given opportunities to make responsible choices preparing them for life after high school.

***Bell Schedule & Office Hours***

**Regular Schedule**

Zero Hour	7:25-8:25
Period 1	8:30-9:26
Period 2	9:31-10:22
Period 3	10:27-11:18
Period 4	11:23-12:14
FWRB (1)	12:19-12:54
FWRB (2)	12:59-1:34
Period 5	1:39-2:30
Period 6	2:35-3:30

**Half Day**

Zero Hour	7:25-8:25
Period 1	8:30-9:10
Period 2	9:15-9:50
Period 3	9:55-10:30
Period 4	10:35-11:10
Period 5	11:15-11:50
Period 6	11:55-12:30

**Office Hours**

Monday through Friday  
8:00 a.m. to 4:00 p.m.

Students will not be  
allowed on campus before  
7:15 a.m. or after 5:15 p.m.  
without a pre-arranged,  
school activity

## ANDRADA CODE OF CONDUCT

### Minimum Consequences

#### Level 1: 1 Point

Dress code infractions  
Excessive tardies  
Inappropriate behavior  
Using profane or vulgar language (1<sup>st</sup> offense)  
Inappropriate use of technology (1<sup>st</sup> offense)  
Excessive PDA (public display of affection)  
Ditching (1<sup>st</sup> offense)  
Possession of matches/lighter  
Unsafe driving  
Leaving class without permission

1 Week Loss of Free Period  
1-3 After School Detentions  
1-3 Days In-School Suspension

#### Level 2: 2 Points

Disrupting the educational environment  
False reporting (1<sup>st</sup> offense)  
Inappropriate use of technology (repeated)  
Possessing obscene materials  
Cheating/Plagiarism/Dishonesty  
Intimidation towards students  
Minor aggressive act/creating conflict  
Bullying  
Vandalism  
Defiance/uncooperative behavior  
Offensive language with reference to race or religion (1<sup>st</sup> offense)  
Ditching (repeated)

5 After School Detentions  
3-5 Days In-School Suspension

#### Level 3: 3 Points

False reporting (repeated)  
Leaving school without permission  
Sexual harassment (1<sup>st</sup> offense)  
Sexual misconduct  
Inappropriate or vulgar language directed at a staff member  
Creating a physically hazardous condition  
Destruction of property  
Taking/posting a picture or video of someone without permission

3 Days Out-of-School Suspension

#### Level 4: 4 Points

Cyber bullying and computer misuse  
Criminal intent  
Stealing  
Gang activity/gang affiliation (Gang unit may be notified)  
Hazing/Intimidation  
Bullying (Documented/repeated)  
Fighting or provoking/instigating a fight  
Selling, using, possessing or distributing tobacco or nicotine (e-cigarettes, hookah, patches, smoking or chewing of any kind) and mimicking substitutions  
Offensive language with reference to race or religion (repeated)  
Sexting (inappropriate words or pictures sent electronically)

5 Days Out-of-School Suspension  
**Law enforcement may be notified**

**Level 5: 5 Points**

Selling, using, possessing, or distributing alcohol,  
drugs, prescription drugs, other controlled substances  
or any mimicking substitutions or paraphernalia  
Threats/intimidation towards staff members  
Selling, using or possessing weapons, simulated weapons,  
Fireworks or other dangerous items  
Committing a crime  
Creating a danger to the educational environment

**10 days out-of-school suspension  
pending long-term hearing  
Law Enforcement will be notified**

- Each infraction will result in a point value based upon the category.
- If a student accumulates more than a total of 6 points during any one school year, the student may be suspended for 10 days pending a long-term hearing.
- The administration may recommend a long-term suspension.

**Unsafe driving may result in loss of parking privileges at the discretion of the administration.**

## *Andrada Polytechnic High School*

Andrada offers a unique high school experience. We are committed to your success, not only over the next four years, but also beyond high school as you move into college and a career.

### **Pathways**

All Andrada students choose a Pathway to study beginning in 10<sup>th</sup> grade. The Pathway choices are Medical Assisting, Veterinary Assisting, Transportation Technologies, Engineering, and Digital Communications. Over the next three years while they take their core classes and elective classes, students also take one Pathway class. When they graduate, they will have a certification and the knowledge and skills necessary to continue their education and /or begin a career in the field they chose. All students who attend Andrada are expected to complete a Pathway.

### **Freedom with Responsibility**

As part of our commitment to getting students college and career ready, we create intentional opportunities for students to practice skills they will need in their future. As long as students are being responsible, they can participate in these freedoms.

### **Freedom with Responsibility Block (FWRB)**

Andrada has six periods in the school day. Within the school day is an FWRB (Freedom with Responsibility Block). Students who are in good standing (C or above and all formatives passed in ELA and math) will earn FWRB the following week. Other students will be responsible for attending Academic Over Time (AOT) or Reteach. *Students may NOT leave campus during FWRB.*

### **Dress Code**

Student attire should be appropriate for the school environment and should not disrupt the educational process. Symbols and words depicting sex, drugs, alcohol and /or weapons as well as gang-related clothing including bandanas are not allowed at school. Additionally, clothing must not expose stomach, chest, or buttocks.

We rely upon parents' good judgment and discretion as to what your student should wear to school. However, faculty and administration of Andrada Poly High School reserve the right to make the final decision to the suitability of any attire and to decide when attire violates school code.

### **Student Attendance Policy**

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.

### **Attendance Records**

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. The name of any absent student shall be entered on the attendance report and be submitted to the office.

## **Attendance Procedures**

1. 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.
2. Students will be considered absent from a class if they miss more than ten minutes of a class.
3. Students may not leave during the school day without first checking out through the attendance office. It is the responsibility of the parents/guardians to give permission by note or phone call, prior to a student leaving campus.
4. Students who leave campus cannot return without a doctor's note or note/phone call from a parent.

## **Absences**

Parents/guardians need to contact the school attendance clerk in the event the student is going to miss class. When a student returns to school after an absence, a note of explanation from the parent must be submitted or a phone call received within two days following an absence. A doctor's statement regarding student illness will be accepted in place of a parent/guardian note. If verification is not received within the two-day period, the absence is recorded as unexcused. Student absences must be reported to the attendance office by a parent. The attendance office number is (520) 879-3303. Students are responsible to see teachers for work missed during any absence. Students may be in danger of losing credit on assignments if they do not make up the missed work. A teacher may not accept work missed during an unexcused absence.

## **Eighteen-Year-Old Student Policy**

Students who are eighteen years old or older may sign themselves into and out of school. Attendance and tardy policies will apply. An absence or tardy is excused only when a parent/guardian calls to excuse the student.

## **Tardy Policy**

Being late to class will result in a consequence. If you have been detained in the office or by a teacher, it is your responsibility to ask for a pass to your next class. Three tardies in a one-week period will result in an after-school detention.

## **Loss of Credit**

Students who are absent 12 or more times from one class (excused or unexcused) will not receive credit for that class. Students can appeal loss of credit at the end of each semester through the appeal committee.

## **Appeal Process**

A student may appeal loss of credit. If there are extenuating circumstances beyond the control of the student, an appeal committee composed of one administrator and two staff members will hear the appeal. If the committee has verified that extenuating circumstances exist, the loss of credit will be waived. Appeals will be scheduled at the end of each semester.

**Andrada is a closed campus. Students are not able to sign themselves out to leave for lunch.**

## **Health Office**

According to Vail School District Board policy, the health service office may not administer any medications, including over-the-counter medications (Tylenol, Advil, cold medication, etc.) unless there is written prescription from a health care provider. 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. A parent or guardian must also sign a consent form. The medication is required to be in the original store sealed packaging.

When an accident occurs on campus or a student becomes ill they should report to the health office with permission from their teacher. A student should not leave campus without reporting their illness or accident to the health office. It is the health aide's responsibility to notify the parents or guardians.

### **I.D. Cards**

Students are required to carry their Andrada I.D. card at all times while on campus. Andrada will provide one I.D. card free of charge. All replacement cards are \$5.00.

### **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 Andrada campus. Theft and vandalism should be reported immediately to a staff member.

### **Parking Policy**

To drive and park at Andrada High School, you must be a junior or senior and be able to show proof of insurance, registration, and a valid driver's license. 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 for reckless or inconsiderate driving. An APHS Vehicle Parking Permit (\$20) can be purchased from the bookstore. Limited spaces are available so passes are sold on a first come, first served basis. Each student must show his or her license, registration, and proof of insurance to receive the parking permit. A hard copy of the student's registration and insurance along with a parent signature on the vehicle registration form must be provided at the time of purchase. Students are to park in the back student lot only. The school will not be responsible for any damages incurred to vehicles while parked in the school lot. If a car is booted for breaking the parking policy, a student will be charged \$15 to have the boot removed.

### **Cell Phone Use**

Cell phones may be used before and after school, during lunch, and during passing time between classes. Cell phone use during class time is not allowed unless expressly permitted by the teacher. Cell phones should be secured, not left out on desks or otherwise unattended.

### **Bus Rules**

To ensure safe and orderly transportation for all students these rules must be consistently followed:

- Students will comply with directions from the driver or any adult assisting the driver.
- Students will conduct themselves in a manner which will not distract the driver's concentration or endanger the safety of anyone riding the bus.

### **Prohibited Items on the Bus**

- large or glass objects
- knives, sharp objects
- animals (dead or alive)
- rubber bands / paper clips
- drugs, alcohol, tobacco products, e-cigs



### Prohibited Behavior on the Bus

- obscene language and gestures
- loud talking / yelling
- switching seats
- gum chewing
- hitting / fighting

Should you have any concerns regarding transportation, please call the Transportation Department at 879-2475.

## *Andrada Polytechnic High School Social Media Guidelines*

### **STUDENTS AND SOCIAL MEDIA**

We use social networking/media as a way to connect with others. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work.

#### **Be Smart**

- In the social media world, the lines are often blurred between what is public or private, personal or professional.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Everyone has online results that create a footprint when someone searches for them online. This online footprint can shape your reputation—and your college opportunities—in ways you might not anticipate.

#### **Be respectful**

- Use good judgment in all situations.
- Behave in a way that will make you and others proud and reflect well
- Always treat others in a respectful, positive, and considerate manner.
- Do not bully others online.

#### **Be responsible and ethical**

- Share and interact in a way that will enhance your reputation and the reputation of others, rather than damage them.
- Report inappropriate online behavior to your parents.
- Do not make statements that are untrue and misleading.
- Only comment on things about which you are well informed and are constructive.'
- Don't gossip or make statements that have no beneficial value.

#### **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

#### **Be accurate and appropriate**

- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

#### **Be confidential. Respect private and personal information.**

- Do not publish, post, or release information that is considered confidential or private.
- Post images with care.
- Use caution if asked to share your birth date, address, and cell phone number on any

website.

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.

## **PARENTS AND SOCIAL MEDIA**

Parents are important partners in developing safe and appropriate use of social media and are encouraged to:

- ✓ Monitor your child's use of social media.
- ✓ Find out what apps they are using. Learn how they work.
- ✓ Follow/friend your child and periodically log in.
- ✓ Go over general rules on how to be smart and safe online.
- ✓ Talk frankly to your child about proper online relationships and behaviors.
- ✓ Be friends with your children online in order to view your child's online posts.
- ✓ Be involved and aware.
- ✓ Know your child's passwords.
- ✓ Do not allow them to share passwords with others.
- ✓ Do not allow your child to download apps without your permission.
- ✓ Consider limiting time on social media. Unplug!
- ✓ Report inappropriate online behavior.
- ✓ If your child is threatened, call the police.

## **POPULAR SOCIAL MEDIA TOOLS**

**Social medial tools are changing daily. There is no way to provide a comprehensive list of what your child may be using to communicate and connect with their friends or strangers. The best way to stay informed is to monitor all of your child's devices and to search Google for the most popular apps teenagers are using.**

**SOCIAL MEDIA CONTENT THAT CONTRIBUTES TO A DISRUPTION IN OUR EDUCATIONAL ENVIRONMENT AND OPERATIONS WILL BE SUBJECT TO THE ANDRADA CODE OF CONDUCT.**

## *Andrada Polytechnic High School Academic Policies*

Andrada seniors must be enrolled in at least 5 courses. All other students must be enrolled in 6 courses. In order to be best prepared for college, we strongly recommend that all students take a full course load of 6 classes their senior year.

Students taking a reduced schedule must meet the requirements to be considered a full-time student. These students must enroll in at least 5 Andrada courses. No more than 1 of the 5 can be a JTED course. Students may be required to stay on campus to complete credit recovery if they are deficient in credits or are in danger of failing a class. Parent or guardian permission is required for a reduced schedule and the Reduced Schedule contract must be signed and turned in to your academic advisor. Students must have transportation to leave early. **Students are not permitted to remain on campus during the school day when they are not enrolled in a class.**

### **Schedule Changes**

Schedule changes will be kept to a minimum. *Schedule changes are limited to the first six school days of the first semester* and are approved for the following reasons:

1. You need to change the level of the class in which you are currently registered.
2. You already have that particular course credit.
3. You do not have the prerequisite for the class.
4. Your special education classification has changed.

After 6 days, if a student must withdraw from a class, a grade of W/F (Withdrawal/Failing) will be posted to the official transcripts and may result in athletics/activities ineligibility for the remainder of the semester.

### **Grade Point Average and Weighted Grades**

Grade point average will be calculated on a 4.0 scale. Students in Honors and Advanced courses will receive weighted grades. Distinction Points will be awarded for honors, Advanced Placement, and College Courses that are taken on our campus. Occupational and developmental courses are not eligible for distinction points. **Students who take a course off of our campus must fill out the district Concurrent Enrollment Approval Form to determine how that course will be transferred back to your school and if any Distinction Points will be awarded. This can be obtained through the counseling office.**

Andrada High School will use the following grade scale to determine the grade point average of students:

Standard Classes: A=4.00, B=3.00, C=2.00, D=1.00, F=0

Honors Classes: A=4.03, B=3.03, C=2.03, D=1.03, F=0

Advanced Placement and College Classes: A=4.05, B=3.05, C=2.05, D=1.05, F=0

### **Class Rank**

Class rank will be determined based on weighted grades. Students who transfer from another school to Andrada will have their GPA calculated using Andrada rules. Valedictorian (highest weighted GPA) and Salutatorian (2<sup>nd</sup> highest weighted GPA) will be determined at the end of the second semester after final grades have been recorded. All other graduating honors will be determined after 1<sup>st</sup> semester. To be considered for Valedictorian or Salutatorian, a student must be an Andrada student and have attended at least 4 full semesters (junior and senior year) at Andrada.

### **Final Exam Policy**

Students are expected to take a final exam in each class at the end of each semester. Only in cases of emergency, students may request to take a final exam early through administration. Any final exam missed due to an “excused” absence may be completed by coordinating with the teacher. For final exams missed during the first semester, students must make them up within the first ten school days of the second semester. For exams missed second semester, students must make them up within two weeks of the end of the semester. Students who miss a final exam due to an “unexcused” absence will receive a zero for that exam. Final exams will not exceed 20% of the final grade.

### **Homework Policy**

Students should expect to receive homework in each class regularly. In advanced classes, homework may be assigned during breaks and on holidays. Advanced Placement and Dual Enrollment teachers may assign homework over the summer. Students are responsible for collecting homework after an absence.

### **Late Work Policy**

In an effort to prepare our students for college and career, all assignments should be turned in on time. Students may not receive full credit for late assignments. Please refer to each teacher’s syllabus for how they will handle late or missing work.

### **Reteach Policy**

Students who did not demonstrate mastery on formative assessments in Algebra, Geometry, Algebra 2, English 9, English 10, and English 11 will be assigned reteach class during the Freedom with Responsibility Block. The purpose of reteach is to provide a structured time for students to relearn the material. Students will be notified if they need to attend reteach. Failure to attend reteach will result in FWRB consequences.

### **Honor Roll**

The honor roll is calculated at the end of each semester and will be based on a student’s weighted GPA as follows:

High Honors 4.0 and above GPA

Honors 3.500-3.999 GPA

### **Academic Honesty Rules**

Academic dishonesty in any form is unacceptable behavior for all students. Any type of academic dishonesty will not be tolerated, including but not limited to the following:

- **Cheating:** Sharing answers, looking at another student’s work, sharing test information, use of unauthorized aides or copying another student’s work/ test. The student who shares his/her work with another to copy without teacher permission is also cheating.
- **Fabrication:** Falsifying, inventing, or misrepresenting the actual source from which work is cited.
- **Unauthorized Collaboration:** While working with others is often encouraged, unauthorized collaboration is not permitted.
- **Plagiarism:** Any intentional representation of another’s ideas, words or work as one’s own. Plagiarism includes the misuse of published material, electronic material and/or the work of other students. It includes direct quotations and paraphrasing without adequate citation.
- **Alteration of Materials/Forgery:** Any intentional and unauthorized alteration of student/teacher material or unauthorized signing of another person’s name to school related documents.

Due to the serious nature of academic dishonesty, any act deemed in violation of the rules listed above will result in an automatic zero for the work involved. The teacher will report the incident to the administration. The student may be subject to further disciplinary action. A student in an Advanced Placement or Dual Enrollment class who is found cheating may be dropped from the class.

### AP, Honors, and Dual Enrollment (college) Classes

Students enrolled in advanced classes have to maintain a C or higher to remain in the class for both semesters. Students not maintaining a C or higher may have a conference with the counselor 4 weeks into the semester. If the student has not improved their grade they may be moved to a regular class at the quarter, rather than at the semester. Students can also be transferred into a regular class at the quarter by parent request.

### Foreign Language Equivalencies/Information

Two semesters of a Pima foreign language course (4.0 credits each semester) equals 1.0 high school credit and two years of foreign language for college admissions. **ASL (American Sign Language) may NOT satisfy the foreign language criteria of out of state universities.** It is your responsibility to check with the college you plan on attending to make sure it will be accepted.

### TA Policy

A student may only be enrolled as a teaching assistant with a current weighted 3.0 GPA minimum.

### On-Line Classes

Before enrolling in any on-line courses, you must have administrative approval and fill out the district Concurrent Enrollment Approval Form.

### Graduation Requirements

Selection of a graduation plan, the monitoring of course choices, and checking the number of credits accumulated toward graduation are the responsibility of the student and parent/guardian.

SUBJECT AREA	APHS GRADUATION REQUIREMENT	MINIMUM ADMISSION REQUIREMENTS FOR AZ STATE UNIVERSITIES
English	4 credits	4 credits
Math	4 credits*	4 credits
Science	3 credits**	3 credits
Social Studies	3.5 credits***	2 credits
Health	.5 credit	No requirement
Fine Arts or Career/Technical Ed (CTE)	1 credit	1 credit
Foreign Language	No requirement	2 years in same language****
Senior Exit Project	.5 credit*****	No requirement
Electives	5.5 credits	No requirement
TOTAL	22 credits	16 core credits

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

\*\*Requirements include 1 credit in each area: physical science, life science, and an upper division science.

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

\*\*\*\*Although AZ state universities accept ASL as a foreign language, not all colleges and universities do.

\*\*\*\*\*Students who choose to do the 120 hour internship for their SEP will receive 1 credit.

**ALL students must pass the AZ Civics test with at least a 60% and must be CPR trained to receive a diploma in the state of Arizona.**

### *Andrada Athletics Statement*

Incoming freshmen (Class of 2023) are able to participate in Empire High School athletics for ONE year only. Beginning their sophomore year, they will need to 1.) stop playing AIA sports 2.) transfer to Empire (there is a waiting list) 3.) transfer to Mica Mountain High School

Sophomore athletes (Class of 2022) are able to participate in Empire High School athletics for ONE year only. Beginning their junior year, they will need to 1.) stop playing AIA sports 2.) transfer to Empire (there is a waiting list) 3.) transfer to Mica Mountain High School (if they are accepting juniors their first year)

Junior athletes (Class of 2020) are able to participate in Empire High School athletics for ONE year only. Beginning their senior year, they will need to 1.) stop playing AIA sports 2.) become an Empire student—third year Pathway classes will be able to be taken at Andrada.



## *Andrada Polytechnic High School Athletic/Extra Curricular Policies*

Andrada athletes compete for Empire High School.

### **Participation Fees**

\$120 per activity  
\$300 per student cap  
\$500 per family cap

### **Academic Eligibility**

To be eligible for AIA competition, students must be passing all of their classes and have a minimum of 2.0 GPA. Grades will be checked every Friday afternoon. Starting on Monday, if a student is eligible, he/she will remain eligible for the week and the student's grades will not be checked in the interim. Starting on Monday, if a student is not eligible, he/she will remain ineligible until he/she has met the criteria for eligibility.

Students who are ineligible for competition remain eligible for practice at the discretion of the coach.

- Students may continue to practice as usual.
- Students may attend games, but will not be permitted to wear a uniform.
- Students will not be permitted to travel with the team.

### **AIA/Victory with Honor**

All Andrada athletes are expected to model the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. It is expected that the Andrada faculty, staff, students, and their parents will demonstrate the six pillars as part of their daily lives. This will create an environment conducive to the development of upstanding citizenship. Students and parents are asked to support and endorse these pillars in a school-wide effort to improve and promote good character traits.

### **Extracurricular Activities**

School activities are an integral part of the total educational program. They provide the individual participant with experiences, which may broaden the perspective that regular classroom instruction may not adequately address. It is important to understand that any participation in these activities is considered a privilege and may be withheld by the school. It is the responsibility of school personnel to provide experiences in a wholesome and caring way to as many young people as resources and interest can reach. Co-curriculum, extracurricular, and related activities are defined as those endeavors, which are organized, planned, sponsored, and/or recognized by the school. This includes activities that are an extension of the classroom, sanctioned school clubs that compete, performing groups and all AIA sanctioned activities.

### **Classroom Attendance Policy for Extracurricular Activities**

Extracurricular activity participation requires that students attend classes daily in order to maintain eligibility. The following guidelines shall be enforced:

1. Classroom attendance on the day of a performance contest or game is required except in the case of a valid excuse and at the discretion of the school administrator. This will be interpreted to mean a student will attend all classes unless excused by an administrator (illness, staying home to rest or "sleeping in" are examples of UNEXCUSED absences).

Excused medical appointments DO NOT excuse students for interscholastic activities. Prior approval through the Athletics Office and written verification are required.

2. As soon as the participant has been determined to be in violation of this rule, the participant will be declared ineligible for the next performance, contest, or game.
3. Students not attending class on Friday prior to a Saturday activity or a holiday period are ineligible to participate in the next performance, contest, or game.
4. Students are expected to attend classes the day following an activity.

### **Attendance at Practices**

1. Unless there is a satisfactory reason, all participants shall report for practice the day the first call is made for that activity.
2. Being excused from practice will be granted by the coach/sponsor of the team.
3. A student who is not in attendance for a minimum of 2/3 of the school day may not practice that day.

### **Eligibility for Activities**

1. If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year.
2. A student is privileged with eligibility for only four seasons in each sport and/or activity, and for no more than eight semesters after he/she first enrolls in the ninth grade. The 7th and 8th semesters must be consecutive. The other semesters need not be consecutive.
3. Students cannot compete or practice on an outside athletic team during their school team's competition season. A student may compete as an individual sport or event (not team or relay) in his/her name but shall not be coached by, transported by, financed by, chaperoned by the school or school personnel.
4. Students are to use District provided transportation to and from the site of all away contests. Exception: Parents may transport only their son/daughter by signing a Transportation Waiver Form. Waiver forms are in the Athletic Office and must be received one day prior to the contest.

## *Interscholastic Activities*

### **Clearance Slips**

Empire's Interscholastic Activities program is a competitive program for all boys and girls. Students interested in participating in an interscholastic activity must receive a "Clearance Slip" from the Ravens Athletics Office. The Clearance Slip is to be turned into the coach or sponsor. To receive a Clearance Slip, the student must submit to the Ravens Athletic Office, prior to the student's first practice, and must complete the following items:

- A current physical examination form, dated on or after March 1<sup>st</sup> (of the previous school year), which is good for one school year.
- Emergency form completed and signed by parent/guardian.
- Parent/guardian permission card completed and signed by a parent/guardian.
- Birth Certificate or photocopy of the original birth certificate.
- Participation Fee Receipt.

### **Physicals**

All athletes must have a new physical each year dated after March 1<sup>st</sup> and turned into the Athletic Office.

## **Suspensions**

Students who are suspended out-of-school shall receive the following discipline:

1. They are not allowed to participate or attend any practices during the term of the disciplinary action.
2. They are not allowed to participate in or attend any performance, contest, game or school function during the term of the disciplinary action. The length of time of disciplinary action shall be measured from the time a student is discharged from school until the morning of the day the student is permitted to return to the classroom.

## **After School Detention**

1. Students who have earned an after school detention are required to serve detention prior to other after school activities.
2. After school detentions will not be scheduled around after school activities and or sporting events.

## **Doctor's Release**

When participant is treated by a physician, a written release from that doctor must be received by the school's athletic trainer prior to participation in any practices or games.

## **Eligibility of Transfer Students**

All transfers must be processed and approved through the Empire Athletic office. If a student transfers schools without moving, they are not eligible to participate in an athletic activity in which they participated at their previous school for one calendar year. A 530 Form must be filled out by every student who has not changed their domicile and who is transferring into Andrada planning on playing a sport at Empire.

## **Completion of Sport**

Successful completion of a sport season, with the exception of an injury, which limits participation, is required to be eligible for a letter or other team awards. A student who has quit, been dismissed, or dropped from a team, may transfer to another sport only with the permission of both coaches and the Athletic Director. Students who are members of a squad are committed to remain in that sport until the end of the season unless they quit for legitimate reason, i.e., health, disciplinary action, etc.

VAIL SCHOOL DISTRICT NO. 20  
"Where Education is a Community Effort"

**RAISING EXPECTATIONS**

The following policies were enacted to focus attention on the value of academic achievement and to increase accountability.

**HIGH SCHOOL**

**RECOGNITIONS**

- The top one percent of ninth, tenth and eleventh grade students who earn "Highly Proficient" on all sections of the high school AzMERIT assessment will receive a plaque from the Governing Board.
- High school seniors who receive 29 or higher on their ACT College Entrance Exam will receive a plaque from the Governing Board.

**RECOMMENDED INTERVENTIONS**

- A District assessment will be given to all students taking Algebra, Geometry, Algebra 2 and 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade English prior to the end of each quarter. Any student who "Falls Far Below" the district assessment standard will be expected to complete remediation until proficient.

**REQUIRED INTERVENTIONS**

- Any student who falls far below the district assessment standard may be required to complete 12 hours of remediation for each deficient content area.
- Any assigned remediation hours will be completed prior to earning course credit.

Remediation may include one or more of the following:

- Tutoring
- Intersession courses
- Summer school
- Saturday school
- Private or Commercial Tutoring (with documentation)
- Re-teach

Note: Individual schools may choose to implement variations for required interventions. Please refer to your school

**CONSEQUENCES**

In high school, students must pass a class in order to receive the credit necessary for graduation. A student assigned remediation hours must complete those hours to receive course credit.

**ATTENDANCE POLICY**

Regular school attendance promotes learning and achievement. As defined in AZ Education Code 15-803, "Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days."

Students who reach non-school related absences in any one semester may fail or lose graduation credit in that class.

- Cienega High School - 7 absences
- Vail High School – 9 absences
- Pantano High School – 9 absences
- Empire High School – 12 absences
- Andrada High School – 12 absences

**NOTES**

- Individual schools may choose to implement complementary positive and negative consequences for all testing programs.
- Special Education students requiring interventions will be referred to the IEP team.
- Students will be treated as individuals and principals will have the authority to make exceptions.

## **JII-EB ©**

### **EXHIBIT**

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

**(To be displayed in school buildings  
and in student handbooks)**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.

- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

**HIGH SCHOOL STUDENT CALENDAR 2019-2020**

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

  

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

  

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

<b>B/E</b> = Beginning/End of school	<b>Y</b> = Inservice for Teachers - 1/2 day for Students	<b>*G</b> = Graduation
<b>■</b> = Holidays/Vacations (No School for Students)	<b>F</b> = Finals/Teacher Grading Day - 1/2 day for Students	12/18/19 = PHS Fall Ceremony
<b>VPD</b> = Vail Pride Day	<b>* Except K-5 Students at Vail Academy and HS</b>	5/20/20 = EHS
<b>C</b> = Parent/Teacher Conferences (1/2 day for Students)		5/16/20 = CHS and AHS @ TCC
		5/19/20 = VAHS
		5/21/20 = PHS
		Spring Ceremony