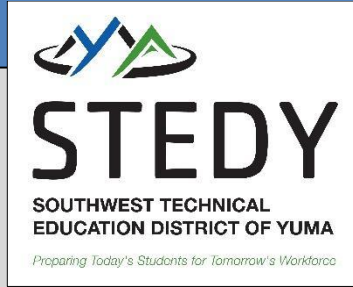
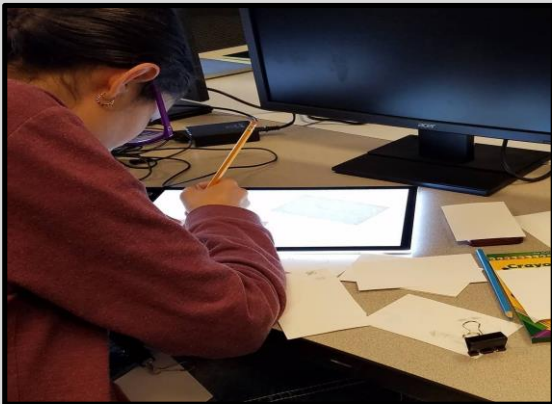


# Student & Parent Handbook



2024-2025



# CONTENTS

SOUTHWEST TECHNICAL EDUCATION DISTRICT OF YUMA CTED	4
Welcome to STEDY – The Door to Our Future	4
Mission Statement	4
Vision Statement	4
Administration	4
STEDY Governing Board	4
HISTORY OF JTEDs & CTED's	5
Statutory Requirements for CTED Programs	5
REGISTRATION PROCEDURES	6
REGISTRATION SCHEDULE TIMELINE	7
WITHDRAWAL / DROP PROCEDURE	7
GRADING SYSTEM	7
Exams / Finals	8
ATTENDANCE POLICY	9
Absences	9
Consequences of Absences	9
Late Work Due to Absences	10
Attendance Contract	11
Early / Activity Release	12
Student Withdrawal / Drop	12
CLASS SUPPLIES / EQUIPMENT	12
Equipment / Supply Checkout Procedures	12
Safety Equipment / Uniforms	13
Textbooks	13
PROFESSIONAL EXPECTATIONS / DISCIPLINE	13
Student Conduct Code	13
Respect Code	14
Student Dress Code	14
Prohibited Student Conduct-Disruptive Conduct	14
Defiance of Authority – Truthfulness	14
Possession of Weapons / Dangerous Items in School	14
Vandalism, Littering, and Destruction of Property	14
Drugs / Alcohol / Tobacco / Medical Marijuana	15
Hazing	15
Reporting/Complaint Procedure	16
Student Violence / Harassment / Intimidation / Bullying	16
Endangering the Health and Safety of Others	18
Threats, Assaults, and	18
Defamation	18
Obscenity and Vulgarity	18
Forgery, Cheating, and Plagiarism	18
Gambling	18
Emergency Alarms and Fire Control Devices	19
Arson	19
Unauthorized Entry	19
Misrepresentation, Extortion, and Theft	19
Gang Activity and Association	19
Searches	19
Contests for Students	20
Employment of Students	20

Student Activities Funds	20
Governing Board Policies	20
Telephone Calls and Messages to Students	20
Release of Student Photos	20
Open / Closed Campus / Leaving Campus	20
Make-Up Work	21
Work-Based Learning Experiences	21
Transportation	21
Computer & Internet Usage	21
Electronic Devices	22
Disciplinary Action	22
Classroom Discipline Plans/Course Expectancy	22
District Student Policy Discipline Rules and Due Process Procedures	22
Purpose of Policy	22
Application of Policy	22
Expulsion	23
The Southwest Technical Education District of Yuma Disciplinary Actions	23
CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)	25
Student Travel	26
NON-DISCRIMINATION POLICY	26
Non-Fingerprinted Personnel and Adult Students Present	26
STEDY CONTACT INFORMATION	27
STEDY CTED (Central Campus)	27
Member Districts (Satellite Offices)	27
CAREER TECHNICAL EDUCATION GLOSSARY	28
STEDY CTED Calendar	29
Cosmetology Calendar	30
AWC Calendar	31
STUDENT HANDBOOK PARENT / GUARDIAN SIGNATURE FORM	32

## Southwest Technical Education District of Yuma (STEDY)

### Welcome to Southwest Technical Education District of Yuma.

Southwest Technical Education District of Yuma (STEDY) offers opportunities in Career and Technical Education (CTE) programs to students while they concurrently attend their home high school for graduation. Over 9,000 students are enrolled in the CTED from the Yuma County school communities.

Students attend courses such as Agriscience, Automotive Technologies, Biomedical Technology, Building, Maintenance, Business Management, Construction Technologies, Culinary Arts, Digital Photography, Early Childhood Education, Education Professions, Emergency Medical Services, Engineering Sciences, Home Health Aide, Film and TV, Fire Science, Graphic Design, Hospitality Management, Law & Public Safety, Marine Corps JROTC, Music & Audio Productions, Nursing Services, Mental & Social Health, Medical Assisting, Cloud Computing, Sports Medicine & Rehabilitation Services, Stagecraft, sUAS Drones, and Welding Technologies. STEDY offers Central Campus Programs allowing access to programs that may not be available at the high school campuses; Digital Animation, Medical Assisting, and Cosmetology. STEDY also offers Central Campus Programs through Arizona Western College in Network Security, Air Conditioning & Heating, Business Management, Electrical Technology, Manufacturing, Organizational Leadership, and Drafting (CAD) Technology. In addition, STEDY offers Logistics and Supply Chain Management in collaboration with Northern Arizona University.

### Vision Statement

STEDY will be the leading innovative driving force influencing our community to prepare our students for tomorrow's workforce.

### Mission Statement

*Preparing Today's Students for Tomorrow's Workforce*

### Administration

Thomas C. Tyree	Superintendent
Renai Williams-Phillips	Executive Assistant to the Superintendent - Governing Board Secretary, and Human Resources
Merci Munoz	Business Manager
Tosha Gillispie	Executive Director of Program Management
Robert Espino	Director of Technology
Shelby Freytag	Curriculum, Instruction, and Assessment Specialist
Katie Clint	Central Program Counselor
Rosa Garibay-Mora	Program Management Specialist
Janessa Williams	Student Support Representative
Edith Ruiz	Administrative Assistant

### STEDY Governing Board

The Southwest Technical Education District of Yuma Governing Board consists of members representing each of the two school districts and one at-large member serving both districts:

Charles Wesner	Board Member
Phillip Townsend	Board Member
John P. Koury	Board Member
Reetika Dhawan	Board Member
Clint Harrington	Board Member

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## History of JTEDs to CTEDs

In 1990, the Arizona Legislature approved the formation of the Joint Technical Education District. Later, the East Valley Institute of Technology was formed. In 2014 Southwest Technical Education District of Yuma JTED was created to serve Yuma County. Recently, “Joint” Technical Education Districts were renamed Career and Technical Education Districts, making them CTED. Today there are 14 CTEDs in Arizona.

Southwest Technical Education District of Yuma serves high school students who reside within the boundaries of two school districts: Antelope Union High School District and Yuma Union High School District, as well as all Charter Schools, homeschools, and other non-public school students. Southwest Technical Education District of Yuma “Central” programs are occupationally specific and taught by qualified professionals using state-of-the-art equipment. Our instructors are also caring individuals with the vision and skills to train students to compete in an ever-changing economy appropriately. CTED Programs are comprehensive, requiring two or three years of study that lead to industry credentials or post-secondary credit.

Programs are open to students beginning at the 10th-grade level. Students are eligible to participate in CTED programs until they have reached 22 years of age and have not graduated from high school or obtained a GED. Central Campus CTED programs may require prerequisites or special approval before admission. Students enrolled in CTED programs earn high school credit and graduate from their home high school. In addition, students may earn **industry certifications** and community college credit from Arizona Western College.

### Statutory Requirements for CTED Programs

“Career and Technical Education District Program” means a sequence of courses offered by a career and technical education district that meets all of the following requirements:

The requirements for CTED **courses** expanded to include the course:

1. Requires a majority (51%) of instructional time to be conducted in a laboratory, field-based, or work-based learning environment.
2. Has demonstrated a need for extra funding to provide the course.
3. Requires specialized equipment to provide instruction to students that exceed the cost of a standard educational course.
4. It is not a course or any variation of a course required to graduate from high school.

The requirements for CTED **programs** expanded to include the program:

1. Requires students to obtain a 60% on the Technical Skills Assessment to demonstrate the level of skills, knowledge, and competencies on industry/skills assessment.
2. Requires the program to demonstrate alignment through curriculum, instructional, and model course sequence to meet CTE standards.
3. The programs require a defined pathway to a specific career/post-secondary education.
4. Fills a high-need vocational or industry need as determined by the Career and Technical Division of the Department of Education.
5. Requires a single or stackable credential or a skill that will allow a student to obtain work on graduation before receiving an associate’s degree or a baccalaureate degree.
6. Leads to certification or licensure in the vocation or industry or otherwise qualifies the student for employment without completing the CTED program.
7. Requires instruction and materials that substantially differ from and exceed standard instruction's scope.
8. An industry or vocation has agreed to provide financial or technical support to the CTED for the program.
9. The CTED has demonstrated a need for extra funding to provide the program.

## Enrollment Procedures

Southwest Technical Education District of Yuma programs are open to all students beginning in the 10th grade who reside within the boundaries of Yuma County. Programs are open to students beginning at the 10th-grade level. Students are eligible to participate in CTED programs until they have reached 22 years of age and have not graduated from high school or obtained a GED.

Go to our website at [www.STEDYCTE.org](http://www.STEDYCTE.org)

### Step 1 - Select your Program

- Review the STEDY Programs and select based on your Career Interests.
- Speak with the STEDY Counselor for guidance on selecting your career pathway. You can set an appointment with the STEDY counselor by calling STEDY at 928-366-5884 or by emailing [stedy@stedy01.org](mailto:stedy@stedy01.org).

### Step 2 - STEDY Application

- Complete the Online Application and include your most recent transcript.
- Applicants will receive a confirmation email. All who do not meet the criteria, or are placed on a waitlist will receive communication via email.
- Those accepted will be sent the Enrollment packet and move on to Step 3.

### Step 3 - STEDY Enrollment Packet

- Completed Enrollment packets should be submitted by April 1st, as of that date waitlisted students will be invited to enroll for open class seats.
- All documents are to be submitted to [STEDY@Stedy01.org](mailto:STEDY@Stedy01.org) or in person to STEDY Central Campus 899 E. Plaza Circle, Suite 1 Yuma, AZ 85365.
- **AWC Admission**
  - All students who enroll for STEDY programs held with Arizona Western College must [create an AWC account](#) and complete the AWC High School Student Admission application.
  - Students will participate in a Course Registration event in order to register in their courses and build their schedule.

### Step 4 - Student Schedules

- Students will receive a copy of their STEDY schedule to inform their home campus of their schedule. Your high school may have you complete additional forms for the purpose of scheduling and credits.

### Step 5- Orientation

- In order to complete the registration process, students and parents are required to attend a Program Specific Orientation prior to the start of scheduled classes.
- At the orientation, staff will be on hand to provide a tour of the facilities, meet program instructors, and complete the remaining steps in the registration process for both STEDY and Arizona Western College. Students who complete the registration process will be issued AWC student ID's and uniforms as needed.
- Your STEDY counselor will work with your school counselor to better assist your program needs.

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## REGISTRATION SCHEDULE TIMELINE

August – April	Student Application at <a href="http://www.STEDYcte.org">www.STEDYcte.org</a>
April	Applicants complete and return the registration packet for program acceptance.
June - July	Final rosters and individual enrollment complete.
August 1st and 5th	Classes start for STEDY Central Campus Programs.
August 12th	Classes start for Arizona Western College campus programs.

## Withdrawal / Drop Procedure

Any student wishing to add or drop a STEDY Central Program after the first day of scheduled classes must complete the Official Notice of Pupil Withdrawal Form and procure signatures from guardian(s) and STEDY administration as indicated. Students who drop STEDY courses after the first scheduled day of classes may be held accountable for all or a portion of the Arizona Western College tuition paid by STEDY for that student. Students who plan to drop a STEDY course and fail to complete the Official Notice of Pupil Withdrawal Form, including all signatures, will be automatically dropped from the course at the end of 10 consecutive absence days. Students who fail to complete the add/drop form may be held accountable for reimbursing STEDY for all tuition/fees paid for Arizona Western College Credit. The official Notice of Pupil Withdrawal form can be obtained by contacting the STEDY counseling office.

*If a student withdraws from a course, the student may be required to pay all or a portion of the tuition.*

## Grading System

### Grading Criteria

Individual teachers may assign different grade values to emphasize their importance to each area of the course. Southwest Technical Education District of Yuma awards ADE certificates of program completion to students who complete Southwest Technical Education District of Yuma two-year programs.

**Grading Requirements - The following grading system will be used in all Programs or as indicated in the course syllabus:**

90-100	A
80-89	B
70-79	C
60-69	D
Below 60%	F

Any grade below 70%  
is considered not  
passing.

\*\*\* Students receiving failing grade for the semester will not be enrolled in the following semester or progress to the second level of the program. A failing grade will be listed on the AWC permanent transcript, potentially affecting financial aid and scholarship eligibility.

### Appeal Process

Students who receive a failing grade have the right to appeal as outlined in STEDY Governing board policy 5-216A and ARS 15-341 (A)(42).

### Credits

STEDY CTED central program students are awarded credits for completion in STEDY CTED programs by their home schools. STEDY CTED Program students earn high school credit and graduate from their home high school. Dropping courses may result in a failing final grade for the course posted to the transcript and may affect graduation.

Credit Amount: 1 Elective credit per semester

### Exams / Finals

All students must take semester final exams and ADE End of Program Technical Skills Assessments to successfully complete their CTED program. Assessments will contain criterion-referenced and written performance items based on industry-validated standards and measurements. Information about what items were missed, how well the student completed the assessment, and other information will be available in “real-time” for the teachers and the students taking the assessment. Also, this information will be provided to the instructor in the same fashion.

### Certification Exams

Students may test on industry certification exams (if available) for some STEDY program areas. Students are required to furnish all paperwork and IDs before taking any industry assessment. **STEDY will provide application fees for recommended students to take one industry assessment *ONLY IF THE STUDENT HAS COMPLETED THE ENTIRE PROGRAM OF STUDY with a grade of 70% or above.***



## Attendance Policy

*STEDY courses are designed to provide students with interactive laboratory experiences that are difficult to recreate in a written or online environment. Students MUST attend classes to meet many of the course standards.* State law also requires school attendance which is essential for success in STEDY programs. Absences will be recorded by the STEDY teachers. Absences shall be excused only for documented and essential reasons, such as illness, bereavement, and family emergencies. Documentation for waiving unexcused absences must be submitted to the STEDY office at 928-366-5884 or [STEDY@stedy01.org](mailto:STEDY@stedy01.org).

## Absences

Southwest Technical Education District of Yuma students are expected to attend school every day the class is scheduled to be in session. Absences from class make skill acquisition difficult and incomplete; thus, absences are detrimental to success in any Southwest Technical Education District of Yuma program. This attendance policy may differ from local high schools; students must know the expectation to attend class daily.

**Every student must be in class properly and stay for the entire class period.** Arriving late will be documented as “tardy”. Excessive tardiness may result in the inability to meet course standards for grading and industry credential purposes. Guardian/student meetings and/or removal from the program may occur. Some STEDY programs require a number of supervised hours to sit for the industry credential assessment; if students do not meet the course requirement, they may not be eligible to sit for the industry credential assessment.

**If a student cannot attend class (including didactic or labs), a guardian must call the STEDY 24-hour Attendance Line at 928-366-5884 and leave a voicemail or email [STEDY@stedy01.org](mailto:STEDY@stedy01.org). Guardians are expected to notify STEDY, preferably before the start of class that day or within 24 hours. Guardians will receive a Blackboard message and a call home within 24 hours of the absence. The Blackboard message and phone call home will occur the next business day for programs that have classes on Fridays.**

## Consequences of Absences:

The student will be placed on an attendance contract after their second (2<sup>nd</sup>) unexcused absence in a regularly scheduled course.

If a student misses more than five (5) class periods in a course, they could face the following consequence(s):

- Students will be informed that they may lose high school credit.
- Students who receive a passing semester grade may have to petition for credit.
- Students will not receive a certificate of program completion. (Students may address the STEDY Governing Board to appeal this decision.)
- If a student chooses to test for the industry assessment, they may be held financially responsible for the cost of the assessment.
- Students could be permanently removed from the STEDY program.
- Students will be held accountable for the reimbursement of tuition/fees paid to Arizona Western College by STEDY.

*Guardians and students should not expect deviations from the Southwest Technical Education District of Yuma attendance policy. Guardians expect the school and teachers to follow all guidelines; likewise, the school would expect guardians to cooperate with the attendance procedures. Continued absenteeism and tardiness from STEDY may lead to failure in the class and/or disciplinary actions.*

**NOTE: Guardians and students are responsible for notifying STEDY of address/telephone changes.**

Southwest Technical Education District of Yuma Central Campus students at our Arizona Western College Campus must adhere to the attendance policies outlined in the program/course syllabus provided at that location. Southwest Technical Education District of Yuma Satellite Campus students at the high school campuses must follow and adhere to the campus attendance policies. (Please refer to said site's/district policy.) Students attending Arizona Western College must also adhere to Arizona Western College policies as provided with registration and course syllabus.

### **Late Work Due to Absences**

A **student shall** be required to **initiate** contact with each of their teachers to obtain appropriate make-up work for any excused absences **BEFORE THE ABSENCE**. For pre-planned absences, including field trips, a student must inform each of their teachers prior to the event date. The student may have as many days to make up work missed as the number of days they were absent plus one (unless stated differently in the program/course syllabus). **The student must make up coursework to meet the course standards. Extended projects (term papers, etc.) will be due on the assigned date unless prior arrangements have been made with the instructor. Students should receive a copy of the teacher's syllabus outlining the makeup policy.**



**Attendance Contract**

For student success in a STEDY program, students must maintain good standing in attendance. Students are expected to attend classes if officially excused; when a student must be absent from school, it is requested that guardians or home school officials inform the STEDY office of the reason for the absence or late/early departure. **STEDY 24-hour Attendance Line at 928-366-5884.** The following procedure will be implemented each semester:

Unexcused Absence 2	Attendance contract, sent home and completed to the teacher. Teacher/Guardian conference (via phone or in person).
Unexcused Absence 3	The student and counselor reviewed the attendance contract, and a guardian was contacted via phone.
Unexcused Absence 4	Documented administrator, student, and guardian conferences.
Unexcused Absence 5	Students may lose credit or be withdrawn from the program if they violate their attendance contract.

Your student currently has \_\_\_\_\_ absences this semester. Every absence after five (5) will result in the documentation for removal from the STEDY Central Program. Students who miss at most five (5) days may be removed from the program and may lose credit.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of guardian and contact phone number:

\_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student outcome desired:

\_\_\_\_\_

\_\_\_\_\_

Reviewed by Administrator: \_\_\_\_\_ Date:

\_\_\_\_\_

## Early / Activity Release

Guardians will need to follow the procedures outlined below for the early release of Southwest Technical Education District of Yuma students:

- For pre-planned early releases, a student must inform each of their teachers before the date of the occurrence. The student's guardians must contact the STEDY Office and notify the district of pre-planned early release. Guardians must be listed per the student's records with the Southwest Technical Education District of Yuma.
- If the guardian comes directly to the Southwest Technical Education District of Yuma classrooms, the Southwest Technical Education District of Yuma staff or teacher will verify the person's identity via the student's records on file at Southwest Technical Education District of Yuma. Students will be required to sign out to leave campus. Guardians must sign out students at off-campus locations located with the instructor.
- The Southwest Technical Education District of Yuma employee will ask for identification and obtain a signature from the guardian before releasing the student.
- Students must have prior approval from STEDY to leave campus during scheduled class periods.

Students who arrive late to the Southwest Technical Education District of Yuma due to appointments or personal business must have prior guardian notification submitted to the Southwest Technical Education District of Yuma. Failure to observe these policies may result in disciplinary action under prevailing Southwest Technical Education District of Yuma CTED attendance policies.

## Student Withdrawal / Drop

An Official Notice of Pupil Withdrawal Form must be completed by the student and guardian who wishes to withdraw from a STEDY program voluntarily or due to absenteeism. Upon withdrawal, the student will return all materials (i.e., books, program uniforms, and tools) as provided by STEDY to the program instructor, STEDY counselor, or the STEDY office.

**Students who drop a program voluntarily or are dropped due to excessive absenteeism may be responsible for refunding the STEDY for all tuition and fees paid to Arizona Western College and any unreturned or damaged materials.**

## Class Supplies / Equipment

Students must have the necessary materials to work with as the teacher prescribes. Students should bring pencils, paper, pens, and class textbooks to class each day. Students who attend class without the necessary supplies are subject to disciplinary action. Additional items may be required for specific STEDY program areas and will be outlined in the program/course syllabus.

Some STEDY programs require a specific set of specialized equipment that each student must have to complete the program successfully. Before the first day of scheduled classes, each student must furnish specialized equipment outlined in the program/course syllabi.

## Equipment / Supply Checkout Procedures

STEDY will provide equipment for student use. Students may check out equipment and are required to return the equipment. If equipment is not returned by the last week of school, the student may be charged, and transcripts and/or industry credentials may be withheld until the item is paid for or returned.

## **Safety Equipment / Uniforms**

STEDY will provide students with all required safety equipment and uniforms where applicable. Students will be responsible for the safe storage/care of all furnished safety equipment and uniforms. Students who lose or misplace their provided equipment may be held accountable for the replacement at their own expense. Students will not be allowed work in laboratory areas without approved safety apparel. Students who attend class unprepared may not be able to meet the course standards and risk not being eligible to sit for the industry credential assessment. Medical Assisting students must wear scrubs, closed-toed shoes, and have their hair pulled back to be in the Medical Lab. Cosmetology students must be hygienic and wear black closed-toed shoes, name tags, and kimono.

## **Textbooks**

Although not required by law, Southwest Technical Education District of Yuma furnishes all necessary textbooks. For identification, each book is numbered. In addition to textbooks, students may be provided additional materials or workbooks required for the course. Each student is expected to return all books, materials, and equipment at the end of their participation in the course or may be held accountable for any lost, destroyed, stolen, or mutilated books/materials/equipment.

## **Professional Expectations / Discipline**

The Southwest Technical Education District of Yuma's Professional Expectations/Discipline policies are based upon industry-generated employability skills. Employability skills are crucial in a student's ability to become employed and stay employed. STEDY programs incorporate these skills into our course requirements and expectations. In the area of professional expectations and employability skills, it is the mission of the Southwest Technical Education District of Yuma:

- To provide quality education and training programs.
- To provide each student with the opportunity to develop entry-level employment skills.
- To provide an atmosphere of professionalism conducive to learning through highly motivated staff, up-to-date equipment, and student support.
- To promote the growth of the whole person

## **Student Conduct Code**

- The Southwest Technical Education District of Yuma classes are organized to replicate the work environment. Students are required to conduct themselves in the same manner that is required by professional employees.
- Students are expected to arrive to class on time, prepared to engage in active learning with the appropriate homework assignments and materials, including textbooks, paper, pencils, or pens, and project materials. Students are also expected to stay until the end of the class.
- Cheating will not be tolerated. Students are expected to do their own work.
- Students are expected to follow directions from any STEDY/AWC staff member.
- Students are expected to demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers, as well as care for school property and equipment.
- Students are expected to refrain from using inappropriate language, including profanity, both in and out of the classroom. Inappropriate displays of affection will not be tolerated.

## **Respect Code**

Every person has the right to learn in a comfortable and safe environment. At the Southwest Technical Education District of Yuma, we expect all staff members, students, and visitors to encourage positive self-esteem by:

- Practicing courtesy and friendliness at all times.
- Being cooperative, attentive, and supportive in class and all school-related activities.
- Being supportive of one another in pursuing academic activities and personal goals.
- Not disturbing others in the classroom or during school-related activities.

## **Student Dress Code**

As a career and technical program student, each student must meet the program standards to be career ready. Employability standards such as dress and behavior are equally important in acquiring and maintaining employment. Therefore, a student's dress and appearance shall not present health or safety problems or disrupt educational activities. Items of attire with obscene language, slogans, graphics or symbols, or symbols of sex, drugs, or alcohol shall not be worn or displayed. Immodest or indecent attire is unacceptable. Appropriate designated footwear for each program must be worn.

The Southwest Technical Education District of Yuma is committed to providing students with a safe, friendly learning environment. Attire is not only a reflection of the individual student but also of the general learning environment. Therefore, students must wear appropriate, comfortable clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Specific courses may have assigned uniforms, and students are expected to wear said attire per the teacher's instructions. Medical Assisting students must wear scrubs, closed-toed shoes, and have their hair pulled back to be in the Medical Lab. Cosmetology students must be hygienic and wear black closed-toed shoes, name tags, and kimono.

## **Prohibited Student Conduct-Disruptive Conduct**

A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt or that does disrupt any school function, process, or activity.

A student shall not violate any federal, state, or local law.

A student shall not violate any Governing Board policy, administrative regulation, or school rule.

## **Defiance of Authority – Truthfulness**

A student shall obey the reasonable orders of teachers, administrators, and other STEDY district employees and respond to requests for information from these persons in a truthful manner. A student shall not speak or refer to teachers, administrators, and other school district employees in a vulgar or profane manner.

## **Possession of Weapons/Dangerous Items in School**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

## **Vandalism, Littering, and Destruction of Property**

A student shall not damage, destroy or deface any school property or property belonging to any other person and shall not litter on school property or at a school event.

## Drugs / Alcohol / Tobacco / Medical Marijuana

A student shall not possess, sell, offer to sell, use and transfer or be under the influence of alcohol, drugs, or medication (the use of medication is allowed if prescribed by a physician and used in accordance with the Governing Board policies). Drugs include any narcotic or dangerous drug, a vapor-releasing toxic substance, and any imitation controlled substance. The term medication means patent or proprietary medicines available legally by prescription only. A student shall not possess, sell, or offer to sell, transfer or use drug paraphernalia.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on STEDY property, in a STEDY vehicle, or at a STEDY-sponsored event.

A STEDY student is prohibited from possessing or using tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products while participating in class or at any function sponsored or otherwise authorized by STEDY, regardless of age. All Central Campus students, whether at Arizona Western College, a business, an agency, or a local high school, regardless of age, are prohibited from possessing or using tobacco products.

## Hazing

Exhibit JICFA-EB

There shall be no hazing, a solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any personal enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy, a person specified above shall be considered a “student” until graduation, transfer, promotion, or withdrawal from the school.

### Definitions

“Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes bodily injury, mental damage, or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group affiliated with an educational institution whose membership consists primarily of students enrolled at that educational institution.

It is no defense to violate the policy if the victim consented or acquiesced to hazing.

In accordance with the statute, violations of the policy do not include either of the following:

- Customary athletic events, contests, or competitions that an educational institution sponsors.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program, or military training program.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

## Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. In writing, professional staff members must report the incident to the school administrator or next higher administrative supervisor, with details that may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accordance with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator, the next higher administrative supervisor, or as otherwise required by law. Any reported or observed hazing shall be treated per statutory requirements and reported to a law enforcement agency.

A person who complains or reports hazing may report directly to the school administrator or a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the designated form. At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places, and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator by the next school day following the day the staff member receives the report/complaint.

The school administrator or a supervising administrator will investigate the report/complaint. The following procedures are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the period and shall discuss the conclusions and actions to be taken as a result of the investigation. Records and student information confidentiality shall be observed in making such a report.
- The investigator shall prepare a written report of the findings and provide a copy of the report to the Superintendent.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

## Student Violence / Harassment / Intimidation / Bullying

Exhibit JICK-EB,

The Governing Board of the Southwest Technical Education District of Yuma, believes it is the right of every student to be educated in a positive, safe, caring, and respectful environment that is inclusive of these traits, maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation of citizens in society.

To assist in achieving a Program environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of the law.



Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means. It may occur in a variety of forms including, but not limited to

- oral, written/printed, or graphic exposure to derogatory comments, extortion, exploitation, name-calling, or rumor spreading either directly through another person or group or cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact, including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

**Cyberbullying:** Cyberbullying is but is not limited to, any act of bullying committed by the use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other Internet communications, on school computers, networks, forums, and mailing lists, or other District-owned property, and utilizing any individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name-calling, unwanted physical contact, and unwelcome verbal or written comments, photographs, and graphics. Harassment may be related to, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect through the use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to a person or property. Intimidation can be manifested emotionally or physically, directly or indirectly, through social media.

Students are prohibited from bullying on school grounds, school property, school buses, school bus stops, at school-sponsored events and activities, and through electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and during the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of the law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is being bullied should report their concerns to any staff member of the Program. Program personnel is to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of the case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable Program policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from the program.

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

Law Enforcement Authorities shall be notified any time Program officials have a reasonable belief that an incidence of bullying is a violation of the law.

### **Endangering the Health and Safety of Others**

A student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other persons.

### **Threats, Assaults, and Fighting**

A student shall not verbally or physically threaten, abuse, assault, or engage in a fight with any student, school employee, or other person.

### **Defamation**

A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory comments or materials are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction or are false and tend to impugn a person's occupation, business, or office.

### **Obscenity and Vulgarity**

A student shall not use obscene or vulgar language or gestures or distribute obscene or offensive materials. Obscene materials, language, or gestures are those that an average person, applying contemporary standards of the school community, would find, taken as a whole, appeal to prurient interests and lack serious literary, artistic, political, or scientific value. The standard to be used is that of the school community in recognition that the students are, as a group, younger and more sensitive than the general adult population. Vulgar language, materials, or gestures include language, materials, or gestures that depict sexual and/or excretory activities patently offensively.

### **Forgery, Cheating, and Plagiarism**

A student shall not use, or attempt to use, another person's identity, signature, academic work, or research of another person and represent that it is their own. A student shall not share his or her knowledge or work with another student during an examination. A student shall not bring into an examination any materials or notes unless approved by the teacher.

### **Gambling**

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

## **Emergency Alarms and Fire Control Devices**

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists, justifying the use of the device.

## **Arson**

A student shall not attempt to start or promote the continuation of any fire or explosion; this does not preclude teacher-approved class activities, such as an approved and supervised experiment in a science class.

## **Unauthorized Entry**

A student shall not gain or attempt to gain forceful or unauthorized entry to or occupancy school buildings or grounds.

## **Misrepresentation, Extortion, and Theft**

A student shall not take, use, or borrow any property by misrepresentation, deception, or expressed or implied threat. A student shall not take, use or borrow property belonging to another person without that person's permission to use or take the property.

## **Gang Activity and Association**

A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or cause and participate in activities that intimidate or adversely affect another student's educational activities or the school's orderly operation. A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation in such a group, is prohibited because of the disruption to the educational activities that result from such activities addressed. It is the District's position that such activities and dress also present a clear and present danger to other district students, district staff members, and the community.

For this purpose, a "gang" is defined as a group of individuals (1) who refer to themselves as a group by a group name or moniker and (2) whose primary group activities, whether conducted individually or in a group setting, involve activities that are unlawful or contrary to Governing Board Policy, including, but not limited to, the following: intimidation of others, acts of assault and similar acts of unjustified physical violence against others, and/or activities that damage real property such as graffiti. Gangs also often claim a territory or area and have similar groups deemed rivals or enemies.

## **Searches**

School officials have 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 the health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the school's property and are subject to its control and supervision. Students have no reasonable expectation of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason or notice by school personnel.

## Contests for Students

Student participation in contests sanctioned or promoted by the district shall be limited to activities related to students' educational needs and interests and do not promote private or commercial interests.

## Employment of Students

STEDY is aware that many students, for various reasons, seek employment during the school year. These students are reminded that school work and activities must not be neglected, nor shall such employment conflict with the school schedule.

## Student Activities Funds

The Southwest Technical Education District of Yuma will adhere to Student Policy JJF regarding the "Student Activity Fund" defined in A.R.S. 15-1121 through A.R.S. 15-1124.

## Governing Board Policies

Student policies, approved by the Governing Board, are available for viewing at <https://policy.azsba.org/asba/browse/stedy/welcome/root>. All Southwest Technical Education District of Yuma students and guardians are encouraged to familiarize themselves with the content.

## Telephone Calls and Messages to Students

Students will not be excused from class to make or accept telephone calls except in the case of an emergency. Telephones in classrooms are not to be used by students for personal calls.

## Release of Student Photos

During the year, the Southwest Technical Education District of Yuma often has the opportunity to photograph students in various learning experiences. Student recognition, contests, and work experiences are a few examples of these activities. Students and guardians will be given a "Permission for Photo Release," which must be completed upon registration.

These personally identifiable photographs may be used in the district newsletter, local newspaper, district website, social media, and awards banquet presentations. Highlighting school achievement is an integral part of reporting responsibly to our community and is a way of sharing in our school's and student's success.

## Open / Closed Campus / Leaving Campus

**Because STEDY courses are part of intensive industry-based programs, timely arrival, departure, and attendance are essential. Therefore, students are not permitted to arrive late or leave early from STEDY programs except for pre-approved or emergencies.** Students are expected to remain on campus as long as the class is in session. A student with a medical or dental appointment may leave in time to meet such an appointment but must sign in and sign out. A class or group of students may leave campus when scheduled to participate in a school-sponsored and chaperoned activity. The guardian must sign an early release request and submit it to the Southwest Technical Education District of Yuma or the teacher before the student leaves class.

## Make-Up Work

Assignments missed due to absences are the responsibility of the student. The student must ask their teacher for make-up work before leaving unless otherwise allowed by the instructor upon returning from an absence. The

student will adhere to the rules and expectations of the individual teacher concerning the time frame for due dates concerning make-up work.

## Work-Based Learning Experiences

STEDY Skills Labs have carefully monitored work/service experiences in which students have intentional learning goals and reflect actively on what they are learning throughout the experience; this is an opportunity for students to gain valuable industry hands-on training within the local business community to support their classroom instruction/standards. Students are required to wear STEDY uniforms at all times. Students shall wear STEDY-provided ID and behave professionally while participating in any Skills Lab experience.

## Transportation

The Southwest Technical Education District of Yuma **does not provide transportation to and from classes.** It is the responsibility of the student. The local school district may or may not provide transportation.

Personal transportation is a privilege, not a right, and inappropriate use will result in school officials' cancellation of those privileges or disciplinary action. Students driving must possess a valid Arizona driver's license, current vehicle registration, and insurance coverage. When operating a motor vehicle on campus or at a school event, a student shall follow all school and other traffic rules and shall operate the motor vehicle safely and prudently. A student shall abide by all school rules regulating the student's conduct while on a school bus or other vehicle and shall obey the directives of school bus drivers.

Students may not park in any staff, visitor, reserved space, or designated Parking Area. Vehicle speed on campus must be adhered to at all times. ([Student Policy JLIIE](#)) Student parking at STEDY Central Main Campus, 899 E. Plaza Circle. STEDY is not responsible for lost or stolen items in cars parked in the student parking lot. Students are encouraged NOT to leave valuable items in vehicles parked at STEDY.

## Computer & Internet usage

Using the computer and internet is a privilege, not a right, and inappropriate use will result in school officials' cancellation of those privileges or disciplinary action. Any computer or Internet use for illegal, indecent, or obscene purposes or in support of such activities is prohibited. Illegal activities violate local, state, or federal laws. As users of technology for STEDY courses, students agree to the following:

1. Use school facilities and equipment only for school-related education activities.
2. Be responsible for monitoring and, if necessary, rejecting inappropriate or unlawful materials.
3. Only use the internet for activities related to curriculum expectations. District resources will not be used for commercial purposes or sending unauthorized or personal electronic messages; this includes visits to social media sites.
4. Adhere to all copyright laws. School facilities and equipment will not be used to download games, music, graphics, videos, or test materials.
5. Not to use school technology to plagiarize material. Plagiarism of another's work is a severe academic violation, and students may lose credit in a course or expel from college coursework.
6. Not to transmit material that violates local or federal laws.
7. Report all security problems to system administrators and not demonstrate the problem to others.
8. Access only personal files or those files to which an authorized staff member has granted access.
9. Not purchase online goods or services without authorized staff's permission. Students are financially responsible for all such purchases.
10. Use only school-approved software in school facilities on school equipment; artificial intelligence applications may only be used if directed by an instructor for an internet-safe use lesson.
11. Avoid monopolizing systems, overloading networks, or printing excessively.
12. Do Not harm, modify, or destroy hardware on any school equipment.

## Electronic Devices

Portable electronic devices shall not be turned on or used in any way during regular school hours or **when their use is prohibited by school personnel**. Electronic devices used when prohibited may be confiscated. Cameras or other camera features on a cell phone, or other portable electronic device in restrooms, locker rooms, or for any use constituting an invasion of privacy is strictly prohibited. **In certain circumstances, mobile electronic devices may extend, enhance, and/or reinforce a student's learning process but must be approved at the discretion of the classroom teacher unless a device is mandated in the student's individualized education program (IEP) or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.** Portable electronic devices can be taken and used on school trips but may not be used during any instruction activity or when school personnel prohibit their use.

## Disciplinary Action

Discipline for participating Southwest Technical Education District of Yuma students shall be by the Southwest Technical Education District of Yuma policies when the student is present in a STEDY Central Campus Course/Activity. Discipline issues will be reported to the Southwest Technical Education District of Yuma Superintendent or Superintendent Designee, who will notify the student's home school of said disciplinary action/infraction. Concurrently, when a student is present at their home school campus, student discipline is by the home school's established policies. All disciplinary actions taken at either the Southwest Technical Education District of Yuma central campus or the home schools may be enforced by the school and STEDY for the same infraction.

## Classroom Discipline Plans/Course Expectancy

At the beginning of each new term and with each new student, teachers will explain their classroom rules and the progressive consequences of violating them. A copy of this plan will be available to each student (course syllabus), and they will be expected to adhere to all classroom rules and regulations. Students who refuse to accept the teacher's consequences for violations will be subject to immediate referral to the Superintendent designee.

## District Student Discipline Rules and Due Process Procedures

### Purpose of Policy

The purpose of this policy is to: (1) define conduct that may result in the discipline of a student and (2) set forth due process procedures for various types of discipline.

### Application of Policy

A student who engages in conduct prohibited by this policy may be disciplined. Discipline may include, but is not limited to, any combination of the following: oral reprimand, guardian conferences, temporary exclusion from the classroom, loss of privileges, loss of credit, withdrawal from class, suspension, or expulsion.

This policy is intended to regulate the conduct of a student when the student is: (1) on school grounds or at a school-sponsored event; (2) traveling to or from school or a school-sponsored event; or (3) is under a suspension or expulsion from another school district/member school district or has engaged in misconduct while attending another school district/member school district; or has (4) engaged in misconduct that is in any other manner school-related or affects the operation of any school. For this paragraph, "school grounds" includes all property owned or controlled by the school district and all property reasonably adjacent where students congregate during or immediately before or after school.

### Expulsion

Any student expelled from their home school district will not be admitted as a student at STEDY. A STEDY student expelled from their home school while attending STEDY may not continue to attend STEDY. As a result of a suspension from STEDY, or a member district school campus, the suspension details will be communicated with the partner district. (A.R.S. 15-841.C)

**The Southwest Technical Education District of Yuma Disciplinary Actions**

VIOLATION	RANGE OF CONSEQUENCES
<p><b>AGGRESSION</b></p> <ul style="list-style-type: none"> <li>• Verbal Provocation</li> <li>• Minor Aggressive Act</li> <li>• Disorderly Conduct</li> <li>• Recklessness</li> <li>• Endangerment</li> <li>• Fighting</li> <li>• Assault</li> <li>• Aggravated Assault</li> </ul>	<p>DETENTION, *ISS, WORK DETAIL, *OSS, DISCIPLINE HEARING, POLICE REFERRAL</p>
<p><b>ALCOHOL, TOBACCO, AND OTHER DRUGS (SALE/DISTRIBUTION OR INTENT TO SELL/DISTRIBUTE; USE; POSSESSION; OR SHARE)</b></p> <ul style="list-style-type: none"> <li>• Alcohol Violation</li> <li>• Tobacco Violation</li> <li>• E-Cigarettes</li> <li>• Drug Violation</li> <li>• Medical Marijuana</li> </ul>	<p>ISS, OSS, DISCIPLINE HEARING, POLICE REFERRAL</p>
<p><b>ARSON</b></p>	<p>OSS, DISCIPLINE HEARING, POLICE REFERRAL</p>
<p><b>ATTENDANCE POLICY VIOLATION</b></p> <ul style="list-style-type: none"> <li>• Tardy</li> <li>• Leaving School Grounds without Permission</li> <li>• Unexcused Absence</li> <li>• Truancy</li> </ul>	<p>CLASSROOM INTERVENTION, WARNING, DETENTION, ATTENDANCE CONTRACT, ISS, OSS, DISCIPLINE HEARING, LOSS OF CREDIT TRUANCY CITATION, WORK DETAIL</p>
<p><b>HARASSMENT, THREAT, AND INTIMIDATION</b></p> <ul style="list-style-type: none"> <li>• Harassment, nonsexual</li> <li>• Bullying</li> <li>• Threat or Intimidation</li> <li>• Hazing</li> </ul>	<p>ISS, OSS, DISCIPLINE HEARING, POLICE REFERRAL</p>
<p><b>LYING OR FORGERY</b></p> <p>CHEATING, PLAGIARISM – SEE ETHICS POLICY</p>	<p>DETENTION, ISS, OSS, DISCIPLINE HEARING, POLICE REFERRAL</p>
<p><b>COMBUSTIBLE</b></p> <ul style="list-style-type: none"> <li>• Contraband</li> <li>• Defiance, Disrespect towards Authority, and Non-Compliance</li> <li>• Disruption</li> <li>• Dress Code Violation</li> <li>• Gambling</li> <li>• Language, Inappropriate</li> <li>• Negative Group Affiliation</li> <li>• Parking Lot Violation</li> <li>• Profanity</li> <li>• Public Display of Affection</li> <li>• No Student ID Card</li> </ul>	<p>Warning, Classroom Intervention, Detention, Work Detail, Car Booted, Car Towed, Loss of Parking Privilege, ISS, OSS, Discipline Hearing, Police Referral</p>

<p style="text-align: center;"><b>SCHOOL THREAT</b></p> <ul style="list-style-type: none"> <li>• Bomb Threat</li> <li>• Chemical or Biological Threat</li> <li>• Fire Alarm Misuse</li> </ul>	<p>OSS, DISCIPLINE HEARING, POLICE REFERRAL</p>
<p style="text-align: center;"><b>Sexual Offenses</b></p> <ul style="list-style-type: none"> <li>• Pornography</li> <li>• Indecent Exposure or Public Sexual Indecency</li> <li>• Harassment, Sexual</li> <li>• Harassment, Sexual Contact</li> </ul>	<p>ISS, OSS, DISCIPLINE HEARING, POLICE REFERRAL</p>
<p style="text-align: center;"><b>TECHNOLOGY, IMPROPER USE/POSSESSION</b></p> <ul style="list-style-type: none"> <li>• Computer</li> <li>• Network infraction</li> <li>• Electronics</li> </ul>	<p>CONFISCATE, GUARDIAN PICK-UP, DETENTION, LOSS OF COMPUTER PRIVILEGE, WORK DETAIL, ISS, OSS, POLICE REFERRAL</p>
<p><b>THEFT</b></p>	<p>OSS, WORK DETAIL DISCIPLINE HEARING, POLICE REFERRAL</p>
<p><b>TRESPASSING</b></p>	<p>POLICE REFERRAL</p>
<p style="text-align: center;"><b>VANDALISM OR CRIMINAL DAMAGE</b></p> <ul style="list-style-type: none"> <li>• Graffiti or Tagging</li> <li>• Vandalism of Personal Property</li> <li>• Vandalism of School Property</li> </ul>	<p>DETENTION, WORK DETAIL, ISS, OSS, DISCIPLINE HEARING, RESTITUTION, POLICE REFERRAL</p>
<p style="text-align: center;"><b>WEAPONS AND DANGEROUS ITEMS</b></p> <ul style="list-style-type: none"> <li>• Firearms</li> <li>• Other Destructive Device</li> <li>• Other Weapons</li> <li>• Dangerous Weapons</li> <li>• Simulated Weapons</li> </ul>	<p>OSS, DISCIPLINE HEARING, POLICE REFERRAL</p>

\*ISS – In-school suspension

\*OSS – Out-of-school suspension

**Offenses may be reported to the AZ Department of Education and/or law enforcement.**

Be aware of the following:

1. The administration reserves the right to circumvent the discipline matrix when necessary.
2. Any action's frequency and/or severity will immediately reclassify the consequence.
3. Any continuing offense may be considered incorrigible and will be taken to a disciplinary hearing.
4. Life Coaching can be used as an intervention.
5. Referrals will be sent home with the student and placed in the student discipline file; guardians will be contacted by phone or in person when a student is found to violate an offense that merits Suspension.
6. Discipline hearings could result in Long-Term Suspension, Expulsion, Alternative to Suspension, or an Alternative Placement.
7. Students reasonably suspected of being influenced by alcohol and/or drugs are subject to passive alcohol sensors, screening, and/or wellness checks. Law enforcement may be notified.
8. Any local, state, or federal law violation could result in a disciplinary hearing with a recommendation for Long-Term Suspension, Expulsion, or an Alternative Placement.

**Career and Technical Student Organizations (CTSO)**

Membership in a Career and Technical Student Organization (CTSO) is critical to a student’s career and technical educational experience. CTSOs offer students opportunities for leadership, teamwork, skill competition,



networking, and employability skills practice. While joining is voluntary, the rewards of CTSO membership are great. To truly experience the best possible career and technical education and be prepared for successful career and college opportunities, CTSO membership is fundamental. The following is a list of the CTSOs associated with STEDY course offerings:

Skills USA, <http://www.azskillsusa.org>

- Digital Animation
- Electrical Technology
- Drafting (CAD) Technology
- HVAC (Air Conditioning & Heating)
- Homeland Security
- Network Security
- Manufacturing Technology
- Cosmetology
- Logistics and Supply Chain Management

HOSA (Health Occupations Students of America), <http://www.azhosa.org>

- Medical Assisting

FBLA (Future Business Leaders of America), <http://www.azfbla.org>

- Business Management
- Organizational Leadership
- Digital Animation

## Student Travel

Students must abide by travel rules and regulations. Students must maintain professionalism and follow all STEDY rules while on the trip. Students must dress according to the trip dress code in the trip itinerary. Students may not transport themselves to out-of-town events and must obtain prior approval to transport, have a guardian or drive to in-town events.

## Non-Discrimination Policy

STEDY is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status. In addition, Section 504 of the Rehabilitation Act (29 U.S.C. 794, et seq) requires. The District's policy is that otherwise qualified handicapped persons must not be excluded from participation, denied the benefits of, or otherwise subjected to discrimination solely based on handicap under any district program or activity that receives federal financial assistance. The District expressly prohibits all such unlawful discrimination by its agents and employees.

Compliance Officer — any person who believes they have been the victim of unlawful discrimination by an agent or employee of the district or knows of such discrimination against another person should file a complaint with the Superintendent designee (the Compliance Officer). Suppose the Compliance Officer is alleged to have unlawfully discriminated. In that case, a complaint against the Compliance Officer should be filed with the Superintendent, who shall act as the Compliance Officer for all other purposes of this policy. Complaint Investigation Procedure—The District is committed to investigating each complaint thoroughly and taking immediate and appropriate corrective action on all confirmed violations of this policy, as is reasonably practical after a complaint is filed. In investigating the complaint, the Compliance Officer will maintain confidentiality to the extent reasonably possible.

Suppose the initial investigation discloses reasonable cause to believe that a policy violation has occurred. In that case, the Compliance Officer shall advise the Superintendent, who shall determine whether to hold an administrative hearing and/or bring the matter before the Governing Board. Determining “reasonable cause” is not a determination that discrimination has occurred. It means only that there is a reasonable basis for the allegations, such that the matter should proceed to a hearing on the allegations. Suppose the person alleged to have violated this policy is a teacher or administrator. In that case, the due process provisions of the District’s rules for Disciplinary Action against a Teacher, or rules for Disciplinary Action against an Administrator, whichever is applicable, shall apply. In cases of serious misconduct, dismissal proceedings per A.R.S. 15-531, et seq., may be initiated. Suppose the person alleged to have violated this policy is a classified employee. In that case, the Compliance Officer, Superintendent, or the Superintendent’s designee shall hold a hearing on the allegations and may impose discipline, short of a suspension without pay, if the evidence at the hearing so warrants. The Superintendent also may recommend that the Governing Board suspend without pay, dismissal, or another appropriate discipline. If the Compliance Officer’s investigation reveals no reasonable cause to believe that this policy has been violated, the Compliance Officer shall inform the complaining party in writing.

### **Title IX Compliance Officer**

Thomas C. Tyree  
Superintendent  
899 E Plaza Circle, Suite 3. Yuma, Arizona. 85365  
(928) 302-2116  
Ttyree@stedy01.org

### **Section 504/ADA Coordinator**

Katie Clint  
Central Campus Counselor  
899 E Plaza Circle, Suite 3. Yuma, Arizona. 85365  
(928) 216-2621  
KClint@stedy01.org



## **NON-FINGERPRINTED PERSONNEL AND ADULT STUDENTS PRESENT**

Under Arizona law, all employed by STEDY or the school district where STEDY classes are held must pass a criminal background check. However, guardians and students should be advised that while attending STEDY Central Programs, there may be adult students and instructors present who are NOT required by law to undergo criminal background checks or fingerprinting procedures. STEDY is not responsible for and is unable to conduct criminal background checks on persons who are not required to obtain fingerprint clearance under Arizona law

## STEDY Contact Information

The Southwest Technical Education District of Yuma  
District Office

### Office Hours

Monday-Thursday 8:00 a.m. – 5:00 p.m.

### Address

899 E. Plaza Circle, Suite 1  
Yuma, Arizona 85365

### Phone

(928) 366-5884 (Office)

### Email

[STEDY@stedy01.org](mailto:STEDY@stedy01.org)

### Website

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

### Facebook

[www.facebook.com/STEDYAZ](http://www.facebook.com/STEDYAZ)

### Twitter

[www.twitter.com/STEDYAZ](http://www.twitter.com/STEDYAZ)

### Instagram

[www.instagram.com/STEDYAZ](http://www.instagram.com/STEDYAZ)

## MEMBER DISTRICTS (CENTRAL OFFICES)

### Arizona Western College

2020 S Ave 8 E  
Yuma, AZ 85365  
Phone: (928) 317-6000  
[www.azwestern.edu](http://www.azwestern.edu)

## MEMBER DISTRICTS (SATELLITE OFFICES)

### Antelope High School

9168 S Ave 36E  
Wellton, AZ 85356  
Phone: 928-785-3344  
[www.antelopeunion.org](http://www.antelopeunion.org)

### Cibola High School

4100 W. 20th Street  
Yuma, Arizona, 85364  
Phone: 928-502-5700  
[www.yumaunion.org/cibola](http://www.yumaunion.org/cibola)

### Gila Ridge High School

7150 E. 24th Street  
Yuma, Arizona, 85365  
Phone: 928-502-6400  
[www.yumaunion.org/gilaridge](http://www.yumaunion.org/gilaridge)

### Kofa High School

3100 S. Avenue A  
Yuma, Arizona, 85364  
Phone: 928-502-5400  
<https://www.yumaunion.org/kofa>

### San Luis High School

250 N. 8th Avenue  
P.O. Box 7380  
San Luis, Arizona, 85349  
Phone: 928-502-6100  
[www.yumaunion.org/sanluis](http://www.yumaunion.org/sanluis)

### Somerton High School

1093 W. Jefferson Street  
Somerton, AZ 85350  
928-502-3850  
[www.yumaunion.org/somerton](http://www.yumaunion.org/somerton)

### Vista High School

2350 S. Virginia Drive  
Yuma, Arizona, 85364  
Phone: 928-502-6800  
[www.yumaunion.org/vista](http://www.yumaunion.org/vista)

### Yuma High School

400 S. 6th Avenue  
Yuma, Arizona, 85364  
Phone: 928-502-5000  
<https://www.yumaunion.org/yuma>

## Career Technical Education Glossary

### **CTE Programs**

An organized set of specialized courses which directly relates to the preparation of persons for occupations that generally do not require a baccalaureate or advanced degree for paid or unpaid employment or advancement and which is designed in total to provide a student with sufficient skills for entry into an occupation.

### **CTSO**

Career and Technical Education Student Organizations are formed for students to gain leadership skills, professional development, and hands-on, or competition experience, allowing them to excel in their career areas.

### **Centralized Program**

A CTED program is managed by STEDY and may be offered at a central or satellite location during or after regular school hours. Students can travel to the program from other high schools.

### **Dual Credit**

Students may receive high school and college credit for a particular course or program.

### **CTED**

Career and Technical Education District

### **Satellite Program**

A CTED program held during regular school hours where most students are enrolled in that home high school.

### 2024-2025 District Calendar

**SOUTHWEST TECHNICAL  
EDUCATION DISTRICT OF YUMA**  
899 EAST PLAZA CIRCLE, SUITE 1  
YUMA, AZ 85365 928-366-5884  
OFFICE HOURS 8:00AM TO 5:00PM

July 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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				

- Jul 29-Aug 1 Teacher In-service
- Aug 5 First Day of School for Students
- Sep 2 Labor Day
- Oct 14 Columbus Day
- Oct 15 40th Day
- Nov 11 Veteran's Day
- Nov 25-28 Fall Break & Thanksgiving
- Dec 19 End of 1st Semester
- Dec 23- Jan 9 Christmas & Winter Break
- Jan 13 First day of 2nd Semester
- Jan 20 Martin Luther King, Jr. Day
- Feb 17 Presidents' Day
- Mar 3 100th Day
- Mar 31-Apr 3 Spring Break
- May 21 Student Completion Ceremony
- May 22 Last Day of School for Students
- May 26 Memorial Day
- Jun 19 Juneteenth

**143 Total Student Days**  
1st Semester - 73 days  
2nd Semester - 70 days

**Class Times Monday - Thursday**  
1st Session: 1:20pm to 3:50pm  
2nd Session: 4:00pm to 6:30pm  
See Schedule and Academic Calendar for classes held at post-secondary schools

GOVERNING BOARD DATES	
July 9, 2024	
August 13, 2024	
September 10, 2024	
October 8, 2024	
November 12, 2024	
December 10, 2024	
January 14, 2025	
February 11, 2025	
March 11, 2025	
April 8, 2025	
May 13, 2025	
June 10, 2025	

January 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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 2025						
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					

**TO REPORT ATTENDANCE**  
If student will be absent, parent/guardian must notify the front desk at (928) 366-5884.


School Closed
  Holidays
  Semester beginning

Board Approved \_\_\_\_\_

2024-2025 Cosmetology Program Calendar

July 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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				

**SOUTHWEST TECHNICAL**  
**EDUCATION DISTRICT OF YUMA**  
**899 EAST PLAZA CIRCLE, SUITE 1**  
**YUMA, AZ 85365 928-366-5884**  
**OFFICE HOURS 8:00AM TO 5:00PM**

- July 4
- Aug 1 First Day of School for Students
- Sep 2 Labor Day
- Sep 26 40th Day
- Oct 11 & 14 Columbus Day
- Nov 11 Veteran's Day
- Nov 25-29 Fall Break & Thanksgiving
- Dec 20 End of 1st Semester
- Dec 23 - Jan 8 Christmas & Winter Break
- Jan 9 First day of 2nd Semester
- Jan 17 100th Day
- Jan 20 Martin Luther King, Jr. Day
- Feb 14 All District In Service No Class
- Feb 17 Presidents Day
- March 31 - April 4 Spring Break
- April 18 Good Friday
- May 22 Last Day of School for Students
- May 26 Memorial Day
- Jun 19 Juneteenth

**Required Saturday Class Times**

- Block A: 9:00 am - 1:00 pm
- Block B: 1:30 pm - 5:30 pm

**GOVERNING BOARD DATES**

- July 9, 2024
- August 13, 2024
- September 10, 2024
- October 8, 2024
- November 12, 2024
- December 10, 2024
- January 14, 2024
- February 11, 2024
- March 11, 2024
- April 8, 2024
- May 13, 2024
- June 10, 2024

January 2025						
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 2025						
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 2025						
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 2025						
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	

May 2025						
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 2025						
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					

**TO REPORT ATTENDANCE**

If student will be absent, parent/guardian must notify the front desk at (928) 366-5884.

- Progress Reports
- Required Saturday Class
- 40th/100th Days
- No Class
- Semester Begin/End

Board Approved \_\_\_\_\_



Arizona Western College Academic Calendar 2024/2025

Approved: FINAL Dr. Carr for approval 11/6/2023

*David Carr*

July 2024							2024							2025							January 2025													
S	M	T	W	TH	F	S															S	M	T	W	TH	F	S							
1	2	3	4	5	6		7/4: Independence Day	7/19: End summer semester	7/24: Summer final grades due								1/1-1/5: Winter Holiday	1/6: Faculty report date	1/6: Spring grad applications open	1/7: Faculty start-up meeting	1/13: Winter session ends	1/13: Spring semester begins	1/17: Last day add/drop 16 wk spring	1/17: Last day add/drop 1st 8 wk spring	1/17: Winter final grades due	1/20: Martin Luther King Jr. Holiday	1/22: NS grades due 16 wk, 1st 8 wk spring	5	6	7	8	9	10	11
7	8	9	10	11	12	13															12	13	14	15	16	17	18							
14	15	16	17	18	19	20															19	20	21	22	23	24	25							
21	22	23	24	25	26	27															26	27	28	29	30	31								
28	29	30	31																															
August 2024							R/5: Faculty report							2/10: 12 wk spring session begins							February 2025													
S	M	T	W	TH	F	S															S	M	T	W	TH	F	S							
1	2	3	4	5	6	7	R/6: Faculty start-up meeting	R/12: Fall semester begins	R/16: Last day add/drop 16 wk fall	R/16: Last day add/drop 1st 8 wk fall	R/21: NS grades due 16 wk fall	R/21: NS grades due 1st 8 wk fall								2/14: Last day add/drop 12 wk spring	2/17: Presidents Day Holiday	2/19: NS grades due 12 wk spring	2/21: Last day withdraw 1st 8 wk spring	2/26: 45th day spring										
4	5	6	7	8	9	10															2	3	4	5	6	7	8							
11	12	13	14	15	16	17															9	10	11	12	13	14	15							
18	19	20	21	22	23	24															16	17	18	19	20	21	22							
25	26	27	28	29	30	31															23	24	25	26	27	28								
September 2024							9/2: Labor Day Holiday							3/3: Spring grad applications due							March 2025													
S	M	T	W	TH	F	S															S	M	T	W	TH	F	S							
1	2	3	4	5	6	7	9/9: Start 12 wk fall session	9/9: Fall grad applications open	9/13: Last day add/drop 12 wk fall	9/18: NS Grades due 12 wk fall	9/20: Last day withdraw 1st 8 wk fall	9/25: 45th Day	9/30: FTSE rosters due								3/3: FTSE rosters due	3/7: 1st 8 wk spring session ends	3/7: 10th 2nd 8 wk spring session begins	3/12: Final grades due 1st 8 wk spring	3/14: Last day drop/add 2nd 8 wk spring	3/19: NS grades due 2nd 8 wk spring	3/31: Spring break							
8	9	10	11	12	13	14															2	3	4	5	6	7	8							
15	16	17	18	19	20	21															9	10	11	12	13	14	15							
22	23	24	25	26	27	28															16	17	18	19	20	21	22							
29	30																				23	24	25	26	27	28	29							
																					30													
October 2024							10/4: 1st 8 wk fall session ends							4/1-4/6: Spring break							April 2025													
S	M	T	W	TH	F	S															S	M	T	W	TH	F	S							
6	7	8	9	10	11	12	10/7: 2nd 8 wk fall session begins	10/9: Final grades due 1st 8 wk fall	10/11: Last day add/drop 2nd 8 wk fall	10/16: NS grades due 2nd 8 wk fall	10/21: Winter registration begins								4/2-4/4: Spring holiday	4/7: Summer registration begins	4/11: Last day withdraw 16 wk spring	4/21: Fall registration begins	4/18: Last day withdraw 12 wk spring	4/21: Summer grad applications open	4/25: Last day withdraw 2nd 8 wk spring									
13	14	15	16	17	18	19															6	7	8	9	10	11	12							
20	21	22	23	24	25	26															13	14	15	16	17	18	19							
27	28	29	30	31																	20	21	22	23	24	25	26							
																					27	28	29	30										
November 2024							11/1: Last day withdraw 16 wk fall							5/12-5/16: Spring final exams							May 2025													
S	M	T	W	TH	F	S															S	M	T	W	TH	F	S							
3	4	5	6	7	8	9	11/4: Fall grad applications due	11/4: Spring registration begins	11/8: Last day withdraw 12 wk fall	11/11: Veterans Day Holiday	11/25: Last day withdraw 2nd 8 wk fall	11/28-11/29: Thanksgiving Holiday								5/16: Spring semester ends	5/21: Final grades due 16 wk spring	5/21: Final grades due 12 wk spring	5/21: Final grades due 2nd 8 wk spring	5/26: Memorial Day										
10	11	12	13	14	15	16															4	5	6	7	8	9	10							
17	18	19	20	21	22	23															11	12	13	14	15	16	17							
24	25	26	27	28	29	30															18	19	20	21	22	23	24							
																					25	26	27	28	29	30	31							
December 2024							12/2-12/6: Fall final exams							6/2: Summer grad applications due							June 2025													
S	M	T	W	TH	F	S															S	M	T	W	TH	F	S							
1	2	3	4	5	6	7	12/6: Fall semester ends	12/16: Winter session begins	12/31: Final grades due 16 wk fall	12/31: Final grades due 12 wk fall	12/31: Final grades due 2nd 8 wk fall	12/23-12/31: Winter Holiday								6/2: Summer semester begins	6/6: Last day to drop/add Summer 25	6/11: NS grades due summer												
8	9	10	11	12	13	14															1	2	3	4	5	6	7							
15	16	17	18	19	20	21															8	9	10	11	12	13	14							
22	23	24	25	26	27	28															15	16	17	18	19	20	21							
29	30	31																			22	23	24	25	26	27	28							
																					29	30												

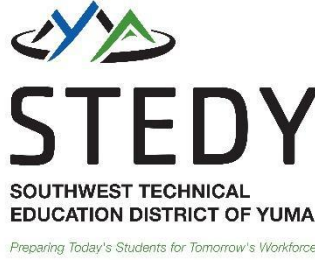
Session start/end date	Final exams	Holiday/Offices Closed/No Class
Winter in session/Offices closed	Last day to add/drop	Grades due
Offices open - No classes	Last day to withdraw	

Fall 2024 Teaching Days					Spring 2025 Teaching Days					Fall 2024 sessions					
M	Tu	W	Th	Total	M	Tu	W	Th	Total	4 wk	8 wk	12 wk	Total		
14	16	16	15	61	14	16	16	16	62	4 wk: 8/12-9/6; 9/9-10/4; 10/7-11/1; 11/4-11/27	8 wk: 8/12-10/4; 10/7-11/27	12 wk: 9/9-11/27	18	21	

Fall 2024 Faculty duty period					Spring 2025 Faculty duty period					Spring 2025 sessions					
August 5 - December 6, 2024					January 6 - May 16, 2025					4 wk	8 wk	12 wk	Total	Holidays	
										4 wk: 1/13-2/7; 2/10-3/7; 3/10-4-11; 4/14-5/9	8 wk: 1/13-3/7; 3/10-5/9	12 wk: 2/10-5/9	18	21	M 7 7 Tu 2 2 W 3 2 Th 6 6 F 0 4 Total 18 21

upd 9-20-23

## Student Handbook Parent/Guardian Signature Form



At the beginning of the semester, the student reviews the Student Handbook for Southwest Technical Education District of Yuma. The student must sign a form indicating they have read the handbook. In addition, we ask the parents/guardians to read and review the handbook along with the student and sign the signature form. The form must be returned to the Southwest Technical Education District of Yuma by the beginning of the first semester of school.

I, \_\_\_\_\_ (*name of student*), have read the Student Handbook. I understand satisfactory progress and regular attendance in a STEDY Program are mandatory for continued study at Southwest Technical Education District of Yuma (STEDY).

I realize that STEDY will not provide student transportation to a central campus program, and I am responsible for becoming familiar with the transportation offered through my home school or other sources.

I understand I may be placed on an attendance contract after my fifth unexcused absence in a regularly scheduled course (excused or unexcused) or after my first unexcused absence in a Saturday-only course. A seventh (excused or unexcused) absence will result in my being dropped from the course. As of the school year, if I should be dropped for any reason from a class at Arizona Western College, I understand that I will be held accountable for the reimbursement of tuition/fees paid to Arizona Western by STEDY.

By signing below, I acknowledge I have read and understand the items outlined in the Student Handbook regarding STEDY policies.

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

\_\_\_\_\_  
**Date**

By signing below, I acknowledge I have read and understand the items outlined in the Student Handbook regarding STEDY policies regarding my child's participation in the STEDY Program.

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date**



SOUTHWEST TECHNICAL EDUCATION DISTRICT OF YUMA  
899 E. Plaza Circle, Suite 1  
Yuma, Arizona  
(928) 366-5884  
[www.STEDYcte.org](http://www.STEDYcte.org)