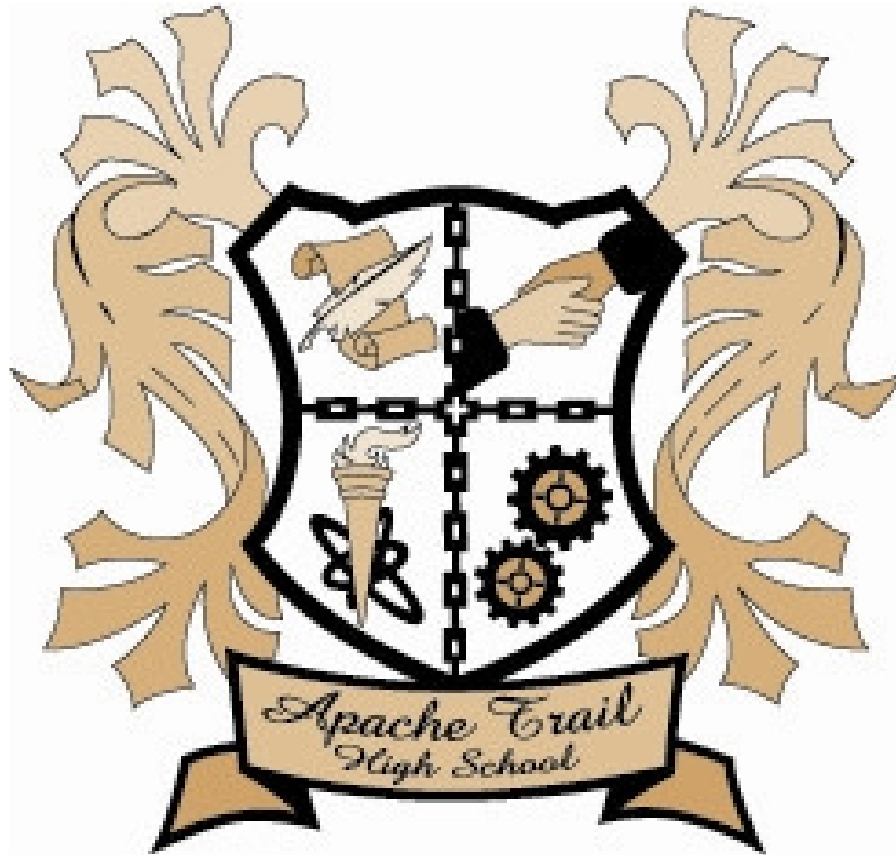


Apache Trail High School Student Handbook

Revised July 2009



2009-2010 School Year

Giles Glithero, School Leader

(480) 288-0337 Phone

(480) 288-0340 Fax

www.apachetrailhs.com

MANAGED BY  THE LEONA GROUP, L.L.C.

A new kind of public school®

Accredited by North Central Association

A p a c h e T r a i l H i g h S c h o o l

945 W. Apache Trail Apache Junction, AZ 85120 Phone: (480) 288-0337 Fax: (480) 288-0340

Student Handbook Statement

Dear Parent/Guardian and Student:

Apache Trail High School is an NCA accredited tuition free public school. We are pleased that you have selected Apache Trail High School as your students' school of choice. We look forward to providing you a quality education in a small, personalized environment where people care about you and your future.

The purpose of this handbook is to acquaint you with Apache Trail High School's policies and procedures regarding student records, curriculum, attendance, and safety. If at any time you have concerns or questions, please feel free to contact the school. We invite parents/guardians to visit our campus and observe our classrooms. If you decide to do so, just check in with our administrative office and spend as much time as you want in any classroom.

In order to provide the best environment for learning for our students, we have established rules of conduct for everyone to follow. We expect students to live up to both the rights and responsibilities that come with gaining an education. We are asking parents and guardians to review this information with their student so that everyone starts the year understanding the importance of good behavior and good choices, and the consequences of making poor choices.

We encourage all our students to strive to make this school year a successful one by doing well in classes, by becoming actively involved in school activities, and by communicating to others why you are proud to be a member of Apache Trail High School.

Regards,

Giles Glithero
School Leader





Table of Contents

Admission to Apache Trail High School	4
Services	5
Student Code of Conduct.....	6
Parent, Student & School Compact.....	6
Student Compact Violation Consequences (Contract)	8
Student Dress Code.....	10
Student Discipline	12
School Internet Use Policy	14
Student Attendance	16
Scheduling	18
Graduation Requirements	19
Student Achievement.....	21
Title I Parent Involvement Statement	23
Special Education & English Language Learners.....	24
Rights of Homeless Students.....	25
The Leona Group Mission Statement.....	26
Legal and Other Information	27
2009 – 2010 Student Calendar	29

*This handbook does not contain every rule or policy of the Leona Group Arizona, L.L.C. or Apache Trail High School. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students. Students should notify their parents of these changes. The rules, policies and procedures in this handbook do not supersede federal, state or local laws or ordinances. No person at Apache Trail High School shall, on the basis of ethnic/gender/sexual orientation/class, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity.

Admission to Apache Trail High School

Admission to Apache Trail High School is open to all students ages fourteen through twenty-one with documentation that they have completed the eighth grade. Students unable to provide eighth grade documentation shall be referred to the School Leader for an interview and consideration.

Every attempt will be made to accommodate students seeking admission. When an enrollment limit is reached; a waiting list is established based on the students' pre-enrollment date.

Apache Trail High School may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. Apache Trail High School may also choose to uphold the consequences of another districts due process hearing if said district has determined that a long-term suspension is appropriate.

Enrollment Process

Students who wish to enroll in Apache Trail High School can visit the front office between the hours of 8:00 a.m. and 4:00 p.m., or make an appointment to obtain a Student Enrollment Packet. Students are responsible for obtaining all of the necessary documents to enroll.

When the Enrollment Packet is completed, the student and the parent/guardian will need to arrange a time to meet with the School Leader, Assistant School Leader, Dean of Students or the Student Services Director for an orientation and submit the Enrollment Packet and necessary documents to the school at the time of the orientation. The purpose of the orientation is to acquaint the student and the parent/guardian with the expectations of Apache Trail High School.

It is the responsibility of the student and the parent/guardian to keep the school knowledgeable of the correct address and phone number. If you change your address or phone number at any time during the year, please notify the front office.

New student enrollment is conditional upon a student/parent/guardian orientation and completion of a student file with the items listed below:

- Completed Enrollment Packet
- Current Immunization Record
- Copy of Birth Certificate
- Copy of Unofficial Transcript from last high school attended
- Withdrawal Slip from last high school attended
- Copy of Custody Papers (if applicable)

Diagnostic Testing

In order to help monitor our student's progress towards Arizona State Standards and to assist us in placing students in classes, Apache Trail may require an enrolling student to take a Star Math ® and/or a Star Reader ® test. These tests, developed by Renaissance Learning, provide grade level equivalency and other diagnostic information that our teachers can use to assist your student. Periodically throughout the year, we will have your student retake these tests and other school wide assessments.



Explanation of Block Schedule

ATHS's utilizes a block schedule system. This system offers students the motivational advantage of being able to earn a positive reward in a shorter amount of time. This also may allow students who have fallen behind to catch up on credits and graduate on time. Students may be able to earn additional credits each school year by taking one additional class per block and/or by turning in work/volunteer hours for credits (see page 20 for further information)..

During the regular school year we offer four blocks as reflected on the school calendar. ATHS offers six 102 minute class periods per day. During each block, students must take and complete a minimum of three courses at 0.5 credits per class. Each course meets Monday through Friday. At the end of each block, the earned credits are applied to the transcript. We are an NCA accredited institution and our credits are fully transferable within the state of Arizona according to Senate Bill, Section 1, Article B, Amendment 15-189.03, signed by Governor Hull on April 1, 1999. Additionally, due to NCA national accreditation, credits are fully transferable outside the state of Arizona.

Enrollment Dates

Apache Trail High School has four open enrollment dates in each of its four blocks. Regardless of when a student enrolls during a block, it is expected that all students will attend three (3) class periods and complete the necessary coursework defined by the teacher.

Services

Food

Students are welcome to bring their own food on campus. Monday – Friday we contract with local restaurants during the lunch break that sell various food & beverage items.

Transportation

Apache Trail High School does provide free transportation for Apache Junction and parts of its surrounding areas to and from school. ATHS is not required to provide transportation for its students. Students are required to conduct themselves in an appropriate manner and not cause risk to the health and/or safety of the bus driver, other students or other drivers on the road. For more information on the routes, schedules and behavior guidelines, please contact the transportation director at the main office. ATHS reserves the right to refuse transportation services as a result of disciplinary action taken against a student by ATHS.

Medicine at School

The front office will not dispense medicines and prescription drugs unless given permission and instructions by the parent/guardian of a student. The enrollment packet contains a questionnaire to provide that permission. If a student is required to take prescription medicine at school, please provide written instructions and the medicine in its original container to the front office. Neither prescription nor over the counter drugs can be taken by the student without office notification and supervision. Our office keeps a log of any over the counter medication that we dispense.



Student Code of Conduct

Discipline Philosophy

Respect and mature conduct in the school is of primary importance to staff members, parents/guardians, and other students. The maintenance of orderly conduct of the student is necessary in every school situation to ensure the health and safety of all and to maximize learning. Effective discipline creates the environment necessary for quality education. Apache Trail High School's fundamental philosophical basis of effective discipline is that the student is responsible for his/her own actions and is expected to show respect and consideration for the rights of others. These expectations are the basis upon which Apache Trail High School's ***Parent, Student & School Compact*** is formulated.

In addition to appropriate behavior at school, the student is expected to exhibit proper behavior on his/her way to and from school and when participating in school activities.

Parent, Student & School Compact

The following Compact, developed through the combined efforts of the parents, students, and staff of Apache Trail High School, outlines the goals, expectations, and shared responsibilities for the success of all our students.

School Environment

The Parents Will:

- Contact the school with any concerns over attendance, behavior or academic completion.
- Contact their individual student, during regular class hours, through the school office only.
- Drop off and pick up their student in the parking lot adjacent to our main campus. --located off of Thunderbird Rd.

The Students Will:

- Accept the responsibility of maintaining a safe, secure learning environment by accepting this compact.
- Not use cell phones, pagers, game consoles, CD players MP3 players or any similar electronics in any class unless given specific permission by the teacher.
- Attend classes on time and be permitted to leave campus with parent/guardian permission only.
- Turn in backpacks to the office upon arrival at school.
- Assist the ATHS staff in keeping the campus neat and clean by throwing trash in the garbage can.
- Not participate in public displays of affection (PDA) on campus.
- Park cars in the student lot. Cars will be parked between the white strips of the parking space. Students will retrieve all necessary belongings from the car and report to the school and not return to the car until the end of the school day.
- Not use, sell, consume or participate in any illegal activity related to drugs, tobacco or alcohol.
- Avoid and refrain from all gang related activities: hand signs, clothing, jewelry, graffiti, or any other related actions or behavior.
- Not gamble in any way shape or form.
- Not fight or participate in any confrontational behavior at any time with anybody.
- Not carry weapons or any look-alikes or replicas of weapons.

The School Will:

- Provide a safe, secure environment on a closed campus with adequate security (& contact local law enforcement when necessary).
- Employ a staff that is well trained and/or certified in maintaining a safe, educational environment.

Behavior and Participation

The Parents Will:

- Reinforce mutual respect for all teachers, staff and other students.
- Reinforce appropriate dress for a learning environment (including clothing and jewelry).

Parent, Student & School Compact continued:

- Monitor their student's attendance ensuring full attendance – 100%.
- Call the school if their student will be absent Reinforce positive student behavior and participation involving any and all activities, possessions and actions.
- Monitor their student's dress as appropriate and within the limits of the *Student Dress Code*.

The Students Will:

- Show respect to all teachers, all staff and all students at all times: No racism, foul language, obscene gestures, harassment, poor attitude or inappropriate behavior.
- Use appropriate language at all times: No obscenities, threats, harassment, or any other verbal abuses.
- Show positive behavior at all times: attendance, participation, respect, positive attitude, gestures and posture.
- Dress appropriately for a learning environment at all times (dress that reflects maturity and modesty). See *Student Dress Code* for detailed guidelines.

The School Will:

- Maintain a safe climate, with a positive atmosphere suitable for learning for all students.
- Provide students with a foundation for continuous learning.
- Enforce the *Student Dress Code* by providing alternative clothing if needed.

Academics and Curriculum

The Parents Will:

- Support students in their learning and completion of all classes, all assignments and all class activities.
- Assist their students in seeking and receiving any additional help in order to achieve.
- Have access to all curricular materials and their student's class work in order to monitor his or her progress.

The Students Will:

- Put in 100% effort in all class activities and all assignments at all times in order meet the requirements for graduation.
- Ask for help on any assignments they do not understand in order to achieve to their best ability.
- Attend any extra help or additional classes suggested by their teacher in order to achieve to their best ability.
- Complete all classes and all assignments appropriately to the best of their ability.

The School Will:

- Provide a challenging curriculum that is aligned to the Arizona Academic Standards.
- Promote student achievement and success addressing all learning styles and accommodations.
- Employ highly trained professionals (teachers, administrators, and staff) who promote the highest quality in education.

Goals and Achievement

The Parents Will:

- Provide every opportunity for their student to achieve academic success.

The Students Will:

- Take responsibility: to learn and achieve in every class and every course of study, to monitor their own grades and credits, and positively work toward graduation.

The School Will:

- Provide every opportunity for students to achieve academic success.

Apache Trail High School hereby agrees to this Compact and will do its part as stated above.

Student Compact Violation Consequences (Contract)

The following rules and consequences are enforced at Apache Trail High School for the purpose of maintaining a safe, drug-free learning environment. This contract appears in the enrollment packet and must be signed by both the student and the parent/guardian prior to enrollment.

Student Conduct

1. I AGREE THAT I AM RESPONSIBLE FOR MY EDUCATION AND I WILL STRIVE TO HAVE A POSITIVE ATTITUDE ON A DAILY BASIS. I WILL SEEK TO IMPROVE MYSELF AS A STUDENT AND CITIZEN BY FOLLOWING THE GOALS, EXPECTATIONS AND RESPONSIBILITIES OUTLINED IN THE PARENT, STUDENT & SCHOOL COMPACT.
2. I will show respect at all times to all adults. This includes teachers, administrators, support personnel and visitors. All staff members are expected to address inappropriate behavior and I will respect this responsibility.
3. I understand that the following actions may be grounds for immediate withdrawal from ATHS:
 - a. fighting, threatening and/ or intimidating, including verbal threats and extortion
 - b. possession of weapons, look-alikes, or anything construed as being harmful to others
 - c. "gang activity" while on campus, including but not limited to, repeated warnings concerning hand signs, clothing, jewelry, graffiti, tagging, or any other related actions or behavior
 - d. if I am found to have plagiarized another person's work, cheated on an exam or otherwise misrepresented my skills and abilities on assignments or other evaluations
 - e. ATHS follows a zero-tolerance policy regarding drugs and alcohol. As a public school, ATHS is a High Profile Enforcement Area as defined by ARS 13-3411. Students found under the influence of, in possession of or using alcohol, illegal drugs, drug paraphernalia or prescription drugs without a valid prescription, will be referred to the local police department and suspended from school and ATHS may begin the expulsion process.

Educational Atmosphere

4. I will not have CD players, DVD players, walkmans, digital music players, portable electronic games or similar devices, headphones, laser pointers, or any other item construed as being disruptive or nonessential to ATHS in plain view during instructional hours, unless deemed appropriate by the teacher. I understand that I may not have these items in plain sight unless I have the express permission from the teacher. **I also understand that these items can be confiscated and may be HELD FOR 24 HOURS.**
 - a. If I utilize any of the aforementioned items while on the way to school, upon arriving to school, I will store these items in my personal bag or backpack in the office until I leave the school campus.
5. ATHS recognizes the convenience provided by cell phones and pagers. However, we also recognize that cell phone/pager use during class is disruptive and inappropriate. Therefore, if I have a cell phone/pager, I will turn the cell phone/pager **OFF, VIBRATE or SILENT** while in class and store my phone/pager so that it is not in view of the teacher or other students. **I understand that if my phone/pager is seen by ATHS staff during class, it may be confiscated and may be HELD FOR 24 HOURS.**
 - b. I understand that I will not receive personal phone calls during school hours. Emergency phone calls from parents will be taken at the office and a message will be delivered to me as necessary.

Appropriate Dress

6. The dress code for ATHS is extensive. It is important to demonstrate the appropriate dress required by ALL individuals who attend ATHS. Please read the *Student Dress Code* for our expectations and student responsibilities concerning appropriate dress.

Student Compact Violation Consequences continued:

Campus Safety & Security

7. ATHS cannot assume responsibility for students' personal property and items while on campus (e.g.: bikes, cars, backpacks, cell phones, MP3 players and other various personal electronic devices).
8. **ATHS IS A CLOSED CAMPUS.** Students are required to report to the office and ask permission to sign out before leaving campus. Parental permission is required of all students under the age of 18 prior to leaving campus. Students over 18 must have administrative approval prior to signing out. Students who sign out are not permitted back on campus for the remainder of the day with the exception of medical, dental, or court appointments accompanied by a signed note from the appropriate office. I understand that I will be considered truant and subject to disciplinary action if I do not adhere to the aforementioned guidelines.
9. ATHS is an educational institution. As a result, visitors are not allowed on campus without approval of administration. As a student, I understand that I cannot have visitors during school breaks, before or after school without prior administrative approval. Parents/guardians are always welcome on campus, but they must check in with the office upon arrival. For security reasons, we ask that food arrive no later 10 minutes prior to break.
10. *I understand that driving a car to school and parking it at ATHS is a privilege.* Therefore, while arriving and departing, I will follow the posted speed limits on neighboring streets. I understand that if I drive recklessly, (i.e. use my vehicle in any other inappropriate manner) or exceed speed restrictions, I may lose my privilege to park at ATHS.
11. I will assist the ATHS staff in keeping the campus neat and clean by throwing trash in a garbage can. If am found to have deliberately littered on campus, I understand that I may be asked to assist in grounds maintenance as a consequence of my actions.
12. Vandalism is forbidden on campus. ANY DESTRUCTION OF SCHOOL PROPERTY BY A STUDENT BECOMES THE RESPONSIBILITY OF THAT STUDENT'S PARENT/GUARDIAN and may be grounds for suspension or expulsion.
13. I understand that in Arizona it is illegal to possess or use tobacco products on any school property or at any event sponsored by the school (ARS-36-798-03). Violations of this law will result in disciplinary action from ATHS and may result in substantial fines from AJPD.
14. I understand that the property that surrounds ATHS is private property. I will not loiter on this property or smoke on this property. I understand that if I am caught loitering and/or smoking on neighboring property, my actions may result in disciplinary action from ATHS including suspension or expulsion and may result in substantial fines from AJPD.
15. I understand sunflower seeds are not allowed on campus.

Attendance

16. ATHS recognizes the strong connection between attendance and academic success. Therefore, ATHS adheres to a strict attendance and tardy policy. Violations of the attendance/tardy policy will result in not receiving course credit. (*see Attendance Policy*).
17. If I am absent, a parent or legal guardian must call ATHS that school day to explain my absence. I understand that excessive absences or tardies will result in my withdrawal from ATHS and/or denial of credit. If a parent or legal guardian does not call, the absence is considered truancy.

Contract Acceptance

18. I agree to follow the items discussed in this student contract and by association the items discussed in the *Student Dress Code*, the *Attendance Policy*, the *Parent, Student School Compact* or the *Apache Trail High School Student Handbook*.
19. I understand that ATHS may revise policies contained in the student contract, dress code, attendance policy and student handbook as new laws and/or the need occurs. ATHS will notify me of any changes through its newsletter, classroom announcements, website or other printed material. Changes to portions of this contract, the *Student Dress Code*, the *Attendance Policy*, the *Parent, Student & School Compact* or the *Apache Trail High School Student Handbook* will not invalidate this contract.
20. I understand that violation of any of the guidelines or rules specified in this contract can result in my immediate dismissal from Apache Trail High school.

Student Dress Code

General Guidelines for Appropriate Dress

1. As a public school, Apache Trail High School has the right to establish the code of student dress. The administration can, at any time, require a student to change out of clothing that is deemed inappropriate. The student must dress in appropriate attire during the school day that does not disrupt the learning environment. Students must refrain from wearing items that portray drug, tobacco, alcohol, profanity, or sexually explicit subjects including sexual innuendo. It is understood that clothing that contains text or images that are otherwise construed as being offensive or inappropriate cannot be worn while on campus. Students will not wear any clothing that can be construed as showing gang affiliation or glorification. Students must also ensure that the body is covered. Short shorts, halter tops, swimsuits, cut-off shirts, bare midriffs and sheer garments are not appropriate.

Hats, Head Covering & Eyewear

2. Students may not wear hats, visors, hoods, or any other head covering, sunglasses or any other eyewear that obstructs the eyes while in class or inside school buildings. The following types of head covering are NEVER allowed to be worn while on campus: hairnets, "do rags", pantyhose worn on the head and any other head covering that is prohibited by school administration.
3. ATHS reserves the right to confiscate any hat, visor, sweatshirt with hood, or any other head covering, sunglasses or any other eyewear, which is worn in violation of this policy.

Bandanas

4. Except as stated in this paragraph, bandanas are not to be worn in any way while on campus. Females: Bandanas worn as a hair accessory may be worn if the bandana does not otherwise indicate gang affiliation (as determined by administration). Males: Bandanas can be worn wrapped into a band around the wrist or head if the bandana does not otherwise indicate gang affiliation.

Jewelry, Piercing, Belts & Tattoos

5. Jewelry shall not be worn if it presents a safety hazard or can be used as a weapon. This includes spiked rings, earrings, necklaces or bracelets. Safety pins, nails, paper clips and similar items are not permitted as forms of jewelry.
6. Belts must be kept around the waist and may not hang down from the waist. Wallet chains or other forms of chains worn on clothing or as jewelry of excessive length (as determined by administration) are not allowed.
7. Students may be required to cover a permanent or semi-permanent tattoo or marking on their body if it is deemed inappropriate. ATHS reserves the right to restrict the public display of any tattoo.
8. ATHS reserves the right to not allow a body piercing, facial piercing or ear gauges that are deemed inappropriate or excessive as determined by the administration. Experience has shown that some piercings can be a distraction for some students.

Shoes

9. State health laws require that shoes be worn at all times. Slippers and other soft soled shoes are not appropriate. For safety reasons, some classes and activities may require specific types of footwear. Students will be informed of these requirements by their teacher.

Pants, Skirts, Shorts, Etc.

10. The waistband of the student's bottoms (pants, shorts, dress etc.) must ALWAYS TOUCH their shirt or top at all times so as not to expose any skin or undergarments between the bottoms and the tops. This includes, walking, sitting, standing, etc. Underwear can never show.
11. Sagging is not allowed. Pants must be worn at the waist -the waist band can not be below the hips.
12. Pajama pants and all other sleep wear are not to be worn on campus.
13. Shorts, skirts and other similar types of clothing must be long enough to pass the "finger length" rule, which means that they may be no shorter than where the student's longest finger touches the leg when the arm is hanging straight down with the fingers fully extended.
14. No holes, tears or cuts in the fabric of pants/jeans/skirt/shorts may expose skin or undergarments that can be seen in the area defined by the "finger length" rule. In addition, excessive holes, tears or cuts in the fabric (as determined by the administration) are not allowed. [Be advised that some clothing companies sell clothing with holes, cuts and tears, that violate this dress code.]

Dress Code continued:

Shirts, Tops, Blouses, Etc.

15. Shirts must be long enough to cover the midriff but not so long as to go beyond mid-thigh.
16. Males: Students must have sleeves on their shirts. Wearing tank tops, muscle shirts or similar items is prohibited. Exceptions to this rule may be made for specific athletic activities as defined by the athletic director or other administrator.
17. Females: Tops must have at least two straps that go from front to back (for example, a traditional tank top). The straps must be at least 1 ¼" in width. Tube tops, halter tops, strapless tops, backless tops, tops with straps that wrap around the neck or one strap tops are not permitted. The cut of the top must fully cover the student's bra, cannot show skin below the shoulder blades and must cover the chest appropriately to show minimal cleavage as determined by the administration.

Consequences of dress code violations

18. Students who have inappropriate tops, pants, shorts, skirts, etc. will be asked to provide collateral for a dress code shirt or shorts, if available, as deemed appropriate by the school, which they will wear over their clothing or in place of. Students who refuse to comply will be sent home and will incur any consequences as outlined in the school's Attendance Policy . Frequent violations can result in community service, detention or suspension from school.

Policy Acceptance

19. By signing the *Student Dress Code* of Apache Trail High School; parents, guardians and students agree to follow this policy.
20. Clothing styles change and Apache Trail High School has the right to modify the guidelines at any time as the staff and administration deem appropriate. If a change is required, guardians, parents and students will be notified of changes through our newsletter, classroom announcements, office posting, student public address announcement, our website or other printed material.



Student Discipline

Violations of the *Student Dress Code*, the *Parent, Student & School Compact, Contract* or other activities considered inappropriate will result in disciplinary action.

Discipline Guidelines

The following guidelines are potential consequences for inappropriate behavior at Apache Trail High School. This is merely a guide; a school administrator will determine the final disciplinary action depending on circumstances of the offense and the history of the offender.

By signing the *Student Dress Code*, the *Parent, Student & School Compact* and *Contract* (in the enrollment packet), the parent/guardian and student are accepting the recommended consequences for the following behaviors listed below:

	Nature of Offense		Disciplinary Action
1	Repeated profanity or abusive language	1 st 2 nd 3 rd	Detention time or community service hours Behavior Contract and/or Short Term Suspension (1-5 days) Behavior Contract and/or Long Term Suspension (5-10 days)
2	Gambling	1 st 2 nd 3 rd	Detention time or community service hours Behavior Contract and/or Short Term Suspension (1-5 days) Behavior Contract and/or Long Term Suspension (5-10 days)
3	Verbal abuse, intimidation or threatening another person	1 st 2 nd 3 rd	Detention time or community service hours Behavior Contract and/or Short Term Suspension (1-5 days) Behavior Contract and/or Long Term Suspension (5-10 days)
4	Disrespect and insubordination towards a staff member	1 st 2 nd 3 rd	Detention time or community service hours Behavior Contract and/or Short Term Suspension (1-5 days) Behavior Contract and/or Long Term Suspension (5-10 days)
5	Fighting	1 st	Police referral and Long Term Suspension and/or 10 day suspension pending expulsion hearing.
6	Possession of illegal drugs, narcotics or alcohol	1 st	Confiscation, Police referral and Long Term Suspension and/or 10 day suspension pending expulsion hearing.
7	Possession of a weapon or dangerous instrument capable of intimidating or harming another person	1 st	Confiscation, police referral and Long Term Suspension and/or 10 day suspension pending expulsion hearing.
8	Theft/Vandalism	1 st 2 nd 3 rd	Restitution and/or Behavior Contract and/or Short Term Suspension (1-5 days) Behavior Contract and/or Long Term Suspension (5-10 days) 10 day suspension pending expulsion hearing.
9	Cheating on test or assignment, plagiarizing	1 st 2 nd 3 rd	Zero points for assignment and loss of credit for the assignment Behavior Contract and/or Short Term Suspension (1-5 days) Behavior Contract and/or Long Term Suspension (5-10 days)
10	Harassment	1 st	Advisement, Community Service, Behavior Contract and/or suspension depending on the severity of the offense
11	Abuse or assault of staff member	1 st	Police referral and 10 day suspension pending expulsion hearing.
12	Excessive Tardiness/Failure to complete community service	1 st	Loss of class credit
13	Cell phone or other device (electronic or otherwise) visible OR being used in class. This includes any area of school campus during class time.	1 st 2 nd 3 rd 4 th 5 th	End of day confiscation, parent contact Phone will be confiscated and parent will be required to pick it up. 24 hour confiscation, parent contact Behavior Contract and/or Short Term Suspension (1-5 days) Behavior Contract and/or Long Term Suspension (5-10 days)
14	Smoking on campus (including the parking lot)	1 st 2 nd 3 rd	Warning and/or community service – confiscation of all tobacco products, parent contact Behavior Contract and/or Short Term Suspension (1-5 days) Behavior Contract and/or Long Term Suspension (5-10 days) ** All violations are subject to reporting to the AJPD or a Sheriff Deputy – city, county and state fines are significant.

Expulsion from School

In accordance with Arizona Revised Statutes (ARS), a pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon, use or possession of a gun, or excessive absenteeism. Apache Trail High School may expel pupils for actions other than those listed in this subsection as Apache Trail High School deems appropriate.

Apache Trail High School will expel from school, for a period of not less than one year, a pupil who is determined to have brought a firearm to school, except that Apache Trail High School may modify this expulsion requirement for a pupil on a case by case basis. This subsection shall be construed consistently with the requirements of the Individuals with Disabilities Education Act (IDEA - 20 United States Code sections 1400 through 1420). For the purpose of this subsection:

1. "Expel" may include removing a pupil from a regular school setting and providing educational services in an alternative setting.
2. "Firearm" means a firearm as defined in 18 United States Code section 921.

Apache Trail High School will expel from school for at least one year a pupil who is determined to have threatened an educational institution as defined in section ARS 13-2911, except that Apache Trail High School may modify this expulsion requirement for a pupil on a case by case basis if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. This subsection shall be construed consistently with the requirements of the IDEA (20 United States Code sections 1400 through 1420). Apache Trail High School may require a pupil's parent or guardian to participate in mediation, community service, restitution or other programs in which the parent or guardian takes responsibility with the pupil for the threat. For the purposes of this subsection, "threatened an educational institution" means to interfere with or disrupt an education institution by doing any of the following:

1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
4. Refusing to obey a lawful order to leave the property of an educational institution.

Any disciplinary proceeding conducted according to the above stated policies will adhere to the following procedures:

1. The Governing Body of Apache Trail High School or its representatives will send written notification to any pupil and the parent or guardian of a pupil subject to a disciplinary hearing which may result in that pupil's expulsion from Apache trail High School. The notification will include the time, date, and place of the hearing and will be postmarked at least seventy two hours prior to the commencement of the hearing. Notice of any hearing to be conducted will be posted at Apache Trail High School in a visible and publicly accessible location no later than forty eight hours prior to the commencement of the hearing.
2. The Governing Body of Apache Trail High School will appoint a minimum of three representatives to conduct a disciplinary hearing which may result in the expulsion of a pupil. A majority of the representatives must be present in person or telephonically to conduct the business of the hearing. The Governing Body will appoint one of the representatives to preside over the hearing.
3. Conclusions of the Governing body representatives must be reach by a majority vote of the representatives present in order to constitute a binding decision.
4. Any pupil subject to such a hearing will have the opportunity to present their testimony as to the case presented against them by Apache Trail High School relative to their proposed expulsion. Any pupil may elect to be representative by their parent or guardian, or if they so choose by designated legal counsel. Any decision reached by the Governing Body or its representatives may be appealed to arbitration by an Arizona Administrative Law Judge in Pinal /County, or to the Superior Court of Pinal County, and the losing party will be responsibility for all court costs and legal fees.

NOTE: Any changes made to this procedure will be a result in a change in legislation or the need to clarify or modify the process.

School Internet Use Policy

The Internet is a global electronic information infrastructure. It is a network of networks used by educators, business, government, the military, organizations and private individuals. In schools and libraries, the Internet can be used to educate, inform, communicate, and entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources.

Apache Trail High School is offering Internet courses and computer based instruction. We believe these courses will offer access to vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication.

Users are advised that E-Mail and/or Internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to assure that Internet use is in support of school goals.

Authorized users:

- have the privilege to access the Internet and to exchange information.
- have a conditional privilege to request newsgroups and/or listserves from the Internet in order to facilitate real-time learning with members on the network. **Students are responsible for getting approval from their teacher for all subscriptions to newsgroups, listserves and similar files.**
- the conditional privilege to send e-mail to any member on the Internet,
- are expected to use appropriate language that is not offensive, or embarrassing to the school and to abide by all rules of etiquette.
- must use their student account in support of their education and consistent with the educational objectives of Apache Trail High School.
- will not create a BIOS password on any Leona machine.
- are not authorized to use teacher/staff designated computers (except when necessary for advanced placement and other distance learning courses as authorized by the School Leader)

While exercising privileges to use the Internet as an educational resource, users shall also monitor and accept the responsibility for all material received.

Users have the responsibility to maintain the integrity of the electronic mail system and to be responsible for all mail received under your user account. Users have the responsibility to report violations of privacy to an Internet supervisor.

Users may not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises. Users must report all inappropriate materials (solicited or unsolicited) to your supervisor.

All files and programs on the computer belong to someone. Users may not modify, plagiarize, erase, rename, or make unusable anyone else's files or programs.

Users have the responsibility to keep copyrighted software of any kind from entering the school via the Internet. Users have the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet.

Users may not modify, copy, or transfer any software provided by the school, faculty, or another student without permission from the originator.

Users may not copy copyrighted software. It is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.

Users:

- may not intentionally introduce a computer virus.
- may not deliberately use the computer to annoy or harass others. For example: making accessible any obscene, abusive, or threatening messages is not allowed.
- may not intentionally damage the system, damage information not belonging to user, misuse system sources, or allow others to misuse system sources.
- may not tamper with equipment except as specifically directed by the staff supervisor
- may not use the network for financial or commercial gain.

Users must stay within the file size limits defined by the facilitator of the network.

School Internet Use Policy continued:

Users are expected to abide by the generally accepted rules of network etiquette. These include the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal a personal address or phone number or those of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- Assume that all communications and information accessible via the network are private property.
- Keep paragraphs and messages short and to the point.
- Use the "subject" line, and make it as descriptive as possible.
- Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position or grade level, school, and Internet address.
- Capitalize words only to highlight an important point or to distinguish a title or heading.
Asterisks surrounding a word also can be used to make a stronger point. Capitalizing whole words that are not titles is generally termed as SHOUTING! Limit line length and avoid control characters.

Users are not to use the network for wasteful or frivolous purposes such as playing network games.

Student Use:

Students may use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. School library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

With worldwide access to computers and people also comes the availability of material that may not be considered of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and a user may discover controversial information. Apache Trail High School believes that the educational value of information and the interaction available on this worldwide network both outweigh the risks that users may procure material which is not consistent with the educational goals of the school. One of the school's goals is to support students in the responsible use of this vast reservoir of information.

Student Users, in addition to the above outlined uses:

- have the privilege to access the Internet to facilitate educational growth in technology, information gathering skills, and communication skills. Students have the privilege to use the following methods for retrieving information: file transfer protocol (FTP), telnet, World Wide Web(WWW), and electronic mail (e-mail).
- have a conditional (requires approval) privilege to request newsgroups from the Internet in order to facilitate real-time learning with members on the network. They have the conditional privilege to sign up for lists on the Internet.
- can access e-mail only at the discretion of and under the supervision of the classroom teacher and in compliance with the privilege to send e-mail according to the Apache Trail High School Internet Policy. They also have the responsibility to control their language so it is not offensive, or embarrassing to the school, and to abide by all Student Responsibilities and rules of network etiquette.

Misuse of Privileges and Consequences

Users are held responsible for their actions and activity, as outlined above. Unacceptable use of the network will result in the suspension of all user privileges. Reinstatement of privileges will be made at the discretion of the administration.



Student Attendance

As stated in the Parent, Student & School Compact, we believe that attendance and academic success are highly correlated; therefore, ATHS adheres to a strict attendance and tardy policy. We believe that this will not only improve student achievement but also better prepare our students for their future occupations.

Tardy Policy

We believe that educational time is valuable and that students arriving late to class unfairly cause the teacher and other students to lose some of this valuable educational time. As a result, we are committed to encouraging students to arrive to school on time and we have instituted the following tardy policy:

1. Students arriving late to class must sign into the office and obtain a tardy pass. Students will be counted tardy to school regardless of the reason.
2. Students can be tardy to a class three (3) times without penalty if the tardy is less than 15 minutes.. For EACH tardy after three (3), students are required to make-up ALL accumulated tardy time. If all tardy time is not made-up, then the student will not receive credit for the class. (Warning: If a student has decided to not make-up the time for a given class, they must still attend the class in order to receive credit for their other classes. ALL students must be fulltime students at ATHS [minimum of 3 classes]).
3. If a student is tardy more than 15 minutes for any reason, then the time must be made-up in order to receive credit for the class.

It is the ultimate responsibility of the student to adhere to the policy stated above..

Absence Policy

By law, students are expected to attend at least 90% of each class session, within each block, in order to receive course credit. Students that are absent are expected to make up the coursework during the same week they were absent. This ensures that the student's grade will not be affected due to late work. Additionally, if a student accrues more than **five** absences (six or more), he or she will **not** receive credit for the course and may be withdrawn from the school. If a student is withdrawn from the school, he or she may re-enroll the following block if space permits, and then continue his or her education.

If a student misses more than two days of classes during a block, he or she will be referred to administration and be placed on a contract, which may include mandatory detention (or study hall). If a student fails to put forth the effort after meeting with the administration, the contract will be deemed void.

Parents and guardians are expected to contact the school when their child will be absent.

Attendance Policy Appeal Procedure

If an extended absence should occur due to **illness**, a **medical emergency**, **death of a family member**, or an **extenuating circumstance** (such as a fire), which would cause a student to miss a substantial amount of class time, then a meeting must be held with the student, parent/guardian and an administrator in order to outline a detailed plan for earning credit for the classes enrolled. The student must have a history of good attendance and grades. **It must be understood that earning credit for ALL classes may not be an option.**

The parent/guardian must:

1. **Contact the school during the extended absence so that communication can be established with an administrator.**
2. Obtain an *Attendance Policy Appeal* Form from the front office (all criteria must be met in order to turn in the appeal form for consideration).
3. Obtain all the appropriate documentation required for the appeal process
4. Arrange a meeting with the administration to discuss the necessary requirements for the appeal to occur. This must be done in a timely manner and before the *Attendance Policy Appeal* due dates (as indicated on the *School Calendar*).

Attendance Policy continued:

Absence Types

Code	Description	Explanation	Will be counted against 90% required attendance?	Must complete make up work?	Counts toward the MAX of 5 Absences?
UA	Unexcused Absence	Student was absent and the parent/guardian did not call into the school – the student is considered TRUANT.	YES	YES	YES
EA	Excused Absence	Student was absent; however, the parent/guardian did call the school to excuse the absence.	YES	YES	YES, unless an <i>Attendance Policy Appeal</i> is granted.

UA and EA* Consequences

Teachers have the option of implementing a grade reduction policy for their classes when students have Unexcused Absences (UAs). This enables the teacher to reinforce the school's philosophy regarding attendance (see opening paragraph of this policy). Please refer to the following chart for recommended consequences:

Once a student has accrued six (6) UA's, they have two options:

1. Continue with the class for AUDIT and receive a NG (No Grade) instead of an F (see *Loss of Credit*) OR.
2. The teacher will lower their FINAL GRADE one letter grade for EACH UA as shown in the following table.

*Note that EAs are considered UAs if an *Attendance Policy Appeal* is not granted

Number of UA's	Possible effect on Final Grade	Final Grade Examples	
		Student with an A	Student with a C
1-2	None	A	C
3	Up to 1 Letter Grade Drop**	A or B	C or D
4	Up to 2 Letter Grade Drops**	A, B or C	D or F
5	Up to 3 Letter Grade Drops**	A, B, C or D	F

**Consideration is given to past attendance history and timely completion of required assignments.

Loss of Credit

When a student loses credit due to attendance, students are still required to attend classes. As long as the student continues to attend class, they can use the audit option. During the AUDIT option, the student will not receive credit for the course and their grade is recorded as an NG (No Grade) instead of an F. A grade of NG does not effect GPA calculations. The student *must* speak to an administrator before auditing. **If a student's behavior is not appropriate during the AUDIT period or they otherwise negatively effect the classroom environment they will lose their opportunity for an NG grade, be given a grade of F and enrollment at ATHS may be revoked.**

Situation	Student Attends for AUDIT	Student Stops Attending Class
Total number of UA and EA absences exceeds 5	NG	F

Attendance Policy continued:

Policy Acceptance

I have read the attendance policy as outlined above and understand that failure to follow this policy may result in loss of credit or enrollment at ATHS. I also agree that a student's grade may be lowered if he or she accumulates three (3) or more UA's as outlined above.

I further understand, that if my student misses the first four (4) days of a new block, he/she will be dropped from his/her current schedule, and may (based on enrollment levels) be allowed to re-enroll in other classes for that block. Additionally, if he/she is absent for 10 consecutive days he/she will be withdrawn from ATHS and must re-enroll the following block, if space permits.

NOTE: Please contact the school if an extended absence should occur. Limited adjustments to the above policy can be made to accommodate your student -- this is called an *Attendance Policy Appeal* -- see page 16 for further information.

Suspensions

Suspended students will have the opportunity to have a parent/guardian pick-up class work the 2nd day of a suspension lasting more than one day. All suspended students will be given a fair opportunity to complete all work missed during their suspension. Suspended students may be required to attend additional school hours until their work is complete.

Scheduling

Apache Trail High School is a full time school and students must be scheduled for a minimum of three consecutive classes each block according to their most recent transcript. Students may request courses; however, an administrator will make the final scheduling decisions.

Schedule Changes

Schedule changes will occur the first 2 weeks of a block. A student is required to immediately fill out a Schedule Change Request form if they feel they have been incorrectly scheduled -- ALL schedule changes for students under 18 years of age require parental permission. Student Services or a school administrator will review the request, make a change if appropriate and return the request to the student within 2 school days.

Withdrawal from Class(es)

A student can only withdraw from a class under special circumstances and must have the permission of an administrator. The student will receive an "F" in the dropped class if permission has not been granted. Apache Trail High School is a full time school and student must still attend school for a minimum of three class periods. No student will be allowed to drop one class and attend part time. A student who withdraws from one class and attends part time will receive failing grades in all classes (See *Loss of Credit*).

Any student under 18 years of age who desires to withdraw from ATHS, must have parental permission.

Graduation Requirements

For the Class of 2010 and 2011 ONLY

<i>Content Area</i>	<i>Credits (0.5 = 1 class)</i>
English/Language Arts	4.0 Credits
Social Studies	
World History & Geography	1.0 Credit
US/AZ History	1.0 Credit
Government	0.5 Credit
Mathematics*	2.0 Credits
Science	2.0 Credits
Fine/Practical Arts Electives	1.0 Credit
Electives	8.5 Credits
Total	20.0 Credits

*Current Juniors and Seniors are required to complete Math Topics 1 through Math Topics 4 (or equivalent) prior to graduation. It is recommended that all students take these courses as the material covered in this series will be tested on the AIMS Math test. Students who have passed AIMS Math who are not preparing for a University may stop after two credits if they have taken Math Topics 1 through Math Topics 4 (or equivalent).

For the Class of 2012 ONLY

<i>Content Area</i>	<i>Credits (0.5 = 1 class)</i>
English/Language Arts	4.0 Credits
Social Studies	
World History & Geography	1.0 Credit
US/AZ History	1.0 Credit
Government	0.5 Credit
Economics	0.5 Credit
Mathematics**	3.0 Credits
Science	2.0 Credits
Fine/Practical Arts Electives	1.0 Credit
Electives	7.0 Credits
Total	20.0 Credits

**Current Sophomores are required to complete Math Topics 1 through Math Topics 6 (or the equivalent) prior to graduation.

Graduation Requirements continued:
For the Class of 2013 (and beyond)

Content Area	Credits (0.5 = 1 class)
English/Language Arts	4.0 Credits
Social Studies	
World History & Geography	1.0 Credit
US/AZ History	1.0 Credit
Government	0.5 Credit
Economics	0.5 Credit
Mathematics***	4.0 Credits
Science****	3.0 Credits
Fine/Practical Arts Electives	1.0 Credit
Electives	7.0 Credits
Total	22.0 Credits

***Incoming Freshmen are required to complete Math Topics 1 through Math Topics 6 (or equivalent) prior to graduation and an additional 2 classes with significant mathematic content. Note that graduation credit requirements have been increased to reflect this change.

****Incoming Freshmen are required to complete 3.0 credits of Science. Note that graduation credit requirements have been increased to reflect this change.

Valedictorian / Salutatorian

Apache Trail High School students must meet the following minimum requirements to be eligible for Valedictorian and Salutatorian:

- 1 Year at ATHS or 6 ATHS credits
- Completed minimum 20 credits of coursework at date of graduation.
- Good citizenship in and out of school

The Valedictorian may be the student with the highest GPA and satisfies the above requirements.

The Salutatorian may be the student with the second highest GPA and satisfies the above requirements.

Elective Credit for Work Experience

Apache Trail High School students have the opportunity to receive credit towards graduation if they are employed. One-half of elective credit can be issued to a student who is enrolled full time and passes all classes for which they are enrolled. To receive credit, the student must complete the Work Experience Form, turn in pay stubs with their name, work dates and have worked 128 hours during the block. A maximum of two elective credits can be earned through work experience. A student may receive 0.5 credit of work experience per block only if they have received passing grades of C- or better in all their courses. Please contact the office for further details.



Student Achievement

Apache Trail High School Curriculum

Apache Trail High School has designed a student curriculum that is based on the Arizona State Standards. Objectives are taught using a variety of learning activities and addressing multiple learning modalities. Reading, writing, and technology skills are integrated throughout the curriculum and are an integral part of all content area classes. Textbooks and all other instructional materials are selected on the basis of their alignment with the Arizona State Standards.

Academic Probation & Contracts

Any student who fails two or more classes for more than one block may be placed on Academic Probation and may be required to sign an Academic Contract. Students on Academic Probation may be required to attend additional class time until they have made up all missing assignments and/or secured a minimum of a C in all classes.

The purpose of Academic Probation is to assist students in passing current classes. Students will not work on material from the previous block. The student will sign a contract stating their understanding of Academic Probation. The contract will state that the student may be required to attend additional class time during the current Block and to pass all of their current classes. Failure to comply with the terms of the Academic Contract may jeopardize the student's enrollment for the following block. A meeting will be set up with the parent/guardian to determine if enrollment should continue.

English

Students who fail an English class may be required to enroll in our Language Arts class the following block. This helps ensure that the student strengthens their English skills, gives additional support in weak area and helps provide preparation for the AIMS tests.

Mathematics

Acceptable Grades for Math Credit:

In the 05-06 School Year it was established that in order for a math class to count for Math Credit, the student must receive a minimum grade of C-. Math classes with a grade of D+, D or D- will count toward elective credit and the class must be repeated.

Homework

The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences. Because of the extended learning time during the day, the majority of learning activities will be completed during class time where the teacher is available to assist the student. However, teachers may require additional homework to be completed outside of class.

Progress Reports

The primary function of a progress report is to communicate information to parents/guardians about their student's current achievement status in regards to specific learning objectives in each curriculum area. Each student's progress is formally reported to parents/guardians by mail four times a year, at the mid-point of the current block. These dates can be found on the school calendar. The issuance of progress reports indicates progress from one assessment period to the next.

In addition to school progress reports, teachers may provide class progress reports for students each week. It is the belief of Apache Trail High School that an open line of communication between home and school should be maintained at all times to increase the likelihood of student growth and success. Parents/guardians may request a conference with teachers at anytime. In addition, feel free to contact your student's teachers by phone or by email if you would like a progress report more frequently.

Student Achievement continued:

Grade Report Cards

A grade report card is mailed home four times throughout the school year. These dates can be found on the school calendar. This grade report will reflect the grade and credits earned for the courses that the student completes for each block period.

Assessment of Learning

In order to ensure that Apache Trail High School students are being challenged academically, their performance in reading, mathematics, and writing is assessed continuously using a variety of assessment measures:

- All 10th- 12th graders will be required to take the AIMS (Arizona Instrument to Measure Standards) tests in reading, writing and mathematics. This will take place in February and April with a makeup for 11 and 12 graders in October.
- All 9th graders will be required to take the TerraNova NRT test in the Spring.
- Additional Assessment Measures used:
 - Star Math ®: Used for student math placement and progress.
 - Star Reader ®: Used for student reading placement and progress.
 - School wide Writing Prompt: Used to measure student writing improvement in preparation for AIMS.
 - Galileo Tests for AIMS Preparation: Used to predict AIMS performance and academic needs of students.



Title I Parent Involvement Statement

A strong partnership between the school and home is essential if a quality educational program is to be provided to all students. Apache Trail High School is dedicated to the philosophy that parent involvement is integral to the success of each student. For this reason, parents are actively recruited as our partners for success. The parent involvement policy is developed during the Title I Spring Advisory meeting, with parents, for the following year. The policy will be given to parents at first report card time. In order for parents to understand the policy the document is written as simple as possible.

In the fall, an Open House is held to introduce parents to Apache Trail High School and its Targeted Assistance or School-wide Title I program. Parents are informed of the many opportunities for involvement, such as school conferences, the NCLB and NCA committees, the Parent School Compact, and the Parent Involvement Policy. They also meet the principals and teacher teams to further ease the transition to high school.

In meetings, parents learn that an annual meeting will be held to inform parents of the school's participation in the Title I program, and to explain the requirements of the program and parents' rights. They learn that:

- Parent meetings and conferences can be held at different times during the day.
- Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities; including transportation and childcare costs, or home visit expenses to enable parents to participate in school related meetings and training sessions.
- Parents will be involved in the planning, review, and improvement of Apache Trail High School's Title I program and Title I policy and Parent Involvement Policy. Parents will have the opportunity to be a part of the Fall and Spring Advisory meetings. Also, parents are always invited to the NCLB meetings advertised on the outside billboard and inside.
- Apache Trail High School will provide parents with timely information about the Title I program. Apache Trail High School's newsletters, notes on report cards, calendars, and minutes from the site based meetings will give current information.
- Apache Trail High School will provide parents with a description and explanation of the curriculum used, the forms of academic assessment used to measure student progress and proficiency levels, and levels students are expected to meet in the form of the TerraNova, AIMS, and SELP scores. These can be explained by teachers in a conference or by the guidance counselors.
- If requested by parents, Apache Trail High School will provide appropriate parent participation opportunities for regular meetings to formulate suggestions in decisions relating to a student's education. These can be individual parent conferences, activities from the resource center, or activities put on by the individual teams.
- The Parent-School Compact, signed during the enrollment conference by the student, parent, and principal, will outline how everyone will share in the responsibility for improved student achievement.
- The states' academic standards will be available for all parents to view during orientations, meetings, conferences, and activities. These standards are always accessible through the ADE website (<http://www.ade.az.gov/>)
- If needed, Apache Trail High School will provide assistance in understanding the state's academic content standards, the state student achievement standards, and the local assessments through the use of teachers, individual guidance counselors, technology, and training as necessary.
- Parents can monitor their child's progress and improve their achievement.
- Apache Trail High School will ensure that information relating to school meetings, parent programs, and associated activities will be sent to participating children in a form and language that parents can understand. Counselors, ESL teachers, social workers, principals, and a resource center will be available where required.

Special Education & English Language Learners

Apache Trail High School embraces the philosophy of full inclusion, believing that special education students can best be educated in the regular classroom. Our teachers accept responsibility for all students in their classroom and modify, accommodate and adjust teaching techniques and classroom activities to meet the unique learning abilities of all students. Special education staff supports the regular classroom teacher with this process. There are not two distinctly different types of students, e.g. “special” and “regular”. All students are individuals with their own unique set of physical, intellectual and psychological characteristics that influence their instructional needs. There are not two discrete sets of instructional methods – one set for “special” students and another for “regular” students. Individualized instructional programs are designed for each student. Teachers are assigned as mentors to track and be available to the needs of special education students.

Basic Beliefs and Expectations

- Inclusion is the underlying philosophy by which all students are educated.
- All students are educated with chronologically age appropriate peers.
- All students are educated full time in the general education classroom.
- All students learn and develop individually and the curriculum is modified or adapted to allow students to progress at their individual rates. Students are not penalized for the inability to progress at grade level.
- General education teachers assume responsibility to teach and meet the cognitive, affective and social needs of all students with special education teachers and staff providing support.

Teaching strategies that facilitate the education of multi-level abilities in each class are used by all teachers (e.g. cooperative learning, project learning, mastery learning, curriculum compacting, independent projects, flexible groupings, learning centers, and teaching to learning styles such as visual, auditory and manipulative).

English Language Development

Arizona law requires that students with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Based on the results of the assessment, students may be placed in the English Language Development program designed to aid them in acquiring English.

Special Education Programs for Students with Disabilities

If a student was receiving special services at his/her previous school, then the Special Education Director will be notified immediately to examine the student’s file and attend a multidisciplinary conference at the school for the purpose of reviewing the student’s individual education plan.

The special education student will remain in the classroom and will receive instruction from the teacher using methodology that meets the student’s individual needs. The Special Education Director will serve as a resource for the teacher. The classroom teacher is responsible for administering the I.E.P. of their special education students and monitoring the student’s progress toward meeting their I.E.P. goals.

All teachers (mastery learning, independent contracts, flexible groupings, multi-modality teaching, etc.) use teaching strategies that facilitate the education of multi-level abilities in each class.



Rights of Homeless Students

This school shall provide an education environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate education opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

Immediate enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school.

School Selection: McKinney Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)
- In Maricopa County, Thomas J. Pappas School

Remain enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

Participate in programs in which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond quickly and it must be a written response. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms. You have the right to appeal a decision to the state level.

For more information, refer to <http://www.ade.az.gov/asd/homeless/> or contact:

Mr. John Anderson, Jr. Homeless Liaison Apache Trail High School 945 W. Apache Trail Apache Junction, AZ 85120 480-288-0337 john.anderson@leonagroup.com	Mr. Frank Migali Homeless Education Coordinator Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ 85004 (602) 542-4963 frank.migali@azed.gov
--	---

The Leona Group Mission Statement

The mission of ***The Leona Group Arizona, L. L. C.*** is to provide all students with an education that incorporates the principles of inter-disciplinary learning in safe environments where excellence is expected and cultivated.

Further information regarding ***The Leona Group, L.L.C.***, Apache Trail High School, Apex Academy and other school sites can be found at www.leonagroup.com.

The Leona Group Arizona, L. L. C. is currently managing the following school sites in Arizona:

Alta Vista High School

5040 S. Campbell Ave.
Tucson, AZ 85706
(520) 294-4922
Alicia Alvarez, Principal

Liberty Arts Academy (K-6)

3015 S. Power Rd
Mesa, AZ 85212
(480) 830-3444
Deb Coleman, School Leader

South Pointe High School

8325 S Central Avenue
Phoenix, AZ 85042
(602) 243-0600
Larry McGill, Principal

Apache Trail High School

945 W. Apache Trail
Apache Junction, AZ 85220
(480) 288-0337
Giles Glithero, School Leader

Maya High School

5849 W. Northern Ave.
Glendale, AZ 85301
(623) 930-0465
George Vallejos, School Leader

South Ridge High School

1122 S. 67th Ave
Phoenix, AZ 85043
(623) 247-0106
Kerry Clark, Principal

Crestview College Preparatory (9-12)

2616 E. Greenway Rd.
Phoenix, AZ 85032
(602) 765-8470
Alex Horton, Principal

Montezuma Middle School (6-8)

5040 S. Price Rd.
Tempe, Arizona 85282
(480) 831-6057
Myron Hammond, School Leader

Summit High School

728 E. McDowell Rd.
Phoenix, AZ 85006
(602) 258-8959
Christine Enriquez, School Leader

Desert Hills High School

1515 S. Val Vista Rd.
Gilbert, AZ 85296
(480) 813-1151
Art Madden, School Leader

Peoria Accelerated High School

8885 W. Peoria Ave.
Peoria, AZ 85345
(623) 979-0031
Marcus Englund, School Leader

Sun Valley High School

1043 S. Lindsay Rd.
Mesa, AZ 85204
(602) 497-4800
Joe Procopio, Principal

El Dorado High School

251 W. Chandler Blvd.
Chandler, AZ 85225
(480) 726-9536
Michael Olguin, School Leader

Skyview High School

7790 E. Wrightstown
Tucson, AZ 85715
(520) 722-4721
Marianne Goodwin, School Leader

Tempe Accelerated High School

5040 S. Price Rd.
Tempe, Arizona 85282
(480) 831-6057
Myron Hammond, School Leader

Estrella High School

510 N. Central Ave.
Avondale, AZ 85323
(623) 932-6561
Casey Zordani, School Leader

South Pointe Elem. (K-8)

8325 S Central Avenue
Phoenix, AZ 85042
(602) 243-0600
Tonya Bridges-Brown, School Leader

***Vista Grove Preparatory Academy
Elem. (K-6) & Middle School (7-8)***

2929 East McKellips Rd
Mesa, AZ 85213
(480) 924-1500
Abelardo Batista, Principal

Gilbert Arts Academy (K-6)

862 E. Elliot Rd
Gilbert, AZ 85234
(480) 325-6100
Nan Allen, School Leader

South Pointe Jr. High (6-8)

8325 S Central Avenue
Phoenix, AZ 85042
(602) 243-0600
Michelle Malone, School Leader

West Phoenix High School

3835 West Thomas Rd.
Phoenix, AZ 85019
(602) 269-1110
Ramona Gonzales, School Leader



Legal and Other Information

Equal Educational Opportunities/Non-Discrimination Affirmation

The Leona Group Arizona, L. L. C. affirms that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in access or admission to success or employment opportunities.

The School is also in compliance with Titles VI and VII of the Civil Rights Act of 1963, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967 as amended in 1978 and 1986, and the Americans with Disabilities Act of 1990.

Compliance with Required Insurance

The Leona Group Arizona, L. L. C. is in compliance with insurance as required by the Arizona Department of Education.

Equal Educational and Employment Opportunity

Apache Trail High School provides a nondiscriminatory learning environment ensuring that all students and staff are free from discrimination regarding race, color, ethnicity, national origin, gender, religion and disabilities. A lack of English language skills will not be a barrier to admission and participation in the vocational education programs of the school. This commitment extends to all school programs and school sponsored events. In the event a student experienced discrimination the student should report the incident to the school leader within 10 school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret non-English speakers concerns will be taken. Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion or disability. If an alleged incident is not resolved at the school level the complainant may contact Apache Trail High School's management company, The Leona Group of Arizona. The Vice President for Student Services is The Leona Group of Arizona's compliance officer for Title IX, Title VI, Section 504 and ADA. If a student or family member wishes to contact TLG offices the contact information is 1313 East Osborn Road, Phoenix, AZ 85014. The office phone number is 602-953-2933 and the facsimile is 602-953-0831.

Family Education Rights and Privacy Act (FERPA)

The Family Education rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. Among these rights are; the right to inspect and review a student's education records within 45 days of the day the school receives a request for access, the right to an amendment of the student's educational records that the student believes to be inaccurate or misleading and the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. If a family or majority age student wishes to file a complaint alleging a FERPA violation he or she should first contact the school leader. If a reasonable solution is not made at the school level the family member or majority age student may contact the school's management company, The Leona Group of Arizona. The Vice President for Academic Services will review the complaint and attempt to resolve the situation with the complainant. The complainant has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school concerning the FERPA.

Questioning Grades

Students and family members have the right to question grades, and grading procedures. The student should first consult with his or her teacher and attempt to resolve the matter. If a resolution is not made the student should address the matter with the school leader. Issuance of grades and grading procedures are local school matters and every attempt to remedy the situation at the school level should be made.

Legal and Other Information continued:

Special Education

All students possess unique physical, intellectual and cognitive characteristics which influence instruction. Apache Trail High School / Apex Academy Middle School seek to maximize the potential of all students regardless of ability. Every newly enrolled child at Apache Trail High School / Apex Academy Middle School undergoes a 45 day screening process to monitor for potential physical, cognitive or emotional disabilities. If a student enrolls at Apache Trail High School with active or expired special education documentation the student's records are immediately provided to the special education coordinator. If a student is perceived to have disability or documentation indicates that the student has received services the special education teacher may discuss further action needed with staff and the student's family.

If parents perceive that their child is not benefiting from general education services they may request, at no cost, an evaluation of their child's cognitive and intellectual ability. The special education coordinator in conjunction with school staff will review requests and respond to parents in a timely manner, in accordance with the Individuals with Disabilities Education Act. If an evaluation is warranted the school will provide complete results in 60 calendar days of a written request. Students and families have the right to appeal decisions made by Apache Trail High School / Apex Academy Middle School staff. Appeals or grievances will be directed to the School Leader.

Students who are eligible for special education services will receive special education services in the least restrictive environment. Students will receive appropriate instruction in the least restrictive environment with the full implementation of their Individualized Education Plan.

Students who receive their education with guidance from an Individualized Education Program may benefit from range of scheduling options and small group instruction. The certified special education teacher serves as a consultative service to the general education teacher to ensure that appropriate levels of instruction, accommodations or modifications are provided. Students and families who disagree with program or placement options may, in writing, file a grievance with the school leader. The school leader will review all concerns and respond in a timely manner. If a student or family member disagrees with a school based decision the student or family member may contact the school's management company, The Leona Group of Arizona. TLG's director of special education will attempt to resolve grievances.

Parents have the right to review educational records according to the Family Educational Rights and Privacy Act.

Parents' Right to Know

The No Child Left Behind (NCLB) Act of 2001 [Section 111 (h) (6)] gives parents the right to request and, in a timely manner/understandable format, receive their child's assessment data and the qualifications of their child's classroom teachers. Please contact the School Leader (or Principal whichever is applicable) to review this information.

Armed Forces Recruitment

Armed Forces Recruitment - Section 9528, the "Armed Forces Recruiter Access to Students and Student Recruiting Information Act," requires that schools make student names, addresses and telephone numbers available to military recruiters and colleges. However, the law also requires schools to notify students and parents that they may opt out so that such information is not released without the prior consent of the parent or student. If you do not want the aforementioned information released, please contact the school for an opt-out form.

Prayer in Public School

Apache Trail High School neither favors nor disfavors religion of any kind; nor does AHS neither promote or discourage religious expression, but views it in the same context and offers the same protections as non-religious expressions and must meet the same criteria.



2009 – 2010 Student Calendar

MANAGED BY  THE LEONA GROUP, L.L.C.
*A new kind of public school**
 Accredited by North Central Association

Block I

August 11	Tuesday	First Day of Block 1
September 7	Monday	No School - Labor Day
September 9	Wednesday	Mid-term/Progress Reports
September 10	Thursday Evening	OPEN HOUSE
September 14	Monday	No School – Teacher In-service
September 18	Friday	Galileo Benchmark Testing**
September 25	Friday	Attendance Policy Appeals Due
October 9	Friday	Last Day of Block 1
October 12 – 16	Inclusive	No School – Fall Break

Class Schedule for Monday - Thursday	
1 st	8:00 – 9:42 am
2 nd	9:45 – 11:27 am
Break	11:27 – 11:53 am
3 rd	11:53 – 1:40 pm
4 th	1:43 – 3:25 pm
5 th	3:28 – 5:10 pm
Break	5:10 – 5:33 pm
6 th	5:33 – 7:20 pm

Block II

October 19	Monday	First Day of Block 2
October 27	Tuesday	AIMS Writing Retest*
October 28	Wednesday	AIMS Reading Retest*
October 29	Thursday	AIMS Math Retest*
November 11	Wednesday	No School – Veteran’s Day
November 18	Wednesday	Mid-term/Progress Reports
November 25	Wednesday	Early Release
November 26 – 27	Thursday/Friday	No School – Thanksgiving
December 4	Friday	Attendance Policy Appeals Due
December 18	Friday	Last Day of Block 2
December 21 – Jan 4	Inclusive	No School – Winter Break

Class Schedule for Fridays & Early Release	
1 st	8:00 – 9:17 am
2 nd	9:20 – 10:37 am
3 rd	10:40 – 11:57 am
Break	11:57 – 12:20 pm
4 th	12:20 – 1:37 pm
5 th	1:40 – 2:57 pm
6 th	3:00 – 4:17 pm

Block III

January 5	Tuesday	First Day of Block 3
January 18	Monday	No School – Civil Rights Day (MLK)
January 22	Friday	Galileo Benchmark Testing**
February 3	Wednesday	Mid-term/Progress Reports
February 4	Thursday Evening	OPEN HOUSE
February 15	Monday	No School – President's Day – Teacher In-service
February 23	Tuesday	AIMS Writing** (Make-up test - March 2)
February 24	Wednesday	AIMS Reading** (Make-up test - March 3)
February 26	Friday	Attendance Policy Appeals Due
March 12	Friday	Last Day of Block 3
March 15 – 19	Inclusive	No School – Spring Break

Block IV

March 22	Monday	First Day of Block 4
April 7	Wednesday	AIMS Math** (Make-up test April 13)
April 8	Thursday	AIMS Science**
April 23	Friday	Mid-term/Progress Reports
May 13	Thursday	Attendance Policy Appeals Due
May 27	Thursday	Last Day of Block 4 – Early Release
May 28	Friday	Rehearsal & Graduation

* Required attendance by ALL students, Only 11th & 12th graders may retest
 ** Required attendance by ALL students

Updated 07/22/09

Student Name: _____ Date _____

Prior to the first date of attendance, we must receive the following documents for your student:

- Completed Enrollment Packet
- Unofficial Transcript
- Withdrawal Form from Previous School
- Immunization Record
- Birth Certification (hospital certificate does not meet this requirement)
- 8th Grade Promotion Certificate or Diploma

UNTIL THE ABOVE DOCUMENTS ARE TURNED IN, YOUR STUDENT MAY NOT ATTEND SCHOOL!

For your information-

- We have sent a records request to the previous school for this information.
NOTE: It has been our experience that schools do not always respond as quickly to our requests as they do to parent requests; therefore, we encourage you to contact the previous school directly and have them FAX missing documents to 480-288-0340.
- We have NOT sent a records request to the previous school for this information.

SCHOOL USE ONLY

The following forms are not complete:

- Student Enrollment Form
- Medical/Emergency Consent
- Parent, Student, and School Compact
- Student Dress Code
- Student Compact Violation Consequences
- Attendance Policy (ATHS ONLY)
- Internet Use Policy
- Permission Form
- Off-Campus Activities, News Release, Artwork Release
- Waiver Form for Off Campus PE
- Athletic League Consent Form
- Request for Student Records
- Records Request for Special Services (SPED)
- Student Residency Questionnaire (McKinney-Vento)
- English Acquisition Services (PHLOTE)
- Eligibility to Determine Funding (Title I)