

2025-2026 STUDENT & PARENT HANDBOOK

STEDY
SOUTHWEST TECHNICAL
EDUCATION DISTRICT OF YUMA

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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.

STEDY offers a wide range of career and technical education programs in fields like healthcare, public safety, engineering, business, skilled trades, and the arts. Students can attend programs at their high schools or through STEDY's Central Campus, which provides specialized options such as Digital Animation, Medical Assisting, and Cosmetology. STEDY also partners with Arizona Western College and NAU to offer advanced programs in areas like Homeland Security, Network Security, HVAC, Manufacturing, and Logistics. For a full program list please see the Approved Program List on Page 31.

Vision Statement

Partnering with our community to build an innovative career and technical education system that empowers every student, supports workforce development, and strengthens are regional economy.

Mission Statement

Preparing Today's Students for Tomorrow's Workforce

STEDY Administration

Thomas C. Tyree	Superintendent
Renai Williams	Exe. 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 Information Technology
Russell Tyndall	Director of Strategic Partnerships
Shelby Freytag	Curriculum, Instruction, and Assessment Specialist
Katie Clint	Central Program Counselor
Rosa Garibay-Mora	Program Management Specialist
Olivia Valenzuela	Financial 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:

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

History of JTEDs to CTEDs

In 1990, the Arizona Legislature approved the formation of the Joint Technical Education District (JTED). Later, the East Valley Institute of Technology was formed. In 2014 Southwest Technical Education District of Yuma JTED was created to serve Yuma County. “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 college credit.

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.

Registration 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

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 enrollment@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 enrollment@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.

REGISTRATION SCHEDULE TIMELINE

November - March	Student Application at www.STEDYcte.org
April	Applicants complete and return the registration packet for program acceptance.
June - July	Final rosters and individual enrollment complete.
July 29th	Classes start for STEDY Central Campus Programs.
August 18th	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 within 5 business days. 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 Central Campus Counselor.

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 5-216.A 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 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.

Certification Exams

Students may complete Industry Credential Exams based on their program. 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 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
- Family emergencies
- Religious Purposes (Pursuant to A.R.S. 15-806(A)
- Out-of-school suspension

Per ASRS 15–807(B), the school must be notified in advance or at the time of any absence. Guardians can contact the STEDY 24-hour Attendance Line at 928-366-5884 and leave a voicemail or email attendance@stedy01.org. Guardians will receive a text message and/or a call home within 24 hours of the absence. The text message or phone call home will occur the next business day for programs that have classes on Fridays.

Documentation for waiving unexcused absences must be submitted to the STEDY office at 928-366-5884 or attendance@stedy01.org within 5 business days of absence. 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, three or more, may result in the inability to meet course standards for grading and industry credential purposes, it may also result in disciplinary action per the discipline policy. 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.

Consequences of Absences

The student will be placed on an attendance contract after their third (3rd) 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.**

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.

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 or email at attendance@stedy01.org.**

The following procedure will be implemented each semester:

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

Your student currently has _____ absences this semester. Students who miss more than five (5) days in one semester may be removed from the program and may lose credit.

Student Name:_____

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Printed name of Parent/Guardian: _____

Parent Contacted Via: □Email □Phone □In-Person Date Contacted:_____

Reviewed by Counselor: _____ Date: _____

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.

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 smock.

Wireless Communication Devices

Students are restricted regarding the use of District provided and/or personal wireless communication devices during the school day and must adhere to District restrictions regarding the use of wireless communication devices. (Procedure 5-304.A Student Code of Conduct – Restrictions on Use of Wireless Communication Devices)

Students shall be permitted to use wireless communication devices:

1. for educational purposes, as determined by the student's teacher;
2. during an emergency; and
3. if the student needs the student's wireless communication device to address their own medical condition.

District protocol regarding the use of wireless communication devices shall allow for student and parent/legal guardian communication. Students are prohibited from using wireless communication devices in a manner that violates the student code of conduct or disrupts the educational environment.

Any student who chooses to bring a cellular telephone or other wireless communication device to school shall do so at their own risk and shall be personally responsible for the security of the device. The District does not assume any responsibility or liability for loss, theft, damage or vandalism to a personal device brought onto District property or for the unauthorized use of any such device.

Artificial Intelligence (AI) Use

As emerging technologies such as Artificial Intelligence (AI) become more integrated into education and the workforce, STEDY is committed to promoting safe, effective, and responsible use of these tools to support student learning. In keeping with our focus on academic integrity and career preparation, this policy outlines appropriate uses of AI tools within STEDY programs.

Students are expected to complete their own work using their personal knowledge, skills, and understanding. The use of AI tools (including but not limited to ChatGPT, Grammarly, DALL·E, and Canva AI) to complete schoolwork is strictly prohibited unless the student receives direct permission from a teacher. Unauthorized or inappropriate use of AI tools may undermine the learning process and compromise the development of critical thinking, problem-solving, and content mastery—all of which are essential outcomes of a STEDY education. Students are encouraged to ask for help from instructors when needed rather than turning to AI tools to bypass learning. Any unauthorized use of AI will be considered a form of plagiarism and will be addressed in accordance with STEDY's disciplinary procedures.

However, when used ethically, responsibly, and with prior teacher approval, AI tools may be used to enhance learning in specific, instructional contexts. Examples of acceptable uses may include: research assistance to locate credible information for projects and assignments; data analysis in research or technical applications; language translation to support multilingual learners or world language studies; writing assistance for grammar or spelling feedback and revision; and accessibility support for students with disabilities, such as text-to-speech or captioning tools. These examples are not exhaustive and may be expanded upon with approval from STEDY administration as technology evolves.

All AI use must align with STEDY's Internet and Technology Usage policy, and students must clearly acknowledge any assistance received from AI tools when permitted (e.g., "This summary was created with the help of ChatGPT."). Plagiarizing, copying, or submitting AI-generated content as one's own work without citation is a violation of academic integrity and will result in disciplinary consequences, which may include a loss of assignment credit, disciplinary referral, suspension, removal from STEDY programs, or loss of dual enrollment credit with Arizona Western College.

Teachers are responsible for communicating expectations regarding AI use, modeling appropriate usage, and reporting misuse. Students are responsible for asking permission prior to using AI tools and following all guidelines as outlined in the STEDY Handbook. Any misuse will be reported to the program instructor, STEDY administration, and, when appropriate, the student's home high school. Violations will be subject to disciplinary action under categories such as cheating, plagiarism, inappropriate use of technology, or defiance.

All students will review this policy during orientation and sign acknowledgment form (3-403A) indicating they understand and agree to follow these guidelines. By signing, students agree to report any misuse of technology and understand that violations may result in the loss of technology privileges and other disciplinary actions.

District Student Discipline Rules

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.

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. Descriptions of discipline violations and further explanation of discipline procedures can be found in Governing Board Policy 5-306. For more information regarding Governing Board Policy for Hazing and Bullying please see Policy 5-305, Policy 5-408,and Policy 5-409.

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)

Violations

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. Consequences can be adjusted depending on intent, frequency, and student history.

Class One Violations*:*

Arson: Arson of a structure or property or of an occupied structure is prohibited. Any attempt or successful act to start a fire will result in disciplinary action and require restitution. (A.R.S. 13-1703, A.R.S. 13-2911)

Assault & Aggravated Assault: to include but not limited to the physical assault of a staff member or of a student is prohibited. Assault –Intentionally, knowingly or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. 13-1203, A.R.S. 13-2911)

Sale, Distribution, Purchase, Possession, Use, or Under the Influence of Drugs or Alcohol: Sale, Distribution, Purchase, Possession, Use or Under the Influence of alcohol, drugs (marijuana, inhalants, prescription drugs, over the counter drugs), Illicit drugs (ecstasy, cocaine/ crack, hallucinogens, heroin, methamphetamine, spice, bath salts, any synthetic man made drug and other illicit drugs, unknown drugs), drug paraphernalia, vape paraphernalia, and substance represented as illicit drug, inappropriate use of over the counter drugs while under school jurisdiction is prohibited. (A.R.S. 13-3401, A.R.S. 13-3406, A.R.S. 13- 3407, A.R.S. 13-3408, A.R.S. 13-3411, A.R.S. 13-3403, A.R.S. 4-244.09, A.R.S. 4-244.41)

Sexual Offenses: Sexting, pornography, indecent exposure, public sexual indecency, sexual harassment with or without contact, sexual abuse/sexual conduct with a minor/child molestation, sexual assault (rape), are prohibited. Law enforcement will be notified as well as discipline imposed. (A.R.S. 13-1403) (A.R.S. 13-1404) (A.R.S. 13-1405) (A.R.S. 13-1406)

School Threat: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff is prohibited. This includes, but is not limited to: bomb threats, chemical or biological threats, or fire alarm misuse. (A.R.S. 13-2911) Intentionally or knowingly engaging in any conduct that is likely to impart the false impressions that an act of terrorism is taking place or will take place or would reasonably be expected to cause or that causes an emergency response by a governmental agency. (A.R.S. 13- 2925, A.R.S. 13-2301)

Theft: Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his/her possessions is prohibited. This includes but is not limited to: burglary/ breaking and entering, extortion (the threat or use of force to take something of value from another,) robbery, and armed robbery. (A.R.S. 13-1802)

Weapons & Dangerous Items: Possession and/or use of a dangerous weapon While under school jurisdiction is prohibited. Dangerous weapons may include, but are not limited to:

- Firearms: handgun or pistol, shotgun or rifle, starter gun or pistol, other firearms or destructive devices (bomb, grenade). (A.R.S. 13-3102)

- Other Weapons: billy club, brass knuckles, knife with blade length of at least 2.5 inches, nunchucks.
- Dangerous Items: airsoft gun, BB gun, knife with blade less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas, or combustible materials.
- Simulated Firearm: Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm, or device that is defined as, or is held to be, a dangerous weapon under the laws of the State of Arizona and Federal Statutes.

Consequences

Students who commit a **Class One violation** shall be recommended for expulsion in accordance with Board Policy 5-306.B. Students may also be liable for any expenses that are incurred to the emergency response, and the investigation of the offense. Parents/ legal guardians will be notified. Appropriate law enforcement officials may be notified.

Class Two Violations:

Defiance of Authority: Defiance, disrespect towards authority, or non-compliance is prohibited. Continued acts of insubordination will be considered defiance. (A.R.S. 13-2911, A.R.S. 15-841)

Endangerment: Recklessly endangering another person with a substantial risk of physical injury or imminent death while under school jurisdiction is prohibited. (A.R.S. 13-1201, A.R.S. 13-2911)

Fighting: Physical act of fighting, challenging to fight, instigating a fight, or Threatening another student while under school jurisdiction is prohibited. (A.R.S. 13-1203)

Harassment, Bullying, & Hazing: Harassment, bullying, and hazing of students are prohibited on campuses, during school-related activities or circumstances, and when traveling to and from school. Students should also be aware that verbal insults and attacks via e-mail, text messaging or internet social networks that substantially hinder another student's right to attend school or participate in school activities constitute harassment and bullying. Accordingly, students and parents should be aware that electronic communications that cause problems between students on campus will be dealt with as a serious student discipline matter.

- Harassment and bullying mean any severe or persistent physical or psychological abuse of a student by means of physical threats or assault, verbal threats or insults, or other hostile or degrading acts. Harassment and bullying include acts that are inflicted because of a student's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability.
- Harassment and bullying also include any type of sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other unwelcomed written, verbal or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment.
- Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate in or remain in a school–affiliated organization or activity.

- If a student believes that he or she has been harassed, bullied or hazed, the student should report the behavior to a teacher, counselor, school nurse, health assistant, or school administrator. Likewise, all school employees are obligated to report such incidents. All reports of harassment, bullying, and hazing are confidential and will be investigated.
- Students who engage in harassment, bullying, or hazing will be subject to disciplinary action. Sexual harassment that meets the legal definition of sexual abuse will be referred to police, as required by state law. See governing Board Policies 5-408, 5-409.

Petty Theft: The stealing of personal or school property while under school jurisdiction is prohibited. Restitution is required for the theft of property in addition to disciplinary action. (A.R.S. 13-1802)

Trespassing: To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry is prohibited. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by an administrator or designee of the facility, campus, or function. (A.R.S. 13-1504, A.R.S. 13-2911)

Vandalism or Criminal Damage: Students are required to take proper care of all school buildings, school buses, and school equipment. Marking or defacing walls, desks, floors, books, school buses, school bus seats, and other acts of vandalism are prohibited and students will be liable for either payment, replacement, or repair of the damaged property in addition to disciplinary action (A.R.S. 15-842). This includes, but is not limited to graffiti/ tagging, vandalism of personal property, or vandalism of school property. (A.R.S. 13-1602)

Violation of Statutes: Any act that is a violation of any local, state, or federal statute while the student is under school jurisdiction is considered a Class Two violation unless referenced elsewhere in this document. Negative group affiliation to include, but not limited to gang association** is prohibited. Law enforcement may be notified.

Gang Activity or Association: By definition, a gang is a group of three or more people who meet for anti-social or illegal activity. This would include recognized gangs and/or groups who gather to mimic gang activity. As per A.R.S. 13-105, an individual to whom two of the following apply is considered gang association: A) self-proclamation, B) witness testimony or official statement, C) written or electronic correspondence, D) paraphernalia or photographs, E) tattoos, F) clothing or colors, G) any other indicia of street gang membership.

Written or Verbal Abuse of a Staff Member: The written or verbal abuse of a staff member is prohibited (A.R.S. 15-507, A.R.S. 13-2911). Verbal abuse includes threats or harassment of any kind.

Electronic Recordings: All unauthorized or inappropriate recordings or display are prohibited. (A.R.S. 13-3019) Surreptitious photographing, videotaping, filming or digitally recording or viewing are prohibited.

- It is unlawful for any person to knowingly photograph, videotape, film, digitally record or by any other means, use a device to secretly view or record another person without that person's consent under both of the following circumstances:
- In a restroom, bathroom, locker room, bedroom or other location where the person has a reasonable expectation of privacy.

- While the person is urinating, defecating, dressing, undressing, nude or involved in sexual intercourse or sexual contact.
- It is unlawful to disclose, display, distribute or publish a photograph, videotape, film or digital recording made in violation of subsection A of this section without the consent of the person depicted.

Consequences

Students who commit a **Class Two violation** shall be suspended one to two days on the first offense, unless the severity of that offense justifies longer, which may lead to removal from the program. A second Class Two violation, or committing any two Class Two violations at any time while the student is under the jurisdiction of the District shall result in suspension of four days or longer or a recommendation for expulsion. Parents/legal guardians will be notified. Appropriate law enforcement officials may also be notified.

Class Three Violations:

Absence from class(es) without the knowledge or permission of the parent/guardian and school authorities is prohibited. Leaving campus without written permission from the Attendance Office is prohibited. Being tardy to class is prohibited, as are unexcused absences and truancy. Continued truancy may result in a referral to the Juvenile Justice Center if under the age of 16. (A.R.S. 15-803)

Disruptive Behavior and Disturbances: Behavior in the classroom, on the campus, or at any school function that is disruptive or interferes with the educational process and/or with the right of others is prohibited.

Improper Use of Technology: Any student who uses electronic devices (including but not limited to cell phones, computers, iPod, etc.) for other than its intended purposes shall be considered in violation. This shall include but not limited to, unauthorized access or attempts to access District computer programs, systems or online services (such as the internet). The use of any username or password not assigned to the student is considered unauthorized access.

Insubordination: Disrespect of a staff member (talking back or delivering socially rude interactions) or failure to comply with a reasonable request of a staff member is prohibited.

Lying, Cheating, Forgery, or Plagiarism: Forgery, illegal possession, or illegal use of campus passes, documents or student I.D. cards is prohibited. Any modification of a student I.D. shall be considered forgery. Cheating is prohibited. Plagiarism is a form of cheating. The first time a teacher determines a student to be cheating; the teacher will give the student a “0” on that test/assignment and notify the parents/legal guardians and administration. If a student cheats a second time in a course, the teacher will give the student a “0” on that assignment and notify the administration for disciplinary action. If a student cheats a third time in a course, the teacher will refer the student to the administration for disciplinary action.

Tobacco: Possession or use of cigarettes, cigars, chewing tobacco, or any other form of tobacco while under school jurisdiction is prohibited (A.R.S. 13-3622).

Consequences

Students who commit **Class Three violations** may be assigned a warning, parent conference or may be suspended one to two days unless the severity of the violation justifies a more severe penalty. Parents/ legal guardians will be notified. Any repetition of a Class Three violation may result in a more severe penalty.

Class Four Violations:

Disruptive Objects: Disruptive objects not being used for educational purposes may include but are not limited to: portable speakers, laser pointers, skateboards, scooters, and roller blades are prohibited. Disruptive objects will be confiscated from students and returned to parents/ legal guardians. Students in possession of combustible or contraband substances are subject to discipline. (All confiscated items that are not picked up by July 1 will be disposed of by the administration.)

Dress Code Violations: Students shall wear clothes that meet the requirements of school/District guidelines.

Excessive Tardies: Students who arrive to class after the initial bell but within the first 10 minutes of class.

Gambling: Playing games of chance (e.g., coin flipping, matching, cards, dice, pools, etc.) for money is prohibited.

Inappropriate Language: Profanity or abusive language (in any language) is prohibited.

Injury Prone or Unhealthy Behavior: Behavior, such as but not limited to, pushing, play fight, horseplay, shoving, climbing on buildings, riding skateboards, or spitting is prohibited.

Loitering: Loitering on the school grounds or upon land adjacent to the school grounds, before, during, or after normal school hours, is prohibited.

Parking Lot Violations: Any parking or traffic violation, joy riding or cruising around the campus in or on cars, motorcycles, scooters, skateboards, roller skates, roller blades or any other type of vehicle is prohibited during the school day. Passengers and drivers are both guilty of this violation. Law enforcement may be notified.

Public Display of Affection: Hugging, kissing, groping, or any other form of display of affection during school or at school events is prohibited.

Consequences:

Students who commit **Class Four violations** may be assigned a warning or parents conference. Repeated Class Four violations may warrant a one to two day suspension, unless the severity of the violation justifies a more severe penalty. Parents/legal guardians will be notified.

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.

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.

Additional Information

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. Please review attendance and absences policies.

Student Activities Funds

The Southwest Technical Education District of Yuma will adhere to Policy 3-102, 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://www.boardpolicyonline.com/bl/?b=southwest_teched#&&hs=TOC%3a1. 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. Please see the section on Wireless Communication Devices.

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.

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.

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 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.

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
HOSA (Health Occupations Students of America), http://www.azhosa.org
FBLA (Future Business Leaders of America), http://www.azfbla.org

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.

Annual Notices

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 1. Yuma, Arizona. 85365
(928) 216-2621
Kclint@stedy01.org

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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.

Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

■ School officials with legitimate educational interest

■ A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;

■ A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;

■ Other schools to which a student is seeking to enroll;

■ Specified officials for audit or evaluation purposes;

■ Appropriate parties in connection with financial aid to a student;

■ Organizations conducting certain studies for or on behalf of the school;

■ Accrediting organizations;

■ To comply with a judicial order or lawfully issued subpoena;

■ Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

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.

Contact Information

STEDY Contact Information

District Office
899 E. Plaza Circle, Suite 3
Yuma, Arizona 85365

Central Campus - Main
899 E. Plaza Circle, Suite 1
Yuma, Arizona 85365

Central Campus – Vista Cosmetology
3150 South Ave A, Building C
Yuma, Arizona 85364

Office Hours (District Office/Central Campus)
Monday-Thursday 7:00 a.m. – 5:00 p.m.
Phone
(928) 366-5884 (Office)
Email
info@stedy01.org
Facebook
www.facebook.com/STEDYAZ
Website
www.STEDYcte.org
Instagram
www.instagram.com/STEDYAZ

PARTNER DISTRICTS (CENTRAL OFFICES)

Arizona Western College
2020 S Ave 8 E
Yuma, AZ 85365
Phone: (928) 317-6000
www.azwestern.edu

Northern Arizona University
2020 S Ave 8 E
Yuma, AZ 85365
Phone: (928) 523-3907
www.nau.edu

MEMBER DISTRICTS (SATELLITE OFFICES)

Antelope High School
9168 S Ave 36E
Wellton, AZ 85356
Phone: 928-785-3344
www.antelopeunion.org

Cibola High School
4100 W. 20th Street
Yuma, Arizona, 85364
Phone: 928-502-5700
www.yumaunion.org/cibola

Gila Ridge High School
7150 E. 24th Street
Yuma, Arizona, 85365
Phone: 928-502-6400
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

Somerton High School
1093 W. Jefferson Street
Somerton, AZ 85350
928-502-3850
www.yumaunion.org/somerton

Vista High School
2350 S. Virginia Drive
Yuma, Arizona, 85364
Phone: 928-502-6800
www.yumaunion.org/vista

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

Approved Programs for 2025-2026 School Year

Southwest Technical Education School District of Yuma (STEDY) Central Campus					
CTE Program SY2025-26					
	CIP #	**CTE Program**	**Carnegie Units Required**	**CTSO**	**Campus**
	47.0201.00	Air Conditioning and Refrigeration	2	SkillsUSA	AWC STEDY
	15.1302.00	Drafting CAD Technology	2	SkillsUSA	AWC STEDY
	15.0303.00	Electrical Technology	2	SkillsUSA	AWC STEDY
	52.0204.00	Office Administration - Organizational Leadership	2	FBLA	AWC STEDY
	52.0201.00	Business Management	2	FBLA	AWC STEDY
	48.0501.00	Precision Machining (Manufacturing Tech)	2	SkillsUSA	AWC STEDY
	11.1999.00	Network Security	2	SkillsUSA	AWC STEDY
	43.0301.00	Homeland Security	2	Skills USA	AWC STEDY
	12.0400.00	Cosmetology	2	SkillsUSA	STEDY Central
	10.0304.00	Digital Animation	2	SkillsUSA	STEDY Central
	51.0801.00	Medical Assistant	2	HOSA	STEDY Central
	52.0203.00	Logistics and Supply Chain Management	2	SkillsUSA	NAU STEDY
Antelope Union High School District					
CTE Program SY2025-26					
	CIP #	**CTE Program**	**Carnegie Units Required**	**CTSO**	**Campus**
	52.0201.00	Business Management	2	FBLA	AUHS
	12.0500.00	Culinary Arts	2	FCCLA	AUHS
	48.0508.00	Welding Technologies	2	Skills USA	AUHS
	47.0604.00	Automotive Technologies	3	SkillsUSA	AUHS
	01.0000.00	AgriScience	3	FFA	AUHS
Yuma Union High School District					
CTE Program SY2025-26					
	CIP #	**CTE Program**	**Carnegie Units Required**	**CTSO**	**Campus**
	12.0409.00	Aesthetics	2	SkillsUSA	Cibola
	01.0000.00	AgriScience	3	FFA	Cibola, Gila Ridge, San Luis, Yuma
	28.0301.00	Army JROTC	2	JROTC	Yuma
	47.0604.00	Automotive Technologies	3	SkillsUSA	Cibola, Kofa, Yuma
	41.0100.00	Bioscience [Biomedical Technology]	2	HOSA	Kofa
	46.0401.00	Building Maintenance	2	SkillsUSA	Kofa, San Luis
	52.0201.00	Business Management	2	FBLA	Cibola, Gila Ridge, San Luis, Yuma
	12.0500.00	Culinary Arts	2	FCCLA	Cibola, Gila Ridge, Somerton, San Luis, Vista, Yuma
	46.0415.00	Construction Technologies	2	SkillsUSA	Kofa, San Luis
	50.0605.00	Digital Photography	2	FBLA/SkillsUSA	Cibola, Kofa, San Luis
	13.1210.00	Early Childhood Education	2	FCCLA	Gila Ridge, San Luis
	13.1200.00	Education Professions	2	FCCLA	Cibola
	51.0904.00	Emergency Medical Services	2	HOSA	San Luis
	15.0000.00	Engineering	2	SkillsUSA	Cibola, Gila Ridge, Kofa, San Luis

	50.0602.00	Film and TV Production	2	FBLA/SkillsUSA	Gila Ridge, San Luis
	51.0904.00	Fire Service Fire Service Intern Diversified COOP-WBL Program From Law or EMS Programs	2	SkillsUSA	Kofa, Cibola, Gila Ridge, San Luis, Somerton, Vista, Yuma
	51.2602.00	Home Health Aide [Health Aide]	2	HOSA	Cibola
	52.0900.00	Hospitality Management	2	FCCLA	Vista
	43.0100.00	Law and Public Safety	2	SkillsUSA	Cibola, Gila Ridge, Kofa, Somerton, San Luis, Yuma
	28.0401.00	Marine Corp JROTC	2	JROTC	Kofa
	51.0801.00	Medical Assisting Services	2	HOSA	Kofa, Vista, San Luis, Yuma
	51.1502.00	Mental and Social Health Technician	2	HOSA	Gila Ridge, Kofa, San Luis, Vista
	11.1999.00	Network Security		FBLA/SkillsUSA	Gila Ridge, Kofa
	51.3902.00	Nursing Services	2	HOSA	Cibola, Gila Ridge, Kofa
	31.0601.00	Outdoor Leadership	2	FCCLA, SkillsUSA	Gila Ridge
	51.0805.00	Pharmacy Support Services	2	HOSA	Gila Ridge, Kofa
	11.0202.00	Software & App Design [IT Essentials]	2	FBLA/SkillsUSA	Cibola, Gila Ridge
	51.0913.00	Sports Medicine and Rehabilitation	2	HOSA	Cibola, Gila Ridge, Kofa, San Luis, Somerton, Yuma
	50.0599.00	Stagecraft	2	SkillsUSA	Gila Ridge, Kofa, San Luis
	49.0199.00	sUAS Drones	2	SkillsUSA	Cibola
	48.0508.00	Welding Technologies	2	SkillsUSA	Gila Ridge, Kofa, San Luis, Somerton, Yuma
****Programs will only be eligible for funding if ADE compliant**					

Career Technical Education Glossary

CTED

Career and Technical Education District

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.

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.

Satellite Program

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

Dual Credit

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

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.

Instructional Calendar

STEDY

INSTRUCTIONAL CALENDAR 2025-2026

2025

JULY

Su	M	Tu	W	Th	F	Sa
		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		

July 3: Independence Day (Observed)
July 16-28: New Teacher Orientation
July 21-28: Teacher Pre-Service
July 29: First Day of School

AUGUST

Su	M	Tu	W	Th	F	Sa
					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

Su	M	Tu	W	Th	F	Sa
	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				

September 1: Labor Day
September 11: Progress Reports
September 22: Professional Development

OCTOBER

Su	M	Tu	W	Th	F	Sa
			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	

October 13: Columbus/Indigenous Day
October 30: Progress Reports

NOVEMBER

Su	M	Tu	W	Th	F	Sa
						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						

November 11: Veterans Day
November 24-27:Thanksgiving Break

DECEMBER

Su	M	Tu	W	Th	F	Sa
	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			

December 18: End of 1st Semester
December 22-31: Christmas Break

2026

JANUARY

Su	M	Tu	W	Th	F	Sa
				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 1: New Year's Day
January 5-8: Winter Break
January 12: Start of 2nd Semester
January 19: Martin Luther King Day

FEBRUARY

Su	M	Tu	W	Th	F	Sa
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

February 16: Presidents' Day
February 19: Progress Reports

MARCH

Su	M	Tu	W	Th	F	Sa
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				

March 30-31: Spring Break

APRIL

Su	M	Tu	W	Th	F	Sa
			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		

April 1-2 Spring Break
April 6: Good Friday (Observed)
April 9: Progress Report

MAY

Su	M	Tu	W	Th	F	Sa
					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 21: Last Day of School
May 25: Memorial Day

JUNE

Su	M	Tu	W	Th	F	Sa
	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				

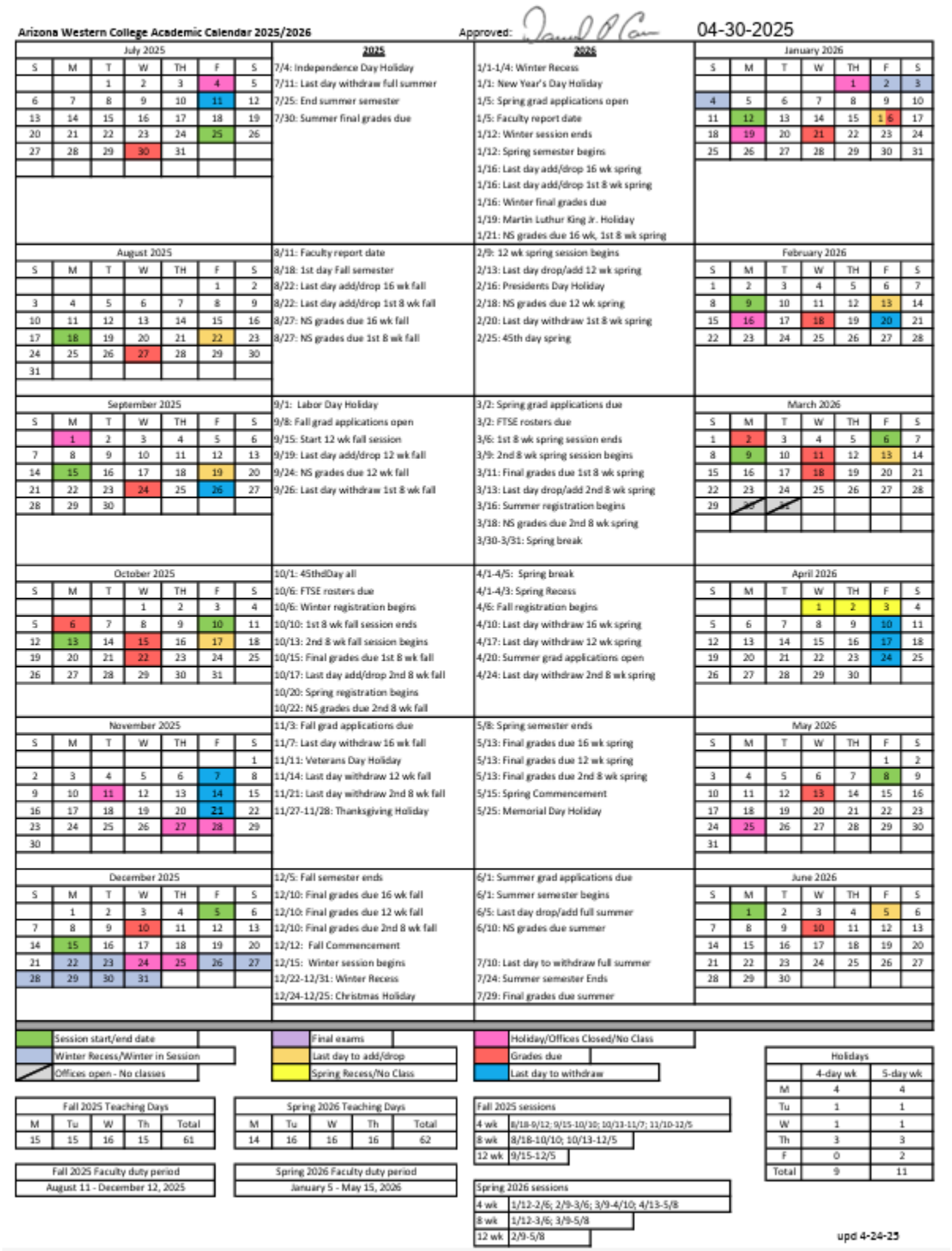
June 18: Juneteenth (Observed)

KEY

- Semester Begin/End
- No School for Students
- Progress Reports
- Professional Development Day
- New Teacher Orientation
- Teacher Pre-Service

Instructional Days: 144

AWC Calendar



Arizona Western College Academic Calendar 2025/2026 Approved: 04-30-2025

July 2025

S	M	T	W	TH	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 2025

S	M	T	W	TH	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 2025

S	M	T	W	TH	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 2025

S	M	T	W	TH	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 2025

S	M	T	W	TH	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 2025

S	M	T	W	TH	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			

2025

- 7/4: Independence Day Holiday
- 7/11: Last day withdraw full summer
- 7/25: End summer semester
- 7/30: Summer final grades due
- 8/11: Faculty report date
- 8/18: 1st day Fall semester
- 8/22: Last day add/drop 16 wk fall
- 8/22: Last day add/drop 1st 8 wk fall
- 8/27: NS grades due 16 wk fall
- 8/27: NS grades due 1st 8 wk fall
- 9/1: Labor Day Holiday
- 9/8: Fall grad applications open
- 9/15: Start 12 wk fall session
- 9/19: Last day add/drop 12 wk fall
- 9/24: NS grades due 12 wk fall
- 9/26: Last day withdraw 1st 8 wk fall
- 10/1: 45thdDay all
- 10/6: FTSE rosters due
- 10/6: Winter registration begins
- 10/10: 1st 8 wk fall session ends
- 10/13: 2nd 8 wk fall session begins
- 10/15: Final grades due 1st 8 wk fall
- 10/17: Last day add/drop 2nd 8 wk fall
- 10/20: Spring registration begins
- 10/22: NS grades due 2nd 8 wk fall
- 11/3: Fall grad applications due
- 11/7: Last day withdraw 16 wk fall
- 11/11: Veterans Day Holiday
- 11/14: Last day withdraw 12 wk fall
- 11/21: Last day withdraw 2nd 8 wk fall
- 11/27-11/28: Thanksgiving Holiday
- 12/5: Fall semester ends
- 12/10: Final grades due 16 wk fall
- 12/10: Final grades due 12 wk fall
- 12/10: Final grades due 2nd 8 wk fall
- 12/12: Fall Commencement
- 12/15: Winter session begins
- 12/22-12/31: Winter Recess
- 12/24-12/25: Christmas Holiday

2026

- 1/1-1/4: Winter Recess
- 1/1: New Year's Day Holiday
- 1/5: Spring grad applications open
- 1/5: Faculty report date
- 1/12: Winter session ends
- 1/12: Spring semester begins
- 1/16: Last day add/drop 16 wk spring
- 1/16: Last day add/drop 1st 8 wk spring
- 1/16: Winter final grades due
- 1/19: Martin Luthur King Jr. Holiday
- 1/21: NS grades due 16 wk, 1st 8 wk spring
- 2/9: 12 wk spring session begins
- 2/13: Last day drop/add 12 wk spring
- 2/16: Presidents Day Holiday
- 2/18: NS grades due 12 wk spring
- 2/20: Last day withdraw 1st 8 wk spring
- 2/25: 45th day spring
- 3/2: Spring grad applications due
- 3/2: FTSE rosters due
- 3/6: 1st 8 wk spring session ends
- 3/9: 2nd 8 wk spring session begins
- 3/11: Final grades due 1st 8 wk spring
- 3/13: Last day drop/add 2nd 8 wk spring
- 3/16: Summer registration begins
- 3/18: NS grades due 2nd 8 wk spring
- 3/30-3/31: Spring break
- 4/1-4/5: Spring break
- 4/1-4/3: Spring Recess
- 4/6: Fall registration begins
- 4/10: Last day withdraw 16 wk spring
- 4/17: Last day withdraw 12 wk spring
- 4/20: Summer grad applications open
- 4/24: Last day withdraw 2nd 8 wk spring
- 5/8: Spring semester ends
- 5/13: Final grades due 16 wk spring
- 5/13: Final grades due 12 wk spring
- 5/13: Final grades due 2nd 8 wk spring
- 5/15: Spring Commencement
- 5/25: Memorial Day Holiday
- 6/1: Summer grad applications due
- 6/1: Summer semester begins
- 6/5: Last day drop/add full summer
- 6/10: NS grades due summer
- 7/10: Last day to withdraw full summer
- 7/24: Summer semester Ends
- 7/29: Final grades due summer

January 2026

S	M	T	W	TH	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 2026

S	M	T	W	TH	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 2026

S	M	T	W	TH	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 2026

S	M	T	W	TH	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 2026

S	M	T	W	TH	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 2026

S	M	T	W	TH	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				

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

Holidays	4-day wk	5-day wk
M	4	4
Tu	1	1
W	1	1
Th	3	3
F	0	2
Total	9	11

Fall 2025 Teaching Days				
M	Tu	W	Th	Total
15	15	16	15	61

Spring 2026 Teaching Days				
M	Tu	W	Th	Total
14	16	16	16	62

Fall 2025 sessions	
4 wk	8/18-9/12; 9/15-10/10; 10/13-11/7; 11/10-12/5
8 wk	8/18-10/10; 10/13-12/5
12 wk	9/15-12/5

Spring 2026 sessions	
4 wk	1/12-2/6; 2/9-3/6; 3/9-4/10; 4/13-5/8
8 wk	1/12-3/6; 3/9-5/8
12 wk	2/9-5/8

Fall 2025 Faculty duty period
August 11 - December 12, 2025

Spring 2026 Faculty duty period
January 5 - May 15, 2026

upd 4-24-25

Student Handbook Parent/Guardian Signature Form

STEDY
SOUTHWEST TECHNICAL
EDUCATION DISTRICT OF YUMA
Preparing Today's Students for Tomorrow's Workforce

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.

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**



STEDY

SOUTHWEST TECHNICAL EDUCATION DISTRICT OF YUMA
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