



MEXICAYOTL ACADEMY OF EXCELLENCE

*STUDENT HANDBOOK

**Revised July 22, 2022, Nog., AZ*

Since opening our doors in 1998, Mexicayotl Academy has distinguished itself by providing a quality dual-language and unique intercultural curriculum. By embracing the values of the world we want to create, students grow into the leaders and role models of tomorrow. The importance of high academic achievement, culture and the values of respect, responsibility, self-determination, social justice and innovation form the foundation for each new generation that walks through our doors on their way to improving the future.

Students at Mexicayotl Academy are an integral part of creating a school community that emphasizes critical thinking and self-discipline in a stimulating and safe bi-literate environment that optimizes learning. Motivated students and families share Mexicayotl Academy's goal of achieving academic success for early college preparation by seeking the unique opportunities our school community offers:

- A rigorous academic program
- Aligned to Arizona College and Career Ready standards
- A bi-literate program
- An Intercultural focus
- Experienced teachers
- Emphasis on life-long learning
- Character and leadership development
- A small Student-Teacher ratio

Our Mission: Learning because of who we are in two languages, to become critical thinkers within a process of learning through application, resulting in the full spectrum of Interculturalism.

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The pages of our Student Handbook are filled with important information regarding our school policies and procedures. Parents and students should review the contents together. Should you have questions, please call the school office to speak with an administrator. Open and clear communication between the school and home is critical to the success of our educational program.

Nogales: (520) 287-6790
2059 N. Grand Ave.

Tucson: (520) 624-4018
1300 S. Belvedere Ave.

www.mexicayotlacademy.com

STATEMENT OF DIVERSITY

Mexicayotl Academy admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

HOURS OF OPERATION

School office hours are from 7:30 a.m. to 4:30 p.m. Monday through Friday. Students must be in line at 7:50 a.m. Students arriving after this time must check in at the front office and will be considered late. No exceptions will be made.

Instruction begins promptly at 7:55 a.m. and ends at 2:40 p.m. for students in Kindergarten through the 6th grade and 7:55-3:30 p.m. for 7th-8th grade. All students are released at 1:05 p.m. on Wednesdays.

Students shall not arrive on campus earlier than 7:15 a.m. or remain on campus later than 2:45 p.m. (kindergarten – 6th grade) unless they are enrolled in the after school program.

Students (Kindergarten – 6th grade) not enrolled in the after school program who are picked up after 2:45 p.m. will be charged a fee of \$1.00 for every minute they require supervision.

Students in 7th-8th grade must be picked up by 3:45 p.m. or parents/guardians will be charged a fee of \$1.00 for every minute they require supervision.

POLICIES

ATTENDANCE

Attendance is essential for proper academic performance and success. Poor attendance behavior causes loss of retention of material learned, inhibits academic performance, and in some cases, violates the state truancy law. “Chronic absenteeism (missing 10% of the academic year) has a long lasting negative impact on students. It can leave third graders unable to read proficiently, sixth graders struggling with coursework and high school students off track for graduation. Missing just three or more days of school a month can put a student behind by the equivalent of two full years of learning” (www.attendanceworks.org).

It is the responsibility of the parent/guardian to ensure daily school attendance. Students with ten (10) consecutive and unexcused absences, pursuant to A.R.S. 15- 901(A)(1), will be automatically withdrawn from school and a notification letter of the action taken will be sent home.

Pursuant to Arizona law, excused absences are identified by the Department of Education as an absence due to illness, doctor appointment, bereavement, family emergencies, and out of school suspensions. A.R.S. § 15-901(A)(1), *Arizona Department of Education, School Finance Manual G, Defining Excused Absences, June 2018*.

Tardies

Instruction begins at 7:50 a.m. A student is considered tardy at 7:51 a.m. or later. Based on the daily instructional minutes required per grade, **late arrivals will be considered a partial or full day absence depending on arrival times:**

Grade	Arrival (Regular Schedule)	Sign-Out (Regular Schedule)	Early Release Day Arrival (Wednesday Schedule)	Early Release Day Sign-Out (Wednesday Schedule)	Half-Day Arrival (11:00 a.m.)	Half-Day Sign Out (11:00 a.m.)	Half-Day Arrival (11:30 a.m.)	Half-Day Sign Out (11:30 a.m.)
Kinder	at or after	leave before	at or after	leave before	at or after	leave before	at or after	leave before

	11:23 a.m.	11:23 a.m.	10:16 a.m.	10:15 a.m.	9:28 a.m.	9:28 a.m.	9:46 a.m.	9:45 a.m.
1st-2nd	between 9:40 a.m. - 11:12 a.m.	between 11:13 a.m. - 1:05 p.m.	between 9:01 a.m. - 10:25 a.m.	between 10:25 a.m. - 11:54 a.m.	between 8:36 a.m. - 9:30 a.m.	between 9:20 a.m. - 10:14 a.m.	between 8:43 - 9:45	between 9:45 - 10:37
3rd-4th	between 9:40 a.m. - 11:12 a.m.	between 11:13 a.m. - 1:05 p.m..	between 9:01 a.m. - 10:25 a.m.	between 10:25a.m. - 11:34 a.m.	between 8:36 a.m. - 9:30 a.m.	between 9:20 a.m. - 10:14 a.m.	between 8:43 - 9:45	between 9:45 - 10:37
5th-6th	between 9:25 a.m. - 11:12 a.m.	between 11:13 a.m. - 1:05 p.m.	between 9:01 a.m. - 10:10 a.m.	between 10:10 a.m.- 11:34 a.m.	between 8:36 a.m. - 9:20 a.m.	between 9:20 a.m.- 10:14 a.m.	between 8:43 - 9:35	between 9:35 - 10:37
7th-8th	between 9:37 a.m. - 11:37 a.m.	between 11:38 a.m.- 1:43 p.m.	between 9:01 a.m. - 10:10 a.m.	between 10:10 a.m. - 11:34 a.m.	between 8:38 a.m. - 9:25 a.m.	between 9:25 a.m. - 10:12 a.m.	between 8:43 - 9:35	between 9:35 - 10:37

For purposes of student recognition and internal controls, three (3) unexcused tardies within a nine-week period, will disqualify students from Perfect Attendance and other recognitions where attendance is factored for the specific quarter and the year. If and when a child is tardy, it is the responsibility of the parent to notify the school office.

- **Tardy 1:** The tardy will be documented and the student's level consequence will be applied.
- **Tardy 2:** The tardy will be documented and the student's level consequence will be applied.
- **Tardy 3:** The tardy will be documented and the student's level consequence will be applied. Three tardies in a class in a nine-week period will result in the student's disqualification for perfect attendance recognition.

Excused Tardies

Tardies are considered excused for any situation that is out of the parent/guardian or caretaker's control.

- transportation/vehicle trouble
- weather conditions
- natural disasters
- family emergency

Unexcused Tardies

An unexcused tardy is defined as any arrival after 7:51 a.m. for reasons other than those listed as excused.

Absences

- **Absence 1:** The Attendance Clerk will document the absence and contact the parent/legal guardian to inform them of the absence. The absence will disqualify the student for perfect attendance recognition for that specific quarter, semester and year.
- **Absence 2:** The Attendance Clerk will document the absence and contact the parent/legal guardian to inform them of the absence. The student will remain disqualified for perfect attendance recognition.
- **Absence 3:** The Attendance Clerk will document the absence and notify the parents/legal guardian of the student's potential to lose 10% of their grade upon the fourth (4th) absence. The student will remain disqualified for perfect attendance recognition.
- **Absence 4:** The Attendance Clerk will document the absence and notify the parents/legal guardian of the student's loss of 10% of their grade unless the absence is due to a verifiable extenuating circumstances such as, but not limited to H1N1 flu, active treatment of lice, serious injury or death in the immediate family. The student will remain disqualified for perfect attendance recognition.

Excused Absences

For a full-day absence to be excused, the student's parent/guardian must call the school office by the end of the business day (4:30 p.m.) on each day of the absence. Voicemail is available to leave a message.

You will be asked to provide the following information:

- Student name
- Grade
- Date(s) of absence
- Reason for absence (*see list of approved reasons*)

Failure to contact the school office before 4:30 p.m. on the day of the absence, will result in an unexcused absence.

Excused absences or tardies include the following as long as proper documentation is provided

- illness (with a doctor's excuse or administrator's approval of absence) and or doctor's appointments
- death in the immediate family
- family emergency
- pre-arranged and approved absence(s) through the office
 - *requests for a student to be absent for reasons other than those stated here will be made on a case by case level and will depend on the student's academic performance at the time of the request.*
- observance of a religious holiday
- school sponsored field trips/explorations
- nurse visits for an extended period of time (hearing/vision tests, illness)
- hospitalization
- administrative reasons (ie. school suspensions)

Partial Day Absences

Advance notice is required by the parent/guardian to excuse any absence related to an early dismissal or early arrival. The phone number for the school office is (520) 624-4018 (Tucson), (520) 287-6790 (Nogales).

1. Early sign out/late arrival- parents/guardians must call the school office in advance, no later than 9:00 am. A student excused to leave early must be signed at the school office by a parent/guardian or authorized emergency contact.
2. Returning to the building- Students that arrive late, must report to the school office, when returning to the building. The administrative assistant will provide students with an admit pass to enter class.
3. Leaving due to illness or injury- Students who are ill or injured can only be excused by the Administrator. The administrative assistant will notify parents to authorize the early sign out.

Excessive absences

Students will lose 10% of their grade in each class after their 3rd unexcused absence in a quarter. To excuse an absence, a pediatrician's excuse on official letterhead that includes the doctor's name, a working telephone number, date of the visit and specify the total days the student is excused from school must be provided. **Students who are absent 10% or more of the total school days may be retained in their current grade.**

Requests for Extracurricular Activities:

Requests for participation in extracurricular activities during school hours or school days require approval by the principal. The official letter/invitation from the coach/league must be submitted to the principal two weeks in advance. Notice of the event does not guarantee approval. To be considered for approval:

1. The scholar must have a 90% class average in all classes.
2. The scholar must have shown responsible behavior and not have received incident reports for any reason.
3. The scholar must not have more than 1 unexcused absence thus far.

Requests will not be approved during testing days or school/class events where the scholar's presence is important such as in intercultural events, projects, presentations, etc.

VISITORS TO THE SCHOOL

All visitors must check in at the School front office upon arrival during school hours. Visitors must register with the front desk by presenting a valid driver's license or another form of government-issued identification. After the visitor's I.D. is verified and if an individual is permitted to enter beyond the general foyer space, as indicated by the School front office, the visitor is required to wear a visitor's badge at all times. Visitors are not permitted to enter classrooms during instructional time unless previously approved by the site administrator. The School will terminate visiting privileges for anyone who interferes with academic instruction during the visit or who does not comply with the rules described in the Mexicayotl Student/Family Handbook.

In order to support the dress code and set a good example for our students, visitors to the School are expected to wear appropriate School attire. Visitors must also use respectful language at all times or they will be asked to leave the campus. Visitors must be 18 years or older. Minors (under the age of 18 and not a School student) can only enter the School premises if accompanied by their Parent, invited by the registrar during the student recruiting process, or participating in enrichment events designated as 'open to minors' who are not students at the School.

Parents who wish to see a student, teacher or administrator, or visit a classroom must make an appointment.

Regarding Custody: In cases where custody or visitation is court ordered, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or one of the parents having joint custody to provide the school with the most recent court order.

The El Jefe- Jaguar Award (Nogales site only).

This award is only for students in Level I - IV (1st - 8th grade) at the end of the academic year. A student is eligible to receive a school selected prize on the last day of school in the event that the student meets ALL of the following requirements:

1. Have *full-day attendance for the 180 days of school is in session. New students to Mexicayotl Academy of Excellence- Nogales must be enrolled within the first ten (10) days of the school year to qualify for the award.
 - a. *Full day attendance is defined as a student being present for the entire scheduled day. Arriving late or leaving early for any reason, regardless of the time, will automatically disqualify the student.
2. Maintain productive, respectful and responsible behavior and attitude at school toward all activities for the 180 school days. Any incident report the student receives will automatically forfeit the students' eligibility for this award.
3. Achieve a minimum of 90% in the academic average in both Semester I and Semester II of the school year.

HEALTH REQUIREMENTS

Immunizations:

All enrolled students must provide proof of immunization or a signed waiver before attending school.

Pursuant A.R.S. 15-872:

B. A pupil shall not be allowed to attend school without submitting documentary proof to the school administrator unless the pupil is exempted from immunization pursuant to section 15-873.

D. On enrollment, the school administrator shall suspend that pupil if the administrator does not have documentary proof and the pupil is not exempted from immunization pursuant to section 15-873.

E. Notwithstanding subsections B and D of this section, a pupil may be admitted to or allowed to attend a school if the pupil has received at least one dose of each of the required immunizations prescribed pursuant to section 36-672 and has established a schedule for the completion of required immunizations. The parent, guardian or person in loco parentis of a pupil shall present to the school administrator documentary proof of the immunizations received and a

schedule prepared by the pupil's physician or registered nurse practitioner or a health agency for completion of additional required immunizations.

G. Unless proof of an exemption from immunization pursuant to section 15-873 is provided, a pupil who is admitted or allowed to continue to attend and who fails to comply with the immunization schedule within the time intervals specified by the schedule shall be suspended from school attendance until documentary proof of the administration of another dose of each appropriate immunizing agent is provided to the school administrator.

H. The provisions of subsections B, D and E of this section do not apply to homeless pupils until the fifth calendar day after enrollment.

Pursuant A.R.S. 15-873:

A. Documentary proof is not required for a pupil to be admitted to school if one of the following occurs:

1. The parent or guardian of the pupil submits a signed statement to the school administrator stating that the parent or guardian has received information about immunizations provided by the department of health services and understands the risks and benefits of immunizations and the potential risks of non immunization and that due to personal beliefs, the parent or guardian does not consent to the immunization of the pupil.

2. The school administrator receives written certification that is signed by the parent or guardian and by a physician or a registered nurse practitioner, that states that one or more of the required immunizations may be detrimental to the pupil's health and that indicates the specific nature and probable duration of the medical condition or circumstance that precludes immunization.

B. An exemption pursuant to subsection A, paragraph 2 is only valid during the duration of the circumstance or condition that precludes immunization.

C. Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the department of health services or local health department. The department of health services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the pupils.

ADMINISTERING MEDICINES TO STUDENTS

Mexicayotl Academy's school staff is prohibited from providing or administering any medication to any student that is not over the counter and approved of in the Emergency Release Form. Students needing occasional medications are to take these medications at home. Under certain circumstances, when it is necessary for a student to take medicine during school hours, Mexicayotl Academy will cooperate with the family physician and the parents if the following requirements are met:

There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be administered.

- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

The District reserves the right, in accordance with procedures established by the Director, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

Legal Reference: A.R.S. 15-344

EXCEPTIONS TO ADMINISTERING MEDICINES TO STUDENTS

HB 2229 Asthma Rescue Medication Bill

Allows for a pupil who has written parental consent to possess and self-administer handheld inhaler devices for breathing disorders and establishes an exemption from civil liability for school districts and employees who, in good faith, make decisions or take actions to implement these provisions.

PROVISIONS

- Allows for the possession and self-administration of prescription medication for breathing disorders by the pupil who has been prescribed the medication by a licensed physician or licensed health care professional if the pupil's name is on the handheld inhaler device or medical container.
- Exempts school districts and employees from civil liability for all decision made and actions taken in good faith to implement these provisions.
- Requires parents to prove annual written documentation authorizing the pupil to possess and self-administer a handheld inhaler.
- Makes technical and conforming changes.

SB 1309 Pupils with Anaphylaxis Carry and Self-Administer Emergency Medications

Requires school districts to adopt and enforce policies and procedures to allow pupils who have been diagnosed with anaphylaxis to carry and self-administer emergency medications while at school and school sponsored activities. Additionally, school districts and employees are immune from civil liability for all decisions made and actions taken in good faith to implement these provisions.

PROVISIONS

- Students who have been diagnosed with anaphylaxis, by a specified licensed health care provider, can carry and self-administer emergency medications, including auto-injectable epinephrine, while at school and school sponsored activities. The student must notify the school nurse or the designated school staff person of the use of the medication as soon as practicable.
- The student's name on the prescription label on the medication container or on the medication device and annual written permission from the parent or guardian of the student is sufficient proof that the student is entitled to the possession and self-administration of the medication.
- Exempts school districts and employees from civil liability for all decisions made and actions taken in good faith to implement these provisions, except in cases of wanton or willful neglect.
- Makes technical and conforming changes.

SCHOOL BREAKFAST AND LUNCH

After filling out the National School Lunch Program (NSLP) application and submitting it to the NSLP clerk for review, students may qualify for free, reduced or paid meals. Students must pay for their meals every Friday. Students with an outstanding meal balance will be served a bread and cheese sandwich and will not participate in any school ceremony, celebration or receive school records or school information until the balance owed is paid.

Reduced: \$.30 breakfast
\$.40 lunch

Paid: \$2.50 breakfast
\$3.50 lunch

Students are welcome to bring their own healthy and nutritious lunch. Due to USDA regulations, sugary drinks and snacks or junk food are not allowed at school. The school will confiscate and dispose of all lunches and or snacks that do not meet the nutritional value requirements. For a complete list of accepted foods please consult the following link: <https://foodplanner.healthiergeneration.org/calculator/>

BIRTHDAY RECOGNITIONS

Birthdays will be recognized according to the best interest of the instructional time for each site. Specific guidelines and procedures will be determined by the Principal. These guidelines ensure students' academic time is maximized and remains a priority.

STUDENT PERFORMANCE AND EVALUATION

Parents will receive a Progress Report in October and March and a Report Card in January and May with cumulative data on their children's performance and progress in each subject for each quarter.

Parents are encouraged to monitor their child's weekly performance and progress by logging in to PowerSchool using their child's assigned private log-on information every first day of the week.

Mexicayotl Academy has high academic performance expectations of each student. Mastery for all subjects is established at 80%. *Students not performing at grade level in a subject will have a grade of BELOW reflected in their progress report and/or report card until the student has reached grade level performance. Only students who meet Mexicayotl Academy's class requirements, academic benchmarks and the Arizona Department of Education's requirements will be promoted to the next grade at the end of the academic year.

*Mexicayotl Academy has high academic performance expectations of each student. Mastery for all subjects is established at 80%. Students not performing at grade level in a subject(s) and are placed in a class below grade level will have a grade of BELOW reflected in their progress report and/or report card until the student has reached grade level performance. Only students who meet Mexicayotl Academy's class requirements, academic benchmarks and the Arizona Department of Education's requirements will be promoted to the next grade at the end of the academic year.

GRADING SCALE

Exceeds:	(E)	90 - 100%
Meets:	(M)	80 - 89%
Approaches:	(Ap)	70 - 79%
Below:	(Be)	69 - 0%

GRADES

Mastery for all subjects is established at 80%. Students not performing at grade level will have a grade of BELOW reflected in their progress report and/or report card until the student has reached grade level performance. Only students who meet Mexicayotl Academy's class requirements, academic benchmarks and the AZ Dept. of Education's requirements will be promoted to the next grade at the end of the year.

Grades for the previous week are posted in PowerSchool by 8:00 AM of the first day of the week.

Grade Weight Scale for ELA and SLA:

ELA/SLA						
Category	Color	K	Level I	Level II	Level III	Level IV
Classwork/Homework	Blue	20%	20%	20%	20%	20%
Class Tests	Red	25%	25%	25%	25%	25%
Accelerated Reading (AR)	Red	15%	15%	15%	15%	15%
Benchmark Tests (DRA/STAR)	Black	20%	20%	20%	20%	20%
Semester Writing Finals	Red	10%	10%	10%	10%	10%
Attendance		10%	10%	10%	10%	10%

Grade Weight Scale for Math:

Math						
Category	Color	K	Level I	Level II	Level III	Level IV
Classwork/Homework	Blue	35%	35%	30%	30%	30%
Class Tests	Red	35%	35%	40%	40%	40%
Benchmark Tests (DRA/STAR)	Black	20%	20%	20%	20%	20%
Attendance		10%	10%	10%	10%	10%

Grade Weight Scale for Science:

Science						
Category	Color	K	Level I	Level II	Level III	Level IV
Classwork / Homework	Blue	50%	50%	50%	45%	25%
Tests	Red	40%	40%	40%	30%	45%
Quarter Finals	Red	X	X	X	15%	20%
Attendance		10%	10%	10%	10%	10%

Grade Weight Scale for History/Geography:

History & Geography		
Category	Color	K - Level IV
Classwork	Blue	50%
Tests	Red	40%
Attendance		10%

Grade Weight Scale for Physical Education:

PE		
Category	Color	K - Level IV
Classwork	Blue	50%
Tests	Red	40%
Attendance		10%

PROMOTIONS/RETENTIONS

Promotion is based on meeting the Arizona Department of Education’s requirements, earning an 80% class average and meeting the **attendance policy** and the following **academic benchmarks**:

Grades:	K	1	2	3	4	5	6	7	8
DRA in L1	8	20 Inst.	30 Inst.	40 Inst.	50 Indep.	60 Inst.	70 Inst.	80 Inst.	80 Adv.
*DRA in L2	8 Inst.	18 Inst.	28 Inst.	38 Inst.	40 Indep	60 Interv.	70 Interv.	80 Interv.	80 Adv.
Final STAR Reading	1.0	2.0	3.0	4.6	5.8	6.4	7.0	8.0	9.0
Final STAR Math	1.0	2.0	3.0	4.8	6.4	8.0	9.0	10.0	11.0
Exit Portfolio (average of assignments)	X	X	X	X	X	80%	80%	80%	80%
Exit Portfolio Presentation	X	X	X	X	X	80%	80%	80%	80%

*Students who enter the Mexicayotl Academy, Inc. educational system after Kindergarten will be required to meet the established benchmarks for their grade.

Extra Credit

As a school of rigor, extra credit to improve a grade or make up any missing assignments not just justified by a doctor’s excuse is not acceptable. Teachers are not authorized to assign extra work/extra credit to improve a student’s overall grade. Doing so impedes the learning of important life lessons. Mexicayotl Academy of Excellence aims to have students develop skills to work consistently on their responsibilities. Learning this prepares them for success. Rewarding procrastination or half attempts does not.

HOMEWORK

Homework is defined as the time students spend outside the classroom in assigned learning activities.

MexicayotlAcademy believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge.

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. Homework serves to develop regular study skills and the ability to complete assignments independently. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop independence. It is the student’s responsibility to complete and turn homework in on time that meets the required expectations.

It is the intention of Mexicayotl Academy’s teaching staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Actual time required to complete assignments will vary with each student’s study habits, and academic skills. If your child is spending an inordinate amount of time doing homework, you should contact your child’s teachers.

Parents play a supportive role through monitoring completion of assignments, encouraging students’ efforts and providing an environment conducive for learning.

Teachers keep an updated web-based grade book where every parent and student can check their academic performance on a weekly basis. We encourage parents/legal guardians to log in weekly and schedule teacher meetings to address any concern.

Homework Time Expectations:

Kindergarten: 1 hour seat time
 First Grade: 1 hour and 15 minutes seat time
 Second Grade: 1 hour and 30 minutes seat time

Daily Reading Time as part of the homework time

20 minutes
 30 minutes
 40 minutes

Third Grade:	1 hour and 45 minutes seat time	50 minutes
Fourth Grade:	2 hours seat time	1 hour
Fifth Grade:	2 hours and 15 minutes seat time	1 hour

**Students will periodically be expected to complete special projects throughout the year that may require additional time. These projects will be given a reasonable amount of time in which to complete these projects.*

PHYSICAL EDUCATION

Physical Education is an integral part of the educational program. All students are required to participate in the class unless a doctor's excuse is presented. If on a particular day a student cannot participate due to an illness or injury, the parent must send a signed note to the Health Clerk. A daily note will be satisfactory for up to three (3) consecutive days per quarter, after which a doctor's statement/excuse will be required. The pediatrician's excuse must be provided on official letterhead and include the doctor's name, a working telephone number, date of the visit and specify the total days the student is excused from participating in the PE class. On days that a student is excused from PE, he/she will be required to stay in from recess to allow him/her the physical rest needed to get well.

SPORTS, PHYSICAL EXTRACURRICULAR AND CURRICULAR ACTIVITIES

General

The purpose of sports, physical extracurricular and curricular activities is for educational and character development, and recreational. The school encourages participation in sports and physical extracurricular activities by as many students as possible and mandates participation for physical curricular activities. These activities should always be conducted with the best interest of the participants as the first consideration.

Approval of membership in any leagues, associations, conferences, and any new agreements with other schools for a series of games or events shall be subject to approval by the Board.

The following rules shall be observed for participation by individual students:

- For each type of activity in which the student engages, the parents or guardian must give written consent.
- The student must be determined by a physician to be physically fit to participate in any physical activity.
- Proof of insurance is required.

HEALTH AND SAFETY OF PARTICIPANTS

The health and safety of participants in physical activities must receive careful consideration. Participants must be provided access to water at all times during sessions, games or other activities.

The Director shall require that regulations for health and safety of participants in activities be developed, implemented, and enforced. Such regulations may, at the discretion of the Director, be incorporated into this policy as an administrative regulation.

Legal Reference:

A.R.S. 15-341

EXPLORATIONS

In and out of town explorations are planned throughout the year for academic enrichment and purposes. Parents may be asked to assist in paying for these academic explorations. Parents will receive advance notice of all such explorations. A permission form must be signed by a student's parent/guardian in order for the student to participate in the exploration. Students without signed permission forms will remain at the school. Participating students should bring a bag lunch unless otherwise noted.

Occasionally, parents will be invited to serve as chaperones on class explorations. No parent should feel obligated to serve in this capacity. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the exploration. Babies and children who are not enrolled in the class may not accompany the chaperones.

AFTER SCHOOL PROGRAM

When possible, the after school program is offered to students who require academic support and enrichment for those students at grade level. The program takes place from 3:15 – 5:00. Students are held to the same performance and behavior expectations as during the school day. Students must demonstrate a positive attitude towards learning and make respectful and responsible choices at all times. Students who violate school rules or expectations will be removed from the program and parents will have to make arrangements to have their child picked-up at the regular dismissal time.

SCHOOL RESOURCES AND SUPPLIES

All instructional materials in grades K – 8th remain school property. Parents are required to reimburse the school for lost or damaged school property. This includes technology, AR books, learning material, etc. Parents are asked to furnish some of their child's school supplies. Classroom supply lists for each grade are available in the office.

CLOSED CAMPUS

Students will remain on school grounds during the determined school hours of 7:15 - 3:45 p.m., and any after school activity unless the teacher has arranged a pre-approved off-campus exploration. Any student who leaves campus without the proper sign out procedure being followed will face disciplinary action.

DISCIPLINE

Each staff member at Mexicayotl Academy is responsible for maintaining discipline and promoting the development of every student's respectful and responsible interaction with their school environment and everybody in it. Parental support is essential in helping maintain appropriate conduct in the school. Students' behavior should reflect consideration and respect for themselves and the rights, feelings, and property of others. Unacceptable student behavior will be subject to disciplinary action.

DISCIPLINARY ACTIONS

CLASSROOM BEHAVIOR PROCEDURE:

- a. 1 Verbal or written warning
- b. Incident Report (no more than 3/quarter). Students with behavior incidents are automatically disqualified for all quarterly student recognitions.
- c. The Behavior Matrix will be followed for all Behavior/Discipline Infractions

After following the student's classroom behavior procedure and depending on the student's infraction, any of the following disciplinary actions may be applied according to the level in the Behavior Matrix :

VERBAL/WRITTEN WARNING - A school official (teacher, coordinator, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.

INCIDENT REPORT - The student will receive an incident report to take home and return signed by the student's parent/guardian by 7:50 a.m. of the following school day. Failure to bring in the signed Incident Report will result in In-School Suspension until the student's parent/guardian comes to the school office to sign the Incident Report. During the In-School Suspension, the student will be assigned to write 1 student reflection per half-hour until their parent/guardian arrives at the school to sign the Incident Report.

IN-SCHOOL/ OUT-OF-SCHOOL SUSPENSION - An administrator may use suspension as recourse when appropriate. Students shall successfully complete assigned Discipline Guides, Projects, Reflections and/or any other suspension requirement prior to returning to school. Students suspended in or out of school may not participate in any school related activity on or off campus. Students suspended out of school are not admitted on campus until the suspension terms are fulfilled.

DENIAL OF TRANSPORTATION PRIVILEGES ~ Students are subject to denial of the privilege of riding a school bus or transportation for violation of the Student Discipline Policy, even if they are not otherwise denied educational participation. The administration will inform the student, parent(s) or legal guardian(s) of the denial of bus or transportation privileges. Such privileges may be restored, following a conference with the parent and student, when there is good reason to believe the conduct in question will not recur.

Any student using school transportation shall observe the following transportation standards. Failure to comply with any of the transportation standards may result in a loss of the transportation privileges as stipulated in Mexicayotl Academy's transportation contract:

1. Observe all school rules while in the vehicle
2. Obey the instructions of the driver and respond appropriately to reasonable requests
3. Occupy and remain in assigned seat until the appropriate stop is reached
4. Wear a seat belt when the vehicle is moving
5. Keep aisles clear
6. Talk quietly and use respectful language at all times
7. Keep hands, arms, legs, head and belongings inside the vehicle and to themselves at all times
8. Be courteous to all transportation companions
9. No food, drinks, alcohol, drugs, tobacco distracting objects and/or weapons in the vehicle
10. All student possessions must remain in the student's lap at all times
11. Do not destroy or deface the vehicle
12. Do not throw objects
13. Maintain orderly and respectful conduct at all times

TEMPORARY EXCLUSION FROM CLASS - If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of the class session that day. In such cases, the teacher shall direct the student to report immediately to the administrator responsible for student discipline. The teacher shall inform the student of the reason or reasons why the student is being excluded from class, and if practicable, and if requested by the student, the teacher shall allow the student to explain his or her version of the events to the teacher. Should the student continue to demonstrate lack of self-discipline, disruptive and/or improper behavior, the maximum occurrence consequence (on the action steps) will be applied.

Disciplinary action may affect the TARDINESS/ABSENCE policy- Three unexcused tardies in a nine-week period will result in an absence. Perfect Attendance Recognition will not be granted to any student tardy for the third time, any student assigned out-of-school suspension, or any student who does not meet the Arizona Department of Education's attendance requirements for daily attendance.

SEARCH & SEIZURE

A school principal, assistant principal or district administrator may search a student, items in the student's possession, or a student-controlled vehicle on school premises under the following conditions: (1) the administrator must have a reasonable belief that the person or property searched possesses or contains an item the possession of which, violates state, federal or local law, or Governing Board policy or an item that constitutes a threat to the health or safety of the student or others, or a danger to property; (2) in conducting a search of a student or a student's personal property, the administrator must consider the intrusiveness of the proposed search in light of the age and sex of the student and the nature of the suspected infraction; (3) strip searches and body cavity searches by school administrators are absolutely prohibited.

Items discovered, the possession of which violates law or Governing Body policy, or items that constitute a threat to the health or safety of the student or other or a danger to property, may be seized. If the Item seized is one of which by the administrator may be unlawful the administrator shall contact appropriate law enforcement officials for directions regarding disposition of the item.

A teacher or campus security may search a student under the conditions set forth above only when an administrator is not reasonably available to conduct the search. All searches by teachers or campus security must be reported to the

school principal as soon as practicable.

Student lockers are owned by Mexicayotl Academy and remain under the joint control of the students and the District. An administrator may search student lockers whenever there is reasonable suspicion that the locker may contain illegal items, or an Item that may constitute a threat to the health or safety of the student or others or a danger to students who are at school sponsored events, or who are traveling to or from school or school sponsored events, or when the student's conduct affects the operation of the school, it shall be subject to this search and seizure policy.

YOUR RIGHTS-DUE PROCESS

AUTHORITY TO SUSPEND-NOTIFYING GOVERNING BOARD ~SUSPENSIONS

The authority to suspend a student from school is vested In the Superintendent, the associate superintendent, each principal and each assistant principal. Every suspension shall be reported to the Governing Board within five (5) days by either the person imposing the suspension or the Superintendent

SHORT-TERM SUSPENSION 10 DAYS OR LESS

Short-term suspension is a suspension for a period of time less than or equal to ten (10) school days. Before a short-term suspension is imposed, a school administrator authorized to suspend a student from school shall inform the student of the alleged misconduct and describe generally the evidence known at that time to support the allegations of misconduct. This notice may be given to the student orally or in writing. The administrator shall invite the student to discuss the student's version of the situation with the administrator. This is so the student has an opportunity to dispute the allegations of misconduct. The administrator shall then determine if a short-term suspension should be imposed and shall inform the student of his or her decision. If the student is suspended, the student's parent(s) or legal guardian(s) shall be notified of his suspension by mail, telephone or personal contact. *Some offenses carry an automatic 3 or more day suspension determined by the Principal (violence, possession of alcohol, drugs, drug paraphernalia, weapons, dangerous items, defiance of authority, endangerment of self or others' wellbeing).*

APPEAL OF SHORT-TERM SUSPENSION

Student may appeal a short-term suspension on any one or any combination of the grounds set forth In Policy JGD-8.F. If the Assistant Principal imposed a short-term suspension, the appeal shall be to the Principal. If the Principal imposed the short-term suspension, the appeal shall be to the Superintendent's designee, as designated in the previous sentence within two (2) working days of the decision to impose the short-term suspension. The Principal or superintendent's designee shall hear the appeal within two (2) working days of the request. Appeal of the short-term suspension does not operate to delay the Imposition of the short-term suspension.

APPEAL PROCEDURE OF SHORT-TERM SUSPENSION

Appeal procedure is informal and may occur immediately after the decision is made to impose the short-term suspension if all parties are available for the appeal at the time. At the appeal the Principal or Superintendent's designee, the case may be, shall hear evidence supporting the suspension from the administrator who imposed the suspension shall allow the student to discuss his or her version of the situation, and why the student or his or her parent(s) or legal guardian(s) believe the short-term suspension should not be Imposed. The Principal or Superintendent's designee then shall determine if the short-term suspension shall be upheld reversed or modified, and shall notify the student, the student's parent(s) or legal guardian(s) and the administrator who imposed the suspension and the superintendent of his or her decision by mail, telephone, or personal contact. This decision shall be final and is no further appealable.

EMERGENCY SUSPENSION

An emergency suspension occurs when a student is removed from school without prior use of due process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person or property or an ongoing threat of disruption to the academic process. The due process procedures for a short-term suspension must be provided to the student as soon as practicable following the student's removal from school pursuant to an emergency suspension. The student's parent(s) or legal guardian(s) should be notified of the suspension as soon as reasonably possible.

LONG-TERM SUSPENSION: 11 DAYS OR MORE

A long-term suspension is a suspension that exceeds ten (10) school days in duration and may extend through the balance of the school year. If a long-term suspension is imposed in the second semester of the school year, the long-term suspension may extend through the first semester of the following school year. If a student in his or her final semester before graduation receives a long-term suspension, that student will not be allowed to graduate until an additional semester of course work is completed.

DECISION TO HOLD LONG-TERM SUSPENSION HEARING

If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator, or his or her designee, shall schedule a long-term suspension hearing and shall give notice of the hearing to the student's parent(s) or legal guardian(s), as described in Notice of Long-Term Suspension. The Governing Board or its designee, shall specify the hearing officer for the long-term suspension hearing.

YOUR RIGHTS-DUE PROCESS

NOTICE OF LONG-TERM SUSPENSION HEARING

If a long-term suspension hearing is scheduled, a school administrator will mail or deliver, or cause to be mailed or deliver, notice of the hearing to the student's parent(s) or legal guardian(s), at least five (5) working days prior to the hearing. The notice shall contain:

1. The time, date and place of the hearing;
2. The name of the hearing officer
3. The description of the alleged misconduct, the standards of student conduct allegedly violated, and the proposed discipline;
4. A copy of this Policy and copy of A.R.S. 15-840 and 15-843. A

LONG-TERM SUSPENSION HEARING

The hearing shall be held at the time and place stated in the notice unless all Interested parties agree otherwise. The hearing officer shall conduct the hearing in accordance with the procedures set out in that section of this policy entitled "Central Hearing Procedures for Long Term Suspension and Expulsion Hearing."

DECISION OF HEARING OFFICER

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent(s) or legal guardian(s) within two (2) school days after the hearing. A copy of the written decision shall be delivered or mailed to the Superintendent. If the decision is to impose a long-term suspension, the written decision shall contain:

1. Student name;
2. Describe the behavior that resulted in the long-term suspension;
3. State the beginning and ending dates of the suspension and the restrictions on the student's presence on campus and at school activities;
4. Inform the student that an appeal is available pursuant to that section of this policy "Appeal of Long-Term Suspension"

APPEAL LONG-TERM SUSPENSION

Except in those cases where the Governing Board functions in the first Instance as the hearing officer, the hearing officer's decision following a long-term suspension hearing may be appealed to the Governing Board. The appeal may be based on any one or any combination of the following grounds:

1. There was not substantial compliance with the Policy
2. The student's legal rights, including the right to receive due process of law, were violated by the hearing or the hearing officer's decision; or
3. The discipline imposed by the hearing officer was unreasonable considering the circumstances present

To appeal, the student's parent(s) or legal guardian(s) must deliver a letter to the Superintendent within five (5) working days after receiving notice of the hearing officer's decision imposing a long-term suspension. The letter must describe in detail all objections to the hearing or the decision rendered at the hearing. The appeal shall be heard at a Governing Board meeting held not less than three (3) nor more than twenty-five (25) days after receipt by the Superintendent of the request for the appeal. The student's parent(s) or legal guardian(s) shall be given no less than two (2) day's notice of the date, time and place of the Governing Board meeting when the appeal will be heard.

If the Governing Board determines that the student was not afforded his other due process rights or that this Policy was not allowed in all substantial respects, the student shall be given another hearing. If the Governing Board determines that the discipline imposed was unreasonable considering the circumstances present, the Governing Board may, as it deems appropriate, modify the hearing officer's decision by imposing less serious discipline.

The appeal will be heard in executive session unless the student's parent(s) or legal guardian(s) shall present the reasons why they believe a new hearing should be granted or why the hearing officer's decision should be modified. No additional evidence will be received during the appeal unless the Governing Board determines such action to be necessary. The Governing Board's decision is final.

Long-term suspension imposed by a hearing officer shall remain in effect unless and until modified by the Governing board. Appeal of the hearing officer's decision by the student's parent(s) or legal guardian(s) does not operate to delay the position of the long-term suspension.

OUR RIGHTS - DUE PROCESS PROCEDURE FOR, SUSPENSION AND EXPULSION OF HANDICAPPED STUDENT

Students should expect generally to be disciplined pursuant to the same standards of conduct and due process procedures. Handicapped students, however, as defined by Public Law 94-192(20 U.S.C.A. 1401, at seq.) have special ads and a different legal status than non-handicapped students. Handicapped students may be suspended for more than ten (10) days, or may be expelled, only when their conduct that otherwise warrants long-term suspension or expulsion is not caused by, or does not have a direct and substantial relationship to, the student's handicap (hereinafter need to as 'handicap-related"). A separate process therefore has been developed to determine whether or not the student's conduct is handicap-related. (See policy JGO-1 7).

EXPULSION

DEFINITION OF EXPULSION-AUTHORITY TO EXPEL

Expulsion is the permanent withdrawal of the privilege of attending school in this District unless the Governing Board takes this privilege. The authority to expel a student rests exclusively with the Governing Board.

NOTIFICATION TO GOVERNING BOARD-INITIAL EXECUTIVE SESSION TO DETERMINE WHETHER TO APPOINT A HEARING OFFICER AND WHETHER TO HOLD EXECUTIVE SESSION

The Governing Board will be notified of all recommendations for expulsion. The Governing Board will then meet in executive session to decide whether to hold a hearing or to designate a hearing officer to hold a hearing to hear evidence, prepare a record and bring a recommendation to the Governing Board for action. The Governing Board shall also determine whether the expulsion hearing will be held in executive session.

A recommendation for expulsion may occur before, after, or in conjunction with a long-term suspension hearing, if one is to be held.

NOTICE OF EXPULSION HEARING

If the Governing Board determines that an expulsion hearing will be held either before the Governing Board or a hearing officer, it will mail or deliver, or cause to be mailed or delivered, notice of the hearing to the student's parent(s) or legal guardian(s) at least five (5) working days before the hearing the notice shall contain:

1. The time, date and place of the hearing
2. The name of the hearing officer or a statement that the Governing Board will preside at the hearing;

3. A description of the alleged misconduct the standards of student conduct allegedly violated, and the proposed Discipline;
4. A copy of this Policy, and a copy of A.R.S. 15-840 and 15-843;
5. A statement that the student and his or her parent(s) or legal guardian(s) are entitled to various procedural rights as described in this policy
6. A statement that written notice must be given to the Superintendent at least 24 hours before the hearing if the student or his / her parent(s) or legal guardian(s) will have an attorney present;
7. A statement that if a hearing officer rather than the Governing Board presides at the expulsion hearing, the student's parent(s) or legal guardian(s) may appeal to the Governing Board any recommendation for expulsion or other discipline made by the hearing officer.

THE HEARING

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. The hearing officer or Governing Board, whichever is applicable, shall conduct the hearing in accordance with the procedures set out in JGD-7.

RECOMMENDATION OF HEARING OFFICER

If the expulsion hearing is before a hearing officer rather than the Governing Board, the hearing officer shall prepare a record of the hearing and recommendation concerning whether the student should be expelled the record of the hearing and the recommendation shall be forwarded to the Governing Board. The student's parent(s) or legal guardian(s) shall be notified of the recommendation and shall be informed that they may appeal to the Governing Board the recommendation made by the hearing officer.

YOUR RIGHTS-DUE PROCESS

DECISION OF GOVERNING BOARD - APPEAL OF HEARING OFFICER'S RECOMMENDATION

Neither less than three (3) nor more than twenty-five (25) days after receipt of the hearing officer's recommendation a Governing Board meeting shall be scheduled to consider the recommendation. The student's parent(s) or legal guardian(s) shall be given not less than two (2) days' notice of this Governing Board hearing. The Governing Board meeting shall be in executive session unless an open session is requested by the student's parent(s) in accordance with – A.R.S. 15-823

At the meeting, the Governing Board shall:

1. Review the recommendation of the hearing officer
2. Review such portions of the record of the hearing as deemed necessary by the Governing Board to enable it to render a decision
3. Hear any appeal made by the student's parent(s) or legal guardian(s) concerning the recommendation of the hearing and
4. Decide whether the student should be expelled or otherwise disciplined.

HEARING CONDUCTED BY GOVERNING BOARD - DECISION CONCERNING EXPULSION

In lieu of using a hearing officer, the Governing Board may preside at the expulsion hearing. In such cases, the Governing Board shall render its decision either at the conclusion of the hearing or no more than three (3) days thereafter.

NOTICE OF DECISION TO EXPEL

If the Governing Board's decision is to expel the student, the Superintendent shall notify the student's parent(s) or legal guardian(s) of the Governing Board's decision. The notice shall:

1. Name the student
2. Inform the student that he or she has been expelled and
3. Inform the student that he or she may apply for readmission after one calendar year but that readmission is at the discretion of the Governing Board.

APPLICATION FOR REENTRY FOLLOWING EXPULSION

After the lapse of one (1) calendar year, a student who has been expelled may appeal for re-entry to school by making a written application to the Governing Board through the Superintendent. The student's application for re-admittance shall contain information indicating resolution of the problems that resulted in the expulsion. It is the prerogative of the Governing Board to grant or deny re-admittance or to stipulate appropriate conditions for re-admittance.

The Governing Board, in its discretion, may hold a hearing on any application for re-admittance to school. Re-admittance may occur only at the beginning of a grading period.

BEHAVIOR MATRIX

See Behavior Matrix



**STUDENT HANDBOOK ACKNOWLEDGEMENT
2022 - 2023**

I have received the **Mexicayotl Academy of Excellence** Student Handbook. I agree to support the philosophy and mission of **Mexicayotl Academy of Excellence** with regards to the children, parents, and staff members. I understand the student handbook delineates the expectations, guidelines, policies, discipline and schedule of **Mexicayotl Academy of Excellence**. I also agree to be financially responsible for fees, actions, and debt incurred during the current academic year.

* * * * *

If you need further clarification on any part of this student handbook please schedule a meeting with the principal. *Si usted necesita clarificación de alguna parte de esta guía estudiantil por favor agende una cita con la directora.*

Parent's/Legal Guardian's Signature

Date

Child/Children's Name(s) **(Please Print)**