



# CPLC Community Schools

**2016-  
2017**

**STUDENT/FAMILY HANDBOOK**

**CPLC HANDBOOK  
2016-2017**

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**WELCOME!**

We understand you have a choice and are glad you have chosen a CPLC Community School to be your place to grow. CPLC Community Schools are committed to providing you with the best educational experience. We hope you will feel free as always to contact us if you have suggestions or input regarding this school year and how we can make it a successful year for you.

Thank you and wish you a triumphant journey!

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## VISION AND MISSION

*To grow the future leaders of our community.*

**Toltecalli High School** - We are an alternative school, committed to serving the individualized needs of our at-risk youth. It is our mission to graduate leaders responsible for their community who are academically prepared, empowered to make informed decisions, and confident in their ability to succeed.

**Hiaki High School** - We are an alternative school that provide students with a safe and caring learning environment incorporating the practices and philosophy of Yoeme culture, and implement a high quality educational curriculum that will instill pride and a positive self image in every student. Hiaki High School teachings will broaden students' horizons, enabling every student, including our at-risk to develop as leaders within and beyond their community, and prepare them for college and career.

## History

CPLC Community Schools is a non-profit organization and the charter holder for Hiaki High School and Toltecalli High School. CPLC Community Schools is an affiliate of Chicanos Por La Causa, Inc., (CPLC) a statewide non-profit Community Development Corporation. CPLC is a progressive community-based organization that is recognized locally, nationally, and internationally as a model for unified human and economic development. CPLC, as the parent advocacy organization of CPLC Community Schools, builds proactive alliances, unifies borders, and empowers the community.

In 1995, the leadership of CPLC, under the direction of Lorraine Lee, Executive Vice President, had a vision. Her vision was to create a high school to advance CPLC's educational goal of increasing educational achievement, graduation rates, developing leadership, promoting civic participation, and increasing college entrance and graduation among Latino youth. A school model was then developed that integrated cultural education and community service into the core curricula to advance their goal. Toltecalli High School meaning "House of People who Create Beauty" is located on the south side of Tucson and Hiaki High School, established in partnership with the Pascua Yaqui Tribe, is located on the Pascua Yaqui Reservation.

## Educational Philosophy

We value **College Readiness** that incorporates The 21st Century framework for learning, which includes the following:

- The three R's, Reading, WRiting, ARithmetic.
- The four C's, Creativity, Collaboration, Critical Thinking, Communication.

Our students will utilize the Common Core Curriculum which is a state mandated rigorous series of standards that better prepares our students for future college and career endeavors.

Our Educational Philosophy also includes **Community-based Education (CBE)** that integrates the knowledge base of the local community to create a contextual perspective for new learning to occur. The elements of a community-based education are:

- Curriculum which stresses the importance of the cultural context of the community served and values and celebrates the visual arts, legends, oral histories, and fundamental beliefs of the community.
- Strong community participation that assists our community in various needs.
- A strong desire of all stakeholders to improve the outcomes of the community through problem solving and action research.

**To carry out this philosophy, teachers must agree to do the following:**

- Create opportunities for students to *build their cognitive skills* (intelligences) with a concentration on language development;
- Develop a *positive sense of identity* through cultural influences and continued cultural development as a way of building a sense of security and motivating students;
- Build *partnerships* between schools, parents, community leaders, and other community members as a way of providing positive role models and challenging society expectations;
- Provide the *resources* necessary to develop and implement comprehensive, well planned, and well organized learning environments, with competent teachers;
- Develop a sense of *civic responsibility and service* to “community.”

### **Partner Organization Acknowledgements**

The following is a list of the community partners that help us provide you with a great learning experience:

- Chicanos Por La Causa (CPLC)
- Pascua Yaqui Tribe
- Tohono O’odham Nation
- Pima Community College
- Southern Arizona Community Food Bank
- Youth on Their Own

- Arizona Charter School Association
- Pima County Superintendent's Office
- Pima County Supervisor Richard Elias, District #5
- Pima County Health Department
- University of Arizona, Mexican American Studies Department
- University of Arizona, Project SOAR
- South Tucson Garden Kitchen
- Greater Tucson Leadership
- Breckenfeld Farm
- EMERGE!
- Pasadera
- El Pueblo Recreation Center and Library
- Pima County Community Services
- Calpolli Teoxicalli

## **GREAT EXPECTATIONS**

### **Rituals, Customs, Traditions, and Celebrations:**

The following are common elements you may participate in depending on your school site. Each of the following is a ritual, custom, or ceremony you will be required to participate in as a member of the CPLC Community Schools family.

- Each morning, staff will be available for students to meet and greet. Also, the school community will engage in the process of welcoming each guest upon entering the building and the classroom, with a name, an affirmation, and direction.
- Students and parents are highly encouraged to help with school activities including but not limited to fundraisers, site council meetings, student award nights, financial aid night, and open house.
- Families will be contacted regularly by school personnel to discuss grades, behavior, and other student issues.
- Students will take part in school service projects and interschool cultural exchanges that may include the following:
  - o Neighborhood Clean-Up
  - o Para Los Niños Wrapping Night
  - o Para Los Niños Christmas Party
  - o Pascua Yaqui Community Christmas Party
  - o Career Exploration Expo

- o Indigenous Youth Day/Tribal Recognition
  - o Xinachtli Youth Leadership Conference
  - o Corazón De Aztlán
  - o Or other approved community activity/project
- Prom is organized every year and students are encouraged to participate.
  - A recognition breakfast is organized every year to acknowledge graduating student achievements while enrolled at CPLC Community Schools.
  - Graduation Ceremony is a full graduation including cap and gown, state recognized diploma, and medallion. All students should plan to attend and invite their families.
  - Holidays and special observances should be celebrated at all campuses with academic and social activities to commemorate and increase awareness of the celebration. Our recognized holidays are:
    - o Labor Day
    - o Tribal Recognition
    - o Dia De Los Muertos Celebration
    - o Veteran’s Day
    - o Thanksgiving Day/Friday
    - o Christmas Day
    - o New Year’s Day
    - o Martin Luther King Jr. Day
    - o Rodeo Holiday
    - o Monday After Easter
  - Students, families, and community members are invited to participate in a small non-religious recognition of the four directions, an indigenous practice of acknowledging the cyclical movement of nature. (Optional)
  - Prior to starting the school year, students and parents are required to attend an orientation where policies and expectations will be discussed.

# CALENDAR AND SCHEDULE

## Hiaki High School / Toltecalli High School 2016-2017 SCHOOL CALENDAR

JULY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

First Day for Teachers

July 25

First Semester 92 days

CPLC Staff Retreat

July 29

Second Semester 90 days

First Day for Students

August 4

Total 182 school days

Labor Day

September 5

½ Days Every Wednesday

Tribal Recognition

September 19

40th Day

September 30

Fall Break

October 12-14

### TESTING WINDOWS

AZ Merit Testing TBA

Dia De Los Muertos

November 1

Veteran's Day

November 11

Thanksgiving Recess

November 24-25

Last Day of Semester 1

December 22

Winter Break

Dec 26 - Jan 3

Martin Luther King, Jr. Day

January 16

100th Day

January 19

Rodeo Break

February 23-24

Spring Break

April 10-17

Last Day for Students

May 25

Graduation Day

May 26

Last Day for Teachers

May 26

### SYMBOL KEY

- Planning/Grading Day
- First and Last Day for Students
- Vacation Days
- State Testing Windows
- Professional Development

## IMPORTANT DATES

### July 2016

18-29 Student Registration/  
Orientation  
25- Aug 3- Teacher In-Service

### August 2016

\*Staff Development every Wednesday  
(Half Day)  
4 - First Day of School  
24-Governing Board Meeting  
25- Progress Report Mailing

### September 2016

\*Staff Development every Wednesday  
(Half Day)  
5 - Labor Day (No School)  
16- Progress Reports Mailing  
19 - Tribal Recognition (No School)  
28- Governing Board Meeting

### October 2016

\* Staff Development every Wednesday  
(Half Day)  
7- Progress Reports Mailing  
12-14-Fall Break  
26 - Governing Board Meeting

### November 2016

\* Staff Development every Wednesday  
(Half Day)  
1 - Dia de los Muertos (No School)  
4- Progress Reports Mailing  
11 - Veteran's Day (No School)  
23- Governing Board Meeting  
24, 25 - Thanksgiving Break (No  
School)

### December 2016

\* Staff Development every Wednesday  
(Half Day)  
2- Progress Reports Mailing  
23 - Winter Break Begins (No School)  
23 - Final Semester Grades Mailing

### January 2017

\* Staff Development every Wednesday  
(Half Day)  
9 - Spring Semester Begins  
16 - Martin Luther King, Jr. Day (No  
School)  
25-Governing Board Meeting  
27- Progress Reports Mailing

### February 2017

\* Staff Development every Wednesday  
(Half Day)  
17- Progress Reports Mailing  
22- Governing Board Meeting  
23, 24 - Rodeo Break (No School)

### March 2017

\* Staff Development every Wednesday  
(Half Day)  
10- Progress Reports Mailing  
22 - Governing Board Meeting  
31- Progress Reports Mailing

### April 2017

\* Staff Development every Wednesday  
(Half Day)  
10- 17- Spring Break  
26 - Governing Board Meeting  
28- Progress Reports Mailing

### May 2017

\* Staff Development every Wednesday  
(Half Day)  
6 - CPLC Community Schools Prom  
12- Progress Reports Mailing  
13 - Recognition Breakfast  
24 - Governing Board Meeting  
25 - Last Day for Students  
26 - Graduation Day  
26 - Final Grades Mailing

### June 2017

27 - Governing Board Meeting



**Master Class Schedule**  
**First Session**

Period	M-Th	Period	T-F	Period	Wed
A1	8:00-9:32	B1	8:00-9:32	A1	8:00-8:50
A2	9:32-11:04	B2	9:32-11:04	A2	9:00-9:58
C1	11:04-12:15	C1	11:04-12:15	B1	10:00-10:58
lunch	12:15-12:45	lunch	12:15-12:45	B2	11:00-12:00
C2	12:45-2:00	C2	12:45-2:00		

**Evening Session**

Period	M, T, W, TH
A1	1:00-2:15
A2	2:15-3:30
B1	3:30-4:45
B2	4:45-6:00

Period	F
A1	1:00-1:30
A2	1:30-2:00
B1	2:00-2:30
B2	2:30-3:00

## **SCHOOL AND COMMUNITY SERVICES**

### **Lunch**

Lunch is provided every day. Students may qualify for free or reduced lunch. Please see the front office for more details.

### **Parent Site Council**

The site council was established to provide a forum for parents to participate in the decision making process of school activities. All parents are encouraged to attend. Please see your school Principal for more details on meeting dates, time, and place.

### **Family Nights**

Each school hosts a family night to bring the community of parents, students, and teachers together to view student presentations, discuss grades, and get to know the school. Please see the school Principal for more details.

### **CPLC Community Services**

Our parent organization, Chicanos Por La Causa Inc. (CPLC), provides many services to the community, including first time home buyer assistance, new home construction, and other social services. Please call 520-882-0018 or visit our website at [www.cplc.org](http://www.cplc.org) for more information.

### **CPLC Youth Services**

CPLC provides services for youth, including, scholarship programs, and leadership development. Contact your Site Academic Advisor for more details.

### **Response to Intervention (RTI) Multi-Tier System of Support (MTSS)**

RTI is a method of academic intervention used which is designed to provide early, effective assistance to students who can use the additional learning support. RTI seeks to prevent academic failure through early intervention, frequent progress measurements, and increasingly intensive research-based instructional interventions for students who require the services.

## **ACADEMIC REQUIREMENTS/INFORMATION**

### **Grading**

Each student shall complete each scheduled course with a satisfactory grade or higher in order to count the course for credit towards graduation.

Academic courses shall be graded with a letter grade of A (100-90%), B (89-80%), C (79-70%), or F (69%-0%). No credit shall be granted to any student receiving a grade below C (70%). A teacher may grant a student a No Grade

(NG), which does not count for credit and does not affect GPA. Incomplete grades (I) are not offered under any circumstances. Non-academic courses are given a Pass/Fail mark (P or F).

Each student must comply with the CPLC Community Schools Attendance Policy in order to pass the class. The Attendance policy is located in the Enrollment and Admissions section of this student handbook.

College courses may be taken and will receive full credit (1.0) if college level or half credit (.5) if developmental level. The letter grade assigned is the letter grade on the college transcript. Please see your Academic Advisor for more details.

### **Credit deadline**

It is the student's responsibility to present official verification of courses taken at institutions outside of his/her high school within thirty (30) school days from graduation.

### **Grade and credit appeals process**

To ensure that a student's earned grades and credits have been reported correctly on each semester report card, students and parents must check and verify report card accuracy. A period of one (1) school year is allowed to appeal or dispute any issues related to grades or credits. Failure to report inaccuracies may result in loss of credit for the student.

In order to appeal non-issuance of a grade or credit, the student and/or parent must provide a letter that indicates the name of the class, the dates of attendance, and any other information that will help to resolve the discrepancy.

**Graduation Requirements Class of 2014 and beyond- Meeting State requirements**

Department Number	Department Name	Course Title	Number of Specific Course Credits Required for Graduation	Number of Subject Credits Required for Graduation
4	English	Any combination of courses included in department 1		4
2	Mathematics	Any combination of courses included in department 2 (Including 1 year of algebra)		4
3	Science	Any combination of courses included in department 3		3
4	Social Studies	World History	1	3
		US History	1	
		US/AZ Government	0.5	
		Economics	0.5	
5	Fine Arts/CTE	Fine Arts must be from the following categories: Music, Visual, Theatre, Dance		1
6	SSLP	Senior Service Learning Project		1
7	Elective Credit			6.0
	Total Credits needed for graduation:			22

**Transfer Credits/Transcripts**

Credits from other schools will be counted based on criteria set by CPLC Community Schools. Note that some courses may not count toward the graduation requirements. See your school academic advisor for details.

## Report Cards

There will be progress reports provided every three weeks by mail and a fall and spring semester final report card. Credit will be shown on the final report card of the semester.

## Scheduling

When a student enrolls at a CPLC Community school, the student must provide the following:

- A complete official transcript or an 8th grade promotion certificate if the student is an incoming freshman.
- Any previous testing information (AIMS, Stanford 10, and any other assessment results including language proficiency tests)
- Any other information that could be considered when evaluating a student's academic level and placement (i.e. Individualized Education Plan - IEP)

In order to provide accurate and efficient service, it is important that we receive all of the documentation before the student starts school.

Students are required to complete an Academic Advising Worksheet that will help in understanding a student's academic history and future plans for post-secondary education. A transitional plan will be developed to outline a student's academic goals and objectives at CPLC Community Schools.

Schedules are given at the beginning of each semester. The student has one week from the beginning of the semester to request any schedule changes. Schedule changes are allowed only with special circumstances and on a case-by-case basis.

## Cohort and Class Standing

The Arizona Department of Education determines a student's Cohort class (9th, 10th, 11th, and 12th grade) by identifying the year in which the student should graduate from high school. This is also known as the student's cohort class. See the chart below for further examples.

Year	Start Year	Cohort Graduation Year
9th	2016-17	2020
10th	2015-16	2019
11th	2014-15	2018
12th	2013-14	2017

These distinctions are necessary in order to determine what level of annual state-required tests a student must take during the academic year.

CPLC Community Schools recognizes a student's class standing (freshman, sophomore, Junior, Senior) by the number of core academic credits the  
Governing Board Approved: 7/6/2016

student has completed, as shown in the credit chart below.

Class Standing	Credit Total
Freshman	0 - 5
Sophomore	5.5 - 10.5
Junior	11 - 16
Senior	16.5 - 21

A student's class standing reflects academic progress and actual credit completion toward a high school diploma.

### **Course Availability**

CPLC Community Schools provide those courses required for a student to graduate. The availability of specific courses may depend on sufficient enrollment and/or staffing constraints.

### **High School Diploma/Graduation Ceremony**

Students graduate with a state recognized high school diploma upon completion of their CPLC Community Schools credit requirements.

The graduation date is at the end of the semester in which graduation requirements are completed. The graduation ceremony takes place at the end of the school year in which all prospective graduates will participate. Diplomas will be issued once the graduation verification is completed.

Confirmation of graduation status is submitted by the teacher thirty (30) days prior to the end of the semester in which the student is scheduled to graduate. It is important to understand that any student in danger of failing may be prevented from participating in graduation ceremonies and/or receiving a diploma.

Students who receive special education services may have different criteria to meet graduation requirements. Consult with the Special Education Director regarding the student's individualized education plan (IEP) for more details.

### **Civics Graduation Requirement**

In 2016-2017 school year, the competency requirement for Social Studies will include a Civics test identical to the Civics portion of the Naturalization test used by the United States Citizenship and immigration services. Each student must answer at least sixty of the one hundred questions listed on test correctly in order to graduate from High School or obtain a High School equivalency diploma. For more details please see your Academic Advisor.

### **College Admissions**

While completion of the requirements for high school graduation will allow admittance to a community college, it does not ensure entrance into all

colleges, universities, trade schools, etc. Anyone planning on higher education should determine the entrance requirements of the school he/she plans to enter. This should be done by the end of the sophomore year. Admission requirements are subject to change.

### **Admission to State Universities**

Students seeking admission to Arizona State University (ASU), the University of Arizona (UA), or Northern Arizona University (NAU) are required to meet the following criteria:

A student must complete this curriculum as set forth by the Arizona Board of Regents:

- English - 4 years/units (grammar, composition, literary analysis)
- Mathematics - 4 years/units (Algebra I; Algebra II; Geometry; any advanced math course for which Algebra II is a prerequisite)
- Laboratory Science - 3 years/units (Chemistry, Physics, Earth science, Biology - One year each in at least three of the four areas, or a laboratory-based integrated science)
- Social Studies - 2 years/units (at least one course in American history and one year of an additional social studies field)
- Foreign Language - 2 years/units of the same foreign language; a third year is recommended
- Fine Arts - 1 year/unit in any combination of two semesters of fine arts courses (visual and performing arts)
- Plus additional courses needed for graduation

There are additional criteria focused on Grade Point Averages, SAT/ACT test scores, and course grades. Please see your academic advisor for more details.

### **Out-Of-State Colleges and Universities**

Out-of-state schools may have entrance requirements that differ considerably. It is suggested that the student send for that school's catalog or go to the specific college website to see specific requirements.

### **Concurrent/Dual Enrollment (METAS Program - *Making Education Translate into Advancement and Success*)**

Students who take college courses in which they may be granted high school course credit and community college credit simultaneously. Community college credits earned in Arizona may transfer to the Arizona public universities. There is no guarantee that they will transfer to out-of-state universities. Additionally, students who attend classes at more than one institution at the same time are considered dually enrolled. This is restricted to CPLC Community Schools and Pima Community College only.

NOTE: No student may take a dual enrollment class during his/her regular school hours.

## Standardized Tests

Test Title	Who Gives It?	Who Takes It?	Why?
Interim School Assessment	CPLC Community Schools	All students	To measure academic growth and deficiencies in school curriculum
AZ-Merit State Assessment	AZ Department of Education	English 9-11 Math 9-11	To measure Annual Performance in Reading, Writing and Math
Civics Test	AZ Department of Education	High School Seniors (12)	Require students, beginning with the graduating class of 2017, to pass a civics test based on the United States Immigration and Naturalization civics questions.
ACT	ACT Inc.	College Bound Juniors/Seniors	Acceptance to colleges/universities and also connects students to scholarship opportunities
SAT	CollegeBoard	College Bound Juniors/Seniors	Acceptance to colleges/universities and also connects students to scholarship opportunities
PSAT	CollegeBoard	College Bound Juniors/Seniors	SAT Practice along with a unique study plan that tailor student's strength and weaknesses. In addition students are opportunity to be entered into the National Merit® Scholarship Program conducted by National Merit Scholarship Corporation
Pima Community College Basic Skills Assessment	Pima Community College	College Bound Seniors and / or Dual Enrollment Students	Scores on each assessment determines if: students are ready for college-level coursework, OR, require pre-college level courses in Reading, Writing, Mathematics or English as a Second Language before courses determines the total number of courses a student must take to complete his/her degree or certificate.
Arizona English Language Learner Assessment (AzELLA)	AZ Department of Education	All students who have indicated a home or first language other than English	To determine English and/or Spanish language abilities

## GENERAL INFORMATION

### Closed Campus

CPLC Community Schools are closed campuses. If it becomes necessary to leave during the day, students must sign out at the school office. If a student is less than 18 years of age, a parent or guardian must sign him/her out of the building. Leaving campus without permission is a violation of attendance policies and will be considered truancy. Parents/guardians are asked to notify the school if his/her child needs to leave campus.

### Lost and Found

Items found on campus will be kept in the Principal's office. Students may check with office personnel for lost items. Any items not claimed by the end



of the year will be donated to charitable organizations.

It is important to note that the school and its staff are not responsible for any lost or stolen property.

## **Transportation**

Students are responsible for transportation to and from school. Free bus passes for the city transportation system will be available to those students who qualify. Please see your school front office personnel for more information.

## **Parking**

Provided that students can present a valid Drivers License and proof of insurance, students may park their vehicles in designated parking areas. Loitering in the parking lot is strictly prohibited. Students are not allowed to go to their vehicles or anyone else's during class time. The schools are not responsible for any damage done to students' vehicles or any parking tickets incurred by students. Inappropriate use of parking facilities such as peeling out, excessive speed and loud music may result in the loss of parking privileges.

## **Cell Phone Use**

Students are not allowed to use cell phones during class for any purpose. School phones are available in case of emergencies. Arrangements for transportation must be made prior to the start of the school day. Cell phones may be confiscated and may have to be picked up by a parent/guardian.

## **Portable Electronic Devices**

Portable electronic devices (such as iPods) may not be used during class unless there is a specific academic need authorized by a teaching professional. As long as these items are not turned on or visible, students may store them in their backpacks or purses. Devices may be confiscated and may have to be picked up by a parent/guardian.

## **School Dress Code**

The general guide to acceptable dress is neatness, cleanliness, and appropriateness. It is expected that students will abide by the following rules demonstrating appropriateness in dress as though this were a daily place of business.

- Shoes/sneakers/sandals are to be worn in school (flip flops are not allowed unless there is a medical reason)
- Sunglasses may be worn outside in the sun for an extended period of time for protection from the sun. The principal may institute stricter requirements if necessary.
- No bandanas may be worn
- Head wear- Caps, hats and hoodies or any form of head wear is not permitted on school grounds

- No dark glasses may be worn inside buildings unless a documented health problem exists
- No gang - related apparel or items are allowed which can include color apparel
- Students may not wear clothing or accessories in school or on school grounds that are :
  1. Hazardous, damaging, or presenting danger to school property or persons including but not limited to: extended belts, choke chains, dog collars, wallet chains or any type of spiked apparel or jewelry.
  2. Depicting and /or promoting and /or endorsing illegal or violent activities, illegal drugs, tobacco or alcohol.
  3. Vulgar ,obscene indecent ,libelous ,or degrading of others on the basis of race, color ,religions, ancestry, national origin, gender, sexual orientation or disability
  4. Distracting so as to interfere with the teaching or learning process, such as extremely revealing garments including but limited to short shorts ,short skirts, short dresses,(must cover buttocks while standing and sitting) tube tops , net tops, swimsuits, strapless tops, spaghetti straps tops, halter tops , muscle shirts , basketball shirts without an accompanying T -shirt, no tights, or leggings to be worn as pants, garments with plunging necklines, transparent and see through garments( midsections must be covered and undergarments shall be completely covered with outer clothing).

\* Note: Each campus may have a designated dress code that reflects the preference of that specific community. (Please inquire with school administration).

### **School Supplies**

Students must supply their own notebooks, paper, pens, pencils, white out, folders, and calculators. Administration will not provide students with these items.

### **Public Display of Affection**

A student shall not engage in a public display of affection either at school or while attending any school activities.

### **Skateboards or Rollerblades**

Skateboards, roller blades, or other similar devices cannot be used on school property.

### **Noise Ordinance**

Students are required to conform to the City of Tucson and Pima County

Noise Ordinance and the policies of the school by keeping their car stereo systems and motor noise to a minimum.

## **Student Activities and Clubs**

CPLC Community Schools encourages students to participate in student activities and clubs. All students should note that all policies and procedures, including dress code, are in effect while students attend school sponsored activities whether on the campus or at any other location. This policy includes students who are participants, or spectators.

## **Field Trip Policy**

At various times during the academic year, the school will schedule field trips. All students must obtain written permission from their parent/guardian before they may participate in a field trip. All policies and regulations of the school (including all dress code policies) are in effect while the students are being transported and while attending the field trip off campus.

## **Special Activities**

These activities will be scheduled through the authorization of the Principal or Superintendent. The following guidelines shall apply:

- All events must be sponsored by at least one school staff member
- Events will start and end at a predetermined time but in no case shall it end later than midnight
- No activities will be scheduled on the evening preceding a school day
- All school policies apply to these events
- Once a student enters, he/she may not leave and re-enter
- Each student may bring one (1) guest to the event but the student is responsible for his/her guest's conduct
- Each student participating must have a Medical Release of Liability on file at the school.
- Students who are suspended or expelled from school may not participate in any school related activity.

## **Transportation Policy**

In general, parents/students are responsible for transportation needs. Sponsoring school staff will notify parents when the school will provide transportation for students.

## **All School Meetings**

School assemblies will be held at various times throughout the school year. All students must attend unless previously excused by the Administration. Should any student LEAVE the assembly without permission or making prior arrangements it will be considered an unexcused absence.

## Discipline Code

Each student has the responsibility to fully participate in his/her own learning experiences and to refrain from preventing others from receiving this opportunity. All students are expected to treat other students and staff with respect. It is the goal and policy of CPLC Community Schools to provide students with a safe and secure learning environment. To ensure adherence to policy, the Governing Board authorizes the School to establish policies and procedures to address issues related to student discipline. Under certain circumstances, the Governing Board will be notified of the disciplinary actions taken. The following areas involve state and/or federal law. For minor offenses, school officials may need to notify appropriate police authorities. For serious offenses, school officials are required to notify appropriate authorities.

A student may be withdrawn, suspended, or expelled for serious offenses, including:

- Disruptive conduct/general misconduct that prevents the operation of the school
- Defiance of authority
- Offensive material
- Cheating/plagiarism
- Sexual harassment/Sexual misconduct (See Sexual Harassment Policy)
- Bullying (See Anti Bullying Policy)
- Vandalism/graffiti to school property, materials, and/or equipment
- Sharpies/ Magic Markers (**Students destroy school property and cause expensive cleanup repairs when these items are used to tag or deface school property. In order to reduce damage, students are prohibited from having these items in their possession while on school grounds. Students are advised that unannounced searches will occur at any time**)
- Smoking on school grounds
- Truancy and/or skipping class
- Excessive absences and/or tardiness
- Violation of the code of conduct

A student will be expelled (and authorities will be notified) for:

- Assault or fighting with or without a weapon
- Possession or concealment of a weapon
- Possession or use of illegal and/or dangerous substances (including alcohol) on campus
- Theft or robbery
- Arson
- Threats
- Violation of federal, state, or local laws

Students who are suspended or expelled from any CPLC Community school may not participate in any school related activity.

### **Procedure for Suspension of Special Education/Disabled Students**

All students should expect, generally, to be disciplined pursuant to the same standards of conduct and due process procedures. Discipline of disabled students, however, as defined by the Individuals with Disabilities Education Improvement Act as amended in 2004 (IDEIA 2004) have special needs and a different legal status than non-disabled students. The protocol for suspending or expelling a student with a disability will be in alignment with the federal and state requirements under IDEIA 2004 or the Americans with Disabilities Act (ADA) depending on the eligibility status for special education or 504 Accommodation Plan.

### **Search and Seizure**

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the students exists. A school Principal or designee may search students, items in his/her possession or a student-controlled vehicle on school premises under the following conditions:

The administrator must have a reasonable belief that the person or property searched possesses or contains an item the possession of which violates federal, state, or local law, or a district policy, or an item that constitutes a threat to the health or safety of the student or others, or danger to property.

In conducting a search of a student or his/her personal property, the administrator must consider the intrusiveness of the proposed search in the light of the age and sex of the student and the nature of the unexpected infraction. Items discovered, the possession of which violates law or district policy, or items that constitute a threat to the health or safety of the student or others or a danger to property, may be seized. If the item seized by the administrator is unlawful, the administrator shall contact appropriate law enforcement officials for directions regarding the disposition of the item. Strip searches and body cavity searches by the school administrators are absolutely prohibited.

Students who are attending or traveling to and from school sponsored events, or when his/her conduct affects the operation of the school shall be subject to this search and seizure policy.

## **ENROLLMENT/ADMISSIONS**

### **Registration**

CPLC Community Schools admit students of any color, national and ethnic origin, gender, religion or disability to all the rights and privileges, programs and activities made available to students at the school. CPLC Community Schools is in compliance with Titles VI and VII of the Civil Rights Act of 1964, 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. Admission is open to all students ages 14 to 21.

### **Requirements for Enrollment**

In order to enroll at CPLC Community Schools, parents and prospective students must schedule an appointment with the school. If the student is less than 18 years old, a parent or guardian must accompany the student to the appointment.

Along with a completed enrollment packet, the following documents are required:

1. Birth Certificate
2. Immunization Records
3. Official Withdrawal Form (original)
4. Eighth Grade Certificate and/or Official Transcripts from previous schools attended
5. Testing Records
6. Individual Educational Plan (IEP) and 3-Year Evaluation, if applicable
7. Proof of Residency
8. Any other documentation as specified at time of enrollment

\*\*Students who have been suspended or expelled from another school will be pending enrollment upon further investigation by the Principal.

### **Enrollment List**

All CPLC Community Schools will make every attempt to accommodate students seeking admission. However, each year the Arizona Department of Education limits the number of students who can be enrolled. When the enrollment cap is met, an enrollment list is established. When a space becomes available, the school will use a lottery system to determine the next student to be enrolled from the student pool.

### **Attendance**

Regular school attendance is essential in promoting responsibility and success in our programs; therefore students are expected to attend school on a regular scheduled basis. Students who accumulate a total of ten (10)

excused and unexcused absences (including absences due to tardiness or truancy) during one semester will be automatically withdrawn from any CPLC Community School and placed on the enrollment list. A student who is withdrawn for excessive absenteeism may be eligible for re-enrollment only one (1) time that semester and will also be contingent on: an administrative/faculty review of that students recent curricular performance, disciplinary status, and class participation.

All exceptions to this policy (serious health problems and 504 plans) will be subject to review by the principal. Extended absences may require medical doctors' notes.

## **Tardiness**

Students are expected to arrive to school on time. Students arriving to class after the bell are considered tardy and may be sent home. School administration will determine additional disciplinary action for continued tardies, action may include suspensions, withdraws or expulsion.

## **Acceptable Use of Technology**

In December 2000, Congress passed the Children's Internet Protection Act (CIPA), which requires schools to adopt a technology protection measure to block or filter certain kinds of Internet content, a monitoring process, and an Acceptable Use Policy, as a condition of receiving certain kinds of educational technology funding.

In compliance with CIPA, CPLC Community Schools has developed and implemented the Acceptable Use Policies to govern the use of its network and computers. The policies will describe the appropriate student behavior that is expected, the methods that will be used to police that behavior and the consequences if these policies and rules are not followed. The full policy is located in the LEGAL NOTICES section of this student handbook.

## **Harassment Policy**

### **What is Harassment?**

Harassment can take many forms. Harassment is not necessarily sexual in nature, but it may be. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a teacher or staff member to a student, by a teacher or staff member to another teacher or staff member, or by a student to another student when such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.

Other types of harassment can include words, signs, articles, offensive jokes, cartoons, pictures, posters, e-mail, jokes, statements or pranks that are intended to harass or offend; intimidation; physical assaults or threatening contact; or physical violence. Harassment may also take the form of derogatory statements that are intended to harass or offend that are not directed to the targeted individual, but that take place within the individual's hearing. Other prohibited conduct includes taking retaliatory action against someone for discussing or making a harassment complaint.

### **Staff Conduct with Students**

Inappropriate relationships and/or conduct between teachers and other staff members and students are prohibited. Such conduct includes, but is not limited to, dating, public or private displays of romantic affection, harmful or offensive contact, actions intended to cause imminent apprehension of a harmful or offensive contact, physical conduct of a sexual nature, other physical conduct intended to harass or offend, verbal conduct intended to harass or offend, and other profane, vulgar or foul verbal conduct. Factors that tend to indicate whether contacts and/or conduct are not inappropriate include, but are not necessarily limited to, to the time, place and circumstances between the teacher or staff member and the student.

### **Reporting Harassment**

Anyone who is subject to any type of harassment, or who knows of the occurrence of such conduct, should promptly report the conduct to a teacher, principal, the Superintendent or to any school employee with whom they feel comfortable. Teachers, principals or other staff members who obtain reports of potential harassment must immediately inform the school Superintendent of the report and the known details of the incident or incidents. All reports will be promptly investigated, whether the alleged victim requests or desires an investigation or not, and will remain confidential to the extent possible, although confidentiality cannot be guaranteed.

### **Consequences of Substantiated Harassment Charges**

Teachers and staff members who are determined to have engaged in inappropriate relationships or conduct with students or other teachers or staff members are subject to disciplinary action, including termination. A substantiated charge of harassment against a student shall subject the student to disciplinary action, including suspension or expulsion. CPLC Community Schools may also take any additional action necessary and appropriate to suitably remedy the situation.

CPLC Community Schools accepts no liability for harassment. The individual who engages in harassing or offensive behavior is personally liable for such actions and their consequences.



## **Anti-Bullying Policy**

It is a fundamental belief at CPLC Community Schools that everyone deserves to be treated equally and with respect. All students and staff need to feel safe and accepted regardless of race, gender, abilities, religion or nationality. To accomplish this, bullying must be eliminated at our schools. CPLC Community Schools has adopted a zero-tolerance policy on bullying.

Physical bullying refers to: hitting, pushing, kicking or tripping while non-physical bullying includes threats, intimidation, and harassment. Others include conveying a threat on behalf of someone, groups engaging in name-calling, gossiping, making fun of or excluding someone. Whatever the type, bullying causes pain and stress to victims. Bullying is never justified or excusable as “just teasing” or “kids being kids”. The victim is never responsible for being the target. Please do your part to make CPLC Community Schools a safe and welcoming place for all students.

## **Petition and Complaint Procedure**

### **Informal Complaint Process:**

- Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the school level, procedures will be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.
- Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

### **Formal Complaint Process:**

- Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized.

Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The school will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any school initiated investigatory activities. The superintendent or designated representative may conclude that the school needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- All informal complaints shall be in writing. Formal complaints shall set forth the specific acts; conditions or circumstances alleged to have occurred that might constitute harassment, intimidation or bullying. The designated representative may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- Regardless of the complainant's interest in filing a formal complaint, the designated representative may conclude that the school needs to draft a formal complaint based on the information in the designated representative's possession.

The designated representative shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the designated representative's possession that the designated representative believes requires further investigation.

When the investigation is completed the designated representative shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

The principal or designee, who is not the designated representative, shall respond in writing to the complainant and the accused within thirty days, stating:

That the school intends to take corrective action; or

That the investigation is incomplete to date and will be continuing; or

That the school does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.

Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the school is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent or designee's response, the student may pursue the complaint with the school governing board. Students will be provided with age-appropriate information on the recognition and prevention harassment, intimidation or bullying, and their rights and responsibilities under this and other school policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

## **LEGAL NOTICES**

### **Instructional Qualifications/Resumes**

CPLC Community Schools must notify parents/guardians that teacher résumés are available for review. You may contact the Principal to review teacher résumés.

### **The Family Educational Rights and Privacy Act (FERPA)**

FERPA is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. For a complete description of FERPA please refer to the full disclosure in the registration packet.

### **Child Find Procedures for Parents**

CPLC Community Schools is a participant in the Child Find program. The intent of Child Find under both federal and state requirements is to ensure that all children ages' birth to 21 with delays or disabilities are identified, located and evaluated in order to receive needed early intervention supports or special education services. Public agencies responsible for providing the supports and services are obligated to actively search to "find" children who may be eligible and conduct an eligibility determination process that includes screening and evaluation according to state established criteria.

### **McKinney-Vento Assistance Act**

The McKinney-Vento Assistance Act (Subtitle B-Education for Homeless Children and Youth. Reauthorized in January of 2002, ensures educational rights and protections for children and youth experiencing homelessness. Please see detailed policy located in your school site's office.

### **Hearing/Vision Screening**

All incoming freshman, new students, and students receiving special education services will have their hearing and vision tested within the first 30 days of enrollment. If the student does not pass any of the tests, a rescreening will

be conducted within 10 school days. Please contact the school for results and/or questions.

### **Asbestos Hazard Emergency Response Act (AHERA)**

The AHERA was enacted in 1986 to require local education agencies (LEA) to identify asbestos-containing building materials (ACBM) in their buildings, develop a management plan, and take appropriate actions to control the release of asbestos fibers. All public and private nonprofit elementary and secondary schools are required to comply with the AHERA regulations.

The buildings housing Toltecalli High School and Hiaki High School were found to contain no asbestos-containing building materials. An asbestos management plan detaining AHERA required information is available for review at your school site. If you have any questions regarding asbestos-containing building materials at any of the school sites, you are encouraged to review the management plan or contact the school's designated person, as listed below and at the beginning of the Handbook:

Superintendent of CPLC Community Schools  
Chicanos Por La Causa, Inc.  
2550 E. Ft. Lowell Road  
Tucson, Arizona 85716  
(520) 791-9855

### **Parental Involvement Policy**

Under the Title 1, Part A of the Elementary and Secondary Education Act ESEA CPLC Community Schools requires parental involvement in developing of our school wide plan related to performance and improvement. We believe parents support is essential in the decision making regarding their children's education. Our schools will provide assistance to parents to help them understand standards and assessments to help their children meet the standards.

### **Computer Safety and Usage Policy/Acceptable Use of Technology**

In December 2000, Congress passed the Children's Internet Protection Act (CIPA), which requires schools to adopt a technology protection measure to block or filter certain kinds of Internet content, a monitoring process, and an Acceptable Use Policy, as a condition of receiving certain kinds of educational technology funding.

In compliance with CIPA, CPLC Community Schools has developed and implemented the Acceptable Use Policies to govern the use of its network and computers. The policies will describe the appropriate student behavior that is expected, the methods that will be used to police that behavior and the consequences if these policies and rules are not followed.

Computer, video, and other electronic equipment resources are provided to students for the purpose of performing assigned class work. Students

using such resources are expected to act in a manner consistent with the Classroom Expectations and the CPLC Community Schools code of conduct.

Any violation of these policies may result in a student's loss of access to computer, video, and other electronic equipment resources, and may result in a referral to school administration for disciplinary action. The following list is not all-inclusive, but summarizes the policies regarding computer, video, and other electronic equipment usage.

While using computer, video and other electronic equipment resources, students may not do any of the following:

- Access chat rooms, Instant Messaging services, or any email systems
- Send Harassing or threatening messages via email or other electronic means
- Attempt to forge e-mail or other electronic information
- Attempt any type of computer hacking
- Create, submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material via the Internet, or any other electronic device or method.
- Print any non-class related material
- Install any non-class related software or hardware
- Modify any installed software
- Copy any software
- Install any software licensed to CPLC Community Schools on a personal computer
- Remove any hardware or software
- Use the computer and audio/video equipment for any non-CPLC Community Schools related activity or profit making activity of any kind
- Any activity that violates another person's privacy
- Any activity that violates copyright, local, state, or federal law
- Abuse or damage computer and audio/video equipment in any way
- Any activity deemed inappropriate by the course instructor, or administration of CPLC Community Schools.

In order to monitor student computer usage, CPLC Community Schools has contracted with McAfee, a security software protection company, to prohibit inappropriate student usage.

The course instructor and CPLC Community Schools assume no responsibility for any abuse, misuse, illegal, or obscene use of computer, video, and other electronic equipment resources by a student either during or after standard school hours, on or off campus.

## **Disciplinary Actions**

Routine maintenance and monitoring of CPLC Community Schools network may lead to discovery that you have violated this policy, CPLC Community Schools Disciplinary Code, or the law. An individual search will be conducted if there is reasonable suspicion that you are in violation of the policy. CPLC

Community Schools will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through CPLC Community Schools network. Infringement of any guideline, rule, policy, or regulation will result in the enforcement of the appropriate disciplinary action as specified in the CPLC Community Schools/Student Parent Handbook.

### **Drug Free/Tobacco Free School Policy**

As designated by state law, the “Drug Free Zone” is any area within three hundred (300) feet in any direction of the school. This means that no drugs or alcohol, legal or illegal are permitted in this area, including cigarettes and other tobacco products. The policy applies to all students, parents, staff, and community members visiting the school.

### **School Policy on Wellness and Nutrition**

CPLC Community Schools recognizes and appreciates our role in contributing to the general health and well-being of every student who attends our school. We strive to ensure all students have access to the most nutritious meals possible. Proper education will be provided as to the importance of good health and physical activity in the development, both mentally and physically, of every young person. Healthy eating and physical activity are linked to reduced risk of mortality and the development of many chronic diseases as adults, and we recognize that the importance of teaching these habits is just as vital as any other knowledge that can be attained within our classrooms.

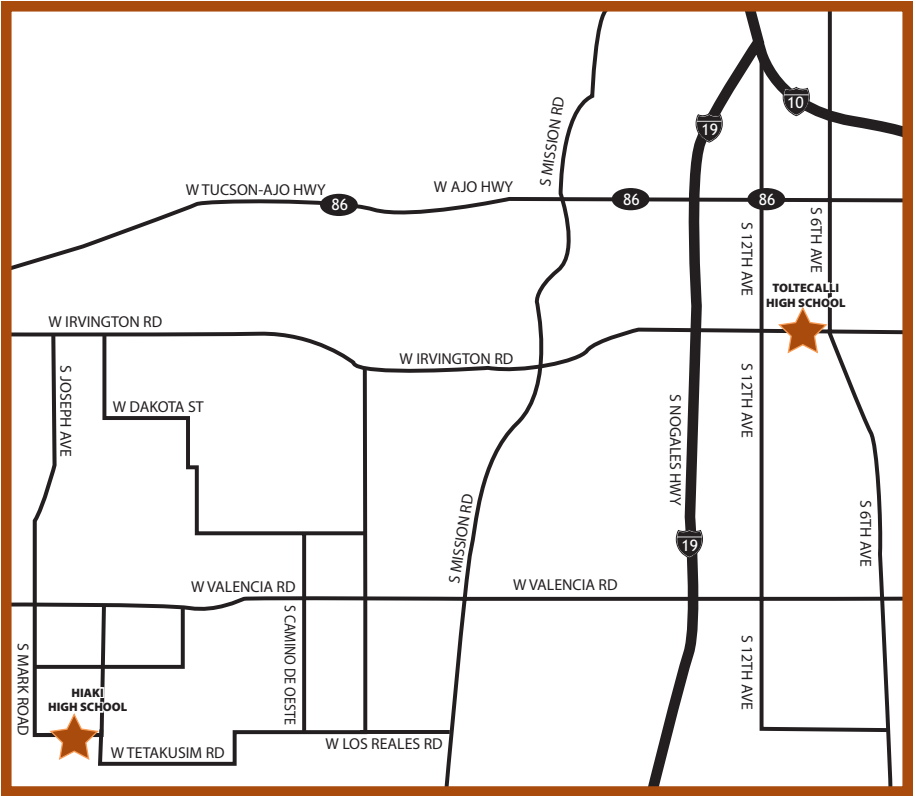
To ensure the health and well-being for all students, our entire staff shall promote and monitor student wellness according to policy. This policy is included in you enrollment packet explains specifically what you can and cannot eat while in school. See your Family and Student Liaison/NSLP Coordinator for more details.

### **Fire Drills**

Fire drills are conducted once a month to ensure student safety. Students are evacuated to designated areas and must remain there with their teachers until allowed to re-enter the building. Students are not allowed to use elevators for any reason during a fire drill or any emergency.

### **Governing Board Meetings**

The CPLC Community Schools Governing Board meets every fourth Wednesday of the month with the exception of July and December. These meetings are open to the public and agendas are posted at least 24 hours in advance. Please visit our school website [www.cplccommunityschools.org](http://www.cplccommunityschools.org) for meeting agenda. Families and students are welcome to attend.



**Contact Information:**

[www.cplccommunityschools.org](http://www.cplccommunityschools.org)

**Administrative Office**

251 W. Irvington Rd.  
Tucson, AZ 85714  
520-791-9855

**Hiaki High School**

4747 W. Calle Vicam  
Tucson, AZ 85757  
520-883-5051

**Toltecalli High School**

251 W. Irvington Rd.  
Tucson, AZ 85714  
520-807-7923

**School Hours:**

Day School Session: 8 A.M. - 2:00 P.M

Evening School Session: 4 P.M. - 8:00 P.M.

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



# **CPLC Community Schools**

[www.cplccommunityschools.org](http://www.cplccommunityschools.org)