



Student Handbook

2009-2010

Welcome to Compass High School

Home of the Navigators

Our Mission Statement

The primary goal of Compass High School is to meet and exceed the Arizona Standards by promoting quality education. It is our mission to encourage our students to discover their own life's path and develop the tools they'll need for their journey. Compass High School is dedicated to providing each student the opportunity for success by offering an individualized, self-paced program that recognizes the uniqueness of each student in a supportive and accepting environment.

Compass High School Administration

Debbie Ferguson – Executive Director

John Ferguson – Director of Education/Business Manager

Mike Ferguson – Director of Student Affairs/Network Admin.

Kerk Ferguson – Administrator/Teacher

Leslie Olson – Registrar

Priscilla Manzanares – Assistant Administrator

Dawn Centeno – Office Clerical

Paul Butts Jr. – Assistant Network Administrator/Teacher

Kimberly Conwell – Assistant Special Education

Peggy Rodriguez – Family/Student Crisis Referral

Ivan the Gator – Mascot

School Information

Phone(520)296-4070

Fax.....(520)296-4103

Mailing Address.....P.O. Box 17810, Tucson Az, 85731

Physical Address.....8250 East 22nd St. Ste. 128, Tucson Az, 85710

Website.....www.CompassHighSchool.com

School Schedules

Morning Session	7:40a.m. – 12:00p.m.
Afternoon Session	12:10p.m. – 4:30p.m.
Evening Session	4:30p.m. – Midnight

Attendance

Regular and punctual attendance is vital to the success of the student's education. **In addition, simple attendance does not constitute official enrollment; this is only acknowledged when all enrollment documents are provided to the registrar.** Also, due to the importance of regular attendance, the following guidelines are established.

Parents/guardians are responsible to report to the school on the day of the absence or the day following the absence, stating the reason for the absence.

A. Student absence will be excused for the following reasons:

1. Personal illness
2. Doctor or dental appointment
3. Death of a family member
4. Court appearances of students
5. Parent/guardian authorized trip
6. Religious holiday
7. Family Crisis

B. **Students are required to make up all absence days within one week.** Please talk to Dawn, the attendance clerk, to arrange for make up days.

- ❖ **If any student has 5 consecutive unexcused days he/she will be withdrawn until the next quarter.**
- ❖ **Students that accumulate 10 unexcused absences throughout the semester will be withdrawn and cannot re-enroll until the next school year.**

C. Compass High School staff will attempt to contact the Parent/Guardian/Student if a student has an unexcused absent for the day.

D. **PLEASE NOTE: Bus passes are available only with 100% attendance and student is in good standing.**

Grade Reports

Report cards will be sent home at the end of every semester and progress reports every 1st and 3rd quarter. Parents may also submit a written request for an intermittent progress report on their student.

- ❖ **Please Note: Please give a one day notice for transcript requests.**

Graduation Requirements

The State Board of Education prescribes that Compass High School students must earn 20 credits and pass AIMS Reading, Writing and Math in order to graduate.

➤ **CHS graduating students must complete all course work by May 14th, 2010.**

➤ **Graduation ceremony for *Class of 2010* will be held on May 21st, 2010.**

The following credits must include.

4	English	1	U.S. History/Arizona History
2	Math	1	World History
2	Science	1	Fine Arts or Vocational Ed
.50	Government	8.50	Electives

Some elective credit and some core area credit could be earned through Passages or ALS.

Please note: The State Board of Education prescribes that students starting their freshman year, Class of 2012, in 2008/2009 SY will be required to complete the following credits in order to graduate from CHS.

4	English	3	Math (including Algebra 1, Geometry, 1 additional)
2	Science	1	U.S. History/Arizona History
1	World History	.50	Government
.50	Economics	1	CTE/Fine Art
7	Electives		

❖ Starting freshman, Class of 2013, will be required to complete an extra credit in Math and an extra credit in Science in order to graduate from CHS.

Academic Progress

Compass High School is a self-paced program. A student must complete an average of 4 classes a day in order to remain in good academic standing and complete 2 core classes per semester.

Phone Calls & Cellular Phones

- ❖ Students may not receive personal phone calls in class or during sessions. A message can be given to the student if it is from a parent/guardian or if it regards a ride to or from school. Please call 296-4070.
- ❖ Cellular phone ringers must be set off. Disrupting the classroom environment will not be tolerated.
- ❖ There is a telephone for student use, but it can only be used at break time or after session. This phone must be shared and used only to arrange transportation or to contact family.

Dress and Appearance Guidelines

Students are expected to dress appropriately in a way that ensures that the educational process is not jeopardized and school pride maintained. Clothing should be neat, clean, modest and in good taste.

- ❖ **Students wearing inappropriate clothing, at the discretion of staff, will be given a clean T-shirt to wear for the day that needs to be returned at the end of that day.**
- ❖ Items of attire with obscene words, slogans, graphics or graphics related to drugs or alcohol shall not be worn or displayed. **Hats, headdresses, sweat bands, bandannas, or dew rags** of any type, for both males and females, may **not** be worn in the school building. Students **must** wear shoes; it's a State law. **Backpacks** are not allowed inside the school except if a **clear** bag is used. **"Muscle T's" are not allowed to be worn by males or females.**

Visitors

For the safety of our students, teachers, administration and visitors we require several things in order to be visitor at Compass High School. Requirements for ALL visitors include:

- ❖ CHS Students must give at least 24 hour notice of their visitor.
- ❖ Visitors will report to the front office to sign in as a visitor.
- ❖ Visitors must be accompanied by the CHS student they are visiting at all times.
- ❖ Visitors must show proof of I.D. on or before the day of their visit. **NO PERON WILL BE ALLOWED ON CAMPUS WITHOUT I.D.**
- ❖ Visitors under the age of 18 will not be allowed to visit without parent/guardian approval of visit.
- ❖ Visitors will receive a CHS badge when visiting campus. Visitors must wear this badge at all times and will return badge to the front office at the end of their visit. Use of stolen or recreated badges on CHS campus will result in police notification and/or suspension of the CHS student visited.

Visitors will be allowed on campus only by the discretion of a Compass High School administrator.

Emergency Alarms and Fire Control Devices

Emergency drills are regularly scheduled through out the school year. It is important to know where the exits are located in each room. When the alarm sounds, please follow the teacher's instructions and proceed to exit the building quietly and quickly. Teachers will take attendance outside the building in a designated area.

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, employees, or other persons.

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 any of the surrounding businesses. In addition, no student shall mark, draw, or “tag” on walls, tables, and other properties belonging to CHS. We consider this to be vandalism. Also, **No gum** inside the school building! **Period!**

Drugs and Drug Paraphernalia

A student shall not possess, sell, offer to sell, purchase, offer to purchase, use, transfer or be under the influence of drugs or medication (except medication prescribed by a physician).

Gang Activity or 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 the education activities of another student or the orderly operation of the school. It is Compass High School’s position that such activities and dress also present a clear and present danger to other student, and to staff members.

Trespassing

Individuals who are not students or staff must have written administrative permission to be on Compass High School grounds. Those persons that are not to be on these premises shall be referred to the police and charges may be filed. Students are responsible for guests who are on Compass High School premises.

Loitering

Students shall not loiter in or around CHS campus during any session. Please be respectful of other businesses around CHS campus we share a friendly common ground. Anyone violating this rule will lose outdoors break privileges. No Skateboarding is allowed on CHS campus.

Weapons or Dangerous Items

A student shall not possess, use, or threaten to use firearms, weapons, explosives, or any other instrument capable of harming any person or property.

Parking and Vehicle Policy

Student may park directly in front of Compass High School Suite’s #117 through #130 (east end of building). Parking is prohibited in front of other businesses located in the same area. Owners will be asked to move their cars if found parking where prohibited.

A CHS Parking Pass is required to park at CHS. You can acquire a parking pass by providing a drivers license and insurance card at the administration office. The pass must be displayed on the front dash board of the car.

Operating a vehicle on the premises of CHS is a privilege, not a right! Careless or reckless use of vehicles to and from school will result in the loss of driving privileges on campus. We ask that you exercise extreme caution while in Compass High School's parking lot. Guests parking on school grounds must adhere to school rules.

Harassment

A student shall not harass another person. Harassing behavior is illegal and will not be tolerated. Harassment is a serious matter and should be reported immediately to the staff.

Harassment includes, verbal abuse that insults or humiliates others, or sexual innuendoes. Specific examples of such prohibited conduct include:

- Offensive or negative comments, jokes, or suggestions
- Slang, names or labels that others find offensive
- Calling attention or talking about physical or sexual characteristics in an embarrassing ways
- Blaming the victims of harassment for causing the problem
- Continuing behavior after a person had objected to the behavior

Prohibited sexual harassment:

- Physical contact, touching, pinching or brushing up against another's body
- Written contact, sexually suggestive letters, notes or invitations
- Verbal contact, obscene comments, threats, jokes about gender

Fighting

A student shall not make verbal, written, or physical threats; nor verbally or physically threaten, abuse, assault or engage in a fight with any student, school employee or any other person. Nor shall a student fight before, during, or after school, on or off campus. In addition, students shall not "invite" others (students and non-students) to partake or watch any and all confrontations and fights. Compass High School has a "Zero Tolerance" policy for fighting, threats, or assaults. Violators will be expelled immediately.

Smoking

There will be no smoking on the Compass High School premises. State law forbids anyone to have possession of tobacco and related items on their person on school property.

General Misconduct

Generally defined as behavior that disrupts the educational process. Examples of this category include refusal to obey school rules, refusal to obey reasonable instructions from school personnel or other persons in authority, initiation/hazing, threats/intimidation, loitering, cheating, lying, leaving campus without permission, **excessive displays of affection**, possession of pocket or utility knives not considered weapons and the use of pagers, laser pointers, cellular telephones, or other similar electronic devices.

Breaks

Breaks are 20 minutes long -- PERIOD!!!! If late from break you will lose your break privilege for 1 week. Students that have lost their break privileges will report to the gator room, (Julian and Liz's room). There will be a sign-in book, so please make sure you sign it. Remember breaks are a privilege, please don't abuse them.

Reminders: During break, please DO NOT cross 22nd street and gather at the corner of 22nd and Sarnoff. Also, this is a biggie, do not go into the bushes on the corner of 22nd and Sarnoff and please, pretty please, do not jaywalk across any street. Jaywalking is not only dangerous, it's against the law and it really upsets Tucson drivers. **Warning:** One suspension will be issued for Jaywalking.

Snacks

CHS believes that snacks help our students to better concentrate while in class, so we give out **free** snacks during the 20 minute break.

Here are just a few Gator rules we require:

- Everyone, please keep the Kiva (student area) picked up; wrappers and miscellaneous garbage, please throw away. The Kiva needs to be clean at all times. Unfortunately, snacks, during break time, will be taken away if this one simple rule can not be followed.
- If food is brought onto campus the same rules apply, i.e. cleaning up the Kiva and finishing food before break is over.
- Please **NO Food or Drink** in the **classrooms**. Food is **ONLY** allowed in the Kiva area. Any food found in a classroom, other than the Kiva, will be thrown out, sorry.

Compass High School is not responsible for lost or stolen articles.

Compass High School

Navigation Through Education

Student Conduct Policy

Compass High School believes that students need an environment that is safe and positive for a learning experience. To further the environment of such a climate, CHS approaches student discipline as a means to encourage positive student behaviors. The Student Conduct Policy is intended to define conduct that may result in discipline of a student. Suspension will be followed by a curtailment of privileges such as open seating and open campus and participation in field trips or other special events.

Self Control

EXAMPLES OF BEHAVIORS WHICH MAY RESULT IN STUDENT SUSPENSION/EXPULSION

	Behaviors		Discipline Actions
A.	Obscenity: Vulgarity	1 st 2 nd 3 rd	Counseling 1 day suspension 3 day suspension
B.	Alcohol	1 st 2 nd	10 day suspension Long term suspension or expulsion
C.	Threats, verbal abuse, harassment intimidation	1 st	Parental conference, long term suspension or expulsion
D.	Disrespect and/or insubordination to a staff member	1 st 2 nd 3 rd	1-3 day suspension Short term suspension Long term suspension
E.	Fighting (all parties)	1 st	Expulsion
F.	Possession of illegal drugs, narcotics	1 st	10 day suspension/police notification and/or expulsion
G.	Weapons or dangerous items	1 st	Parent conference, police notification, expulsion
H.	Vandalism, littering, destruction of Property	1 st	Pay restitution, long term suspension
I.	Abuse or assault on staff member	1 st	Suspension and/or expulsion,

I.	Abuse or assault on staff member	1 st	Suspension and/or expulsion, police referral
J.	Disrupting educational setting	1 st 2 nd 3 rd	1 day suspension 3 day suspension Withdrawal
K.	Cell phone use	1 st 2 nd 3 rd	Warning Counseling Suspension/Parent conference
L.	Smoking on Campus	1 st 2 nd	3 day suspension Withdrawal
M.	Wearing inappropriate clothing	1 st 2 nd 3 rd	Consultation 1 day suspension 3 day suspension
N.	Gang activities, colors	1 st 2 nd 3 rd	Counseling, 1 day suspension 3 day suspension Long term suspension
O.	Misconduct/Insubordination	1 st	Immediate suspension
P.	Food in School	1 st 2 nd	Confiscation of food Possible suspension

This policy is intended to regulate student conduct when the student is on school grounds or at a school sponsored event, traveling to or from school, or a school sponsored event.

These are examples and guidelines only. Disciplinary actions may be accelerated after staff discussion and review and imposed (1) in the case of multiple violations arising out of the same event, or series of events, or (2) when a student has repeatedly violated one or more of these rules, or (3) when the student's conduct is particularly serious or insubordinate. Discipline less than the minimum may be recommended and imposed in appropriate circumstances.



Student, Parent/Guardian
Conduct Policy Contract

Student

I, _____, have read and understand
Please Print

Compass High School's student conduct policies, discipline actions, and procedures. My signature below indicates my agreement to abide by these policies and procedures. I understand that any violations may result in loss of privileges, dismissal, and/or suspension, or expulsion.

Student Signature _____ Date _____

Parent/Guardian

I, _____, as the parent or guardian of this
Please Print

student, whom is under the age of 18, I have read this contract and understand the Compass High School's student conduct policies, discipline actions, and procedures. My signature below indicates agreement to abide by these policies and procedures and that I have received a copy of Compass High School's Student Handbook, including behavior policies and procedures.

Parent/Guardian Signature _____ Date _____