



Student Handbook

2019-2020



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 - Director
- Kerk Ferguson – Director/Accountability
- Mike Ferguson – Director of Student Affairs
- Kelly Nagashima- Assistant Principal /SpEd
- Priscilla Arriola – Registrar
- Teresa Keasey – Administration Assistant
- Gina Mascetti – Resource Coordinator

**Faculty transcripts are available upon request.

School Information

- Phone.....(520) 296-4070
- Fax.....(520) 296-4103
- Mailing Address.....P.O. Box 17810, Tucson, AZ 85731
- Physical Address.....8250 East 22nd Street, Tucson, AZ 85710
- Website.....www.CompassHighSchool.com

School Schedules

Morning Session	8:00a.m. – 12:20p.m.
Afternoon Session	12:30p.m. – 4:50p.m.
Evening Session	4:30p.m. – 8:30p.m.



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.

Grade Reports

Report cards will be sent home at the end of every semester and quarterly progress reports will be available in the front office upon request. Parents may also submit a written request for an intermittent progress report on their student.

- **Please Note: Please give 24 hours when requesting transcripts and withdraw papers.**

Graduation Requirements

The State Board of Education prescribes that Compass High School students must earn 22 credits in order to graduate.

- **CHS graduating students must complete all course work by May 15, 2020.**
- **Graduation ceremony for Class of 2020 will be held on May 21, 2020.**

The following credits must include:

4 English	1 U.S. History/Arizona History
4 Math	1 World History
3 Science	1 Fine Arts or Vocational Ed
.50 Government	7 Electives
.50 Economics	

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

Emergency Alarms and Fire Control Devices

Emergency drills are regularly scheduled throughout 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.



Loitering

Students shall not loiter in or around CHS campus during any session or before and after 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 riding of skateboards, bicycles, scooters or skates is allowed on CHS campus.

Parking and Vehicle Policy

Students may park directly in front of Compass High School suites. 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 proof of insurance at the administration office. The pass must be displayed on the front dashboard 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.

Students being picked up before and after school must be picked up on school campus.

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 anyone they bring onto Compass High School premises.



Visitors

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

- CHS Students must give 24 hours 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 PERSON WILL BE ALLOWED ON CAMPUS WITHOUT AN I.D.**
- Visitors under the age of 18 will not be allowed to visit without parent/guardian approval of the visit.
- Visitors will receive a CHS badge when visiting campus. Visitors must wear this badge at all times and will return the 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.

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

(Students are still expected to make up any assignments or credits missed during excused absence period)



B. Withdrawn for Absences

- ❑ Students **absent** for **ten (10) consecutive school** days, except for excused **absences** identified above, shall be withdrawn from the school.
- ❑ Students are required to make up all absence days within one week. Please talk to Terri, the attendance clerk, to arrange for makeup days.

C. Parent / Guardian / Student Notification:

- ❑ Compass High School staff will send out an automated message to the Parent / Guardian / Student if a student has an absence for the day or a class period. Morning students will receive their notification after 1pm on the day of absence. Afternoon students will receive their notification the day after the absence.

All students must sign in with the front office upon first arriving to school each day. Students who fail to do so will be considered absent.

Bus Passes

Bus passes are available only with:

1. 100% attendance
2. Student is in good standing
3. Lives outside a one mile radius of CHS
4. Students must bring back their prior months bus pass with the correct assigned number.
5. Bus passes will only be handed out at Break.

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, may be asked to leave to change attire.
- 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, bandanas, 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.
- Clothing that is inappropriately revealing should not be worn to school. This includes tank tops, halter tops and tube tops, swimsuits, strapless tops, see-through clothing and tops that expose midriff, as well as short shorts, short skirts, and skorts.



- Pants, skirts, and shorts should be appropriate size and should be worn at the waist. Sagging pants, skirts, or shorts violates dress code policy.
- Undergarments (bras, bra straps, under shorts, etc.) must always be completely covered by one's clothing.
- Clothing or accessories which are unsafe, dangerous, or a health hazard including chains, (including those attached to belts or wallets), items with pointed studs, or anything that might be construed as, or used as a weapon are not to be worn to or carried at school.
- Clothing must cover the midriff and buttocks at all times.

Student Bags and Backpacks

- Backpacks are not permitted inside the school unless they are clear/see-through. Any backpack that does not meet this requirement must be turned in to the front office when the student signs in at the start of the day.
- Purses/handbags/wallets must be able to fit inside a 11 inches x 5 inches x 6 inches box (this will be located in the front office for reference). Any personal containers that exceed these dimensions must be stored in the front office as well.

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, alcohol or medication (except medication prescribed by a physician).

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.

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.



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 students, and to staff members.

Grooming, accessories, or clothing, which local law enforcement or other community agencies currently consider to be gang related are prohibited. These may include but are not limited to: items with gang names, initials, or monikers, solid color t-shirts, paisley, gang related jewelry, visible gang related tattoos or trademark, or other attribute is gang related.

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.

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 way
- 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
- Harassment via phone or online, including sites such as Facebook, Twitter, Instagram, etc.

Weapons or Dangerous Items

A student shall not possess, use, or threaten to use firearms, weapons or explosives. Additionally, items that can be used towards the defacing or destruction of property (spray paint, paint pens, tagging materials) are also prohibited. Restricted items are subject to confiscation by administration.

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 to 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 your session. This phone must be shared and used only to arrange for transportation or to contact family.

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

Smoking/Vaping

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. Vaping is a form of smoking/nicotine and disciplinary action will follow if it is seen or used.

Breaks

Breaks are 16 minutes long. Students who return late from break may lose break privileges at administration's discretion. Students that have lost their break privileges will report to the ILC room. There will be a sign-in book, so please make sure you sign it. Remember breaks are privileges 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 do not jaywalk across any street. Jaywalking is not only



dangerous, it's against the law and it really upsets Tucson drivers. **Warning: Suspension will be issued for jaywalking.**

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.

Snacks

CHS Believes that snacks help our students to better concentrate while in class, so we give out free snacks during the 16 -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 cannot 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.



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, after school activities or other special events.

EXAMPLES OF BEHAVIORS WHICH MAY RESULT IN STUDENT SUSPENSION/EXPULSION

<u>Behaviors</u>		<u>Discipline Actions</u>
A. Obscenity: Vulgarity	1 st 2 nd 3 rd	Break suspension 1 day suspension 3 day suspension
B. Alcohol	1 st	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 2 nd	Pay restitution, long term suspension Expulsion



I.	Abuse or assault on staff member	1 st	Expulsion
J.	Disrupting educational setting	1 st 2 nd 3 rd	1 day suspension 3 day suspension Expulsion
K.	Cell phone use	1 st 2 nd 3 rd	Warning Break suspension Suspension/Parent conference
L.	Smoking/Vaping on Campus suspension	1 st 2 nd	3 day Expulsion
M.	Wearing inappropriate clothing	1 st 2 nd 3 rd	Warning/possibility of being sent home 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 (in class room):	1 st 2 nd	Subject to teacher discretion 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 _____